

**BOARD MINUTES
JANUARY - JUNE 2012**

0373

ASSEMBLY

JUNE



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, JUNE 26, 2012

7:00 PM

Conference Room – Second Floor

Agenda:

- Approval of Library Board Meeting Dates
- Approval of Non-Resident Fee
- Executive Session – To discuss
 - Semi-Annual Review of Executive Session Minutes
 - Pending or Imminent Litigation

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
June 26, 2012
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 – Dan Wilson.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – May 15, 2012.
 - B. Approval of the Minutes of the Finance Committee Meeting – May 15, 2012.
 - C. Approval of the Minutes of the Nominating Committee Meeting – May 21, 2012.
 - D. Approval of the Minutes of the Building and Grounds Committee Meeting – June 7, 2012.
 - E. Acceptance of Financial Reports for May 2012.
 - F. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.

- VIII. Unfinished Business.
- A. Meet and Greet Program.
 - B. Report on UIC Grant Program – Eugene Fregetto.
- IX. New Business.
- A. Approve Payment of Vendor Checks Report - \$291,829.15. [Action Item]
 - B. Report Out Finance Committee Action, May 15, 2012 – Dion Kendrick. [Action Item]
 - C. Discuss Library Lease. [Action Item]
 - D. Report Out Nominating Committee Action, May 21, 2012 – Susan Moylan Krey. [Action Item]
 - E. Report Out Building and Grounds Committee Action, June 7, 2012 – Steve Mokry. [Action Item]
 - F. Approve Payment to Innovation Experts for MyMediaMall - \$11,180.00. [Action Item]
 - G. Approval of Library Board Meeting Dates. [Action Item]
 - H. Approval of Non-Resident Fee. [Action Item]
 - I. Review and Accept Bid for New Public Library Van. [Bids due June 6, 2012] [Action Item]
- X. Announcements.
- A. 2012 ILA Annual Conference, Peoria, IL, Trustee Day, October 10.
 - B. July 17, 2012 Board of Trustee Meeting – 4:00 p.m.
 - C. Semi-Annual Board Dinner, July 17, 2012.
- XI. Correspondence.
- XII. Other.
- XIII. Executive Session.
- A. Semi-Annual Review of Executive Session Minutes.
 - B. Pending or Imminent Litigation.
- XIV. Executive Session Action.
- A. Semi-Annual Review of Executive Session Minutes. [Action Item]
 - B. Pending or Imminent Litigation. [Action Item]
- XV. Adjournment.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 15, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, May 15, 2012. President George Magerl called the meeting to order at 7:01p.m.

ROLL CALL.

Roll call indicated the following board members were present: George Magerl, Richard Pope, Eugene Fregetto, Steven Mokry, Jeffery Rozovics.

Absent: Vincent Rangel, Jennifer Tsalapatanis, Dion Kendrick, Susan Moylan Krey.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Alderman Dan Wilson, Don Sofolo, Margaret Scholl, Gus Sekalias, Steven Giese, Wayne Serbin.

Dion Kendrick entered the meeting at 7:01p.m.

PLEDGE OF ALLEGIANCE.

Susan Moylan Krey entered the meeting at 7:03p.m.

CONSIDERATION OF THE AGENDA

MOTION by Steven Mokry, seconded by Jeffery Rozovics, to accept the agenda as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

www.dppl.org

PRESENTATION – DES PLAINES MEMORY– Steven Geise.

Steven Geise, Reference Librarian, gave a demonstration of the Des Plaines Memory project, which is on the library website.

CONSENT AGENDA

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

MOTION by Dion Kendrick, seconded by Rich Pope, to accept the consent agenda as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto created a score card that he distributed to the board that compares goals from the Strategic Plan to the Director's Report and gave his suggestions for future Director's Report.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to accept the Director's report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

President Magerl stated that he spoke to 5 patrons at the Meet and Greet session.

President Magerl asked the board if they would be willing to sponsor a meal for Bessie's Table at the First United Methodist Church. President Magerl stated that it would be an excellent way to meet and talk to residents who may not be regular library users.

MOTION BY Dion Kendrick, seconded by Susan Moylan Krey, to direct President Magerl to investigate the cost of the Board sponsoring a meal for Bessie's Table at the First United Methodist Church. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl asked if board members were willing to formalize the Meet and Greet program by forming a committee to discuss ways to reach out to residents who do not use the library. The Board discussed reaching residents by using email surveys, mailing questionnaire's to some households in Des Plaines, and talking to residents at the train station, ward meetings, and other places where residents may congregate. There was no consensus on formalizing the Meet and Greet program.

Director Sorensen reported that the Pro Data payroll fees were previously disbursed automatically from the operating account, but we have requested our accountants to include those fees on our Vendor Check Report.

New Business

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$206,193.31 as listed on the vendor checks report of April 2012 and authorize the Library Director of have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rozovics. NAYS: None

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve payment to NewsBank Databases in the amount of \$13,275.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen gave information to the board for the purchase of 68 replacement workstations, which is part of a four-year lifecycle policy that the board previously adopted. The lowest quote was from Dell at \$46,571.16.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the purchase of 68 Dell Optiplex 790 replacement workstations at a cost not to exceed \$47,000. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rozovics. NAYS: None. MOTION CARRIED.

Director Sorensen asked for board approval to declare a list of items presented to the board surplus property.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to declare the list of items presented to the board surplus property and to offer the items to the City of Des Plaines for right of first refusal and then to donate or discard because of safety issues or conditions. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that for the FY2013 Per Capita Grant Requirements for Trustees, the board was asked to review Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants. This information was provided to the board on the board Wiki in March and Director Sorensen provided an additional explanation of the requirements.

President Magerl asked Susan Moylan Krey to chair the Nominating Committee and asked Trustees Rozovics and Rangel to serve on the committee. The Nominating Committee will present their recommendations for the slate of officers at the June board meeting and the board will vote on the slate of officers at the July meeting.

Trustee Kendrick reported that the Finance Committee met prior to the board meeting and gave an overview of what had been discussed. The board will discuss and vote on the recommendations from the Finance Committee at their June board meeting.

Trustee Rozovics reported that the Management Committee met on May 2, 2012 to discuss the Library Director's evaluation form. The board discussed the newly created form and President Magerl suggested that page 8 be eliminated and the scores be shown directly after each of the categories being evaluated.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve the evaluation form for the review of the Library Director, as revised and leave the format open for further modifications in future years. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Steve Mokry tentatively scheduled a Building and Grounds Committee meeting for Thursday, June 7, 2012 at 5:00 p.m.

Director Sorensen asked Margaret Scholl to email a copy of the library lease to each board member.

MOTION BY Steve Mokry, seconded by Dion Kendrick, to adjourn the meeting.

Meeting adjourned at 8:41 p.m.

Minutes prepared by Margaret Scholl



Des Plaines
Public Library

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

- Progress Report
- Response Requested by _____
- Board Action Required 06/26/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
May 15, 2012

Chair: Dion Kendrick
Present: George Magerl, Eugene Fregetto, Susan Moylan Krey, Rich Pope,
Holly Richards Sorensen, Roberta Johnson, Susan Farid, Jo Bonell,
Margaret Scholl

Call to Order: 5:04 p.m. by Dion Kendrick.

MOTION by Eugene Fregetto, seconded by Susan Moylan Krey to accept the Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ESTABLISH OPERATING CASH POSITIONS/OUTLOOK

The Committee discussed the projected cash balance at the end of the year. Trustee Kendrick stated that current projections indicate that at the end of 2012 there will be a cash balance of \$4,500,000 and he feels that \$3,500,000 should be used to reduce the tax levy. Director Sorensen stated that the library is in a good cash position because spending has been very conservative. Director Sorensen also stated that the building is almost 12 years old and that major expenditures will have to be budgeted for in the coming years.

The Committee discussed who was responsible for major building repairs, the library or the City of Des Plaines, as landlord. The Committee decided that board members should have a copy of the lease and Director Sorensen stated that she would have the lease scanned and emailed to board members.

MOTION by Eugene Fregetto, seconded by Susan Moylan Krey, to recommend establishing a policy requiring a maximum \$1,500,000 cash reserve; \$1,200,000 of that for operating expenses and \$300,000 for capital expenses. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

EXAMINE OTHER EXPENSE CONTROLS (HEALTH/PENSIONS)

The Committee discussed employer cost for providing health/dental insurance to library employees. Trustee Kendrick stated that a high deductible policy for employees would result in savings to the library. Director Sorensen stated that current employee insurance is with LIMRiCC and that premiums will remain the same for 2012/2013.

Director Sorensen will solicit quotes for a high deductible insurance policy.

PART TIME PENSIONS

The Committee discussed eliminating IMRF for part time staff who work 20 hours per week. Director Sorensen explained that employees regularly scheduled to work 20 hours per week or 1,000 hours per year, are enrolled in IMRF, per City of Des Plaines agreement with IMRF. The Committee will recommend to the board that future open part-time positions, regularly scheduled to work 20 hour per week, be re-evaluated for possible reduction in hours to less than 20 hours per week.

MOTION BY Eugene Fregetto, seconded by Susan Moylan Krey, to recommend reviewing all future open part-time library positions, regularly scheduled to work 20 hour per week, for a possible reduction in hours to less than 20 hours per week. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

TAX LEVY REDUCTION FOR 2013 BUDGET YEAR

The Committee discussed reducing the tax levy.

The Committee will recommend to the board to consider as part of the 2013 budget planning process to work toward reducing the tax levy over the next 3 years.

INCREASE SPENDING ON PATRON PRODUCTS

The Committee discussed whether or not to increase spending on patron materials. The Committee suggests that staff make recommendations on how they would increase patron products.

OTHER SOURCES OF INCOME (MEETING ROOMS/DVD CHARGES)

The Committee discussed why fees for meeting room use have not been implemented. Assistant Director Roberta Johnson stated that the library has committed free meeting rooms to the Learn to Read group and that based on last year's room usage, total revenue for meeting room fees would only be about \$3,000.00.

Trustee Kendrick stated that additional revenue could be generated by charging 50¢ for DVDs and Director Sorensen replied that patrons would go elsewhere for their DVDs.

The meeting adjourned at 6:47p.m.

Minutes prepared by Margaret Scholl



Des Plaines
Public Library

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

Progress Report

Response Requested by _____

Board Action Required 06/26/2012

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
May 21, 2012

Chair: Susan Moylan Krey
Present: Susan Moylan Krey, Jeffery Rozovics, Vincent Rangel, George Magerl, Rich Pope, Margaret Scholl

Call to Order: 4:02p.m. by Susan Moylan Krey.

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

President Magerl stated that he would serve as President until 12/21/2012 if needed, even though both his and Jeffery Rozovics terms will expire on June 30, 2012.

MOTION by Jeffery Rozovics, seconded by Vincent Rangel, to nominate Rich Pope to the office of President of the Des Plaines Public Library Board of Trustees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by Vincent Rangel, to nominate Susan Moylan Krey to the office of Vice President of the Des Plaines Public Library Board of Trustees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jeffery Rozovics, seconded by Susan Moylan Krey, to nominate Eugene Fregetto for the office of Treasurer subject to his acceptance and if he does not accept the nomination, Vincent Rangel would be the nominee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Vincent Rangel, seconded by Jeffery Rozovics, to nominate Carol Kidd to the office of Secretary of the Des Plaines Public Library Board of Trustees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 4:56p.m.

Minutes prepared by Margaret Scholl.



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

- Progress Report
- Response Requested by _____
- Board Action Required June 26, 2012

BOARD OF TRUSTEES
 Minutes of the Building and Grounds Committee Meeting
 June 7, 2012

Chair: Steve Mokry.
 Present: Steve Mokry, Dion Kendrick, Rich Pope, George Magerl, Carol Kidd, Holly Richards Sorensen, Roberta Johnson, Gary Valente.

Call to Order: 5:01 p.m. by Steve Mokry.

ROLL CALL: Mokry, Kendrick, Pope.

Dion Kendrick asked to add Discussion of Library Lease to the agenda.

MOTION by Rich Pope, seconded by Dion Kendrick, to add "Discussion of Library Lease" to the agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the agenda, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed the library lease. Trustee Kendrick stated that he did not think that the lease was clear. The library lease will be discussed at the June 26, 2012 Board of Trustees meeting.

The Committee began the tour of the building at 5:15 p.m.

The Committee inspected the countertops in the fourth floor public restrooms. Director Sorensen explained that countertop replacement was in the 2012 budget and staff will request bids for this project.

While on the fourth floor Assistant Director Roberta Johnson showed the committee how the proposed reconfiguration to the patron computer area would benefit the patrons by providing more workspace.

Director Sorensen reported that the garage that housed the Mobile Library could be converted into useable space and suggested a space cost allocation plan for the building for redesigning certain areas of the library, including the fourth floor. The cost for the plan would be in the 2013 budget.

The meeting resumed at 6:35 p.m.

MOTION by Steve Mokry, seconded by Dion Kendrick, to recommend to the board a space cost allocation plan for the building with costs for the plan to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to recommend to the board reconfiguration to the patron computer area on the fourth floor with costs for the reconfiguration to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to recommend to the board recarpeting the stairs with costs for the recarpeting to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to recommend to the board public seating replacement (chairs) with costs for the chairs to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Rich Pope, to adjourn the meeting.

The meeting adjourned at 6:40 p.m.

Minutes prepared by Carol Kidd

June 11, 2012

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of May 31, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the five months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Des Plaines Public Library

Treasurer's Report as of May 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>173,834.32</u> <u>173,834.32</u>
201-1102015 - First Midwest Operating #8100292260	447,907.37
202-1102015 - First Midwest Operating #8100292260	2,324.47
	<u>450,231.84</u>
201-1102028 - Cash Library Donations	24,909.40
	<u>24,909.40</u>
201-1102073 - Cash IL - Epay #151600222104	<u>51,371.87</u>
201-1102078 - Cash IL - Epay Library	<u>12,110.93</u>
201-1102079 - IL Funds - 151600222591	4,305,223.09
202-1102079 - IL Funds - 151600222591	302,952.54
	<u>4,608,175.63</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,442.84</u>
Total Invested	<u><u>5,424,576.83</u></u>

June 11, 2012

**Des Plaines Public Library
Balance Sheet as of May 31, 2012**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	418,956.50	(245,122.18)	173,834.32
1102015 - First Midwest Operating #8100292260	604,699.54	(156,792.17)	447,907.37
1102028 - Cash Library Donations	24,483.35	426.05	24,909.40
1102073 - Cash IL - Epay 151600008073	48,339.84	3,032.03	51,371.87
1102078 - Cash IL - Epay Library	11,762.49	348.44	12,110.93
1102079 - IL Funds - 151600222591	4,362,596.79	(57,373.70)	4,305,223.09
1104006 - Investments - Certificates of Deposit	103,404.59	38.25	103,442.84
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
	<u>11,870,248.10</u>	<u>(455,443.28)</u>	<u>11,414,804.82</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	166,254.89	73,270.92	239,525.81
2401002 - Payroll Liabilities	0.00	18,189.95	18,189.95
2430707 - Due to Library Comp Abs	215,418.08	0.00	215,418.08
2450040 - Accrued Payroll	50,800.12	0.00	50,800.12
2470000 - Deferred Revenue - Property Tax	6,295,505.00	0.00	6,295,505.00
	<u>6,727,978.09</u>	<u>91,460.87</u>	<u>6,819,438.96</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>3,513,461.11</u>	<u>0.00</u>	<u>3,513,461.11</u>
	<u>3,513,461.11</u>	<u>0.00</u>	<u>3,513,461.11</u>
Total Liabilities and Fund Balance	<u>10,241,439.20</u>	<u>91,460.87</u>	<u>10,332,900.07</u>
Excess Revenues Over Expenses	<u>1,628,808.90</u>	<u>(546,904.15)</u>	<u>1,081,904.75</u>

June 11, 2012

Des Plaines Public Library
Balance Sheet as of May 31, 2012

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	2,324.47	0.00	2,324.47
1102079 - IL Funds - 151600222591	302,929.55	22.99	302,952.54
	305,254.02	22.99	305,277.01

Liabilities and Fund Balance

Liabilities

	0.00	0.00	0.00
--	------	------	------

Fund Balance

3730000 - Fund Balance - Unreserved	311,506.97	0.00	311,506.97
Total Liabilities and Fund Balance	311,506.97	0.00	311,506.97
Excess Revenues Over Expenses	(6,252.95)	22.99	(6,229.96)

Compensated Absences Fund

Assets

1120201 - Due From Library	215,418.08	0.00	215,418.08
	215,418.08	0.00	215,418.08

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	135,596.87	0.00	135,596.87
2490010 - Compensated Absences Payable	79,821.21	0.00	79,821.21
	215,418.08	0.00	215,418.08

Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	215,418.08	0.00	215,418.08
Excess Revenues Over Expenses	0.00	0.00	0.00

June 11, 2012

Des Plaines Public Library
Balance Sheet as of May 31, 2012

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	235,874.00	0.00	235,874.00
1204201 - Fixed Assets - Library Equipment	869,440.00	0.00	869,440.00
1204300 - Fixed Assets - Vehicles	161,448.00	0.00	161,448.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(452,261.00)</u>	<u>0.00</u>	<u>(452,261.00)</u>
	<u>814,501.00</u>	<u>0.00</u>	<u>814,501.00</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>814,501.00</u>	<u>0.00</u>	<u>814,501.00</u>
	<u>814,501.00</u>	<u>0.00</u>	<u>814,501.00</u>
Total Liabilities and Net Capital Assets	<u>814,501.00</u>	<u>0.00</u>	<u>814,501.00</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Des Plaines Public Library
Revenue Report
For the 5 Months Ended May 31, 2012**

	<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>					
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	0.00	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	42,293.99	3,462,425.74	6,359,096.00	2,896,670.26	54.45
	<u>42,293.99</u>	<u>3,468,626.40</u>	<u>6,409,096.00</u>	<u>2,940,469.60</u>	<u>54.12</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	23,247.00	23,247.00	92,988.00	69,741.00	25.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>23,247.00</u>	<u>23,247.00</u>	<u>150,988.00</u>	<u>127,741.00</u>	<u>15.40</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	248.00	1,820.58	4,000.00	2,179.42	45.51
4850102 - Library Fines	5,961.56	28,760.46	77,000.00	48,239.54	37.35
4850103 - Library Fines / Credit Card	3,545.22	18,380.66	43,000.00	24,619.34	42.75
4850201 - Copying Fee	2,306.45	10,440.20	30,000.00	19,559.80	34.80
4850202 - Damaged Materials	37.94	250.73	700.00	449.27	35.82
4850203 - Lost Materials	316.92	2,549.84	7,000.00	4,450.16	36.43
4850205 - Bags	46.00	292.50	750.00	457.50	39.00
4850207 - Non-Res Cards	73.50	441.00	1,000.00	559.00	44.10
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>12,535.59</u>	<u>62,935.97</u>	<u>165,450.00</u>	<u>102,514.03</u>	<u>38.04</u>
<u>Other Revenue</u>					
4890010 - Interest Income	388.87	1,857.90	3,000.00	1,142.10	61.93
4890050 - Sale of Fixed Assets	0.00	0.00	5,000.00	5,000.00	0.00
4899900 - Miscellaneous Revenue	1,064.75	9,077.77	18,000.00	8,922.23	50.43
4899920 - Library Donations	425.00	540.00	3,500.00	2,960.00	15.43
	<u>1,878.62</u>	<u>11,475.67</u>	<u>29,500.00</u>	<u>18,024.33</u>	<u>38.90</u>
Total Library Fund	<u>79,955.20</u>	<u>3,566,285.04</u>	<u>6,755,534.00</u>	<u>3,189,248.96</u>	<u>52.79</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 5 Months Ended May 31, 2012**

	<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>22.99</u>	<u>70.04</u>	<u>2,500.00</u>	<u>2,429.96</u>	<u>2.80</u>
	<u>22.99</u>	<u>70.04</u>	<u>2,500.00</u>	<u>2,429.96</u>	<u>2.80</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>22.99</u>	<u>70.04</u>	<u>202,500.00</u>	<u>202,429.96</u>	<u>0.03</u>
Total of All Funds	<u>79,978.19</u>	<u>3,566,355.08</u>	<u>6,958,034.00</u>	<u>3,391,678.92</u>	<u>51.26</u>

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2012**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Salaries	170,886.12	736,666.23	2,073,069.00	1,336,402.77	35.54
5910200 - Temporary Wages	145,377.54	416,013.82	781,639.00	365,625.18	53.22
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>316,263.66</u>	<u>1,152,728.13</u>	<u>2,854,708.00</u>	<u>1,701,979.87</u>	<u>40.38</u>
Benefits					
5918010 - Unemployment Compensation	0.00	13,102.50	35,000.00	21,897.50	37.44
5918020 - Employer Contribution - FICA	23,890.27	86,128.48	214,925.00	128,796.52	40.07
5918021 - Employer Contribution - IMRF	36,221.99	132,534.99	342,979.00	210,444.01	38.64
5918040 - Life Insurance Premiums	4.50	4.50	4,104.00	4,099.50	0.11
5918050 - PPO Insurance Premiums	31,468.92	113,215.26	275,713.00	162,497.74	41.06
5918051 - HMO Insurance Premiums	10,329.57	41,681.92	99,504.00	57,822.08	41.89
5918055 - Dental Insurance Premiums	2,801.10	10,401.74	25,543.00	15,141.26	40.72
5918070 - Workers Compensation	0.00	3,128.20	13,500.00	10,371.80	23.17
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>104,716.35</u>	<u>400,197.59</u>	<u>1,012,768.00</u>	<u>612,570.41</u>	<u>39.52</u>
Contractual Services					
5920100 - Legal Fees	575.92	1,339.12	9,000.00	7,660.88	14.88
5920110 - Professional Services	29,341.49	177,005.99	360,000.00	182,994.01	49.17
5920120 - Communication Services	1,979.26	12,776.04	39,100.00	26,323.96	32.68
5920140 - Data Processing Services	5,653.85	24,780.60	100,250.00	75,469.40	24.72
5920202 - Conferences	700.00	1,555.00	3,000.00	1,445.00	51.83
5920204 - Training	0.00	409.00	5,000.00	4,591.00	8.18
5920220 - Membership Dues	0.00	1,479.00	7,000.00	5,521.00	21.13
5920230 - Publication of Notices	40.50	40.50	2,000.00	1,959.50	2.02
5920990 - Property/Liability Insurance	2,480.00	32,226.00	30,000.00	(2,226.00)	107.42
5930010 - R&M Equipment	11,707.81	93,094.01	118,100.00	25,005.99	78.83
5930020 - R&M Buildings & Structures	10,469.27	27,592.03	128,100.00	100,507.97	21.54
5930030 - R&M Vehicles	0.00	1,395.83	3,500.00	2,104.17	39.88
5930195 - Book Binding & Repair	0.00	180.35	500.00	319.65	36.07
5930210 - Rental of Equipment	2,182.00	15,095.00	29,000.00	13,905.00	52.05
5930320 - Cleaning/Custodial Services	(2,730.00)	21,972.00	47,700.00	25,728.00	46.06
5930490 - Refuse Contract	598.25	3,471.97	7,200.00	3,728.03	48.22
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	169.42	740.87	500.00	(240.87)	148.17
5960070 - Travel Expense	70.93	309.90	500.00	190.10	61.98
5960210 - Special Event Programming	5,183.09	16,424.65	31,250.00	14,825.35	52.56
5960990 - Misc. Contractual Services	5,861.99	32,293.92	76,425.00	44,131.08	42.26
	<u>74,283.78</u>	<u>464,181.78</u>	<u>998,375.00</u>	<u>534,193.22</u>	<u>46.49</u>
Commodities					
5970100 - Office Supplies	2,246.53	36,341.75	102,500.00	66,158.25	35.46
5970110 - Meals	290.45	1,005.44	2,000.00	994.56	50.27
5970115 - Supplies - Dept/Other	199.11	2,170.41	7,000.00	4,829.59	31.01
5970170 - Janitorial	4,845.63	9,431.90	30,300.00	20,868.10	31.13
5970260 - Postage & Parcel	103.19	2,184.35	15,000.00	12,815.65	14.56
5970270 - Printing -Reproduction-Binding	1,477.36	2,458.18	4,000.00	1,541.82	61.45
5970500 - Purchase of Water	0.00	994.92	6,000.00	5,005.08	16.58

See Accountants' Compilation Report

June 11, 2012

Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2012

	<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>
5970600 - Books	36,334.99	143,496.94	350,000.00	206,503.06	41.00
5970610 - Audio Materials	5,827.12	23,383.40	74,000.00	50,616.60	31.60
5970620 - Subscriptions & Books	351.67	3,252.61	68,000.00	64,747.39	4.78
5970630 - Visual Materials	9,770.67	40,579.11	111,000.00	70,420.89	36.56
5970640 - Automated Reference Materials	19,212.11	101,268.86	165,000.00	63,731.14	61.38
5970650 - Downloadable Materials	706.28	20,961.97	33,000.00	12,038.03	63.52
5970810 - Natural Gas	0.00	9,374.75	26,000.00	16,625.25	36.06
5970850 - Gasoline	78.42	220.20	1,000.00	779.80	22.02
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>81,443.53</u>	<u>397,124.79</u>	<u>998,800.00</u>	<u>601,675.21</u>	<u>39.76</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	46,298.16	47,710.12	11,700.00	(36,010.12)	407.78
5980420 - Computer Software	3,853.87	18,293.81	61,205.00	42,911.19	29.89
5980600 - Furniture & Fixtures	0.00	868.47	16,500.00	15,633.53	5.25
	<u>50,152.03</u>	<u>66,870.40</u>	<u>89,405.00</u>	<u>22,534.60</u>	<u>74.79</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	3,277.60	58,000.00	54,722.40	5.65
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>3,277.60</u>	<u>333,000.00</u>	<u>329,722.40</u>	<u>0.98</u>
Total Library Fund Expenditures	<u><u>626,859.35</u></u>	<u><u>2,484,380.29</u></u>	<u><u>6,287,056.00</u></u>	<u><u>3,802,675.71</u></u>	<u><u>39.52</u></u>

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2012**

	<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>					
5980300 - Improvements	0.00	0.00	39,000.00	39,000.00	0.00
5980400 - Equipment	0.00	6,300.00	17,300.00	11,000.00	36.42
5990990 - Vehicles	0.00	0.00	43,000.00	43,000.00	0.00
	<u>0.00</u>	<u>6,300.00</u>	<u>56,300.00</u>	<u>50,000.00</u>	<u>11.19</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>6,300.00</u>	<u>99,300.00</u>	<u>93,000.00</u>	<u>6.34</u>
Total of All Funds	<u>626,859.35</u>	<u>2,490,680.29</u>	<u>6,386,356.00</u>	<u>3,895,675.71</u>	<u>39.00</u>

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
11948	06/20/12	BAKER & TAYLOR	32,590.92
11949	06/20/12	BANKCARD SERVICES	5,802.27
11950	06/20/12	MIDWEST TAPE	15,650.56
11951	06/20/12	ALGONQUIN JUNIOR HIGH SCHOOL	20.00
11952	06/20/12	ALPHA-GRAPHS	1,829.24
11953	06/20/12	AMAZON	1,047.48
11954	06/20/12	ANDERSON LOCK CO LTD	122.48
11955	06/20/12	ARTHUR J. GALLAGHER RISK MANAGEMENT	2,480.00
11956	06/20/12	AudioGo	8.00
11957	06/20/12	Automated Logic, Inc	2,614.50
11958	06/20/12	BANC OF AMERICA LEASING	2,005.00
11959	06/20/12	BASS PLAYER	18.99
11960	06/20/12	BOTTOM LINE PERSONAL	39.00
11961	06/20/12	C D W GOVERNMENT INCORPORATED	6,275.00
11962	06/20/12	CAPSTONE PRESS INCORPORATED	4,646.97
11963	06/20/12	CHICAGO OFFICE TECHNOLOGY GROUP	2,472.81
11964	06/20/12	CITY OF DES PLAINES	78.42
11965	06/20/12	CITY OF DES PLAINES	50.00
11966	06/20/12	COOPERATIVE COMPUTER SERVICES	5,653.85
11967	06/20/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,340.00
11968	06/20/12	D & Z HOUSE OF BOOKS INCORPORATED	49.75
11969	06/20/12	D.K. AGENCIES (P) LTD.	499.90
11970	06/20/12	DAILY HERALD	40.50
11971	06/20/12	DAVE'S SPECIALTY FOODS	300.00
11972	06/20/12	DELL MARKETING LP	46,298.16
11973	06/20/12	DEMCO EDUCATIONAL CORP	512.08
11974	06/20/12	EBSCO SUBSCRIPTION SVC	44.00
11975	06/20/12	FEDERAL EXPRESS	33.86
11976	06/20/12	FERME ORNEE, LLC	250.00
11977	06/20/12	FINDAWAY WORLD LLC	644.90
11978	06/20/12	FRIENDSHIP JUNIOR HIGH SCHOOL	20.00
11979	06/20/12	Gale, Inc	761.30
11980	06/20/12	GRAINGER	972.72
11981	06/20/12	HAINES & COMPANY, INC	893.00
11982	06/20/12	IHLS	575.00
11983	06/20/12	INFORMATION TODAY, INC.	356.55
11984	06/20/12	INNOVATION EXPERTS	3,775.00
11985	06/20/12	INVICTA SERVICES LLC	143.85
11986	06/20/12	IROQUOIS COMMUNITY SCHOOL	20.00
11987	06/20/12	JO BONELL	31.41
11988	06/20/12	JOHN LAVALIE	53.73
11989	06/20/12	KEYBOARD	15.00
11990	06/20/12	LAUTERBACH & AMEN, LLP.	1,435.00
11991	06/20/12	LAW OFFICES OF ANCEL, GLINK	575.92
11992	06/20/12	LEAPFROG SCHOOLHOUSE	341.11
11993	06/20/12	LIMRiCC	36,166.31
11994	06/20/12	LYONS PUBLIC LIBRARY	25.00
11995	06/20/12	MAIL FINANCE	177.00
11996	06/20/12	McQuay Service, Inc	652.28
11997	06/20/12	METRO PROFESSIONAL PRODUCTS, INC.	638.21
11998	06/20/12	MIDWEST SWISS EMBROIDERIES CO.	224.28
11999	06/20/12	NEWSBANK	13,175.00
12000	06/20/12	OFFICE DEPOT	155.68
12001	06/20/12	Outsource Solutions Grp, Inc	28,624.21
12002	06/20/12	OVERDRIVE, INC.	691.29
12003	06/20/12	PCGAMER	19.95
12004	06/20/12	PITNEY BOWES	69.33
12005	06/20/12	PRESTIGE DISTRIBUTION, INC.	2,234.70
12006	06/20/12	RANDOM HOUSE INCORPORATED	20.00
12007	06/20/12	RECORDED BOOKS, LLC	1,214.86
12008	06/20/12	RESEARCH TECHNOLOGY INTERNATIONAL	180.00

**Des Plaines Public Library
Check Register**

Check Number	Check Date	Payee	Amount
12009	06/20/12	Rosen Publishing, Inc.	1,788.85
12010	06/20/12	RUNCO OFFICE SUPPLY	244.89
12011	06/20/12	RV ENTERPRISES, LTD.	2,657.00
12012	06/20/12	SOMETHING FISHY INC	114.96
12013	06/20/12	Speed E Kleen, Inc	120.00
12014	06/20/12	STANDBY ELECTRICAL SYSTEMS	603.00
12015	06/20/12	STEVEN J. GASSMAN	125.00
12016	06/20/12	SULLIVANS LAW DIRECTORY	75.93
12017	06/20/12	TEAM SOFTWARE SOLUTIONS	125.00
12018	06/20/12	TELEVEND SERVICES INCORPORATED	266.85
12019	06/20/12	THE CHILD'S WORLD	99.75
12020	06/20/12	TODAY'S BUSINESS SOLUTIONS INC	2,825.00
12021	06/20/12	VAHE GHAZARIAN	90.00
12022	06/20/12	WASTE MANAGEMENT	166.32
12023	06/20/12	WASTE MANAGEMENT	431.93
12024	06/20/12	WIRELINE INCORPORATED	135.00
50305	05/31/12	NEXTEL	742.75
50306	05/31/12	CALL ONE	286.39
50307	05/31/12	AT&T	516.33
50308	05/31/12	McLeod USA, Inc	292.00
50309	05/31/12	NEO-POST	1,000.00
50310	05/31/12	SPRINT	25.67
50311	05/31/12	WOW! INTERENT CABLE	116.12
50312	05/31/12	IMRF	48,500.92
50313	05/31/12	PRO DATA	823.16
Total checks	86		<u>291,829.15</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50307	05/31/12	516.33
Account No. 201-5920120		Description ACH	Amount 516.33
CALL ONE	50306	05/31/12	286.39
Account No. 201-5920120		Description ACH	Amount 286.39
IMRF	50312	05/31/12	48,500.92
Account No. 201-2401002		Description 05/2012 EE IMRF Contrib	Amount 12,278.93
201-5918021		05/2012 ER IMRF Contrib	36,221.99
McLeod USA, Inc	50308	05/31/12	292.00
Account No. 201-5920120		Description ACH	Amount 292.00
NEO-POST	50309	05/31/12	1,000.00
Account No. 201-5970170		Description ACH	Amount 1,000.00
NEXTEL	50305	05/31/12	742.75
Account No. 201-5920120		Description ACH	Amount 742.75
PRO DATA	50313	05/31/12	823.16
Account No. 201-5920110		Description 5/4 Payroll Processing	Amount 233.64
201-5920110		5/18 Payroll Processing	355.88
201-5920110		6/1 Payroll Processing	233.64
SPRINT	50310	05/31/12	25.67
Account No. 201-5920120		Description ACH	Amount 25.67
WOW! INTERENT CABLE	50311	05/31/12	116.12
Account No. 201-5920120		Description ACH	Amount 116.12
		Subtotal	<u>52,303.34</u>
ALGONQUIN JUNIOR HIGH SCHOOL	11951	06/20/12	20.00
Account No. 201-5970600		Description 2012 Yearbook	Amount 20.00
ALPHA-GRAPHICS	11952	06/20/12	1,829.24
Account No. 201-5960210		Description Invoice #37136	Amount 351.88
201-5970270		Invoice #37249	1,339.81
201-5970270		Invoice #37178	137.55
AMAZON	11953	06/20/12	1,047.48
Account No. 201-5970600		Description Account #6045787810251203	Amount 891.11
201-5970610		Account #6045787810251203	135.38
201-5970630		Account #6045787810251203	20.99
ANDERSON LOCK CO LTD	11954	06/20/12	122.48
Account No. 201-5970115		Description Invoice #0679401	Amount 122.48
ARTHUR J. GALLAGHER RISK MANAGEM	11955	06/20/12	2,480.00

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Account No.	Description	Chk. No.	Check Date	Amount
	201-5920990	Invoice #612692			2,480.00
AudioGo			11956	06/20/12	8.00
	201-5970610	Invoice #452013			8.00
Automated Logic, Inc			11957	06/20/12	2,614.50
	201-5930020	Invoice #015211			2,614.50
BAKER & TAYLOR			11948	06/20/12	32,590.92
	201-5960990	Invoice #5012004821			13.95
	201-5960990	Invoice #2027045969			50.55
	201-5960990	Invoice #2027052157			99.60
	201-5960990	Invoice #2027029264			67.90
	201-5960990	Invoice #2027020389			57.00
	201-5960990	Invoice #2027017496			0.70
	201-5960990	Invoice #2027029357			99.50
	201-5960990	Invoice #2027003819			217.10
	201-5960990	Invoice #2026998313			38.50
	201-5960990	Invoice #2026986222			2.80
	201-5960990	Invoice #2026979378			90.30
	201-5960990	Invoice #2026978355			47.30
	201-5960990	Invoice #2027066653			30.20
	201-5960990	Invoice #2027063129			1.40
	201-5960990	Invoice #2027070916			299.75
	201-5960990	Invoice #2027040503			7.95
	201-5960990	Invoice #2027002150			5.68
	201-5960990	Invoice #2027038626			8.88
	201-5960990	Invoice #2027036138			31.09
	201-5960990	Invoice #2027038667			4.65
	201-5960990	Invoice #2027038649			3.00
	201-5960990	Invoice #2027036264			183.70
	201-5960990	Invoice #2027034989			246.10
	201-5960990	Invoice #2027038756			4.50
	201-5960990	Invoice #2027034975			37.75
	201-5960990	Invoice #2027035202			13.50
	201-5960990	Invoice #2027034930			3.39
	201-5960990	Invoice #2027045363			18.10
	201-5960990	Invoice #2027045334			16.25
	201-5960990	Invoice #2027052156			180.00
	201-5960990	Invoice #2027057259			71.35
	201-5960990	Invoice #2027057255			8.10
	201-5960990	Invoice #2027050232			24.45
	201-5960990	Invoice #2027045274			5.90
	201-5960990	Invoice #2027046161			1.50
	201-5960990	Invoice #2027049532			5.31
	201-5960990	Invoice #2027045349			16.74
	201-5960990	Invoice #2027045381			3.00
	201-5960990	Invoice #2027045662			3.00
	201-5960990	Invoice #2027060525			5.95
	201-5960990	Invoice #2029011079			28.50
	201-5960990	Invoice #2027023731			5.40
	201-5960990	Invoice #2027027512			12.40
	201-5960990	Invoice #2027018823			9.57
	201-5960990	Invoice #2027018924			10.50
	201-5960990	Invoice #2027018728			1.50
	201-5960990	Invoice #2027016712			4.50
	201-5960990	Invoice #2027018738			5.75
	201-5960990	Invoice #2027011080			93.72
	201-5960990	Invoice #2027018727			3.54

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice #2027016696		7.05
201-5960990	Invoice #2027018747		11.35
201-5960990	Invoice #2027009885		20.10
201-5960990	Invoice #2027009758		17.82
201-5960990	Invoice #2027002117		12.00
201-5960990	Invoice #2027024000		2.81
201-5960990	Invoice #2027024725		2.84
201-5960990	Invoice #2026888676		5.69
201-5960990	Invoice #2027035953		3.50
201-5960990	Invoice #2027009765		8.88
201-5960990	Invoice #2027027743		5.68
201-5960990	Invoice #2027002169		2.94
201-5960990	Invoice #2027002138		3.39
201-5960990	Invoice #137663		11.44
201-5960990	Invoice #2026985539		15.80
201-5960990	Invoice #2026985441		5.77
201-5960990	Invoice #2026976600		4.86
201-5960990	Invoice #2026971955		0.70
201-5960990	Invoice #2026974612		4.55
201-5960990	Invoice #2026974934		18.00
201-5960990	Invoice #2026976561		3.00
201-5960990	Invoice #2026976560		1.50
201-5960990	Invoice #2026974662		3.00
201-5960990	Invoice #2026981760		12.40
201-5960990	Invoice #2026986321		36.92
201-5960990	Invoice #2026986460		19.44
201-5960990	Invoice #2026985471		12.39
201-5960990	Invoice #2026981495		7.50
201-5960990	Invoice #2026986327		0.70
201-5960990	Invoice #2026986457		32.25
201-5960990	Invoice #2027002097		3.00
201-5960990	Invoice #2027006896		9.00
201-5960990	Invoice #2027060806		20.40
201-5960990	Invoice #5011983146		20.30
201-5960990	Invoice #2027065968		12.70
201-5960990	Invoice #2027065918		14.16
201-5960990	Invoice #2027062437		14.28
201-5960990	Invoice #2027065943		10.00
201-5960990	Invoice #2027057238		36.05
201-5960990	Invoice #2027060583		9.00
201-5960990	Invoice #2027060585		2.84
201-5960990	Invoice #2027060560		2.81
201-5960990	Invoice #2027070905		13.84
201-5960990	Invoice #2027076785		17.37
201-5970600	Invoice #5012004821		482.44
201-5970600	Invoice #2027045968		1,079.88
201-5970600	Invoice #2027052143		182.15
201-5970600	Invoice #2027029263		882.20
201-5970600	Invoice #2027020388		993.89
201-5970600	Invoice #2027029356		1,763.19
201-5970600	Invoice #2027003818		3,569.19
201-5970600	Invoice #2026986221		59.77
201-5970600	Invoice #2026978706		30.53
201-5970600	Invoice #2026979377		1,320.51
201-5970600	Invoice #2026978354		903.50
201-5970600	Invoice #2027066652		500.25
201-5970600	Invoice #2027063128		23.90
201-5970600	Invoice #2027040503		77.67
201-5970600	Invoice #2027002150		26.88
201-5970600	Invoice #2027038626		28.11
201-5970600	Invoice #2027036138		89.46
201-5970600	Invoice #2027038667		44.35
201-5970600	Invoice #2027038649		19.30

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice #2027036264		1,551.18
201-5970600	Invoice #2027034989		1,498.74
201-5970600	Invoice #2027038756		42.60
201-5970600	Invoice #2027034975		238.40
201-5970600	Invoice #2027035202		135.08
201-5970600	Invoice #2027034930		40.10
201-5970600	Invoice #2027045363		105.21
201-5970600	Invoice #2027045334		305.72
201-5970600	Invoice #2027052156		1,849.43
201-5970600	Invoice #2027057259		369.66
201-5970600	Invoice #2027057255		105.91
201-5970600	Invoice #2027050232		180.70
201-5970600	Invoice #2027045274		45.97
201-5970600	Invoice #2027046161		9.65
201-5970600	Invoice #2027049532		43.13
201-5970600	Invoice #2027045349		40.02
201-5970600	Invoice #2027045381		25.61
201-5970600	Invoice #2027045662		25.61
201-5970600	Invoice #2027060525		46.54
201-5970600	Invoice #2027011079		205.94
201-5970600	Invoice #2027023731		38.59
201-5970600	Invoice #2027027512		123.93
201-5970600	Invoice #2027018823		86.85
201-5970600	Invoice #2027018924		110.10
201-5970600	Invoice #2027018728		9.65
201-5970600	Invoice #2027016712		30.07
201-5970600	Invoice #2027018738		98.04
201-5970600	Invoice #2027011080		235.69
201-5970600	Invoice #2027018727		30.64
201-5970600	Invoice #2027016696		60.27
201-5970600	Invoice #2027018747		112.71
201-5970600	Invoice #2027009885		380.14
201-5970600	Invoice #2027009758		172.37
201-5970600	Invoice #2027002117		119.22
201-5970600	Invoice #2027032335		379.14
201-5970600	Invoice #2027024000		9.54
201-5970600	Invoice #2027024725		4.18
201-5970600	Invoice #2026888676		22.07
201-5970600	Invoice #2027035953		23.87
201-5970600	Invoice #2027009765		26.86
201-5970600	Invoice #2027027743		21.51
201-5970600	Invoice #2027002169		49.55
201-5970600	Invoice #2027002138		48.41
201-5970600	Invoice #137663		102.33
201-5970600	Invoice #2026985539		162.33
201-5970600	Invoice #2026985441		15.53
201-5970600	Invoice #2026998312		792.95
201-5970600	Invoice #2026976600		55.01
201-5970600	Invoice #2026971955		2.98
201-5970600	Invoice #2026974612		35.72
201-5970600	Invoice #2026974934		188.74
201-5970600	Invoice #2026976561		23.79
201-5970600	Invoice #2026976560		10.21
201-5970600	Invoice #2026974662		20.40
201-5970600	Invoice #2026971860		166.77
201-5970600	Invoice #2026986321		118.22
201-5970600	Invoice #2026986460		177.01
201-5970600	Invoice #2026985471		131.16
201-5970600	Invoice #2026981495		48.66
201-5970600	Invoice #2026986327		5.68
201-5970600	Invoice #2026986457		360.54
201-5970600	Invoice #2027002097		22.69
201-5970600	Invoice #2027006896		87.74

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice #2027060806	122.16	
201-5970600	Invoice #2027065968	126.96	
201-5970600	Invoice #2027065918	117.45	
201-5970600	Invoice #2027062437	142.36	
201-5970600	Invoice #2027065943	51.46	
201-5970600	Invoice #2027057238	411.23	
201-5970600	Invoice #2027060583	57.89	
201-5970600	Invoice #2027060585	4.77	
201-5970600	Invoice #2027060560	8.37	
201-5970600	Invoice #2027070915	4,251.69	
201-5970600	Invoice #2027070905	410.49	
201-5970600	Invoice #2027076785	165.62	
201-5970630	Invoice #2027017495	10.16	
201-5970640	Invoice #5012004821	222.89	
201-5970640	Invoice #5011983146	141.40	
BANC OF AMERICA LEASING	11958	06/20/12	2,005.00
Account No.	Description	Amount	
201-5930210	Invoice #012126786	2,005.00	
BANKCARD SERVICES	11949	06/20/12	5,802.27
Account No.	Description	Amount	
201-5920202		700.00	
201-5930020		409.49	
201-5960210		1,349.93	
201-5960990		90.00	
201-5970100		242.13	
201-5970110		276.24	
201-5970115		76.63	
201-5970600		50.00	
201-5970620		164.98	
201-5970650		14.99	
201-5980420		2,427.88	
BASS PLAYER	11959	06/20/12	18.99
Account No.	Description	Amount	
201-5970620	INET #42216271	18.99	
BOTTOM LINE PERSONAL	11960	06/20/12	39.00
Account No.	Description	Amount	
201-5970620	Account #0010537000272749	39.00	
C D W GOVERNMENT INCORPORATED	11961	06/20/12	6,275.00
Account No.	Description	Amount	
201-5930010	Invoice # K705046	4,875.00	
201-5930010	Invoice #K705041	1,400.00	
CAPSTONE PRESS INCORPORATED	11962	06/20/12	4,646.97
Account No.	Description	Amount	
201-5970600	Invoice #C110260406	4,646.97	
CHICAGO OFFICE TECHNOLOGY GROUP	11963	06/20/12	2,472.81
Account No.	Description	Amount	
201-5930010	Invoice # 127804	648.00	
201-5930010	Invoice #126932	22.94	
201-5930010	Invoice #127009	322.97	
201-5930010	Invoice #127945	460.61	
201-5930010	Invoice #127932	113.15	
201-5930010	Invoice #120481	142.30	
201-5930010	Invoice #120490	430.34	
201-5930010	Invoice #122955	332.50	
CITY OF DES PLAINES	11964	06/20/12	78.42

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5970840	Invoice Fuel #	0.00	
201-5970850	Invoice Fuel #04-12	78.42	
CITY OF DES PLAINES	11965	06/20/12	50.00
Account No.	Description	Amount	
201-5960210	July 4th Parade	50.00	
201-5970840	Invoice Fuel #	0.00	
COOPERATIVE COMPUTER SERVICES	11966	06/20/12	5,653.85
Account No.	Description	Amount	
201-5920140	Invoice #CCS 4/1/12	4,338.87	
201-5920140	Invoice May 2012	1,314.98	
CRYSTAL MANAGEMENT & MAINT. SERV	11967	06/20/12	3,340.00
Account No.	Description	Amount	
201-5930320	Invoice #20538	3,340.00	
D & Z HOUSE OF BOOKS INCORPORATED	11968	06/20/12	49.75
Account No.	Description	Amount	
201-5970620	Invoice #2012/1033806	49.75	
D.K. AGENCIES (P) LTD.	11969	06/20/12	499.90
Account No.	Description	Amount	
201-5970600	Invoice #DKBF-1064-12	499.90	
DAILY HERALD	11970	06/20/12	40.50
Account No.	Description	Amount	
201-5920230	Account #8478275551	40.50	
DAVE'S SPECIALTY FOODS	11971	06/20/12	300.00
Account No.	Description	Amount	
201-5960210	Program June 27, 2012	300.00	
DELL MARKETING LP	11972	06/20/12	46,298.16
Account No.	Description	Amount	
201-5980410	Invoice # XFRW6WDF2	7,418.80	
201-5980410	Invoice #XFRT84585	11,515.40	
201-5980410	Invoice #XFRT6XPP1	27,363.96	
DEMCO EDUCATIONAL CORP	11973	06/20/12	512.08
Account No.	Description	Amount	
201-5970100	Invoice #4607486	512.08	
EBS CO SUBSCRIPTION SVC	11974	06/20/12	44.00
Account No.	Description	Amount	
201-5970620	Invoice #0089323	44.00	
FEDERAL EXPRESS	11975	06/20/12	33.86
Account No.	Description	Amount	
201-5970260	Invoice #7-897-16595	33.86	
FERME ORNEE, LLC	11976	06/20/12	250.00
Account No.	Description	Amount	
201-5960210	The Making of Downtown Ab	250.00	
FINDAWAY WORLD LLC	11977	06/20/12	644.90
Account No.	Description	Amount	
201-5970100	Invoice #72028	644.90	
FRIENDSHIP JUNIOR HIGH SCHOOL	11978	06/20/12	20.00
Account No.	Description	Amount	
201-5970600	2012 Yearbook	20.00	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Gale, Inc	11979	06/20/12	761.30
Account No.		Amount	
201-5970600	Invoice #96407662	188.96	
201-5970640	Invoice #95830969	285.67	
201-5970640	Invoice #96222001	286.67	
GRAINGER	11980	06/20/12	972.72
Account No.		Amount	
201-5970170	Invoice #9827644882	972.72	
HAINES & COMPANY, INC	11981	06/20/12	893.00
Account No.		Amount	
201-5970640	Invoice #330062	893.00	
IHLS	11982	06/20/12	575.00
Account No.		Amount	
201-5980420	Invoice #70570	575.00	
INFORMATION TODAY, INC.	11983	06/20/12	356.55
Account No.		Amount	
201-5970640	Invoice # 1418484-B1	356.55	
INNOVATION EXPERTS	11984	06/20/12	3,775.00
Account No.		Amount	
201-5970640	Invoice #GVRL051414	3,775.00	
INVICTA SERVICES LLC	11985	06/20/12	143.85
Account No.		Amount	
201-5960990	Invoice #1576	143.85	
IROQUOIS COMMUNITY SCHOOL	11986	06/20/12	20.00
Account No.		Amount	
201-5970600	2012 Yearbook	20.00	
JO BONELL	11987	06/20/12	31.41
Account No.		Amount	
201-5960070	56.6 Miles Reimbursement	31.41	
JOHN LAVALIE	11988	06/20/12	53.73
Account No.		Amount	
201-5960070	Donuts	39.52	
201-5970110	Mileage Reimbursement	14.21	
KEYBOARD	11989	06/20/12	15.00
Account No.		Amount	
201-5970620	Renewal	15.00	
LAUTERBACH & AMEN, LLP.	11990	06/20/12	1,435.00
Account No.		Amount	
201-5920110	Invoice No. 26440	1,435.00	
LAW OFFICES OF ANCEL, GLINK	11991	06/20/12	575.92
Account No.		Amount	
201-5920100	Statement # 29849	575.92	
LEAPFROG SCHOOLHOUSE	11992	06/20/12	341.11
Account No.		Amount	
201-5970630	Invoice #9755316-00	341.11	
LIMRiCC	11993	06/20/12	36,166.31
Account No.		Amount	
201-2401002	May12	36,166.31	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LYONS PUBLIC LIBRARY	11994	06/20/12	25.00
Account No.		Amount	
201-5970630		25.00	
Description			
Damaged DVD			
MAIL FINANCE	11995	06/20/12	177.00
Account No.		Amount	
201-5930210		177.00	
Description			
Invoice #N3265324			
McQuay Service, Inc	11996	06/20/12	652.28
Account No.		Amount	
201-5930020		652.28	
Description			
Invoice #2569054			
METRO PROFESSIONAL PRODUCTS, INC.	11997	06/20/12	638.21
Account No.		Amount	
201-5970170		638.21	
Description			
Customer # 0401376			
MIDWEST SWISS EMBROIDERIES CO.	11998	06/20/12	224.28
Account No.		Amount	
201-5960210		224.28	
Description			
Invoice #69904			
MIDWEST TAPE	11950	06/20/12	15,650.56
Account No.		Amount	
201-5960990		5.55	
201-5960990		3.70	
201-5960990		3.70	
201-5960990		1.85	
201-5960990		33.30	
201-5960990		3.70	
201-5960990		3.85	
201-5960990		35.15	
201-5960990		29.60	
201-5960990		5.55	
201-5960990		3.70	
201-5960990		14.80	
201-5960990		1.85	
201-5960990		5.55	
201-5960990		35.75	
201-5960990		35.95	
201-5960990		9.95	
201-5960990		13.00	
201-5960990		19.20	
201-5960990		3.25	
201-5960990		15.75	
201-5960990		52.20	
201-5960990		75.50	
201-5960990		13.00	
201-5960990		52.70	
201-5960990		19.50	
201-5960990		52.20	
201-5960990		388.70	
201-5960990		9.25	
201-5960990		200.60	
201-5960990		116.00	
201-5960990		44.50	
201-5960990		25.00	
201-5960990		6.50	
201-5960990		88.15	
201-5960990		16.25	
201-5960990		3.25	
201-5960990		13.00	
201-5960990		61.25	
201-5960990		9.75	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice #90086620		73.75
201-5960990	Invoice #90141368		83.50
201-5960990	Invoice #90141461		9.75
201-5960990	Invoice #90137299		79.75
201-5960990	Invoice #90147730		9.75
201-5960990	Invoice #90147732		13.00
201-5970610	Invoice # 90701744		9.99
201-5970610	Invoice # 90116146		163.97
201-5970610	Invoice # 90123446		95.97
201-5970610	Invoice # 90080197		343.97
201-5970610	Invoice # 90080290		127.98
201-5970610	Invoice # 90062577		59.99
201-5970610	Invoice # 90057064		91.98
201-5970610	Invoice # 90146523		44.98
201-5970610	Invoice # 90146522		9.99
201-5970610	Invoice # 90146520		215.96
201-5970610	Invoice # 90109811		79.98
201-5970610	Invoice # 90093448		75.98
201-5970610	Invoice # 90094966		59.99
201-5970610	Invoice # 90101934		635.82
201-5970610	Invoice # 90111417		79.98
201-5970610	Invoice # 90119249		12.74
201-5970610	Invoice # 90119248		608.81
201-5970610	Invoice # 90130035		547.90
201-5970610	Invoice # 90086621		600.84
201-5970610	Invoice # 90087242		81.97
201-5970610	Invoice # 90075905		59.98
201-5970610	Invoice # 90073004		303.92
201-5970610	Invoice # 90065916		32.99
201-5970610	Invoice # 90141460		129.97
201-5970630	Invoice # 90116144		224.95
201-5970630	Invoice # 90080199		121.71
201-5970630	Invoice # 90146620		14.99
201-5970630	Invoice # 90146524		22.49
201-5970630	Invoice # 90101932		213.64
201-5970630	Invoice # 90110175		314.29
201-5970630	Invoice # 90096466		22.49
201-5970630	Invoice # 90109589		38.22
201-5970630	Invoice # 90093511		87.96
201-5970630	Invoice # 90093510		108.70
201-5970630	Invoice # 90095562		35.19
201-5970630	Invoice # 90095561		87.71
201-5970630	Invoice # 90094969		319.04
201-5970630	Invoice # 90094968		454.32
201-5970630	Invoice # 90100776		107.96
201-5970630	Invoice # 90100778		287.85
201-5970630	Invoice # 90101935		178.34
201-5970630	Invoice # 90111419		332.09
201-5970630	Invoice # 90123445		1,812.40
201-5970630	Invoice # 90119350		79.98
201-5970630	Invoice # 90119246		902.48
201-5970630	Invoice #90123448		595.66
201-5970630	Invoice # 90126263		370.88
201-5970630	Invoice # 90086548		149.19
201-5970630	Invoice # 90078403		19.48
201-5970630	Invoice # 90080291		46.48
201-5970630	Invoice # 90075903		559.23
201-5970630	Invoice # 90075906		135.95
201-5970630	Invoice # 90065919		27.99
201-5970630	Invoice # 90065918		38.96
201-5970630	Invoice # 90073006		350.07
201-5970630	Invoice # 90073007		91.37
201-5970630	Invoice # 90086620		484.19

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice #90141368		266.01	
201-5970630 Invoice #90141461		61.57	
201-5970630 Invoice #90137299		330.55	
201-5970630 Invoice #90147730		53.57	
201-5970630 Invoice #90147732		25.46	
NEWSBANK	11999	06/20/12	13,175.00
Account No. Description		Amount	
201-5970640 Invoice #RN661985		13,175.00	
OFFICE DEPOT	12000	06/20/12	155.68
Account No. Description		Amount	
201-5970100 Invoice #610317529001		138.04	
201-5970100 Invoice #609616520001		17.64	
Outsource Solutions Grp, Inc	12001	06/20/12	28,624.21
Account No. Description		Amount	
201-5920110 Invoice #14783		27,083.33	
201-5960990 Invoice #14560		280.00	
201-5960990 Invoice #14622		534.89	
201-5980420 Invoice #14671		600.00	
201-5980420 Invoice #14717		125.99	
OVERDRIVE, INC.	12002	06/20/12	691.29
Account No. Description		Amount	
201-5970650 Customer ID 1018-1033		285.70	
201-5970650 Customer ID 1018-1033		405.59	
PCGAMER	12003	06/20/12	19.95
Account No. Description		Amount	
201-5970620 Subscription		19.95	
PITNEY BOWES	12004	06/20/12	69.33
Account No. Description		Amount	
201-5970260 Account #8000-9090-0510-7		69.33	
PRESTIGE DISTRIBUTION, INC.	12005	06/20/12	2,234.70
Account No. Description		Amount	
201-5970170 Invoice # 5160		1,465.00	
201-5970170 Invoice #5128		769.70	
RANDOM HOUSE INCORPORATED	12006	06/20/12	20.00
Account No. Description		Amount	
201-5970610 Delivery #84160085		20.00	
RECORDED BOOKS, LLC	12007	06/20/12	1,214.86
Account No. Description		Amount	
201-5970600 Invoice #74529513		26.77	
201-5970610 Invoice # 74544760		384.64	
201-5970610 Invoice # 74546780		764.46	
201-5970610 Invoice #74547446		38.99	
RESEARCH TECHNOLOGY INTERNATION	12008	06/20/12	180.00
Account No. Description		Amount	
201-5970100 Invoice #166371		180.00	
Rosen Publishing, Inc.	12009	06/20/12	1,788.85
Account No. Description		Amount	
201-5970600 Invoice #543957		1,788.85	
RUNCO OFFICE SUPPLY	12010	06/20/12	244.89
Account No. Description		Amount	
201-5970100 Invoice #512465-0		86.30	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice #512071-0		06/20/12	90.19
201-5970100 Invoice #510755-0			68.40
RV ENTERPRISES, LTD.	12011	06/20/12	2,657.00
Account No. Description		Amount	
201-5960210 Invoice #5120150			2,657.00
SOMETHING FISHY INC	12012	06/20/12	114.96
Account No. Description		Amount	
201-5960990 Invoice #0137			114.96
Speed E Kleen, Inc	12013	06/20/12	120.00
Account No. Description		Amount	
201-5930320 Invoice #3716			120.00
STANDBY ELECTRICAL SYSTEMS	12014	06/20/12	603.00
Account No. Description		Amount	
201-5930020 Invoice #12-1546			603.00
STEVEN J. GASSMAN	12015	06/20/12	125.00
Account No. Description		Amount	
201-5960990 Videotaping of June 2012			125.00
SULLIVANS LAW DIRECTORY	12016	06/20/12	75.93
Account No. Description		Amount	
201-5970640 Invoice #957416			75.93
TEAM SOFTWARE SOLUTIONS	12017	06/20/12	125.00
Account No. Description		Amount	
201-5980420 Invoice #7611			125.00
TELEVEND SERVICES INCORPORATED	12018	06/20/12	266.85
Account No. Description		Amount	
201-5970100 Invoice #3548			266.85
THE CHILD'S WORLD	12019	06/20/12	99.75
Account No. Description		Amount	
201-5970600 Invoice #NA115673			99.75
TODAY'S BUSINESS SOLUTIONS INC	12020	06/20/12	2,825.00
Account No. Description		Amount	
201-5930010 Invoice #051712-13			2,825.00
VAHE GHAZARIAN	12021	06/20/12	90.00
Account No. Description		Amount	
201-5960990 Invoice #588197			90.00
WASTE MANAGEMENT	12022	06/20/12	166.32
Account No. Description		Amount	
201-5930490 Invoice #4616421-2008-7			166.32
WASTE MANAGEMENT	12023	06/20/12	431.93
Account No. Description		Amount	
201-5930490 Invoice #2540480-2008-8			431.93
WIRELINE INCORPORATED	12024	06/20/12	135.00
Account No. Description		Amount	
201-5930010 Invoice #18485			135.00
		Subtotal	<u>239,525.81</u>
		TOTAL	291,829.15

0110

All Checkbooks
May 2012

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name

Chk. No.

