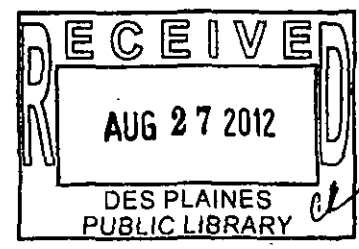


**BOARD MINUTES
JULY - DECEMBER 2012**

1537

August 27, 2012
(Hand delivered to Carol Kidd, Board Secretary)

Richard Pope
President
Des Plaines Library Board
647 Metropolitan Way #501
Des Plaines, Illinois 60016



Subject: Letter of Resignation as Treasurer for the Des Plaines Library Board

Board President Pope,

This letter is your notification that I resign as Treasurer of the Des Plaines Library Board effective August 28, 2012.

The reason for my resignation is the total disregard that you, as President of the board, and the disregard shown equally by the Vice President of the Board, for my duties as Treasurer and Chair of the Finance Committee to review the 2013 budget and to submit that budget with recommendations to the Board of Trustees. As fellow officers of the Board, you and the Vice President should not have allowed the working documents of the 2013 budget to be presented for a vote at the August Board meeting. Your action to allow the Library Board of Trustees to vote on a budget not approved by the Finance Committee violated Article VIII, Section 3 of the "Bylaws of the Board of Trustees, Des Plaines Public Library." As an officer of the Board of Trustee, this is an irresponsible, negligent, and most likely an illegal act. In any case, your action to disregard the work of the Finance Committee and your violation of the Bylaws casts doubt regarding the interests you are serving as President of the Des Plaines Library Board of Trustees.

Furthermore, you have also shown disrespect for the work of the Finance Committee by ignoring the Finance Committee's efforts to work with staff to develop the best budget from the two options presented by staff in the working documents they submitted to the Committee on August 14, 2012. Subsequent to the receipt of staff's working documents for the 2013 budget, the Committee held two committee meetings, both of which you attended. One meeting was dedicated to hearing presentations of department heads concerning the services they deliver to residents; and at the second meeting, we started discussing the budget as presented in the working documents and proposed several options to staff for their consideration. You were present at both meetings and know the work that the Committee was doing. In spite of your first-hand knowledge, you allowed a motion to accept an unexamined, working document of the 2013 budget. What you allowed to happen at the August Board meeting was clearly unprofessional and unethical as you did not take the time to extend me the courtesy of letting me know of your intentions to ignore the work of the Finance Committee as well as the Finance Committee's responsibility to review proposed budgets and make recommendations to the Board. This has been the established policy of the Library Board as stated in the Library's Bylaws.

Consequently, your actions as well as the implicit action of the Vice President via that person's non-intervention, at a minimum, caused a greater travesty. That travesty is the right of the taxpayers to an open and fair process where budgets are critically examined prior to any tax being levied upon them. You, as President of the Board, and the Vice President allowed the approval of a \$6.4 million budget to be steamrolled to approval. The Board of Trustees' discussion was frivolous and staff was not asked one question regarding any budget item. The Board discussion during that time did not represent any meaningful budget review, yet you and the Vice President readily approved the motion. One can only question why both of you ignored the work of the Finance Committee and the Library's Bylaws to readily approved an un-examined working document of a 2013 budget.

I will remain on the Board and remain a strong and clear voice for due process and the protection of the taxpayer from irresponsible budgeting methods such as the steamrolling of the 2013 budget that you allowed to occur, if not supported in some manner.

Neither you, nor the Vice President, as fellow Offices of the Board of Trustees had a right to usurp the duties of the Finance Committee and duties of the Treasurer; and to allow an unexamined budget to be approved by the Board of Trustee. At the very least, you should have voted "No" to voice your objection to approving an unexamined budget. Instead, you voted "Yes" to an unexamined budget that was only in the process of being reviewed by the Finance Committee, as you know, and the Board had at least two months before a 2013 budget needed to be approved. Without being able to use ignorance as your defense, one can only wonder why you voted for an unexamined and unapproved budget.

You can be assured that I will remain active and attentive to the actions of the Board under your chairmanship. Although I might be a minority voice, I will be a strong and articulate voice for the rights of the taxpayers to receive the highest quality library service at the lowest possible cost. It is clear by your actions at the August Board that you and I will disagree on many points; I welcome those opportunities to disagree but will remain dedicated to serve the interests of the taxpayers of Des Plaines.

Once again, my letter of resignation as Treasury of the Des Plaines Library Board is effective August 28, 2012. I will fulfill my term as a Board member of the Des Plaines Library Board.

Sincerely,



Eugene Fregetto, PhD

Trustee

Des Plaines Library Board

Cc: ✓ Carol Kidd, Secretary to the Des Plaines Library Board (Hand delivered 8/27/2012)
Bank (U.S. Mail)
Arthur J. Gallagher Risk Management Services, Inc. (U.S. Mail)

Draft
Finance Committee Minutes
August 21, 2012

(1) Amended minutes from the previous Finance Committee Meeting, 8-16-2012:

Discussed the need to have a meeting with Dorothy, Director of Finance for Des Plaines, to discuss the shift in the relationship with the city and the related shift in responsibility. This is related to getting ready for our own accounting contract. Consideration was given to inviting Dorothy to a Finance Committee meeting.

Committee members were asked if they had copies of the two working budget documents that were sent to us via e-mail attachment. Secretary distributed updated version during the Committee meeting.

Four scenarios were discussed

(1) 7-1/2% Scenario #1 – How do we approach the 7-1/2 – Cut staff one staff member from each department.

Comments:

- No dollars are attached to literacy programs will be cut in half – what is the \$ value and the number of programs affected.
- home bound service cut – exactly what is the extend of the home bound service, cost of the cut and the number of people affected. Asked for a cost/benefit analysis.
- Reader participation – asked for a cost/benefit analysis.
- Association membership – What is the direct cost. Cost/benefit analysis. Why won't you want to keep the community contacts even though there maybe little or no budget? Stay involved anyway.
- Delivery service to assisted living facilities – couldn't the assisted living facilities pick up the books?
- asked for the priority of programs – what programs does the community need. We need to do some surveys.
- To categorically get to 7-1/2% budget reduction by simply cutting one person from each department, the Chair stated that he does not like that approach.
- 7-1/2% reduction is a \$477,000 reduction.
- Staff has overstated the effect of the 7-1/2 reduction:
- You can replace the reduction by gaining other income. User fees, rental of DVDs for adult movies, establish a room rental fees – and would not need to layoff anyone. There was general agreement to this approach.
- Outsourcing work like data processing, accounting services, and check writing. Insurance is outsourced as can be collection management, and graphic arts. Before we do further outsourcing, we need to know if it is cheaper. We are not a total in-house library.