Check Date

Amount

DES PLAINES PUBLIC LIBRARY

**CASH FLOW SUMMARY
For the Year Ended December 31, 2012**

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,719,810	\$ 4,107,032	\$ 6,212,411	\$ 5,879,997	\$ 5,424,577	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -
Revenue (M-T-D)												
Property Taxes	36,853	869,228	2,459,917	60,335	65,541							
Other Revenue	15,519	14,247	14,136	16,143	14,437							
	52,372	883,474	2,474,053	76,477	79,978	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	-	-	-	-	-	-	-
Other Expense	339,508	164,407	103,701	124,259	205,879	-	-	-	-	-	-	-
Change in A/P & A/E's	(106,188)	47,059	(14,874)	(7,368)	(91,461)	-	-	-	-	-	-	-
	508,631	496,253	368,674	408,891	535,398	0	0	0	0	0	0	0
Net Increase/(Decrease)	(456,260)	387,222	2,105,379	(332,414)	(455,420)	0	0	0	0	0	0	0

P 38

Des Plaines Public Library
 Disbursement Reconciliation
 May 31, 2012

Total Expenses per Expense Report			<u>\$626,859.35</u>
Gross Payroll	\$316,263.66		
Benefits Expense	<u>104,716.35</u>		
Total Payroll Expenses		\$420,980.01	
Vendor Checks Report		<u>291,829.15</u>	
Total expenses per payroll and vendor checks reports			<u>712,809.16</u>
		Variance	85,949.81
Less: (disbursements included above)			
IMRF May CK# 50312		(48,500.92)	
Refund from Vendor		(1,452.00)	
LIMRiCC May Insurance Premiums CK# 11993		<u>(36,166.31)</u>	
			(86,119.23)
Plus:			
IL Funds Epay Fees		169.42	
			169.42
		Variance	<u>0.00</u>

Director's Report

June, 2012

Collection Development

Youth Services has made two Kindles available for check out by kids, for the Battle of the Books and the Caudill Club programs. The Kindles are preloaded with novels for each of the programs.

In addition Youth Services now has two V-tech InnoTab machines and Leapfrog LeapPad. These devices, located in the Phonics Collection of our Early Readers, help kids learn and love to read. Also, if someone has their own V-tech or LeapPad machine, we have several book/game cartridges to check out.

Community Networking

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

Cards for Hospitalized Kids is a national charitable organization that distributes cards to hospitals across the country, including St. Jude Children's Research Hospital, Children's Memorial Hospital, Miami Children's Hospital and Dayton's Children's Hospital. The library's Teen Advisory Board has partnered with this organization and hosts a monthly card making event in the storytime room.

The library participated in the Des Plaines Park District's Spring Fun Fair, held on May 19th. We registered library cards and talked about our upcoming Summer Reading programs to about 200 people.

Des Plaines police officers Colin Johnson and Trent Meier attended our May 2nd All Staff meeting and spoke to us about safety in a public building, general safety issues, calling 911, the return of the bike patrol and then answered many questions from the staff.

Lifelong Learning

On May 12 the library held the Mini Low Vision Fair. The event featured vendors with products for people with low vision, demonstrations and several agencies that support the vision impaired. Over 70 people attended.

50 people attended a piano concert at the library on May 20. Local concert pianist, Mark Damisch, played selections from Debussy, Chopin and Copland.

Over 80 people attended 20 computer classes the Adult Services staff offered for the public in May.

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,176,070	\$ 3,719,810	\$ 4,107,031	\$ 6,212,410	\$ 5,879,997	\$ 5,424,576	\$ 4,949,042	\$ 4,316,508	\$ 3,883,974	\$ 3,389,905	\$ 2,949,752	\$ 5,362,718			
Restricted cash donations	127,654	127,695	127,732	127,888	128,352	128,352	128,352	128,352	128,352	128,352	128,352	128,352			
	4,048,416	3,592,115	3,979,299	6,084,522	5,751,645	5,296,224	4,820,690	4,188,156	3,755,622	3,261,553	2,821,400	5,234,366			
Revenue (M-T-D)															
Property Taxes	36,853	869,228	2,459,917	60,335	65,541						2,917,222		\$6,409,096	6,409,096	
Other Revenue	15,519	14,247	14,136	16,143	14,437	38,850	38,850	38,850	38,850	38,850	38,850	38,856	346,438	346,438	
Total Revenue	52,372	883,475	2,474,053	76,478	79,978	38,850	38,850	38,850	38,850	38,850	2,956,072	38,856	6,755,534	6,755,534	
Expenses															
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	309,118	309,118	309,118	309,118	309,118	309,118	459,841	3,867,476	3,867,476	
Commodities	125,840	81,556	58,814	49,472	81,444	85,953	85,953	85,953	85,953	85,953	85,953	85,956	998,800	998,800	
Capital	6,345	7,613	1,459	1,301	50,152				22,535				89,405	89,405	
Contracts	193,404	73,815	51,047	71,631	74,284	76,313	76,313	76,313	76,313	76,313	76,313	76,316	998,375	998,375	
Other	7,619	1,423	(7,619)	1,855			200,000			7,619	71,722	50,381	333,000	333,000	
202	6,300					43,000			39,000			11,000	99,300	99,300	
Adjustments	(106,188)	47,059	(14,874)	(7,368)	(91,461)										
Total Expenses	508,632	496,254	368,674	408,891	535,399	511,384	671,384	471,384	532,919	479,003	543,106	683,494			0
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(332,413)	(455,421)	(475,534)	(632,534)	(432,534)	(494,069)	(440,153)	2,412,966	(644,638)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,424,576	4,949,042	4,316,508	3,883,974	3,389,905	2,949,752	5,362,718	4,718,080			
Cash End of Month less restricted cash donations	3,592,156	3,979,336	6,084,678	5,752,109	5,296,224	4,820,690	4,188,156	3,755,622	3,261,553	2,821,400	5,234,366	4,589,728			

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.	
3M - Service Agreement for self checks, security gates, checkout stations								\$23,000.00 Annual	
	2/21/2012	11712	201-5930010		\$17,128.00		\$17,128.00		
	3/20/2012	11783	201-5930010		\$654.00				
	3/20/2012	11783	201-5930010		\$1,795.00		\$2,449.00		
	3/20/2012	11783	201-5970100	\$2,247.52					
	3/20/2012	11783	201-5970100	\$6,311.84					
	3/20/2012	11783	201-5970100	\$1,564.80			\$10,124.16		
	4/17/2012	11843	201-5970100	\$6,702.22			\$6,702.22		
				<u>\$16,826.38</u>	<u>\$19,577.00</u>	\$36,403.38	\$36,403.38		
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$11,750.00 Annual	
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	\$2,937.50 Quarterly	
	6/20/2012	11957	201-5930020		\$2,614.50		\$2,614.50		
				<u>\$0.00</u>	<u>\$5,229.00</u>	\$5,229.00	\$5,229.00		
P42	AWE - Service Agreement for Early Learning Literacy Stations								\$2,350.00 Annual
	3/20/2012	11785	201-5980410	\$156.50			\$156.50		
				<u>\$156.50</u>	<u>\$0.00</u>	\$156.50	\$156.50		
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual	
	1/17/2012	11681	201-5930210		\$2,005.00		\$2,005.00		
	2/21/2012	11721	201-5930210		\$2,005.00		\$2,005.00		
	3/20/2012	11786	201-5930210		\$2,005.00		\$2,005.00		
	4/17/2012	11847	201-5930210		\$2,005.00		\$2,005.00		
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00		
	6/20/2012	11958	201-5930210		\$2,005.00		\$2,005.00		
				<u>\$0.00</u>	<u>\$12,030.00</u>	\$12,030.00	\$12,030.00		
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers) .07 per print Color	
	2/21/2012	11724	201-5930010		\$381.15				
	2/21/2012	11724	201-5930010		\$332.50				
	2/21/2012	11724	201-5930010		\$223.53			\$264.00 Monthly (printers)	
	2/21/2012	11724	201-5930010		\$198.20			.0085 per print B/W	
	2/21/2012	11724	201-5930010		\$252.08			.085 per print Color	
	2/21/2012	11724	201-5930010		\$137.55				
	2/21/2012	11724	201-5930010		\$6.01				

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/21/2012	11724	201-5930010		\$680.76		\$2,211.78	
	3/20/2012	11789	201-5930010		\$1,515.98			
	3/20/2012	11789	201-5930010		\$43.98			
	3/20/2012	11789	201-5930010		\$226.04			
	3/20/2012	11789	201-5930010		\$228.10			
	3/20/2012	11789	201-5930010		\$648.00			
	3/20/2012	11789	201-5930010		\$332.50		\$2,994.60	
	4/17/2012	11849	201-5930010		\$341.47		\$341.47	
	5/15/2012	11904	201-5930010		\$3,300.56		\$3,300.56	
	5/15/2012	11904	201-5980410	\$677.00			\$677.00	
	6/20/2012	11963	201-5930010		\$648.00			
	6/20/2012	11963	201-5930010		\$22.94			
	6/20/2012	11963	201-5930010		\$322.97			
	6/20/2012	11963	201-5930010		\$460.61			
	6/20/2012	11963	201-5930010		\$113.15			
	6/20/2012	11963	201-5930010		\$142.30			
	6/20/2012	11963	201-5930010		\$430.34			
	6/20/2012	11963	201-5930010		\$332.50		\$2,472.81	
				\$677.00	\$11,321.22	\$11,998.22	\$11,998.22	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES- Cleaning service								
	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	\$40,080.00 Annual
	2/21/2012	11730	201-5930320		\$3,340.00			\$3,340.00 Monthly
	2/21/2012	11730	201-5930320	\$120.00			\$3,460.00	
	3/20/2012	11794	201-5930320	\$320.00				
	3/20/2012	11794	201-5930320		\$3,340.00		\$3,660.00	
	4/17/2012	11852	201-5930320	\$120.00				
	4/17/2012	11852	201-5930320		\$3,340.00		\$3,460.00	
	5/15/2012	11910	201-5930320		\$3,340.00			
	5/15/2012	11910	201-5930320	\$6,190.00			\$9,530.00	
	6/20/2012	11967	201-5930320		\$3,340.00		\$3,340.00	
				\$6,750.00	\$20,040.00	\$26,790.00	\$26,790.00	
								\$2,696.00 Annual
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								
	5/15/2012	11912	201-5930010		\$2,460.00		\$2,460.00	
					\$2,460.00	\$2,460.00	\$2,460.00	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								
				\$0.00	\$0.00	\$0.00	\$0.00	\$1,664.00 Annual

P43

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,540.34 Annual
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	
				\$0.00	\$1,540.34	\$1,540.34	\$1,540.34	
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
	3/20/2012	11810	201-5920110		\$390.00			
	3/20/2012	11810	201-5920110		\$1,390.00			
	3/20/2012	11810	201-5920110		\$1,435.00		\$3,215.00	
	4/17/2012	11864	201-5920110		\$1,435.00		\$1,435.00	
	5/15/2012	11925	201-5920110		\$4,825.00		\$4,825.00	
	6/20/2012	11990	201-5920110		\$1,435.00		\$1,435.00	
				\$0.00	\$10,910.00	\$10,910.00	\$10,910.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	
	3/20/2012	11813	201-5970100	\$40.00			\$40.00	
				\$40.00	\$24,170.00	\$24,210.00	\$24,210.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	3/20/2012	11819	201-5930010	\$2,096.00			\$2,096.00	
	4/17/2012	11866	201-5930010	\$1,231.00			\$1,231.00	
	6/20/2012	11996	201-5930020	\$652.28			\$652.28	
				\$3,979.28	\$0.00	\$3,979.28	\$3,979.28	
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual \$177.00 Quarterly
	4/17/2012	11841	201-5970260	\$1,000.00			\$1,000.00	
	4/17/2012	11841	201-5930210		\$252.00		\$252.00	
	4/30/2012	50300	201-5970260	\$1,000.00			\$1,000.00	
	6/20/2012	11995	201-5930210		\$177.00		\$177.00	
	5/31/2012	50309	201-5970260	\$1,000.00			\$1,000.00	
				\$3,000.00	\$429.00	\$3,429.00	\$3,429.00	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	1/17/2012	11692	201-5920110		\$27,083.33			
	1/17/2012	11692	201-5960990	\$280.00			\$27,363.33	
	2/21/2012	11754	201-5920110		\$27,083.33			
	2/21/2012	11754	201-5960990	\$519.55				

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/21/2012	11754	201-5960990	\$280.00			\$27,882.88	
	3/20/2012	11822	201-5960990	\$280.00				
	3/20/2012	11822	201-5920110		\$27,083.33			
	3/20/2012	11822	201-5960990	\$532.04			\$27,895.37	
	4/17/2012	11870	201-5920110		\$27,083.33			
	4/17/2012	11870	201-5930010	\$6,083.45				
	4/17/2012	11870	201-5960990	\$844.00				
	4/17/2012	11870	201-5980420	\$2,351.61			\$36,362.39	
	5/15/2012	11934	201-5920110		\$27,083.33			
	5/15/2012	11934	201-5960990	\$523.62			\$27,606.95	
	6/20/2012	12001	201-5920110		\$27,083.33			
	6/20/2012	12001	201-5960990	\$280.00				
	6/20/2012	12001	201-5960990	\$534.89				
	6/20/2012	12001	201-5980420	\$600.00				
	6/20/2012	12001	201-5980420	\$125.99			\$28,624.21	
				<u>\$13,235.15</u>	<u>\$162,499.98</u>	\$175,735.13	\$175,735.13	

P45

PITNEY BOWES - Postage Machine contract ends 2/2012								\$1,968.00 Annual
	2/21/2012	11757	201-5930210		\$164.00			
	2/21/2012	11757	201-5970100	\$102.48				
	2/21/2012	11757	201-5970260	\$350.00			\$616.48	
				<u>\$452.48</u>	<u>\$164.00</u>	\$616.48	\$616.48	

PRO DATA - Payroll Services								\$9,575.00 Annual
	1/27/2012		201-5920110		\$817.95		\$817.95	
	2/10/2012		201-5920110		\$233.95		\$233.95	
	2/24/2012		201-5920110		\$233.95		\$233.95	
	3/9/2012		201-5920110		\$240.80		\$240.80	
	3/23/2012		201-5920110		\$448.00		\$448.00	
	4/6/2012		201-5920110		\$231.76		\$231.76	
	4/20/2012		201-5920110		\$566.44		\$566.44	
	5/4/2012		201-5920110		\$233.64		\$233.64	
	5/18/2012		201-5920110		\$355.88		\$355.88	
	6/1/2012		201-5920110		\$233.64		\$233.64	
				<u>\$0.00</u>	<u>\$3,596.01</u>	\$3,596.01	\$3,596.01	

REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System \$305.28 Annual

\$0.00 \$0.00 \$0.00

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
SCHINDLER ELEVATOR CORPORATION								\$7,065.60 Annual
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	
				\$0.00	\$7,065.60	\$7,065.60	\$7,065.60	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
	4/17/2012	11882	201-5960990		\$1,440.00			
	4/17/2012	11882	201-5960990	\$69.98			\$1,509.98	
	6/20/2012	12012	201-5960990	\$114.96			\$114.96	
				\$69.98	\$1,440.00	\$1,509.98	\$1,509.98	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,400.00 Annual
	3/20/2012	11835	201-5930010		\$1,890.00			
	3/20/2012	11835	201-5930010		\$1,350.00		\$3,240.00	
	4/17/2012	11886	201-5930210	\$2,472.00			\$2,472.00	
	6/20/2012	12020	201-5930010		\$2,825.00		\$2,825.00	
				\$2,472.00	\$6,065.00	\$8,537.00	\$8,537.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
	2/21/2012	11772	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
WASTE MANAGEMENT - Garbage Collection Services								\$4,004.76 Annual \$333.73 Monthly
	1/17/2012	11698	201-5930490		\$406.35			
	1/17/2012	11699	201-5930490		\$156.75		\$563.10	
	2/21/2012	11775	201-5930490		\$156.88			
	2/21/2012	11776	201-5930490		\$406.71		\$563.59	
	3/20/2012	11838	201-5930490		\$414.02			
	3/20/2012	11839	201-5930490		\$159.67		\$573.69	
	4/14/2012	11888	201-5930490		\$412.43			
	4/17/2012	11889	201-5930490		\$159.08		\$571.51	
	5/15/2012	11945	201-5930490		\$167.32			
	5/15/2012	11946	201-5930490		\$434.51		\$601.83	
	6/20/2012	12022	201-5930490		\$166.32			
	6/20/2012	12023	201-5930490		\$431.93		\$598.25	
				\$0.00	\$3,471.97	\$3,471.97	\$3,471.97	
						\$344,917.89		

P46

May 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
May 2012	2,209	YTD 2012	9,242
May 2011	351	YTD 2011	1,991
	% Change 529.34%		% Change 364.19%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
May 2012		YTD 2012	
	TOTAL 91,461	TOTAL	487,365
May 2011		YTD 2011	
	TOTAL 90,067	TOTAL	484,690
	% Change 1.55%	% Change	0.55%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
May 2012		YTD 2012	
	TOTAL 10,709	TOTAL	49,270
May 2011		YTD 2011	
	TOTAL 8,411	TOTAL	44,155
	% Change 27.32%	% Change	11.58%

Note: Increase in public computer usage due to Early Literacy computers in Youth Services now being included.

WIRELESS			
THIS MONTH		YEAR TO DATE	
May 2012	6,248	YTD 2012	31,654
May 2011	4,019	YTD 2011	19,155
	% Change 55.46%	% Change	65.25%
VISITS TO WEBSITE			
May 2012		YTD 2012	
	TOTAL 42,828	TOTAL	223,307
May 2011		YTD 2011	
	TOTAL 46,437	TOTAL	231,926
	% Change -7.77%	% Change	-3.72%

UNIQUE VISITORS TO WEBSITE			
May 2012 Unique Visitors	24,231	YTD 2012 Unique Visitors	130,243
May 2011 Unique Visitors	23,373	YTD 2011 Unique Visitors	113,284
	% Change 3.67%	% Change	14.97%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
May 2012	14,347	YTD 2012	87,202
May 2011	15,750	YTD 2011	81,489
	% Change -8.91%	% Change	7.01%

LIBRARY CARD OWNERSHIP			
YTD 2012	33,913	% of Population 2012	58.10%
YTD 2011	33,307	% of Population 2011	57.10%
	% Change 1.82%		

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
May 2012		YTD 2012	
TOTAL	4,949	TOTAL	31,014
May 2011		YTD 2011	
TOTAL	3,388	TOTAL	18,724
% Change	46.07%	% Change	65.64%

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

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
May 2012		YTD 2012	
TOTAL	790	TOTAL	4,046
May 2011		YTD 2011	
TOTAL	123	TOTAL	562
% Change	542.28%	% Change	619.93%

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

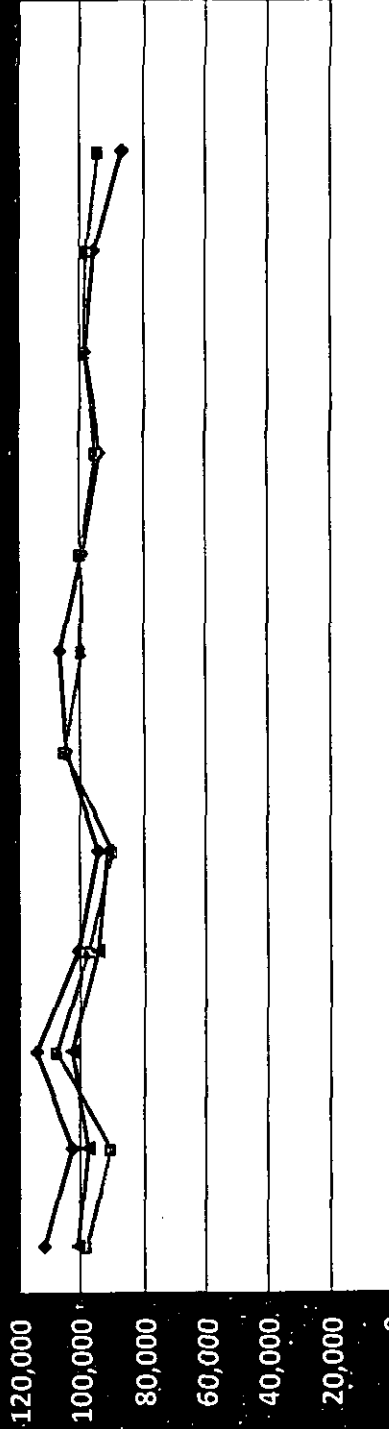
OUTREACH			
THIS MONTH		YEAR TO DATE	
May 2012		YTD 2012	
TOTAL	4,801	TOTAL	8,671
May 2011		YTD 2011	
TOTAL	1,888	TOTAL	5,657
% Change	154%	% Change	53%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
May 2012		YTD 2012	
TOTAL	23,492	TOTAL	121,937

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

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
May 2012	46,565	YTD 2012	245,051
May 2011	46,998	YTD 2011	244,588
% Change	-0.92%	% Change	0.19%

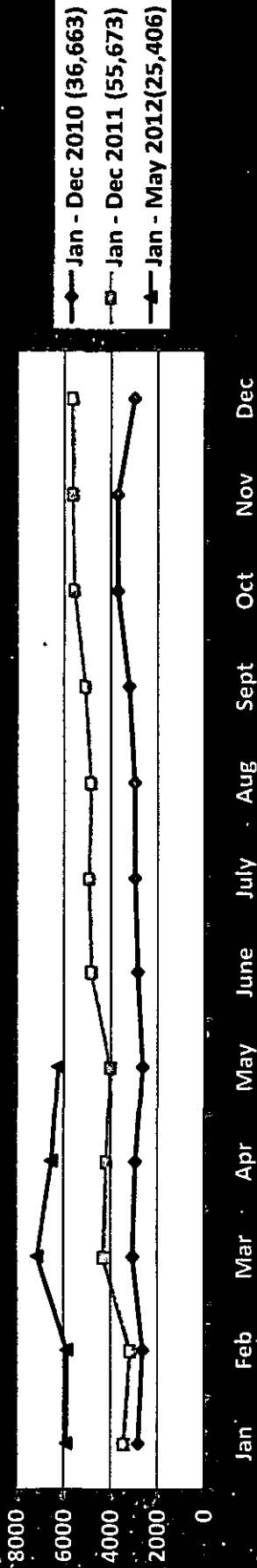
Circulation Statistics 2010 - 2012



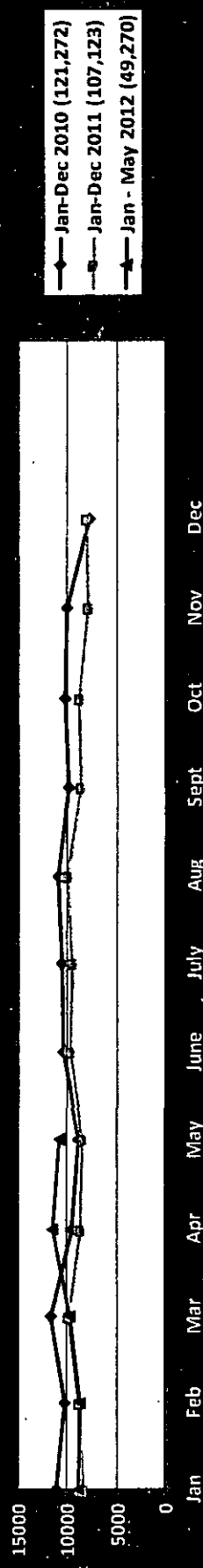
◆ Jan-Dec 2010 (1,209,024)
 ■ Jan-Dec 2011 (1,176,477)
 ▲ Jan-May 2012 (487,365)

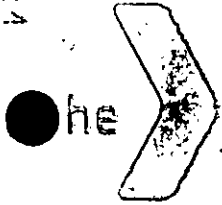
Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Computer Use - Wireless



Computer Use - Wired





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

To:
Des Plaines Public Library
Attn: Stephanie Spetter
1501 Ellinwood Street
Des Plaines, IL 60016

4/30/2012

Dear Stephanie,

On behalf of the Lattof YMCA, we would like to thank you for helping us celebrate the 21st anniversary of Healthy Kids Day. With childhood obesity on the rise and financial burdens limiting opportunities that encourage physical activity for kids, our work has never been more important.

We sincerely appreciate your willingness to partner with the Y. Together we are helping families make choices that are critical to longer, healthier and happier lives.

This year's event brought in over 300 members of the community to Healthy Kids Day. Your participation in the nation's largest health day for children and families and your willingness to share active, engaging and creative activities contributed to a very successful event.

Thank you for sharing your time, talent and treasure; we look forward to your continued involvement with the Lattof YMCA.

Sincerely,

David Rodriguez
Executive Director

Katy Socha
Health & Wellness Director



April 17, 2012

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

Dear Mrs. Sorensen

The Des Plaines Public Library is a key part of the success Tax-Aide enjoys in serving the taxpayers of Des Plaines and surrounding communities. This program carries a reputation for service and quality. We as tax preparer volunteers could not do it without the library. Thank you for another year of high class service.

You furnish the space twice a week for 10 weeks. You allow for storage onsite for our computers and supplies during that time. You set up the meeting room so that we are ready to go with the first appointment. The library makes the arrangements so that our volunteers can easily park nearby. I know that many people help to make all this happen.

No doubt the most visible service is the interface between your customer service group and the taxpayers who call for appointments. This work is done with efficiency, flexibility and professionalism. You may ask how I know. Because we see the results of how hard Becky Wenzel and customer service people work when we review the appointments for the day. We also admire the way Becky and her group works to get taxpayer questions relayed to us (and resolved if possible). And if we need something, the front desk is Johnny on the spot.

As the leader of our group at the library I have had nothing but "can-do" from the library people we work with in circulation services. Gwen Lacosse is most helpful, especially getting things organized, and publicized, from December to February.

We hope you will welcome us again next year. Any suggestions to further improve our work are welcome.

So thank you once again from our group of 19 AARP volunteers. Volunteering is so much more rewarding with a great team of helpers like the DPPL.

Yours truly,

A handwritten signature in cursive script that reads "Donald Hand".

Donald Hand

Local Coordinator

The Harbour Inc.

Offering youth safety today and opportunities for a successful tomorrow

Thank you very much for your kindness & support for our youth at The Harbour!!!

THANKS!!!!

BOARD OF DIRECTORS

Rebecca Casey

Derrick Clifton

Mary Kate Driscoll

Joy Guttschow

Timothy G. Liace

Martha Lindstrom

Gayle L. Nelson Esq.

Dennis Sherman Esq.

Tad Sigg

Lynn Watkins-Aslyanbi

Leslie Windmon

LIFETIME DIRECTORS

Leanne Berry, CPA

Stewart Chalem

Joan DiLeonardi, Ph.D.

Dennis Nilsson

Mary Seeberg

Gene Servilio

Matthew Staman

Lindsey Whyte

EXECUTIVE DIRECTOR

Randi M. Gurian, LCSW

April 24, 2012

Jo Bonell, Gwen LaCosse, Lynne Rubio and Lau Palmattam
Des Plaines Public Library
1501 Ellinwood St
Des Plaines, IL 60016

Dear Friends:

Thank you very much for your kind donation of the 4 gift boxes of books, 16 Des Plaines Public Library tote bags, bookmarks and basket of cookies for our clients which we received on April 23, 2012, in Honor of World Book Night. It is through the continued support of good friends like you that we are able to nurture girls in our community who need short or long term care to reach healthy adulthood. Let me tell you about one such girl.

Ilene was nineteen when her mom kicked her out of her family home. She was working full time to support her child, and attending school at night. Ilene didn't know where to go.

Someone told Ilene about The Harbour's Independent Living Program. Ilene met with a Therapeutic Case Manager, developed a budget and found an affordable apartment. The Harbour helped her get set up, provided a down payment as well as a rent subsidy that declined over time. More importantly, Ilene's case manager became her coach and cheerleader as Ilene prepared to become fully self-sufficient.

Ilene met with her case manager weekly. She desperately wanted to be a good parent, but didn't know anything about child development or discipline. She had learned her parenting from her own mother, a model she didn't want to repeat. Ilene worked on budgeting. "My case manager helped me think about how I could save money, and where I needed to spend it." They worked out a plan for Ilene to finish school, and when she wanted to give up, her case manager pointed out her successes and encouraged her to keep going.

Ilene is fully self-sufficient now. Her daughter is doing well and she is looking forward to graduating from college in June. "I never thought I could achieve so much. The Harbour was there for me when I needed it."

Friends like you make it possible for The Harbour to help girls like Ilene. On behalf of the youth of our community, we thank you again for your delightful donation. We just loved them!

Sincerely,

Randi M. Gurian
Randi M. Gurian, LCSW
Executive Director

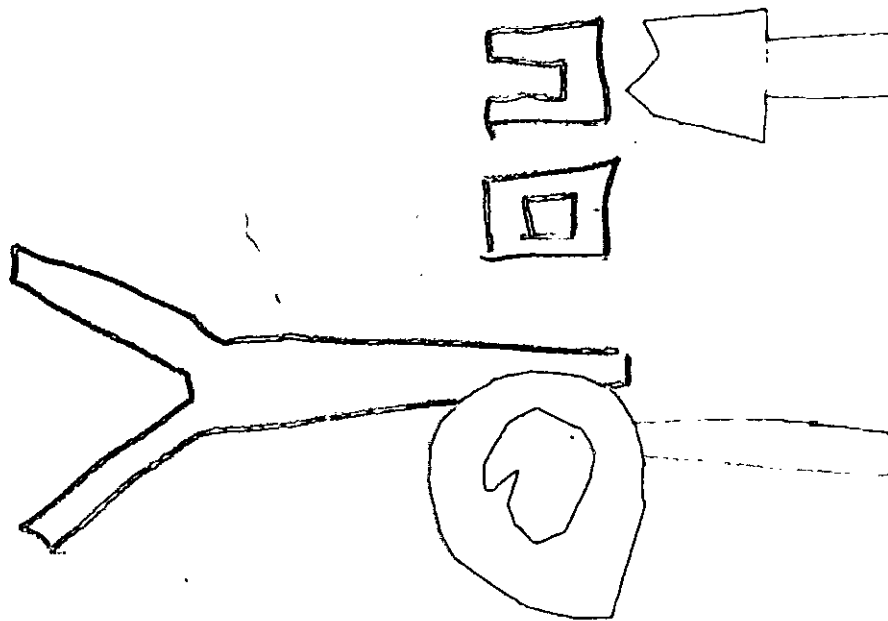


CHILD WELFARE LEAGUE OF AMERICA
UNITED WAY AGENCY

The Harbour has not provided any goods or services in connection with this donation.

Sincerely, Victoria Buszek from
Mrs Lenzin's class.

THANK



Thank you for taking time out of
your day to organize the scavenger hunt.
It must have taken hours to get the prizes
and poems ready. I made a poem to
show my love of poetry.

The Des Plaines Public Library
you can not deny

"it's filled with wonder,
would say even a fly.

Books everywhere, on cabinets
and in shelves
with images of doves,
princesses and elves.

Scavenger hunts make
the library better

that is why I am writing this letter

Tuesday is a busy day, yet you continued
with the hunt. More your my favorite
poem is Day. I like how good is compared
it a turbine. Thank you for the scavenger hunt.

Handwritten scribble



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

NOMINATING COMMITTEE MEETING

MONDAY, MAY 21, 2012

4:00 PM

Conference Room – Second Floor

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 Meeting of the Nominating Committee
May 21, 2012
4:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Discuss Nominations of Officers for the 2012/2013 Board
[Action Item]
- V. Adjournment.



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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 15, 2012

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Workstation Replacements**
- **Nominating Committee**
- **Finance Committee Report**
- **Management Committee Report**

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



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
 May 15, 2012
 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.

 Presentation – Staff Demonstration of Des Plaines Memory digitization project.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – April 17, 2012.
 - B. Approval of the Minutes of the Management Committee Meeting - May 2, 2012
 - C. Acceptance of Financial Reports for April 2012.
 - D. Acceptance of Reports.
 1. Director’s Report – Holly Richards Sorensen
 2. Contract List – Holly Richards Sorensen
- VIII. Unfinished Business.
 - A. Meet and Greet Program.
 - B. Disbursement Reconciliation Report.

- IX. New Business.
 - A. Approve Payment of Vendor Checks Report - \$206,193.31.
[Action Item]
 - B. Approve Payment to NewsBank Databases for 2012 - \$13,175.00
[Action Item]
 - C. Approve Workstation Replacements totaling \$47,000.00.
[Action Item]
 - D. Declaration of Surplus Property. [Action Item]
 - E. Review 2013 Per Capita Grant Requirements.
 - F. Nominating Committee [Action Item]
 - G. Finance Committee Report
 - H. Management Committee Report
- X. Announcements.
- XI. Correspondence.
- XII. Other.
- XIII. 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
April 17, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, April 17, 2012. President George Magerl call the meeting to order at 7:00p.m.

ROLL CALL.

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

Absent: Vincent Rangel, Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Stephanie Spetter, Jo Bonell, Alderman Dan Wilson, Evelina Oles, Margaret Scholl.

PLEDGE OF ALLEGIANCE.

Jeffery Rozovics arrived at 7:02p.m.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA

MOTION by G. Magerl to pull Item B, the Financial Reports from the Consent Agenda.

MOTION by S. Mokry to pull Item A from the Consent Agenda.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve the Consent Agenda, as modified.

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

Steven Mokry stated that his name was missing from the Roll Call for the March 20th Meeting minutes. He was in fact present.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to accept Item A as Modified.

G. Magerl stated that there was a technicality in putting pages 22 and 23 in the Financial Reports as they were not a part of the Financial Reports. Those pages were a variance report prepared per a request by Susan Moylan Krey.

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to accept the Financials as modified.

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

UNFINISHED BUSINESS

President Magerl reported that Vince Rangel attended a *Meet and Greet* on Saturday, April 14, 2012 between 1:00 - 2:00p.m. Dion Kendrick offered to assist Steve Mokry at the *Meet and Greet* on Monday, April 23, between 6:00 - 7:00p.m.

Roberta then passed around copies of comments from previous *Meet and Greet* sessions.

President Magerl then talked about Bessie's Table held at the First United Methodist Church on Monday nights and suggested that the Board host a dinner. President Magerl suggested that this would be a good way to meet and talk to individuals who were non-library users.

Trustee Tsalapatani and President Magerl will host a *Meet and Greet* on Monday, May 7 between 10:00 - 11:00a.m.

Eugene Fregetto said that he attended the recent 5th Ward meeting and that there were 30 to 40 people in attendance. He was able to do a 15 minute presentation.

Director Sorensen addressed Susan Moylan Krey's question on the financials and directed everyone to page 28 for an explanation.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$195,626.07 as listed on the vendor checks report of March 2012 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Pope, Tsalapatanis, Magerl, Fregetto, Rozovics. NAYS: None. MOTION CARRIED.

Susan Moylan Krey asked for an explanation of how **IL Funds Epay Fees** and **Pro Data Payroll Fees** are shown on the report. Director Sorensen will request a '**Disbursement Reconciliation**' report from the February 2012 Financial Reports.

MOTION by Susan Moylan Krey, seconded by Jennifer Tsalapatanis to go out for bids on the bathroom countertops replacement. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatanis, to approve going out for bids on a new library van vehicle. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

Director Sorensen announced that at the May 2012 Board Meeting a discussion would be held on the grant requirements for trustees. She announced that the *Library Law and Rules* is posted on the Wiki for review and George suggested that members read and study it prior to the May meeting discussion.

Director Sorensen reported that she directed IT to review all library communications costs to look at possible saving. The review showed that an approximate \$1500.00 monthly savings will be realized by combining and/or eliminating services that we currently have.

Director Sorensen announced that the City of Des Plaines notified us that they waived their right to purchase the mobile library. She gave details on the May 19, 2012 municipal auction where the mobile library will be on sale. The expected minimum bid is \$18,000 and that if it sold the auction company would realize a 5% commission on the sale.

President Magerl motioned to adjourn at 7:52 p.m.

Minutes prepared by Margaret Scholl

- Progress Report
 Response Requested by _____
 Board Action Required 05/15/2012

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
May 2, 2012

Chair: Jeff Rozovics
Present: George Magerl, Jeff Rozovics, Rich Pope, Dion Kendrick, Eugene Fregetto,
Jennifer Tsalapatanis, Holly Richards Sorensen, Roberta Johnson, Margaret
Scholl

Call to Order: 5:02 p.m. by Jeff Rozovics.

MOTION by Richard Pope, seconded by Jeff Rozovics, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Various questionnaire forms used in the director review process at other libraries were passed out for those present to review.

MOTION BY Jennifer Tsalapatanis, seconded by Rich Pope, to formulate a library director review questionnaire reflecting the explanation and comments from the Hatfield form, combined with the questions from both forms together with comment boxes, and to present this questionnaire to the full Board at the May 15, 2012 regular Board meeting.

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

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

The meeting adjourned at 5:50p.m.

Minutes prepared by Margaret Scholl

Lauterbach & Amen, LLP

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

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

May 10, 2012

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 April 30, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the four 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 April 30, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>418,956.50</u>
	<u>418,956.50</u>
201-1102015 - First Midwest Operating #8100292260	604,699.54
202-1102015 - First Midwest Operating #8100292260	<u>2,324.47</u>
	<u>607,024.01</u>
201-1102028 - Cash Library Donations	<u>24,483.35</u>
	<u>24,483.35</u>
201-1102073 - Cash IL - Epay #151600222104	<u>48,339.84</u>
201-1102078 - Cash IL - Epay Library	<u>11,762.49</u>
201-1102079 - IL Funds - 151600222591	4,362,596.79
202-1102079 - IL Funds - 151600222591	<u>302,929.55</u>
	<u>4,665,526.34</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,404.59</u>
Total Invested	<u><u>5,879,997.12</u></u>

May 10, 2012

Des Plaines Public Library
Balance Sheet as of April 30, 2012

	<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	164,686.08	254,270.42	418,956.50
1102015 - First Midwest Operating #8100292260	256,300.84	348,398.70	604,699.54
1102028 - Cash Library Donations	24,367.31	116.04	24,483.35
1102073 - Cash IL - Epay 151600008073	45,086.84	3,253.00	48,339.84
1102078 - Cash IL - Epay Library	10,947.48	815.01	11,762.49
1102079 - IL Funds - 151600222591	5,301,922.68	(939,325.89)	4,362,596.79
1104006 - Investments - Certificates of Deposit	103,365.09	39.50	103,404.59
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
	<u>12,202,681.32</u>	<u>(332,433.22)</u>	<u>11,870,248.10</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	158,887.05	7,367.84	166,254.89
2430707 - Due to Library Comp Abs	215,418.08	0.00	215,418.08
2450040 - Accrued Payroll	50,800.12	0.00	50,800.12
2470000 - Deferred Revenue - Property Tax	6,295,505.00	0.00	6,295,505.00
	<u>6,720,610.25</u>	<u>7,367.84</u>	<u>6,727,978.09</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,513,461.11	0.00	3,513,461.11
	<u>3,513,461.11</u>	<u>0.00</u>	<u>3,513,461.11</u>
Total Liabilities and Fund Balance	<u>10,234,071.36</u>	<u>7,367.84</u>	<u>10,241,439.20</u>
Excess Revenues Over Expenses	<u>1,968,609.96</u>	<u>(339,801.06)</u>	<u>1,628,808.90</u>

See Accountants' Compilation Report

May 10, 2012

Des Plaines Public Library
Balance Sheet as of April 30, 2012

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	2,324.47	0.00	2,324.47
1102079 - IL Funds - 151600222591	302,910.17	19.38	302,929.55
	305,234.64	19.38	305,254.02

Liabilities and Fund Balance

Liabilities

	0.00	0.00	0.00
--	------	------	------

Fund Balance

3730000 - Fund Balance - Unreserved	311,506.97	0.00	311,506.97
Total Liabilities and Fund Balance	311,506.97	0.00	311,506.97
Excess Revenues Over Expenses	(6,272.33)	19.38	(6,252.95)

Compensated Absences Fund

Assets

1120201 - Due From Library	215,418.08	0.00	215,418.08
	215,418.08	0.00	215,418.08

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	135,596.87	0.00	135,596.87
2490010 - Compensated Absences Payable	79,821.21	0.00	79,821.21
	215,418.08	0.00	215,418.08

Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	215,418.08	0.00	215,418.08
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

May 10, 2012

Des Plaines Public Library
Balance Sheet as of April 30, 2012

	<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>(452,261.00)</u>	<u>0.00</u>	<u>(452,261.00)</u>
	<u>814,501.00</u>	<u>0.00</u>	<u>814,501.00</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>814,501.00</u>	<u>0.00</u>	<u>814,501.00</u>
	<u>814,501.00</u>	<u>0.00</u>	<u>814,501.00</u>
 Total Liabilities and Net Capital Assets	 <u>814,501.00</u>	 <u>0.00</u>	 <u>814,501.00</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

See Accountants' Compilation Report

May 10, 2012

**Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2012**

	<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>					
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	0.00	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	60,334.90	3,420,131.75	6,359,096.00	2,938,964.25	53.78
	<u>60,334.90</u>	<u>3,426,332.41</u>	<u>6,409,096.00</u>	<u>2,982,763.59</u>	<u>53.46</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>150,988.00</u>	<u>150,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	289.36	1,572.58	4,000.00	2,427.42	39.31
4850102 - Library Fines	6,013.89	22,798.90	77,000.00	54,201.10	29.61
4850103 - Library Fines / Credit Card	4,219.93	14,835.44	43,000.00	28,164.56	34.50
4850201 - Copying Fee	2,022.50	8,133.75	30,000.00	21,866.25	27.11
4850202 - Damaged Materials	29.99	212.79	700.00	487.21	30.40
4850203 - Lost Materials	415.77	2,232.92	7,000.00	4,767.08	31.90
4850205 - Bags	44.50	246.50	750.00	503.50	32.87
4850207 - Non-Res Cards	73.50	367.50	1,000.00	632.50	36.75
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>13,109.44</u>	<u>50,400.38</u>	<u>165,450.00</u>	<u>115,049.62</u>	<u>30.46</u>
<u>Other Revenue</u>					
4890010 - Interest Income	395.54	1,469.03	3,000.00	1,530.97	48.97
4890050 - Sale of Fixed Assets	0.00	0.00	5,000.00	5,000.00	0.00
4899900 - Miscellaneous Revenue	2,503.23	8,013.02	18,000.00	9,986.98	44.52
4899920 - Library Donations	115.00	115.00	3,500.00	3,385.00	3.29
	<u>3,013.77</u>	<u>9,597.05</u>	<u>29,500.00</u>	<u>19,902.95</u>	<u>32.53</u>
Total Library Fund	<u><u>76,458.11</u></u>	<u><u>3,486,329.84</u></u>	<u><u>6,755,534.00</u></u>	<u><u>3,269,204.16</u></u>	<u><u>51.61</u></u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2012**

	<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	19.38	47.05	2,500.00	2,452.95	1.88
	<u>19.38</u>	<u>47.05</u>	<u>2,500.00</u>	<u>2,452.95</u>	<u>1.88</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	200,000.00	200,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>19.38</u>	<u>47.05</u>	<u>202,500.00</u>	<u>202,452.95</u>	<u>0.02</u>
Total of All Funds	<u>76,477.49</u>	<u>3,486,376.89</u>	<u>6,958,034.00</u>	<u>3,471,657.11</u>	<u>50.11</u>

See Accountants' Compilation Report

May 10, 2012

Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2012

<u>Library Fund</u>	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
Salaries					
5910100 - Salaries	110,254.13	565,780.11	2,073,069.00	1,507,288.89	27.29
5910200 - Temporary Wages	99,296.41	270,636.28	781,639.00	511,002.72	34.62
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>209,550.54</u>	<u>836,464.47</u>	<u>2,854,708.00</u>	<u>2,018,243.53</u>	<u>29.30</u>
Benefits					
5918010 - Unemployment Compensation	10,581.00	13,102.50	35,000.00	21,897.50	37.44
5918020 - Employer Contribution - FICA	15,885.05	62,238.21	214,925.00	152,686.79	28.96
5918021 - Employer Contribution - IMRF	24,575.01	96,313.00	342,979.00	246,666.00	28.08
5918040 - Life Insurance Premiums	0.00	0.00	4,104.00	4,104.00	0.00
5918050 - PPO Insurance Premiums	22,161.15	81,746.34	275,713.00	193,966.66	29.65
5918051 - HMO Insurance Premiums	7,347.00	31,352.35	99,504.00	68,151.65	31.51
5918055 - Dental Insurance Premiums	1,900.16	7,600.64	25,543.00	17,942.36	29.76
5918070 - Workers Compensation	0.00	3,128.20	13,500.00	10,371.80	23.17
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>82,449.37</u>	<u>295,481.24</u>	<u>1,012,768.00</u>	<u>717,286.76</u>	<u>29.18</u>
Contractual Services					
5920100 - Legal Fees	425.80	763.20	9,000.00	8,236.80	8.48
5920110 - Professional Services	32,706.53	147,664.50	360,000.00	212,335.50	41.02
5920120 - Communication Services	2,694.76	10,796.78	39,100.00	28,303.22	27.61
5920140 - Data Processing Services	6,408.58	19,126.75	100,250.00	81,123.25	19.08
5920202 - Conferences	274.00	855.00	3,000.00	2,145.00	28.50
5920204 - Training	0.00	409.00	5,000.00	4,591.00	8.18
5920220 - Membership Dues	1,379.00	1,479.00	7,000.00	5,521.00	21.13
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920990 - Property/Liability Insurance	0.00	29,746.00	30,000.00	254.00	99.15
5930010 - R&M Equipment	5,760.56	81,386.20	118,100.00	36,713.80	68.91
5930020 - R&M Buildings & Structures	1,807.34	17,122.76	128,100.00	110,977.24	13.37
5930030 - R&M Vehicles	480.00	1,395.83	3,500.00	2,104.17	39.88
5930195 - Book Binding & Repair	0.00	180.35	500.00	319.65	36.07
5930210 - Rental of Equipment	2,005.00	12,913.00	29,000.00	16,087.00	44.53
5930320 - Cleaning/Custodial Services	10,422.00	24,702.00	47,700.00	22,998.00	51.79
5930490 - Refuse Contract	601.83	2,873.72	7,200.00	4,326.28	39.91
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	155.88	571.45	500.00	(71.45)	114.29
5960070 - Travel Expense	0.00	238.97	500.00	261.03	47.79
5960210 - Special Event Programming	2,844.30	11,241.56	31,250.00	20,008.44	35.97
5960990 - Misc. Contractual Services	3,665.88	26,431.93	76,425.00	49,993.07	34.59
	<u>71,631.46</u>	<u>389,898.00</u>	<u>998,375.00</u>	<u>608,477.00</u>	<u>39.05</u>
Commodities					
5970100 - Office Supplies	1,782.47	34,095.22	102,500.00	68,404.78	33.26
5970110 - Meals	114.90	714.99	2,000.00	1,285.01	35.75
5970115 - Supplies - Dept/Other	461.25	1,971.30	7,000.00	5,028.70	28.16
5970170 - Janitorial	1,348.87	4,586.27	30,300.00	25,713.73	15.14
5970260 - Postage & Parcel	1,118.47	2,081.16	15,000.00	12,918.84	13.87
5970270 - Printing -Reproduction-Binding	0.00	980.82	4,000.00	3,019.18	24.52
5970500 - Purchase of Water	659.12	994.92	6,000.00	5,005.08	16.58

See Accountants' Compilation Report

7-1

May 10, 2012

Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2012

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970600 - Books	24,643.23	107,161.95	350,000.00	242,838.05	30.62
5970610 - Audio Materials	4,715.60	17,556.28	74,000.00	56,443.72	23.72
5970620 - Subscriptions & Books	897.44	2,900.94	68,000.00	65,099.06	4.27
5970630 - Visual Materials	8,106.93	30,808.44	111,000.00	80,191.56	27.76
5970640 - Automated Reference Materials	3,508.91	82,056.75	165,000.00	82,943.25	49.73
5970650 - Downloadable Materials	752.57	20,255.69	33,000.00	12,744.31	61.38
5970810 - Natural Gas	1,265.04	9,374.75	26,000.00	16,625.25	36.06
5970850 - Gasoline	96.93	141.78	1,000.00	858.22	14.18
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>49,471.73</u>	<u>315,681.26</u>	<u>998,800.00</u>	<u>683,118.74</u>	<u>31.61</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	777.93	1,411.96	11,700.00	10,288.04	12.07
5980420 - Computer Software	132.11	14,439.94	61,205.00	46,765.06	23.59
5980600 - Furniture & Fixtures	391.29	866.47	16,500.00	15,633.53	5.25
	<u>1,301.33</u>	<u>16,718.37</u>	<u>89,405.00</u>	<u>72,686.63</u>	<u>18.70</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,854.74	3,277.60	58,000.00	54,722.40	5.65
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>1,854.74</u>	<u>3,277.60</u>	<u>333,000.00</u>	<u>329,722.40</u>	<u>0.98</u>
Total Library Fund Expenditures	<u><u>416,259.17</u></u>	<u><u>1,857,520.94</u></u>	<u><u>6,287,056.00</u></u>	<u><u>4,429,535.06</u></u>	<u><u>29.55</u></u>

See Accountants' Compilation Report

May 10, 2012

Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2012

	<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>					
5980300 - Improvements	0.00	0.00	39,000.00	39,000.00	0.00
5980400 - Equipment	0.00	6,300.00	17,300.00	11,000.00	36.42
5990990 - Vehicles	0.00	0.00	43,000.00	43,000.00	0.00
	<u>0.00</u>	<u>6,300.00</u>	<u>56,300.00</u>	<u>50,000.00</u>	<u>11.19</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>6,300.00</u>	<u>99,300.00</u>	<u>93,000.00</u>	<u>6.34</u>
 Total of All Funds	 <u>416,259.17</u>	 <u>1,863,820.94</u>	 <u>6,386,356.00</u>	 <u>4,522,535.06</u>	 <u>29.18</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1008	04/13/12	MAINE WEST HIGH SCOO	80.00
11891	05/15/12	BAKER & TAYLOR	23,348.18
11892	05/15/12	BANKCARD SERVICES	3,831.96
11893	05/15/12	MIDWEST TAPE	11,620.64
11894	05/15/12	ACE DES PLAINES INCORPORATED	67.38
11895	05/15/12	ADAM VERNOLA	122.88
11896	05/15/12	ALARM SECURITY INCORPORATED	576.00
11897	05/15/12	AMAZON	1,141.02
11898	05/15/12	AUTOKRAFTERS OF DES PLAINES	480.00
11899	05/15/12	BANC OF AMERICA LEASING	2,005.00
11900	05/15/12	BOOK PAGE	684.00
11901	05/15/12	BRADFORD NEWQUIST	600.00
11902	05/15/12	CALIFORNIA LANGUAGE LABORATORIES	335.72
11903	05/15/12	CAPSTONE PRESS INCORPORATED	895.00
11904	05/15/12	CHICAGO OFFICE TECHNOLOGY GROUP	3,977.56
11905	05/15/12	CHUBB SECURITY SYSTEMS, INC.	76.32
11906	05/15/12	CITY OF DES PLAINES	39.00
11907	05/15/12	CITY OF DES PLAINES	96.93
11908	05/15/12	CITY OF DES PLAINES.	659.12
11909	05/15/12	COOPERATIVE COMPUTER SERVICES	6,408.58
11910	05/15/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	9,530.00
11911	05/15/12	CUBS Vine Line Magazine	25.00
11912	05/15/12	D & B POWER ASSOCIATES INC	2,460.00
11913	05/15/12	D & Z HOUSE OF BOOKS INCORPORATED	1,043.03
11914	05/15/12	DANIEL E. NIEMIEC	125.00
11915	05/15/12	DEMCO EDUCATIONAL CORP	1,217.38
11916	05/15/12	EBSCO SUBSCRIPTION SVC	188.44
11917	05/15/12	FEDERAL EXPRESS	102.86
11918	05/15/12	Gale, Inc	2,940.21
11919	05/15/12	ILLINOIS DEPT OF EMPLOYMENT SECURITY	10,581.00
11920	05/15/12	ILLINOIS LIGHTING, INC.	585.05
11921	05/15/12	ILLINOIS STATE POLICE	0.00
11922	05/15/12	ILLINOIS STATE POLICE	10.00
11923	05/15/12	JOURNAL AND TOPICS NEWSPAPERS	149.00
11924	05/15/12	KLEIN, THORPE & JENKINS, LTD.	195.80
11925	05/15/12	LAUTERBACH & AMEN, LLP.	4,825.00
11926	05/15/12	LAW OFFICES OF ANCEL GLINK	230.00
11927	05/15/12	LIMRICC	37,368.87
11928	05/15/12	MANAGEMENT ASSOCIATION OF ILLINOIS	1,350.00
11929	05/15/12	METRO PROFESSIONAL PRODUCTS, INC.	689.21
11930	05/15/12	NMT CORPORATION	1,854.74
11931	05/15/12	OFFICE DEPOT	270.02
11932	05/15/12	ORIENTAL TRADING COMPANY, INC.	236.75
11933	05/15/12	Outsource Solutions Grp. Inc	27,606.95
11934	05/15/12	OVERDRIVE, INC.	724.59
11935	05/15/12	PRESTIGE DISTRIBUTION, INC.	659.66
11936	05/15/12	Program One Prof Building Servc, Inc	772.00
11937	05/15/12	RANDOM HOUSE INCORPORATED	429.50
11938	05/15/12	RECORDED BOOKS, LLC	877.76
11939	05/15/12	RUNCO OFFICE SUPPLY	49.78
11940	05/15/12	Speed E Kleen, Inc	120.00
11941	05/15/12	STEVEN J. GASSMAN	125.00
11942	05/15/12	TEXAS A&M UNIVERSITY LIBRARY	20.00
11943	05/15/12	UNITED STATES TREASURY	39.64
11944	05/15/12	WAREHOUSE DIRECT	624.03
11945	05/15/12	WASTE MANAGEMENT	167.32
11946	05/15/12	WASTE MANAGEMENT	434.51
11947	05/15/12	WORLD TRADE PRESS	661.50
50294	04/30/12	NEXTEL	745.36
50295	04/30/12	CALL ONE	314.71
50296	04/30/12	AT&T	522.14

0419

All checkbooks
April 2012

Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
50297	04/30/12	McLeod USA. Inc	292.15
50298	04/30/12	COMCAST CABLE	227.97
50299	04/30/12	LEVEL(3) COMMUNICATIONS. LLC.	476.31
50300	04/30/12	NEO-POST	1,000.00
50301	04/30/12	NICOR GAS	1,265.04
50302	04/30/12	WOW! INTERENT CABLE	116.12
50303	04/30/12	JMRF	34,100.42
50304	04/30/12	PRO DATA	798.20
Total checks	69		<u>206,193.31</u>
		Total	<u>206,193.31</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MAINE WEST HIGH SCHOOL	1008	04/13/12	80.00
Account No. 201-5960210	Description WII Bowling Tournament	Amount 80.00	
		Subtotal	80.00
AT&T	50296	04/30/12	522.14
Account No. 201-5920120	Description ACH	Amount 522.14	
CALL ONE	50295	04/30/12	314.71
Account No. 201-5920120	Description ACH	Amount 314.71	
COMCAST CABLE	50298	04/30/12	227.97
Account No. 201-5920120	Description ACH	Amount 227.97	
IMRF	50303	04/30/12	34,100.42
Account No. 201-2401002	Description 04/20120 EE IMRF Contrib	Amount 9,525.41	
Account No. 201-5918021	Description 04/2012 ER IMRF Contrib	Amount 24,575.01	
LEVEL(3) COMMUNICATIONS, LLC.	50299	04/30/12	476.31
Account No. 201-5920120	Description ACH	Amount 476.31	
McLeod USA, Inc	50297	04/30/12	292.15
Account No. 201-5920120	Description ACH	Amount 292.15	
NEO-POST	50300	04/30/12	1,000.00
Account No. 201-5970260	Description ACH	Amount 1,000.00	
NEXTEL	50294	04/30/12	745.36
Account No. 201-5920120	Description ACH	Amount 745.36	
NICOR GAS	50301	04/30/12	1,265.04
Account No. 201-5970810	Description	Amount 1,265.04	
PRO DATA	50304	04/30/12	798.20
Account No. 201-5920110	Description 4/6/12 PRO DATA FEES	Amount 231.76	
Account No. 201-5920110	Description 4/20/12 PRO DATA FEES	Amount 566.44	
WOW! INTERENT CABLE	50302	04/30/12	116.12
Account No. 201-5920120	Description ACH	Amount 116.12	
		Subtotal	39,858.42
ACE DES PLAINES INCORPORATED	11894	05/15/12	67.38
Account No. 201-5970115	Description Doc# 224408	Amount 67.38	
ADAM VERNOLA	11895	05/15/12	122.88
Account No. 201-5960210	Description Expense Reimbursement	Amount 122.88	

Vendor Name	Chk. No.	Check Date	Amount
ALARM SECURITY INCORPORATED	11896	05/15/12	576.00
Account No. Description		Amount	
201-5930020 Invoice # S107950		576.00	
AMAZON	11897	05/15/12	1,141.02
Account No. Description		Amount	
201-5970600 Amazon		215.45	
201-5970610 Amazon		387.99	
201-5970630 Amazon		537.58	
AUTOKRAFTERS OF DES PLAINES	11898	05/15/12	480.00
Account No. Description		Amount	
201-5930030 Invoice # 1356		480.00	
BAKER & TAYLOR	11891	05/15/12	23,348.18
Account No. Description		Amount	
201-5960990 Invoice # 2026922521		2.80	
201-5960990 Invoice # 2026908290		42.00	
201-5960990 Invoice # 2026916296		221.50	
201-5960990 Invoice # 2026888493		41.15	
201-5960990 Invoice # 20268889947		2.10	
201-5960990 Invoice # 2026939485		52.15	
201-5960990 Invoice # 2026940552		64.80	
201-5960990 Invoice # 2026923890		193.25	
201-5960990 Invoice # 2026933979		2.80	
201-5960990 Invoice # 2026936759		1.70	
201-5960990 Invoice # 2026972194		31.90	
201-5960990 Invoice # 2026909285		16.20	
201-5960990 Invoice # 2026922682		19.90	
201-5960990 Invoice # 2026931690		3.54	
201-5960990 Invoice # 2026929714		7.50	
201-5960990 Invoice # 2026886379		22.50	
201-5960990 Invoice # 2026883688		1.77	
201-5960990 Invoice # 2026884056		90.99	
201-5960990 Invoice # 2026884055		24.00	
201-5960990 Invoice # 2026875069		9.72	
201-5960990 Invoice # 2026879707		30.00	
201-5960990 Invoice # 2026871795		14.40	
201-5960990 Invoice # 2026874945		4.10	
201-5960990 Invoice # 2026879272		4.90	
201-5960990 Invoice # 2026894307		10.70	
201-5960990 Invoice # 2026894312		10.05	
201-5960990 Invoice # 2026894353		3.00	
201-5960990 Invoice # 2026894426		2.35	
201-5960990 Invoice # 2026894486		7.50	
201-5960990 Invoice # 5044934048		24.50	
201-5960990 Invoice # 2026900832		9.00	
201-5960990 Invoice # 2026898178		1.77	
201-5960990 Invoice # 2026898152		2.84	
201-5960990 Invoice # 2026888008		3.24	
201-5960990 Invoice # 2026898092		13.70	
201-5960990 Invoice # 2026898310		18.00	
201-5960990 Invoice # 2026963939		9.00	
201-5960990 Invoice # 2026823166		5.69	
201-5960990 Invoice # 2026963789		12.90	
201-5960990 Invoice # 2026960024		5.68	
201-5960990 Invoice # 2026953668		30.00	
201-5960990 Invoice # 2026941038		6.00	
201-5960990 Invoice # 2026940958		1.50	
201-5960990 Invoice # 2026929806		113.30	
201-5960990 Invoice # 2026941005		1.62	
201-5960990 Invoice # 2026940999		3.00	

All Checkbooks
April 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026929406		23.68
201-5960990	Invoice # 2026929891		54.85
201-5960990	Invoice # 2026937429		5.60
201-5960990	Invoice # 2026925601		11.55
201-5960990	Invoice # 2026937423		1.50
201-5960990	Invoice # 5011958788		21.00
201-5960990	Invoice # 2026951434		20.25
201-5960990	Invoice # 2026951194		13.05
201-5960990	Invoice # 2026960034		3.20
201-5960990	Invoice # 2026953451		15.85
201-5960990	Invoice # 2026953357		27.60
201-5960990	Invoice # 2026948984		15.00
201-5960990	Invoice # 2026951451		2.55
201-5960990	Invoice # 0000137571		11.44
201-5960990	Invoice # 2026929822		15.90
201-5960990	Invoice # 2026929451		18.80
201-5960990	Invoice # 2026929713		54.75
201-5960990	Invoice # 2026929823		34.02
201-5960990	Invoice # 2026922954		25.11
201-5960990	Invoice # 2026929672		7.50
201-5960990	Invoice # 2026918057		2.84
201-5960990	Invoice # 2026914538		1.62
201-5960990	Invoice # 2026917976		11.90
201-5960990	Invoice # 2026907465		7.50
201-5960990	Invoice # 2026909332		7.50
201-5960990	Invoice # 2026917956		4.25
201-5960990	Invoice # 2026931645		1.70
201-5960990	Invoice # 2026931686		17.82
201-5970600	Invoice # 2026916295		3,188.58
201-5970600	Invoice # 2026888492		775.67
201-5970600	Invoice # 2026889946		25.89
201-5970600	Invoice # 2026901724		95.68
201-5970600	Invoice # 2026959484		862.42
201-5970600	Invoice # 2026916287		731.70
201-5970600	Invoice # 2026940551		982.48
201-5970600	Invoice # 2026923889		3,067.24
201-5970600	Invoice # 2026953978		53.79
201-5970600	Invoice # 2026936759		18.11
201-5970600	Invoice # 2026972194		375.09
201-5970600	Invoice # 2026909285		394.63
201-5970600	Invoice # 2026922682		368.86
201-5970600	Invoice # 2026929822		195.74
201-5970600	Invoice # 2026929714		78.64
201-5970600	Invoice # 2026886379		234.58
201-5970600	Invoice # 2026883688		14.76
201-5970600	Invoice # 2026884056		9.00
201-5970600	Invoice # 2026884055		251.65
201-5970600	Invoice # 2026875069		94.49
201-5970600	Invoice # 2026879707		280.80
201-5970600	Invoice # 2026871795		430.63
201-5970600	Invoice # 2026874945		67.28
201-5970600	Invoice # 2026879272		27.06
201-5970600	Invoice # 2026894307		98.50
201-5970600	Invoice # 2026894312		96.87
201-5970600	Invoice # 2026894353		19.30
201-5970600	Invoice # 2026894426		23.64
201-5970600	Invoice # 2026894486		78.74
201-5970600	Invoice # 5044934048		1,054.55
201-5970600	Invoice # 2026900832		57.86
201-5970600	Invoice # 2026898178		14.19
201-5970600	Invoice # 2026898152		5.97
201-5970600	Invoice # 2026888008		28.37
201-5970600	Invoice # 2026898092		178.53

All Checkbooks
April 2012

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount	
201-5970600	Invoice # 2026898310		188.98	
201-5970600	Invoice # 2026963939		94.49	
201-5970600	Invoice # 2026823166		24.72	
201-5970600	Invoice # 2026963789		414.73	
201-5970600	Invoice # 2026960024		19.72	
201-5970600	Invoice # 2026953668		314.97	
201-5970600	Invoice # 2026941038		42.57	
201-5970600	Invoice # 2026940958		9.65	
201-5970600	Invoice # 2026929806		244.34	
201-5970600	Invoice # 2026941005		14.75	
201-5970600	Invoice # 2026940999		23.01	
201-5970600	Invoice # 2026929406		73.12	
201-5970600	Invoice # 2026929891		444.85	
201-5970600	Invoice # 2026937429		29.86	
201-5970600	Invoice # 2026925601		111.34	
201-5970600	Invoice # 2026937423		23.86	
201-5970600	Invoice # 5011958788		1,334.61	
201-5970600	Invoice # 2026951434		257.49	
201-5970600	Invoice # 2026951194		122.34	
201-5970600	Invoice # 2026960034		46.52	
201-5970600	Invoice # 2026953451		129.53	
201-5970600	Invoice # 2026953357		197.84	
201-5970600	Invoice # 2026948984		146.28	
201-5970600	Invoice # 2026951451		58.49	
201-5970600	Invoice # 0000137571		102.33	
201-5970600	Invoice # 2026929451		128.43	
201-5970600	Invoice # 2026929713		455.41	
201-5970600	Invoice # 2026929823		314.60	
201-5970600	Invoice # 2026922954		103.36	
201-5970600	Invoice # 2026929672		75.98	
201-5970600	Invoice # 2026918057		25.77	
201-5970600	Invoice # 2026914538		14.19	
201-5970600	Invoice # 2026917976		71.04	
201-5970600	Invoice # 2026907465		56.06	
201-5970600	Invoice # 2026909332		73.01	
201-5970600	Invoice # 2026917956		48.60	
201-5970600	Invoice # 2026931645		7.16	
201-5970600	Invoice # 2026931686		170.20	
201-5970600	Invoice # 2026979347		372.20	
201-5970600	Invoice # 2026922520		49.00	
201-5970600	Invoice # 2026923768		159.69	
201-5970600	Invoice # 2026908289		795.07	
201-5970600	Invoice # 2026931690		30.08	
201-5970630	Invoice # 179360740		7.31	
BANC OF AMERICA LEASING		11899	05/15/12	2,005.00
Account No.	Description		Amount	
201-5930210	Invoice # 012110922		2,005.00	
BANKCARD SERVICES		11892	05/15/12	3,831.96
Account No.	Description		Amount	
201-5920202			274.00	
201-5920220			29.00	
201-5930020			569.97	
201-5960210			1,530.67	
201-5960990			-9.37	
201-5970100			71.79	
201-5970110			114.90	
201-5970115			334.63	
201-5970260			15.61	
201-5970600			339.70	
201-5970630			300.04	
201-5970650			27.98	

All Checkbooks
April 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5980410		100.93	
201-5980420		132.11	
BOOK PAGE	11900	05/15/12	684.00
Account No.	Description	Amount	
201-5970620	Invoice # S4779	684.00	
BRADFORD NEWQUIST	11901	05/15/12	600.00
Account No.	Description	Amount	
201-5960210	Program on 7/1/12	600.00	
CALIFORNIA LANGUAGE LABORATORIE	11902	05/15/12	335.72
Account No.	Description	Amount	
201-5970600	Invoice # 15116	335.72	
CAPSTONE PRESS INCORPORATED	11903	05/15/12	895.00
Account No.	Description	Amount	
201-5970640	Invoice # C110254583	895.00	
CHICAGO OFFICE TECHNOLOGY GROUP	11904	05/15/12	3,977.56
Account No.	Description	Amount	
201-5930010	Invoice # 118597	332.50	
201-5930010	Invoice # 113196	106.08	
201-5930010	Invoice # 113203	298.47	
201-5930010	Invoice # 113171	22.94	
201-5930010	Invoice # 118885	396.90	
201-5930010	Invoice # 112467	202.15	
201-5930010	Invoice # 112447	172.48	
201-5930010	Invoice # 120284	8.62	
201-5930010	Invoice # 120293	1,760.42	
201-5980410	Invoice # 46V32A	677.00	
CHUBB SECURITY SYSTEMS, INC.	11905	05/15/12	76.32
Account No.	Description	Amount	
201-5930020	Invoice # 20128757	76.32	
CITY OF DES PLAINES	11906	05/15/12	39.00
Account No.	Description	Amount	
201-5960990	Invoice # FN 2658	39.00	
CITY OF DES PLAINES	11907	05/15/12	96.93
Account No.	Description	Amount	
201-5970850	Invoice Fuel # 03-12	51.58	
201-5970850	Invoice Fuel # 02-12	45.35	
CITY OF DES PLAINES.	11908	05/15/12	659.12
Account No.	Description	Amount	
201-5970500	Water/Sanitary	659.12	
COOPERATIVE COMPUTER SERVICES	11909	05/15/12	6,408.58
Account No.	Description	Amount	
201-5920140	OCLC JED Profile April 12	1,314.98	
201-5920140	Invoice # CCS 3/1/12	5,093.60	
CRYSTAL MANAGEMENT & MAINT. SERV	11910	05/15/12	9,530.00
Account No.	Description	Amount	
201-5930320	Invoice # 20473	3,340.00	
201-5930320	Invoice # 20451	6,190.00	
CURS Vine Line Magazine	11911	05/15/12	25.00
Account No.	Description	Amount	
201-5970620	1 year Subscription	25.00	

All Checkbooks
April 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
D & B POWER ASSOCIATES INC	11912	05/15/12	2,460.00
Account No. Description		Amount	
201-5930010 Invoice # 023748		2,460.00	
D & Z HOUSE OF BOOKS INCORPORATED	11913	05/15/12	1,043.03
Account No. Description		Amount	
201-5970600 Invoice # 2012/1033118		1,001.01	
201-5970600 Invoice # 2012/1032600		42.02	
DANIEL E. NIEMIEC	11914	05/15/12	125.00
Account No. Description		Amount	
201-5960210 Invoice # 20120602		125.00	
DEMCO EDUCATIONAL CORP	11915	05/15/12	1,217.38
Account No. Description		Amount	
201-5970100 Invoice # 4564744		826.09	
201-5980600 Invoice # 4568395		391.29	
EBSCO SUBSCRIPTION SVC	11916	05/15/12	188.44
Account No. Description		Amount	
201-5970620 Invoice # 1377882		184.00	
201-5970620 Credit # 0022453		-49.90	
201-5970620 Credit # 0029550		-24.95	
201-5970620 Invoice # 1358260		-23.00	
201-5970620 Invoice # 1373021		21.99	
201-5970620 Invoice # 0067653		80.30	
FEDERAL EXPRESS	11917	05/15/12	102.86
Account No. Description		Amount	
201-5970260 Invoice # 7-866-57059		102.86	
Gale, Inc	11918	05/15/12	2,940.21
Account No. Description		Amount	
201-5970600 Invoice # 96205555		406.72	
201-5970600 Invoice # 96152154		117.80	
201-5970600 Invoice # 95977549		463.28	
201-5970640 Invoice # 17452975		285.67	
201-5970640 Invoice # 17476613		285.67	
201-5970640 Invoice # 96069348		1,381.07	
ILLINOIS DEPT OF EMPLOYMENT SECUR	11919	05/15/12	10,581.00
Account No. Description		Amount	
201-5918010 1st Quarter		10,581.00	
ILLINOIS LIGHTING, INC.	11920	05/15/12	585.05
Account No. Description		Amount	
201-5930020 Invoice # 14014		585.05	
ILLINOIS STATE POLICE	11921	05/15/12	0.00
Account No. Description		Amount	
ILLINOIS STATE POLICE	11922	05/15/12	10.00
Account No. Description		Amount	
201-5960990		10.00	
JOURNAL AND TOPICS NEWSPAPERS	11923	05/15/12	149.00
Account No. Description		Amount	
201-5960210 Invoice # 147316		149.00	
KLEIN, THORPE & JENKINS, LTD.	11924	05/15/12	195.80
Account No. Description		Amount	
201-5920100 Mater ID # 1657-001		195.80	

All Checkbooks
April 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
LAUTERBACH & AMEN, L.L.P.	11925	05/15/12	4,825.00
Account No. Description		Amount	
201-5920110 Invoice No. 25923		1,850.00	
201-5920110 Invoice No. 26033		1,435.00	
201-5920110 Invoice No. 23219		1,390.00	
201-5920110 Invoice No. 25545		150.00	
LAW OFFICES OF ANCEL GLINK	11926	05/15/12	230.00
Account No. Description		Amount	
201-5920100 Statement # 29218		230.00	
LIMRICC	11927	05/15/12	37,368.87
Account No. Description		Amount	
201-2401002 April 2012		37,368.87	
MANAGEMENT ASSOCIATION OF ILLINO	11928	05/15/12	1,350.00
Account No. Description		Amount	
201-5920220 Invoice # 51552		1,350.00	
METRO PROFESSIONAL PRODUCTS, INC.	11929	05/15/12	689.21
Account No. Description		Amount	
201-5970170 Customer # 0401376		689.21	
MIDWEST TAPE	11893	05/15/12	11,620.64
Account No. Description		Amount	
201-5960990 Invoice # 90043535		18.70	
201-5960990 Invoice # 90035359		14.39	
201-5960990 Invoice # 90035656		1.85	
201-5960990 Invoice # 90036040		12.95	
201-5960990 Invoice # 90042413		7.40	
201-5960990 Invoice # 90050484		3.70	
201-5960990 Invoice # 90047381		5.55	
201-5960990 Invoice # 90050341		12.95	
201-5960990 Invoice # 90053737		3.70	
201-5960990 Invoice # 6609367		114.15	
201-5960990 Invoice # 6616538		120.65	
201-5960990 Invoice # 6609366		176.10	
201-5960990 Invoice # 90006932		3.25	
201-5960990 Invoice # 90006934		3.25	
201-5960990 Invoice # 90006602		6.90	
201-5960990 Invoice # 90006832		3.25	
201-5960990 Invoice # 90008310		22.75	
201-5960990 Invoice # 90013524		26.00	
201-5960990 Invoice # 90018669		69.20	
201-5960990 Invoice # 90016443		153.35	
201-5960990 Invoice # 90025636		13.00	
201-5960990 Invoice # 90022033		13.00	
201-5960990 Invoice # 90029220		0.00	
201-5960990 Invoice # 90035658		42.45	
201-5960990 Invoice # 90036042		59.30	
201-5960990 Invoice # 90039971		19.50	
201-5960990 Invoice # 90040014		9.95	
201-5960990 Invoice # 90048497		58.90	
201-5960990 Invoice # 90050343		29.85	
201-5960990 Invoice # 90050483		3.25	
201-5960990 Invoice # 90050485		175.10	
201-5960990 Invoice # 90053735		9.75	
201-5960990 Invoice # 6616539		11.10	
201-5960990 Invoice # 6609369		5.55	
201-5960990 Invoice # 6609370		20.35	
201-5960990 Invoice # 6609368		38.50	
201-5960990 Invoice # 90006935		3.70	
201-5960990 Invoice # 90006604		15.40	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90013522		11.10
201-5960990	Invoice # 90022031		7.40
201-5960990	Invoice # 90025634		1.85
201-5960990	Invoice # 90043533		9.25
201-5970610	Invoice # 90035359		3.25
201-5970610	Invoice # 90035656		32.99
201-5970610	Invoice # 90036040		238.93
201-5970610	Invoice # 90042413		164.96
201-5970610	Invoice # 90050484		73.98
201-5970610	Invoice # 90047381		104.97
201-5970610	Invoice # 90018871		44.68
201-5970610	Invoice # 90050341		268.93
201-5970610	Invoice # 90053737		52.98
201-5970610	Invoice # 2789520		155.98
201-5970610	Invoice # 90011052		25.49
201-5970610	Invoice # 90011029		99.98
201-5970610	Invoice # 90014528		74.98
201-5970610	Invoice # 90020109		93.98
201-5970610	Invoice # 90053459		99.98
201-5970610	Invoice # 6616539		199.94
201-5970610	Invoice # 6609369		139.97
201-5970610	Invoice # 6609370		299.89
201-5970610	Invoice # 6609368		113.15
201-5970610	Invoice # 90006935		80.98
201-5970610	Invoice # 90006604		41.06
201-5970610	Invoice # 90013522		200.94
201-5970610	Invoice # 90022031		149.96
201-5970610	Invoice # 90025634		36.99
201-5970610	Invoice # 90043533		145.95
201-5970610	Invoice # 90043535		73.46
201-5970630	Invoice # 6609367		729.63
201-5970630	Invoice # 6616538		707.35
201-5970630	Invoice # 6609366		883.22
201-5970630	Invoice # 90006932		15.99
201-5970630	Invoice # 90006934		18.74
201-5970630	Invoice # 90006602		59.98
201-5970630	Invoice # 90006832		28.79
201-5970630	Invoice # 90008310		154.43
201-5970630	Invoice # 90013524		137.52
201-5970630	Invoice # 90018669		392.08
201-5970630	Invoice # 90016443		936.29
201-5970630	Invoice # 90025636		89.96
201-5970630	Invoice # 90022033		63.71
201-5970630	Invoice # 90029220		125.92
201-5970630	Invoice # 90035658		535.37
201-5970630	Invoice # 90036042		353.07
201-5970630	Invoice # 90039971		78.69
201-5970630	Invoice # 90040014		58.47
201-5970630	Invoice # 90048497		353.82
201-5970630	Invoice # 90050343		107.91
201-5970630	Invoice # 90050483		15.99
201-5970630	Invoice # 90050485		968.49
201-5970630	Invoice # 90053735		41.22
201-5970630	Invoice # 90008936		345.38
201-5970630	Invoice # 90011051		59.98
NMT CORPORATION	11930	05/15/12	1,854.74
Account No.	Description	Amount	
201-5990900		1,854.74	
OFFICE DEPOT	11931	05/15/12	270.02
Account No.	Description	Amount	
201-5970100	Invoice # 604385364001	13.93	

All Checkbooks
April 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice # 602862361001		05/15/12	135.45
201-5970100 Invoice # 606607549001			40.42
201-5970100 Invoice # 604929522001			20.98
201-5970115 Invoice # 603475073001			59.24
ORIENTAL TRADING COMPANY, INC.	11932	05/15/12	236.75
Account No. Description		Amount	
201-5960210 Invoice # 650299995-01			236.75
Outsource Solutions Grp. Inc	11933	05/15/12	27,606.95
Account No. Description		Amount	
201-5920110 Invoice # 14558			27,083.33
201-5960990 Invoice # 14443			523.62
OVERDRIVE, INC.	11934	05/15/12	724.59
Account No. Description		Amount	
201-5970650 Inv#1018-124122677-040512			724.59
PRESTIGE DISTRIBUTION, INC.	11935	05/15/12	659.66
Account No. Description		Amount	
201-5970170 Invoice # 4949			659.66
Program One Prof Building Servc. Inc	11936	05/15/12	772.00
Account No. Description		Amount	
201-5930320 Account 5512-214255			772.00
RANDOM HOUSE INCORPORATED	11937	05/15/12	429.50
Account No. Description		Amount	
201-5970610 Invoice # 1183810453			37.50
201-5970610 Invoice # 1083810453			40.00
201-5970610 Invoice # 1183757867			117.00
201-5970610 Invoice # 1083787867			28.50
201-5970610 Invoice # 1083762777			40.00
201-5970610 Invoice # 1183867309			138.75
201-5970610 Invoice # 1083867309			27.75
RECORDED BOOKS, LLC	11938	05/15/12	877.76
Account No. Description		Amount	
201-5970610 Invoice # 74523303			100.83
201-5970610 Invoice # 74523400			267.20
201-5970610 Invoice # 74517383			43.16
201-5970610 Invoice # 74515584			27.67
201-5970610 Invoice # 74515346			15.90
201-5970610 Invoice # 74515345			62.55
201-5970610 Invoice # 74516730			69.97
201-5970610 Invoice # 74517976			290.48
RUNCO OFFICE SUPPLY	11939	05/15/12	49.78
Account No. Description		Amount	
201-5970100 Invoice # 508535-0			49.78
Speed E Kleen, Inc	11940	05/15/12	120.00
Account No. Description		Amount	
201-5930320 Invoice # 3711			120.00
STEVEN J. GASSMAN	11941	05/15/12	125.00
Account No. Description		Amount	
201-5960990 5/15/12 Meeting Video			125.00
TEXAS A&M UNIVERSITY LIBRARY	11942	05/15/12	20.00
Account No. Description		Amount	
201-5970600 Invoice # 10115			20.00

All Checkbooks
April 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
UNITED STATES TREASURY	11943	05/15/12	39.64
Account No.		Amount	
201-5918020		Notice # CPI61	39.64
WAREHOUSE DIRECT	11944	05/15/12	624.03
Account No.		Amount	
201-5970100		Invoice # C1516636-0	-3.16
201-5970100		Invoice # 1530797-0	9.38
201-5970100		Invoice # 1537975-0	438.00
201-5970100		Invoice # 1523914-0	42.45
201-5970100		Invoice # 1516636-0	137.36
WASTE MANAGEMENT	11945	05/15/12	167.32
Account No.		Amount	
201-5930490		Invoice # 4599213-2008-9	167.32
WASTE MANAGEMENT	11946	05/15/12	434.51
Account No.		Amount	
201-5930490		Invoice # 2536577-2008-07	434.51
WORLD TRADE PRESS	11947	05/15/12	661.50
Account No.		Amount	
201-5970640		Invoice # INV57560	661.50
		Subtotal	<u>166,254.89</u>
		TOTAL	<u><u>206,193.31</u></u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2012

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 3,719,810	\$ 4,107,032	\$ 6,212,411	\$ 5,879,997	\$ -	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -
Revenue (M-T-D)												
Property Taxes	36,853	869,228	2,459,917	60,335								
Other Revenue	15,519	14,247	14,136	16,143								
	52,372	883,474	2,474,053	76,477	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	275,312	284,788	279,847	292,000	-	-	-	-	-	-	-	-
Other Expense	339,508	164,407	103,701	124,259	-	-	-	-	-	-	-	-
Change in AP & A/P's	(106,188)	47,059	(14,874)	(7,368)	-	-	-	-	-	-	-	-
	508,631	496,253	368,674	408,891	0	0	0	0	0	0	0	0
Net Increase/(Decrease)	(456,260)	387,222	2,105,379	(332,414)	0	0	0	0	0	0	0	0

Director's Report May, 2012

Collection Development

Youth Services has moved all Foreign Language media to the Foreign Language book collections. Now all Spanish and Polish CD's, DVD's and CD-ROM's are shelved together with the corresponding book collections streamlining access to these collections.

Adult Services continues to meet the high demand for romance novels by increasing shelf space on the third floor. Also, more room was allotted for our popular book discussion section as the number of Des Plaines books clubs are on the rise as is interest in different titles that we can loan in quantity.

Community Networking

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

On April 23 we participated in a new international reading program, *World Book Night*. The purpose of the program is to encourage people to read by distributing free books to people who may not own books. The "free" books are donated to *World Book Night* by publishing companies. Participating libraries were specifically asked not to pass out the free books in the library, so we gave free books, free book bags and homemade cookies to commuters at the Metra Station and to The Harbour, a local women's shelter.

Every Sunday the Youth Services department holds the Des Plaines Public Library Pokemon League. In conjunction with the Play! Pokemon, a national program, the League provides a nearby place for kids to get together with other fans of both the Pokémon Trading Card Game and the Pokémon video games to have some fun. Using their own cards, a Pokémon DS game, or the new Pokémon card game online, kids can play, trade, and earn cool prizes, all for free. 129 kids attended the league in April.

Money Smart Week® (MSW) is a series of free classes and activities designed to help consumers better manage their personal finances. The library is a MSW partner and hosted a series of programs during the week of April 21 - 28. The program offered were: *The Warning Signs of Financial Exploitation, Identify Theft and Fraud, Angry Wallets and How to Raise a Money Smart Kid*. Over 60 people attended.

AARP Tax-Aide offered free 2011 Income Tax return preparation for those age 55 and over with low and middle incomes. Over 100 people had their taxes prepared in April.

Lifelong Learning

April is National Poetry Month and the library helped celebrate with a series of programs for adults, teens and kids. The documentary film *Louder Than A Bomb* was shown with a special appearance by the filmmaker Jon Siskel and a cast member. Young Chicago

Authors Youth Poets and the Maine West High School Louder Than A Bomb team performed poetry pieces with Kevin Coval, co-founder of Louder Than A Bomb and Artistic Director of Young Chicago Authors. In addition, The Poetry Play Celebration offered activities for children and families including: readings by acclaimed children's author and poet, Janet S. Wong, Do-it-yourself poetry, Central School young poets, Poetry Face Painting and Poetry Bingo. Over 140 people attended.

Over 50 people attended *Wills, Trusts and Probate*. A program presented by Attorney Jacob Ehrensaft where he explained the importance of wills and trusts, including information about probate, power of attorney, living wills and guardianship.

Over 90 people attended 20 computer classes the Adult Services staff offered for the public in April.

Personnel Highlights

New Employees

Promotions

Lynn Rubio, from Readers' Services Assistant to Readers' Services Supervisor, 04/02/2012

April 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Apr 2012	2,087	YTD 2012	7,033
Apr 2011	414	YTD 2011	1,640
	% Change 404.11%		% Change 328.84%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
Youth Services	35,589	Youth Services	150,200
Adult Services	59,149	Adult Services	245,704
TOTAL	94,738	TOTAL	395,904
Apr 2011		YTD 2011	
Youth Services	34,248	Youth Services	143,941
Adult Services	63,161	Adult Services	250,682
TOTAL	97,409	TOTAL	394,623
	% Change -2.74%		% Change 0.32%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
Youth Services	3,537	Youth Services	6,607
Adult Services	7,911	Adult Services	31,954
TOTAL	11,448	TOTAL	38,561
Apr 2011		YTD 2011	
Youth Services	1,088	Youth Services	4,148
Adult Services	7,606	Adult Services	31,596
TOTAL	8,694	TOTAL	35,744
	% Change 31.68%		% Change 7.88%

Note: Increase in public computer usage due to Early Literacy computers in Youth Services now being included.

WIRELESS			
THIS MONTH		YEAR TO DATE	
Apr 2012	6,516	YTD 2012	25,406
Apr 2011	4,189	YTD 2011	15,136
	% Change 55.55%		% Change 67.85%
VISITS TO WEBSITE			
THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
From Internal IP's	3,456	From Internal IP's	14,274
From External IP's	40,427	From External IP's	166,205
TOTAL	43,883	TOTAL	180,479
Apr 2011		YTD 2011	
*From Internal IP's	5,358	*From Internal IP's	21,687
*From External IP's	43,525	*From External IP's	163,802
TOTAL	48,883	TOTAL	185,489
	% Change -10.23%		% Change -2.70%

UNIQUE VISITORS TO WEBSITE

April 2012 Unique Visitors	24,859	YTD 2012 Unique Visitors	106,012
April 2011 Unique Visitors	25,071	YTD 2011 Unique Visitors	89,911
% Change	-0.85%	% Change	17.91%

DATABASE USAGE

THIS MONTH		YEAR TO DATE	
Apr 2012	16,952	YTD 2012	72,855
Apr 2011	17,003	YTD 2011	65,739
% Change	-0.30%	% Change	10.82%

LIBRARY CARD OWNERSHIP

YTD 2012	33,914	% of Population 2012	58.10%
YTD 2011	33,301	% of Population 2011	56.70%
% Change	1.84%		

MEETING ROOM ATTENDANCE

THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
Library Sponsored Prog	2,514	Library Sponsored Prog	11,941
Outside Groups	2,457	Outside Groups	8,930
Public Study Rooms	1,221	Public Study Rooms	4,794
Internal Meetings	100	Internal Meetings	400
TOTAL	6,292	TOTAL	26,065
Apr 2011		YTD 2011	
Library Sponsored Prog	2,272	Library Sponsored Prog	8,979
Outside Groups	2,368	Outside Groups	5,925
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	128	Internal Meetings	432
TOTAL	4,768	TOTAL	15,336
% Change	31.96%	% Change	69.96%

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

MEETING ROOM BOOKINGS

THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
Library Sponsored Prog	166	Library Sponsored Prog	569
Outside Groups	57	Outside Groups	213
Public Study Rooms	599	Public Study Rooms	2,434
Internal Meetings	10	Internal Meetings	40
TOTAL	832	TOTAL	3,256
Apr 2011		YTD 2011	
Library Sponsored Prog	63	Library Sponsored Prog	211
Outside Groups	54	Outside Groups	169
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	12	Internal Meetings	59
TOTAL	129	TOTAL	439
% Change	544.96%	% Change	641.69%

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

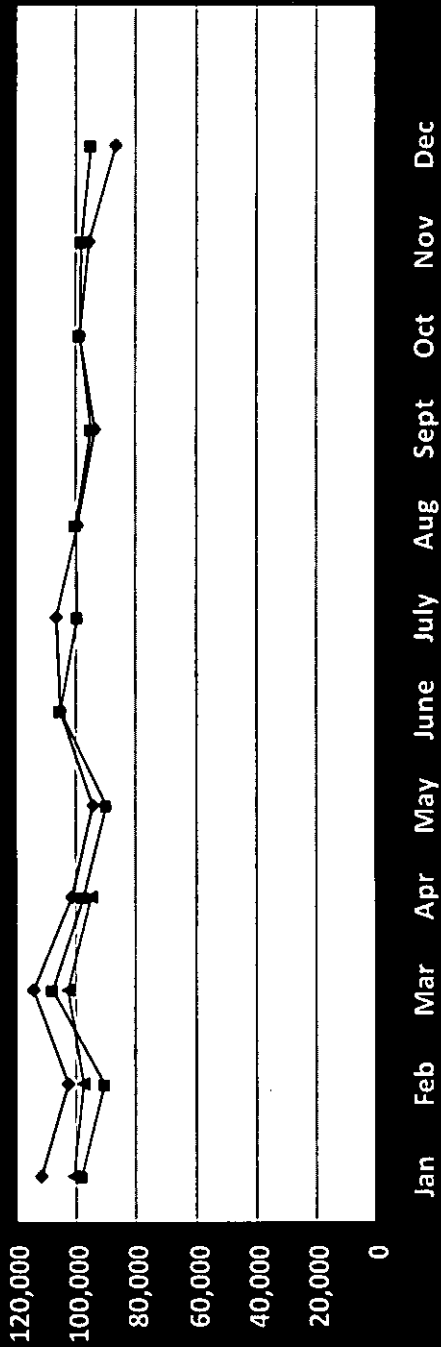
OUTREACH			
THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
Youth Services	404	Youth Services	3,125
Adult Services	210	Adult Services	745
TOTAL	614	TOTAL	3,870
Apr 2011		YTD 2011	
Youth Services	891	Youth Services	3,120
Adult Services	189	Adult Services	649
TOTAL	1,080	TOTAL	3,769
% Change	-43%	% Change	3%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Apr 2012		YTD 2012	
Youth Services	3,148	Youth Services	10,398
Adult Services	13,906	Adult Services	55,348
Circulation	7,836	Circulation	32,699
TOTAL	24,890	TOTAL	98,445

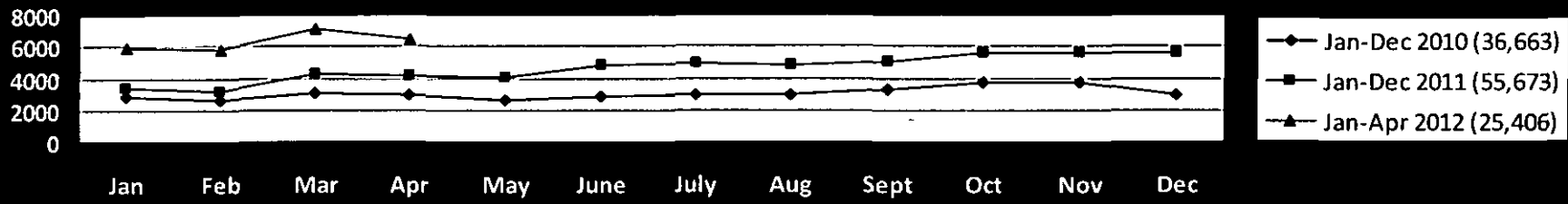
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Apr 2012	46,499	YTD 2012	198,486
Apr 2011	49,309	YTD 2011	197,590
% Change	-5.70%	% Change	0.45%

Circulation Statistics 2010 - 2012

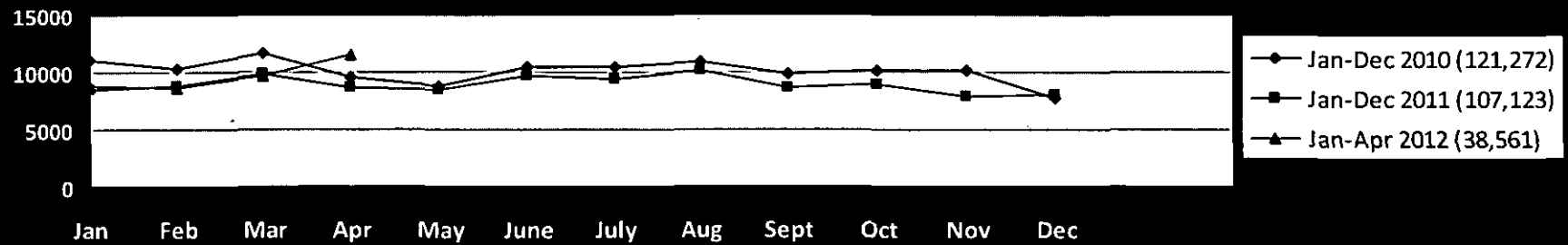


Computer Use - Wireless



P37

Computer Use - Wired



2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203									879
CD-ROMs	319	204	216	197									936
CDs	1,011	1,002	1,009	962									3,984
DVDs	10,618	10,211	11,180	9,765									41,774
Fiction	17,679	17,293	17,621	15,834									68,427
Foreign language	1,570	1,467	1,523	1,484									6,044
Games	49	44	58	48									199
Holiday	680	604	618	412									2,314
Homeschool	240	414	279	208									1,141
Large type	30	44	40	31									145
Magazines	139	119	84	119									461
Nonfiction	5,456	5,719	5,828	6,152									23,155
Parent collection	157	233	177	174									741
CHILDREN TOTAL	38,145	37,571	38,895	35,589	0	0	0	0	0	0	0	0	150,200
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	13	12	9	12									46
Audiobooks	2,119	1,977	2,123	2,070									8,289
CD-ROMs	548	469	503	436									1,956
CDs	6,905	6,449	6,690	6,088									26,132
DVDs	28,612	27,103	29,295	26,416									111,426
Fiction	8,001	7,460	8,008	7,510									30,979
Foreign language	1,429	1,436	1,514	1,315									5,694
High school	948	964	1,316	1,162									4,390
Large type	1,365	1,347	1,376	1,300									5,388
Literacy	168	197	166	146									677
Magazines	2,654	2,645	2,827	2,634									10,760
Nonfiction	9,878	9,850	10,179	10,060									39,967
ADULT TOTAL	62,640	59,909	64,006	59,149	0	0	0	0	0	0	0	0	245,704
SUBTOTAL	100,785	97,480	102,901	94,738	0	0	0	0	0	0	0	0	483,073
eMaterials	913	1,907	2,126	2,087									7,033
ILL (non consortial)	336	314	433	400									1,483
Miscellaneous	446	486	518	456									1,906
GRAND TOTAL	102,480	100,187	105,978	97,681	0	0	0	0	0	0	0	0	406,326

DEB PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4176,070	\$ 3,719,810	\$ 4,107,031	\$ 6,212,410	\$ 5,879,997	\$ 4,808,297	\$ 4,169,292	\$ 3,730,297	\$ 3,352,302	\$ 2,803,608	\$ 3,222,734	\$ 2,777,514	\$ 6,409,096	\$ 6,409,096	\$ 0
Restricted cash donations	127,654	127,695	127,732	127,888	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	1,416,138	1,416,138	\$ 0
	4,084,416	3,892,115	3,979,299	6,084,522	5,722,343	5,313,348	4,680,633	4,041,638	3,602,643	3,124,648	2,678,034	2,150,090	4,408,974	4,408,974	\$ 0
Revenue (M-T-D)															
Property Taxes	36,853	869,228	2,459,917	60,335											
Other Revenue	15,519	14,247	14,136	16,143	35,708	35,708	35,708	35,708	35,708	35,708	35,708	35,708	35,708	35,708	\$ 0
Total Revenue	52,372	883,475	2,474,053	76,478	35,708	35,708	35,708	35,708	35,708	35,708	35,708	35,708	35,708	35,708	\$ 0
Expenses															
Payroll & Benefits	275,312	284,788	279,847	292,000	304,760	454,080	304,760	304,760	304,760	304,760	304,760	304,760	454,080	3,867,467	3,867,476
Commodities	125,840	81,556	58,814	49,472	85,389	85,389	85,389	85,389	85,389	85,389	85,389	85,389	85,389	998,800	998,800
Capital	6,345	7,613	1,459	1,301	9,085	9,085	9,085	9,085	9,085	9,085	9,085	9,085	9,085	89,405	89,405
Contracts	193,404	73,815	51,047	71,631	76,039	76,039	76,039	76,039	76,039	76,039	76,039	76,039	998,375	998,375	
Other	7,619	1,423	(7,619)	1,855										333,000	333,000
202	6,300					43,000			39,000					11,000	99,300
Adjustments	(106,183)	47,059	(14,874)	(7,360)											
Total Expenses	508,632	496,254	368,674	408,891	474,293	666,313	674,293	474,293	313,793	482,412	346,313	696,913	6,785,534	6,785,534	\$ 0
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(332,413)	(438,995)	(622,719)	(683,999)	(438,999)	(477,999)	(446,614)	2,472,066	(681,106)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,313,348	4,808,297	4,169,292	3,730,297	3,352,302	2,803,608	3,222,734	2,150,090	4,408,974	4,408,974	\$ 0
Cash End of Month less restricted cash donations	3,592,156	3,979,336	6,084,678	5,752,169	5,313,348	4,680,633	4,041,638	3,602,643	3,124,648	2,678,034	2,150,090	1,416,138	4,408,974	4,408,974	\$ 0

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M - Service Agreement for self checks, security gates, checkout stations								\$23,000.00 Annual
	2/21/2012	11712	201-5930010		\$17,128.00		\$17,128.00	
	3/20/2012	11783	201-5930010		\$654.00			
	3/20/2012	11783	201-5930010		\$1,795.00		\$2,449.00	
	3/20/2012	11783	201-5970100	\$2,247.52				
	3/20/2012	11783	201-5970100	\$6,311.84				
	3/20/2012	11783	201-5970100	\$1,564.80			\$10,124.16	
	4/17/2012	11843	201-5970100	\$6,702.22			\$6,702.22	
				<u>\$16,826.38</u>	<u>\$19,577.00</u>	\$36,403.38	\$36,403.38	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$11,750.00 Annual
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	\$2,937.50 Quarterly
				\$0.00	\$2,614.50	\$2,614.50	\$2,614.50	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,350.00 Annual
	3/20/2012	11785	201-5980410	\$156.50			\$156.50	
				<u>\$156.50</u>	\$0.00	\$156.50	\$156.50	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	1/17/2012	11681	201-5930210		\$2,005.00		\$2,005.00	
	2/21/2012	11721	201-5930210		\$2,005.00		\$2,005.00	
	3/20/2012	11786	201-5930210		\$2,005.00		\$2,005.00	
	4/17/2012	11847	201-5930210		\$2,005.00		\$2,005.00	
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$10,025.00	\$10,025.00	\$10,025.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers)
	2/21/2012	11724	201-5930010		\$381.15			.07 per print Color
	2/21/2012	11724	201-5930010		\$332.50			
	2/21/2012	11724	201-5930010		\$223.53			\$264.00 Monthly (printers)
	2/21/2012	11724	201-5930010		\$198.20			.0085 per print B/W
	2/21/2012	11724	201-5930010		\$252.08			.085 per print Color
	2/21/2012	11724	201-5930010		\$137.55			
	2/21/2012	11724	201-5930010		\$6.01			
	2/21/2012	11724	201-5930010		\$680.76		\$2,211.78	
	3/20/2012	11789	201-5930010		\$1,515.98			

P40

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	3/20/2012	11789	201-5930010		\$43.98			
	3/20/2012	11789	201-5930010		\$226.04			
	3/20/2012	11789	201-5930010		\$228.10			
	3/20/2012	11789	201-5930010		\$648.00			
	3/20/2012	11789	201-5930010		\$332.50		\$2,994.60	
	4/17/2012	11849	201-5930010		\$341.47		\$341.47	
	5/15/2012	11904	201-5930010		\$3,300.56		\$3,300.56	
	5/15/2012	11904	201-5980410	\$677.00			\$677.00	
				<u>\$677.00</u>	<u>\$8,848.41</u>	\$9,525.41	\$9,525.41	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service								\$40,080.00 Annual
	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	\$3,340.00 Monthly
	2/21/2012	11730	201-5930320		\$3,340.00			
	2/21/2012	11730	201-5930320	\$120.00			\$3,460.00	
	3/20/2012	11794	201-5930320	\$320.00				
	3/20/2012	11794	201-5930320		\$3,340.00		\$3,660.00	
	4/17/2012	11852	201-5930320	\$120.00				
	4/17/2012	11852	201-5930320		\$3,340.00		\$3,460.00	
	5/15/2012	11910	201-5930320		\$3,340.00			
	5/15/2012	11910	201-5930320	\$6,190.00			\$9,530.00	
				<u>\$120.00</u>	<u>\$6,680.00</u>	\$6,800.00	\$6,800.00	
								\$2,696.00 Annual
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								
	5/15/2012	11912	201-5930010		\$2,460.00		\$2,460.00	
					<u>\$2,460.00</u>	\$2,460.00	\$2,460.00	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,540.34 Annual
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	
				<u>\$0.00</u>	<u>\$1,540.34</u>	\$1,540.34	\$1,540.34	
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
	3/20/2012	11810	201-5920110		\$390.00			
	3/20/2012	11810	201-5920110		\$1,390.00			
	3/20/2012	11810	201-5920110		\$1,435.00		\$3,215.00	
	4/17/2012	11864	201-5920110		\$1,435.00		\$1,435.00	

P41

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	5/15/2012	11925	201-5920110		\$4,825.00		\$4,825.00	
				\$0.00	\$9,475.00	\$9,475.00	\$9,475.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	\$25,125.00 Annual 2013
	3/20/2012	11813	201-5970100	\$40.00			\$40.00	
				\$40.00	\$24,170.00	\$24,210.00	\$24,210.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	3/20/2012	11819	201-5930010	\$2,096.00			\$2,096.00	
	4/17/2012	11866	201-5930010	\$1,231.00			\$1,231.00	
				\$3,327.00	\$0.00	\$3,327.00	\$3,327.00	
NEO-POST-Postage Machine contract								\$708.00 Annual \$177.00 Quarterly
				\$0.00	\$0.00	\$0.00	\$0.00	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	1/17/2012	11692	201-5920110		\$27,083.33			
	1/17/2012	11692	201-5960990	\$280.00			\$27,363.33	
	2/21/2012	11754	201-5920110		\$27,083.33			
	2/21/2012	11754	201-5960990	\$519.55				
	2/21/2012	11754	201-5960990	\$280.00			\$27,882.88	
	3/20/2012	11822	201-5960990	\$280.00				
	3/20/2012	11822	201-5920110		\$27,083.33			
	3/20/2012	11822	201-5960990	\$532.04			\$27,895.37	
	4/17/2012	11870	201-5920110		\$27,083.33			
	4/17/2012	11870	201-5930010	\$6,083.45				
	4/17/2012	11870	201-5960990	\$844.00				
	4/17/2012	11870	201-5980420	\$2,351.61			\$36,362.39	
	5/15/2012	11934	201-5920110		\$27,083.33			
	5/15/2012	11934	201-5960990	\$523.62			\$27,606.95	
				\$11,694.27	\$135,416.65	\$147,110.92	\$147,110.92	
PITNEY BOWES - Postage Machine contract ends 2/2012								\$1,968.00 Annual
	2/21/2012	11757	201-5930210		\$164.00			
	2/21/2012	11757	201-5970100	\$102.48				
	2/21/2012	11757	201-5970260	\$350.00			\$616.48	

P42

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$452.48	\$164.00	\$616.48	\$616.48	
PRO DATA - Payroll Services								
	1/27/2012		201-5920110		\$817.95		\$817.95	\$9,575.00 Annual
	2/10/2012		201-5920110		\$233.95		\$233.95	
	2/24/2012		201-5920110		\$233.95		\$233.95	
	3/9/2012		201-5920110		\$240.80		\$240.80	
	3/23/2012		201-5920110		\$448.00		\$448.00	
	4/6/2012		201-5920110		\$231.76		\$231.76	
	4/20/2012		201-5920110		\$566.44		\$566.44	
				\$0.00	\$2,772.85	\$2,772.85	\$2,772.85	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								
					\$0.00	\$0.00	\$0.00	\$305.28 Annual
SCHINDLER ELEVATOR CORPORATION								
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	\$7,065.60 Annual
				\$0.00	\$7,065.60	\$7,065.60	\$7,065.60	
SOMETHING FISHY - Aquarium Services								
	4/17/2012	11882			\$1,440.00			\$1,440.00 Annual
	4/17/2012	11882		\$69.98			\$1,509.98	
				\$69.98	\$1,440.00	\$1,509.98	\$1,509.98	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								
	3/20/2012	11835	201-5930010		\$1,890.00			\$6,400.00 Annual
	3/20/2012	11835	201-5930010		\$1,350.00		\$3,240.00	
	4/17/2012	11886	201-5930210		\$2,472.00		\$2,472.00	
				\$0.00	\$5,712.00	\$5,712.00	\$5,712.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								
	2/21/2012	11772	201-5960990		\$5,250.00		\$5,250.00	\$5,250.00 Annual
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
WASTE MANAGEMENT - Garbage Collection Services								
	1/17/2012	11698	201-5930490		\$406.35			\$4,004.76 Annual \$333.73 Monthly

P43

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	1/17/2012	11699	201-5930490		\$156.75		\$563.10	
	2/21/2012	11775	201-5930490		\$156.88			
	2/21/2012	11776	201-5930490		\$406.71		\$563.59	
	3/20/2012	11838	201-5930490		\$414.02			
	3/20/2012	11839	201-5930490		\$159.67		\$573.69	
	4/14/2012	11888	201-5930490		\$412.43			
	4/17/2012	11889	201-5930490		\$159.08		\$571.51	
	5/15/2012	11945	201-5930490		\$167.32			
	5/15/2012	11946	201-5930490		\$434.51		\$601.83	
				\$0.00	\$2,873.72	\$2,873.72	\$2,873.72	
						\$279,448.68		

Des Plaines Public Library
 Disbursement Reconciliation
 February 29, 2012

Total Expenses per Expense Report			<u>\$449,194.16</u>
Gross Payroll	\$209,747.40		
Benefits Expense	<u>\$75,040.21</u>		
Total Payroll Expense		\$284,787.61	
Vendor Checks Report		<u>237,718.87</u>	
Total expenses per payroll and vendor checks reports			<u>\$522,506.48</u>
		Variance	<u>\$73,312.32</u>
Less:			
IMRF Payment CK # 50280		(\$36,469.59)	
LIMRiCC Insurance Payment CK #11865		(\$37,360.37)	
February Deposit and Insurance Liability adjustment		<u>(\$327.90)</u>	
			(\$74,157.86)
Plus:			
IL Funds Epay Fees		\$148.74	
Pro Data Payroll Service Fees		\$696.80	
			\$845.54
		Variance	<u>\$0.00</u>

Des Plaines Public Library
 Disbursement Reconciliation
 April 30, 2012

Total Expenses per Expense Report			<u>\$416,259.17</u>
Gross Payroll	\$209,550.54		
Benefits Expense	<u>82,449.37</u>		
Total Payroll Expenses		\$291,999.91	
Vendor Checks Report		<u>206,193.31</u>	
Total expenses per payroll and vendor checks reports			<u>498,193.22</u>
		Variance	<u>81,934.05</u>
Less: (disbursements included above)			
IMRF April		(34,100.42)	
IDES (Unemployment)		(10,581.00)	
LIMRiCC April Insurance Premiums		<u>(37,408.51)</u>	
			(82,089.93)
Plus:			
IL Funds Epay Fees		155.88	155.88
		Variance	<u>0.00</u>

Surplus 05/07/2012

Box #	Make & Model	Quantity	Service Tag / Serial Number
1	NEC DVD Drive	3	53T5065S111, 563V2118S111, 53U2344S111
1	NEC Floppy Drive	3	N/A
2	Sprint Palm Pre	7	270113178204739468, 270113178204738037, 270113178204739783, 270113178204727780, 270113178204739668, 270113178204741147, 270113178204736747
2	Sprint Overdrive Pro 3g/4g Hotspot	1	9612980618
2	Sprint Overdrive 3G/4G Hotspot	1	9612761814
2	Sprint Novatel Ovation U760	1	9109917654
3	Williams Sound Personal PA Reciever	6	N/A
3	Williams Sound Auditory Assistance Transmitter	1	D5145
4	CLSI Parellel Port Switch	2	22421, 20153
4	StarTech Data Transfer Switch	1	739002477
4	Belkin KVM Switch	1	DBMG023051
4	ADS 4-Port USB 1.1 Hub	1	USBH 604
4	SupraExpress 33.6	1	42441
4	Epad Electronic Signature Device	1	VP9801
5	Plantronics Cordless Handset	1	N/A
5	Sony Mavica Camera	1	84793
6	Canon PowerShot A540	5	N/A
6	Canon PowerShot A550	3	N/A
7	Dell 400 Watt Power Supply	3	N/A
8	3com PCI 10 Mbs Ethernet Card	5	N/A
8	SMC PCI 100 Mbs Ethernet Card	6	N/A
9	Nextel i580 with chargers, cases, and batteries	12	001701845423690, 001701087037690, 001701773337690, 001701773333690, 001701842152690, 001701817802690, 001701842152690, 001701773252690, 001701770773690, 001701817785690, 001701773348690, 001701770109690
9	Nextel i570 with chargers, cases, and batteries	2	001700611507780, 001700612958780
9	Nextel Battery Charger Base and Battery	1	N/A
11	Used Optical Mice	10	N/A
12	Used Keyboards	50	N/A
13	HP ThinkJet 2225C	1	2546S40502
14	Okidata Microline 321	1	GE8253P
15	Dell Monitor E156FPf	1	CN-0Y9998-72872-64T-0CTT
16	Dell Printer 1710n	2	B8H2N71, G1H2N71
17	Desktop Speakers	14 pair	N/A
18	Kyocera FS-3820N	1	30517
19	Dell Insiron 5150	6	GDNP351 18NP351 CQNP351 4GNP351 GGNP351 CGNP351
20	ViewSonic VG181	1	A05021110548
21	Cisco 2500	1	250124514
22	PIX Firewall	1	44405381018
24	Sony CD/DVD DVP S560D	1	967366
25	ZIP Drives	2	N/A

0178

Box #	Make & Model	Quantity	Service Tag / Serial Number
	Epson V500 Photo Model: J251A	1	K5ZW080317
	Microphone Stands	2	N/A
	Microphones	1	Shure Sm-63
	Microphone	1	Shure VP64



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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, APRIL 17, 2012

7:00 P.M.

Conference Room – Second Floor

Agenda:

- **Authorization to Request Proposals for Public Restroom Countertop Replacement. [Action Item]**
- **Authorization to Request Proposals for Library Vehicle Replacement. [Action Item]**

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



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

IV.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 17, 2012
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – March 20, 2012.
 - B. Acceptance of Financial Reports for March 2012.
 - C. Acceptance of Reports.
 - 1. Director’s Report – Holly Richards Sorensen.
 - 2. Contract List – Holly Richards Sorensen.
- VIII. Unfinished Business.
 - A. Meet and Greet Program.
 - B. Ward Meetings Visited.
 - C. Disbursement Reconciliation Report.

- IX. New Business.
 - A. Approve Payment of Vendor Checks Report - \$195,626.07. [Action Item]
 - B. Authorization to Request Proposals for Public Restroom Countertop Replacement. [Action Item]
 - C. Authorization to Request Proposals for Library Vehicle Replacement. [Action Item]

- X. Announcements.
 - A. FY2013 Per Capita Grant Requirements for Trustees – Review Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants. The board will then review a list of supplemental taxes and identify potential supplemental tax funding for the library.

- XI. Correspondence.

- XII. Other.

- XIII. Adjournment.

This meeting will be recorded for television broadcast.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 20, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, March 20, 2012. President George Magerl called the meeting to order at 7:01 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, George Magerl, Susan Moylan Krey, Richard Pope, Vincent Rangel, Jennifer Tsalapatani, Carol Kidd.

Absent: Eugene Fregetto, Jeff Rozovics.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Steve Antonoff.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Steve Mokry, seconded Richard Pope, to accept the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Steve Antonoff stated that there will be a Low Vision Fair at the library on Saturday, May 12 from 10 a.m. to 2 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA

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

UNFINISHED BUSINESS

Trustees Rangel and President Magerl attended a Meet and Greet at the library on Sunday, March 4 from 2:00 – 3:00 p.m.

Vince Rangel and Dion Kendrick will host a Meet and Greet on Saturday, April 14, 2012 between 1:00 – 2:00 p.m.

Steve Mokry will host a Meet and Greet on Monday, April 23 from 6:00 – 7:00 p.m.

Director Sorensen reported that the line item for bank fees (960065) was underfunded in the 2012 budget. In the 2011 budget bank fees were listed in two places, 960065 (Epay fees - \$500.00) and 960990 (Misc. Contractual Svcs - \$1,000.00) and for the 2012 budget it was decided that the two line items could be combined, but \$500 was budgeted instead of \$1,500. Director Sorensen explained that this line item will be overspent in 2012.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$237,718.87 as listed on the vendor checks report of February 2012 and authorize the Library Director to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Tsalapatani. NAYS: None. MOTION CARRIED.

Susan Moylan Krey asked for an explanation of why the vendor check list does not equal the month to date expenditures. Director Sorensen will review the information with library accountants, Lauterbach and Amen, and report back to the board at the April meeting.

MOTION by Vince Rangel, seconded by Dion Kendrick, to declare the 1997 Thomas Mobile Library surplus property and to offer the Mobile Library to the City of Des Plaines for right of first refusal and then to sell the vehicle. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Library Director Sorensen stated that the library will comply with Illinois Public Act 97-0609 by posting to the library website total compensation information for all of its employees regardless of salary level.

MOTION by Dion Kendrick, seconded by Vince Rangel, to format the 2011 Employee Compensation report to resemble the City of Des Plaines report and place subtotals after each departmental listing. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl asked Trustees Tsalapatani and Rozovics to write a letter to Mayor Moylan if they would like to continue to serve on the board of trustees. The trustee's term will end on June 30, 2012. President Magerl's term will also end on June 30, 2012.

President Magerl reported that all trustees received a letter from Acting City Manager Jason Slowinski asking trustees to complete online training on the Open Meetings Act and submit their certificate of completion to the city clerk's office. President Magerl asked that the trustees also give a copy of the certificate to Carol Kidd so that this information can be posted to the library website.

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

Meeting adjourned at 7:45 p.m.

Minutes prepared Carol Kidd.