Need to do some cost accounting by our new accounting services. None of the department heads presented any cost-benefit analysis. The department heads should not be blamed for not doing the cost-benefit analysis as it is not part of the culture here at the Des Plaines Library. But it should become part of the culture. Businesses do it all the time.

There are different ways to approach a 7-1/2% budget reduction than just laying off one staff person from each department. This budget approach proposed by the Director was characterized by one committee member as a "slash and burn" approach which he did not agree with.

It was noted that many of the items and/or services that would be cut due to a 7-1/2% budget reduction were redundant. It is like piling it on and it lacks details as to what each cut means.

It was noted that if people worked a full 40 hrs/week, much of the staff time will be covered since the taxpayer is paying for a full work week.

Scenario #2 – The Director's 7-1/2% reduction does not show team work across department by focusing on delivery of services and how people can work together to the common goal to delivery the programs when they need to be delivery. This kind of thinking is not in the budget. It should be an open work environment where everyone shares the responsibility of delivering the programs.

Talk about efficiency – underlying tone that the library is not efficient; I can't see how the library can be inefficient. One committee member believed that the library operated at 98% efficiency. But the person did not know how to measure efficiency.

Staff said that they do all work together across departments. The Chair followed up that the budget did not show any evidence of the departments working together as the way the 7-1/2% budget reduction was presented was that we would take one person from each department. The request was made have the budget present to show what staff is actually doing by sharing the workload across departments.

Maybe we need to understand how the phones are answered because phones are antiqued as reported.

- Our biggest expense is staff. Our programs are staff driven and can't offer programs without staff. The Director stated that she only looked at staff was a way to reduce the budget 7-1/2% indicating that she did not look at any other options.

Scenario #3 – Identify library's core services in order to determine which services to cut rather than just cutting one staff person per department. A request was made for the Director to present to the board the programs that are delivered to support the budget.

Discussed comparison of costs of operating different libraries as a function of population.

Scenario #4 – Look at over and under expenditures for each line item to identify which items were consistently overspent for those 2008-2011 years that created the \$3,5 million dollar surplus.

Library's "revenues over expenses" for the last 4 years as reported in the City audits (in 000's)

- Year	Revenue	Expenses	"Profit"
2008	\$6,948	\$6,174	\$ 774
2009	6,965	6,276	689
2010	6,668	5,866	802
2011	6,707	5,643	1,321
		Total	\$3,586

We deducted \$1,500M for our "reserves" and that's the \$2MM that we have overcharged the taxpayers the last 4 years, and we owe that money back to them

- For example, we do not need the \$75,000 for contingency reserve since we just created a \$1.5 million reserve?
- The president stated that our intent is to do a 4-1/2% to 5% decrease over the next three years to return the \$2,000,000 surplus.
- The purpose was for the Director to submit working budget documents to the Finance Committee so the Director can get feedback from the Finance Committee. The Director stated that she did get feedback and she said that she would include the feedback in the submittal of the final budget for consideration by the Finance Committee.

Next item – look into other libraries. (52 minutes)

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Next item – look into other libraries. (52 minutes)

NOVEMBER

1542

NOVEMBER



**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, NOVEMBER 20, 2012

7:00 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.



Des Plaines
Public Library

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

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
November 20, 2012
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Presentation – Sara McLaughlin, School Liaison Librarian, Youth Services.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – October 16, 2012.
 - B. Acceptance of Financial Reports for October 2012.
 - C. Acceptance of Reports.
 - 1. Director’s Report – Holly Richards Sorensen.
 - 2. Contract List – Holly Richards Sorensen.

- IX. New Business.
 - A. Approve Payment of Vendor Checks Report - \$201,481.88 and ACH Payments - \$37,114.94. [Action Item]
 - B. Accounting Contract Renewal. [Action Item]
 - C. Nominating Committee Report. [Action Item]
 - D. Meet and Greet Board Attendance.
- X. Announcements.
- XI. Correspondence.
- XII. Adjournment.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
October 16, 2012

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 16, 2012. President Rich Pope called the meeting to order at 7:07p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Gregory Sarlo, Jennifer Tsalapanis, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Cathy Friedman, Alderman Dan Wilson,

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

V. PRESENTATION – Cathy Friedman, Adult Services.

Cathy Friedman, Adult Services Librarian, presented a program on eDPPL, which included discussion on digital books, music and movies. Cathy answered questions from the board.

VI. PUBLIC COMMENTS AND QUESTIONS

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

VIII. CONSENT AGENDA

Trustees Fregetto & Kendrick asked to remove all the items from the Consent Agenda.

MOTION by Rich Pope, seconded by Jennifer Tsalapatanis, to accept the minutes of September 18, 2012, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

SUBSTITUTE MOTION by Rich Pope, seconded by Jennifer Tsalapatanis, to amend the September 18, 2012 meeting minutes as follows:

- Trustee Kendrick's letter of September 18, 2012 be made a permanent part of those minutes
- Trustee Fregetto asks to use the same outline for the minutes as used for the agenda

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

MOTION by Rich Pope, seconded by Steve Mokry, to accept the Financial Reports for September 2012, as presented.

Director Sorensen explained line items overspent in the Expense Report.

Jennifer Tsalapatanis called for the question. VOTE: AYES: Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo, Tsalapatanis. NAYS: Fregetto, Kendrick. MOTION CARRIED.

MOTION by Rich Pope, seconded by Steve Mokry, to accept the Financial Reports for September 2012, as presented. VOTE: AYES: Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo, Tsalapatanis. NAYS Fregetto, Kendrick: MOTION CARRIED

Director Sorensen explained her newly revised Director's Report for October 2012.

MOTION by Jennifer Tsalapatanis, seconded by Greg Sarlo, to accept the Director's Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. UNFINISHED BUSINESS

MOTION by Rich Pope, seconded by Susan Moylan Krey, to accept the Minutes of the Regular Board Meeting – August 21, 2012, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Change to minutes of the regular board meeting of August 21, 2012:

"Trustee Fregetto then referred the board to page 40 of the board packet, the 2012 Cash Budget Projection and stated that the Finance committee wants to reduce the excess cash balance over and above the board approved reserves."

Trustee Tsalapatani called for the question.

Trustee Fregetto requests that the four scenarios that he discussed at the August 21, 2012 meeting be included in the minutes.