April 10, 2012

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 March 31, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the three 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 March 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>164,686.08</u> <u>164,686.08</u>
201-1102015 - First Midwest Operating #8100292260	256,300.84
202-1102015 - First Midwest Operating #8100292260	<u>2,324.47</u> <u>258,625.31</u>
201-1102028 - Cash Library Donations	<u>24,367.31</u> <u>24,367.31</u>
201-1102073 - Cash IL - Epay #151600222104	<u>45,086.84</u>
201-1102078 - Cash IL - Epay Library	<u>10,947.48</u>
201-1102079 - IL Funds - 151600222591	5,301,922.68
202-1102079 - IL Funds - 151600222591	<u>302,910.17</u> <u>5,604,832.85</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,365.09</u>
Total Invested	<u><u>6,212,410.96</u></u>

April 10, 2012

**Des Plaines Public Library
Balance Sheet as of March 31, 2012**

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	38,453.32	126,232.76	164,686.08
1102015 - First Midwest Operating #8100292260	213,449.66	42,851.18	256,300.84
1102028 - Cash Library Donations	24,366.31	1.00	24,367.31
1102073 - Cash IL - Epay 151600008073	42,071.43	3,015.41	45,086.84
1102078 - Cash IL - Epay Library	10,294.08	653.40	10,947.48
1102079 - IL Funds - 151600222591	3,569,345.79	1,732,576.89	5,301,922.68
1104006 - Investments - Certificates of Deposit	103,328.14	36.95	103,365.09
1118000 - Receivable - Property Taxes	<u>6,434,105.06</u>	<u>(138,600.06)</u>	<u>6,295,505.00</u>
	<u>10,435,913.79</u>	<u>1,766,767.53</u>	<u>12,202,681.32</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	201,434.76	(42,547.71)	158,887.05
2430707 - Due to Library Comp Abs	182,329.64	33,088.44	215,418.08
2450040 - Accrued Payroll	45,658.57	5,141.55	50,800.12
2470000 - Deferred Revenue - Property Tax	<u>6,434,105.06</u>	<u>(138,600.06)</u>	<u>6,295,505.00</u>
	<u>6,863,528.03</u>	<u>(142,917.78)</u>	<u>6,720,610.25</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	1,250.00	(1,250.00)	0.00
3730000 - Fund Balance - Unreserved	<u>3,693,019.85</u>	<u>(179,558.74)</u>	<u>3,513,461.11</u>
	<u>3,694,269.85</u>	<u>(180,808.74)</u>	<u>3,513,461.11</u>
Total Liabilities and Fund Balance	<u>10,557,797.88</u>	<u>(323,726.52)</u>	<u>10,234,071.36</u>
Excess Revenues Over Expenses	<u>(121,884.09)</u>	<u>2,090,494.05</u>	<u>1,968,609.96</u>

April 10, 2012

Des Plaines Public Library
Balance Sheet as of March 31, 2012

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	2,324.47	0.00	2,324.47
1102079 - IL Funds - 151600222591	<u>102,898.95</u>	<u>200,011.22</u>	<u>302,910.17</u>
	<u>105,223.42</u>	<u>200,011.22</u>	<u>305,234.64</u>

Liabilities and Fund Balance

Liabilities

	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
--	-------------	-------------	-------------

Fund Balance

3730000 - Fund Balance - Unreserved	<u>111,506.97</u>	<u>200,000.00</u>	<u>311,506.97</u>
Total Liabilities and Fund Balance	<u>111,506.97</u>	<u>200,000.00</u>	<u>311,506.97</u>
Excess Revenues Over Expenses	<u>(6,283.55)</u>	<u>11.22</u>	<u>(6,272.33)</u>

Compensated Absences Fund

Assets

1120201 - Due From Library	<u>182,329.64</u>	<u>33,088.44</u>	<u>215,418.08</u>
	<u>182,329.64</u>	<u>33,088.44</u>	<u>215,418.08</u>

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	119,734.63	15,862.24	135,596.87
2490010 - Compensated Absences Payable	<u>62,595.01</u>	<u>17,226.20</u>	<u>79,821.21</u>
	<u>182,329.64</u>	<u>33,088.44</u>	<u>215,418.08</u>

Fund Balance

3730000 - Fund Balance - Unreserved	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities and Fund Balance	<u>182,329.64</u>	<u>33,088.44</u>	<u>215,418.08</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report

April 10, 2012

Des Plaines Public Library
Balance Sheet as of March 31, 2012

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	235,874.00	0.00	235,874.00
1204201 - Fixed Assets - Library Equipment	869,440.00	0.00	869,440.00
1204300 - Fixed Assets - Vehicles	161,448.00	0.00	161,448.00
1209900 - Fixed Assets - Accumulated Depreciation	(413,456.00)	(38,805.00)	(452,261.00)
	<u>853,306.00</u>	<u>(38,805.00)</u>	<u>814,501.00</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>(38,805.00)</u>	<u>814,501.00</u>
	<u>853,306.00</u>	<u>(38,805.00)</u>	<u>814,501.00</u>
Total Liabilities and Net Capital Assets	<u><u>853,306.00</u></u>	<u><u>(38,805.00)</u></u>	<u><u>814,501.00</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

April 10, 2012

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2012**

<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>
<u>Taxes</u>					
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	(74,117.92)	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	2,534,034.73	3,359,796.85	6,359,096.00	2,999,299.15	52.83
	<u>2,459,916.81</u>	<u>3,365,997.51</u>	<u>6,409,096.00</u>	<u>3,043,098.49</u>	<u>52.52</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>150,988.00</u>	<u>150,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	368.00	1,283.22	4,000.00	2,716.78	32.08
4850102 - Library Fines	5,447.54	16,785.01	77,000.00	60,214.99	21.80
4850103 - Library Fines / Credit Card	3,786.58	10,615.51	43,000.00	32,384.49	24.69
4850201 - Copying Fee	1,482.60	6,111.25	30,000.00	23,888.75	20.37
4850202 - Damaged Materials	83.98	182.80	700.00	517.20	26.11
4850203 - Lost Materials	400.25	1,817.15	7,000.00	5,182.85	25.96
4850205 - Bags	61.00	202.00	750.00	548.00	26.93
4850207 - Non-Res Cards	73.50	294.00	1,000.00	706.00	29.40
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>11,703.45</u>	<u>37,290.94</u>	<u>165,450.00</u>	<u>128,159.06</u>	<u>22.54</u>
<u>Other Revenue</u>					
4890010 - Interest Income	438.37	1,073.49	3,000.00	1,926.51	35.78
4890050 - Sale of Fixed Assets	0.00	0.00	5,000.00	5,000.00	0.00
4899900 - Miscellaneous Revenue	1,983.31	5,509.79	18,000.00	12,490.21	30.61
4899920 - Library Donations	0.00	0.00	3,500.00	3,500.00	0.00
	<u>2,421.68</u>	<u>6,583.28</u>	<u>29,500.00</u>	<u>22,916.72</u>	<u>22.32</u>
Total Library Fund	<u><u>2,474,041.94</u></u>	<u><u>3,409,871.73</u></u>	<u><u>6,755,534.00</u></u>	<u><u>3,345,662.27</u></u>	<u><u>50.48</u></u>

See Accountants' Compilation Report

April 10, 2012

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2012**

	<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	11.22	27.67	2,500.00	2,472.33	1.11
	<u>11.22</u>	<u>27.67</u>	<u>2,500.00</u>	<u>2,472.33</u>	<u>1.11</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	200,000.00	200,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>11.22</u>	<u>27.67</u>	<u>202,500.00</u>	<u>202,472.33</u>	<u>0.01</u>
Total of All Funds	<u>2,474,053.16</u>	<u>3,409,899.40</u>	<u>6,958,034.00</u>	<u>3,548,134.60</u>	<u>49.01</u>

See Accountants' Compilation Report

April 10, 2012

Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2012

<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>
<u>Salaries</u>					
5910100 - Salaries	151,345.50	455,525.98	2,073,069.00	1,617,543.02	21.97
5910200 - Temporary Wages	58,252.40	171,339.87	781,639.00	610,299.13	21.92
5910650 - Longevity	48.08	48.08	0.00	(48.08)	0.00
	<u>209,645.98</u>	<u>626,913.93</u>	<u>2,854,708.00</u>	<u>2,227,794.07</u>	<u>21.96</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	427.37	2,521.50	35,000.00	32,478.50	7.20
5918020 - Employer Contribution - FICA	15,539.94	46,353.16	214,925.00	168,571.84	21.57
5918021 - Employer Contribution - IMRF	24,367.65	71,737.99	342,979.00	271,241.01	20.92
5918040 - Life Insurance Premiums	0.00	0.00	4,104.00	4,104.00	0.00
5918050 - PPO Insurance Premiums	19,179.03	59,585.19	275,713.00	216,127.81	21.61
5918051 - HMO Insurance Premiums	7,738.20	24,005.35	99,504.00	75,498.65	24.13
5918055 - Dental Insurance Premiums	1,900.16	5,700.48	25,543.00	19,842.52	22.32
5918070 - Workers Compensation	1,048.27	3,128.20	13,500.00	10,371.80	23.17
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>70,200.62</u>	<u>213,031.87</u>	<u>1,012,768.00</u>	<u>799,736.13</u>	<u>21.03</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	337.40	9,000.00	8,662.60	3.75
5920110 - Professional Services	56,290.46	114,957.97	360,000.00	245,042.03	31.93
5920120 - Communication Services	2,673.45	8,102.02	39,100.00	30,997.98	20.72
5920140 - Data Processing Services	(8,995.48)	12,718.17	100,250.00	87,531.83	12.69
5920202 - Conferences	0.00	581.00	3,000.00	2,419.00	19.37
5920204 - Training	379.00	409.00	5,000.00	4,591.00	8.18
5920220 - Membership Dues	0.00	100.00	7,000.00	6,900.00	1.43
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920990 - Property/Liability Insurance	0.00	29,746.00	30,000.00	254.00	99.15
5930010 - R&M Equipment	8,100.92	75,625.64	118,100.00	42,474.36	64.04
5930020 - R&M Buildings & Structures	2,626.32	15,315.42	128,100.00	112,784.58	11.96
5930030 - R&M Vehicles	65.93	915.83	3,500.00	2,584.17	26.17
5930195 - Book Binding & Repair	0.00	180.35	500.00	319.65	36.07
5930210 - Rental of Equipment	4,729.00	10,908.00	29,000.00	18,092.00	37.61
5930320 - Cleaning/Custodial Services	3,260.00	14,280.00	47,700.00	33,420.00	29.94
5930490 - Refuse Contract	571.51	2,271.89	7,200.00	4,928.11	31.55
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	(39.63)	415.57	500.00	84.43	83.11
5960070 - Travel Expense	63.50	238.97	500.00	261.03	47.79
5960210 - Special Event Programming	2,574.59	8,397.26	31,250.00	22,852.74	26.87
5960990 - Misc. Contractual Services	(21,252.26)	22,766.05	76,425.00	53,658.95	29.79
	<u>51,047.31</u>	<u>318,266.54</u>	<u>998,375.00</u>	<u>680,108.46</u>	<u>31.88</u>
<u>Commodities</u>					
5970100 - Office Supplies	10,623.30	32,312.75	102,500.00	70,187.25	31.52
5970110 - Meals	209.40	600.09	2,000.00	1,399.91	30.00
5970115 - Supplies - Dept/Other	0.00	1,510.05	7,000.00	5,489.95	21.57
5970170 - Janitorial	1,595.75	3,237.40	30,300.00	27,062.60	10.68
5970260 - Postage & Parcel	904.69	962.69	15,000.00	14,037.31	6.42
5970270 - Printing -Reproduction-Binding	566.42	980.82	4,000.00	3,019.18	24.52
5970500 - Purchase of Water	0.00	335.80	6,000.00	5,664.20	5.60

See Accountants' Compilation Report

April 10, 2012

Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2012

	<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>
5970600 - Books	20,487.54	82,518.72	350,000.00	267,481.28	23.58
5970610 - Audio Materials	4,644.60	12,840.68	74,000.00	61,159.32	17.35
5970620 - Subscriptions & Books	18.00	2,003.50	68,000.00	65,996.50	2.95
5970630 - Visual Materials	5,651.14	22,701.51	111,000.00	88,298.49	20.45
5970640 - Automated Reference Materials	10,634.00	78,547.84	165,000.00	86,452.16	47.60
5970650 - Downloadable Materials	113.47	19,503.12	33,000.00	13,496.88	59.10
5970810 - Natural Gas	3,849.32	8,109.71	26,000.00	17,890.29	31.19
5970840 - Diesel	(452.66)	0.00	0.00	0.00	0.00
5970850 - Gasoline	(31.10)	44.85	1,000.00	955.15	4.49
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>58,813.87</u>	<u>266,209.53</u>	<u>998,800.00</u>	<u>732,590.47</u>	<u>26.65</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	148.85	634.03	11,700.00	11,065.97	5.42
5980420 - Computer Software	2,542.82	14,307.83	61,205.00	46,897.17	23.38
5980600 - Furniture & Fixtures	(1,232.57)	475.18	16,500.00	16,024.82	2.88
	<u>1,459.10</u>	<u>15,417.04</u>	<u>89,405.00</u>	<u>73,987.96</u>	<u>17.24</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	(7,618.99)	1,422.86	58,000.00	56,577.14	2.45
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>(7,618.99)</u>	<u>1,422.86</u>	<u>333,000.00</u>	<u>331,577.14</u>	<u>0.43</u>
Total Library Fund Expenditures	<u><u>383,547.89</u></u>	<u><u>1,441,261.77</u></u>	<u><u>6,287,056.00</u></u>	<u><u>4,845,794.23</u></u>	<u><u>22.92</u></u>

See Accountants' Compilation Report

April 10, 2012

Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2012

	<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>					
5980300 - Improvements	0.00	0.00	39,000.00	39,000.00	0.00
5980400 - Equipment	0.00	6,300.00	17,300.00	11,000.00	36.42
5990990 - Vehicles	0.00	0.00	43,000.00	43,000.00	0.00
	<u>0.00</u>	<u>6,300.00</u>	<u>56,300.00</u>	<u>50,000.00</u>	<u>11.19</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>6,300.00</u>	<u>99,300.00</u>	<u>93,000.00</u>	<u>6.34</u>
Total of All Funds	<u>383,547.89</u>	<u>1,447,561.77</u>	<u>6,386,356.00</u>	<u>4,938,794.23</u>	<u>22.67</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
11814	03/20/12	MANGO LANGUAGES	-3,150.00
11840	04/17/12	Baker & Taylor, Inc.	21,667.90
11841	04/17/12	BANKCARD SERVICES	4,836.84
11842	04/17/12	MIDWEST TAPE	10,956.19
11843	04/17/12	3m, Inc.	6,702.22
11844	04/17/12	ALEXIAN BROTHERS CORP HEALTH SERV	189.00
11845	04/17/12	ALPHA-GRAPHS	566.42
11846	04/17/12	AMAZON	634.69
11847	04/17/12	BANC OF AMERICA LEASING	2,005.00
11848	04/17/12	C D W GOVERNMENT INCORPORATED	533.22
11849	04/17/12	CHICAGO OFFICE TECHNOLOGY GROUP	341.47
11850	04/17/12	CHUBB SECURITY SYSTEMS, INC.	76.32
11851	04/17/12	CITY OF DES PLAINES	225.00
11852	04/17/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,460.00
11853	04/17/12	D & Z HOUSE OF BOOKS INCORPORATED	1,004.27
11854	04/17/12	DENISE N. THOMPSON	600.00
11855	04/17/12	DIANE A. HARDY	225.00
11856	04/17/12	EMC BATTERY, INC.	3,000.00
11857	04/17/12	FEDERAL EXPRESS	17.17
11858	04/17/12	Gale, Inc	754.80
11859	04/17/12	GRAINGER	65.93
11860	04/17/12	GREY HOUSE PUBLISHING	350.00
11861	04/17/12	JO BONELL	31.75
11862	04/17/12	JOHN LAVALIE	31.75
11863	04/17/12	KASCO PRINTING	280.00
11864	04/17/12	LAUTERBACH & AMEN, LLP.	1,435.00
11865	04/17/12	LIMRiCC	37,360.37
11866	04/17/12	McQuay Service, Inc	1,231.00
11867	04/17/12	MENARDS	29.57
11868	04/17/12	MID-AMERICA CHARTER LINES, INC.	522.50
11869	04/17/12	MIDWEST GAMING & TRAVEL	18.00
11870	04/17/12	Outsource Solutions Grp, Inc	36,362.49
11871	04/17/12	PC Nation, Inc	445.00
11872	04/17/12	PRESTIGE DISTRIBUTION, INC.	516.18
11873	04/17/12	PROQUEST LLC	1,145.00
11874	04/17/12	PURCHASE POWER	887.52
11875	04/17/12	RAINA TELGEMEIER	228.14
11876	04/17/12	RECORD INFORMATION SERVICES INC	652.00
11877	04/17/12	RECORDED BOOKS, LLC	353.50
11878	04/17/12	RESEARCH TECHNOLOGY INTERNATIONAL	120.00
11879	04/17/12	RUNCO OFFICE SUPPLY	884.83
11880	04/17/12	RUSSIAN PUBLISHING HOUSE LTD	1,025.92
11881	04/17/12	Scholastic Library publishing, Inc	4,326.00
11882	04/17/12	SOMETHING FISHY INC	1,509.98
11883	04/17/12	SRDS	3,492.00
11884	04/17/12	STEVEN J. GASSMAN	125.00
11885	04/17/12	TELEVEND SERVICES INCORPORATED	198.60
11886	04/17/12	TODAY'S BUSINESS SOLUTIONS INC	2,472.00
11887	04/17/12	VALUE LINE PUBLISHING INCORPORATED	4,400.00
11888	04/17/12	WASTE MANAGEMENT	412.43
11889	04/17/12	WASTE MANAGEMENT	159.08
11890	04/17/12	WISCONSIN LIBRARY SERVICES (WILS)	20.00
50281	03/31/12	NEXTEL	743.10
50282	03/31/12	CALL ONE	313.73
50283	03/31/12	AT&T	466.11
50284	03/31/12	McLeod USA, Inc	292.15
50285	03/31/12	COMCAST CABLE	227.97
50286	03/31/12	LEVEL(3) COMMUNICATIONS, LLC.	477.88
50287	03/31/12	NEO-POST	50.00
50288	03/31/12	NEO-POST	1,000.00
50289	03/31/12	NICOR GAS	3,849.32

0197

All checkbooks
March 2012

Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
50290	03/31/12	SPRINT	36.39
50291	03/31/12	WOW! INTERENT CABLE	116.12
50292	03/31/12	FIRST MIDWEST BANK 504	-162.00
50293	03/31/12	IMRF	32,478.25
Total checks	65		<u>195,626.07</u>
		Total	<u>195,626.07</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MANGO LANGUAGES	11814	03/20/12	-3,150.00
Account No. 201-5970640	Description VOIC CK # 11814	Amount	-3,150.00
		Subtotal	<u>-3,150.00</u>
AT&T	50283	03/31/12	466.11
Account No. 201-5920120	Description ACH	Amount	466.11
CALL ONE	50282	03/31/12	313.73
Account No. 201-5920120	Description ACH	Amount	313.73
COMCAST CABLE	50285	03/31/12	227.97
Account No. 201-5920120	Description ACH	Amount	227.97
FIRST MIDWEST BANK 504	50292	03/31/12	-162.00
Account No. 201-5960065	Description REFUND OF CHECK FEES	Amount	-162.00
IMRF	50293	03/31/12	32,478.25
Account No. 201-2401002	Description 03/2012 ER IMRF Contrib	Amount	24,367.65
Account No. 201-2401002	Description 03-2012 EE IMRF Contrib	Amount	8,110.60
LEVEL(3) COMMUNICATIONS, LLC.	50286	03/31/12	477.88
Account No. 201-5920120	Description ACH	Amount	477.88
McLeod USA, Inc	50284	03/31/12	292.15
Account No. 201-5920120	Description ACH	Amount	292.15
NEO-POST	50287	03/31/12	50.00
Account No. 201-5970170	Description ACH	Amount	50.00
NEO-POST	50288	03/31/12	1,000.00
Account No. 201-5970170	Description ACH	Amount	1,000.00
NEXTEL	50281	03/31/12	743.10
Account No. 201-5920120	Description ACH	Amount	743.10
NICOR GAS	50289	03/31/12	3,849.32
Account No. 201-5970810	Description ACH	Amount	3,849.32
SPRINT	50290	03/31/12	36.39
Account No. 201-5920120	Description ACH	Amount	19.67
Account No. 201-5920120	Description ACH	Amount	16.72
WOW! INTERENT CABLE	50291	03/31/12	116.12
Account No. 201-5920120	Description ACH	Amount	116.12
		Subtotal	<u>39,889.02</u>

All Checkbooks
March 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
3m, Inc.	11843	04/17/12	6,702.22
Account No.		Amount	
201-5970100	Description	6,702.22	
	Invoice # UM06134		
ALEXIAN BROTHERS CORP HEALTH SER	11844	04/17/12	189.00
Account No.		Amount	
201-5960990	Description	189.00	
	Invoice # 434093		
ALPHA-GRAPHICS	11845	04/17/12	566.42
Account No.		Amount	
201-5970270	Description	566.42	
	Invoice # 36936		
AMAZON	11846	04/17/12	634.69
Account No.		Amount	
201-5970600	Description	110.54	
201-5970610		153.95	
201-5970630		370.20	
Baker & Taylor, Inc.	11840	04/17/12	21,667.90
Account No.		Amount	
201-5960990	Description	6.80	
201-5960990	Invoice # 2026860589	123.60	
201-5960990	Invoice # 2026826198	121.60	
201-5960990	Invoice # 2026823188	4.20	
201-5960990	Invoice # 2026824823	28.75	
201-5960990	Invoice # 2026820845	30.10	
201-5960990	Invoice # 2026802627	4.20	
201-5960990	Invoice # 2026796336	98.85	
201-5960990	Invoice # 2026834354	33.04	
201-5960990	Invoice # 177663520	47.30	
201-5960990	Invoice # 2026852439	293.96	
201-5960990	Invoice # 178158400	123.10	
201-5960990	Invoice # 2026869258	35.05	
201-5960990	Invoice # 2026859815	13.50	
201-5960990	Invoice # 2026860889	17.82	
201-5960990	Invoice # 2026859930	2.55	
201-5960990	Invoice # 2026817213	6.18	
201-5960990	Invoice # 2026824937	5.53	
201-5960990	Invoice # 2026824964	4.50	
201-5960990	Invoice # 2026819202	10.05	
201-5960990	Invoice # 2026817198	2.80	
201-5960990	Invoice # 2026814047	9.00	
201-5960990	Invoice # 2026810621	2.84	
201-5960990	Invoice # 2026806548	11.35	
201-5960990	Invoice # 2026806539	18.40	
201-5960990	Invoice # 2026796986	22.60	
201-5960990	Invoice # 2026796965	7.70	
201-5960990	Invoice # 2026802387	13.50	
201-5960990	Invoice # 2026828402	16.10	
201-5960990	Invoice # 5011895227	22.70	
201-5960990	Invoice # 2026824939	15.00	
201-5960990	Invoice # 2026806588	0.85	
201-5960990	Invoice # 2026802484	19.88	
201-5960990	Invoice # 2026793092	3.54	
201-5960990	Invoice # 2026797016	16.80	
201-5960990	Invoice # 5011874117	0.85	
201-5960990	Invoice # 2026797014	33.65	
201-5960990	Invoice # 2026792102	3.00	
201-5960990	Invoice # 2026806447	0.85	
201-5960990	Invoice # 2026802801	23.25	
201-5960990	Invoice # 2026842099	17.30	
201-5960990	Invoice # 2026848583	0.85	
201-5960990	Invoice # 2026848626		

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026840001		29.15
201-5960990	Invoice # 2026792863		9.20
201-5960990	Invoice # 2026791957		23.68
201-5960990	Invoice # 2026662675		5.69
201-5960990	Invoice # 2026792131		7.50
201-5960990	Invoice # 2026792100		37.26
201-5960990	Invoice # 2026828082		0.85
201-5960990	Invoice # 2026828362		1.50
201-5960990	Invoice # 2026832222		19.75
201-5960990	Invoice # 2026832471		11.36
201-5960990	Invoice # 2026832470		49.90
201-5960990	Invoice # 2026828617		30.00
201-5960990	Invoice # 2026844236		6.30
201-5960990	Invoice # 2026832181		128.15
201-5960990	Invoice # 2026842071		3.24
201-5960990	Invoice # 2026836654		30.00
201-5960990	Invoice # 2026832236		3.54
201-5960990	Invoice # 2026851832		1.70
201-5960990	Invoice # 2026851614		3.40
201-5960990	Invoice # 2026848759		8.22
201-5960990	Invoice # 2026848786		9.00
201-5960990	Invoice # 2026848731		4.50
201-5960990	Invoice # 2026840026		56.00
201-5960990	Invoice # 2026864904		0.85
201-5960990	Invoice # 2026864898		1.70
201-5960990	Invoice # 2026864884		3.54
201-5960990	Invoice # 2026859804		4.86
201-5960990	Invoice # 2026863150		6.80
201-5960990	Invoice # 2026863215		11.36
201-5960990	Invoice # 2026874940		8.10
201-5960990	Invoice # 2026863160		2.90
201-5960990	Invoice # 2026863182		14.55
201-5960990	Invoice # 2026864935		6.00
201-5970600	Invoice # 2026869196		128.14
201-5970600	Invoice # 2026860588		102.27
201-5970600	Invoice # 2026826197		1,820.86
201-5970600	Invoice # 2026829873		179.49
201-5970600	Invoice # 2026823187		2,050.99
201-5970600	Invoice # 2026824822		76.08
201-5970600	Invoice # 2026820844		608.15
201-5970600	Invoice # 2026802626		519.39
201-5970600	Invoice # 2026796335		106.17
201-5970600	Invoice # 2026834353		1,224.13
201-5970600	Invoice # 2026852438		734.68
201-5970600	Invoice # 2026733551		772.13
201-5970600	Invoice # 2026869257		2,509.43
201-5970600	Invoice # 2026859815		365.47
201-5970600	Invoice # 2026860889		136.67
201-5970600	Invoice # 2026859930		157.19
201-5970600	Invoice # 2026817213		35.91
201-5970600	Invoice # 2026824937		62.38
201-5970600	Invoice # 2026824964		31.05
201-5970600	Invoice # 2026819202		44.29
201-5970600	Invoice # 2026817198		93.89
201-5970600	Invoice # 2026814047		11.94
201-5970600	Invoice # 2026810621		87.80
201-5970600	Invoice # 2026806548		5.38
201-5970600	Invoice # 2026806539		116.79
201-5970600	Invoice # 2026796986		150.25
201-5970600	Invoice # 2026796965		269.07
201-5970600	Invoice # 2026802387		63.59
201-5970600	Invoice # 2026828402		86.83
201-5970600	Invoice # 5011895227		746.04

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026824939		260.03
201-5970600	Invoice # 2026806588		157.28
201-5970600	Invoice # 2026802484		4.77
201-5970600	Invoice # 2026793092		57.91
201-5970600	Invoice # 2026797016		29.54
201-5970600	Invoice # 5011874117		345.91
201-5970600	Invoice # 2026797014		15.06
201-5970600	Invoice # 2026792102		456.77
201-5970600	Invoice # 2026806447		27.11
201-5970600	Invoice # 2026802801		5.38
201-5970600	Invoice # 2026842099		293.56
201-5970600	Invoice # 2026848583		211.71
201-5970600	Invoice # 2026848626		7.77
201-5970600	Invoice # 2026840001		192.67
201-5970600	Invoice # 2026792863		85.03
201-5970600	Invoice # 2026791957		57.89
201-5970600	Invoice # 2026662675		15.03
201-5970600	Invoice # 2026792131		66.95
201-5970600	Invoice # 2026792100		343.89
201-5970600	Invoice # 2026828082		7.38
201-5970600	Invoice # 2026828362		12.80
201-5970600	Invoice # 2026832222		155.95
201-5970600	Invoice # 2026832471		20.29
201-5970600	Invoice # 2026832470		673.64
201-5970600	Invoice # 2026828617		314.97
201-5970600	Invoice # 2026844236		37.36
201-5970600	Invoice # 2026832181		1,116.71
201-5970600	Invoice # 2026842071		28.92
201-5970600	Invoice # 2026836654		302.06
201-5970600	Invoice # 2026832236		31.20
201-5970600	Invoice # 2026851832		30.13
201-5970600	Invoice # 2026851614		37.99
201-5970600	Invoice # 2026848759		16.71
201-5970600	Invoice # 2026848786		67.50
201-5970600	Invoice # 2026848731		42.51
201-5970600	Invoice # 2026840026		519.97
201-5970600	Invoice # 2026864904		4.77
201-5970600	Invoice # 2026864898		10.47
201-5970600	Invoice # 2026864884		28.93
201-5970600	Invoice # 2026859804		45.93
201-5970600	Invoice # 2026863150		88.76
201-5970600	Invoice # 2026863215		46.74
201-5970600	Invoice # 2026874940		92.30
201-5970600	Invoice # 2026863160		15.60
201-5970600	Invoice # 2026863182		148.17
201-5970600	Invoice # 2026864935		45.39
BANC OF AMERICA LEASING			
	11847	04/17/12	2,005.00
Account No.	Description	Amount	
201-5930210	Invoice # 012094373	2,005.00	
BANKCARD SERVICES			
	11841	04/17/12	4,836.84
Account No.	Description	Amount	
201-5920204		379.00	
201-5930210		252.00	
201-5960210		998.95	
201-5960990		178.95	
201-5970100		1,904.43	
201-5970110		209.40	
201-5970630		-14.60	
201-5970650		113.47	
201-5980410		148.85	
201-5980420		191.21	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5980600		04/17/12	475.18
C D W GOVERNMENT INCORPORATED	11848	04/17/12	533.22
Account No. Description		Amount	
201-5970100 Invoice # H460954		533.22	
CHICAGO OFFICE TECHNOLOGY GROUP	11849	04/17/12	341.47
Account No. Description		Amount	
201-5930010 Invoice # 105869		8.97	
201-5930010 Invoice # 107208		332.50	
CHUBB SECURITY SYSTEMS, INC.	11850	04/17/12	76.32
Account No. Description		Amount	
201-5930020 Invoice # 20587 RX		76.32	
CITY OF DES PLAINES	11851	04/17/12	225.00
Account No. Description		Amount	
201-5930020 Elevator Inspection 202		75.00	
201-5930020 Elevator Inspection 202a		75.00	
201-5930020 Elevator Inspection 202b		75.00	
CRYSTAL MANAGEMENT & MAINT. SER	11852	04/17/12	3,460.00
Account No. Description		Amount	
201-5930320 Invoice # 20312		120.00	
201-5930320 Invoice # 20403		3,340.00	
D & Z HOUSE OF BOOKS INCORPORATED	11853	04/17/12	1,004.27
Account No. Description		Amount	
201-5970600 Invoice # 2012/1032140		1,004.27	
DENISE N. THOMPSON	11854	04/17/12	600.00
Account No. Description		Amount	
201-5960210 Program on 6/3/12		600.00	
DIANE A. HARDY	11855	04/17/12	225.00
Account No. Description		Amount	
201-5960210 4/29/12 Program		225.00	
EMC BATTERY, INC.	11856	04/17/12	3,000.00
Account No. Description		Amount	
201-5930020 Invoice # 1253		3,000.00	
FEDERAL EXPRESS	11857	04/17/12	17.17
Account No. Description		Amount	
201-5970260 Invoice # 7-836-50815		17.17	
Gale, Inc	11858	04/17/12	754.80
Account No. Description		Amount	
201-5970600 Invoice # 95736526		117.80	
201-5970640 Invoice # 95975613		637.00	
GRAINGER	11859	04/17/12	65.93
Account No. Description		Amount	
201-5930030 Invoice # 9769453201		65.93	
GREY HOUSE PUBLISHING	11860	04/17/12	350.00
Account No. Description		Amount	
201-5970640 Ratings Guide		350.00	
JO BONELL	11861	04/17/12	31.75
Account No. Description		Amount	
201-5960070 Mileage 31.75			

All Checkbooks
March 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
JOHN LAVALIE	11862	04/17/12	31.75
Account No. 201-5960070		Description Mileage	Amount 31.75
KASCO PRINTING	11863	04/17/12	280.00
Account No. 201-5970100		Description Invoice # 6203	Amount 280.00
LAUTERBACH & AMEN, LLP.	11864	04/17/12	1,435.00
Account No. 201-5920110		Description Invoice No. 25596	Amount 1,435.00
LIMRiCC	11865	04/17/12	37,360.37
Account No. 201-2401002		Description PHiP Monthly Billing 3/12	Amount 37,360.37
McQuay Service, Inc	11866	04/17/12	1,231.00
Account No. 201-5930010		Description Invoice # 2567433	Amount 1,231.00
MENARDS	11867	04/17/12	29.57
Account No. 201-5970170		Description Invoice # 46075	Amount 29.57
MID-AMERICA CHARTER LINES, INC.	11868	04/17/12	522.50
Account No. 201-5960210		Description Invoice # 27291	Amount 522.50
MIDWEST GAMING & TRAVEL	11869	04/17/12	18.00
Account No. 201-5970620		Description Subscription Renewal	Amount 18.00
MIDWEST TAPE	11842	04/17/12	10,956.19
Account No. 201-5960990		Description Invoice # 6581766	Amount 163.30
Account No. 201-5960990		Description Invoice # 6596830	Amount 15.40
Account No. 201-5960990		Description Invoice # 6595831	Amount 7.40
Account No. 201-5960990		Description Invoice # 6595832	Amount 33.30
Account No. 201-5960990		Description Invoice # 6598832	Amount 3.70
Account No. 201-5960990		Description Invoice # 6598833	Amount 5.55
Account No. 201-5960990		Description Invoice # 6598831	Amount 7.95
Account No. 201-5960990		Description Invoice # 6589635	Amount 38.50
Account No. 201-5960990		Description Invoice # 6589636	Amount 11.10
Account No. 201-5960990		Description Invoice # 6594313	Amount 19.50
Account No. 201-5960990		Description Invoice # 6602598	Amount 18.50
Account No. 201-5960990		Description Invoice # 6602597	Amount 5.55
Account No. 201-5960990		Description Invoice # 6612073	Amount 11.55
Account No. 201-5960990		Description Invoice # 6612074	Amount 5.55
Account No. 201-5960990		Description Invoice # 6602596	Amount 54.15
Account No. 201-5960990		Description Invoice # 6605471	Amount 16.65
Account No. 201-5960990		Description Invoice # 6605470	Amount 1.85
Account No. 201-5960990		Description Invoice # 6595829	Amount 61.95
Account No. 201-5960990		Description Invoice # 6598830	Amount 188.70
Account No. 201-5960990		Description Invoice # 6589634	Amount 143.60
Account No. 201-5960990		Description Invoice # 6602595	Amount 157.00
Account No. 201-5960990		Description Invoice # 6605469	Amount 85.10
Account No. 201-5960990		Description Invoice # 6612071	Amount 114.15
Account No. 201-5970610		Description Invoice # 2772048	Amount 179.97
Account No. 201-5970610		Description Invoice # 2784461	Amount 215.96
Account No. 201-5970610		Description Invoice # 2777765	Amount 163.97
Account No. 201-5970610		Description Invoice # 6581766	Amount 1,098.00
Account No. 201-5970610		Description Invoice # 6596830	Amount 47.66
Account No. 201-5970610		Description Invoice # 6595831	Amount 179.96

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 6595832		731.75	
201-5970610 Invoice # 6598832		78.98	
201-5970610 Invoice # 6598833		134.97	
201-5970610 Invoice # 6598831		29.23	
201-5970610 Invoice # 6589635		131.90	
201-5970610 Invoice # 6589636		218.94	
201-5970610 Invoice # 6594313		134.94	
201-5970610 Invoice # 6602598		328.90	
201-5970610 Invoice # 6602597		146.97	
201-5970610 Invoice # 6612073		41.22	
201-5970610 Invoice # 6612074		124.97	
201-5970610 Invoice # 6602596		183.46	
201-5970610 Invoice # 6605471		283.91	
201-5970610 Invoice # 6605470		34.99	
201-5970630 Invoice # 2771964		22.49	
201-5970630 Invoice # 2784274		22.49	
201-5970630 Invoice # 6595829		377.53	
201-5970630 Invoice # 6598830		1,170.17	
201-5970630 Invoice # 6589634		1,294.81	
201-5970630 Invoice # 6602595		1,260.03	
201-5970630 Invoice # 6605469		491.23	
201-5970630 Invoice # 6612071		656.79	
Outsource Solutions Grp, Inc	11870	04/17/12	36,362.49
Account No. Description		Amount	
201-5920110 Invoice # 14365		27,083.33	
201-5930010 Invoice # 14243		6,083.45	
201-5960990 Invoice # 14228		40.00	
201-5960990 Invoice # 14366		280.00	
201-5960990 Invoice # 14261		524.10	
201-5980420 Invoice # 14275		2,351.61	
PC Nation, Inc	11871	04/17/12	445.00
Account No. Description		Amount	
201-5930010 Order# PO50448201011		445.00	
PRESTIGE DISTRIBUTION, INC.	11872	04/17/12	516.18
Account No. Description		Amount	
201-5970170 Invoice # 5073		516.18	
PROQUEST LLC	11873	04/17/12	1,145.00
Account No. Description		Amount	
201-5970640 Renewal # US10015310		295.00	
201-5970640 Renewal # US1644260		850.00	
PURCHASE POWER	11874	04/17/12	887.52
Account No. Description		Amount	
201-5970260 Postage		887.52	
RAINA TELGEMEIER	11875	04/17/12	228.14
Account No. Description		Amount	
201-5960210 Expense Reimbursements		228.14	
RECORD INFORMATION SERVICES INC	11876	04/17/12	652.00
Account No. Description		Amount	
201-5970640 Invoice # 31306		652.00	
RECORDED BOOKS, LLC	11877	04/17/12	353.50
Account No. Description		Amount	
201-5970600 Invoice # 74502950		141.12	
201-5970600 Invoice # 74509407		28.34	
201-5970600 Invoice # 74507907		184.04	

0505

All Checkbooks
March 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
RESEARCH TECHNOLOGY INTERNATION	11878	04/17/12	120.00
Account No. Description		Amount	
201-5970100 Invoice # 165639		120.00	
RUNCO OFFICE SUPPLY	11879	04/17/12	884.83
Account No. Description		Amount	
201-5970100 Invoice # 505269-0		46.45	
201-5970100 Invoice # 505549-1		66.78	
201-5970100 Invoice # 505549-0		724.04	
201-5970100 Invoice # 506684-0		47.56	
RUSSIAN PUBLISHING HOUSE LTD	11880	04/17/12	1,025.92
Account No. Description		Amount	
201-5970600 Invoice # 146829		1,025.92	
Scholastic Library publishing, Inc	11881	04/17/12	4,326.00
Account No. Description		Amount	
201-5970640 Invoice # 11386989		4,326.00	
SOMETHING FISHY INC	11882	04/17/12	1,509.98
Account No. Description		Amount	
201-5960990 Invoice # 0137		1,440.00	
201-5960990 Invoice # 0136		69.98	
SRDS	11883	04/17/12	3,492.00
Account No. Description		Amount	
201-5970640 Invoice # 03573149		3,492.00	
STEVEN J. GASSMAN	11884	04/17/12	125.00
Account No. Description		Amount	
201-5960990 4/2012 Board Meeting Film		125.00	
TELEVEND SERVICES INCORPORATED	11885	04/17/12	198.60
Account No. Description		Amount	
201-5970100 Invoice # 3414		198.60	
TODAY'S BUSINESS SOLUTIONS INC	11886	04/17/12	2,472.00
Account No. Description		Amount	
201-5930210 Invoice # 163		2,472.00	
VALUE LINE PUBLISHING INCORPORATE	11887	04/17/12	4,400.00
Account No. Description		Amount	
201-5970640 Account # 687809		4,400.00	
WASTE MANAGEMENT	11888	04/17/12	412.43
Account No. Description		Amount	
201-5930490 Invoice # 2530723-2008-3		412.43	
WASTE MANAGEMENT	11889	04/17/12	159.08
Account No. Description		Amount	
201-5930490 Invoice # 4579210-2008-9		159.08	
WISCONSIN LIBRARY SERVICES (WILS)	11890	04/17/12	20.00
Account No. Description		Amount	
201-5970600 ILL Number 80841478		20.00	
		Subtotal	<u>158,887.05</u>
		TOTAL	<u>195,626.07</u>

DES PLAINES PUBLIC LIBRARY
CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over	
Balance Sheet																
Cash Beginning of Month	\$ 4,176,070	\$ 3,719,810	\$ 4,107,031	\$ 6,212,110	\$ 5,738,941	\$ 5,304,472	\$ 4,676,283	\$ 4,041,814	\$ 3,607,345	\$ 3,172,876	\$ 2,730,788	\$ 5,265,840				
Restricted cash donations	127,654	127,695	127,732	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654				
	4,048,416	3,592,115	3,979,299	6,084,756	5,611,287	5,176,818	4,548,629	3,914,160	3,479,091	3,045,222	2,603,134	5,138,186				
Revenue (M-T-D)																
Property Taxes	36,853	869,228	2,459,917													
Other Revenue	15,519	14,247	14,136													
Total Revenue	52,372	883,475	2,474,053	33,614	33,614	33,614	33,614	33,614	33,614	33,614	33,614	33,614	33,614	33,614	33,614	6,409,096
Expenses																
Payroll & Benefits	275,312	284,788	279,847	302,898	302,898	453,618	302,898	302,898	302,898	302,898	302,898	453,625				
Commodities	125,840	81,556	58,814	81,398	81,398	81,398	81,398	81,398	81,398	81,398	81,398	81,406				
Capital	6,345	7,613	1,459	8,220	8,220	8,220	8,220	8,220	8,220	8,220	8,220	8,228				
Contracts	193,404	73,815	51,047	75,567	75,567	75,567	75,567	75,567	75,567	75,567	75,567	75,573				
Other	7,619	1,423	(7,619)	39,000		43,000	200,000			7,619	73,577	50,381				
202	6,300											11,000				
Adjustments	(106,188)	47,059	(14,874)													
Total Expenses	508,632	496,254	368,674	507,083	468,083	661,803	668,083	468,083	468,083	475,702	541,660	680,213				
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(473,469)	(434,469)	(628,189)	(634,469)	(434,469)	(434,469)	(422,088)	2,535,052	(646,589)				
Cash End of Month	3,719,810	4,107,031	6,212,410	5,738,941	5,304,472	4,676,283	4,041,814	3,607,345	3,172,876	2,730,788	5,265,840	4,619,251				
Cash End of Month less restricted cash donations	3,592,156	3,979,336	6,084,678	5,611,287	5,176,818	4,548,629	3,914,160	3,479,091	3,045,222	2,603,134	5,138,186	4,491,597				

Des Plaines Public Library
 Disbursement Reconciliation
 March 31, 2012

Total Expenses per Expense Report			<u>\$383,547.89</u>
Gross Payroll	\$209,645.98		
Benefits Expense	<u>70,200.62</u>		
Total Payroll Expenses		\$279,846.60	
Vendor Checks Report		<u>195,626.07</u>	
Total expenses per payroll and vendor checks reports			<u>475,472.67</u>
		Variance	<u>91,924.78</u>
Less:			
IMRF Payment CK # 50293		(32,478.25)	
(*) Yearend Adjustments for FY '11 Expenses		(22,897.33)	
LIMRiCC Insurance Payment CK #11865		<u>(37,360.37)</u>	
			(92,735.95)
Plus:			
IL Funds Epay Fees		122.37	
Pro Data Payroll Service Fees		<u>688.80</u>	
			811.17
		Variance	<u>(0.00)</u>

(*) This adjustment is moving expenses paid in FY '12 back to FY '11
 (the period in which they were incurred) Please refer to attached backup

03/31/12

03/31/12 - 03/31/12

**Des Plaines Public Library
Y/E Adjustments Journal**

DESPLANSLIB

Date	Reference	T	Account	Description	Amount	Reference Total
03/31/12	1		201-5970640	To reverse FYE 12/11 Expenses @ 3/31/12	(1,218.00)	
03/31/12	1		201-5930320	To reverse FYE 12/11 Expenses @ 3/31/12	(120.00)	
03/31/12	1		201-5970600	To reverse FYE 12/11 Expenses @ 3/31/12	(1,591.55)	
03/31/12	1		201-5920140	To reverse FYE 12/11 Expenses @ 3/31/12	(8,995.48)	
03/31/12	1		201-5970850	To reverse FYE 12/11 Expenses @ 3/31/12	(31.10)	
03/31/12	1		201-5970840	To reverse FYE 12/11 Expenses @ 3/31/12	(265.16)	
03/31/12	1		201-5970840	To reverse FYE 12/11 Expenses @ 3/31/12	(187.50)	
03/31/12	1		201-5990900	To reverse FYE 12/11 Expenses @ 3/31/12	(3,532.99)	
03/31/12	1		201-5970600	To reverse FYE 12/11 Expenses @ 3/31/12	(406.80)	
03/31/12	1		201-5930020	To reverse FYE 12/11 Expenses @ 3/31/12	(675.00)	
03/31/12	1		201-5930320	To reverse FYE 12/11 Expenses @ 3/31/12	(80.00)	
03/31/12	1		201-5990900	To reverse FYE 12/11 Expenses @ 3/31/12	(4,086.00)	
03/31/12	1		(201-3730000)	To reverse FYE 12/11 Expenses @ 3/31/12	(22,897.33)	
03/31/12	1		201-5980600	To reverse FYE 12/11 Expenses @ 3/31/12	(1,707.75)	
					Transaction Balance	<u>0.00</u>

Total Debits 22,897.33 Total Credits 22,897.33 A/C Hash Total 2814.000

Number of Transactions 14

Director's Report April, 2012

Collection Development

We have installed a dedicated computer kiosk on the third floor to provide quick and easy access to our new newspaper database where you can read or listen to articles from 1,700 newspapers from 92 counties in 48 languages. All the newspapers are presented in full page format.

Community Networking

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

To mark the release of the movie *The Hunger Games*, a trilogy of bestselling books for teens, by author Suzanne Collins, we hosted two events for teens in grades 6-12. The first was an after-hours "whimsically reasonable facsimile" of *The Hunger Games*, with timed games testing the survival skills of the teens at stations such as "Will it Kill You?" where teens guess if an item is edible or poisonous, and "Weapons Training" where teens practice their archery skills using the library's Wii gaming system. 50 teens attended. The second was a community partnership with Muvico Rosemont 18 Theater. They provided 25 free tickets to the premiere of the film, free use of the game room to our lucky teens, and priority red-carpet seating.

Library Assistant Cheryl Gladfelter arranged an author visit and art workshop on how to draw comics with author/illustrator Raina Telgemeier. Raina's book *Smile* is hugely popular with tweens and teens. A community partnership arrangement with Algonquin Middle School allowed us to have an audience of 50 6th-12th graders from all over Des Plaines in a hands-on how-to with Raina. Copies of *Smile* were purchased as a generous gift from the Friends of the Library and every student in attendance was able to have Raina sign their personal copy.

AARP Tax-Aide offered free 2011 Income Tax return preparation for those age 55 and over with low and middle incomes. Over 200 people had their taxes prepared.

Lifelong Learning

Beginning in March, the Adult Services department launched a monthly *Frugal Friends Coupon Club*. On the first Saturday of each month a theme will be presented that will teach fun ways to save money, share money saving ideas and learn tips from others. Additionally, we've started a collection of coupons to get things going and invite all participants to bring coupons to swap. 19 people attended this first session.

Over 55 people attended a program presented by Jack Waddick where he explained his step by step plan to make money by selling your "stuff" on Ebay and Amazon.

Multi-published author Allie Pleiter shared the nuts and bolts of her writing process, how to set goals and deadlines and tackle the process of professional creativity. This program is part of the Inside Writing & Publishing series that is cosponsored by participating north suburban libraries

Over 100 people attended 20 computer classes taught by the Adult Services staff to the public in March.

Personnel Highlights

New Employees

Rebecca Broda, Page, 03/27/2012

Promotions

Garrett Beelow, from Page to part-time Processing Clerk, 03/19/2012

March 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Mar 2012	2,126	YTD 2012	4,946
Mar 2011	453	YTD 2011	1,226
	% Change	369.32%	% Change
			303.43%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	102,901	TOTAL
			301,166
Mar 2011		YTD 2011	
	TOTAL	108,061	TOTAL
			297,214
	% Change	-4.78%	% Change
			1.33%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	9,703	TOTAL
			27,113
Mar 2011		YTD 2011	
	TOTAL	9,795	TOTAL
			27,050
	% Change	-0.94%	% Change
			0.23%
WIRELESS			
THIS MONTH		YEAR TO DATE	
Mar 2012	7,127	YTD 2012	18,890
Mar 2011	4,324	YTD 2011	10,947
	% Change	64.82%	% Change
			72.56%
VISITS TO WEBSITE*			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	46,636	TOTAL
			136,596
Mar 2011		YTD 2011	
	TOTAL	49,193	TOTAL
			136,606
	% Change	-5.20%	% Change
			-0.01%

*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			
March 2012 Unique Visitors	27,662	YTD 2012 Unique Visitors	81,153
March 2011 Unique Visitors	23,657	YTD 2011 Unique Visitors	64,840
	% Change	16.93%	% Change
			25.16%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Mar 2012	23,714	YTD 2012	55,903
Mar 2011	16,731	YTD 2011	48,736
	% Change	41.74%	% Change
			14.71%

LIBRARY CARD OWNERSHIP			
YTD 2012	33,937	% of Population 2012	58.10%
YTD 2011	33,247	% of Population 2011	56.60%
	% Change	2.08%	

Note: Over 90% of the nearly 21,000 households in Des Plaines have at least one library card registered at that address.

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	TOTAL	19,773
	7,383		
Mar 2011		YTD 2011	
	TOTAL	TOTAL	10,568
	3,939		
	% Change	% Change	87.10%
	87.43%		

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

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	TOTAL	2,424
	834		
Mar 2011		YTD 2011	
	TOTAL	TOTAL	310
	135		
	% Change	% Change	681.94%
	517.78%		

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	TOTAL	3,256
	606		
Mar 2011		YTD 2011	
	TOTAL	TOTAL	2,689
	542		
	% Change	% Change	21%
	12%		

NOTES: The attendance at Youth Services outreach events varies by type.

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Mar 2012		YTD 2012	
	TOTAL	TOTAL	73,555
	25,283		

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

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Mar 2012	53,608	YTD 2012	151,987
Mar 2011	56,073	YTD 2011	148,281
% Change	-4.40%	% Change	2.50%

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M - Service Agreement for self checks, security gates, checkout stations								\$23,000.00 Annual
	2/21/2012	11712	201-5930010		\$17,128.00		\$17,128.00	
	3/20/2012	11783	201-5930010		\$654.00			
	3/20/2012	11783	201-5930010		\$1,795.00		\$2,449.00	
	3/20/2012	11783	201-5970100	\$2,247.52				
	3/20/2012	11783	201-5970100	\$6,311.84				
	3/20/2012	11783	201-5970100	\$1,564.80			\$10,124.16	
	4/17/2012	11843	201-5970100	\$6,702.22			\$6,702.22	
				\$16,826.38	\$19,577.00	\$36,403.38	\$36,403.38	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$11,750.00 Annual
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	\$2,937.50 Quarterly
				\$0.00	\$2,614.50	\$2,614.50	\$2,614.50	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,350.00 Annual
	3/20/2012	11785	201-5980410	\$156.50			\$156.50	
				\$156.50	\$0.00	\$156.50	\$156.50	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	1/17/2012	11681	201-5930210		\$2,005.00		\$2,005.00	
	2/21/2012	11721	201-5930210		\$2,005.00		\$2,005.00	
	3/20/2012	11786	201-5930210		\$2,005.00		\$2,005.00	
	4/17/2012	11847	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$8,020.00	\$8,020.00	\$8,020.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers) .07 per print Color
	2/21/2012	11724	201-5930010		\$381.15			
	2/21/2012	11724	201-5930010		\$332.50			
	2/21/2012	11724	201-5930010		\$223.53			\$264.00 Monthly (printers)
	2/21/2012	11724	201-5930010		\$198.20			.0085 per print B/W
	2/21/2012	11724	201-5930010		\$252.08			.085 per print Color
	2/21/2012	11724	201-5930010		\$137.55			
	2/21/2012	11724	201-5930010		\$6.01			
	2/21/2012	11724	201-5930010		\$680.76		\$2,211.78	
	3/20/2012	11789	201-5930010		\$1,515.98			
	3/20/2012	11789	201-5930010		\$43.98			

P 34

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	3/20/2012	11789	201-5930010		\$226.04			
	3/20/2012	11789	201-5930010		\$228.10			
	3/20/2012	11789	201-5930010		\$648.00			
	3/20/2012	11789	201-5930010		\$332.50		\$2,994.60	
	4/17/2012	11849	201-5930010		\$341.47		\$341.47	
				\$0.00	\$5,547.85	\$5,547.85	\$5,547.85	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES- Cleaning service								\$40,080.00 Annual \$3,340.00 Monthly
	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	
	2/21/2012	11730	201-5930320		\$3,340.00			
	2/21/2012	11730	201-5930320	\$120.00			\$3,460.00	
	3/20/2012	11794	201-5930320	\$320.00				
	3/20/2012	11794	201-5930320		\$3,340.00		\$3,660.00	
	4/17/2012	11852	201-5930320	\$120.00				
	4/17/2012	11852	201-5930320		\$3,340.00		\$3,460.00	
				\$120.00	\$6,680.00	\$6,800.00	\$6,800.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
					\$0.00	\$0.00	\$0.00	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,540.34 Annual
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	
				\$0.00	\$1,540.34	\$1,540.34	\$1,540.34	
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
	3/20/2012	11810	201-5920110		\$390.00			
	3/20/2012	11810	201-5920110		\$1,390.00			
	3/20/2012	11810	201-5920110		\$1,435.00		\$3,215.00	
	4/17/2012	11864	201-5920110		\$1,435.00		\$1,435.00	
				\$0.00	\$4,650.00	\$4,650.00	\$4,650.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	
	3/20/2012	11813	201-5970100	\$40.00			\$40.00	
				\$40.00	\$24,170.00	\$24,210.00	\$24,210.00	

P.35

2012

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	3/20/2012	11819	201-5930010	\$2,096.00			\$2,096.00	
	4/17/2012	11866	201-5930010	\$1,231.00			\$1,231.00	
				\$3,327.00	\$0.00	\$3,327.00	\$3,327.00	
NEO-POST-Postage Machine contract								\$708.00 Annual \$177.00 Quarterly
				\$0.00	\$0.00	\$0.00	\$0.00	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	1/17/2012	11692	201-5920110		\$27,083.33			
	1/17/2012	11692	201-5960990	\$280.00			\$27,363.33	
	2/21/2012	11754	201-5920110		\$27,083.33			
	2/21/2012	11754	201-5960990	\$519.55				
	2/21/2012	11754	201-5960990	\$280.00			\$27,882.88	
	3/20/2012	11822	201-5960990	\$280.00				
	3/20/2012	11822	201-5920110		\$27,083.33			
	3/20/2012	11822	201-5960990	\$532.04			\$27,895.37	
	4/17/2012	11870	201-5920110		\$27,083.33			
	4/17/2012	11870	201-5930010	\$6,083.45				
	4/17/2012	11870	201-5960990	\$844.00				
	4/17/2012	11870	201-5980420	\$2,351.61			\$36,362.49	
				\$1,891.59	\$81,249.99	\$83,141.58	\$83,141.58	
PITNEY BOWES - Postage Machine contract ends 2/2012								\$1,968.00 Annual
	2/21/2012	11757	201-5930210		\$164.00			
	2/21/2012	11757	201-5970100	\$102.48				
	2/21/2012	11757	201-5970260	\$350.00			\$616.48	
				\$452.48	\$164.00	\$616.48	\$616.48	
PRO DATA - Payroll Services								\$9,575.00 Annual
	1/27/2012		201-5920110		\$817.95		\$817.95	
	2/10/2012		201-5920110		\$233.95		\$233.95	
	2/24/2012		201-5920110		\$233.95		\$233.95	
	3/9/2012		201-5920110		\$240.80		\$240.80	
	3/23/2012		201-5920110		\$448.00		\$448.00	
				\$0.00	\$1,974.65	\$1,974.65	\$1,974.65	

P.36

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
					\$0.00	\$0.00	\$0.00	
SCHINDLER ELEVATOR CORPORATION								\$7,065.60 Annual
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	
				\$0.00	\$7,065.60	\$7,065.60	\$7,065.60	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
	4/17/2012	11882			\$1,440.00			
	4/17/2012	11882		\$69.98			\$1,509.98	
				\$69.98	\$1,440.00	\$1,509.98	\$1,509.98	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,400.00 Annual
	3/20/2012	11835	201-5930010		\$1,890.00			
	3/20/2012	11835	201-5930010		\$1,350.00		\$3,240.00	
	4/17/2012	11886	201-5930210		\$2,472.00		\$2,472.00	
				\$0.00	\$5,712.00	\$5,712.00	\$5,712.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
	2/21/2012	11772	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
WASTE MANAGEMENT - Garbage Collection Services								\$4,004.76 Annual \$333.73 Monthly
	1/17/2012	11698	201-5930490		\$406.35			
	1/17/2012	11699	201-5930490		\$156.75		\$563.10	
	2/21/2012	11775	201-5930490		\$156.88			
	2/21/2012	11776	201-5930490		\$406.71		\$563.59	
	3/20/2012	11838	201-5930490		\$414.02			
	3/20/2012	11839	201-5930490		\$159.67		\$573.69	
	4/14/2012	11888	201-5930490		\$412.43			
	4/17/2012	11889	201-5930490		\$159.08		\$571.51	
				\$0.00	\$2,271.89	\$2,271.89	\$2,271.89	
						\$200,811.75		

P37

2012 CIRCULATION BY MONTH

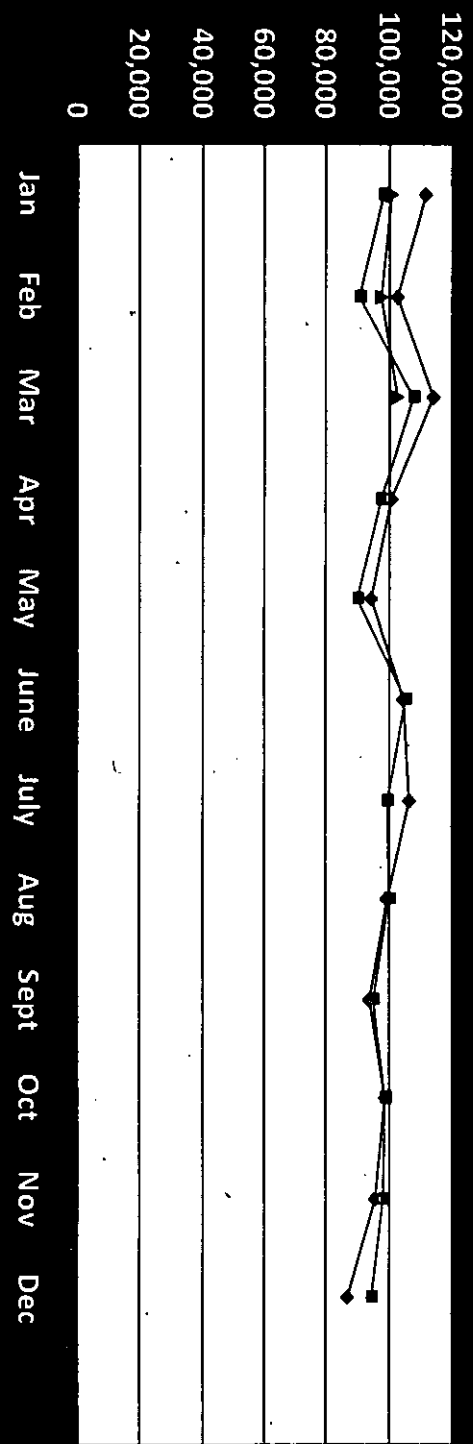
CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262										676
CD-ROMs	319	204	216										739
CDs	1,011	1,002	1,009										3,022
DVDs	10,618	10,211	11,180										32,009
Fiction	17,679	17,293	17,621										52,593
Foreign language	1,570	1,467	1,523										4,560
Games	49	44	58										151
Holiday	680	604	618										1,902
Homeschool	240	414	279										933
Large type	30	44	40										114
Magazines	139	119	84										342
Nonfiction	5,456	5,719	5,828										17,003
Parent collection	157	233	177										567
SUBTOTAL	38,145	37,571	38,895	0	0	0	0	0	0	0	0	0	114,611
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	13	12	9										34
Audiobooks	2,119	1,977	2,123										6,219
CD-ROMs	548	469	503										1,520
CDs	6,905	6,449	6,690										20,044
DVDs	28,612	27,103	29,295										85,010
Fiction	8,001	7,460	8,008										23,469
Foreign language	1,429	1,436	1,514										4,379
High school	948	964	1,316										3,228
Large type	1,365	1,347	1,376										4,088
Literacy	168	197	166										531
Magazines	2,654	2,645	2,827										8,126
Nonfiction	9,878	9,850	10,179										29,907
SUBTOTAL	62,640	59,909	64,006	0	0	0	0	0	0	0	0	0	186,555
eMaterials	913	1,907	2,126										4,946
ILL (non consortial)	336	314	433										1,083
Miscellaneous	446	486	518										1,450
GRAND TOTAL	102,480	100,187	105,978	0	0	0	0	0	0	0	0	0	308,645

P.38

Days closed

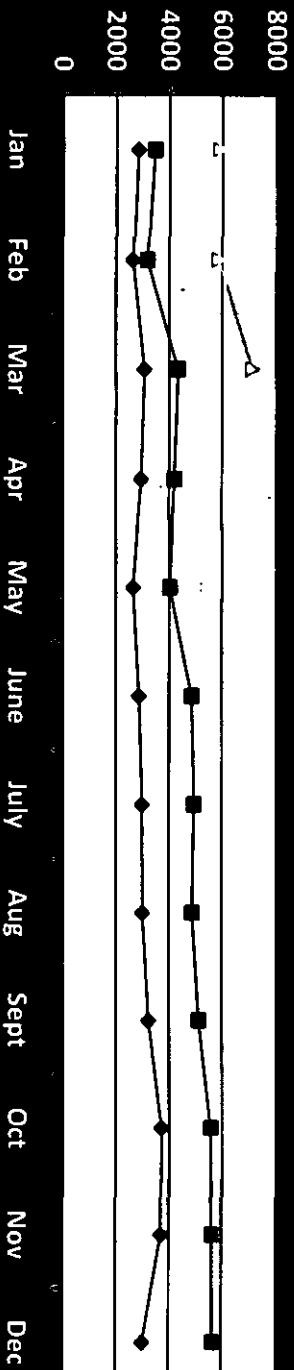
0517

Circulation Statistics 2010 - 2012



Jan-Dec 2010 (1,209,024)
 Jan-Dec 2011 (1,176,477)
 Jan-Mar 2012 (301,166)

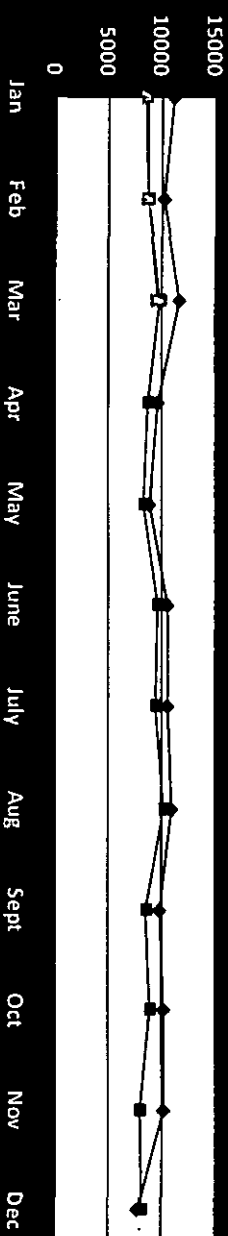
Computer Use - Wireless



Des Plaines Public Library

◆ Jan - Dec 2010 (36,663)
 ■ Jan - Dec 2011 (55,673)
 ▲ Jan - Mar 2012 (18,890)

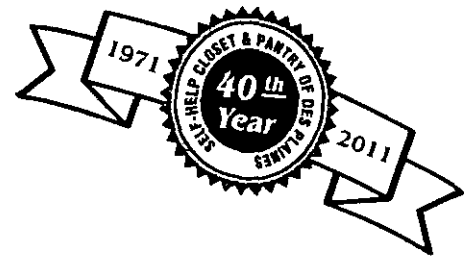
Computer Use - Wired



Des Plaines Public Library

◆ Jan - Dec 2010 (121,272)
 ■ Jan - Dec 2011 (107,123)
 ▲ Jan - Mar 2012 (27,113)

052
**SELF-HELP
CLOSET**
 **HUNGER KNOWS
NO SEASON**
**PANTRY
OF DES PLAINES**



March 20, 2012

Holly Sorensen
Des Plaines Public Library
1501 Ellinwood
Des Plaines, IL 60016.

Dear Ms. Sorensen:

Holly

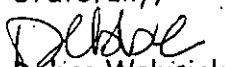
Thanks again to you and the members of the Des Plaines Library Board/Friends of the Library for your participation in this year's Chamber of Commerce *Food Fight* to benefit the Self-Help Closet & Pantry of Des Plaines. Actually, as you know, the pantry clients are the real "winners" in the *Food Fight*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

This year's *Food Fight* brought in a total of **6,355 lbs.** of food, which will go a long way towards providing food items for the approximately 1,000 Des Plaines residents that visit the pantry on a monthly basis.

Kiwanis Club - 2,360 lbs.
Rotary Club - 1,130 lbs.
Camera Club - 1,038 lbs.
Des Plaines Masonic Lodge 890 - 541 lbs.
Optimist Club - 365 lbs.
Des Plaines Chamber of Commerce - 263 lbs.
Des Plaines Library Bd./Friends of Library - 238
Diplomat (condo) of Des Plaines - 159 lbs.
Des Plaines Garden Club - 134 lbs.
The Pines (condo) of Des Plaines - 69 lbs.
Des Plaines History Center - 58 lbs.

Once again, thank you so much for your continued support and I look forward to your participation in the 2013 *Food Fight*!

Gratefully,


Debra Walusiak

Executive Director
847/337-1443

Serving Des Plaines Residents Since 1971

600 East Algonquin Rd. • Des Plaines, Illinois 60016

Phone: 847.375.1443 Fax: 847.303.1880 www.selfhelppantry.org



Holly,
 Many thanks to you and your
 staff for once again organizing
 "Food for Times" to benefit our
 food pantry. I really appreciate
 all the ways the library keeps
 us in mind throughout the year...
 everyone I've met there has

-two-

always been a pleasure to
 work with!

Sincerely,
 Debbie

the region's boundaries. Members of a panel may be reimbursed for actual and necessary expenses incurred.

(b) Each regional planning panel shall work in conjunction with the library system to develop, approve, and submit to the Secretary of State, no later than January 1, 1997, a plan detailing how existing library service providers may extend public library services to those people unserved by a public library at that time. Approved plans shall (i) include, but not be limited to, a program for implementation and a schedule for achieving regional goals no later than January 1, 2000 and (ii) describe on a county by county basis how universal public library service can be delivered within the designated region.

(c) Reports submitted by each regional library service planning panel to the Secretary of State shall describe and explain suggested boundaries for public library service areas within the region, the process by which each described service area will receive public library service from an existing library service provider, funding recommendations appropriate to each circumstance, suggested timetable for implementation for each portion of the regional plan, and other information as requested by the Secretary of State.

Laws 1965, p. 3077, § 7.5, added by P.A. 89-188, § 10, eff. July 19, 1995.

State grants

§ 8. State grants.

(a) There shall be a program of State grants within the limitations of funds appropriated by the Illinois General Assembly together with other funds made available by the federal government or other sources for this purpose. This program of State grants shall be administered by the State Librarian in accordance with rules and regulations as provided in Section 3 of this Act and shall include the following: (i) annual equalization grants; (ii) Library System grants; (iii) per capita grants to public libraries; and (iv) planning and construction grants to public libraries and library systems. Libraries, in order to be eligible for grants under this Section, must be members of a library system.

(b) An annual equalization grant shall be made to all public libraries for which the corporate authorities levy a tax for library purposes at a rate not less than .13% of the value of all the taxable property as equalized and assessed by the Department of Revenue if the amount of tax revenue obtained from a rate of .13% produces less than (i) \$4.25 per capita in property tax revenue from property taxes for the 2006 taxable year payable in 2007 and (ii) \$7.50 per capita in property tax revenue from property taxes for the 2007 taxable year and thereafter. In that case, the State Librarian is authorized to make an equalization grant equivalent to the difference between the amount obtained from a rate of .13% and an annual income of \$4.25 per capita for grants made through Fiscal Year 2008, and an annual income of \$7.50 per capita for grants made in Fiscal Year 2009 and thereafter. If moneys appropriated for grants under this Section are not sufficient, then the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount per capita but in no event shall the grant be less than equivalent to the difference between the amount of the tax revenue obtained from the current levy and an annual income of \$4.25 per capita. If a library receiving an equalization grant reduces its tax levy below the amount levied at the time the original application is approved, it shall be ineligible to receive further equalization grants.

If a library is subject to the Property Tax Extension Limitation Law in the Property Tax Code and its tax levy for library purposes has been lowered to a rate of less than .13%, the library will qualify for this grant if the library levied a tax for library purposes that met the requirements for this grant in the previous year and if the tax levied for library purposes in the current year produces tax revenue for the library that is an increase over the previous year's extension of 5% or the percentage increase in the Consumer Price Index, whichever is less, and the tax revenue produced by this levy is less than (i) \$4.25 per capita in property tax revenue from property taxes for the 2006 taxable year payable in 2007 and (ii) \$7.50 per capita in property tax revenue from property taxes for the 2007 taxable year and thereafter. In this case, the State Librarian is authorized to make an equalization grant equivalent to the difference between the amount of tax revenue obtained from the current levy and an annual income of \$4.25 per capita for grants made through Fiscal Year 2008, and an annual income of \$7.50 per capita for grants made in Fiscal Year 2009 and thereafter. If moneys appropriated for grants under this Section are not sufficient, then the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount per capita, but in no event shall the grant be less than equivalent to the difference between the amount of the tax revenue obtained from the current levy and an annual income of \$4.25 per capita. If a library receiving an equalization grant reduces its tax levy below the amount levied at the time the original application is approved, it shall be ineligible to receive further equalization grants.

(c) Annual Library System grants shall be made, upon application, to each library system approved by the State Librarian on the following basis:

(1) For library systems, the sum of \$1.46 per capita of the population of the area served plus the sum of \$50.75 per square mile or fraction thereof of the area served except as provided in paragraph (4) of this subsection.

(2) If the amounts appropriated for grants are different from the amount provided for in paragraph (1) of this subsection, the area and per capita funding shall be proportionately reduced or increased accordingly.

(3) For library systems, additional funds may be appropriated. The appropriation shall be distributed on the same proportional per capita and per square mile basis as provided in paragraphs (1) and (4) of this subsection.

(4) Per capita and area funding for a multitype library system as defined in subparagraph (3) of the definition of "library system" in Section 2 and a public library system in cities with a population of 500,000 or more as defined in subparagraph (2) of the definition of "library system" in Section 2 shall be apportioned with 25% of the funding granted to the multitype library system and 75% of the funding granted to the public library system.

(d) The "area served" for the purposes of this Act means the area that lies within the geographic boundaries of the library system as approved by the State Librarian. In determining the population of the area served by the library system, the Illinois State Library shall use the latest federal census for the political subdivisions in the area served.

(e) In order to be eligible for a grant under this Section, the corporate authorities, instead of a tax levy at a particular rate, may provide an amount equivalent to the amount produced by that levy.

Laws 1965, p. 3077, § 8, eff. Aug. 17, 1965. Amended by P.A. 76-2585, § 1, eff. July 14, 1970; P.A. 77-1550, § 1, eff.

Sept. 17, 1971; P.A. 78-754, § 1, eff. Oct. 1, 1973; P.A. 79-1471, § 1, eff. July 1, 1977; P.A. 79-1472, § 1, eff. July 1, 1977; P.A. 80-1031, § 19, eff. Sept. 22, 1977; P.A. 81-1509, Art. IV, § 77, eff. Sept. 26, 1980; P.A. 82-990, § 1, eff. Sept. 10, 1982; P.A. 83-411, § 1, eff. Sept. 17, 1983; P.A. 83-436, § 1, eff. Sept. 17, 1983; P.A. 83-1275, § 1, eff. Aug. 30, 1984; P.A. 83-1362, Art. II, § 81, eff. Sept. 11, 1984; P.A. 83-1528, Art. II, § 20, eff. Jan. 17, 1985; P.A. 84-286, § 1, eff. Sept. 13, 1985; P.A. 84-1386, § 1, eff. Sept. 15, 1986; P.A. 85-706, § 2, eff. July 1, 1989; P.A. 85-1238, § 2, eff. Aug. 30, 1988; P.A. 86-557, § 1, eff. Jan. 1, 1990; P.A. 86-957, § 1, eff. Dec. 5, 1989; P.A. 86-1467, Art. 3, § 3001, eff. Dec. 12, 1990; P.A. 87-363, § 1, eff. Jan. 1, 1992; P.A. 87-814, § 1, eff. July 1, 1992; P.A. 87-895, Art. 2, § 2-38, eff. Aug. 14, 1992; P.A. 87-1042, § 1, eff. Sept. 11, 1992; P.A. 88-78, § 10, eff. July 9, 1993; P.A. 89-188, § 10, eff. July 19, 1995; P.A. 90-169, § 5, eff. July 23, 1997; P.A. 93-527, § 5, eff. Aug. 14, 2003; P.A. 95-976, § 5, eff. Sept. 22, 2008.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.

10/8.1. Eligibility for grants

§ 8.1. The State Librarian shall make grants annually under this Section to all qualified public libraries in the State from funds appropriated by the General Assembly. Such grants shall be in the amount of up to \$1.25 per capita for the population of the area served by the respective public library and, in addition, the amount of up to \$0.19 per capita to libraries serving populations over 500,000 under the Illinois Major Urban Library Program. If the moneys appropriated for grants under this Section 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 per capita.

To be eligible for grants under this Section, a public library must:

(1) Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association.

(2) Be a public library for which is levied a tax for library purposes at a rate not less than .13% or a county library for which is levied a tax for library purposes at a rate not less than .07%. If a library is subject to the Property Tax Extension Limitation Law¹ in the Property Tax Code² and its tax levy for library purposes has been lowered to a rate of less than .13%, this requirement will be waived if the library qualified for this grant in the previous year and if the tax levied for library purposes in the current year produces tax revenue for library purposes that is an increase over the previous year's extension of 5% or the percentage increase in the Consumer Price Index, whichever is less.

Any other language in this Section to the contrary notwithstanding, grants under this Section 8.1 shall be made only upon application of the public library concerned, which applications shall be entirely voluntary and within the sole discretion of the public library concerned.

In order to be eligible for a grant under this Section, the corporate authorities, in lieu of a tax levy at a particular rate, may provide funds from other sources, an amount equivalent to the amount to be produced by that levy.

Laws 1965, p. 3077, § 8.1, added by P.A. 79-1472, § 1, eff. July 1, 1977. Amended by P.A. 83-476, § 1, eff. Jan. 1, 1984; P.A. 83-998, § 2, eff. Dec. 13, 1983; P.A. 83-1362, Art. II, § 81, eff. Sept. 11, 1984; P.A. 85-706, § 2, eff. July 1, 1989;

P.A. 88-78, § 10, eff. July 9, 1993; P.A. 90-169, § 5, eff. July 23, 1997; P.A. 91-357, § 99, eff. July 29, 1999; P.A. 93-527, § 5, eff. Aug. 14, 2003.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.1.

¹ 35 ILCS 200/18-185 et seq.

² 35 ILCS 200/1-1 et seq.

10/8.2. Grant anticipation notes

§ 8.2. (a) After the General Assembly has appropriated funds to the State Librarian for grants to a library system and the Governor has signed the appropriation bill into law and the State Librarian has certified that the library system is eligible for such grants, a library system may issue Grant Anticipation Notes in anticipation of the receipt of such grants. Such Grant Anticipation Notes shall show upon their face that they are payable solely from such grants when received.

(b) The Grant Anticipation Notes shall bear interest at a rate not to exceed the rate specified in "An Act to authorize public corporations to issue bonds, other evidences of indebtedness and tax anticipation warrants subject to interest rate limitations set forth therein", approved May 26, 1970, as amended,¹ from the date of their issuance until paid, or until notice is given that money for their payment is available and that such will be paid on presentation.

(c) The Grant Anticipation Notes shall be sold in such manner and in such denominations as is determined by the board of directors of the system, and shall mature within one year of the date of issuance.

(d) At no time may the principal and interest payable on outstanding Grant Anticipation Notes exceed 75% of the amount of funds which have been appropriated for grants to the system.

(e) In order to authorize and issue Grant Anticipation Notes, the board of directors of the system shall adopt a resolution fixing the amount of the Grant Anticipation Notes, the date thereof, the maturity thereof, rate of interest thereon unless the Grant Anticipation Notes are to be sold by public bid, place of payment and denomination, which shall be in equal multiples of \$1000.

(f) The Grant Anticipation Notes shall be executed in the name of the system by manual or facsimile signatures of such officials of the system as the board of directors may by resolution designate. At least one signature on each note shall be a manual signature.

(g) This Section, without reference to any other law, shall be deemed full and complete authority for the issuance of the Grant Anticipation Notes as herein provided.

Laws 1965, p. 3077, § 8.2, added by P.A. 83-130, § 1, eff. Aug. 19, 1983.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.2.

¹ 30 ILCS 305/0.01 et seq.

10/8.3. State librarian grants

§ 8.3. The State Librarian shall make grants annually to all cooperative public library systems, public library systems, and multitype library systems. Such grants shall be in the amounts specified in Section 8.

Laws 1965, p. 3077, § 8.2, added by P.A. 83-411, § 1, eff. Sept. 17, 1983. Renumbered § 8.3 and amended by P.A. 83-1362, Art. II, § 81, eff. Sept. 11, 1984.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.3.

Appendix F: Illinois Real Estate Tax Sources

There are a number of real estate tax levies available to public libraries for revenue. The passage of tax caps has put restrictions on using these tax funds in those counties that have tax caps in place. Several of these funds can be increased by front door and back door referendum processes. Some of the tax funds

are restricted on the type of expense they may be used for. Please refer to the *Illinois Property Tax Rate and Levy Manual* which is updated annually by the Illinois Department of Commerce and Economic Opportunity for detailed fund information. This manual may be downloaded from their Web site. The library funds are:

Library Types

Tax Fund	Municipal	Township	District
General Corporate	.15%	.15%	.15%
Building and Maintenance	.02%	.02%	.02%
Audit	No Limit*	.005%*	.005%*
IMRF (pension)	No Limit*	No Limit*	No Limit*
Medicare	No Limit*	No Limit*	No Limit*
Social Security	No Limit*	No Limit*	No Limit*
Insurance	No Limit*	No Limit*	No Limit*
Working Cash	.05%*	.05%*	.05%*
Building Restoration	.0833%*	.0833%	.0833%*
Special Reserve	Annual Transfer	Annual Transfer	Annual Transfer

*Funds have restriction of application and other conditions.

General Corporate Fund

The purpose of this fund is to establish, maintain, and support the library. The maximum tax rate is .15 percent but can be increased by referendum to .60 percent. This tax must be levied each year and is used to cover most library expenditures such as salaries, material purchases, etc. Interest may be accumulated. Unexpended funds can be transferred into the special reserve fund by either an ordinance or resolution, 75 ILCS 5/3-1, 5/3-4, 5/3-7.

Building and Maintenance Fund

The purpose of this fund is to maintain, repair, or change the library's physical facilities or equipment, to purchase buildings, sites, furniture or equipment, and to construct or rent buildings required for library purposes. The maximum tax rate is .02 percent but is subject to a backdoor referendum. This levy can be levied each year. This fund is used to cover or supplement most of the library's capital improvement needs, custodial and maintenance

services, and major equipment needs. Interest can be accumulated. Excess funds cannot be transferred to the special reserve fund, 75 ILCS 5/3-1, 5/3-4.

Audit Fund

The purpose of this fund is to pay all expenses of the required annual audit. The maximum rate is unlimited for municipal libraries. The maximum rate for library districts is .005 percent. The tax is optional and the levy is at the discretion of the corporate authorities. No referendum is required. The monies in this fund cannot be used for any purpose other than the annual audit. Interest may be earned. Excess funds cannot be transferred to the special reserve fund, 65 ILCS 5/8-8-8; 50 ILCS 310/1, 310/9.

IMRF Fund

The purpose of this fund is to pay the costs of participation in the Illinois Municipal Retirement Fund. The tax rate may not exceed the amount appropriated for contributions to the IMRF fund. No referendum is required. The tax is optional and the levy is at the discretion of the corporate authorities. The monies of this fund cannot be used for any purpose other than for payment of pension contributions. Interest may be earned. Excess funds cannot be transferred to the special reserve fund, 40 ILCS 5/7-171.

Medicare Fund

The purpose of this fund is to pay the cost of participation in the federal Medicare program. The tax rate may not exceed the amount appropriated for contributions to the federal Medicare program. No referendum is required. The tax is optional and the levy is at the discretion of the corporate authorities. The monies in this fund cannot be used for any purpose other than for payment of Medicare contributions. Interest may be earned. Excess funds cannot be transferred to the special reserve fund, 40 ILCS 5/21-110.1.

Social Security Fund

The purpose of this fund is to pay the cost for participation in the federal Social Security insurance program. The tax rate may not exceed the amount appropriated for contributions to the federal Social Security insurance program. No referendum is required. The tax is optional and the levy is at the discretion of the corporate authorities. The monies in this fund cannot be used for any purpose other than for payment of Social Security payments. Interest may be earned. Excess funds cannot be transferred to the special reserve fund, 40 ILCS 5/21-110, 5/21-110.1.

Insurance Fund

The purpose of this fund is to pay the costs of settlements or judgments; the costs to protect the library or its employees against liability, property damage, or loss (including self-insurance pools); the principal and interest on bonds; the cost of risk management programs (including the purchase of insurance, consultant fees, attorney fees, or salaries for defending the library); the cost of worker's compensation; and unemployment insurance. This tax can be used to pay the "errors and omissions" insurance which covers board members and the library director in case of a possible judgment against them. This tax may be levied, at a rate sufficient to pay all tort, insurance costs, etc. The tax rate is unlimited, but the levy cannot be more than has been appropriated. No referendum is required. The tax is optional and the levy is at the discretion of the corporate authorities. The monies in this fund cannot be used for any purpose other than for insurance payments and related expenses. Interest may be earned. Excess funds cannot be transferred to the special reserve fund, 745 ILCS 10/9-107.

Working Cash Fund

The purpose of this fund is to allow a library to have cash on hand from one fiscal year to the next and to meet the demands for ordinary and necessary

expenditures for library purposes. The maximum rate is .05 percent. This tax may be levied for only four years, although the years do not have to be consecutive. The balance in the fund shall not at any time be allowed to exceed .2 percent of the full cash value of all taxable property within the service area, as equalized or assessed by the department of revenue for the year the fund was established or, if established after January 1, 1979, then for the year 1978. The levy shall be terminated if the balance exceeds .2 percent, and the excess transferred to the general corporate fund or to the special reserve fund. Interest may be earned. Since there may be a lag time between the start of the fiscal year and the first receipt of tax monies, funds may be temporarily transferred into the general library fund and disbursed in anticipation of taxes. The funds are repaid once the general library fund receives monies but no interest is charged. The initial tax is subject to a backdoor referendum, 75 ILCS 5/3-9; 75 ILCS 16/35-35.

Building Restoration Fund

The purpose of this fund is for application to a building destroyed or seriously impaired by storm, fire, or other casualty. It is not to exceed ten years. The maximum rate is .0833 percent. It is authorized by referendum, 75 ILCS16/35-30.

Special Reserve Fund

The source of this fund is not a tax. The purpose of it is to set apart and provide monies for the library's physical plant needs or for emergency expenditures. In loose terms, this could be considered the library's savings account. The board of trustees must adopt a plan for the expansion or repair of the building within two years of the adoption of the special reserve fund. The plan should be reviewed and revised on a regular basis. This fund is not levied, but consists of annual transfers from the general library fund from unexpended balances. The board of trustees must annually pass an appropriation ordinance for the accumulation and transfer of any unexpended balances into this fund. Interest may be accumulated, 75 ILCS 5/5-8; 75 ILCS 16/40-50.

MARCH

0527

1888



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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 20, 2012

7:00 P.M.

Conference Room – Second Floor

Agenda:

- **Declaration of Surplus Property (Mobile Library)**

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

March 20, 2012

7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – February 21, 2011.
 - B. Acceptance of Financial Reports for February 2012.
 - C. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.
- VIII. Unfinished Business.
 - A. Meet and Greet Program.
 - B. Ward Meetings Visited.
- IX. New Business.
 - A. Approve Payment of Vendor Checks Report - \$237,718.87. [Action Item]
 - B. Declaration of Surplus Property (Mobile Library). [Action Item]
 - C. Illinois Public Act 97-0609 and Employee Compensation.
- X. Announcements.

XI. Correspondence.

- A. Letter from Acting City Manager Jason Slowinski – Open Meetings Training.

XII. Other

XIII. Adjournment.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 21, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 21, 2012. President George Magerl called the meeting to order at 7:02 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Susan Moylan Krey, Richard Pope, Vincent Rangel, Jeff Rozovics, Carol Kidd.

Absent: Steve Mokry, Jennifer Tsalapanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Stephanie Spetter, April Krzeczkowski, Alicia Mellish.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

MOTION by Vince Rangel, seconded Susan Moylan Krey, 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. He was at a City Council meeting.

CONSENT AGENDA

President Magerl asked to pull D. Acceptance of Financial Reports for January 2012 from the Consent Agenda.

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

President Magerl asked why the line item for bank fees, 960065, was spent at 28.89%. Director Sorensen replied that she would ask the library accountants for an explanation of expenses for this line item to date.

MOTION by George Magerl, seconded by Dion Kendrick, to approve D. Acceptance of Financial Reports for January 2012, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – Library Insurance Management and Risk Control Combination (LIMRiCC). April Krzeczowski and Alicia Mellish.

April Krzeczowski, Deputy Director at Library Insurance Management and Risk Control Combination (LIMRiCC) stated that LIMRiCC was established to provide conventional insurance coverage for claims by its participants. The programs offered provide participating libraries with lower premiums as all these libraries are pooled together as one organization.

Alicia Mellish, Client Services Director at Assurance, spoke about Assurances' role in the health care negotiation process and that a Request for Proposal is sent out annually to find the best vendors with the most competitive pricing for LIMRiCC participants.

UNFINISHED BUSINESS

President Magerl reported that the Meet and Greet scheduled at the library on Saturday, February 11 was cancelled.

Trustees Rangel and President Magerl will host a meet and greet at the library on Sunday, March 4 from 2:00 – 3:00 p.m.

Trustee Rozovics attended the Ward 8 meeting on February 16 and spoke to residents about services the library provides.

Trustee Kendrick will attend Ward 5 in March.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$287,374.11. This amount combined with \$118,018.17, which was approved at a Special Board meeting on January 25, 2012 totals \$405,392.28, which is the amount listed on the vendor checks report of January 2012, and authorize the Library Director to have \$287,374.11 transferred to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve Illinois Public Library Annual Report, as presented. ROLL CALL VOTE. AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded Jeff Rozovics, to approve payment to Library Ideas LLC in the amount of \$17,650.00. Vote: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl asked that the contract list, prepared monthly by Director Sorensen, be listed separately on the agenda under VII. Consent Agenda E. Acceptance of Reports.

President Magerl stated that he and Library Director Sorensen attended the 22nd Presidents' Day Library Legislative Breakfast on Monday, February 20, 2012.

President Magerl reported that the library has been awarded \$59,852.28 for the Per Capita Grant for 2011 – 2012.

President Magerl asked board members to attend Illinois Library Day 2012 in Springfield on Wednesday, April 18.

OTHER

President Magerl thanked the Friends of the Library for their generosity in funding programs and providing supplies for the programs and referred the board to an itemized list of the Friends donations. This list was included in the board packet.

EXECUTIVE SESSION

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to enter into an Executive Session at 8:16 p.m. to discuss Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:38p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by Vince Rangel, seconded by Dion Kendrick, 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:

- January 20, 1998 – Appointment, Employment, or Dismissal of Employee.
- March 17, 1998 – Appointment, Employment, or Dismissal of Employee.
- January 18, 2000 – Compensation, Discipline & Performance of Specific Employees, Semi-Annual Review of Minutes.
- February 15, 2000 – Compensation, Discipline & Performance of Specific Employees.
- September 21, 2004 – To Discuss Compensation of a Specific Employee.
- October 19, 2004 – To Discuss Compensation of a Specific Employee.
- December 20, 2005 – To Discuss Semi-Annual Review of Executive Session Minutes, Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
- January 17, 2006 – To Discuss Probable or Imminent Litigation.
- February 21, 2006 – To Discuss Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
- March 21, 2006 – To Discuss Probable or Imminent Litigation.
- April 18, 2006 – To Discuss Probable or Imminent Litigation.
- May 16, 2006 – To Discuss Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
- August 22, 2006 – To Discuss Probable or Imminent Litigation.
- September 19, 2006 - Compensation, Discipline or Performance of a Specific Employee.
- May 15, 2007 - Compensation, Discipline or Performance of a Specific Employee.
- November 6, 2006 - To Discuss Probable or Imminent Litigation.
- June 19, 2007 – To Discuss Semi-Annual Review of Executive Session Minutes and Probable or Imminent Litigation.
- November 20, 2007 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body.
- May 20, 2008 – To Discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee.
- June 17, 2008 – To Discuss Semi-Annual Review of Executive Session Minutes and Compensation, Discipline or Performance of a Specific Employee.
- September 23, 2008 - Review of Executive Session Minutes and Probable or Imminent Litigation.
- October 21, 2008 - Review of Executive Session Minutes.

April 21, 2009 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Purchase or Lease of Real Property for the Use of the Library.

May 19, 2009 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.

June 16, 2009 – To Discuss Semi-Annual Review of Executive Session Minutes.

November 3, 2009 - To Discuss Salary Schedule for One or More Classes of Employees.

February 16, 2010 – To Discuss Pending or Imminent Litigation.

May 18, 2010 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.

December 21, 2010 – Semi-Annual Review of Executive Session Minutes.

April 28, 2011 – Review of Executive Session Minutes.

June 21, 2011 – Semi-Annual Review of Executive Session Minutes.

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

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to concur with the consensus in Executive Session to retain the following minutes:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.

June 15, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

June 29, 2010 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

November 2, 2011 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

November 15, 2011 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

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

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

Meeting adjourned at 8:42p.m.

Minutes prepared Carol Kidd.

March 12, 2012

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 February 29, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the two 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 February 29, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>38,453.32</u>
	<u>38,453.32</u>
201-1102015 - First Midwest Operating #8100292260	213,449.66
202-1102015 - First Midwest Operating #8100292260	<u>2,324.47</u>
	<u>215,774.13</u>
201-1102028 - Cash Library Donations	<u>24,366.31</u>
	<u>24,366.31</u>
201-1102073 - Cash IL - Epay #151600222104	<u>42,071.43</u>
201-1102078 - Cash IL - Epay Library	<u>10,294.08</u>
201-1102079 - IL Funds - 151600222591	3,569,345.79
202-1102079 - IL Funds - 151600222591	<u>102,898.95</u>
	<u>3,672,244.74</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,328.14</u>
Total Invested	<u><u>4,107,032.15</u></u>

March 12, 2012

Des Plaines Public Library
Balance Sheet as of February 29, 2012

	<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	37,558.72	894.60	38,453.32
1102015 - First Midwest Operating #8100292260	162,445.29	51,004.37	213,449.66
1102028 - Cash Library Donations	24,365.34	0.97	24,366.31
1102073 - Cash IL - Epay 151600008073	39,596.47	2,474.96	42,071.43
1102078 - Cash IL - Epay Library	9,885.29	408.79	10,294.08
1102079 - IL Funds - 151600222591	3,236,955.14	332,390.65	3,569,345.79
1104006 - Investments - Certificates of Deposit	103,288.67	39.47	103,328.14
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>10,048,699.98</u>	<u>387,213.81</u>	<u>10,435,913.79</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	248,493.36	(47,058.60)	201,434.76
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>6,910,586.63</u>	<u>(47,058.60)</u>	<u>6,863,528.03</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	1,250.00	0.00	1,250.00
3730000 - Fund Balance - Unreserved	3,693,019.85	0.00	3,693,019.85
	<u>3,694,269.85</u>	<u>0.00</u>	<u>3,694,269.85</u>
Total Liabilities and Fund Balance	<u>10,604,856.48</u>	<u>(47,058.60)</u>	<u>10,557,797.88</u>
Excess Revenues Over Expenses	<u>(556,156.50)</u>	<u>434,272.41</u>	<u>(121,884.09)</u>

See Accountants' Compilation Report

March 12, 2012

Des Plaines Public Library
Balance Sheet as of February 29, 2012

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	2,324.47	0.00	2,324.47
1102079 - IL Funds - 151600222591	102,891.07	7.88	102,898.95
	105,215.54	7.88	105,223.42

Liabilities and Fund Balance

Liabilities

	0.00	0.00	0.00
	0.00	0.00	0.00

Fund Balance

3730000 - Fund Balance - Unreserved	111,506.97	0.00	111,506.97
Total Liabilities and Fund Balance	111,506.97	0.00	111,506.97
Excess Revenues Over Expenses	(6,291.43)	7.88	(6,283.55)

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
Total Liabilities and Fund Balance	182,329.64	0.00	182,329.64
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

March 12, 2012

Des Plaines Public Library
Balance Sheet as of February 29, 2012

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	235,874.00	0.00	235,874.00
1204201 - Fixed Assets - Library Equipment	869,440.00	0.00	869,440.00
1204300 - Fixed Assets - Vehicles	161,448.00	0.00	161,448.00
1209900 - Fixed Assets - Accumulated Depreciation	<u>(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>
Total Liabilities and Net Capital Assets	<u><u>853,306.00</u></u>	<u><u>0.00</u></u>	<u><u>853,306.00</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

See Accountants' Compilation Report

March 12, 2012

**Des Plaines Public Library
Revenue Report
For the 2 Months Ended February 29, 2012**

<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>
<u>Taxes</u>					
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	43,465.38	80,318.58	50,000.00	(30,318.58)	160.64
4810027 - Property Taxes 2010	825,762.12	825,762.12	6,359,096.00	5,533,333.88	12.99
	<u>869,227.50</u>	<u>906,080.70</u>	<u>6,409,096.00</u>	<u>5,503,015.30</u>	<u>14.14</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>150,988.00</u>	<u>150,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	592.22	915.22	4,000.00	3,084.78	22.88
4850102 - Library Fines	4,957.84	11,337.47	77,000.00	65,662.53	14.72
4850103 - Library Fines / Credit Card	3,028.64	6,828.93	43,000.00	36,171.07	15.88
4850201 - Copying Fee	3,161.45	4,628.65	30,000.00	25,371.35	15.43
4850202 - Damaged Materials	68.84	98.82	700.00	601.18	14.12
4850203 - Lost Materials	847.02	1,416.90	7,000.00	5,583.10	20.24
4850205 - Bags	45.00	141.00	750.00	609.00	18.80
4850207 - Non-Res Cards	0.00	220.50	1,000.00	779.50	22.05
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>12,701.01</u>	<u>25,587.49</u>	<u>165,450.00</u>	<u>139,862.51</u>	<u>15.47</u>
<u>Other Revenue</u>					
4890010 - Interest Income	296.26	635.12	3,000.00	2,364.88	21.17
4890050 - Sale of Fixed Assets	0.00	0.00	5,000.00	5,000.00	0.00
4899900 - Miscellaneous Revenue	1,241.80	3,526.48	18,000.00	14,473.52	19.59
4899920 - Library Donations	0.00	0.00	3,500.00	3,500.00	0.00
	<u>1,538.06</u>	<u>4,161.60</u>	<u>29,500.00</u>	<u>25,338.40</u>	<u>14.11</u>
Total Library Fund	<u>883,466.57</u>	<u>935,829.79</u>	<u>6,755,534.00</u>	<u>5,819,704.21</u>	<u>13.85</u>

See Accountants' Compilation Report

March 12, 2012

**Des Plaines Public Library
Revenue Report
For the 2 Months Ended February 29, 2012**

	<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	7.88	16.45	2,500.00	2,483.55	0.66
	<u>7.88</u>	<u>16.45</u>	<u>2,500.00</u>	<u>2,483.55</u>	<u>0.66</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	200,000.00	200,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>7.88</u>	<u>16.45</u>	<u>202,500.00</u>	<u>202,483.55</u>	<u>0.01</u>
Total of All Funds	<u>883,474.45</u>	<u>935,846.24</u>	<u>6,958,034.00</u>	<u>6,022,187.76</u>	<u>13.45</u>

See Accountants' Compilation Report

March 12, 2012

Des Plaines Public Library
Expense Report
For the 2 Months Ended February 29, 2012

<u>Library Fund</u>	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
Salaries					
5910100 - Salaries	151,213.97	304,180.48	2,073,069.00	1,768,888.52	14.67
5910200 - Temporary Wages	58,533.43	113,087.47	781,639.00	668,551.53	14.47
	<u>209,747.40</u>	<u>417,267.95</u>	<u>2,854,708.00</u>	<u>2,437,440.05</u>	<u>14.62</u>
Benefits					
5918010 - Unemployment Compensation	906.44	2,094.13	35,000.00	32,905.87	5.98
5918020 - Employer Contribution - FICA	15,547.71	30,813.22	214,925.00	184,111.78	14.34
5918021 - Employer Contribution - IMRF	25,670.67	47,370.34	342,979.00	295,608.66	13.81
5918040 - Life Insurance Premiums	0.00	0.00	4,104.00	4,104.00	0.00
5918050 - PPO Insurance Premiums	21,339.60	40,406.16	275,713.00	235,306.84	14.66
5918051 - HMO Insurance Premiums	8,623.72	16,267.15	99,504.00	83,236.85	16.35
5918055 - Dental Insurance Premiums	1,900.16	3,800.32	25,543.00	21,742.68	14.88
5918070 - Workers Compensation	1,051.91	2,079.93	13,500.00	11,420.07	15.41
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>75,040.21</u>	<u>142,831.25</u>	<u>1,012,768.00</u>	<u>869,936.75</u>	<u>14.10</u>
Contractual Services					
5920100 - Legal Fees	0.00	337.40	9,000.00	8,662.60	3.75
5920110 - Professional Services	3,682.90	58,667.51	360,000.00	301,332.49	16.30
5920120 - Communication Services	631.80	5,428.57	39,100.00	33,671.43	13.88
5920140 - Data Processing Services	7,783.81	21,713.65	100,250.00	78,536.35	21.66
5920202 - Conferences	256.00	581.00	3,000.00	2,419.00	19.37
5920204 - Training	30.00	30.00	5,000.00	4,970.00	0.60
5920220 - Membership Dues	0.00	100.00	7,000.00	6,900.00	1.43
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920990 - Property/Liability Insurance	0.00	29,746.00	30,000.00	254.00	99.15
5930010 - R&M Equipment	12,319.94	67,524.72	118,100.00	50,575.28	57.18
5930020 - R&M Buildings & Structures	7,400.60	12,689.10	128,100.00	115,410.90	9.91
5930030 - R&M Vehicles	849.90	849.90	3,500.00	2,650.10	24.28
5930195 - Book Binding & Repair	180.35	180.35	500.00	319.65	36.07
5930210 - Rental of Equipment	2,005.00	6,179.00	29,000.00	22,821.00	21.31
5930320 - Cleaning/Custodial Services	4,020.00	11,020.00	47,700.00	36,680.00	23.10
5930490 - Refuse Contract	573.69	1,700.38	7,200.00	5,499.62	23.62
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	310.74	455.20	500.00	44.80	91.04
5960070 - Travel Expense	91.33	175.47	500.00	324.53	35.09
5960210 - Special Event Programming	2,047.67	5,822.67	31,250.00	25,427.33	18.63
5960990 - Misc. Contractual Services	31,631.52	44,018.31	76,425.00	32,406.69	57.60
	<u>73,815.25</u>	<u>267,219.23</u>	<u>998,375.00</u>	<u>731,155.77</u>	<u>26.77</u>
Commodities					
5970100 - Office Supplies	14,196.21	21,689.45	102,500.00	80,810.55	21.16
5970110 - Meals	110.00	390.69	2,000.00	1,609.31	19.53
5970115 - Supplies - Dept/Other	890.50	1,510.05	7,000.00	5,489.95	21.57
5970170 - Janitorial	834.43	1,641.65	30,300.00	28,658.35	5.42
5970260 - Postage & Parcel	(350.00)	58.00	15,000.00	14,942.00	0.39
5970270 - Printing -Reproduction-Binding	0.00	414.40	4,000.00	3,585.60	10.36
5970500 - Purchase of Water	335.80	335.80	6,000.00	5,664.20	5.60
5970600 - Books	21,850.11	62,031.18	350,000.00	287,968.82	17.72

See Accountants' Compilation Report

March 12, 2012

Des Plaines Public Library
Expense Report
For the 2 Months Ended February 29, 2012

	<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>
5970610 - Audio Materials	5,874.26	8,196.08	74,000.00	65,803.92	11.08
5970620 - Subscriptions & Books	166.90	1,985.50	68,000.00	66,014.50	2.92
5970630 - Visual Materials	7,672.37	17,050.37	111,000.00	93,949.63	15.36
5970640 - Automated Reference Materials	11,456.00	67,913.84	165,000.00	97,086.16	41.16
5970650 - Downloadable Materials	18,519.11	19,389.65	33,000.00	13,610.35	58.76
5970810 - Natural Gas	0.00	4,260.39	26,000.00	21,739.61	16.39
5970840 - Diesel	0.00	452.66	0.00	(452.66)	0.00
5970850 - Gasoline	0.00	75.95	1,000.00	924.05	7.60
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>81,555.69</u>	<u>207,395.66</u>	<u>998,800.00</u>	<u>791,404.34</u>	<u>20.76</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	156.50	485.18	11,700.00	11,214.82	4.15
5980420 - Computer Software	7,456.25	11,765.01	61,205.00	49,439.99	19.22
5980600 - Furniture & Fixtures	0.00	1,707.75	16,500.00	14,792.25	10.35
	<u>7,612.75</u>	<u>13,957.94</u>	<u>89,405.00</u>	<u>75,447.06</u>	<u>15.61</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,422.86	9,041.85	58,000.00	48,958.15	15.59
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>1,422.86</u>	<u>9,041.85</u>	<u>333,000.00</u>	<u>323,958.15</u>	<u>2.72</u>
Total Library Fund Expenditures	<u>449,194.16</u>	<u>1,057,713.88</u>	<u>6,287,056.00</u>	<u>5,229,342.12</u>	<u>16.82</u>

See Accountants' Compilation Report

March 12, 2012

Des Plaines Public Library
Expense Report
For the 2 Months Ended February 29, 2012

	<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>					
5980300 - Improvements	0.00	0.00	39,000.00	39,000.00	0.00
5980400 - Equipment	0.00	6,300.00	17,300.00	11,000.00	36.42
5990990 - Vehicles	<u>0.00</u>	<u>0.00</u>	<u>43,000.00</u>	<u>43,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>6,300.00</u>	<u>56,300.00</u>	<u>50,000.00</u>	<u>11.19</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>6,300.00</u>	<u>99,300.00</u>	<u>93,000.00</u>	<u>6.34</u>
Total of All Funds	<u>449,194.16</u>	<u>1,064,013.88</u>	<u>6,386,356.00</u>	<u>5,322,342.12</u>	<u>16.66</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
11746	02/21/12	LIVING HISTORY THEATRE	-300.00
11757	02/21/12	PITNEY BOWES	-616.48
11760	02/21/12	RANDOM HOUSE INCORPORATED	-62.80
11780	03/20/12	Baker & Taylor, Inc.	21,965.82
11781	03/20/12	BANKCARD SERVICES	6,171.81
11782	03/20/12	MIDWEST TAPE	13,794.70
11783	03/20/12	3m, Inc.	12,573.16
11784	03/20/12	AMAZON	637.52
11785	03/20/12	AWE, Inc.	156.50
11786	03/20/12	BANC OF AMERICA LEASING	2,005.00
11787	03/20/12	C C H, INCORPORATED	77.49
11788	03/20/12	CARSON-DELLOSA PUBLISHING CO. LLC	13.99
11789	03/20/12	CHICAGO OFFICE TECHNOLOGY GROUP	2,994.60
11790	03/20/12	CITY OF DES PLAINES	1.00
11791	03/20/12	CITY OF DES PLAINES, PUBLIC WORKS	335.80
11792	03/20/12	COOPERATIVE COMPUTER SERVICES	7,783.81
11793	03/20/12	COURTNEY O. SCHADE	91.33
11794	03/20/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,660.00
11795	03/20/12	DEMCO EDUCATIONAL CORP	1,430.90
11796	03/20/12	EVANCED SOLUTIONS, INC.	3,650.00
11797	03/20/12	FINDAWAY WORLD LLC	374.94
11798	03/20/12	FOREIGN POLICY ASSOCIATION	284.31
11799	03/20/12	Gale, Inc	944.60
11800	03/20/12	GAYLORD BROS., INC.	114.67
11801	03/20/12	GRAINGER	96.68
11802	03/20/12	GREY HOUSE PUBLISHING	4,145.00
11803	03/20/12	HOUCHEN BINDERY	180.35
11804	03/20/12	IMAGING OFFICE SYSTEMS, INC.	1,540.34
11805	03/20/12	INVICTA SERVICES LLC	139.05
11806	03/20/12	JAMES VERNOLA	100.00
11807	03/20/12	JOHN HEGNER	350.00
11808	03/20/12	LACONI TSS	30.00
11809	03/20/12	LAMP RECYCLERS	150.00
11810	03/20/12	LAUTERBACH & AMEN, LLP.	3,215.00
11811	03/20/12	LIBRARY IDEAS LLC	17,650.00
11812	03/20/12	LIMRiCC	37,360.37
11813	03/20/12	Lyngsoe Systems, Inc	40.00
11814	03/20/12	MANGO LANGUAGES	3,150.00
11815	03/20/12	MARIAM THILL	100.00
11816	03/20/12	MARSHALL CAVENDISH CORPORATION	118.53
11817	03/20/12	MARY JANES FARM	19.95
11818	03/20/12	MATTHEW BENDER & COMPANY INC	86.59
11819	03/20/12	McQuay Service, Inc	2,096.00
11820	03/20/12	MENARDS	50.15
11821	03/20/12	OFFICE DEPOT	1,353.03
11822	03/20/12	Outsource Solutions Grp. Inc	27,895.37
11823	03/20/12	OVERDRIVE, INC.	809.88
11824	03/20/12	PC Nation, Inc	3,806.25
11825	03/20/12	PRESTIGE DISTRIBUTION, INC.	537.60
11826	03/20/12	PROQUEST LLC	4,260.00
11827	03/20/12	RANDOM HOUSE INCORPORATED	38.80
11828	03/20/12	RESEARCH TECHNOLOGY INTERNATIONAL	49.80
11829	03/20/12	ROBERT LINDSEY	300.00
11830	03/20/12	RUNCO OFFICE SUPPLY	729.78
11831	03/20/12	Salem Press, Inc	185.00
11832	03/20/12	SCHINDLER ELEVATOR CORPORATION	7,065.60
11833	03/20/12	Speed E Kleen, Inc	360.00
11834	03/20/12	STEVEN J. GASSMAN	125.00
11835	03/20/12	TODAY'S BUSINESS SOLUTIONS INC	3,240.00
11836	03/20/12	VAHE GHAZARIAN	90.00
11837	03/20/12	VIKING PLUMBING SERVICES, LLC	335.00

0517

All checkbooks
February 2012

Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
11838	03/20/12	WASTE MANAGEMENT	414.02
11839	03/20/12	WASTE MANAGEMENT	159.67
50275	02/28/12	COMCAST CABLE	0.00
50276	02/28/12	LEVEL(3) COMMUNICATIONS, LLC.	479.29
50277	02/28/12	SPRINT	36.39
50278	02/28/12	WOW! INTERENT CABLE	116.12
50279	02/28/12	FIRST MIDWEST BANK 504	162.00
50280	02/28/12	IMRF	36,469.59
Total checks	69	Total	<u>237,718.87</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LIVING HISTORY THEATRE	11746	02/21/12	-300.00
Account No. Description		Amount	
201-5960210 VOID CK # 11746		-300.00	
PITNEY BOWES	11757	02/21/12	-616.48
Account No. Description		Amount	
201-5930210 VOID CK # 11757		-164.00	
201-5970100 VOID CK # 11757		-102.48	
201-5970260 VOID CK # 11757		-350.00	
RANDOM HOUSE INCORPORATED	11760	02/21/12	-62.80
Account No. Description		Amount	
201-5970610 VOID CK # 11760		-27.00	
201-5970610 VOID CK # 11760		34.00	
201-5970610 VOID CK # 11760		-30.00	
201-5970610 VOID CK # 11760		-24.00	
201-5970610 VOID CK # 11760		30.00	
201-5970610 VOID CK # 11760		-24.00	
201-5970610 VOID CK # 11760		-27.20	
201-5970630 VOID CK # 11760		-21.60	
201-5970630 VOID CK # 11760		27.00	
		Subtotal	<u>-979.28</u>
COMCAST CABLE	50275	02/28/12	0.00
Account No. Description		Amount	
201-5920120 ACH		227.97	
201-5920120 ACH		-227.97	
FIRST MIDWEST BANK 504	50279	02/28/12	162.00
Account No. Description		Amount	
201-5960065 Deposit Slips		162.00	
IMRF	50280	02/28/12	36,469.59
Account No. Description		Amount	
201-2401002 2/2011 ER IMRF Contrib		28,378.60	
201-2401002 2/2011 EE IMRF Contrib		8,090.99	
LEVEL(3) COMMUNICATIONS, LLC.	50276	02/28/12	479.29
Account No. Description		Amount	
201-5920120 ACH		479.29	
SPRINT	50277	02/28/12	36.39
Account No. Description		Amount	
201-5920120 ACH		19.67	
201-5920120 ACH		16.72	
WOW! INTERENT CABLE	50278	02/28/12	116.12
Account No. Description		Amount	
201-5920120 ACH		116.12	
		Subtotal	<u>37,263.39</u>
3m, Inc.	11783	03/20/12	12,573.16
Account No. Description		Amount	
201-5930010 Invoice # OF51104		654.00	
201-5930010 Invoice # OF51105		1,795.00	
201-5970100 Invoice # UM05715		2,247.52	
201-5970100 Invoice # UM05678		6,311.84	
201-5970100 Invoice # UM05683		1,564.80	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AMAZON	11784	03/20/12	637.52
Account No.	Description	Amount	
201-5970600	February Amazon.com	111.92	
201-5970610	February Amazon.com	251.94	
201-5970630	February Amazon.com	273.66	
AWE, Inc.	11785	03/20/12	156.50
Account No.	Description	Amount	
201-5980410	Invoice # DPPL12001-1	156.50	
Baker & Taylor, Inc.	11780	03/20/12	21,965.82
Account No.	Description	Amount	
201-5960990	Invoice # 2026747393	29.45	
201-5960990	Invoice # 2026732592	2.10	
201-5960990	Invoice # 2026733552	36.65	
201-5960990	Invoice # 2026735569	161.50	
201-5960990	Invoice # 2026754816	33.65	
201-5960990	Invoice # 2026759939	129.40	
201-5960990	Invoice # 2026757383	0.70	
201-5960990	Invoice # 2026786152	145.75	
201-5960990	Invoice # 2026776481	53.25	
201-5960990	Invoice # 2026720879	4.90	
201-5960990	Invoice # 2026716204	9.20	
201-5960990	Invoice # 2026716212	8.10	
201-5960990	Invoice # 2026716771	32.85	
201-5960990	Invoice # 2026716205	1.77	
201-5960990	Invoice # 5011852173	11.20	
201-5960990	Invoice # 2026705023	215.65	
201-5960990	Invoice # 2026701536	8.55	
201-5960990	Invoice # 2026705161	15.65	
201-5960990	Invoice # 2026701722	3.24	
201-5960990	Invoice # 2026705002	94.70	
201-5960990	Invoice # 2026704725	38.14	
201-5960990	Invoice # 2026712430	9.00	
201-5960990	Invoice # 2026706627	6.48	
201-5960990	Invoice # 2026704997	40.61	
201-5960990	Invoice # 2026733939	0.85	
201-5960990	Invoice # 2026733842	1.50	
201-5960990	Invoice # 2026733930	9.00	
201-5960990	Invoice # 2026734065	1.62	
201-5960990	Invoice # 2026733908	9.20	
201-5960990	Invoice # 2026741889	17.82	
201-5960990	Invoice # 2026728481	5.68	
201-5960990	Invoice # 2026752695	1.70	
201-5960990	Invoice # 2026752802	25.05	
201-5960990	Invoice # 2026741883	20.55	
201-5960990	Invoice # 2026743123	46.75	
201-5960990	Invoice # 2026742793	14.10	
201-5960990	Invoice # 2026738323	30.80	
201-5960990	Invoice # 2026743360	80.25	
201-5960990	Invoice # 2026742756	23.45	
201-5960990	Invoice # 2026743289	76.53	
201-5960990	Invoice # 2026757995	4.10	
201-5960990	Invoice # 2026758030	13.50	
201-5960990	Invoice # 2026758040	2.35	
201-5960990	Invoice # 2026763803	17.75	
201-5960990	Invoice # 2026758041	1.62	
201-5960990	Invoice # 2026738513	3.00	
201-5960990	Invoice # 2026741856	35.37	
201-5960990	Invoice # 2026743342	16.20	
201-5960990	Invoice # 2026765603	54.75	
201-5960990	Invoice # 2026765623	12.24	
201-5960990	Invoice # 2026766727	10.25	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026766772		99.25
201-5960990	Invoice # 2026758940		3.24
201-5960990	Invoice # 2026750995		10.50
201-5960990	Invoice # 2026752701		6.93
201-5960990	Invoice # 2026752828		10.05
201-5960990	Invoice # 2026762386		8.50
201-5960990	Invoice # 2026758011		2.69
201-5960990	Invoice # 2026780799		0.85
201-5960990	Invoice # 2026774748		2.81
201-5960990	Invoice # 2026780817		1.62
201-5960990	Invoice # 2026780753		7.50
201-5960990	Invoice # 2026774689		22.50
201-5960990	Invoice # 2026774930		28.45
201-5960990	Invoice # 2026780758		1.70
201-5960990	Invoice # 2026629379		5.69
201-5960990	Invoice # 2026774662		6.20
201-5960990	Invoice # 2026780874		1.50
201-5960990	Invoice # 2026774864		2.90
201-5960990	Invoice # 2026770064		1.50
201-5960990	Invoice # 2026770152		4.70
201-5970600	Invoice # 2026716770		570.98
201-5970600	Invoice # 2026728948		205.21
201-5970600	Invoice # 2026723677		262.26
201-5970600	Invoice # 2026732591		24.51
201-5970600	Invoice # 2026735568		2,340.51
201-5970600	Invoice # 2026754815		561.32
201-5970600	Invoice # 2026759938		2,181.16
201-5970600	Invoice # 2026757382		11.95
201-5970600	Invoice # 2026747393		153.42
201-5970600	Invoice # 2026720879		25.01
201-5970600	Invoice # 2026716204		92.93
201-5970600	Invoice # 2026716212		192.29
201-5970600	Invoice # 2026716771		0.00
201-5970600	Invoice # 2026716205		15.34
201-5970600	Invoice # 5011852173		276.68
201-5970600	Invoice # 2026705023		1,830.53
201-5970600	Invoice # 2026701536		74.92
201-5970600	Invoice # 2026705161		177.63
201-5970600	Invoice # 2026701722		28.34
201-5970600	Invoice # 2026705002		1,022.92
201-5970600	Invoice # 2026704725		318.33
201-5970600	Invoice # 2026712430		84.28
201-5970600	Invoice # 2026706627		61.24
201-5970600	Invoice # 2026704997		113.30
201-5970600	Invoice # 2026733939		16.07
201-5970600	Invoice # 2026733842		8.51
201-5970600	Invoice # 2026733930		80.74
201-5970600	Invoice # 2026762361		133.46
201-5970600	Invoice # 2026786151		1,961.29
201-5970600	Invoice # 0000134776		113.77
201-5970600	Invoice # 2026734065		11.35
201-5970600	Invoice # 2026733908		123.99
201-5970600	Invoice # 2026741889		160.52
201-5970600	Invoice # 2026728481		10.75
201-5970600	Invoice # 2026752695		27.11
201-5970600	Invoice # 2026752802		230.31
201-5970600	Invoice # 2026741883		154.35
201-5970600	Invoice # 2026743123		1,110.39
201-5970600	Invoice # 2026742793		113.08
201-5970600	Invoice # 2026738323		140.28
201-5970600	Invoice # 2026743360		683.25
201-5970600	Invoice # 2026742756		262.26
201-5970600	Invoice # 2026743289		224.92

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount	
201-5970600	Invoice # 2026757995	35.07		
201-5970600	Invoice # 2026758030	115.11		
201-5970600	Invoice # 2026758040	16.80		
201-5970600	Invoice # 2026765803	138.37		
201-5970600	Invoice # 2026758041	14.76		
201-5970600	Invoice # 2026738513	22.69		
201-5970600	Invoice # 2026741856	74.63		
201-5970600	Invoice # 2026743342	150.21		
201-5970600	Invoice # 2026765603	530.87		
201-5970600	Invoice # 2026765623	121.47		
201-5970600	Invoice # 2026766727	209.25		
201-5970600	Invoice # 2026766772	251.53		
201-5970600	Invoice # 2026758940	29.47		
201-5970600	Invoice # 2026750995	110.10		
201-5970600	Invoice # 2026752701	71.89		
201-5970600	Invoice # 2026752828	184.55		
201-5970600	Invoice # 2026762386	41.81		
201-5970600	Invoice # 2026758011	8.37		
201-5970600	Invoice # 2026780799	24.81		
201-5970600	Invoice # 2026774748	4.77		
201-5970600	Invoice # 2026780817	14.20		
201-5970600	Invoice # 2026780753	73.81		
201-5970600	Invoice # 2026774689	139.56		
201-5970600	Invoice # 2026774930	259.53		
201-5970600	Invoice # 2026780758	18.99		
201-5970600	Invoice # 2026629379	15.03		
201-5970600	Invoice # 2026774662	47.20		
201-5970600	Invoice # 2026780874	15.28		
201-5970600	Invoice # 2026774864	19.15		
201-5970600	Invoice # 2026770064	9.65		
201-5970600	Invoice # 2026770152	68.43		
201-5970600	Invoice # 2026776480	954.46		
201-5970630	Invoice # 1756572570	11.02		
201-5970630	Invoice # 176946470	44.01		
201-5970630	Invoice # 176572560	69.96		
BANC OF AMERICA LEASING		11786	03/20/12	2,005.00
Account No.	Description	Amount		
201-5930210	Invoice # 0212075317	2,005.00		
BANKCARD SERVICES		11781	03/20/12	6,171.81
Account No.	Description	Amount		
201-5920202		256.00		
201-5930030		849.90		
201-5930210		164.00		
201-5960210		1,497.67		
201-5960990		29.40		
201-5970100		456.35		
201-5970110		110.00		
201-5970115		890.50		
201-5970600		44.40		
201-5970620		146.95		
201-5970630		244.55		
201-5970650		59.23		
201-5990900		1,422.86		
C C H INCORPORATED		11787	03/20/12	77.49
Account No.	Description	Amount		
201-5970600	Invoice # 517998	77.49		
CARSON-DELLOSA PUBLISHING CO. LLC		11788	03/20/12	13.99
Account No.	Description	Amount		
201-5970600	Invoice # 924117	13.99		