- 7-1/2% Scenario #1 – Trustee Fregetto “How do we approach the 7-1/2-Cut staff one staff member from each department.”
- Scenario #2 – Trustee Fregetto “the Director’s 7-1/2% reduction does not show team work across department by focusing on delivery of services and how people can work together to the common goal to deliver the programs when they need to be delivered.”
- Scenario #3 – Trustee Fregetto “Identify library’s core services in order to determine which services to cut rather than just cutting one staff person per department.”
- Scenario #4 – Trustee Fregetto “Look at over and under expenditures for each line item to identify which items were consistently overspent for those 2008 – 2011 years that created the \$3.5 million dollar surplus.”

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the Finance committee meeting minutes, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. NEW BUSINESS

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$157,938.64 and ACH Payments in the amount of \$35,716.45 as listed on the vendor checks report of September 2012 and authorize Library Director Sorensen to have transferred the amount required to the library’s operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the January 2013– January 2014-Library Closings, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XI. ANNOUNCEMENTS

Trustee Steve Mokry asked for a small extension of the Meet and Greet by attending a gang awareness seminar, “Stay Out of My Room.” Trustee Moylan Krey stated that the program will be on Wednesday, October 17 at 6:15 p.m. at Maine Township Town Hall.

Trustee Mokry also invited fellow trustees to meet at the library and complete the Open Meetings Act training.

President Pope and Trustee Fregetto attended the ILA Conference in Peoria.

President Pope invited trustees to attend ILA Library Trustee Forum on Saturday, February 2, 2013 at the Chicago Marriott Oak Brook.

Trustee Sarlo invited trustees to a holiday party at his house on Saturday, December 1.

XII. CORRESPONDENCE.

No correspondence.

XIII. EXECUTIVE SESSION – TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF A SPECIFIC EMPLOYEE. [5 ILCS 120/2. (C)(1.)] OPEN MEETINGS]

MOTION by Rich Pope, seconded Gregory Sarlo, to move into Executive Session at 8:52 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:34p.m. and was called to order by President Pope.

XIV. EXECUTIVE SESSION ACTION – TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF A SPECIFIC EMPLOYEE. [5 ILCS 120/2]. (C)(1.)] OPEN MEETINGS]

MOTION by Gregory Sarlo, seconded by Steve Mokry, to direct President Pope to carry out the decision made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. [5 ILCS 120/2. (c)(1.)] Open Meetings] ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Perez, Pope Rangel, Sarlo, Tsalapatani. NAYS: Fregetto, Kendrick. MOTION CARRIED.

XV. ADJOURNMENT

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

Meeting adjourned at 9:36p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
October 31, 2012

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library
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Monthly Compilation Opinion

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of October 31, 2012

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,022,333.29	\$ 271,549.10	\$ 6,293,882.39
Receivables			
Property Taxes	6,295,505.00	-	6,295,505.00
Other Receivables	12,096.00	-	12,096.00
Due from other funds	-	-	-
Total Assets	\$ 12,329,934.29	\$ 271,549.10	\$ 12,601,483.39
LIABILITIES			
Accounts Payable	\$ 189,420.88	\$ 2,815.00	\$ 192,235.88
Accrued Payroll	50,800.12	-	50,800.12
Deferred Property Taxes	6,295,505.00	-	6,295,505.00
Due to other funds	272,091.08	-	272,091.08
Total Liabilities	6,807,817.08	2,815.00	6,810,632.08
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	5,522,117.21	268,734.10	5,790,851.31
Total Fund Balance	5,522,117.21	268,734.10	5,790,851.31
Total Liabilities and Fund Balance	\$ 12,329,934.29	\$ 271,549.10	\$ 12,601,483.39

Des Plaines Public Library

Governmental Funds Statement of Revenues,
Expenditures, and Changes In Fund Balances

For the 10 Months Ended October 31, 2012

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,357,078.47	\$ -	\$ 6,357,078.47
Intergovernmental	129,593.28	-	129,593.28
Fines & Fees	129,886.60	-	129,886.60
Interest	19,928.25	165.44	20,093.69
Miscellaneous	18,250.39	-	18,250.39
Total Revenues	6,654,736.99	165.44	6,654,902.43
EXPENDITURES			
Personnel	\$ 2,953,204.08	\$ -	\$ 2,953,204.08
Operating	820,972.70	-	820,972.70
Library Materials	711,870.33	-	711,870.33
Capital Outlay	52,249.41	14,727.92	66,977.33
Other Expenditures	51,111.37	28,210.39	79,321.76
Total Expenditures	4,589,407.89	42,938.31	4,632,346.20
Net Change in Fund Balances	2,065,329.10	(42,772.87)	2,022,556.23
FUND BALANCE			
Beginning of the year	3,456,788.11	311,506.97	3,768,295.08
End of the period	\$ 5,522,117.21	\$ 268,734.10	\$ 5,790,851.31

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of October 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>175,406.25</u>
	<u>175,406.25</u>
201-1102015 - First Midwest Operating #8100292260	315,047.96
202-1102015 - First Midwest Operating #8100292260	<u>1,131.08</u>
	<u>316,179.04</u>
201-1102028 - Cash Library Donations	<u>25,820.83</u>
	<u>25,820.83</u>
201-1102073 - Cash IL - Epay #151600222104	<u>69,471.92</u>
201-1102078 - Cash IL - Epay Library	<u>14,684.68</u>
201-1102079 - IL Funds - 151600222591	5,317,919.28
202-1102079 - IL Funds - 151600222591	<u>270,418.02</u>
	<u>5,588,337.30</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>6,293,882.39</u></u>

November 12, 2012

Des Plaines Public Library
Balance Sheet as of October 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	55,784.06	119,622.19	175,406.25
1102015 - First Midwest Operating #8100292260	223,375.48	91,672.48	315,047.96
1102028 - Cash Library Donations	25,644.67	176.16	25,820.83
1102073 - Cash IL - Epay 151600008073	65,127.36	4,344.56	69,471.92
1102078 - Cash IL - Epay Library	14,171.87	512.81	14,684.68
1102079 - IL Funds - 151600222591	5,837,050.28	(519,131.00)	5,317,919.28
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
1119301 - Prepaid Expense	0.00	12,096.00	12,096.00
	<u>12,620,641.09</u>	<u>(290,706.80)</u>	<u>12,329,934.29</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	157,567.70	29,003.18	186,570.88
2401002 - Payroll Liabilities	1,646.19	1,203.81	2,850.00
2430707 - Due to Library Comp Abs	272,091.08	0.00	272,091.08
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>6,777,610.09</u>	<u>30,206.99</u>	<u>6,807,817.08</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>3,456,788.11</u>	<u>0.00</u>	<u>3,456,788.11</u>
	<u>3,456,788.11</u>	<u>0.00</u>	<u>3,456,788.11</u>
Total Liabilities and Fund Balance	<u>10,234,398.20</u>	<u>30,206.99</u>	<u>10,264,605.19</u>
Excess Revenues Over Expenses	<u>2,386,242.89</u>	<u>(320,913.79)</u>	<u>2,065,329.10</u>