0552

All Checkbooks
February 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
CHICAGO OFFICE TECHNOLOGY GROUP	11789	03/20/12	2,994.60
Account No. Description		Amount	
201-5930010 Invoice # 104910		1,515.98	
201-5930010 Invoice # 104904		43.98	
201-5930010 Invoice # 105183		226.04	
201-5930010 Invoice # 105192		228.10	
201-5930010 Invoice # 105090		648.00	
201-5930010 Invoice # 103461		332.50	
CITY OF DES PLAINES	11790	03/20/12	1.00
Account No. Description		Amount	
201-5960990 Lease Payment		1.00	
CITY OF DES PLAINES, PUBLIC WORKS	11791	03/20/12	335.80
Account No. Description		Amount	
201-5970500 Water/Sanitary		335.80	
COOPERATIVE COMPUTER SERVICES	11792	03/20/12	7,783.81
Account No. Description		Amount	
201-5920140 OCLC JED Profile Feb. 12		1,314.98	
201-5920140 Invoice # CCS 2/1/12		5,153.85	
201-5920140 OCLC JED Profile Mar. 12		1,314.98	
COURTNEY O. SCHADE	11793	03/20/12	91.33
Account No. Description		Amount	
201-5960070 Reimbursement		91.33	
CRYSTAL MANAGEMENT & MAINT. SER	11794	03/20/12	3,660.00
Account No. Description		Amount	
201-5930320 Invoice # 20308		320.00	
201-5930320 Invoice # 20333		3,340.00	
DEMCO EDUCATIONAL CORP	11795	03/20/12	1,430.90
Account No. Description		Amount	
201-5970100 Invoice # 4513503		1,430.90	
EVANCED SOLUTIONS, INC.	11796	03/20/12	3,650.00
Account No. Description		Amount	
201-5980420 Invoice # 7900		3,650.00	
FINDAWAY WORLD LLC	11797	03/20/12	374.94
Account No. Description		Amount	
201-5970610 Invoice # 66583		374.94	
FOREIGN POLICY ASSOCIATION	11798	03/20/12	284.31
Account No. Description		Amount	
201-5970600 Order ID # FPA-7022		284.31	
Gale, Inc	11799	03/20/12	944.60
Account No. Description		Amount	
201-5970600 Invoice # 17476625		150.40	
201-5970600 Invoice # 17464744		794.20	
201-5970600 Invoice # 17466596		0.00	
GAYLORD BROS., INC.	11800	03/20/12	114.67
Account No. Description		Amount	
201-5970100 Invoice # 2013240		114.67	
GRAINGER	11801	03/20/12	96.68
Account No. Description		Amount	
201-5970170 Invoice # 9763189546		11.98	
201-5970170 Invoice # 9763189538		84.70	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
GREY HOUSE PUBLISHING	11802	03/20/12	4,145.00
Account No.		Amount	
201-5970640	Description	3,795.00	
201-5970640	Order # 809088	350.00	
	Invoice # 822918		
HOUCHEN BINDERY	11803	03/20/12	180.35
Account No.		Amount	
201-5930195	Description	180.35	
	Invoice # 194594		
IMAGING OFFICE SYSTEMS, INC.	11804	03/20/12	1,540.34
Account No.		Amount	
201-5930010	Description	1,540.34	
	Invoice # CONT007687		
INVICTA SERVICES LLC	11805	03/20/12	139.05
Account No.		Amount	
201-5960990	Description	139.05	
	Invoice # 1547		
JAMES VERNOLA	11806	03/20/12	100.00
Account No.		Amount	
201-5960210	Description	100.00	
	Presenter Fee 4/7/12		
JOHN HEGNER	11807	03/20/12	350.00
Account No.		Amount	
201-5960210	Description	350.00	
	Program on 4/14/12		
LACONI TSS	11808	03/20/12	30.00
Account No.		Amount	
201-5920204	Description	30.00	
	Invoice # 030612		
LAMP RECYCLERS	11809	03/20/12	150.00
Account No.		Amount	
201-5970170	Description	150.00	
	Invoice # 56662		
LAUTERBACH & AMEN, LLP.	11810	03/20/12	3,215.00
Account No.		Amount	
201-5920110	Description	390.00	
201-5920110	Invoice No. 25392	1,390.00	
201-5920110	Invoice No. 24678	1,435.00	
	Invoice No. 25042		
LIBRARY IDEAS LLC	11811	03/20/12	17,650.00
Account No.		Amount	
201-5970650	Description	17,650.00	
	Invoice # 26050		
LIMRiCC	11812	03/20/12	37,360.37
Account No.		Amount	
201-2401002	Description	37,360.37	
	PHIP Monthly Billing Feb		
Lyngsoe Systems, Inc	11813	03/20/12	40.00
Account No.		Amount	
201-5970100	Description	40.00	
	Invoice # 000527		
MANGO LANGUAGES	11814	03/20/12	3,150.00
Account No.		Amount	
201-5970640	Description	3,150.00	
	Invoice # L4050		
MARIAM THILL	11815	03/20/12	100.00
Account No.		Amount	
201-5960210	Description	100.00	
	Program on 5/2/12		
MARSHALL CAVENDISH CORPORATION	11816	03/20/12	118.53
Account No.		Amount	
201-5970600	Description	118.53	
	Invoice # 885742		

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MARY JANES FARM	11817	03/20/12	19.95
Account No.		Description	Amount
201-5970620		Subscription	19.95
MATTHEW BENDER & COMPANY INC	11818	03/20/12	86.59
Account No.		Description	Amount
201-5970600		Invoice # 28910788	86.59
McQuay Service, Inc	11819	03/20/12	2,096.00
Account No.		Description	Amount
201-5930010		Invoice # 2566302	2,096.00
MENARDS	11820	03/20/12	50.15
Account No.		Description	Amount
201-5970170		Invoice # 37709	50.15
MIDWEST TAPE	11782	03/20/12	13,794.70
Account No.		Description	Amount
201-5960990		Invoice # 6575886	159.85
201-5960990		Invoice # 6584568	237.65
201-5960990		Invoice # 6572869	110.50
201-5960990		Invoice # 6570130	365.60
201-5960990		Invoice # 6570129	29.85
201-5960990		Invoice # 6581767	163.70
201-5960990		Invoice # 6592167	7.70
201-5960990		Invoice # 6592168	3.70
201-5960990		Invoice # 6592169	7.40
201-5960990		Invoice # 6575887	23.35
201-5960990		Invoice # 6575888	11.10
201-5960990		Invoice # 65817689	12.95
201-5960990		Invoice # 6570131	77.25
201-5960990		Invoice # 6570132	5.55
201-5960990		Invoice # 6584569	26.95
201-5960990		Invoice # 6584570	3.70
201-5960990		Invoice # 6579018	153.75
201-5960990		Invoice # 6579020	1.85
201-5960990		Invoice # 6579019	65.70
201-5960990		Invoice # 6579021	12.95
201-5960990		Invoice # 6572871	3.70
201-5960990		Invoice # 6572870	3.85
201-5960990		Invoice # 6572872	5.55
201-5970610		Invoice # 2758981	47.99
201-5970610		Invoice # 6581767	577.36
201-5970610		Invoice # 6592167	25.48
201-5970610		Invoice # 6592168	119.98
201-5970610		Invoice # 6592169	174.96
201-5970610		Invoice # 6575887	73.29
201-5970610		Invoice # 6575888	159.94
201-5970610		Invoice # 65817689	216.93
201-5970610		Invoice # 6570131	238.00
201-5970610		Invoice # 6570132	106.97
201-5970610		Invoice # 6584569	82.58
201-5970610		Invoice # 6584570	74.98
201-5970610		Invoice # 6579018	997.77
201-5970610		Invoice # 6579020	29.99
201-5970610		Invoice # 6579019	206.83
201-5970610		Invoice # 6579021	249.93
201-5970610		Invoice # 6572871	84.98
201-5970610		Invoice # 6572870	12.74
201-5970610		Invoice # 6572872	118.97
201-5970610		Invoice # 2765695	435.92
201-5970610		Invoice # 2752577	1,235.79

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 6592166	938.57	
201-5970630	Invoice # 2765427	44.98	
201-5970630	Invoice # 6575886	1,213.24	
201-5970630	Invoice # 2759025	45.73	
201-5970630	Invoice # 6584568	1,666.04	
201-5970630	Invoice # 6572869	623.89	
201-5970630	Invoice # 6570130	2,134.61	
201-5970630	Invoice # 6570129	362.11	
OFFICE DEPOT	11821	03/20/12	1,353.03
Account No.	Description	Amount	
201-5970100	Invoice # 599369614001	90.17	
201-5970100	Invoice # 598626796001	37.28	
201-5970100	Invoice # 598194779001	5.90	
201-5970100	Invoice # 597896001001	40.60	
201-5970100	Invoice # 598463622001	36.17	
201-5970100	Invoice # 594685087001	1,112.93	
201-5970100	Invoice # 597392475001	29.98	
Outsource Solutions Grp, Inc	11822	03/20/12	27,895.37
Account No.	Description	Amount	
201-5960990	Invoice # 14173	280.00	
201-5960990	Invoice # 14172	27,083.33	
201-5960990	Invoice # 14046	532.04	
OVERDRIVE, INC.	11823	03/20/12	809.88
Account No.	Description	Amount	
201-5970650	Invoice# 120015973-022812	381.79	
201-5970650	Invoice# 142329130-020912	91.91	
201-5970650	Invoice# 142143837-020912	336.18	
PC Nation, Inc	11824	03/20/12	3,806.25
Account No.	Description	Amount	
201-5980420	Invoice # P050435701015	3,806.25	
PRESTIGE DISTRIBUTION, INC.	11825	03/20/12	537.60
Account No.	Description	Amount	
201-5970170	Invoice # 4996	537.60	
PROQUEST LLC	11826	03/20/12	4,260.00
Account No.	Description	Amount	
201-5970640	Renewal # US10014780	4,260.00	
RANDOM HOUSE INCORPORATED	11827	03/20/12	38.80
Account No.	Description	Amount	
201-5970610	Invoice # 1083097008	27.00	
201-5970610	Invoice # 9000428775	24.00	
201-5970610	Invoice # 9000428832	-30.00	
201-5970610	Invoice # 1083001534	30.00	
201-5970610	Invoice # 9000428833	27.20	
201-5970610	Invoice # 9000428783	-34.00	
201-5970630	Invoice # 9000428776	-27.00	
201-5970630	Invoice # 9000428787	21.60	
RESEARCH TECHNOLOGY INTERNATION	11828	03/20/12	49.80
Account No.	Description	Amount	
201-5970100	Invoice # 164843	49.80	
ROBERT LINDSEY	11829	03/20/12	300.00
Account No.	Description	Amount	
201-5960210	4/4/12 Program	300.00	
RUNCO OFFICE SUPPLY	11830	03/20/12	729.78

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description			Amount
201-5970100 Invoice # 503362-0			38.98
201-5970100 Invoice # 504612-0			543.84
201-5970100 Invoice # 503652-0			28.80
201-5970100 Invoice # 503885-0			34.44
201-5970100 Invoice # 502840-0			83.72
Salem Press. Inc	11831	03/20/12	185.00
Account No. Description			Amount
201-5970600 Invoice # 0399152-IN			185.00
SCHINDLER ELEVATOR CORPORATION	11832	03/20/12	7,065.60
Account No. Description			Amount
201-5930020 Invoice # 8103139556			7,065.60
Speed E Kleen, Inc	11833	03/20/12	360.00
Account No. Description			Amount
201-5930320 Invoice # 3698			240.00
201-5930320 Invoice # 3704			120.00
STEVEN J. GASSMAN	11834	03/20/12	125.00
Account No. Description			Amount
201-5960990 3/20/11 Board Meeting			125.00
TODAY'S BUSINESS SOLUTIONS INC	11835	03/20/12	3,240.00
Account No. Description			Amount
201-5930010 Invoice # 021312-18			1,890.00
201-5930010 Invoice # 021312-17			1,350.00
VAHE GHAZARIAN	11836	03/20/12	90.00
Account No. Description			Amount
201-5960990 Yamaha V-1 Tuned 3/2/12			90.00
VIKING PLUMBING SERVICES, LLC	11837	03/20/12	335.00
Account No. Description			Amount
201-5930020 Invoice # 3966			335.00
WASTE MANAGEMENT	11838	03/20/12	414.02
Account No. Description			Amount
201-5930490 Invoice # 2503221-2008-1			414.02
WASTE MANAGEMENT	11839	03/20/12	159.67
Account No. Description			Amount
201-5930490 Invoice # 4558756-2008-6			159.67
		Subtotal	<u>201,434.76</u>
		TOTAL	<u><u>237,718.87</u></u>

Director's Report **March, 2012**

Collection Development

Freegal, the new subscription database with downloadable music we launched in January is off to a great start. In February, the first full month it was available we had 970 downloads by 222 unique user. Just to remind you, Freegal is available to Des Plaines Public Library cardholders and is a music catalog containing every song on the Sony label and several smaller independent music labels. There are presently hundreds of thousands of titles including popular, classical and children's music. Freegal is accessed through the library's website and downloads are limited to three per week.

Community Networking

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

AARP Tax-Aide offered free 2011 Income Tax return preparation for those age 55 and over with low and middle incomes. Over 200 people had their taxes prepared.

In February over 400 babies and their caregivers enjoyed Baby Book Times, which are offered in partnership with District 62's Early Learning Center. We provide space for the storytimes and District 62 provides the storyteller. The programs are designed specifically for the earliest learners and their parents or caregivers and are available three times a week.

Lifelong Learning

Every month the library offers two book discussions, one on Tuesday morning and the other on Thursday evening. In February we discussed Erasure by Percival Everett and The Tiger's Wife by Tea Obrecht.

SCORE Chicago, a resource partner of the U.S. Small Business Administration, presented a program, "Going Into Business: Evaluate Yourself and Take the First Steps." 23 people attended.

Power Employment Workshop was a day long class presented by Illinois WorkNet covering Job Search Techniques, focusing on effective techniques to find jobs in today's job market; Résumé / Cover Letter, with expert guidance on writing résumés and cover letters that gets results; Interviewing skills, providing guidance and direction needed for interview preparation and a review of the most common questions and effective ways to answer them; and finally, mock interviews were conducted to practice those new-found skills and reinforce the rest.

Fall in Love with Freegal was a promotional program that demonstrated how to use the library's new downloadable music database. At six different sessions in February library

staff taught 60 people how to use new MP3 Music Download Service Freegal under the love tent on the 3rd floor.

Over 120 people attended 23 computer classes the Adult Services staff offered for the public in February.

Winter Reading Clubs

The Youth Services Winter Reading Club theme this year was Building Readers One Book at a Time. The Friends of the Library generously donated prizes of puzzles, books and Legos. We had 489 children register and 233 children complete the club this year. The adult and teen theme was Winterfest and 136 teens and 1,022 adults for a total of 1,158 people joined the club.

Personnel Highlights

New Employees

Jazmine Green, Page, 02/27/2012

Latoya Smellie, Page 02/28/2012

Promotions

Carolyn Romin, from Page to part-time Clerk, 02/07/2012

Resignations

Krystal Kelham, Processing Clerk, 02/27/2012

DES PLAINES PUBLIC LIBRARY
CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,176,070	\$ 3,719,810	\$ 4,107,023	\$ 3,667,009	\$ 6,289,341	\$ 5,860,007	\$ 5,239,000	\$ 4,610,066	\$ 4,181,132	\$ 3,752,198	\$ 3,323,264	\$ 5,233,381			
Restricted cash donations	127,654	127,695	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654			
	4,048,416	3,592,115	3,979,369	3,539,435	6,161,887	5,732,953	5,111,346	4,482,412	4,033,478	3,624,544	3,195,610	5,103,727			
Revenue (M-T-D)															
Property Taxes	16,853	869,128		3,090,366											
Other Revenue	15,519	14,239	31,667	31,667	31,667	31,667	31,667	31,667	31,667	31,667	31,667	31,667			
Total Revenue	52,372	883,467	31,667	3,122,033	31,667	31,667	31,667	31,667	31,667	31,667	31,667	31,667	31,677	31,677	6,409,096
Expenses															
Payroll & Benefits	275,312	284,788	300,802	300,802	300,802	450,475	300,802	300,802	300,802	300,802	300,802	450,483			
Commodities	135,840	81,556	79,140	79,140	79,140	79,140	79,140	79,140	79,140	79,140	79,140	79,144			
Capital	6,345	7,613	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,545	7,550			
Contracts	193,404	73,815	73,115	73,115	73,115	73,115	73,115	73,115	73,115	73,115	73,115	73,121			
Other	7,619	1,423					200,000				73,577	50,381			
202	6,300			39,000		43,000									
Adjustments	(106,188)	47,059													
Total Expenses	508,632	496,754	471,601	499,601	460,601	633,274	660,601	460,601	460,601	460,601	334,179	660,681			
Net Increase/(Decrease)	(456,260)	387,213	(139,934)	2,622,432	(128,934)	(621,607)	(628,934)	(128,934)	(128,934)	(128,934)	1,910,117	(629,004)			
Cash End of Month	3,719,810	4,107,023	3,667,089	6,289,541	5,860,607	5,239,000	4,610,066	4,181,132	3,752,198	3,323,264	5,233,381	4,604,377			
Cash End of Month less restricted cash donations	3,592,156	3,979,328	3,539,435	6,161,887	5,732,953	5,111,346	4,482,412	4,033,478	3,624,544	3,195,610	5,103,727	4,476,723			

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M - Service Agreement for self checks, security gates, checkout stations								\$23,000.00 Annual
	2/21/2012	11712	201-5930010		\$17,128.00		\$17,128.00	
	3/20/2012	11783	201-5930010		\$654.00			
	3/20/2012	11783	201-5930010		\$1,795.00		\$2,449.00	
	3/20/2012	11783	201-5970100	\$2,247.52				
	3/20/2012	11783	201-5970100	\$6,311.84				
	3/20/2012	11783	201-5970100	\$1,564.80			\$10,124.16	
				\$10,124.16	\$19,577.00	\$29,701.16	\$29,701.16	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$11,750.00 Annual
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	\$2,937.50 Quarterly
				\$0.00	\$2,614.50	\$2,614.50	\$2,614.50	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,350.00 Annual
	3/20/2012	11785	201-5980410	\$156.50			\$156.50	
				\$156.50	\$0.00	\$156.50	\$156.50	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	1/17/2012	11681	201-5930210		\$2,005.00		\$2,005.00	
	2/21/2012	11721	201-5930210		\$2,005.00		\$2,005.00	
	3/20/2012	11786	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$6,015.00	\$6,015.00	\$6,015.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers) .07 per print Color
	2/21/2012	11724	201-5930010		\$381.15			
	2/21/2012	11724	201-5930010		\$332.50			
	2/21/2012	11724	201-5930010		\$223.53			\$264.00 Monthly (printers)
	2/21/2012	11724	201-5930010		\$198.20			.0085 per print B/W
	2/21/2012	11724	201-5930010		\$252.08			.085 per print Color
	2/21/2012	11724	201-5930010		\$137.55			
	2/21/2012	11724	201-5930010		\$6.01			
	2/21/2012	11724	201-5930010		\$680.76		\$2,211.78	
	3/20/2012	11789	201-5930010		\$1,515.98			
	3/20/2012	11789	201-5930010		\$43.98			
	3/20/2012	11789	201-5930010		\$226.04			
	3/20/2012	11789	201-5930010		\$228.10			

P33

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.	
	3/20/2012	11789	201-5930010		\$648.00				
	3/20/2012	11789	201-5930010		\$332.50		\$2,994.60		
				\$0.00	\$5,206.38	\$5,206.38	\$5,206.38		
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES- Cleaning service								\$40,080.00 Annual	
	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	\$3,340.00 Monthly	
	2/21/2012	11730	201-5930320		\$3,340.00				
	2/21/2012	11730	201-5930320	\$120.00			\$3,460.00		
	3/20/2012	11794	201-5930320	\$320.00					
	3/20/2012	11794	201-5930320		\$3,340.00		\$3,660.00		
				\$120.00	\$6,680.00	\$6,800.00	\$6,800.00		
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual	
					\$0.00	\$0.00	\$0.00		
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual	
				\$0.00	\$0.00	\$0.00	\$0.00		
P34	IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,540.34 Annual
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34		
				\$0.00	\$1,540.34	\$1,540.34	\$1,540.34		
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual	
	3/20/2012	11810	201-5920110		\$390.00				
	3/20/2012	11810	201-5920110		\$1,390.00				
	3/20/2012	11810	201-5920110		\$1,435.00		\$3,215.00		
				\$0.00	\$3,215.00	\$3,215.00	\$3,215.00		
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013	
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00		
	3/20/2012	11813	201-5970100	\$40.00			\$40.00		
				\$40.00	\$24,170.00	\$24,210.00	\$24,210.00		
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual	
	3/20/2012	11819	201-5930010	\$2,096.00			\$2,096.00		
				\$2,096.00	\$0.00	\$2,096.00	\$2,096.00		

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	1/17/2012	11692	201-5920110		\$27,083.33			
	1/17/2012	11692	201-5960990	\$280.00			\$27,363.33	
	2/21/2012	11754	201-5920110		\$27,083.33			
	2/21/2012	11754	201-5960990	\$519.55				
	2/21/2012	11754	201-5960990	\$280.00			\$27,882.88	
	3/20/2012	11822	201-5960990	\$280.00				
	3/20/2012	11822	201-5920110		\$27,083.33			
	3/20/2012	11822	201-5960990	\$532.04			\$27,895.37	
				\$1,891.59	\$81,249.99	\$83,141.58	\$83,141.58	
PITNEY BOWES - Postage Machine contract ends 2/2012								\$1,968.00 Annual
	2/21/2012	11757	201-5930210		\$164.00			
	2/21/2012	11757	201-5970100	\$102.48				
	2/21/2012	11757	201-5970260	\$350.00			\$616.48	
				\$452.48	\$164.00	\$616.48	\$616.48	
PRO DATA - Payroll Services								\$9,575.00 Annual
	1/27/2012		201-5920110		\$817.95		\$817.95	
	2/10/2012		201-5920110		\$233.95		\$233.95	
	2/24/2012		201-5920110		\$233.95		\$233.95	
	3/9/2012		201-5920110		\$240.80		\$240.80	
				\$0.00	\$1,526.65	\$1,526.65	\$1,526.65	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
					\$0.00	\$0.00	\$0.00	
SCHINDLER ELEVATOR CORPORATION								\$7,065.60 Annual
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	
				\$0.00	\$7,065.60	\$7,065.60	\$7,065.60	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	

P35

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,400.00 Annual
	3/20/2012	11835	201-5930010		\$1,890.00			
	3/20/2012	11835	201-5930010		\$1,350.00		\$3,240.00	
				\$0.00	\$3,240.00	\$3,240.00	\$3,240.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
	2/21/2012	11772	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
WASTE MANAGEMENT - Garbage Collection Services								\$4,004.76 Annual \$333.73 Monthly
	1/17/2012	11698	201-5930490		\$406.35			
	1/17/2012	11699	201-5930490		\$156.75		\$563.10	
	2/21/2012	11775	201-5930490		\$156.88			
	2/21/2012	11776	201-5930490		\$406.71		\$563.59	
	3/20/2012	11838	201-5930490		\$414.02			
	3/20/2012	11839	201-5930490		\$159.67		\$573.69	
				\$0.00	\$1,700.38	\$1,700.38	\$1,700.38	
						\$184,095.57		

February 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Feb 2012	1,907	YTD 2012	2,820
Feb 2011	368	YTD 2011	773
	% Change	418.21%	% Change
			264.81%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Feb 2012		YTD 2012	
	TOTAL	TOTAL	198,265
Feb 2012	97,480		
Feb 2011		YTD 2011	
	TOTAL	TOTAL	189,153
	% Change	7.52%	% Change
			4.82%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Feb 2012		YTD 2012	
	TOTAL	TOTAL	17,410
Feb 2012	8,653		
Feb 2011		YTD 2011	
	TOTAL	TOTAL	17,255
	% Change	-1.28%	% Change
			0.90%
WIRELESS			
THIS MONTH		YEAR TO DATE	
Feb 2012	5,862	YTD 2012	11,763
Feb 2011	3,176	YTD 2011	6,623
	% Change	84.57%	% Change
			77.61%
VISITS TO WEBSITE			
Feb 2012		YTD 2012	
	TOTAL	TOTAL	89,960
Feb 2012	44,066		
Feb 2011		YTD 2011	
	TOTAL	TOTAL	87,413
	% Change	7.36%	% Change
			2.91%

*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			
February 2012 Unique Visitors	26,236	YTD 2012 Unique Visitors	53,491
February 2011 Unique Visitors	19,085	YTD 2011 Unique Visitors	41,183
	% Change	37.47%	% Change
			29.89%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Feb 2012	17,851	YTD 2012	32,189
Feb 2011	15,567	YTD 2011	32,005
	% Change	14.67%	% Change
			0.57%

LIBRARY CARD OWNERSHIP			
THIS MONTH			YEAR TO DATE
YTD 2012	33,922		% of Population 2012
YTD 2011	33,166		% of Population 2011
	% Change	2.28%	

MEETING ROOM ATTENDANCE			
THIS MONTH			YEAR TO DATE
Feb 2012			YTD 2012
	TOTAL	7,142	TOTAL
			12,390
Feb 2011			YTD 2011
	TOTAL	3,678	TOTAL
			6,800
	% Change	94.18%	% Change
			82.21%

Note: Increase due to Public Study Rooms now being counted. **Outside Groups total for January should have been 1685

MEETING ROOM BOOKINGS			
THIS MONTH			YEAR TO DATE
Feb 2012			YTD 2012
	TOTAL	835	TOTAL
			1,590
Feb 2011			YTD 2011
	TOTAL	99	TOTAL
			175
	% Change	743.43%	% Change
			808.57%

Note: Increase due to Public Study Rooms now being counted. *Library Sponsored Programs total for January should have been 129.

OUTREACH			
THIS MONTH			YEAR TO DATE
Feb 2012			YTD 2012
	TOTAL	1,823	TOTAL
			2,650
Feb 2011			YTD 2011
	TOTAL	1,189	TOTAL
			2,147
	% Change	53%	% Change
			23%

NOTES: The attendance at Youth Services outreach events varies by type.

PATRON ASSISTANCE			
THIS MONTH			YEAR TO DATE
Feb 2012			YTD 2012
	TOTAL	25,129	TOTAL
			51,344

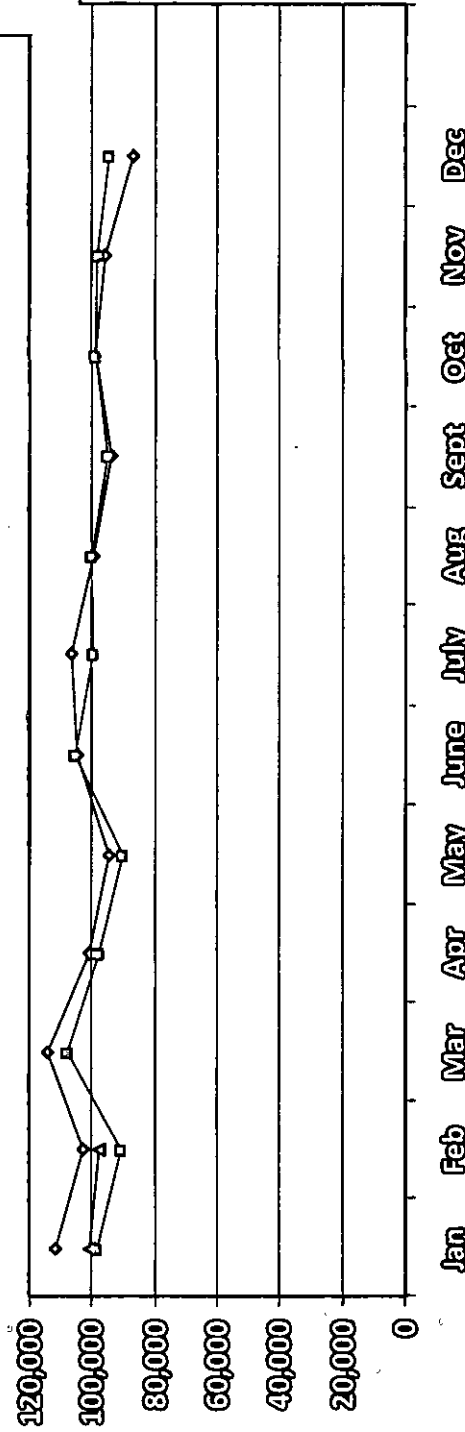
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.

PATRON ATTENDANCE			
THIS MONTH			YEAR TO DATE
Feb 2012	48,174		YTD 2012
Feb 2011	44,554		YTD 2011
	% Change	8.12%	% Change
			6.69%

Circulation Statistics 2010 - 2012

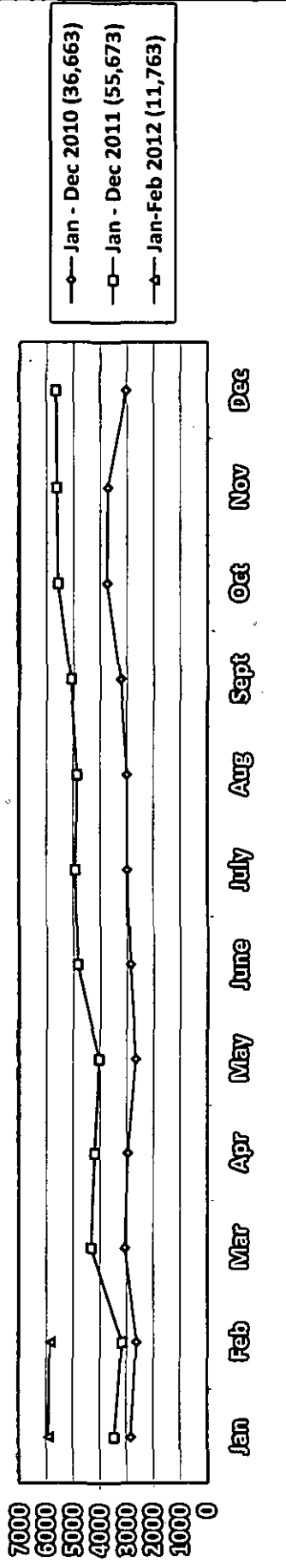


Des Plaines
Public Library

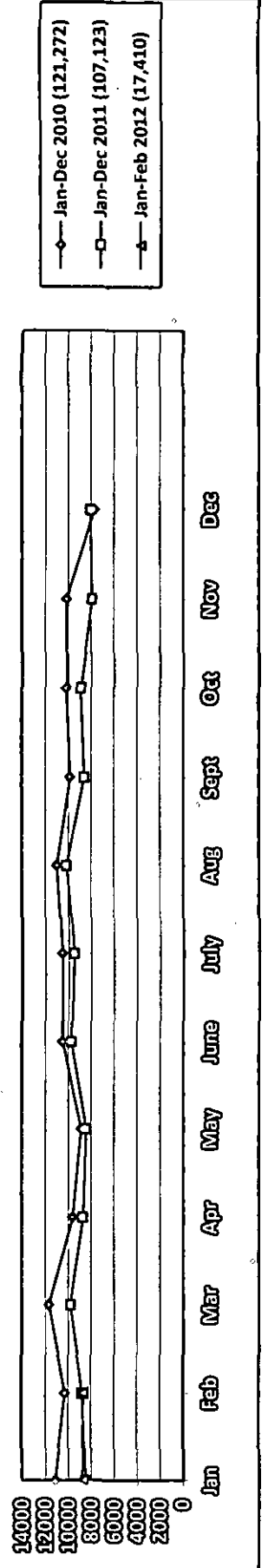


- Jan-Dec 2010 (1,209,024)
- Jan-Dec 2011 (1,176,477)
- Jan-Feb 2012 (198,265)

Computer Use - Wireless



Computer Use - Wired



FEBRUARY

2538

Handwritten signature or mark



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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 21, 2012

7:00 P.M.

Conference Room – Second Floor

Agenda:

- **Approve Illinois Public Library Annual Report**
- **Executive Session – To discuss**
 - **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 376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
February 21, 2012
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – January 17, 2012.
 - B. Approval of the Minutes of the Special Board Meeting – January 24, 2012
 - C. Approval of the Minutes of the Management Committee Meeting – January 25, 2012.
 - D. Acceptance of Financial Reports for January 2012.
 - E. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
- VIII. Presentation – Library Insurance Management and Risk Control Combination (LIMRICC), April Krzeczowski, Deputy Director.

- IX. Unfinished Business.
 - A. Meet and Greet Program.
 - B. Ward Meetings Visited.

- X. New Business.
 - A. Approve Payment of Vendor Checks Report - \$287,374.11. [Action Item]
 - B. Approve Illinois Public Library Annual Report. [Action Item]
 - C. Approve Payment to Library Ideas LLC - \$17,650.00. [Action Item]

- XI. Announcements.
 - A. Report on Legislative Breakfast.

- XII. Correspondence.

- XIII. Other
 - A. Friends of the Library Donations Report.

- XIV. Executive Session – To Discuss
 - A. Review of Executive Session Minutes.

- XV. (Regular Session) Action.
 - A. Review of Executive Session Minutes. [Action Item]

- XVI. Adjournment.

This meeting will be recorded for television broadcast.



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

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 17, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 17, 2012. President George Magerl called the meeting to order at 4:04 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 Pope, Vincent Rangel, Jeff Rozovics, Carol Kidd.

Absent: Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Stephanie Spetter, Alderman Dan Wilson, Adetola Sobitan, Matthew Rogina, Eileen Pratt.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

None.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

CONSENT AGENDA

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

PRESENTATION – OPEN MEETINGS ACT, ILLINOIS ATTORNEY GENERAL'S OFFICE – Adetola Sobitan and Matthew Rogina.

Adetola Sobitan, a representative from the Illinois Attorney General's office, gave a presentation on the Open Meetings Act.

Steve Mokry left the meeting at 4:30 p.m.

UNFINISHED BUSINESS

Trustee Fregetto reported on upcoming public meetings (community conversations) promoting the grant, Engage Des Plaines.

President Magerl asked board members to volunteer to attend ward meetings. Trustee Kendrick will attend the Ward 3 meeting on February 8, Gene Fregetto will attend an upcoming Ward 5 meeting and Jeff Rozovics will attend the Ward 8 meeting on February 16.

Trustees Kendrick and Rangel volunteered to be present for a Meet and Greet at the library on Saturday, February 11 at 1:00 pm.

NEW BUSINESS

MOTION by Dion Kendrick, to approve payment of vendor checks in the amount of \$260,323.17, as listed on the vendor checks report and authorize the Library Director to have transferred the amount required to the library's operating account. MOTION WITHDRAWN.

There was a difference in the vendor checks amount because not all checks were included in the report sent to the board. A special meeting will be called to approve checks for invoices received in January and not included in the report given to the board for January 2012.

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve the payment of vendor checks in the amount of \$193,407.23, as listed on the vendor checks report of December 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 Vince Rangel, seconded by Dion Kendrick, to approve payment to 3M in the amount of \$17,128.00. Vote: AYES: All. NAYS: None. MOTION CARRIED.

President Magerl stated that trustees will be asked to complete online training from the Office of the Attorney General on the Open Meetings Act.

ANNOUNCEMENTS

President Magerl asked the board to participate in the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT". Donations can be dropped off at the library until the end of February.

President Magerl encouraged board members to attend the 22nd Presidents' Day Library Legislative Breakfast on Monday, February 20, 2012 at the Arboretum Club in Buffalo Grove.

President Magerl stated that there will be an ILA Trustee Forum Workshop on February 4, 2012 at the Oakbrook Marriott.

The board called for a Special meeting to be held on Tuesday, January 25, 2012 at 6:00 p.m.

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

Meeting adjourned at 5:26 p.m.

Minutes prepared Carol Kidd.

February 14, 2012

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 January 31, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the one month 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 January 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>37,558.72</u>
	<u>37,558.72</u>
201-1102015 - First Midwest Operating #8100292260	162,445.29
202-1102015 - First Midwest Operating #8100292260	<u>2,324.47</u>
	<u>164,769.76</u>
201-1102028 - Cash Library Donations	<u>24,365.34</u>
	<u>24,365.34</u>
201-1102073 - Cash IL - Epay #151600222104	<u>39,596.47</u>
201-1102078 - Cash IL - Epay Library	<u>9,885.29</u>
201-1102079 - IL Funds - 151600222591	3,236,955.14
202-1102079 - IL Funds - 151600222591	<u>102,891.07</u>
	<u>3,339,846.21</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,288.67</u>
Total Invested	<u>3,719,810.46</u>

February 14, 2012

Des Plaines Public Library
Balance Sheet as of January 31, 2012

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	35,432.71	2,126.01	37,558.72
1102015 - First Midwest Operating #8100292260	109,808.50	52,636.79	162,445.29
1102028 - Cash Library Donations	24,364.25	1.09	24,365.34
1102073 - Cash IL - Epay 151600008073	36,388.14	3,208.33	39,596.47
1102078 - Cash IL - Epay Library	9,428.89	456.40	9,885.29
1102079 - IL Funds - 151600222591	3,745,391.37	(508,436.23)	3,236,955.14
1104006 - Investments - Certificates of Deposit	103,249.20	39.47	103,288.67
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>10,498,668.12</u>	<u>(449,968.14)</u>	<u>10,048,699.98</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	142,305.00	106,188.36	248,493.36
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>6,804,398.27</u>	<u>106,188.36</u>	<u>6,910,586.63</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	1,250.00	0.00	1,250.00
3730000 - Fund Balance - Unreserved	3,693,019.85	0.00	3,693,019.85
	<u>3,694,269.85</u>	<u>0.00</u>	<u>3,694,269.85</u>
Total Liabilities and Fund Balance	<u>10,498,668.12</u>	<u>106,188.36</u>	<u>10,604,856.48</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(556,156.50)</u>	<u>(556,156.50)</u>

February 14, 2012

Des Plaines Public Library
Balance Sheet as of January 31, 2012

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	624.47	1,700.00	2,324.47
1102079 - IL Funds - 151600222591	110,882.50	(7,991.43)	102,891.07
	111,506.97	(6,291.43)	105,215.54

Liabilities and Fund Balance

Liabilities

	0.00	0.00	0.00
	0.00	0.00	0.00

Fund Balance

3730000 - Fund Balance - Unreserved	111,506.97	0.00	111,506.97
Total Liabilities and Fund Balance	111,506.97	0.00	111,506.97
Excess Revenues Over Expenses	0.00	(6,291.43)	(6,291.43)

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
Total Liabilities and Fund Balance	182,329.64	0.00	182,329.64
Excess Revenues Over Expenses	0.00	0.00	0.00

February 14, 2012

Des Plaines Public Library
Balance Sheet as of January 31, 2012

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	235,874.00	0.00	235,874.00
1204201 - Fixed Assets - Library Equipment	869,440.00	0.00	869,440.00
1204300 - Fixed Assets - Vehicles	161,448.00	0.00	161,448.00
1209900 - Fixed Assets - Accumulated Depreciation	(413,456.00)	0.00	(413,456.00)
	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
Total Liabilities and Net Capital Assets	<u><u>853,306.00</u></u>	<u><u>0.00</u></u>	<u><u>853,306.00</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Des Plaines Public Library
Revenue Report
For the 1 Month Ended January 31, 2012**

	<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>					
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	36,853.20	36,853.20	50,000.00	13,146.80	73.71
4810027 - Property Taxes 2010	0.00	0.00	6,359,096.00	6,359,096.00	0.00
	<u>36,853.20</u>	<u>36,853.20</u>	<u>6,409,096.00</u>	<u>6,372,242.80</u>	<u>0.58</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>150,988.00</u>	<u>150,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	323.00	323.00	4,000.00	3,677.00	8.08
4850102 - Library Fines	6,379.63	6,379.63	77,000.00	70,620.37	8.29
4850103 - Library Fines / Credit Card	3,800.29	3,800.29	43,000.00	39,199.71	8.84
4850201 - Copying Fee	1,467.20	1,467.20	30,000.00	28,532.80	4.89
4850202 - Damaged Materials	29.98	29.98	700.00	670.02	4.28
4850203 - Lost Materials	569.88	569.88	7,000.00	6,430.12	8.14
4850205 - Bags	96.00	96.00	750.00	654.00	12.80
4850207 - Non-Res Cards	220.50	220.50	1,000.00	779.50	22.05
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>12,886.48</u>	<u>12,886.48</u>	<u>165,450.00</u>	<u>152,563.52</u>	<u>7.79</u>
<u>Other Revenue</u>					
4890010 - Interest Income	338.86	338.86	3,000.00	2,661.14	11.30
4890050 - Sale of Fixed Assets	0.00	0.00	5,000.00	5,000.00	0.00
4899900 - Miscellaneous Revenue	2,284.68	2,284.68	18,000.00	15,715.32	12.69
4899920 - Library Donations	0.00	0.00	3,500.00	3,500.00	0.00
	<u>2,623.54</u>	<u>2,623.54</u>	<u>29,500.00</u>	<u>26,876.46</u>	<u>8.89</u>
Total Library Fund	<u><u>52,363.22</u></u>	<u><u>52,363.22</u></u>	<u><u>6,755,534.00</u></u>	<u><u>6,703,170.78</u></u>	<u><u>0.78</u></u>

**Des Plaines Public Library
Revenue Report
For the 1 Month Ended January 31, 2012**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
Capital Projects Fund					
<u>Other Revenue</u>					
4890010 - Interest Income	8.57	8.57	2,500.00	2,491.43	0.34
	<u>8.57</u>	<u>8.57</u>	<u>2,500.00</u>	<u>2,491.43</u>	<u>0.34</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	200,000.00	200,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>8.57</u>	<u>8.57</u>	<u>202,500.00</u>	<u>202,491.43</u>	<u>0.00</u>
Total of All Funds	<u>52,371.79</u>	<u>52,371.79</u>	<u>6,958,034.00</u>	<u>6,905,662.21</u>	<u>0.75</u>

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 1 Month Ended January 31, 2012

<u>Library Fund</u>	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
Salaries					
5910100 - Salaries	152,966.51	152,966.51	2,073,069.00	1,920,102.49	7.38
5910200 - Temporary Wages	54,554.04	54,554.04	781,639.00	727,084.96	6.98
	<u>207,520.55</u>	<u>207,520.55</u>	<u>2,854,708.00</u>	<u>2,647,187.45</u>	<u>7.27</u>
Benefits					
5918010 - Unemployment Compensation	1,187.69	1,187.69	35,000.00	33,812.31	3.39
5918020 - Employer Contribution - FICA	15,265.51	15,265.51	214,925.00	199,659.49	7.10
5918021 - Employer Contribution - IMRF	21,699.67	21,699.67	342,979.00	321,279.33	6.33
5918040 - Life Insurance Premiums	0.00	0.00	4,104.00	4,104.00	0.00
5918050 - PPO Insurance Premiums	19,066.56	19,066.56	275,713.00	256,646.44	6.92
5918051 - HMO Insurance Premiums	7,643.43	7,643.43	99,504.00	91,860.57	7.68
5918055 - Dental Insurance Premiums	1,900.16	1,900.16	25,543.00	23,642.84	7.44
5918070 - Workers Compensation	1,028.02	1,028.02	13,500.00	12,471.98	7.61
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>67,791.04</u>	<u>67,791.04</u>	<u>1,012,768.00</u>	<u>944,976.96</u>	<u>6.69</u>
Contractual Services					
5920100 - Legal Fees	337.40	337.40	9,000.00	8,662.60	3.75
5920110 - Professional Services	54,984.61	54,984.61	360,000.00	305,015.39	15.27
5920120 - Communication Services	4,796.77	4,796.77	39,100.00	34,303.23	12.27
5920140 - Data Processing Services	13,929.84	13,929.84	100,250.00	86,320.16	13.90
5920202 - Conferences	325.00	325.00	3,000.00	2,675.00	10.83
5920204 - Training	0.00	0.00	5,000.00	5,000.00	0.00
5920220 - Membership Dues	100.00	100.00	7,000.00	6,900.00	1.43
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920990 - Property/Liability Insurance	29,746.00	29,746.00	30,000.00	254.00	99.15
5930010 - R&M Equipment	55,204.78	55,204.78	118,100.00	62,895.22	46.74
5930020 - R&M Buildings & Structures	5,288.50	5,288.50	128,100.00	122,811.50	4.13
5930030 - R&M Vehicles	0.00	0.00	3,500.00	3,500.00	0.00
5930195 - Book Binding & Repair	0.00	0.00	500.00	500.00	0.00
5930210 - Rental of Equipment	4,174.00	4,174.00	29,000.00	24,826.00	14.39
5930320 - Cleaning/Custodial Services	7,000.00	7,000.00	47,700.00	40,700.00	14.68
5930490 - Refuse Contract	1,126.69	1,126.69	7,200.00	6,073.31	15.65
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	144.46	144.46	500.00	355.54	28.89
5960070 - Travel Expense	84.14	84.14	500.00	415.86	16.83
5960210 - Special Event Programming	3,775.00	3,775.00	31,250.00	27,475.00	12.08
5960990 - Misc. Contractual Services	12,386.79	12,386.79	76,425.00	64,038.21	16.21
	<u>193,403.98</u>	<u>193,403.98</u>	<u>998,375.00</u>	<u>804,971.02</u>	<u>19.37</u>
Commodities					
5970100 - Office Supplies	7,493.24	7,493.24	102,500.00	95,006.76	7.31
5970110 - Meals	280.69	280.69	2,000.00	1,719.31	14.03
5970115 - Supplies - Dept/Other	619.55	619.55	7,000.00	6,380.45	8.85
5970170 - Janitorial	807.22	807.22	30,300.00	29,492.78	2.66
5970260 - Postage & Parcel	408.00	408.00	15,000.00	14,592.00	2.72
5970270 - Printing -Reproduction-Binding	414.40	414.40	4,000.00	3,585.60	10.36
5970500 - Purchase of Water	0.00	0.00	6,000.00	6,000.00	0.00
5970600 - Books	40,181.07	40,181.07	350,000.00	309,818.93	11.48

Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2012

	<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>
5970610 - Audio Materials	2,321.82	2,321.82	74,000.00	71,678.18	3.14
5970620 - Subscriptions & Books	1,818.60	1,818.60	68,000.00	66,181.40	2.67
5970630 - Visual Materials	9,378.00	9,378.00	111,000.00	101,622.00	8.45
5970640 - Automated Reference Materials	56,457.84	56,457.84	165,000.00	108,542.16	34.22
5970650 - Downloadable Materials	870.54	870.54	33,000.00	32,129.46	2.64
5970810 - Natural Gas	4,260.39	4,260.39	26,000.00	21,739.61	16.39
5970840 - Diesel	452.66	452.66	0.00	(452.66)	0.00
5970850 - Gasoline	75.95	75.95	1,000.00	924.05	7.60
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>125,839.97</u>	<u>125,839.97</u>	<u>998,800.00</u>	<u>872,960.03</u>	<u>12.60</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	328.68	328.68	11,700.00	11,371.32	2.81
5980420 - Computer Software	4,308.76	4,308.76	61,205.00	56,896.24	7.04
5980600 - Furniture & Fixtures	1,707.75	1,707.75	16,500.00	14,792.25	10.35
	<u>6,345.19</u>	<u>6,345.19</u>	<u>89,405.00</u>	<u>83,059.81</u>	<u>7.10</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	7,618.99	7,618.99	58,000.00	50,381.01	13.14
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>7,618.99</u>	<u>7,618.99</u>	<u>333,000.00</u>	<u>325,381.01</u>	<u>2.29</u>
Total Library Fund Expenditures	<u>608,519.72</u>	<u>608,519.72</u>	<u>6,287,056.00</u>	<u>5,678,536.28</u>	<u>9.68</u>

See Accountants' Compilation Report

Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2012

	<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>					
5980300 - Improvements	0.00	0.00	39,000.00	39,000.00	0.00
5980400 - Equipment	6,300.00	6,300.00	17,300.00	11,000.00	36.42
5990990 - Vehicles	0.00	0.00	43,000.00	43,000.00	0.00
	<u>6,300.00</u>	<u>6,300.00</u>	<u>56,300.00</u>	<u>50,000.00</u>	<u>11.19</u>
Total Capital Projects Fund Expenditures	<u>6,300.00</u>	<u>6,300.00</u>	<u>99,300.00</u>	<u>93,000.00</u>	<u>6.34</u>
Total of All Funds	<u>614,819.72</u>	<u>614,819.72</u>	<u>6,386,356.00</u>	<u>5,771,536.28</u>	<u>9.63</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
11679	01/17/12	ARTHUR J. GALLAGHER RISK MANAGEMENT	29,746.00
11680	01/17/12	AWE, Inc.	6,300.00
11681	01/17/12	BANC OF AMERICA LEASING	2,005.00
11682	01/17/12	BIG STRIKE PRODUCTIONS	350.00
11683	01/17/12	C D W GOVERNMENT INCORPORATED	164.34
11684	01/17/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,340.00
11685	01/17/12	GLOBAL ENTERPRISE TECHNOLOGIES, INC.	10,350.00
11686	01/17/12	INNOVATION EXPERTS	7,050.00
11687	01/17/12	JOSEPH STEFANTIS	200.00
11688	01/17/12	JUDY VESSELY	150.00
11689	01/17/12	LAURA FREEMAN	400.00
11690	01/17/12	MERGENT INCORPORATED	7,000.00
11691	01/17/12	MORNINGSTAR INCORPORATED	5,182.00
11692	01/17/12	Outsource Solutions Grp, Inc	27,363.33
11693	01/17/12	OVERDRIVE, INC.	739.40
11694	01/17/12	PEGGY MARTINO	450.00
11695	01/17/12	PROQUEST LLC	15,195.00
11696	01/17/12	RESEARCH TECHNOLOGY INTERNATIONAL	1,345.00
11697	01/17/12	STEVEN J. GASSMAN	125.00
11698	01/17/12	WASTE MANAGEMENT	406.35
11699	01/17/12	WASTE MANAGEMENT	156.75
11700	02/21/12	ABDO-SPOTLIGHT-MAGIC WAGON	406.80
11701	02/21/12	ASI SIGNAGE INNOVATIONS	1,707.75
11702	02/21/12	C D W GOVERNMENT INCORPORATED	3,532.99
11703	02/21/12	CITY OF DES PLAINES	483.76
11704	02/21/12	COOPERATIVE COMPUTER SERVICES	8,995.48
11705	02/21/12	RED BOOKS LLC	1,591.55
11706	02/21/12	Speed E Kleen, Inc	200.00
11707	02/21/12	TEMPLE DISPLAY, LTD.	675.00
11708	02/21/12	WORLD BOOK INCORPORATED	1,218.00
11709	02/21/12	Baker & Taylor, Inc.	32,736.28
11710	02/21/12	VOID - BANKCARD SERVICES	0.00
11710	02/21/12	BANKCARD SERVICES	6,075.43
11711	02/21/12	MIDWEST TAPE	13,798.37
11712	02/21/12	3m, Inc.	17,128.00
11713	02/21/12	ABnote USA, INC.	3,465.32
11714	02/21/12	ACCUITY INC	1,452.00
11715	02/21/12	ACE DES PLAINES INCORPORATED	104.34
11716	02/21/12	ALLIE PLEITER	150.00
11717	02/21/12	ALPHA-Graphics	414.40
11718	02/21/12	AMAZON	716.59
11719	02/21/12	ART EXCURSIONS INCORPORATED	275.00
11720	02/21/12	Automated Logic, Inc	2,614.50
11721	02/21/12	BANC OF AMERICA LEASING	2,005.00
11722	02/21/12	C D W GOVERNMENT INCORPORATED	1,232.49
11723	02/21/12	CARSON-DELLOSA PUBLISHING CO. LLC	688.70
11724	02/21/12	CHICAGO OFFICE TECHNOLOGY GROUP	2,211.78
11725	02/21/12	CHILDREN'S PLUS, INC.	921.11
11726	02/21/12	CHUBB SECURITY SYSTEMS, INC.	76.32
11727	02/21/12	CITY OF DES PLAINES	44.85
11728	02/21/12	COOPERATIVE COMPUTER SERVICES	4,934.36
11729	02/21/12	CRIMSON MULTIMEDIA DIST., INC.	185.86
11730	02/21/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,460.00
11731	02/21/12	D.K. AGENCIES (P) LTD.	249.90
11732	02/21/12	DES PLAINS ART COUNCIL	100.00
11733	02/21/12	EBSCO SUBSCRIPTION SVC	11,762.60
11734	02/21/12	FORTRES GRAND CORPORATION	486.76
11735	02/21/12	Gale, Inc	578.00
11736	02/21/12	GLORIA VAN HOF	250.00
11737	02/21/12	GRAINGER	578.06
11738	02/21/12	INFOGROUP, LIBRARY DIVISION	1,030.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
11739	02/21/12	INNOVATION EXPERTS	3,822.00
11740	02/21/12	INVICTA SERVICES LLC	143.85
11741	02/21/12	JO BONELL	26.31
11742	02/21/12	JOHN LAVALIE	57.83
11743	02/21/12	KASCO PRINTING	420.00
11744	02/21/12	KOS HOME IMPROVEMENT	1,509.00
11745	02/21/12	LIMRiCC	37,360.37
11746	02/21/12	LIVING HISTORY THEATRE	300.00
11747	02/21/12	Lyngsoe Systems, Inc	24,170.00
11748	02/21/12	MANGO LANGUAGES	3,150.00
11749	02/21/12	MANUFACTURERS' NEWS, INC.	218.45
11750	02/21/12	MDR	103.00
11751	02/21/12	MENARDS	243.43
11752	02/21/12	MICHAEL BRAINIGAN	100.00
11753	02/21/12	OFFICE DEPOT	130.89
11754	02/21/12	Outsource Solutions Grp. Inc	27,882.88
11755	02/21/12	OVERDRIVE, INC.	145.11
11756	02/21/12	PADDOCK PUBLICATIONS, INC.	45.00
11757	02/21/12	PITNEY BOWES	616.48
11758	02/21/12	PITT OHIO EXPRESS, LLC.	58.00
11759	02/21/12	RAINA TELGEMEIER	1,000.00
11760	02/21/12	RANDOM HOUSE INCORPORATED	62.80
11761	02/21/12	RESEARCH TECHNOLOGY INTERNATIONAL	319.80
11762	02/21/12	Rosen Publishing, Inc.	18.95
11763	02/21/12	RUNCO OFFICE SUPPLY	1,334.50
11764	02/21/12	RUNGE PAPER COMPANY, INC.	180.08
11765	02/21/12	Scholastic Library publishing, Inc	2,378.00
11766	02/21/12	SCHOLL CORPORATE GUIDES	33.95
11767	02/21/12	SOUTHER IL SCHOOL OF MEDICINE	59.95
11768	02/21/12	STANDARD & POOR'S	4,265.84
11769	02/21/12	STEVEN J. GASSMAN	125.00
11770	02/21/12	TELEVEND SERVICES INCORPORATED	153.10
11771	02/21/12	TODD STOCKE	150.00
11772	02/21/12	TRANSWORLD SYSTEMS INC	5,250.00
11773	02/21/12	VAHE GHAZARIAN	100.00
11774	02/21/12	VIKING PLUMBING SERVICES, LLC	490.00
11775	02/21/12	WASTE MANAGEMENT	156.88
11776	02/21/12	WASTE MANAGEMENT	406.71
11777	02/21/12	WEST GROUP	521.85
11778	02/21/12	WORLD BOOK INCORPORATED	2,397.00
11779	02/21/12	WORLD CHAMBER OF COMMERCE DIRECTORY	49.00
50259	01/31/12	NEXTEL	861.83
50260	01/31/12	NEXTEL	744.90
50261	01/31/12	CALL ONE	280.25
50262	01/31/12	CALL ONE	313.34
50263	01/31/12	AT&T	466.11
50264	01/31/12	AT&T	466.11
50265	01/31/12	McLeod USA, Inc	291.38
50266	01/31/12	McLeod USA, Inc	292.15
50267	01/31/12	COMCAST CABLE	227.96
50268	01/31/12	COMCAST CABLE	227.97
50269	01/31/12	LEVEL(3) COMMUNICATIONS, LLC.	473.04
50270	01/31/12	NICOR GAS	1,934.07
50271	01/31/12	NICOR GAS	2,326.32
50272	01/31/12	SPRINT	35.61
50273	01/31/12	WOW! INTERENT CABLE	116.12
50274	01/31/12	IMRF	29,823.59
Total checks	118	Total	<u>405,392.28</u>

0587

All Checkbooks
January 2012Des Plaines Public Library
Vendor Checks ReportDESPLANSLIB
Page 1

Vendor Name	Chk. No.	Check Date	Amount
ARTHUR J. GALLAGHER RISK MANAGEM	11679	01/17/12	29,746.00
Account No. Description		Amount	
201-5920990 2012 Insurance Premiums		29,746.00	
AWE, Inc.	11680	01/17/12	6,300.00
Account No. Description		Amount	
202-5980400 Invoice # DPPL11001-3		6,300.00	
BANC OF AMERICA LEASING	11681	01/17/12	2,005.00
Account No. Description		Amount	
201-5930210 Invoice # 012040449		2,005.00	
BIG STRIKE PRODUCTIONS	11682	01/17/12	350.00
Account No. Description		Amount	
201-5960210 Program on 2/12/12		350.00	
C D W GOVERNMENT INCORPORATED	11683	01/17/12	164.34
Account No. Description		Amount	
201-5980410 Invoice # C749564		164.34	
CRYSTAL MANAGEMENT & MAINT. SERV	11684	01/17/12	3,340.00
Account No. Description		Amount	
201-5930320 Invoice # 20188		3,340.00	
GLOBAL ENTERPRISE TECHNOLOGIES, I	11685	01/17/12	10,350.00
Account No. Description		Amount	
201-5930010 Project # Q11943_1		10,350.00	
INNOVATION EXPERTS	11686	01/17/12	7,050.00
Account No. Description		Amount	
201-5970640 Invoice # LN110211-4		7,050.00	
JOSEPH STEFANTIS	11687	01/17/12	200.00
Account No. Description		Amount	
201-5960210 Program on 1/29/12		200.00	
JUDY VESSELY	11688	01/17/12	150.00
Account No. Description		Amount	
201-5960210 Program on 2/4/12		150.00	
LAURA FREEMAN	11689	01/17/12	400.00
Account No. Description		Amount	
201-5960210 Program on 3/4/12		400.00	
MERGENT INCORPORATED	11690	01/17/12	7,000.00
Account No. Description		Amount	
201-5970640 Invoice # 85640		7,000.00	
MORNINGSTAR INCORPORATED	11691	01/17/12	5,182.00
Account No. Description		Amount	
201-5970640		5,182.00	
Outsource Solutions Grp, Inc	11692	01/17/12	27,363.33
Account No. Description		Amount	
201-5920110 Invoice # 13743		27,083.33	
201-5960990 Invoice # 13744		280.00	
OVERDRIVE, INC.	11693	01/17/12	739.40
Account No. Description		Amount	
201-5970650 Inv 1018-185308607-122711		689.43	
201-5970650 Inv 1018-185524120-122711		49.97	
PEGGY MARTINO	11694	01/17/12	450.00

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5960210		Amount 450.00	
PROQUEST LLC	11695	01/17/12	15,195.00
Account No. 201-5970640		Amount 15,195.00	
Description Order # US1733682			
RESEARCH TECHNOLOGY INTERNATION	11696	01/17/12	1,345.00
Account No. 201-5930010		Amount 1,345.00	
Description Invoice # 163220			
STEVEN J. GASSMAN	11697	01/17/12	125.00
Account No. 201-5960990		Amount 125.00	
Description 1/17/12 Meeting Film			
WASTE MANAGEMENT	11698	01/17/12	406.35
Account No. 201-5930490		Amount 406.35	
Description Invoice # 2487033-2008-0			
WASTE MANAGEMENT	11699	01/17/12	156.75
Account No. 201-5930490		Amount 156.75	
Description Invoice # 4519518-2008-8			
		Subtotal	<u>118,018.17</u>
AT&T	50263	01/31/12	466.11
Account No. 201-5920120		Amount 466.11	
Description ACH			
AT&T	50264	01/31/12	466.11
Account No. 201-5920120		Amount 466.11	
Description ACH			
CALL ONE	50261	01/31/12	280.25
Account No. 201-5920120		Amount 280.25	
Description ACH			
CALL ONE	50262	01/31/12	313.34
Account No. 201-5920120		Amount 313.34	
Description ACH			
COMCAST CABLE	50267	01/31/12	227.96
Account No. 201-5920120		Amount 227.96	
Description ACH			
COMCAST CABLE	50268	01/31/12	227.97
Account No. 201-5920120		Amount 227.97	
Description ACH			
IMRF	50274	01/31/12	29,823.59
Account No. 201-2401002		Amount 21,699.67	
Description 01/2012 ER IMRF Contrib			
Account No. 201-2401002		Amount 8,123.92	
Description 01/2012 EE IMRF Contrib			
LEVEL(3) COMMUNICATIONS, LLC.	50269	01/31/12	473.04
Account No. 201-5920120		Amount 473.04	
Description ACH			
McLeod USA, Inc	50265	01/31/12	291.38
Account No. 201-5920120		Amount 291.38	
Description ACH			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
McLeod USA, Inc	50266	01/31/12	292.15
Account No. 201-5920120		Description ACH	Amount 292.15
NEXTEL	50259	01/31/12	861.83
Account No. 201-5920120		Description ACH	Amount 861.83
NEXTEL	50260	01/31/12	744.90
Account No. 201-5920120		Description ACH	Amount 744.90
NICOR GAS	50270	01/31/12	1,934.07
Account No. 201-5970810		Description ACH	Amount 1,934.07
NICOR GAS	50271	01/31/12	2,326.32
Account No. 201-5970810		Description	Amount 2,326.32
SPRINT	50272	01/31/12	35.61
Account No. 201-5920120		Description ACH	Amount 19.23
201-5920120		ACH	16.38
WOW! INTERENT CABLE	50273	01/31/12	116.12
Account No. 201-5920120		Description ACH	Amount 116.12
		Subtotal	<u>38,880.75</u>
3m, Inc.	11712	02/21/12	17,128.00
Account No. 201-5930010		Description Invoice # OF50633	Amount 17,128.00
ABDO-SPOTLIGHT-MAGIC WAGON	11700	02/21/12	406.80
Account No. 201-5970600		Description Invoice # 159725	Amount 406.80
ABnote USA. INC.	11713	02/21/12	3,465.32
Account No. 201-5970100		Description Invoice # AR039493	Amount 3,465.32
ACCUITY INC	11714	02/21/12	1,452.00
Account No. 201-5970600		Description Invoice# 2380974, 2381534	Amount 415.00
201-5970600		Invoice# 2381534	1,037.00
ACE DES PLAINES INCORPORATED	11715	02/21/12	104.34
Account No. 201-5970115		Description Invoice # 224163	Amount 104.34
ALLIE PLEITER	11716	02/21/12	150.00
Account No. 201-5960210		Description Program on 3/15/12	Amount 150.00
ALPHA-GRAPHICS	11717	02/21/12	414.40
Account No. 201-5970270		Description Invoice # 36870	Amount 414.40
AMAZON	11718	02/21/12	716.59
Account No.		Description	Amount