See Accountants' Compilation Report

November 12, 2012

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	1,502.02	(370.94)	1,131.08
1102079 - IL Funds - 151600222591	<u>270,418.02</u>	<u>0.00</u>	<u>270,418.02</u>
	<u>271,920.04</u>	<u>(370.94)</u>	<u>271,549.10</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>370.94</u>	<u>2,444.06</u>	<u>2,815.00</u>
	<u>370.94</u>	<u>2,444.06</u>	<u>2,815.00</u>

Fund Balance

3730000 - Fund Balance - Unreserved	<u>311,506.97</u>	<u>0.00</u>	<u>311,506.97</u>
Total Liabilities and Fund Balance	<u><u>311,877.91</u></u>	<u><u>2,444.06</u></u>	<u><u>314,321.97</u></u>
Excess Revenues Over Expenses	<u><u>(39,957.87)</u></u>	<u><u>(2,815.00)</u></u>	<u><u>(42,772.87)</u></u>

Compensated Absences Fund

Assets

1120201 - Due From Library	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>
	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	120,238.87	0.00	120,238.87
2490010 - Compensated Absences Payable	<u>151,852.21</u>	<u>0.00</u>	<u>151,852.21</u>
	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</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><u>272,091.08</u></u>	<u><u>0.00</u></u>	<u><u>272,091.08</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

November 12, 2012

Des Plaines Public Library
Balance Sheet as of October 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	67,163.39	0.00	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	(333,245.00)	0.00	(333,245.00)
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</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>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
Total Liabilities and Net Capital Assets	<u><u>839,232.39</u></u>	<u><u>0.00</u></u>	<u><u>839,232.39</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

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 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	0.00	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	38,972.39	6,350,877.81	6,359,096.00	8,218.19	99.87
	<u>38,972.39</u>	<u>6,357,078.47</u>	<u>6,409,096.00</u>	<u>52,017.53</u>	<u>99.19</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	59,852.28	59,852.28	58,000.00	(1,852.28)	103.19
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>59,852.28</u>	<u>129,593.28</u>	<u>150,988.00</u>	<u>21,394.72</u>	<u>85.83</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	327.00	3,257.83	4,000.00	742.17	81.45
4850102 - Library Fines	6,410.63	58,401.84	77,000.00	18,598.16	75.85
4850103 - Library Fines / Credit Card	5,026.49	39,916.15	43,000.00	3,083.85	92.83
4850201 - Copying Fee	1,503.44	21,155.54	30,000.00	8,844.46	70.52
4850202 - Damaged Materials	94.97	671.36	700.00	28.64	95.91
4850203 - Lost Materials	343.48	4,754.91	7,000.00	2,245.09	67.93
4850205 - Bags	146.97	638.47	750.00	111.53	85.13
4850207 - Non-Res Cards	216.00	1,090.50	1,000.00	(90.50)	109.05
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>14,068.98</u>	<u>129,886.60</u>	<u>165,450.00</u>	<u>35,563.40</u>	<u>78.51</u>
<u>Other Revenue</u>					
4890010 - Interest Income	653.58	4,232.14	3,000.00	(1,232.14)	141.07
4890050 - Sale of Fixed Assets	0.00	14,250.00	5,000.00	(9,250.00)	285.00
4899900 - Miscellaneous Revenue	1,087.74	18,250.39	18,000.00	(250.39)	101.39
4899920 - Library Donations	175.00	1,446.11	3,500.00	2,053.89	41.32
	<u>1,916.32</u>	<u>38,178.64</u>	<u>29,500.00</u>	<u>(8,678.64)</u>	<u>129.42</u>
Total Library Fund	<u>114,809.97</u>	<u>6,654,736.99</u>	<u>6,755,534.00</u>	<u>100,797.01</u>	<u>98.51</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 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	0.00	165.44	2,500.00	2,334.56	6.62
	<u>0.00</u>	<u>165.44</u>	<u>2,500.00</u>	<u>2,334.56</u>	<u>6.62</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>165.44</u>	<u>202,500.00</u>	<u>202,334.56</u>	<u>0.08</u>
Total of All Funds	<u>114,809.97</u>	<u>6,654,902.43</u>	<u>6,958,034.00</u>	<u>303,131.57</u>	<u>95.64</u>

Des Plaines Public Library
Expense Report
For the 10 Months Ended October 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	154,689.17	1,648,558.13	2,073,069.00	424,510.87	79.52
5910200 - Temporary Wages	55,669.78	557,642.51	781,639.00	223,996.49	71.34
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>210,358.95</u>	<u>2,206,248.72</u>	<u>2,854,708.00</u>	<u>648,459.28</u>	<u>77.28</u>
Benefits					
5918010 - Unemployment Compensation	1,967.75	25,898.25	35,000.00	9,101.75	74.00
5918020 - Employer Contribution - FICA	15,716.60	165,293.26	214,925.00	49,631.74	76.91
5918021 - Employer Contribution - IMRF	24,774.64	257,121.51	342,979.00	85,857.49	74.97
5918040 - Life Insurance Premiums	9.00	286.40	4,104.00	3,817.60	6.98
5918050 - PPO Insurance Premiums	20,793.72	205,788.70	275,713.00	69,924.30	74.64
5918051 - HMO Insurance Premiums	6,886.38	72,110.69	99,504.00	27,393.31	72.47
5918055 - Dental Insurance Premiums	1,873.64	17,328.35	25,543.00	8,214.65	67.84
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>72,021.73</u>	<u>746,955.36</u>	<u>1,012,768.00</u>	<u>265,812.64</u>	<u>73.75</u>
Contractual Services					
5920100 - Legal Fees	1,326.20	2,665.32	9,000.00	6,334.68	29.61
5920110 - Professional Services	31,206.72	327,472.99	360,000.00	32,527.01	90.96
5920120 - Communication Services	2,334.01	26,340.05	39,100.00	12,759.95	67.37
5920140 - Data Processing Services	5,090.87	71,251.19	100,250.00	28,998.81	71.07
5920202 - Conferences	29.95	2,754.95	3,000.00	245.05	91.83
5920204 - Training	0.00	1,079.00	5,000.00	3,921.00	21.58
5920220 - Membership Dues	100.00	2,204.00	7,000.00	4,796.00	31.49
5920230 - Publication of Notices	0.00	90.45	2,000.00	1,909.55	4.52
5920990 - Property/Liability Insurance	0.00	31,878.00	30,000.00	(1,878.00)	106.26
5930010 - R&M Equipment	3,231.77	106,112.65	118,100.00	11,987.35	89.85
5930020 - R&M Buildings & Structures	4,807.47	78,419.79	128,100.00	49,680.21	61.22
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	25,474.00	29,000.00	3,526.00	87.84
5930320 - Cleaning/Custodial Services	4,592.00	48,834.00	47,700.00	(1,134.00)	102.38
5930490 - Refuse Contract	351.20	5,780.51	7,200.00	1,419.49	80.28
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	177.98	1,634.99	500.00	(1,134.99)	327.00
5960070 - Travel Expense	0.00	478.62	500.00	21.38	95.72
5960210 - Special Event Programming	788.20	26,791.97	31,250.00	4,458.03	85.73
5960990 - Misc. Contractual Services	8,248.64	60,134.04	76,425.00	16,290.96	78.68
	<u>64,467.01</u>	<u>820,972.70</u>	<u>998,375.00</u>	<u>177,402.30</u>	<u>82.23</u>
Commodities					
5970100 - Office Supplies	7,155.26	58,192.85	102,500.00	44,307.15	56.77
5970110 - Meals	83.32	1,557.56	2,000.00	442.44	77.88
5970115 - Supplies - Dept/Other	198.95	4,337.48	7,000.00	2,662.52	61.96
5970170 - Janitorial	1,415.14	14,843.12	30,300.00	15,456.88	48.99
5970260 - Postage & Parcel	1,061.99	7,540.09	15,000.00	7,459.91	50.27
5970270 - Printing -Reproduction-Binding	1,890.77	4,848.95	4,000.00	(848.95)	121.22
5970500 - Purchase of Water	947.72	3,488.50	6,000.00	2,511.50	58.14

See Accountants' Compilation Report

Des Plaines Public Library
Expense Report
For the 10 Months Ended October 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	36,909.50	269,741.54	350,000.00	80,258.46	77.07
5970610 - Audio Materials	7,463.91	55,594.26	74,000.00	18,405.74	75.13
5970620 - Subscriptions & Books	6,044.29	14,763.58	-68,000.00	53,236.42	21.71
5970630 - Visual Materials	10,519.37	81,216.63	111,000.00	29,783.37	73.17
5970640 - Automated Reference Materials	4,950.45	146,690.27	165,000.00	18,309.73	88.90
5970650 - Downloadable Materials	0.00	33,917.55	33,000.00	(917.55)	102.78
5970810 - Natural Gas	109.66	10,789.17	26,000.00	15,210.83	41.50
5970850 - Gasoline	265.40	631.71	1,000.00	368.29	63.17
5970900 - Equipment < \$5,000	0.00	3,717.07	4,000.00	282.93	92.93
	<u>79,015.73</u>	<u>711,870.33</u>	<u>998,800.00</u>	<u>286,929.67</u>	<u>71.27</u>
Capital Expenditures					
5980410 - Computer Hardware	443.98	9,768.49	11,700.00	1,931.51	83.49
5980420 - Computer Software	9,416.36	37,098.15	61,205.00	24,106.85	60.61
5980600 - Furniture & Fixtures	0.00	5,382.77	16,500.00	11,117.23	32.62
	<u>9,860.34</u>	<u>52,249.41</u>	<u>89,405.00</u>	<u>37,155.59</u>	<u>58.44</u>
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	0.00	51,111.37	58,000.00	6,888.63	88.12
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>51,111.37</u>	<u>333,000.00</u>	<u>281,888.63</u>	<u>15.35</u>
Total Library Fund Expenditures	<u>435,723.76</u>	<u>4,589,407.89</u>	<u>6,287,056.00</u>	<u>1,697,648.11</u>	<u>73.00</u>
Capital Projects Fund					
Contractual Services					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Capital Expenditures					
5980300 - Improvements	2,709.00	2,709.00	39,000.00	36,291.00	6.95
5980400 - Equipment	0.00	12,018.92	17,300.00	5,281.08	69.47
5990990 - Vehicles	106.00	28,210.39	43,000.00	14,789.61	65.61
	<u>2,709.00</u>	<u>14,727.92</u>	<u>56,300.00</u>	<u>41,572.08</u>	<u>26.16</u>
Total Capital Projects Fund Expenditures	<u>2,815.00</u>	<u>42,938.31</u>	<u>99,300.00</u>	<u>56,361.69</u>	<u>43.24</u>
Total of All Funds	<u>438,538.76</u>	<u>4,632,346.20</u>	<u>6,386,356.00</u>	<u>1,754,009.80</u>	<u>72.54</u>