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	AMAZON	1/31/12	286.30
201-5970600	AMAZON	1/31/12	430.29
ART EXCURSIONS INCORPORATED	11719	02/21/12	275.00
Account No.	Description	Amount	
201-5960210	Invoice # 2006-1261	275.00	
ASI SIGNAGE INNOVATIONS	11701	02/21/12	1,707.75
Account No.	Description	Amount	
201-5980600	Invoice # CHIC-175050	1,707.75	
Automated Logic, Inc	11720	02/21/12	2,614.50
Account No.	Description	Amount	
201-5930020	Invoice # 014235	2,614.50	
Baker & Taylor, Inc.	11709	02/21/12	32,736.28
Account No.	Description	Amount	
201-5960990	Invoice # 175343250	2.99	
201-5960990	Invoice # 2026662539	8.30	
201-5960990	Invoice # 2026683153	97.05	
201-5960990	Invoice # 2026604340	7.70	
201-5960990	Invoice # 2026588984	12.45	
201-5960990	Invoice # 2026617346	21.95	
201-5960990	Invoice # 2026628966	111.25	
201-5960990	Invoice # 2026629239	295.80	
201-5960990	Invoice # 2026626521	100.10	
201-5960990	Invoice # 2026631333	0.70	
201-5960990	Invoice # 2026644028	37.70	
201-5960990	Invoice # 2026629402	20.35	
201-5960990	Invoice # 2026645298	302.85	
201-5960990	Invoice # 2026663513	33.10	
201-5960990	Invoice # 2026690266	8.35	
201-5960990	Invoice # 2026699581	68.60	
201-5960990	Invoice # 2026699402	55.30	
201-5960990	Invoice # 2026699948	147.90	
201-5960990	Invoice # 2026679479	14.35	
201-5960990	Invoice # 2026675492	13.50	
201-5960990	Invoice # 2026663227	17.04	
201-5960990	Invoice # 2026668445	12.10	
201-5960990	Invoice # 2026682521	7.05	
201-5960990	Invoice # 2026684098	4.05	
201-5960990	Invoice # 2026684077	4.71	
201-5960990	Invoice # 2026679595	6.90	
201-5960990	Invoice # 2026679615	6.48	
201-5960990	Invoice # 5011831451	5.55	
201-5960990	Invoice # 2026676905	18.95	
201-5960990	Invoice # 2026663221	3.24	
201-5960990	Invoice # 2026668793	1.35	
201-5960990	Invoice # 2026668665	14.05	
201-5960990	Invoice # 2026679795	5.95	
201-5960990	Invoice # 2026686078	5.60	
201-5960990	Invoice # 2026684168	39.00	
201-5960990	Invoice # 000137345	11.44	
201-5960990	Invoice # 2026582654	9.72	
201-5960990	Invoice # 2026591586	13.50	
201-5960990	Invoice # 2026582776	9.00	
201-5960990	Invoice # 2026584959	1.50	
201-5960990	Invoice # 2026588273	2.96	
201-5960990	Invoice # 5011792273	16.10	
201-5960990	Invoice # 2026591606	3.00	
201-5960990	Invoice # 2026588288	6.00	
201-5960990	Invoice # 2026607305	12.60	
201-5960990	Invoice # 2026598686	10.40	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2026599578		14.70
201-5960990	Invoice # 2026591627		1.62
201-5960990	Invoice # 2026637687		10.15
201-5960990	Invoice # 5011811802		12.60
201-5960990	Invoice # 2026621297		30.40
201-5960990	Invoice # 2026621237		17.82
201-5960990	Invoice # 2026607087		29.70
201-5960990	Invoice # 2026603935		0.85
201-5960990	Invoice # 2026603878		3.00
201-5960990	Invoice # 2026602066		4.50
201-5960990	Invoice # 2026603826		6.90
201-5960990	Invoice # 2026471899		104.92
201-5960990	Invoice # 2026621401		11.36
201-5960990	Invoice # 2026634121		9.20
201-5960990	Invoice # 2026621045		20.26
201-5960990	Invoice # 2026628020		3.40
201-5960990	Invoice # 2026637781		3.00
201-5960990	Invoice # 2026631381		1.50
201-5960990	Invoice # 2026634120		32.00
201-5960990	Invoice # 2026634097		175.90
201-5960990	Invoice # 2026642591		6.20
201-5960990	Invoice # 2026640795		2.35
201-5960990	Invoice # 2026640808		1.70
201-5960990	Invoice # 2026663188		12.70
201-5960990	Invoice # 2026659421		14.70
201-5960990	Invoice # 2026655322		9.00
201-5960990	Invoice # 2026651392		67.60
201-5960990	Invoice # 2026640828		1.62
201-5960990	Invoice # 2026647324		5.15
201-5960990	Invoice # 2026651311		76.68
201-5960990	Invoice # 2026658964		6.00
201-5960990	Invoice # 2026663226		11.30
201-5960990	Invoice # 2026650226		72.15
201-5960990	Invoice # 2026689714		1.50
201-5960990	Invoice # 2026689627		2.84
201-5970600	Credit # COA100746381		-46.01
201-5970600	Credit # COA100836626		-60.46
201-5970600	Credit # COA100853631		-216.69
201-5970600	Credit # COA100585692		-228.69
201-5970600	Invoice # 2026662538		208.39
201-5970600	Invoice # 0000137429		113.77
201-5970600	Invoice # 2026683152		1,400.26
201-5970600	Invoice # 2026588983		303.46
201-5970600	Invoice # 2026604339		175.78
201-5970600	Invoice # 2026617345		422.99
201-5970600	Invoice # 2026617338		817.07
201-5970600	Invoice # 2026628965		1,789.85
201-5970600	Invoice # 2026629238		2,161.29
201-5970600	Invoice # 2026645247		90.67
201-5970600	Invoice # 2026626520		1,683.66
201-5970600	Invoice # 2026631332		14.94
201-5970600	Invoice # 2026644027		563.00
201-5970600	Invoice # 2026629401		187.95
201-5970600	Invoice # 2026645297		4,893.17
201-5970600	Invoice # 2026663512		548.95
201-5970600	Invoice # 2026700064		724.34
201-5970600	Invoice # 2026690265		115.67
201-5970600	Invoice # 2026699580		911.12
201-5970600	Invoice # 2026699401		981.25
201-5970600	Invoice # 2026705160		353.26
201-5970600	Invoice # 2026699947		2,218.54
201-5970600	Invoice # 2026679479		119.83
201-5970600	Invoice # 2026675492		141.74

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026663227		53.01
201-5970600	Invoice # 2026668445		87.67
201-5970600	Invoice # 2026682521		60.87
201-5970600	Invoice # 2026684098		23.51
201-5970600	Invoice # 2026684077		49.33
201-5970600	Invoice # 2026679595		109.38
201-5970600	Invoice # 2026679615		59.01
201-5970600	Invoice # 5011831451		475.85
201-5970600	Invoice # 2026676905		203.13
201-5970600	Invoice # 2026663221		31.20
201-5970600	Invoice # 2026668793		12.05
201-5970600	Invoice # 2026668665		108.78
201-5970600	Invoice # 2026679795		41.80
201-5970600	Invoice # 2026686078		29.86
201-5970600	Invoice # 2026684168		409.46
201-5970600	Invoice # 000137345		100.33
201-5970600	Invoice # 2026582654		95.27
201-5970600	Invoice # 2026591586		94.04
201-5970600	Invoice # 2026582776		87.62
201-5970600	Invoice # 2026584959		9.65
201-5970600	Invoice # 2026588273		7.75
201-5970600	Invoice # 5011792273		1,180.69
201-5970600	Invoice # 2026591606		29.51
201-5970600	Invoice # 2026588288		37.35
201-5970600	Invoice # 2026607305		89.00
201-5970600	Invoice # 2026598686		71.44
201-5970600	Invoice # 2026599578		79.61
201-5970600	Invoice # 2026591627		14.17
201-5970600	Invoice # 2026637687		125.27
201-5970600	Invoice # 5011811802		691.57
201-5970600	Invoice # 2026621297		292.35
201-5970600	Invoice # 2026621237		164.20
201-5970600	Invoice # 2026607087		375.91
201-5970600	Invoice # 2026603935		8.67
201-5970600	Invoice # 2026603878		25.61
201-5970600	Invoice # 2026602066		44.26
201-5970600	Invoice # 2026603826		97.09
201-5970600	Invoice # 2026471899		227.60
201-5970600	Invoice # 2026621401		43.69
201-5970600	Invoice # 2026634121		63.43
201-5970600	Invoice # 2026621045		197.08
201-5970600	Invoice # 2026628020		42.17
201-5970600	Invoice # 2026637781		30.65
201-5970600	Invoice # 2026631381		14.73
201-5970600	Invoice # 2026634120		214.88
201-5970600	Invoice # 2026634097		1,265.10
201-5970600	Invoice # 2026642591		70.68
201-5970600	Invoice # 2026640795		27.23
201-5970600	Invoice # 2026640808		25.61
201-5970600	Invoice # 2026663188		118.19
201-5970600	Invoice # 2026659421		69.56
201-5970600	Invoice # 2026655322		93.06
201-5970600	Invoice # 2026651392		1,023.67
201-5970600	Invoice # 2026640828		14.17
201-5970600	Invoice # 2026647324		38.37
201-5970600	Invoice # 2026651311		149.26
201-5970600	Invoice # 2026658964		48.02
201-5970600	Invoice # 2026663226		83.47
201-5970600	Invoice # 2026650226		586.11
201-5970600	Invoice # 2026689714		13.62
201-5970600	Invoice # 2026689627		4.77
201-5970610	Invoice # 175343250		11.99

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
BANC OF AMERICA LEASING	11721	02/21/12	2,005.00
Account No. Description		Amount	
201-5930210 Invoice # 012057085		2,005.00	
BANKCARD SERVICES	VOID 11710	02/21/12	0.00
Account No. Description		Amount	
201-5920202		325.00	
201-5960990		433.80	
201-5970100		462.00	
201-5970110		280.69	
201-5970115		271.78	
201-5970170		49.08	
201-5970600		130.08	
201-5990900		4,086.00	
BANKCARD SERVICES	11710	02/21/12	6,075.43
Account No. Description		Amount	
201-5920202		325.00	
201-5960990		433.80	
201-5970100		37.00	
201-5970100		462.00	
201-5970110		280.69	
201-5970115		271.78	
201-5970170		49.08	
201-5970600		130.08	
201-5990900		4,086.00	
C D W GOVERNMENT INCORPORATED	11702	02/21/12	3,532.99
Account No. Description		Amount	
201-5990900 Invoice # D419853		3,532.99	
C D W GOVERNMENT INCORPORATED	11722	02/21/12	1,232.49
Account No. Description		Amount	
201-5970100 Invoice # D446177		55.93	
201-5970100 Invoice # D434320		167.95	
201-5970100 Invoice # D677804		173.16	
201-5970100 Invoice # D311881		559.10	
201-5970100 Invoice # D372120		112.01	
201-5980410 Invoice # D290941		164.34	
CARSON-DELLOSA PUBLISHING CO. LLC	11723	02/21/12	688.70
Account No. Description		Amount	
201-5970600 Invoice # 915518		688.70	
CHICAGO OFFICE TECHNOLOGY GROUP	11724	02/21/12	2,211.78
Account No. Description		Amount	
201-5930010 Invoice # 096715		381.15	
201-5930010 Invoice # 096223		332.50	
201-5930010 Invoice # 091185		223.53	
201-5930010 Invoice # 091182		198.20	
201-5930010 Invoice # 097914		252.08	
201-5930010 Invoice # 097905		137.55	
201-5930010 Invoice # 091030		6.01	
201-5930010 Invoice # 090648		680.76	
CHILDREN'S PLUS, INC.	11725	02/21/12	921.11
Account No. Description		Amount	
201-5970600 Invoice # 081891		57.80	
201-5970600 Invoice # 081608		863.31	
CHUBB SECURITY SYSTEMS, INC.	11726	02/21/12	76.32
Account No. Description		Amount	
201-5960990 Invoice # 19793 RX		76.32	

Vendor Name	Chk. No.	Check Date	Amount
CITY OF DES PLAINES	11703	02/21/12	483.76
Account No. Description		Amount	
201-5970840 Invoice Fuel # 11-11		187.50	
201-5970840 Invoice Fuel # 12-11		265.16	
201-5970850 Invoice Fuel # 12-11		31.10	
CITY OF DES PLAINES	11727	02/21/12	44.85
Account No. Description		Amount	
201-5970850 Invoice Fuel # 01-12		44.85	
COOPERATIVE COMPUTER SERVICES	11704	02/21/12	8,995.48
Account No. Description		Amount	
201-5920140 Invoice # CCS 12/1/11		8,995.48	
COOPERATIVE COMPUTER SERVICES	11728	02/21/12	4,934.36
Account No. Description		Amount	
201-5920140 OCLC JED Profile January		1,314.98	
201-5920140 Invoice # CCS 1-1-12		3,619.38	
CRIMSON MULTIMEDIA DIST., INC.	11729	02/21/12	185.86
Account No. Description		Amount	
201-5960990 Invoice # 19654A		60.86	
201-5970610 Invoice # 19572		125.00	
CRYSTAL MANAGEMENT & MAINT. SERV	11730	02/21/12	3,460.00
Account No. Description		Amount	
201-5930320 Invoice # 20258		3,340.00	
201-5930320 Invoice # 20238		120.00	
D.K. AGENCIES (P) LTD.	11731	02/21/12	249.90
Account No. Description		Amount	
201-5970600 Invoice # DKBF-47-12		249.90	
DES PLAINS ART COUNCIL	11732	02/21/12	100.00
Account No. Description		Amount	
201-5920220 Membership Dues		100.00	
EBSCO SUBSCRIPTION SVC	11733	02/21/12	11,762.60
Account No. Description		Amount	
201-5970620 Invoice # 0087889		1,895.25	
201-5970620 Invoice # 0071801		51.29	
201-5970620 Invoice # 1364981		29.00	
201-5970620 Invoice # 0019730		-201.94	
201-5970640 Invoice # 1367536		9,989.00	
FORTRES GRAND CORPORATION	11734	02/21/12	486.76
Account No. Description		Amount	
201-5980420 Invoice # 47594		486.76	
Gale, Inc	11735	02/21/12	578.00
Account No. Description		Amount	
201-5970600 Invoice # 17443198		311.60	
201-5970600 Invoice # 17443769		117.80	
201-5970600 Invoice # 17453654		148.60	
GLORIA VAN HOF	11736	02/21/12	250.00
Account No. Description		Amount	
201-5960210 Program on 2/22/12		250.00	
GRAINGER	11737	02/21/12	578.06
Account No. Description		Amount	
201-5970170 Invoice # 9738400945		295.34	

Vendor Name	Chk. No.	Check Date	Amount
201-5970170 Invoice # 9727817075		132.53	
201-5970170 Invoice # 9722938611		132.53	
201-5970170 Invoice # 9722938629		17.66	
INFOGROUP, LIBRARY DIVISION	11738	02/21/12	1,030.00
Account No. Description		Amount	
201-5970640 INV# 10002066050		1,030.00	
INNOVATION EXPERTS	11739	02/21/12	3,822.00
Account No. Description		Amount	
201-5980420 Invoice # BP00123099		3,822.00	
INVICTA SERVICES LLC	11740	02/21/12	143.85
Account No. Description		Amount	
201-5960990 Invoice # 1562		143.85	
JO BONELL	11741	02/21/12	26.31
Account No. Description		Amount	
201-5960070 Employee Travel		26.31	
JOHN LAVALIE	11742	02/21/12	57.83
Account No. Description		Amount	
201-5960070 Employee Travel		31.52	
201-5960070 Employee Travel		26.31	
KASCO PRINTING	11743	02/21/12	420.00
Account No. Description		Amount	
201-5970100 Invoice # 6300		420.00	
KOS HOME IMPROVEMENT	11744	02/21/12	1,509.00
Account No. Description		Amount	
201-5930020 Invoice # 1		1,509.00	
LIMRiCC	11745	02/21/12	37,360.37
Account No. Description		Amount	
201-2401002 PHIP Billing Jan12		37,360.37	
LIVING HISTORY THEATRE	11746	02/21/12	300.00
Account No. Description		Amount	
201-5960210 Program on 4/4/12		300.00	
Lyngsoe Systems, Inc	11747	02/21/12	24,170.00
Account No. Description		Amount	
201-5930010 Invoice # 000497		24,170.00	
MANGO LANGUAGES	11748	02/21/12	3,150.00
Account No. Description		Amount	
201-5970640 Invocie # L4050		3,150.00	
MANUFACTURERS' NEWS, INC.	11749	02/21/12	218.45
Account No. Description		Amount	
201-5970600 Invoice # 527552-00		218.45	
MDR	11750	02/21/12	103.00
Account No. Description		Amount	
201-5970600 Invoice # 1361756		103.00	
MENARDS	11751	02/21/12	243.43
Account No. Description		Amount	
201-5970115 Invoice # 27293		185.79	
201-5970115 Invoice # 29743		57.64	
MICHAEL BRAINIGAN	11752	02/21/12	100.00

0509

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5960210	Description Program on 3/7/12	Amount 100.00	
MIDWEST TAPE	11711	02/21/12	13,798.37
Account No.	Description	Amount	
201-5960990	Invoice # 6561207	1.85	
201-5960990	Invoice # 6558884	1.85	
201-5960990	Invoice # 6558883	11.55	
201-5960990	Invoice # 6555160	5.55	
201-5960990	Invoice # 6555159	15.40	
201-5960990	Invoice # 6555629	3.70	
201-5960990	Invoice # 6555628	3.85	
201-5960990	Invoice # 6544808	5.55	
201-5960990	Invoice # 6537305	14.80	
201-5960990	Invoice # 6544807	3.85	
201-5960990	Invoice # 6537304	298.56	
201-5960990	Invoice # 6548751	3.70	
201-5960990	Invoice # 6547138	57.75	
201-5960990	Invoice # 6547139	3.70	
201-5960990	Invoice # 6548750	1.85	
201-5960990	Invoice # 6541915	73.15	
201-5960990	Invoice # 6541916	16.65	
201-5960990	Invoice # 6551504	3.85	
201-5960990	Invoice # 6551505	1.85	
201-5960990	Invoice # 6566796	23.10	
201-5960990	Invoice # 6566797	7.40	
201-5960990	Invoice # 6564375	19.25	
201-5960990	Invoice # 6564376	1.85	
201-5960990	Invoice # 6558881	91.60	
201-5960990	Invoice # 6561204	150.30	
201-5960990	Invoice # 6558882	173.05	
201-5960990	Invoice # 6555158	195.20	
201-5960990	Invoice # 6555626	159.65	
201-5960990	Invoice # 6544806	68.45	
201-5960990	Invoice # 6542566	16.25	
201-5960990	Invoice # 6537303	88.55	
201-5960990	Invoice # 6548749	58.70	
201-5960990	Invoice # 6547137	16.25	
201-5960990	Invoice # 6541914	61.95	
201-5960990	Invoice # 6551503	171.00	
201-5960990	Invoice # 6566795	111.30	
201-5960990	Invoice # 6562204	3.25	
201-5960990	Invoice # 6563138	17.05	
201-5960990	Invoice # 6564374	349.15	
201-5970610	Invoice # 6531682	50.00	
201-5970610	Invoice # 6561207	38.99	
201-5970610	Invoice # 6558884	29.99	
201-5970610	Invoice # 6558883	47.96	
201-5970610	Invoice # 6555160	99.97	
201-5970610	Invoice # 6555159	70.46	
201-5970610	Invoice # 6555629	79.98	
201-5970610	Invoice # 6555628	10.49	
201-5970610	Invoice # 6544808	113.97	
201-5970610	Invoice # 6537305	251.92	
201-5970610	Invoice # 6544807	12.59	
201-5970610	Invoice # 6537304	92.90	
201-5970610	Invoice # 6548751	67.98	
201-5970610	Invoice # 6547138	180.60	
201-5970610	Invoice # 6547139	54.98	
201-5970610	Invoice # 6548750	44.99	
201-5970610	Invoice # 6541915	198.86	
201-5970610	Invoice # 6541916	315.91	
201-5970610	Invoice # 6551504	17.24	

0597

All Checkbooks
January 2012Des Plaines Public Library
Vendor Checks ReportDESPLANS LIB
Page 11

Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 6551505		34.99	
201-5970610 Invoice # 6566796		62.19	
201-5970610 Invoice # 6566797		126.96	
201-5970610 Invoice # 6564375		58.75	
201-5970610 Invoice # 6564376		39.99	
201-5970630 Invoice # 6558881		354.47	
201-5970630 Invoice # 6561204		972.01	
201-5970630 Invoice # 6558882		872.41	
201-5970630 Invoice # 6555158		940.64	
201-5970630 Invoice # 6555626		907.01	
201-5970630 Invoice # 6544806		461.76	
201-5970630 Invoice # 6542566		119.95	
201-5970630 Invoice # 6537303		412.21	
201-5970630 Invoice # 6548749		362.06	
201-5970630 Invoice # 6547137		89.20	
201-5970630 Invoice # 6541914		419.80	
201-5970630 Invoice # 6551503		608.47	
201-5970630 Invoice # 6566795		538.91	
201-5970630 Invoice # 6562204		36.79	
201-5970630 Invoice # 6563138		117.96	
201-5970630 Invoice # 6564374		2,169.75	
OFFICE DEPOT	11753	02/21/12	130.89
Account No. Description		Amount	
201-5970100 Invoice # 595266535001		5.49	
201-5970100 Invoice # 595266695001		6.75	
201-5970100 Invoice # 592299686001		34.80	
201-5970100 Invoice # 594146443001		48.09	
201-5970100 Invoice # 594554279001		35.76	
201-5970100 Invoice # 593348563001		35.76	
201-5970100 Invoice # 594550807001		-35.76	
Outsource Solutions Grp, Inc	11754	02/21/12	27,882.88
Account No. Description		Amount	
201-5920110 Invoice # 13942		27,083.33	
201-5960990 Invoice # 13798		519.55	
201-5960990 Invoice # 13943		280.00	
OVERDRIVE, INC.	11755	02/21/12	145.11
Account No. Description		Amount	
201-5970610 Invoice # 1018-191149730		13.97	
201-5970650 Invoice # 1018-191149730		131.14	
PADDOCK PUBLICATIONS, INC.	11756	02/21/12	45.00
Account No. Description		Amount	
201-5970620 Subscription Renewal		45.00	
PITNEY BOWES	11757	02/21/12	616.48
Account No. Description		Amount	
201-5930210 Invoice # 9954034-JA12		164.00	
201-5970100 Invoice # 463073		102.48	
201-5970260 Postage		350.00	
PITT OHIO EXPRESS, LLC.	11758	02/21/12	58.00
Account No. Description		Amount	
201-5970260 PRO # 8011042887		58.00	
RAINA TELGEMEIER	11759	02/21/12	1,000.00
Account No. Description		Amount	
201-5960210 Workshop on 3/22/12		1,000.00	
RANDOM HOUSE INCORPORATED	11760	02/21/12	62.80
Account No. Description		Amount	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 1083097008		27.00	
201-5970610 Credit # 9000428783		-34.00	
201-5970610 Invoice # 1083001534		30.00	
201-5970610 Invoice # 9000428775		24.00	
201-5970610 Credit # 9000428832		-30.00	
201-5970610 Invoice # 9000428775		24.00	
201-5970610 Invoice # 9000428833		27.20	
201-5970630 Invoice # 9000428787		21.60	
201-5970630 Credit # 9000428776		-27.00	
RED BOOKS LLC	11705	02/21/12	1,591.55
Account No. Description		Amount	
201-5970600 Invoice # 310383		1,591.55	
RESEARCH TECHNOLOGY INTERNATION	11761	02/21/12	319.80
Account No. Description		Amount	
201-5970100 Invoice # 600114-1		319.80	
Rosen Publishing, Inc.	11762	02/21/12	18.95
Account No. Description		Amount	
201-5970600 Invoice # 536643		18.95	
RUNCO OFFICE SUPPLY	11763	02/21/12	1,334.50
Account No. Description		Amount	
201-5970100 Invoice # 501369-0		93.47	
201-5970100 Invoice # 500210-0		8.28	
201-5970100 Invoice # 501697-0		1,172.63	
201-5970100 Invoice # 499495-0		80.05	
201-5970100 Credit # 499495-0		-19.93	
RUNGE PAPER COMPANY, INC.	11764	02/21/12	180.08
Account No. Description		Amount	
201-5970170 Customer # 60105		180.08	
Scholastic Library publishing, Inc	11765	02/21/12	2,378.00
Account No. Description		Amount	
201-5970640 Invoice # 11382454		2,378.00	
SCHOLL CORPORATE GUIDES	11766	02/21/12	33.95
Account No. Description		Amount	
201-5970600 Invoice # 34108		33.95	
SOUTHER IL SCHOOL OF MEDICINE	11767	02/21/12	59.95
Account No. Description		Amount	
201-5970600 Lost Intelibrary Loan		59.95	
Speed E Kleen, Inc	11706	02/21/12	200.00
Account No. Description		Amount	
201-5930320 Invoice # 3691		120.00	
201-5930320 Invoice # 3690		80.00	
STANDARD & POOR'S	11768	02/21/12	4,265.84
Account No. Description		Amount	
201-5970640 Invoice # 30512437		4,265.84	
STEVEN J. GASSMAN	11769	02/21/12	125.00
Account No. Description		Amount	
201-5960990 2/21/12 Meeting tape		125.00	
TELEVEND SERVICES INCORPORATED	11770	02/21/12	153.10
Account No. Description		Amount	
201-5970100 Invoice # 3259		153.10	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
TEMPLE DISPLAY, LTD.	11707	02/21/12	675.00
Account No. 201-5930020		Amount 675.00	
Description Invoice # 9681			
TODD STOCKE	11771	02/21/12	150.00
Account No. 201-5960210		Amount 150.00	
Description Program on 4/5/12			
TRANSWORLD SYSTEMS INC	11772	02/21/12	5,250.00
Account No. 201-5960990		Amount 5,250.00	
Description Invoice # A3733C-1271			
VAHE GHAZARIAN	11773	02/21/12	100.00
Account No. 201-5960990		Amount 100.00	
Description Invoice # 588169			
VIKING PLUMBING SERVICES, LLC	11774	02/21/12	490.00
Account No. 201-5930020		Amount 490.00	
Description Invoice # 3908			
WASTE MANAGEMENT	11775	02/21/12	156.88
Account No. 201-5930490		Amount 156.88	
Description Inv # 4535821-2008-6			
WASTE MANAGEMENT	11776	02/21/12	406.71
Account No. 201-5930490		Amount 406.71	
Description Inv # 2492171-2008-1			
WEST GROUP	11777	02/21/12	521.85
Account No. 201-5970600		Amount 364.85	
Description Invoice # 21976503			
Account No. 201-5970600		Amount 157.00	
Description Invoice # 824278452			
WORLD BOOK INCORPORATED	11708	02/21/12	1,218.00
Account No. 201-5970640		Amount 1,218.00	
Description Invoice # WBE1436376			
WORLD BOOK INCORPORATED	11778	02/21/12	2,397.00
Account No. 201-5970600		Amount 2,397.00	
Description Invoice # WBE1435724			
WORLD CHAMBER OF COMMERCE DIREC	11779	02/21/12	49.00
Account No. 201-5970600		Amount 49.00	
Description Invoice # 162114			
		Subtotal	<u>248,493.36</u>
		TOTAL	<u><u>405,392.28</u></u>

Director's Report February, 2012

Collection Development

In January we were gearing up for a new method of delivering books to the participants in our annual Battle of the Books competition.

We arranged to purchase 8 titles for the 6th-8th grade Battle group. One set will be purchased from Overdrive to be available via My Media Mall so kids can download to their own devices, and we arranged to purchase those same titles via Amazon for our new Kindle e-readers which will be available for checkout beginning in March. The event is April 27, 2012.

We are in the process of decommissioning the Mobile Library collection. The collection consists of popular and classic items about two thirds of which are children's material. Both the adult and youth services staff are going through the materials to determine which items should be moved to the main library collection, which items will be turned over to the Friends of the Library and what should be discarded.

Community Networking

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

Good Will Industries held a job fair in January to hire staff for their new store in Des Plaines. 50 people were hired, 30 of whom live in Des Plaines.

Illinois WorkNet presented a workshop on effective techniques to find jobs in today's job market.

Over 25 preschools came to the library in January to showcase the services and programs they have available to parents and their children. Over 150 parents and children attended.

In conjunction with Oakton Community College, the Adult Education Area Planning Council and the Alliance for Lifelong Learning the library offers monthly literacy classes for adults.

Lifelong Learning

Family Game Night was offered on Thursday nights throughout January, where whole family came to the library and played both classic and new board games. Over 50 attended.

Drop In Family Storytimes are offered on Tuesday nights. Parents or caregivers with kids ages 2 through 8 can attend a storytime filled with songs, puppets and stories. Over 80 attended.

Every other Friday, senior citizens come to the library to compete in Wii bowling.

141 people attended 22 computer classes the Adult Services staff offered for the public in January.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M - Service Agreement for self checks, security gates, checkout stations								\$16,956.00 Annual
	2/21/2012	11712	201-5930010		\$17,128.00		\$17,128.00	
				\$0.00	\$17,128.00	\$17,128.00	\$17,128.00	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,458.00 Annual \$2,614.50 Quarterly
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	
				\$0.00	\$2,614.50	\$2,614.50	\$2,614.50	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	1/17/2012	11681	201-5930210		\$2,005.00		\$2,005.00	
	2/21/2012	11721	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$4,010.00	\$4,010.00	\$4,010.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers) .07 per print Color \$264.00 Monthly (printers) .0085 per print B/W .085 per print Color
	2/21/2012	11724	201-5930010		\$381.15			
	2/21/2012	11724	201-5930010		\$332.50			
	2/21/2012	11724	201-5930010		\$223.53			
	2/21/2012	11724	201-5930010		\$198.20			
	2/21/2012	11724	201-5930010		\$252.08			
	2/21/2012	11724	201-5930010		\$137.55			
	2/21/2012	11724	201-5930010		\$6.01			
	2/21/2012	11724	201-5930010		\$680.76		\$2,211.78	
				\$0.00	\$2,211.78	\$2,211.78	\$2,211.78	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES- Cleaning service								\$40,080.00 Annual \$3,340.00 Monthly
	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	
	2/21/2012	11730	201-5930320		\$3,340.00			
	2/21/2012	11730	201-5930320	\$120.00			\$3,460.00	
				\$120.00	\$6,680.00	\$6,800.00	\$6,800.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
					\$0.00	\$0.00	\$0.00	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,495.47 Annual
				\$0.00	\$0.00			
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	
				\$0.00	\$24,170.00	\$24,170.00	\$24,170.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	1/17/2012	11692	201-5920110		\$27,083.33			
	1/17/2012	11692	201-5960990	\$280.00			\$27,363.33	
	2/21/2012	11754	201-5920110		\$27,083.33			
	2/21/2012	11754	201-5960990	\$519.55				
	2/21/2012	11754	201-5960990	\$280.00			\$27,882.88	
				\$1,079.55	\$54,166.66	\$55,246.21	\$55,246.21	
PITNEY BOWES - Postage Machine contract ends 2/2012								\$1,968.00 Annual
	2/21/2012	11757	201-5930210		\$164.00			
	2/21/2012	11757	201-5970100	\$102.48				
	2/21/2012	11757	201-5970260	\$350.00			\$616.48	
				\$452.48	\$164.00	\$616.48	\$616.48	
PRO DATA - Payroll Services								
	1/27/2012		201-5920110		\$817.95		\$817.95	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/10/2012		201-5920110		\$233.95		\$233.95	
				\$0.00	\$1,051.90	\$1,051.90	\$1,051.90	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
					\$0.00	\$0.00	\$0.00	
SCHINDLER ELEVATOR CORPORATION								\$6,860.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,065.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
	2/21/2012	11772	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
WASTE MANAGEMENT - Garbage Collection Services								\$4,004.76 Annual \$333.73 Monthly
	1/17/2012	11698	201-5930490		\$406.35			
	1/17/2012	11699	201-5930490		\$156.75		\$563.10	
	2/21/2012	11775	201-5930490		\$156.88			
	2/21/2012	11776	201-5930490		\$406.71		\$563.59	
				\$0.00	\$1,126.69	\$1,126.69	\$1,126.69	
						\$120,225.56		

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Balance Sheet															
Cash Beginning of Month	\$ 4,176,070	\$ 3,719,810	\$ 3,290,458	\$ 2,850,106	\$ 5,906,754	\$ 5,477,402	\$ 4,855,377	\$ 4,226,025	\$ 3,796,673	\$ 3,367,321	\$ 2,937,969	\$ 5,280,860			
Restricted cash donations	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654	127,654			
	<u>4,048,416</u>	<u>3,592,156</u>	<u>3,162,804</u>	<u>2,722,452</u>	<u>5,779,100</u>	<u>5,349,748</u>	<u>4,727,723</u>	<u>4,098,371</u>	<u>3,669,019</u>	<u>3,239,667</u>	<u>2,810,315</u>	<u>5,153,206</u>			
Revenue (M-T-D)															
Property Taxes	36,853			3,525,000							2,847,243		\$6,409,096	6,409,096	
Other Revenue	15,519	30,083	30,083	30,083	30,083	30,083	30,083	30,083	30,083	30,083	30,083	30,089	346,438	346,438	
Total Revenue	<u>52,372</u>	<u>30,083</u>	<u>30,083</u>	<u>3,555,083</u>	<u>30,083</u>	<u>30,083</u>	<u>30,083</u>	<u>30,083</u>	<u>30,083</u>	<u>30,083</u>	<u>2,877,326</u>	<u>30,089</u>	<u>6,755,534</u>	<u>6,755,534</u>	
Expenses															
Payroll & Benefits	275,312	299,346	299,346	299,346	299,346	449,019	299,346	299,346	299,346	299,346	299,346	449,031	3,867,476	3,867,476	
Commodities	125,840	79,360	79,360	79,360	79,360	79,360	79,360	79,360	79,360	79,360	79,360	79,360	998,800	998,800	
Capital	6,345	7,550	7,550	7,550	7,550	7,550	7,550	7,550	7,550	7,550	7,550	7,560	89,405	89,405	
Contracts	193,404	73,179	73,179	73,179	73,179	73,179	73,179	73,179	73,179	73,179	73,179	73,181	998,375	998,375	
Other	7,619						200,000				75,000		333,000	333,000	
202	6,300		11,000	39,000		43,000							99,300	99,300	
Adjustments	(106,188)														
Total Expenses	<u>508,632</u>	<u>459,435</u>	<u>470,435</u>	<u>498,435</u>	<u>459,435</u>	<u>652,108</u>	<u>659,435</u>	<u>459,435</u>	<u>459,435</u>	<u>459,435</u>	<u>534,435</u>	<u>659,513</u>			0
Net Increase/(Decrease)	<u>(456,260)</u>	<u>(429,352)</u>	<u>(440,352)</u>	<u>3,056,648</u>	<u>(429,352)</u>	<u>(622,025)</u>	<u>(629,352)</u>	<u>(429,352)</u>	<u>(429,352)</u>	<u>(429,352)</u>	<u>2,342,891</u>	<u>(629,424)</u>			
Cash End of Month	<u>3,719,810</u>	<u>3,290,458</u>	<u>2,850,106</u>	<u>5,906,754</u>	<u>5,477,402</u>	<u>4,855,377</u>	<u>4,226,025</u>	<u>3,796,673</u>	<u>3,367,321</u>	<u>2,937,969</u>	<u>5,280,860</u>	<u>4,651,436</u>			
Cash End of Month less restricted cash donations	<u>3,592,156</u>	<u>3,162,804</u>	<u>2,722,452</u>	<u>5,779,100</u>	<u>5,349,748</u>	<u>4,727,723</u>	<u>4,098,371</u>	<u>3,669,019</u>	<u>3,239,667</u>	<u>2,810,315</u>	<u>5,153,206</u>	<u>4,523,782</u>			

January 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Jan 2012	913	YTD 2012	913
Jan 2011	405	YTD 2011	405
	% Change	125.43%	% Change
			125.43%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Jan 2012		YTD 2012	
	TOTAL	100,785	TOTAL
			100,785
Jan 2011		YTD 2011	
	TOTAL	98,487	TOTAL
			98,487
	% Change	2.33%	% Change
			2.33%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Jan 2012		YTD 2012	
	TOTAL	8,757	TOTAL
			8,757
Jan 2011		YTD 2011	
	TOTAL	8,490	TOTAL
			8,490
	% Change	3.14%	% Change
			3.14%
WIRELESS			
THIS MONTH		YEAR TO DATE	
Jan 2012	5,901	YTD 2012	5,901
Jan 2011	3,447	YTD 2011	3,447
	% Change	71.19%	% Change
			71.19%
VISITS TO WEBSITE			
Jan 2012		YTD 2012	
	From Internal IP's	3,586	From Internal IP's
	From External IP's	42,308	From External IP's
	TOTAL	45,894	TOTAL
			45,894
Jan 2011		YTD 2011	
	*From Internal IP's	5,670	*From Internal IP's
	*From External IP's	40,699	*From External IP's
	TOTAL	46,369	TOTAL
			46,369
	% Change	-1.02%	% Change
			-1.02%

*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			
January 2012 Unique Visitors	27,255	YTD 2012 Unique Visitors	27,255
January 2011 Unique Visitors	22,098	YTD 2011 Unique Visitors	22,098
	% Change	23.34%	% Change
			23.34%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Jan 2012	14,338	YTD 2012	14,338
Jan 2011	16,438	YTD 2011	16,438
% Change		% Change	
-12.78%		-12.78%	

Note: The January 2011 number of 16,438 is an anomaly based on an unusually high number of searches of the America's Obituaries & Death Notices database that month. We are not sure why that occurred, however, the 2012 numbers are aligned with 2010 and 2009

LIBRARY CARD OWNERSHIP			
YTD 2012	33,856	% of Population 2012	58.00%
YTD 2011	33,100	% of Population 2011	58.10%
% Change			
2.28%			

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jan 2012		YTD 2012	
TOTAL		TOTAL	
4,146		4,146	
Jan 2011		YTD 2011	
TOTAL		TOTAL	
3,122		3,122	
% Change		% Change	
32.80%		32.80%	

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

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Jan 2012		YTD 2012	
TOTAL		TOTAL	
691		691	
Jan 2011		YTD 2011	
TOTAL		TOTAL	
76		76	
% Change		% Change	
809.21%		809.21%	

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Jan 2012		YTD 2012	
TOTAL		TOTAL	
827		827	
Jan 2011		YTD 2011	
TOTAL		TOTAL	
958		958	
% Change		% Change	
-14%		-14%	

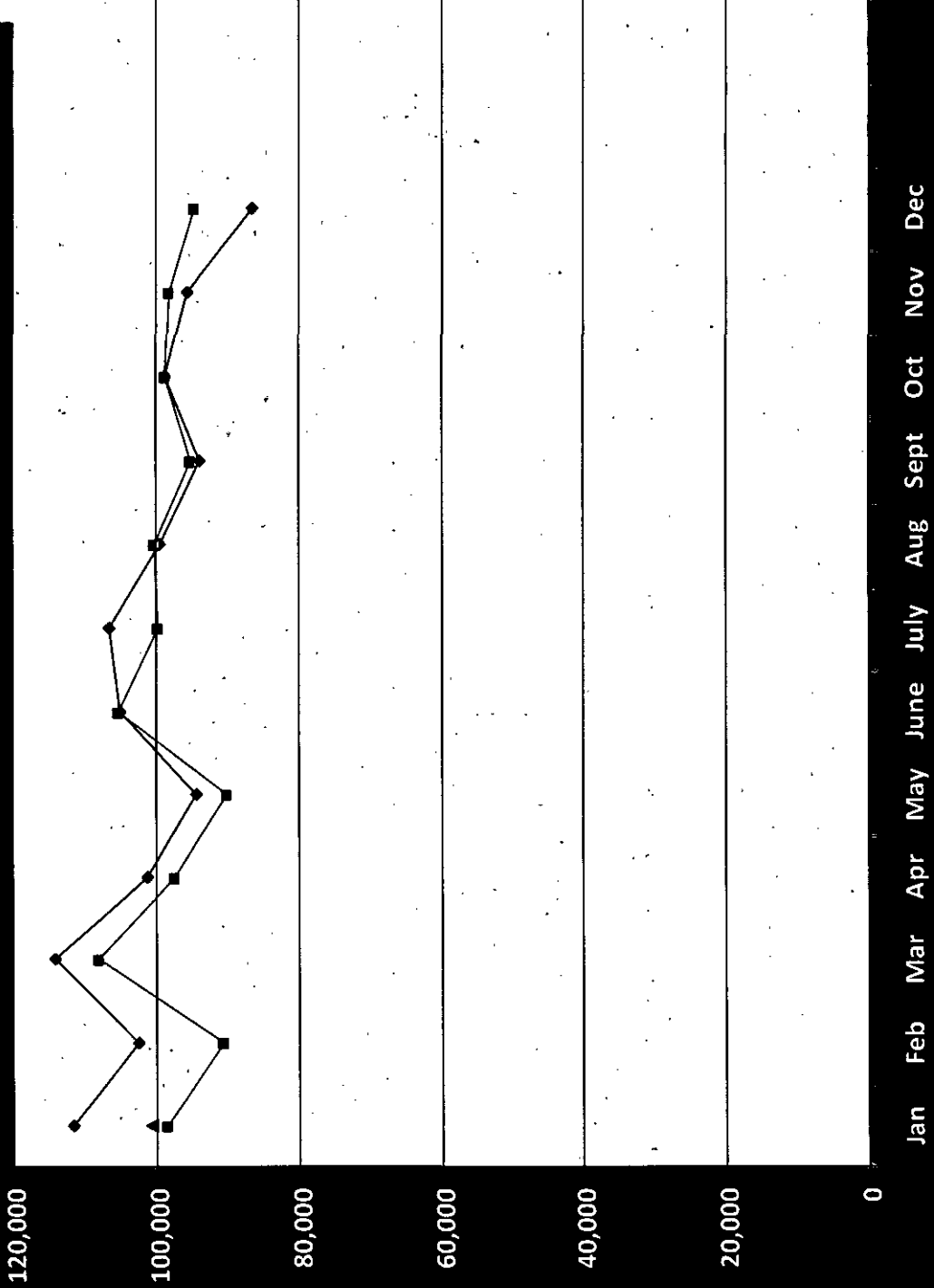
Note: The attendance at Youth Services outreach events varies by type.

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Jan 2012		YTD 2012	
TOTAL		TOTAL	
26,215		26,215	

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

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jan 2012	50,205	YTD 2012	50,205
Jan 2011	47,654	YTD 2011	47,654
% Change		% Change	
5.35%		5.35%	

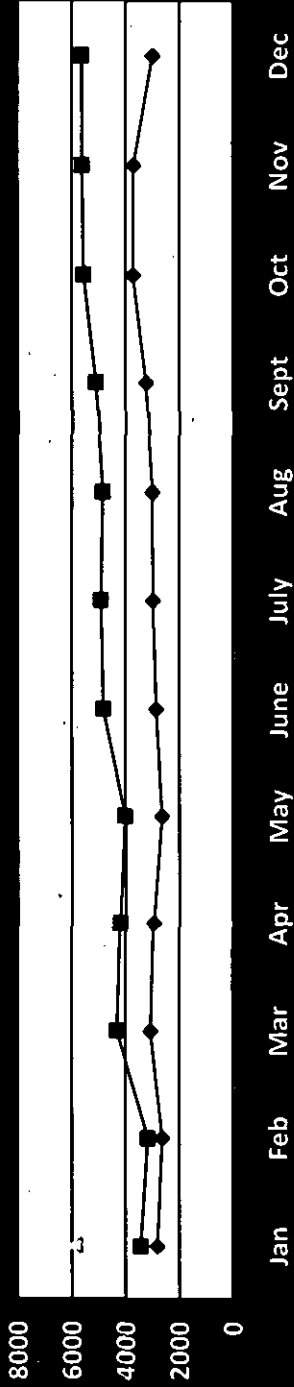
Circulation Statistics 2010 - 2012



Jan-Dec 2010 (1,209,024)
 Jan-Dec 2011 (1,176,477)
 Jan 2012 (100,785)

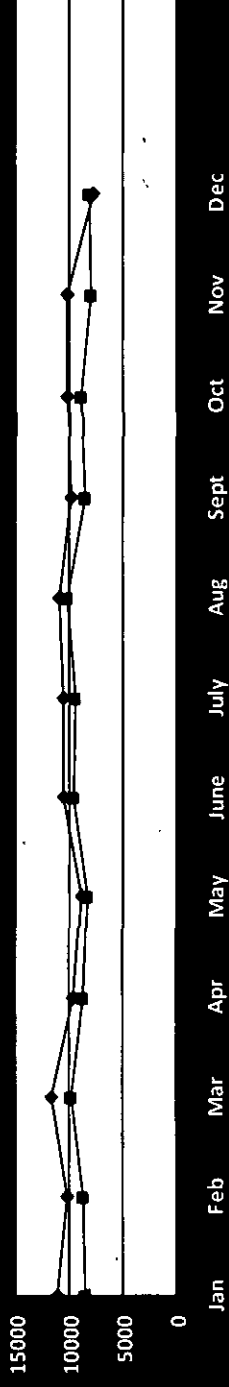
Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Computer Use - Wireless



◆ Jan - Dec 2010 (36,663)
 ■ Jan - Dec 2011 (55,673)
 ▲ Jan 2012 (5,901)

Computer Use - Wired



◆ Jan-Dec 2010 (121,272)
 ■ Jan-Dec 2011 (107,123)
 ▲ Jan 2012 (8,757)

**FOR THE FISCAL YEAR BEGINNING JUNE 1, 2011 AND ENDING MAY 31, 2012
AS OF JANUARY 24, 2012**

<u>Event / Items Purchased</u>	<u>Cost</u>	<u>Date of Event/Purchase</u>
"Battle of the Bands" Equipment Fees (Hedroom Productions)	\$600.00*	6-10-2011
"Battle of the Bands" Prize Money for competitors	\$300.00*	6-10-2011
SRC-Youth Services Dept.-Geoff Marsh, Strolling Musician on 6-4-11	\$725.00*	6-1-2011
SRC-Youth Services Dept. Face Painter for Kickoff on 6-4-2011	\$200.00*	6-1-2011
SRC-Youth Services Dept. Knight's Read T-Shirts	\$5,443.15*	6-6-2011
Movie Licensing Fee for Sunday Movies July 2011 thru June 2012	\$1,850.00	6-16-2011
DVD's and staff salaries for Sunday Movies for above period	\$628.00	6-16-2011
Rainbow Times Program payments for January thru May 2011	\$1,585.00	6-17-2011
Card holders w/Knight Read logo for SRC sign-up	\$931.65*	6-22-2011
Purchase of E-Readers and Wii Accessories for Adult Services	\$520.33*	8-8-2011
Adult/Teen Summer Reading Program Prizes/Refreshments/Materials	\$1,811.02*	7-31-2011
Adult Services Program – Route 66 "A Cappella Quartet"	\$850.00	7-18-2011
SRC – Youth Services Dept. T-Shirts	\$556.85*	8-8-2011
Youth Services Dept. Book Bags for Teachers	\$1,443.08	8-18-2011
YS Summer Reading Programs-June and July	\$1,820.00*	7-31-2011
Lyric Opera of Chicago Lectures	\$100.00	9-12-2011
YS Summer Reading Refreshments/Prizes/Program materials	\$489.33*	7-31-2011
CheckMates Chess Academy	\$800.00	10-4-2011
Reading Patch Program Patches – 7 different patches	\$743.34	10-20-2011
"Wild and Wacky Magic by Randy" presented on October 29 th	\$400.00	10-26-2011
Xbox 360 and 2 games for Youth Services for National Gaming Day	\$369.47	11-12-2011
Books for Read for the Record and Pre School Fair for Youth Services	\$436.46	11-12-2011
Staff Holiday Party – Contribution for Refreshments	\$500.00	12-1-2011
Teen Yoga Program paid to YSKT, NFP	\$100.00	12-7-2011
Youth Services – "The Lion, the Witch, and the Wardrobe" (Deposit)	\$200.00	12-12-2011
Youth Services-"Tropixplosion" Program Deposit (paid to BAZILLION)	\$179.00	1-9-12
Youth Services-"Tropixplosion" Program –Balance (paid to BAZILLION)	\$716.00	1-6-2012
Youth Services-The Lion, the Witch, and the Wardrobe" – Balance due	\$450.00	1-24-2012
Teen Programming – Sept. thru Dec. 2011	\$273.91	1-9-2012
Youth Services Lego Workshops on January 7, 2012	\$759.90	1-9-2012
Adult Services Romance Event – Morkes Chocolates	\$370.00	1-9-2012
Adult Services – Piano Showcase (New Piano Bench)	\$756.70	1-9-2012
Rainbow Times Program - Sept. thru Dec. 2011- Payments to Therapy Dogs and Aides	<u>\$1,310.00</u>	1-9-2012
TOTAL OF GIFTS FROM FRIENDS TO DATE	<u>\$28,218.19</u>	

*Attached is a detailed breakdown of all Summer Reading Expenses paid by the Friends.

2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197												197
CD-ROMs	319												319
CDs	1,011												1,011
DVDs	10,618												10,618
Fiction	17,679												17,679
Foreign language	1,570												1,570
Games	49												49
Holiday	680												680
Homeschool	240												240
Large type	30												30
Magazines	139												139
Nonfiction	5,456												5,456
Parent collection	157												157
SUBTOTAL	38,145	0	0	0	0	0	0	0	0	0	0	0	38,145
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	13												13
Audiobooks	2,119												2,119
CD-ROMs	548												548
CDs	6,905												6,905
DVDs	28,612												28,612
Fiction	8,001												8,001
Foreign language	1,429												1,429
High school	948												948
Large type	1,365												1,365
Literacy	168												168
Magazines	2,654												2,654
Nonfiction	9,878												9,878
SUBTOTAL	62,640	0	0	0	0	0	0	0	0	0	0	0	62,640
eMaterials	913												913
ILL (non consortial)	336												336
Miscellaneous	446												446
GRAND TOTAL	102,480	0	0	0	0	0	0	0	0	0	0	0	102,480

Days closed



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

- Progress Report
- Response Requested by _____
- Board Action Required 02/21/2012

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
January 25, 2012

Chair: Jeff Rozovics
Present: Jeff Rozovics, Rich Pope, , Dion Kendrick, Eugene Fregetto, Holly Richards
Sorensen, Carol Kidd.

Absent: Jennifer Tsalapanis.

Call to Order: 5:02 p.m. by Jeff Rozovics.

MOTION by Richard Pope, seconded by Jeff Rozovics, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Richard Pope, seconded by Jeff Rozovics, to enter into an Executive Session at 5:05 p.m. to discuss Review of Executive Session Minutes. VOTE: Ayes: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 6:04 p.m. and was called to order by Jeff Rozovics.

MOTION by Rich Pope, seconded by Jeff Rozovics, to approve the consideration to the minutes discussed in Executive Session. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 6:07 p.m.

Minutes prepared by Carol Kidd

M.C. CHILDERS

835 PEARSON ST.
DES PLAINES, IL 60016

January 17, 2012

Dear Mr. Sawyer,

Your quick response in less than 2 hours for a random request is quite amazing. I am such a big fan of the library in so many ways, this is just one more reason. I believe the professionalism of our Des Plaines Library is a model for others.

Thank you for going the extra step and putting my request in the system.

Please pass this on to your staff if you choose.

M.C. Childers

0615

M.C. CHILDERS

835 PEARSON ST.
DES PLAINES, IL 60016

January 17, 2012

Dear Mr. Samyia,

Your quick response in less than 2 hours for a random request is quite amazing. I am such a big fan of the library in so many ways, this is just one more reason. I believe the professionalism of our Des Plaines Library is a model for others.

Thank you for going the extra step and putting my request in the system.

Please pass this on to your staff if you choose.

Sam Childers

2.24.19.19

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
SEMI-ANNUAL DINNER

DATE: January 17, 2012

PLACE: Caliente Mexican Restaurant
1535 Ellinwood Street

TIME: 6:30 PM

RSVP: Carol Kidd – 847-376-2803



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 17, 2012

4:00 PM*

Conference Room – Second Floor

- **Discuss Open Meetings Act Training for 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 376-2801 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
January 17, 2012
4:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Dan Wilson.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – December 20, 2011.
 - B. Acceptance of Financial Reports for December 2011.
 - C. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
- VIII. Presentation – Open Meetings Act, Illinois Attorney General's Office - Adetola Sobitan and Matthew Rogina.
- IX. Unfinished Business.
 - A. Report on UIC Grant Program – Eugene Fregetto.
 - B. Meet and Greet Program – Report on First Ward Meeting – New Dates.
- X. New Business.
 - A. Approve Payment of Vendor Checks Report - \$193,407.23. [Action Item]
 - B. Approve Payment to 3M - \$17,128.00. [Action Item]
 - C. Discuss Open Meetings Act Training for Trustees.

- XI. Announcements.
 - A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."
 - B. 22nd President's Day Library Legislative Breakfast, Monday, February 20, 2012, 8:30 a.m. – 10:30 a.m., Arboretum Club, Buffalo Grove.
 - C. Trustee Forum Workshop, February 4, 2012.
- XII. Correspondence.
- XIII. Other
- XIV. Adjournment.

This meeting will be recorded for television broadcast.



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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 20, 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 Pope, Vincent Rangel, Jeff Rozovics, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Don Sofolo, Dan Klobnak, Evon Cummings, Ben Whittenhall, Paul Whittenhall, Wayne Serbin.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Evon Cummings, a Des Plaines resident, spoke to the board about keeping the Mobile Library in service, asked if other communities might be willing to share the expense if provided service and that it is difficult for some seniors to come to the main library.

Wayne Serbin, a Des Plaines resident, stated that the Wilmette Public Library is open on Sunday from 1:00 p.m. – 9:00 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson was in attendance and welcomed the new board members, Vince Rangel and Rich Pope. Alderman Wilson thanked the board for their work on the budget.

CONSENT AGENDA

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

UNFINISHED BUSINESS

Trustee Fregetto thanked Trustees Kendrick and Mokry for attending the first "Engage Des Plaines!" public forum which was held on Saturday, December 3, 2011. The next public forums will be at the library on January 25 at 6:30 p.m. and on January 28 at 2:00 p.m. A Civic Engagement Grant was received in the amount of \$20,000 and will be used to work with the community to discover their information habits and needs by hosting public forums and focus groups.

DECEMBER MEET & GREET – Steve Mokry & Vince Rangel

Trustees Mokry and Rangel talked to library users at the Meet & Greet at the Library in December.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$212,125.85, as listed on the vendor checks report of November 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.

Lorayne Flodberg, Account Executive, was in attendance from Arthur J. Gallagher Risk Management Services, Inc. to give an overview of the insurance proposal and to answer questions from the board.

MOTION by Vince Rangel, seconded by Rich Pope, to approve payment to Hartford Insurance for Library Property, General Liability, Automobile, Workers' Compensation and Employers' Liability, Umbrella and Directors' & Officers Liability in the amount of \$29,949.00. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to approve payment to ProQuest in the amount of \$15,195.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to approve payment to Global Enterprise Technologies in the amount of \$10,350.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Vince Rangel, to approve payment to Lyngsoe Systems for a two year maintenance agreement in the amount of \$24,170.00 for the first year and \$25,125.00 for the second year. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: Fregetto. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to approve the Appropriation and Levy resolution, as presented. ROLL CALL VOTE: AYES: Fregetto, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: Kendrick. MOTION CARRIED.

MOTION by Committee, to approve changes to Collection Development and Management Policy, Section B. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve changes to General Regulations, Section C, C-1, C-2, C-3, and C-4. ROLL CALL VOTE: Fregetto, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: Kendrick, Moylan Krey. MOTION CARRIED.

MOTION by Committee, to approve change to Personnel Policy, Section D. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

FOOD FOR FINES PROGRAM DATES

Director Sorensen explained the food for fines program. Director Sorensen proposed the dates for food for fines be February 12 – 25, 2012.

MOTION by Vince Rangel, seconded by Steve Mokry, to hold Food for Fines from February 12 – 25, 2012. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

EXECUTIVE SESSION

MOTION by Susan Moylan Krey, seconded by Vince Rangel, to enter into an Executive Session at 8:30 p.m. for Semi-Annual Review of Executive Session Minutes. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rangel, Rozovics. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:45 p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by Susan Moylan Krey, seconded by Vince Rangel, to agree with the decision made in Executive Session. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Magerl, Mokry, Pope, Rozovics. NAYS: None. MOTION CARRIED.

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

Meeting adjourned at 8:47 p.m.

Minutes prepared Carol Kidd.