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All checkbooks
All check datesDes Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
12262	11/21/12	BAKER & TAYLOR	28,357.72
12263	11/21/12	BANKCARD SERVICES	2,228.61
12264	11/21/12	MIDWEST TAPE	16,959.44
12265	11/21/12	3D BRICK PAVING	110.00
12266	11/21/12	ALLDATA LLC	1,500.00
12267	11/21/12	ALPHA-GRAPHS	1,850.85
12268	11/21/12	AMAZON	498.12
12269	11/21/12	AMERICAN BANKERS INSURANCE CO. of FL	2,121.00
12270	11/21/12	ARC DISPOSAL COMPANY	351.20
12271	11/21/12	AUTOMATED LOGIC, INC.	2,614.50
12272	11/21/12	BANC OF AMERICA LEASING	2,005.00
12273	11/21/12	BAYSCAN TECHNOLOGIES	521.00
12274	11/21/12	BLACKSTONE AUDIO INC	159.99
12275	11/21/12	C D W GOVERNMENT INCORPORATED	9,973.67
12276	11/21/12	CAPSTONE PRESS INCORPORATED	5,004.26
12277	11/21/12	CERAMICA, INC.	146.10
12278	11/21/12	CHICAGO HISTORY MUSEUM	150.00
12279	11/21/12	CHICAGO OFFICE TECHNOLOGY GROUP	2,912.79
12280	11/21/12	CHILDREN'S PLUS, INC.	3,233.21
12281	11/21/12	CITY OF DES PLAINES	947.72
12282	11/21/12	CITY OF DES PLAINES	263.63
12283	11/21/12	COOPERATIVE COMPUTER SERVICES	5,090.87
12284	11/21/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,460.00
12285	11/21/12	DEMCO EDUCATIONAL CORP	2,424.20
12286	11/21/12	DES PLAINES GLASS COMPANY	700.00
12287	11/21/12	EDIE KLEINMAN	500.00
12288	11/21/12	EVOLUTION MARKETING GROUP INC	375.61
12289	11/21/12	FEDERAL EXPRESS	26.67
12290	11/21/12	FINDAWAY WORLD LLC	644.90
12291	11/21/12	GALE, INC.	1,338.07
12292	11/21/12	GLOBAL ENTERPRISE TECHNOLOGIES, INC.	9,975.00
12293	11/21/12	ILLINOIS DEPT OF EMPLOYMENT SECURITY	1,967.75
12294	11/21/12	ILLINOIS LIGHTING, INC.	170.40
12295	11/21/12	ILLINOIS STATE POLICE	10.00
12296	11/21/12	INFOGROUP, LIBRARY DIVISION	830.00
12297	11/21/12	INFORMATION TODAY, INC.	366.05
12298	11/21/12	INVICTA SERVICES LLC	143.85
12299	11/21/12	JOURNAL AND TOPICS NEWSPAPERS	31.00
12300	11/21/12	KASCO PRINTING	199.00
12301	11/21/12	KATARZIAN GOLD	125.40
12302	11/21/12	KLEIN, THORPE & JENKINS, LTD.	741.20
12303	11/21/12	LACONI	100.00
12304	11/21/12	LAUTERBACH & AMEN, LLP.	2,870.00
12305	11/21/12	LAW OFFICES OF ANCEL, GLINK	585.00
12306	11/21/12	LESLIE GODDARD	250.00
12307	11/21/12	LEXISNEXIS ACADEMIC & LIB SOLUTIONS	134.94
12308	11/21/12	LIMRiCC	35,312.32
12309	11/21/12	MAIL FINANCE	177.00
12310	11/21/12	MASON CREST PUBLISHERS	1,802.16
12311	11/21/12	MENARDS	198.95
12312	11/21/12	MULTICULTURAL BOOKS & VIDEOS	304.36
12313	11/21/12	NORMAN ELECTRICAL CONSTRUCTION CO	1,150.00
12314	11/21/12	OCLC, INC.	3,150.00
12315	11/21/12	OFFICE DEPOT	446.67
12316	11/21/12	OUTSOURCE SOLUTIONS GROUP, INC.	27,866.10
12317	11/21/12	PADDOCK PUBLICATIONS, INC.	175.00
12318	11/21/12	PRESTIGE DISTRIBUTION, INC.	3,425.80
12319	11/21/12	Program One Prof Building Serve, Inc	772.00
12320	11/21/12	RANDOM HOUSE INCORPORATED	37.50
12321	11/21/12	RECORDED BOOKS, LLC	7,413.46
12322	11/21/12	RESEARCH TECHNOLOGY INTERNATIONAL	194.65

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All checkbooks
All check dates

Des Plaines Public Library Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
12323	11/21/12	RUNCO OFFICE SUPPLY	1,162.22
12324	11/21/12	RUNGE PAPER COMPANY, INC.	45.02
12325	11/21/12	SCHMAUS CASH REGISTER COMPANY	265.00
12326	11/21/12	SPEED-E-KLEEN, INC.	360.00
12327	11/21/12	TELEVEND SERVICES INCORPORATED	157.10
12328	11/21/12	THE CHILD'S WORLD	1,173.00
12329	11/21/12	TIMOTHY HASKELL	125.00
12330	11/21/12	VAHE GHAZARIAN	90.00
12331	11/21/12	VALDES ENTERPRISES	482.92
12332	11/21/12	WESTON WOODS STUDIOS	179.85
12333	11/21/12	WORLD BOOK DIRECT MARKETING	47.08
Total checks	72	Total	<u>201,481.88</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3D BRICK PAVING	12265	11/21/12	110.00
Account No.		Description	Amount
201-5960990		Inv #3865	110.00
ALLDATA LLC	12266	11/21/12	1,500.00
Account No.		Description	Amount
201-5970640		Acct # DESPLD	1,500.00
ALPHA-GRAPHICS	12267	11/21/12	1,850.85
Account No.		Description	Amount
201-5970270		Inv #37650	202.50
201-5970270		Inv #37658	1,648.35
AMAZON	12268	11/21/12	498.12
Account No.		Description	Amount
201-5970600		Acct #604578781251203	358.22
201-5970610		Acct #604578781251203	139.90
AMERICAN BANKERS INSURANCE CO. of	12269	11/21/12	2,121.00
Account No.		Description	Amount
201-1119301		Policy #AB00132235	2,121.00
ARC DISPOSAL COMPANY	12270	11/21/12	351.20
Account No.		Description	Amount
201-5930490		Inv #0551-009767813	351.20
AUTOMATED LOGIC, INC.	12271	11/21/12	2,614.50
Account No.		Description	Amount
201-5930020		Reference #81500457	2,614.50
BAKER & TAYLOR	12262	11/21/12	28,357.72
Account No.		Description	Amount
201-5960990		Inv #2027536118	182.95
201-5960990		Inv #2027535054	2.10
201-5960990		Inv #2027463870	49.75
201-5960990		Inv #2027485061	33.00
201-5960990		Inv #2027500946	5.45
201-5960990		Inv #2027447627	113.80
201-5960990		Inv #2027447794	37.30
201-5960990		Inv #2027444881	2.35
201-5960990		Inv #2027429101	2.80
201-5960990		Inv #2027439359	3.20
201-5960990		Inv #2027429097	4.20
201-5960990		Inv #2027462948	3.50
201-5960990		Inv #2027466411	1.40
201-5960990		Inv #2027502782	2.80
201-5960990		Inv #2027518285	28.70
201-5960990		Inv #2027500798	213.65
201-5960990		Inv #M00644560	2.99
201-5960990		Inv #188783320	2.99
201-5960990		Inv #188080840	5.98
201-5960990		Inv #188594070	2.99
201-5960990		Inv #5012248111	18.20
201-5960990		Inv #5012220288	19.55
201-5960990		Inv #2027551115	4.20
201-5960990		Inv #2027556265	52.20
201-5960990		Inv #2027556079	18.00
201-5960990		Inv #2027546333	13.50
201-5960990		Inv #2027543028	104.63
201-5960990		Inv #2027550350	4.70
201-5960990		Inv #2027530688	2.96
201-5960990		Inv #2027533233	3.54
201-5960990		Inv #2027533261	22.57