January 10, 2012

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 December 31, 2011 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the twelve 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 December 31, 2011

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	35,432.71
	<u>35,432.71</u>
201-1102015 - First Midwest Operating #8100292260	109,808.50
202-1102015 - First Midwest Operating #8100292260	624.47
	<u>110,432.97</u>
201-1102028 - Cash Library Donations	24,364.25
	<u>24,364.25</u>
201-1102073 - Cash IL - Epay #151600222104	<u>36,388.14</u>
201-1102078 - Cash IL - Epay Library	<u>9,428.89</u>
201-1102079 - IL Funds - 151600222591	3,745,391.37
202-1102079 - IL Funds - 151600222591	110,882.50
	<u>3,856,273.87</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,249.20</u>
Total Invested	<u>4,176,070.03</u>

January 10, 2012

Des Plaines Public Library
Balance Sheet as of December 31, 2011

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	146,863.65	(111,430.94)	35,432.71
1102015 - First Midwest Operating #8100292260	100,211.91	9,596.59	109,808.50
1102028 - Cash Library Donations	28,196.10	(3,831.85)	24,364.25
1102073 - Cash IL - Epay 15160008073	33,840.04	2,548.10	36,388.14
1102078 - Cash IL - Epay Library	8,692.89	736.00	9,428.89
1102079 - IL Funds - 15160022591	4,093,295.25	(347,903.88)	3,745,391.37
1104006 - Investments - Certificates of Deposit	103,211.03	38.17	103,249.20
1118000 - Receivable - Property Taxes	6,434,105.06	0.00	6,434,105.06
	<u>10,948,915.93</u>	<u>(450,247.81)</u>	<u>10,498,668.12</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	210,230.54	(67,925.54)	142,305.00
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>6,872,323.81</u>	<u>(67,925.54)</u>	<u>6,804,398.27</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>
Total Liabilities and Fund Balance	<u>9,207,801.86</u>	<u>(67,925.54)</u>	<u>9,139,876.32</u>
Excess Revenues Over Expenses	<u>1,741,114.07</u>	<u>(382,322.27)</u>	<u>1,358,791.80</u>

See Accountants' Compilation Report

January 10, 2012

Des Plaines Public Library
Balance Sheet as of December 31, 2011

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	933.62	(309.15)	624.47
1102079 - IL Funds - 151600222591	110,882.50	0.00	110,882.50
	111,816.12	(309.15)	111,506.97

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	309.15	(309.15)	0.00
	309.15	(309.15)	0.00

Fund Balance

3730000 - Fund Balance - Unreserved	152,772.91	0.00	152,772.91
Total Liabilities and Fund Balance	153,082.06	(309.15)	152,772.91
Excess Revenues Over Expenses	(41,265.94)	0.00	(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
Total Liabilities and Fund Balance	182,329.64	0.00	182,329.64
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

**Des Plaines Public Library
Balance Sheet as of December 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>
Total Liabilities and Net Capital Assets	<u>853,306.00</u>	<u>0.00</u>	<u>853,306.00</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Des Plaines Public Library
Revenue Report
For the 12 Months Ended December 31, 2011**

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

Library Fund

Taxes

4810019 - Property Taxes 2002	0.00	0.00	0.00	0.00	0.00
4810020 - Property Taxes 2003	0.00	0.00	0.00	0.00	0.00
4810021 - Property Taxes 2004	0.00	0.00	0.00	0.00	0.00
4810022 - Property Taxes 2005	0.00	0.00	0.00	0.00	0.00
4810023 - Property Taxes 2006	0.00	0.00	0.00	0.00	0.00
4810024 - Property Taxes 2007	0.00	0.00	0.00	0.00	0.00
4810025 - Property Taxes 2008	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2009	0.00	57,081.19	250,000.00	192,918.81	22.83
4810027 - Property Taxes 2010	97,427.19	6,488,083.22	6,499,096.00	11,012.78	99.83
	<u>97,427.19</u>	<u>6,545,164.41</u>	<u>6,749,096.00</u>	<u>203,931.59</u>	<u>96.98</u>

Intergovernmental

4810800 - Personal Property Replacement Tax	23,247.00	92,988.00	92,988.00	0.00	100.00
4822040 - State Grant - Per Capita	0.00	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>23,247.00</u>	<u>157,067.70</u>	<u>148,988.00</u>	<u>(8,079.70)</u>	<u>105.42</u>

Fines & Fees

4850101 - Library Fines	275.00	3,737.87	4,300.00	562.13	86.93
4850102 - Library Fines	5,928.04	71,757.89	128,000.00	56,242.11	56.06
4850103 - Library Fines / Credit Card	3,287.03	37,643.89	15,000.00	(22,643.89)	250.96
4850201 - Copying Fee	1,382.55	24,833.32	25,000.00	166.68	99.33
4850202 - Damaged Materials	77.50	951.59	450.00	(501.59)	211.46
4850203 - Lost Materials	212.42	5,512.85	7,000.00	1,487.15	78.76
4850205 - Bags	61.00	720.65	1,000.00	279.35	72.06
4850207 - Non-Res Cards	73.50	1,864.50	2,000.00	135.50	93.23
	<u>11,297.04</u>	<u>147,022.56</u>	<u>182,750.00</u>	<u>35,727.44</u>	<u>80.45</u>

Other Revenue

4890010 - Interest Income	313.00	2,433.69	3,500.00	1,066.31	69.53
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,436.95	26,078.46	14,000.00	(12,078.46)	186.27
4899920 - Library Donations	0.00	5,931.84	500.00	(5,431.84)	1,186.37
	<u>1,749.95</u>	<u>34,443.99</u>	<u>18,000.00</u>	<u>(16,443.99)</u>	<u>191.36</u>

Total Library Fund

	<u>133,721.18</u>	<u>6,883,698.66</u>	<u>7,099,834.00</u>	<u>216,135.34</u>	<u>96.96</u>
--	-------------------	---------------------	---------------------	-------------------	--------------

**Des Plaines Public Library
Revenue Report
For the 12 Months Ended December 31, 2011**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
<u>Capital Projects Fund</u>					
<u>Other Revenue</u>					
4890010 - Interest Income	0.00	0.00	2,500.00	2,500.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	200,000.00	200,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>0.00</u>	<u>0.00</u>	<u>202,500.00</u>	<u>202,500.00</u>	<u>0.00</u>
Total of All Funds	<u>133,721.18</u>	<u>6,883,698.66</u>	<u>7,302,334.00</u>	<u>418,635.34</u>	<u>94.27</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2011**

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
Salaries					
5910100 - Salaries	221,716.27	1,981,077.94	2,024,433.00	43,355.06	97.86
5910200 - Temporary Wages	90,524.21	763,238.87	883,343.00	120,104.13	86.40
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>312,240.48</u>	<u>2,744,316.81</u>	<u>2,911,776.00</u>	<u>167,459.19</u>	<u>94.25</u>
Benefits					
5918010 - Unemployment Compensation	125.38	14,530.16	31,000.00	16,469.84	46.87
5918020 - Employer Contribution - FICA	23,385.97	203,966.98	222,599.00	18,632.02	91.63
5918021 - Employer Contribution - IMRF	32,450.19	286,755.38	308,526.00	21,770.62	92.94
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	18,934.85	228,504.78	269,057.00	40,552.22	84.93
5918051 - HMO Insurance Premiums	8,683.92	81,699.87	99,504.00	17,804.13	82.11
5918055 - Dental Insurance Premiums	1,914.64	23,116.58	23,478.00	361.42	98.46
5918070 - Workers Compensation	1,555.99	13,407.40	9,500.00	(3,907.40)	141.13
5918085 - RHS Plan Payout	0.00	0.00	10,000.00	10,000.00	0.00
	<u>87,050.94</u>	<u>852,571.15</u>	<u>977,660.00</u>	<u>125,088.85</u>	<u>87.21</u>
Contractual Services					
5920100 - Legal Fees	0.00	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	1,034.85	355,118.92	365,000.00	9,881.08	97.29
5920120 - Communication Services	1,601.51	35,080.14	33,800.00	(1,280.14)	103.79
5920140 - Data Processing Services	0.00	74,093.91	78,000.00	3,906.09	94.99
5920202 - Conferences	375.00	1,253.95	1,000.00	(253.95)	125.40
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	34,029.00	25,000.00	(9,029.00)	136.12
5930010 - R&M Equipment	2,793.17	128,322.74	125,757.00	(2,565.74)	102.04
5930020 - R&M Buildings & Structures	19,265.36	106,806.70	124,080.00	17,273.30	86.08
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	164.00	26,063.00	27,000.00	937.00	96.53
5930320 - Cleaning/Custodial Services	240.00	67,081.00	92,500.00	25,419.00	72.52
5930490 - Refuse Contract	0.00	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

Des Plaines Public Library

Expense Report

For the 12 Months Ended December 31, 2011

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expnd.</u>
5960065 - Bank Fees	5.79	227.31	500.00	272.69	45.46
5960070 - Travel Expense	102.79	424.21	500.00	75.79	84.84
5960210 - Special Event Programming	3,941.07	28,774.64	31,000.00	2,225.36	92.82
5960990 - Misc. Contractual Services	<u>13,551.12</u>	<u>77,137.55</u>	<u>95,600.00</u>	<u>18,462.45</u>	<u>80.69</u>
	<u>43,074.66</u>	<u>957,816.18</u>	<u>1,029,737.00</u>	<u>71,920.82</u>	<u>93.02</u>
<u>Commodities</u>					
5970100 - Office Supplies	1,426.89	63,943.07	107,800.00	43,856.93	59.32
5970110 - Meals	408.31	1,445.69	2,100.00	654.31	68.84
5970115 - Supplies - Dept/Other	0.00	0.00	0.00	0.00	0.00
5970170 - Janitorial	1,865.98	24,555.46	30,900.00	6,344.54	79.47
5970260 - Postage & Parcel	1,784.13	12,738.50	25,000.00	12,261.50	50.95
5970270 - Printing -Reproduction-Binding	915.00	2,200.42	6,000.00	3,799.58	36.67
5970330 - Supplies - Vehicles R/M	0.00	0.00	0.00	0.00	0.00
5970500 - Purchase of Water	761.82	4,841.58	6,000.00	1,158.42	80.69
5970600 - Books	17,888.14	384,976.51	401,805.00	16,828.49	95.81
5970610 - Audio Materials	4,170.24	72,713.42	90,200.00	17,486.58	80.61
5970620 - Subscriptions & Books	17,014.55	56,244.21	69,500.00	13,255.79	80.93
5970630 - Visual Materials	8,995.67	109,613.96	111,000.00	1,386.04	98.75
5970640 - Automated Reference Materials	3,508.69	117,523.03	128,900.00	11,376.97	91.17
5970650 - Downloadable Materials	0.00	0.00	0.00	0.00	0.00
5970810 - Natural Gas	1,068.87	15,467.25	18,000.00	2,532.75	85.93
5970820 - Electricity	0.00	0.00	500.00	500.00	0.00
5970840 - Diesel	0.00	2,419.15	2,000.00	(419.15)	120.96
5970850 - Gasoline	5.00	720.43	500.00	(220.43)	144.09
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>59,813.29</u>	<u>871,081.13</u>	<u>1,002,205.00</u>	<u>131,123.87</u>	<u>86.92</u>
<u>Capital Expenditures</u>					
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	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	<u>4,058.38</u>	<u>19,234.37</u>	<u>17,300.00</u>	<u>(1,934.37)</u>	<u>111.18</u>
	<u>4,058.38</u>	<u>46,345.34</u>	<u>57,265.00</u>	<u>10,919.66</u>	<u>80.93</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	3,938.55	25,365.57	56,000.00	30,634.43	45.30
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	5,867.15	23,468.60	23,469.00	0.40	100.00
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>9,805.70</u>	<u>52,776.25</u>	<u>354,469.00</u>	<u>301,692.75</u>	<u>14.89</u>
Total Library Fund Expenditures	<u><u>516,043.45</u></u>	<u><u>5,524,906.86</u></u>	<u><u>6,333,112.00</u></u>	<u><u>808,205.14</u></u>	<u><u>87.24</u></u>

See Accountants' Compilation Report

Des Plaines Public Library
Expense Report
For the 12 Months Ended December 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>41,265.94</u>	<u>48,200.00</u>	<u>6,934.06</u>	<u>85.61</u>
	<u>0.00</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>0.00</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>516,043.45</u>	<u>5,566,172.80</u>	<u>6,381,312.00</u>	<u>815,139.20</u>	<u>87.23</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1007	12/14/11	LIBRARY FURNITURE INTERNTL	3,833.00
11617	01/17/12	BAKER & TAYLOR	5,707.54
11618	01/17/12	BANKCARD SERVICES	1,896.53
11619	01/17/12	DES PLAINES LIBRARY - PETTY CASH	456.01
11620	01/17/12	MIDWEST TAPE	13,896.44
11621	01/17/12	ACCUITY INC	1,452.00
11622	01/17/12	AMAZON	944.39
11623	01/17/12	APPLE BOOKS	3,316.48
11624	01/17/12	BRAINFUSE INCORPORATED	9,000.00
11625	01/17/12	C C H, INCORPORATED	98.04
11626	01/17/12	CAPSTONE PRESS INCORPORATED	39.48
11627	01/17/12	CHICAGO OFFICE TECHNOLOGY GROUP	1,478.19
11628	01/17/12	CHILDREN'S PLUS, INC.	950.60
11629	01/17/12	CITY OF DES PLAINES	761.82
11630	01/17/12	COOPERATIVE COMPUTER SERVICES	1,314.98
11631	01/17/12	CRIMSON MULTIMEDIA DIST., INC.	20.00
11632	01/17/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,750.00
11633	01/17/12	D & Z HOUSE OF BOOKS INCORPORATED	186.00
11634	01/17/12	D.K. AGENCIES (P) LTD.	249.90
11635	01/17/12	DEMCO EDUCATIONAL CORP	1,050.03
11636	01/17/12	DES PLAINES CHAMBER OF COMMERCE	210.00
11637	01/17/12	EARLY ADVANTAGE	2,000.00
11638	01/17/12	EBSCO SUBSCRIPTION SVC	977.20
11639	01/17/12	ELSEVIER	774.64
11640	01/17/12	ENVIRONMENTS THAT WORK	802.20
11641	01/17/12	FEDERAL EXPRESS	63.62
11642	01/17/12	FIRST SECURITY SYSTEMS, INC.	220.50
11643	01/17/12	GALE	3,710.99
11644	01/17/12	GARVEY'S OFFICE PRODUTS	34.89
11645	01/17/12	GIRL SCOUTS of the USA	49.31
11646	01/17/12	GOVCONNECTION INC	3,074.40
11647	01/17/12	H-O-H WATER TECHNOLOGY, INC.	537.10
11648	01/17/12	HAYES MECHANICAL	2,892.20
11649	01/17/12	ILLINOIS CHAMBER OF COMMERCE	346.50
11650	01/17/12	KIWANIS CLUB OF DES PLAINES	100.00
11651	01/17/12	KOS HOME IMPROVEMENT	1,531.00
11652	01/17/12	LAUTERBACH & AMEN, LLP.	1,390.00
11653	01/17/12	LIMRiCC	38,964.14
11654	01/17/12	MANUFACTURERS' NEWS, INC.	215.45
11655	01/17/12	MARSHALL CAVENDISH CORPORATION	1,969.70
11656	01/17/12	MATTHEW BENDER & COMPANY INC	141.08
11657	01/17/12	MCQUAY SERVICE	2,345.67
11658	01/17/12	MENARDS	153.77
11659	01/17/12	NORMAN ELECTRICAL CONSTRUCTION CO	5,240.00
11660	01/17/12	OFFICE DEPOT	114.68
11661	01/17/12	OMNIGRAPHICS	168.52
11662	01/17/12	OUTSOURCE SOLUTIONS GROUP	509.99
11663	01/17/12	PITNEY BOWES	164.00
11664	01/17/12	PRESTIGE DISTRIBUTION, INC.	1,175.11
11665	01/17/12	PROQUEST LLC	15,962.35
11666	01/17/12	PURCHASE POWER	1,711.93
11667	01/17/12	RANDOM HOUSE INCORPORATED	64.00
11668	01/17/12	RECORDED BOOKS, LLC	14.17
11669	01/17/12	RUNCO OFFICE SUPPLY	173.91
11670	01/17/12	RV ENTERPRISES, LTD.	3,027.00
11671	01/17/12	SHEET MUSIC PLUS	495.75
11672	01/17/12	SPEED-E-KLEEN	240.00
11673	01/17/12	STANLEY ACCESS TECH	887.79
11674	01/17/12	THE RISK MANAGEMENT ASSOC.	357.63
11675	01/17/12	THE SIGN PALACE INC.	915.00
11676	01/17/12	UNIVERSITY OF CHICAGO LIBRARY	125.00

0000

All checkbooks
December 2011Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
11677	01/17/12	VIKING PLUMBING SERVICES, LLC	1,596.00
11678	01/17/12	WOLTERS KLUWER LAW & BUSINESS	289.38
50250	12/31/11	AT&T	466.11
50251	12/31/11	McLEOD USA	291.38
50252	12/31/11	COMCAST CABLE	220.96
50253	12/31/11	LEVEL(3) COMMUNICATIONS, LLC.	471.33
50254	12/31/11	NICOR GAS	1,068.87
50255	12/31/11	SPRINT	19.23
50256	12/31/11	SPRINT	16.38
50257	12/31/11	WOW! INTERENT CABLE	116.12
50258	12/31/11	IMRF	44,598.85
Total checks	72	Total	<u>193,407.23</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LIBRARY FURNITURE INTERNTL	1007	12/14/11	3,833.00
Account No. Description		Amount	
201-5980600 LEGO TABLE		3,833.00	
		Subtotal	<u>3,833.00</u>
AT&T	50250	12/31/11	466.11
Account No. Description		Amount	
201-5920120 ACH		466.11	
COMCAST CABLE	50252	12/31/11	220.96
Account No. Description		Amount	
201-5920120 ACH		220.96	
IMRF	50258	12/31/11	44,598.85
Account No. Description		Amount	
201-2401002 12/2011ER IMRF Contrib		32,450.19	
201-2401002 12/2011EE IMRF Contrib		12,148.66	
LEVEL(3) COMMUNICATIONS, LLC.	50253	12/31/11	471.33
Account No. Description		Amount	
201-5920120 ACH		471.33	
McLEOD USA	50251	12/31/11	291.38
Account No. Description		Amount	
201-5920120 ACH		291.38	
NICOR GAS	50254	12/31/11	1,068.87
Account No. Description		Amount	
201-5970810		1,068.87	
SPRINT	50255	12/31/11	19.23
Account No. Description		Amount	
201-5920120 ACH		19.23	
SPRINT	50256	12/31/11	16.38
Account No. Description		Amount	
201-5920120 ACH		16.38	
WOW! INTERENT CABLE	50257	12/31/11	116.12
Account No. Description		Amount	
201-5920120 ACH		116.12	
		Subtotal	<u>47,269.23</u>
ACCUITY INC	11621	01/17/12	1,452.00
Account No. Description		Amount	
201-5970600 Invoice # 2381534		1,037.00	
201-5970600 Invoice # 2380974		415.00	
AMAZON	11622	01/17/12	944.39
Account No. Description		Amount	
201-5970600 Amazon December		157.31	
201-5970610 Amazon December		377.02	
201-5970630 Amazon December		410.06	
APPLE BOOKS	11623	01/17/12	3,316.48
Account No. Description		Amount	
201-5970600 Invoice # 93216		3,316.48	
BAKER & TAYLOR	11617	01/17/12	5,707.54

①
②
③
④

All Checkbooks
December 2011

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description		Amount
201-5960990	Invoice # 2026512988		16.65
201-5960990	Invoice # 2026506692		2.10
201-5960990	Invoice # 2026525491		18.60
201-5960990	Invoice # 2026536317		0.70
201-5960990	Invoice # 2026558845		21.30
201-5960990	Invoice # 2026558844		326.13
201-5960990	Invoice # 2026575965		1.40
201-5960990	Invoice # 170309260		8.97
201-5960990	Invoice # 172744970		2.99
201-5960990	Invoice # 2026585083		9.00
201-5960990	Invoice # 2026493870		2.46
201-5960990	Invoice # 2026498238		2.96
201-5960990	Invoice # 2026498261		4.86
201-5960990	Invoice # 2026505758		1.70
201-5960990	Invoice # 2026505729		6.00
201-5960990	Invoice # 2026509427		2.55
201-5960990	Invoice # 2026502684		4.20
201-5960990	Invoice # 5011730887		11.80
201-5960990	Invoice # 2026534378		4.25
201-5960990	Invoice # 2026534353		1.62
201-5960990	Invoice # 2026534376		4.50
201-5960990	Invoice # 2026535033		2.80
201-5960990	Invoice # 2026521080		0.85
201-5960990	Invoice # 2026528981		36.00
201-5960990	Invoice # 2026516983		3.00
201-5960990	Invoice # 2026511394		1.62
201-5960990	Invoice # 2026511430		0.85
201-5960990	Invoice # 5011749951		19.60
201-5960990	Invoice # 2026553679		22.50
201-5960990	Invoice # 2026553660		4.05
201-5960990	Invoice # 2026560269		29.16
201-5960990	Invoice # 2026544701		2.55
201-5960990	Invoice # 2026534361		1.35
201-5960990	Invoice # 2026553710		17.00
201-5960990	Invoice # 2026532455		7.25
201-5960990	Invoice # 2026549207		16.50
201-5960990	Invoice # 2026567467		2.81
201-5960990	Invoice # 2026567420		1.62
201-5960990	Invoice # 2026571761		4.20
201-5960990	Invoice # 2026570835		5.80
201-5960990	Invoice # 2026579399		30.00
201-5960990	Invoice # 2026567474		4.70
201-5960990	Invoice # 2026567473		1.40
201-5960990	Invoice # 2026567428		5.68
201-5970600	Invoice # 2026512987		283.71
201-5970600	Invoice # 2026506691		30.47
201-5970600	Invoice # 2026525490		319.98
201-5970600	Invoice # 2026399974		200.00
201-5970600	Invoice # 2026536316		11.95
201-5970600	Invoice # 5011771471		541.43
201-5970600	Invoice # 2026575964		20.91
201-5970600	Invoice # 2026585083		91.11
201-5970600	Invoice # 2026493870		16.13
201-5970600	Invoice # 2026498238		4.77
201-5970600	Invoice # 2026498261		54.28
201-5970600	Invoice # 2026505758		54.65
201-5970600	Invoice # 2026505729		49.58
201-5970600	Invoice # 2026509427		10.67
201-5970600	Invoice # 2026502684		25.05
201-5970600	Invoice # 5011730887		515.54
201-5970600	Invoice # 2026534378		23.87
201-5970600	Invoice # 2026534353		16.44

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2026534376	36.15	
201-5970600	Invoice # 2026535033	14.31	
201-5970600	Invoice # 2026521080	3.56	
201-5970600	Invoice # 2026528981	367.77	
201-5970600	Invoice # 2026516983	34.05	
201-5970600	Invoice # 2026511394	24.77	
201-5970600	Invoice # 2026511430	4.18	
201-5970600	Invoice # 5011749951	597.94	
201-5970600	Invoice # 2026553679	231.01	
201-5970600	Invoice # 2026553660	67.61	
201-5970600	Invoice # 2026560269	281.70	
201-5970600	Invoice # 2026544701	46.80	
201-5970600	Invoice # 2026534361	27.50	
201-5970600	Invoice # 2026553710	72.35	
201-5970600	Invoice # 2026532455	94.01	
201-5970600	Invoice # 2026549207	163.06	
201-5970600	Invoice # 2026567467	8.34	
201-5970600	Invoice # 2026567420	13.63	
201-5970600	Invoice # 2026571761	48.70	
201-5970600	Invoice # 2026570835	181.21	
201-5970600	Invoice # 2026579399	314.97	
201-5970600	Invoice # 2026567474	59.76	
201-5970600	Invoice # 2026567473	7.16	
201-5970600	Invoice # 2026567428	13.74	
201-5970610	Invoice # 170309260	33.96	
201-5970610	Invoice # 172744970	12.73	

BANKCARD SERVICES 11618 01/17/12 1,896.53

Account No.	Description	Amount
201-5920202		300.00
201-5960210		306.84
201-5960990		-14.70
201-5970100		20.48
201-5970110		292.47
201-5970260		8.58
201-5970630		203.33
201-5980600		225.38
201-5990900		554.15

BRAINFUSE INCORPORATED 11624 01/17/12 9,000.00

Account No.	Description	Amount
201-5960990	Invoice # 2004527	9,000.00

C C H, INCORPORATED 11625 01/17/12 98.04

Account No.	Description	Amount
201-5970600	Invoice # 499742	98.04

CAPSTONE PRESS INCORPORATED 11626 01/17/12 39.48

Account No.	Description	Amount
201-5970600	Invoice # CI10237857	39.48

CHICAGO OFFICE TECHNOLOGY GROUP 11627 01/17/12 1,478.19

Account No.	Description	Amount
201-5930010	Invoice # 085600	263.50
201-5930010	Invoice # 082649	208.29
201-5930010	Invoice # 082634	195.97
201-5930010	Invoice # 084366	789.64
201-5930010	Invoice # 083678	20.79

CHILDREN'S PLUS, INC. 11628 01/17/12 950.60

Account No.	Description	Amount
201-5970600	Invoice # 080757	950.60

0199
0199All Checkbooks
December 2011Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
CITY OF DES PLAINES	11629	01/17/12	761.82
Account No. Description		Amount	
201-5970500 Bill Date 12/15/11		761.82	
COOPERATIVE COMPUTER SERVICES	11630	01/17/12	1,314.98
Account No. Description		Amount	
201-5930010 OCLC JED Profile December		1,314.98	
CRIMSON MULTIMEDIA DIST., INC.	11631	01/17/12	20.00
Account No. Description		Amount	
201-5970630 Customer # 10646		20.00	
CRYSTAL MANAGEMENT & MAINT. SERV	11632	01/17/12	3,750.00
Account No. Description		Amount	
201-5930020 Invoice # 20165		3,750.00	
D & Z HOUSE OF BOOKS INCORPORATED	11633	01/17/12	186.00
Account No. Description		Amount	
201-5970610 Invoice # 2011/1030264		111.00	
201-5970620 Invoice # 2011/1030265		75.00	
D.K. AGENCIES (P) LTD.	11634	01/17/12	249.90
Account No. Description		Amount	
201-5970600 Invoice # DKBF-3455-11		249.90	
DEMCO EDUCATIONAL CORP	11635	01/17/12	1,050.03
Account No. Description		Amount	
201-5970100 Invoice # 4442854		1,050.03	
DES PLAINES CHAMBER OF COMMERCE	11636	01/17/12	210.00
Account No. Description		Amount	
201-5990900 Invoice # 8314A		210.00	
DES PLAINES LIBRARY - PETTY CASH	11619	01/17/12	456.01
Account No. Description		Amount	
201-5920202 Petty Cash Reimbursement		75.00	
201-5960070 Petty Cash Reimbursement		102.79	
201-5960210 Petty Cash Reimbursement		111.48	
201-5960990 Petty Cash Reimbursement		13.00	
201-5970100 Petty Cash Reimbursement		32.90	
201-5970110 Petty Cash Reimbursement		115.84	
201-5970850 Petty Cash Reimbursement		5.00	
EARLY ADVANTAGE	11637	01/17/12	2,000.00
Account No. Description		Amount	
201-5970640 Invoice # 310631A		2,000.00	
EBSCO SUBSCRIPTION SVC	11638	01/17/12	977.20
Account No. Description		Amount	
201-5970620 Invoice # 0057596		384.74	
201-5970620 Invoice # 0075251		577.50	
201-5970620 Invoice # 1360921		41.95	
201-5970620 Invoice # 1358260		23.00	
201-5970620 Invoice # 1360674		62.00	
201-5970620 Credit Memo 0007831		-111.99	
ELSEVIER	11639	01/17/12	774.64
Account No. Description		Amount	
201-5970600 Invoice # 81203149		774.64	
ENVIRONMENTS THAT WORK	11640	01/17/12	802.20
Account No. Description		Amount	
201-5930020 Invoice # 11-6579		802.20	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
FEDERAL EXPRESS	11641	01/17/12	63.62
Account No. 201-5970260	Description Invoice # 7-740-90455	Amount	63.62
FIRST SECURITY SYSTEMS, INC.	11642	01/17/12	220.50
Account No. 201-5930020	Description Invoice # S76155	Amount	220.50
GALE	11643	01/17/12	3,710.99
Account No. 201-5970600	Description Invoice # 17406176	Amount	532.75
Account No. 201-5970600	Description Invoice # 17425765	Amount	25.28
Account No. 201-5970600	Description Invoice # 17421151	Amount	335.35
Account No. 201-5970600	Description Invoice # 17422957	Amount	256.32
Account No. 201-5970600	Description Invoice # 17408537	Amount	934.80
Account No. 201-5970600	Description Invoice # 17409639	Amount	117.80
Account No. 201-5970640	Description Invoice # 17340510	Amount	1,508.69
GARVEY'S OFFICE PRODUTS	11644	01/17/12	34.89
Account No. 201-5970100	Description Invoice # PINV367336	Amount	34.89
GIRL SCOUTS of the USA	11645	01/17/12	49.31
Account No. 201-5970600	Description Order No 1206473-03	Amount	24.66
Account No. 201-5970600	Description Order No 1206473-04	Amount	24.65
GOVCONNECTION INC	11646	01/17/12	3,074.40
Account No. 201-5990900	Description Invoice # 48586762	Amount	2,854.22
Account No. 201-5990900	Description Invoice # 48549648	Amount	220.18
HAYES MECHANICAL	11648	01/17/12	2,892.20
Account No. 201-5930020	Description Invoice # 293662	Amount	932.00
Account No. 201-5930020	Description Invoice # 293587	Amount	1,960.20
H-O-H WATER TECHNOLOGY, INC.	11647	01/17/12	537.10
Account No. 201-5970170	Description Invoice # 00371839	Amount	537.10
ILLINOIS CHAMBER OF COMMERCE	11649	01/17/12	346.50
Account No. 201-5970600	Description	Amount	346.50
KIWANIS CLUB OF DES PLAINES	11650	01/17/12	100.00
Account No. 201-5990900	Description Club Dues	Amount	100.00
KOS HOME IMPROVEMENT	11651	01/17/12	1,531.00
Account No. 201-5930020	Description	Amount	1,531.00
LAUTERBACH & AMEN, LLP.	11652	01/17/12	1,390.00
Account No. 201-5960990	Description Invoice No. 24078	Amount	1,390.00
LIMRiCC	11653	01/17/12	38,964.14
Account No. 201-2401002	Description December Billing	Amount	38,964.14
MANUFACTURERS' NEWS, INC.	11654	01/17/12	215.45

09/12

All Checkbooks
December 2011Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5970600 Invoice # 851737-00			215.45
MARSHALL CAVENDISH CORPORATION	11655	01/17/12	1,969.70
Account No. Description 201-5970600 Invoice # 882093			1,969.70
MATTHEW BENDER & COMPANY INC	11656	01/17/12	141.08
Account No. Description 201-5970600 Invoice # 27480836			141.08
MCQUAY SERVICE	11657	01/17/12	2,345.67
Account No. Description 201-5930020 Invoice # 2563729			2,345.67
MENARDS	11658	01/17/12	153.77
Account No. Description 201-5970170 Invoice # 12474			153.77
MIDWEST TAPE	11620	01/17/12	13,896.44
Account No. Description			Amount
201-5960990 Invoice # 6520219			179.95
201-5960990 Invoice # 6531680			229.30
201-5960990 Invoice # 6514136			26.40
201-5960990 Invoice # 6525963			268.50
201-5960990 Invoice # 6536063			13.00
201-5960990 Invoice # 6528862			68.25
201-5960990 Invoice # 6534323			49.15
201-5960990 Invoice # 6514135			65.00
201-5960990 Invoice # 6522731			130.20
201-5960990 Invoice # 6507275			193.55
201-5960990 Invoice # 6517027			94.45
201-5960990 Invoice # 6540004			104.00
201-5960990 Invoice # 6540006			7.40
201-5960990 Invoice # 6520220			77.50
201-5960990 Invoice # 6531681			124.45
201-5960990 Invoice # 6520221			7.40
201-5960990 Invoice # 6531683			20.35
201-5960990 Invoice # 6531682			5.55
201-5960990 Invoice # 6525966			7.40
201-5960990 Invoice # 6525965			1.85
201-5960990 Invoice # 6525964			54.40
201-5960990 Invoice # 6534326			7.40
201-5960990 Invoice # 6534324			7.70
201-5960990 Invoice # 6528863			23.35
201-5960990 Invoice # 6534325			1.85
201-5960990 Invoice # 6528864			1.85
201-5960990 Invoice # 6528865			12.95
201-5960990 Invoice # 6514137			77.00
201-5960990 Invoice # 6514138			11.10
201-5960990 Invoice # 6522733			1.85
201-5960990 Invoice # 6522732			7.70
201-5960990 Invoice # 6507277			11.10
201-5960990 Invoice # 6507276			42.85
201-5960990 Invoice # 6517029			1.85
201-5960990 Invoice # 6517028			34.65
201-5960990 Invoice # 6540005			5.55
201-5970610 Invoice # 2703806			79.99
201-5970610 Invoice # 6540006			134.96
201-5970610 Invoice # 6520220			261.53
201-5970610 Invoice # 6531681			437.07
201-5970610 Invoice # 6520221			134.96
201-5970610 Invoice # 6531683			339.89

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 6531682	104.97	
201-5970610	Invoice # 6525966	139.96	
201-5970610	Invoice # 6525965	44.99	
201-5970610	Invoice # 6525964	189.01	
201-5970610	Invoice # 6534326	149.96	
201-5970610	Invoice # 6534324	22.33	
201-5970610	Invoice # 6528863	86.04	
201-5970610	Invoice # 6534325	39.99	
201-5970610	Invoice # 6528864	29.99	
201-5970610	Invoice # 6528865	239.93	
201-5970610	Invoice # 6514137	193.00	
201-5970610	Invoice # 6514138	155.94	
201-5970610	Invoice # 6522733	39.99	
201-5970610	Invoice # 6522732	26.98	
201-5970610	Invoice # 6507277	154.94	
201-5970610	Invoice # 6507276	235.52	
201-5970610	Invoice # 6517029	59.99	
201-5970610	Invoice # 6517028	113.46	
201-5970610	Invoice # 6540005	141.97	
201-5970630	Invoice # 2714283	56.97	
201-5970630	Invoice # 6520219	953.39	
201-5970630	Invoice # 6531680	1,055.25	
201-5970630	Invoice # 6514136	266.12	
201-5970630	Invoice # 6525963	1,325.87	
201-5970630	Invoice # 6536063	92.96	
201-5970630	Invoice # 6528862	418.26	
201-5970630	Invoice # 6534323	276.60	
201-5970630	Invoice # 6514135	446.00	
201-5970630	Invoice # 6522731	810.35	
201-5970630	Invoice # 6507275	1,029.20	
201-5970630	Invoice # 6517027	802.91	
201-5970630	Invoice # 6540004	828.40	
NORMAN ELECTRICAL CONSTRUCTION C	11659	01/17/12	5,240.00
Account No.	Description	Amount	
201-5930020	Invoice # 21668	2,260.00	
201-5930020	Invoice # 21655	2,980.00	
OFFICE DEPOT	11660	01/17/12	114.68
Account No.	Description	Amount	
201-5970100	Invoice # 589540200001	27.24	
201-5970100	Invoice # 587765094001	87.44	
OMNIGRAPHICS	11661	01/17/12	168.52
Account No.	Description	Amount	
201-5970600	Invoice # 104066-1522	168.52	
OUTSOURCE SOLUTIONS GROUP	11662	01/17/12	509.99
Account No.	Description	Amount	
201-5960990	Invoice # 13615	509.99	
PITNEY BOWES	11663	01/17/12	164.00
Account No.	Description	Amount	
201-5930210	Invoice # 9954034-DC11	164.00	
PRESTIGE DISTRIBUTION, INC.	11664	01/17/12	1,175.11
Account No.	Description	Amount	
201-5970170	Invoice # 4816	1,175.11	
PROQUEST LLC	11665	01/17/12	15,962.35
Account No.	Description	Amount	
201-5970620		6,356.69	
201-5970620		6,801.66	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970620		2,804.00	
PURCHASE POWER	11666	01/17/12	1,711.93
Account No. Description		Amount	
201-5970260		1,711.93	
RANDOM HOUSE INCORPORATED	11667	01/17/12	64.00
Account No. Description		Amount	
201-5970610 Invoice # 1082880061		34.00	
201-5970610 Invoice # 1183001534		30.00	
RECORDED BOOKS, LLC	11668	01/17/12	14.17
Account No. Description		Amount	
201-5970610 Invoice # 74454617		14.17	
RUNCO OFFICE SUPPLY	11669	01/17/12	173.91
Account No. Description		Amount	
201-5970100 Invoice # 499247-0		126.23	
201-5970100 Invoice # 498074-0		47.68	
RV ENTERPRISES, LTD.	11670	01/17/12	3,027.00
Account No. Description		Amount	
201-5960210 Invoice # 12110124		3,027.00	
SHEET MUSIC PLUS	11671	01/17/12	495.75
Account No. Description		Amount	
201-5960210 Invoice # 10776		495.75	
SPEED-E-KLEEN	11672	01/17/12	240.00
Account No. Description		Amount	
201-5930320 Invoice # 3677		120.00	
201-5930320 Invoice # 3684		120.00	
STANLEY ACCESS TECH	11673	01/17/12	887.79
Account No. Description		Amount	
201-5930020 Invoice # 0901764218		887.79	
THE RISK MANAGEMENT ASSOC.	11674	01/17/12	357.63
Account No. Description		Amount	
201-5970600 Invoice # 1000492385		357.63	
THE SIGN PALACE INC.	11675	01/17/12	915.00
Account No. Description		Amount	
201-5970270 Invoice # 7849		490.00	
201-5970270 Invoice # 7851		250.00	
201-5970270 Invoice # 7850		175.00	
UNIVERSITY OF CHICAGO LIBRARY	11676	01/17/12	125.00
Account No. Description		Amount	
201-5970600 Invoice # 1267712		125.00	
VIKING PLUMBING SERVICES, LLC	11677	01/17/12	1,596.00
Account No. Description		Amount	
201-5930020 Invoice # 3897		1,596.00	
WOLTERS KLUWER LAW & BUSINESS	11678	01/17/12	289.38
Account No. Description		Amount	
201-5970600 Invoice # 81944535		289.38	
		Subtotal	142,305.00
		TOTAL	193,407.23

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
Balance Sheet												
Cash & Investments	\$ 2,429,768	\$ 2,060,417	\$ 2,664,960	\$ 4,343,678	\$ 4,018,813	\$ 3,541,182	\$ 3,148,827	\$ 2,763,842	\$ 2,390,682	\$ 2,819,231	\$ 4,626,627	\$ 4,176,070
Revenue (M-T-D)												
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	97,427
Other Revenue	15,869	12,965	16,036	12,322	32,461	32,332	14,545	19,360	53,161	14,768	78,422	36,294
	743,392	103,424	364,510	2,123,648	143,399	62,747	27,516	68,227	75,923	814,963	2,222,227	133,721
Expenses (M-T-D)												
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	256,113	275,180	280,666	278,911	399,291
Other Expense	301,982	197,122	142,629	147,985	168,412	134,357	164,611	161,631	129,331	128,490	175,982	116,752
Change in A/P & AJE's	(216,979)	(6,852)	(670,191)	8,527	20,783	(6,486)	(10,020)	35,468	44,571	(22,741)	(40,062)	68,235
	376,422	472,775	(240,032)	444,930	468,264	540,378	419,872	453,212	449,083	386,414	414,831	584,278
Net Increase/(Decrease)	366,971	(369,350)	604,543	1,678,718	(324,865)	(477,630)	(392,356)	(384,985)	(373,160)	428,549	1,807,396	(450,557)

Director's Report January, 2012

Collection Development

We are now offering a new database where patrons can read or listen to articles from 1,700 newspapers from 92 countries in 48 languages. The newspapers are presented in full page format. Additionally, we are installing a dedicated computer to this database in the newspaper area on the third floor for easy access.

Freegal is another new subscription database we are offering with downloadable music. Available to Des Plaines Public Library cardholders, this music catalog contains every song on the Sony label and Iota, a smaller independent music label. There are presently hundreds of thousands of titles including popular, classical and children's music. Freegal is accessed through the library's website and downloads are limited to three per week.

Community Networking

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

We have started a project with the Des Plaines History Center digitizing old local phone books from the 1940s and 1950s.

mbFinancial Bank donated three Amazon Kindle Fires as prizes for adult and teen Winter reading club and trivia game, Winterfest.

Lattof YMCA Health and Wellness Director, Katy Socha, conducted a program for kids from kindergarten through eighth grade on how to keep active during the winter months. 29 attended.

Our Youth Services staff told stories at the Des Plaines Chamber, Des Plaines Park District and Frisbie Senior Center sponsored Winter Wonderland. Over 600 children and their families attended.

Lifelong Learning

Family Game Night was offered on Thursday nights throughout December, where whole family came to the library and played both classic and new board games. Over 100 attended.

Anjali Nrutha Kalalayam for the Academy for the Art of Indian Dance was at the library teaching kids and their families "Dance Moves from India". 49 people attended.

Over 60 people attended 18 computer classes the Adult Services staff offered for the public in December.

Personnel Highlights

Layoffs

Phyllis Johnson, Part-time Mobile Library Circulation Assistant, 12/18/2011.

Francine Galak, Part-time Mobile Library Circulation Assistant, 12/18/2011.

Debra Hendricks, Part-time Mobile Library Circulation Assistant, 12/18/2011.

December 2011 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Dec 2011	788	YTD 2011	6,022
Dec 2010	316	YTD 2010	2,078
% Change		% Change	
149.37%		189.80%	

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Dec 2011		YTD 2011	
Youth Services	33,636	Youth Services	437,849
Adult Services	61,059	Adult Services	738,628
TOTAL	94,695	TOTAL	1,176,477
Dec 2010		YTD 2010	
Youth Services	28,359	Youth Services	439,316
Adult Services	58,162	Adult Services	769,708
TOTAL	86,521	TOTAL	1,209,024
% Change		% Change	
9.45%		-2.69%	

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Dec 2011		YTD 2011	
Youth Services	1,016	Youth Services	13,901
Adult Services	7,053	Adult Services	93,222
TOTAL	8,069	TOTAL	107,123
Dec 2010		YTD 2010	
Youth Services	894	Youth Services	16,218
Adult Services	6,801	Adult Services	105,054
TOTAL	7,695	TOTAL	121,272
% Change		% Change	
4.86%		-11.67%	
WIRELESS			
THIS MONTH		YEAR TO DATE	
Dec 2011	5,637	YTD 2011	55,673
Dec 2010	3,010	YTD 2010	36,663
% Change		% Change	
87.28%		51.85%	
VISITS TO WEBSITE			
Dec 2011		YTD 2011	
From Internal IP's	3,225	From Internal IP's	57,723
From External IP's	36,950	From External IP's	484,410
TOTAL	40,175	TOTAL	542,133
Dec 2010		YTD 2010	
*From Internal IP's	5,614	*From Internal IP's	109,963
*From External IP's	36,505	*From External IP's	581,810
TOTAL	42,119	TOTAL	691,773
% Change		% Change	
-4.62%		-21.63%	

*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

December 2011 Unique Visitors	23,821	YTD 2011 Unique Visitors	250,882
December 2010 Unique Visitors	19,464	YTD 2010 Unique Visitors	255,901
% Change	22.38%	% Change	-1.96%

DATABASE USAGE

THIS MONTH		YEAR TO DATE	
Dec 2011	12,396	YTD 2011	176,308
Dec 2010	10,720	YTD 2010	156,951
% Change	15.63%	% Change	12.33%

LIBRARY CARD OWNERSHIP

YTD 2011	33,768	% of Population 2011	57.90%
YTD 2010	33,119	% of Population 2010	58.10%
% Change	1.96%		

MEETING ROOM ATTENDANCE

THIS MONTH		YEAR TO DATE	
Dec 2011		YTD 2011	
Library Sponsored Prog	1,512	Library Sponsored Prog	17,273
Outside Groups	859	Outside Groups	11,200
Public Study Rooms	1,019	Public Study Rooms	11,221
Internal Meetings	100	Internal Meetings	1,587
TOTAL	3,490	TOTAL	41,281
Dec 2010		YTD 2010	
Library Sponsored Prog	939	Library Sponsored Prog	17,753
Outside Groups	847	Outside Groups	11,743
Public Study Rooms	891	Public Study Rooms	N/A
Internal Meetings	108	Internal Meetings	2,267
TOTAL	2,785	TOTAL	31,763
% Change	25.31%	% Change	29.97%

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

MEETING ROOM BOOKINGS

THIS MONTH		YEAR TO DATE	
Dec 2011		YTD 2011	
Library Sponsored Prog	75	Library Sponsored Prog	1,142
Outside Groups	34	Outside Groups	742
Public Study Rooms	552	Public Study Rooms	1,774
Internal Meetings	10	Internal Meetings	23
TOTAL	671	TOTAL	3,681
Dec 2010		YTD 2010	
Library Sponsored Prog	39	Library Sponsored Prog	772
Outside Groups	28	Outside Groups	690
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	14	Internal Meetings	N/A
TOTAL	81	TOTAL	1,462
% Change	728.40%	% Change	151.78%

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

OUTREACH					
THIS MONTH				YEAR TO DATE	
Dec 2011				YTD 2011	
	Youth Services	570		Youth Services	8,859
	Adult Services	134		Adult Services	2,634
	TOTAL	704		TOTAL	11,493
Dec 2010				YTD 2010	
	Youth Services	115		Youth Services	7,834
	Adult Services	88		Adult Services	2,277
	TOTAL	203		TOTAL	10,111
	% Change	247%		% Change	14%

NOTES: The attendance at Youth Services outreach events varies by type.

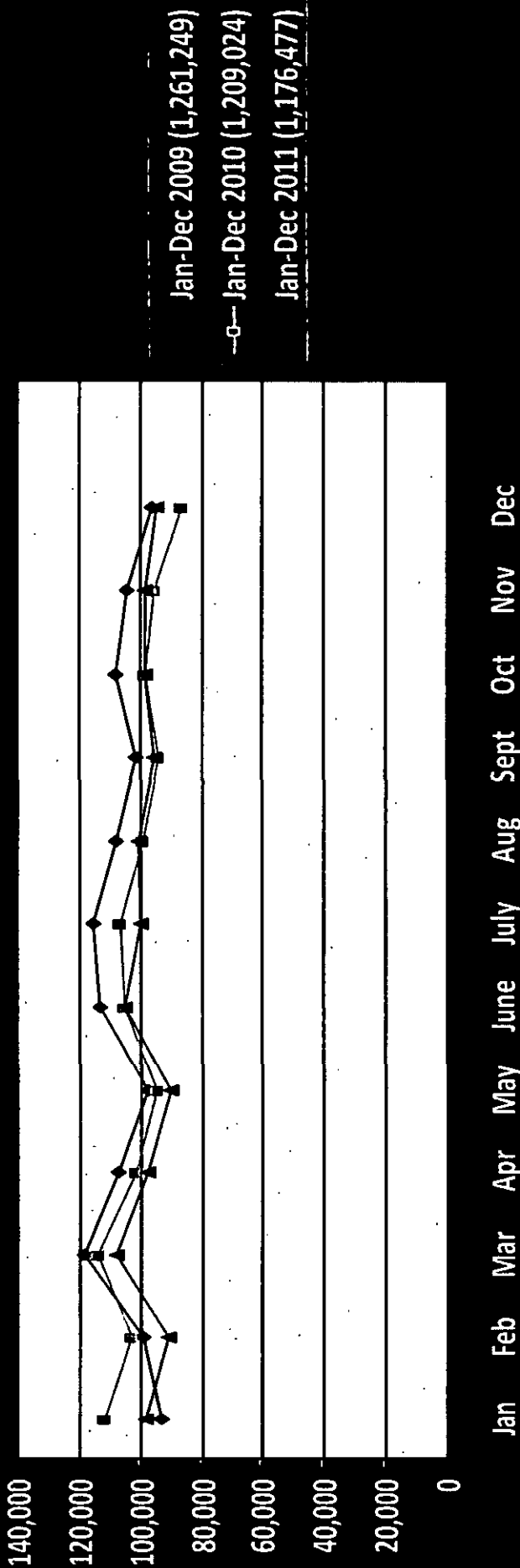
PATRON ASSISTANCE					
THIS MONTH				YEAR TO DATE	
Dec 2011				YTD 2011	
	Youth Services	2,704		Youth Services	N/A
	Adult Services	11,652		Adult Services	N/A
	Circulation	7,212		Circulation	N/A
	TOTAL	21,568		TOTAL	N/A

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

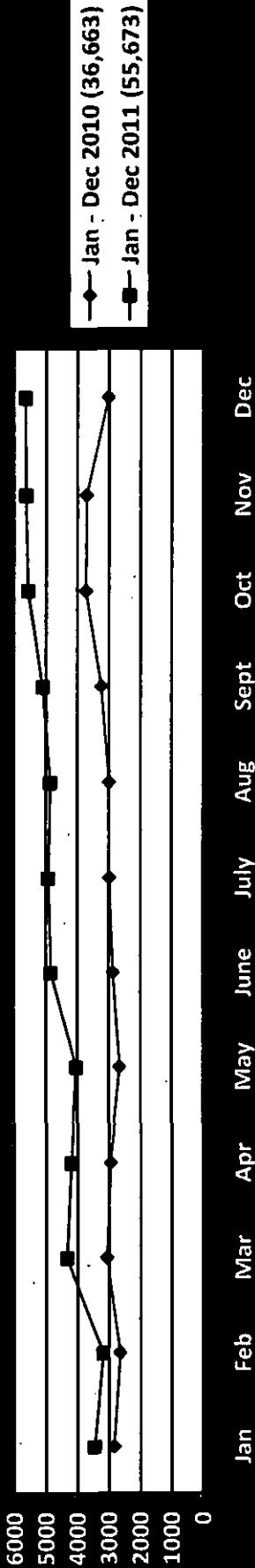
PATRON ATTENDANCE					
THIS MONTH				YEAR TO DATE	
	Dec 2011	44,012		YTD 2011	598,389
	Dec 2010	41,946		YTD 2010	576,796
	% Change	4.93%		% Change	3.74%



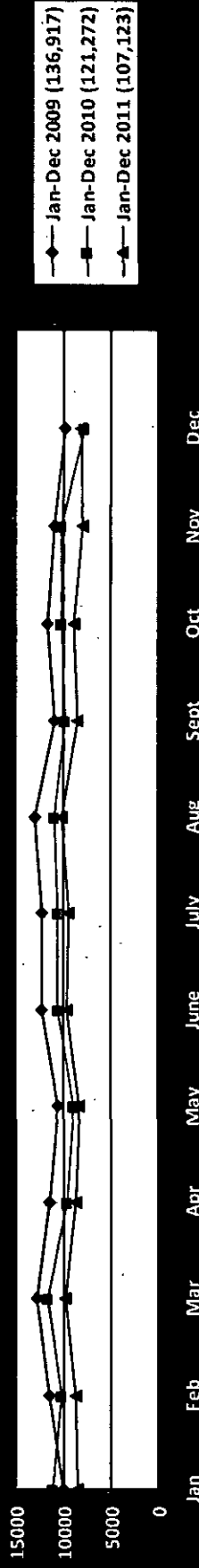
Circulation Statistics 2009 - 2011



Computer Use - Wireless



Computer Use - Wired



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
Balance Sheet															
Cash Beginning of Month	\$ 2,062,798	\$ 2,429,769	\$ 2,060,419	\$ 2,664,961	\$ 4,243,679	\$ 4,018,814	\$ 3,541,183	\$ 3,148,828	\$ 2,763,843	\$ 2,390,682	\$ 2,119,231	\$ 4,626,627			
Restricted cash donations	124,698	124,786	124,916	123,005	125,091	125,255	125,395	126,426	131,327	131,367	131,407	127,613			
	1,934,100	2,304,983	1,935,503	2,539,956	4,218,548	3,893,559	3,415,788	3,022,402	2,632,516	2,259,315	2,687,824	4,499,814			
Revenue (M-T-D)															
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	97,427	\$6,545,162	6,749,096	
Other Revenue	15,869	12,965	16,036	17,222	32,461	32,332	14,546	19,360	53,161	14,768	78,422	36,294	338,536	350,738	
Total Revenue	743,392	103,425	364,510	2,128,548	143,398	62,747	27,517	68,227	75,923	814,963	2,222,227	133,721	6,883,698	7,099,834	(199,681)
Expenses															
Payroll & Benefits	291,418	282,505	287,530	288,418	279,068	412,507	265,281	256,113	275,180	280,666	278,211	399,291	3,596,888	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	59,813	871,080	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	4,058	46,347	57,265	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	43,075	957,817	1,029,737	29,995
Other				184	409	204	1,940	200	18,056	15,061	6,915	9,806			
202		4,905	35,085				652			314	309				
Adjustments	(216,979)	(6,852)	(670,191)	8,577	20,783	(6,486)	(10,020)	35,468	44,572	(22,741)	(40,062)	68,235			
Total Expenses	376,421	472,775	(240,032)	444,930	468,263	540,378	419,872	453,212	449,084	386,414	414,831	584,278			
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	(450,557)			
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	4,176,070			
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	3,022,433	2,637,417	2,259,355	2,687,864	4,495,220	4,048,457			

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M - Service Agreement for self checks, security gates, checkout stations								\$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	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$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	2015930020	\$9,165.00			\$9,165.00	
				\$9,165.00	\$9,960.00	\$19,125.00	\$19,125.00	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual
	3/15/2011	10908	201-5930010		\$2,100.00		\$2,100.00	
				\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$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	

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	

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	
	1/17/2012	11627	201-5930010		\$263.50			
	1/17/2012	11627	201-5930010		\$208.29			
	1/17/2012	11627	201-5930010		\$195.97			
	1/17/2012	11627	201-5930010		\$789.64			
	1/17/2012	11627	201-5930010		\$20.79		\$1,478.19	
					\$14,565.74	\$14,565.74	\$14,565.74	

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	
				\$385.00	\$43,824.00	\$44,209.00	\$44,209.00	

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

CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service

	8/16/2011	11291	201-5930320		\$3,340.00			
	8/16/2011	11291	201-5930320	\$198.00				

\$40,080.00 Annual
\$3,340.00 Monthly

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	12/20/2011	11564	201-5930020	\$2,160.00				
	12/20/2011	11564	201-5930320		\$3,340.00		\$5,500.00	
	1/17/2012	11632	201-5930020	\$3,750.00			\$3,750.00	
				\$12,448.00	\$20,040.00	\$32,488.00	\$32,488.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$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	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								
	12/20/2011	11573	201-5930020		\$1,600.00		\$1,600.00	\$1,664.00 Annual
				\$0.00	\$1,600.00	\$1,600.00	\$1,600.00	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$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	
INTERIOR TROPICAL GARDENS INC. - Plant Service								\$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	
LAUTERBACH & AMEN, LLP. - Accounting Services								\$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	

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			
	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	
	1/17/2012	11652	201-5960990		\$1,390.00		\$1,390.00	
				\$0.00	\$17,425.00	\$17,425.00	\$17,425.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$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	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$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	
	1/17/2012	11657	201-5930020	\$2,345.67			\$2,345.67	
				\$5,067.72	\$24,629.00	\$29,696.72	\$29,696.72	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$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				

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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				
	11/15/2011	11522	201-5920110		\$27,083.33		\$27,848.34	
	12/20/2011	11596	201-5920110		\$27,083.33			
	12/20/2011	11596	201-5960990	\$784.92			\$27,868.25	
	1/17/2012	11662	201-5960990	\$509.99			\$509.99	
				\$15,657.08	\$352,083.29	\$367,740.37	\$367,740.37	

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	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	1/17/2012	11663	201-5930210		\$164.00		\$164.00	
				\$0.00	\$1,968.00	\$1,968.00	\$1,968.00	
PRO DATA - Payroll Services								
	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	
	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	
	12/26/2011		201-5920110		\$346.05		\$346.05	
	1/9/2012		201-5920110		\$337.40		\$337.40	
				\$0.00	\$7,869.26	\$7,869.26	\$7,869.26	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								
	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	
SCHINDLER ELEVATOR CORPORATION								
	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	

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

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		\$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			
	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			

\$4,004.76 Annual
\$333.73 Monthly

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
						\$684,254.20		

January 4, 2012

Des Plaines Public Library
 Ms. Holly Sorensen
 1501 Ellinwood Street
 Des Plaines, IL 60016

During February 2012, the Des Plaines Chamber of Commerce & Industry's Board of Directors **challenges** your Board of Directors to participate in the eighth annual "**FOOD FIGHT**" benefiting the **Des Plaines Self Help Closet and Food Pantry**.

It is being held in conjunction with the Pantry's February "Have a Heart" food drive for the residents of the community. We ask your Board of Directors to encourage members to bring non-perishable food items to your regularly scheduled meetings **throughout February**.

The "Food Fight" will begin on **February 1st and ends on March 1st, 2012**. The organization that collects the most food (measured by weight) will have their name engraved on a special plaque. The Rotary Club of Des Plaines won last year. **Over 10,670 pounds of food** was collected in total with the participation of 10 organizations. The biggest winner will be the Des Plaines Self Help Closet & Food Pantry and those they serve.

Each organization is to contact the Food Pantry and make an appointment to schedule your time of delivery. For more information or questions please contact the Des Plaines Chamber of Commerce & Industry at 847-824-4200 or **Debra Walusiak, Food Pantry Community Resource Director**, at 847-337-1443.

Please complete the information below, and return to the Chamber Office, 1401 Oakton Street, Des Plaines 60018 or fax to 847-824-7932. The Chamber will provide the Food Pantry with a list of participating organizations.

Thank you!

Barbara Ryan
 Executive Director

2012 February "FOOD FIGHT" Challenge

YES! Our organization will participate in the February 2012 "Food Fight" Challenge.

Organization Name _____

Contact Name _____

Address _____

Phone _____

RETURN to Des Plaines Chamber, 1401 Oakton St., Des Plaines 60018 or fax to 847-824-7932 by February 1, 2012.

22nd Presidents' Day Library Legislative Breakfast

Monday, 20 February 2012, Arboretum Club, Buffalo Grove

The tradition continues for the twenty-second year for this highly popular breakfast with the Illinois legislative leadership for the north and northwest suburbs. The Presidents' Day Library Legislative Breakfast gives you an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Featured speakers will be ILA President Lynn Elam, ILA Advocacy Committee chair Betsy Adamowski, ILA Legislative Consultant Kip Kolkmeier, and ILA Executive Director Robert P. Doyle.

When: Monday, 20 February, 2012, 8:30-10:30 AM

Where: Arboretum Club, 401 Half Day Road
Buffalo Grove (one block east of Buffalo Grove Road)
Phone: 847-913-9112

Registration: \$25.00

Registration includes breakfast, speakers' expenses, handouts, and breakfast expenses for legislators and/or their staff.

Name: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Method of payment:

Check or money order made payable to Illinois Library Association

Amount \$ _____

Credit Card: Visa MasterCard AMEX Discover

Account Number: _____ Exp. Date: _____

Amount \$ _____ Signature: _____

Register by mail: Illinois Library Association
33 W. Grand Ave., Suite 401
Chicago, IL 60654-6799

Register by fax: 312-644-1899

Register online: <http://ila.org/presidents-day>

Cancellations must be received in writing before February 10. No refunds will be given for cancellations received after February 10. Confirmations and additional information will be sent after the registration deadline.

Stephanie Spetter

From: Sara McLaughlin
Sent: Tuesday, January 10, 2012 5:15 PM
To: Stephanie Spetter
Subject: Brentwood ELL Family Night Testimonial

Stephanie,
 Got this really nice note from Brentwood School as thanks for the Family Literacy Night we did for them in December.

Sara

From: Kadzielawa, Mark [kadzielawa.mark@ccsd59.org]
Sent: Tuesday, January 10, 2012 5:13 PM
To: Sara McLaughlin
Subject: Re: Status of ELL Night?

Dear Friends at Des Plaines Public Library,

Greeting from Brentwood Elementary. I would like to thank you for helping us organize a meeting for our ELL parents. The event materialized on December 7th, 2011, and it was a great success. Many parents participated, and became more familiar with how the library works, and the wide range of materials and services available. This was a second such meeting, first one dates back to 2009.

I would like to personally thank and recognize Miss Sara McLaughlin for her dedication to the cause. There was always a strong community connection between Brentwood Elementary and Des Plaines Public Library, but I felt this meeting made the collaboration closer, and more personal. We hope to continue to work with Des Plaines Public Library in organizing such meetings in years to come, and assisting our ELL population.

Sincerely,
 Mark Kadzielawa
 2nd Grade ELL Teacher
 Brentwood Elementary

On Mon, Jan 9, 2012 at 4:21 PM, Sara McLaughlin <SMcLaughlin@dppl.org> wrote:

Hi Mark,

It looks like you send the letter as an attachment. Unfortunately, I can't open it. Could you just paste it into a fresh email and send it that way?

Sorry for the bother...

Sara

Thank You

12/23/11

Dear Des Plaines Library / Heather Imhoff,

Just wanted to thank you for your involvement with the Mitten Tree Program. This year 1335 mittens, hats, and scarves were collected and will be brought to local schools, Bessie's Table and the Self Help Closet & Pantry.

Again thank you for your support in making this holiday season a little warmer.

Kathy, Jeannne and Madeline