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All Checkbooks
All check datesDes Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #2027541812		25.05
201-5960990	Inv #2027541854		22.55
201-5960990	Inv #2027530665		3.00
201-5960990	Inv #2027518664		10.50
201-5960990	Inv #2027517722		4.50
201-5960990	Inv #2027541815		29.75
201-5960990	Inv #2027533210		28.05
201-5960990	Inv #2027538246		0.85
201-5960990	Inv #2027533259		11.25
201-5960990	Inv #2027533451		30.00
201-5960990	Inv #2027533266		0.85
201-5960990	Inv #2027532016		5.81
201-5960990	Inv #2027517720		5.68
201-5960990	Inv #2027518469		5.31
201-5960990	Inv #2027526525		5.10
201-5960990	Inv #2027482603		9.85
201-5960990	Inv #2027467951		12.00
201-5960990	Inv #2027460352		1.50
201-5960990	Inv #2027462288		1.40
201-5960990	Inv #2027471392		3.54
201-5960990	Inv #2027467061		5.35
201-5960990	Inv #2027470957		2.80
201-5960990	Inv #2027482614		11.21
201-5960990	Inv #2027471277		7.25
201-5960990	Inv #2027468043		5.53
201-5960990	Inv #2027479255		6.20
201-5960990	Inv #2027482605		9.85
201-5960990	Inv #2027482541		9.00
201-5960990	Inv #2027489953		1.70
201-5960990	Inv #2027489950		0.85
201-5960990	Inv #2027490031		6.00
201-5960990	Inv #2027489615		2.59
201-5960990	Inv #2027479539		30.00
201-5960990	Inv #2027494259		11.45
201-5960990	Inv #2027480636		18.00
201-5960990	Inv #2027494235		3.55
201-5960990	Inv #2027471371		0.85
201-5960990	Inv #2027480372		4.84
201-5960990	Inv #2027493545		4.50
201-5960990	Inv #2027461255		1.60
201-5960990	Inv #2027427830		27.35
201-5960990	Inv #2027444886		4.50
201-5960990	Inv #2027435677		1.77
201-5960990	Inv #2027433142		2.69
201-5960990	Inv #2027283563		5.69
201-5960990	Inv #2027420658		7.08
201-5960990	Inv #2027441168		4.20
201-5960990	Inv #2027454169		36.85
201-5960990	Inv #2027448791		19.45
201-5960990	Inv #2027432989		4.86
201-5960990	Inv #2027435625		11.95
201-5960990	Inv #2027444930		3.85
201-5960990	Inv #2027449168		1.40
201-5960990	Inv #2027463002		2.10
201-5960990	Inv #2027452706		13.60
201-5960990	Inv #2027438946		12.96
201-5960990	Inv #2027452733		113.65
201-5960990	Inv #138075		11.44
201-5960990	Inv #2027454047		121.25
201-5960990	Inv #2027439358		1.47
201-5960990	Inv #2027449148		2.35
201-5960990	Inv #2027449167		1.77
201-5960990	Inv #2027449614		19.50

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #2027505455		56.85
201-5960990	Inv #2027507850		6.48
201-5960990	Inv #2027506690		2.80
201-5960990	Inv #2027505724		1.50
201-5960990	Inv #2027507795		0.85
201-5960990	Inv #2027505744		138.85
201-5960990	Inv #2027503465		24.00
201-5960990	Inv #2027505846		14.64
201-5960990	Inv #2027505595		30.70
201-5960990	Inv #2027505772		7.08
201-5960990	Inv #2027517521		1.47
201-5960990	Inv #2027505494		26.19
201-5960990	Inv #2027505695		22.57
201-5960990	Inv #2027517539		15.00
201-5960990	Inv #2027509557		4.52
201-5970600	Inv #2027556264		1,221.16
201-5970600	Inv #2027535053		28.09
201-5970600	Inv #2027485060		633.01
201-5970600	Inv #2027463869		716.19
201-5970600	Inv #2027495341		376.27
201-5970600	Inv #2027500945		82.95
201-5970600	Inv #2027447626		2,022.99
201-5970600	Inv #2027447793		356.65
201-5970600	Inv #2027430857		905.56
201-5970600	Inv #2027444881		27.08
201-5970600	Inv #2027429101		14.31
201-5970600	Inv #2027439359		38.87
201-5970600	Inv #2027429096		52.57
201-5970600	Inv #2027462947		42.42
201-5970600	Inv #2027466410		19.12
201-5970600	Inv #2027500773		621.74
201-5970600	Inv #2027500896		5.45
201-5970600	Inv #2027502781		28.08
201-5970600	Inv #2027518284		559.95
201-5970600	Inv #2027500797		3,066.64
201-5970600	Inv #2027500895		60.14
201-5970600	Inv #2027551115		86.46
201-5970600	Inv #2027556079		188.98
201-5970600	Inv #2027546333		141.74
201-5970600	Inv #2027543028		226.89
201-5970600	Inv #2027550350		46.44
201-5970600	Inv #2027536117		2,705.13
201-5970600	Inv #2027530688		8.94
201-5970600	Inv #2027533233		28.93
201-5970600	Inv #2027533261		83.79
201-5970600	Inv #2027541812		261.06
201-5970600	Inv #2027541854		152.91
201-5970600	Inv #2027530665		19.86
201-5970600	Inv #2027518664		114.04
201-5970600	Inv #2027517722		35.24
201-5970600	Inv #2027541815		205.30
201-5970600	Inv #2027533210		254.97
201-5970600	Inv #2027538246		9.64
201-5970600	Inv #2027533259		124.00
201-5970600	Inv #2027533451		326.22
201-5970600	Inv #2027533266		3.58
201-5970600	Inv #2027532016		116.48
201-5970600	Inv #2027517720		17.91
201-5970600	Inv #2027518469		54.45
201-5970600	Inv #2027526525		51.07
201-5970600	Inv #2027482603		100.85
201-5970600	Inv #2027467951		114.58
201-5970600	Inv #2027460352		9.65

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2027462288		18.99
201-5970600	Inv #2027471392		28.94
201-5970600	Inv #2027467061		54.41
201-5970600	Inv #2027470957		11.94
201-5970600	Inv #2027482614		44.85
201-5970600	Inv #2027471277		64.74
201-5970600	Inv #2027468043		18.52
201-5970600	Inv #2027479255		55.05
201-5970600	Inv #2027482605		76.89
201-5970600	Inv #2027482541		67.36
201-5970600	Inv #2027489953		26.11
201-5970600	Inv #2027489950		13.57
201-5970600	Inv #2027490031		45.39
201-5970600	Inv #2027489615		133.53
201-5970600	Inv #2027479539		325.82
201-5970600	Inv #2027494259		155.45
201-5970600	Inv #2027480636		121.56
201-5970600	Inv #2027494235		102.51
201-5970600	Inv #2027471371		15.06
201-5970600	Inv #2027480372		124.39
201-5970600	Inv #2027493545		33.42
201-5970600	Inv #2027461255		61.93
201-5970600	Inv #2027427830		276.84
201-5970600	Inv #2027444886		28.94
201-5970600	Inv #2027435677		14.17
201-5970600	Inv #2027433142		8.94
201-5970600	Inv #2027283563		17.94
201-5970600	Inv #2027420658		57.89
201-5970600	Inv #2027441168		88.84
201-5970600	Inv #2027454169		367.66
201-5970600	Inv #2027448791		156.36
201-5970600	Inv #2027432989		41.40
201-5970600	Inv #2027435625		137.28
201-5970600	Inv #2027444930		23.48
201-5970600	Inv #2027449168		18.99
201-5970600	Inv #2027463002		10.73
201-5970600	Inv #2027452706		194.61
201-5970600	Inv #2027438946		130.33
201-5970600	Inv #2027452733		269.26
201-5970600	Inv #138075		102.33
201-5970600	Inv #2027454047		1,085.75
201-5970600	Inv #2027439358		14.17
201-5970600	Inv #2027449148		48.53
201-5970600	Inv #2027449167		14.75
201-5970600	Inv #2027449614		204.73
201-5970600	Inv #2027505455		447.91
201-5970600	Inv #2027507850		40.88
201-5970600	Inv #2027506690		11.94
201-5970600	Inv #2027505724		9.08
201-5970600	Inv #2027507795		14.06
201-5970600	Inv #2027505744		1,314.11
201-5970600	Inv #2027503465		252.13
201-5970600	Inv #2027505846		199.34
201-5970600	Inv #2027505595		621.21
201-5970600	Inv #2027505772		55.06
201-5970600	Inv #2027517521		14.17
201-5970600	Inv #2027505464		107.26
201-5970600	Inv #2027505695		86.10
201-5970600	Inv #2027517539		338.84
201-5970600	Inv #2027509557		117.79
201-5970610	Inv #2027490536		190.70
201-5970610	Inv #M00644560		14.99
201-5970610	Inv #188783320		13.48

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Inv #188080840		19.51	
201-5970610 Inv #188594070		14.24	
201-5970640 Inv #5012248111		959.83	
201-5970640 Inv #5012220288		93.30	
201-5970640 Inv #2027536117		28.25	
BANC OF AMERICA LEASING	12272	11/21/12	2,005.00
Account No. Description		Amount	
201-5930210 Inv #12197163		2,005.00	
BANKCARD SERVICES	12263	11/21/12	2,228.61
Account No. Description		Amount	
201-5920202 Acct #4865225945162468		29.95	
201-5930020 Acct #4865225945162468		342.97	
201-5960210 Acct #4865225945162468		132.80	
201-5970100 Acct #4865225945162468		614.50	
201-5970110 Acct #4865225945162468		83.32	
201-5970260 Acct #4865225945162468		35.32	
201-5970270 Acct #4865225945162468		39.92	
201-5970600 Acct #4865225945162468		79.00	
201-5970630 Acct #4865225945162468		607.08	
201-5970850 Acct #4865225945162468		67.77	
201-5980410 Acct #4865225945162468		89.98	
202-5990990 Acct #4865225945162468		106.00	
BAYSCAN TECHNOLOGIES	12273	11/21/12	521.00
Account No. Description		Amount	
201-5970100 Inv #32969		167.00	
201-5980410 Inv #32969		354.00	
BLACKSTONE AUDIO INC	12274	11/21/12	159.99
Account No. Description		Amount	
201-5970610 Inv #621931		59.00	
201-5970610 Inv #610621		100.99	
C D W GOVERNMENT INCORPORATED	12275	11/21/12	9,973.67
Account No. Description		Amount	
201-5970100 Inv #R587609		318.31	
201-5970100 Inv #R596656		159.25	
201-5970100 Inv #R906794		44.54	
201-5970100 Inv #S552442		35.21	
201-5980420 Inv #S451145		9,416.36	
CAPSTONE PRESS INCORPORATED	12276	11/21/12	5,004.26
Account No. Description		Amount	
201-5970600 Inv #CI10284228		5,004.26	
CERAMICA, INC.	12277	11/21/12	146.10
Account No. Description		Amount	
201-5970100 Inv #IN-12-44413		146.10	
CHICAGO HISTORY MUSEUM	12278	11/21/12	150.00
Account No. Description		Amount	
201-5960990 Inv #60950		150.00	
CHICAGO OFFICE TECHNOLOGY GROUP	12279	11/21/12	2,912.79
Account No. Description		Amount	
201-5930010 Invoice # 160308		57.52	
201-5930010 Invoice # 160317		43.90	
201-5930010 Invoice # 162786		312.70	
201-5930010 Invoice # 162787		349.13	
201-5930010 Invoice # 167458		221.55	
201-5930010 Invoice # 167785		30.79	

All Checkbooks
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Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5930010 Invoice # 167467		366.78	
201-5930010 Invoice # 167930		923.03	
201-5930010 Invoice # 167810		607.39	
CHILDREN'S PLUS, INC.	12280	11/21/12	3,233.21
Account No. Description		Amount	
201-5970600 Inv #087542		401.45	
201-5970600 Inv #087505		79.90	
201-5970600 Inv #087452		94.84	
201-5970600 Inv #087451		115.28	
201-5970600 Inv #087269		77.84	
201-5970600 Inv #087268		192.37	
201-5970600 Inv #087287		486.25	
201-5970600 Inv #087666		425.45	
201-5970600 Inv #087932		40.85	
201-5970600 Inv #087541		660.45	
201-5970600 Inv #087684		88.73	
201-5970600 Inv #088155		569.80	
CITY OF DES PLAINES	12281	11/21/12	947.72
Account No. Description		Amount	
201-5970500 Acct #71080763-001		947.72	
CITY OF DES PLAINES	12282	11/21/12	263.63
Account No. Description		Amount	
201-5970100 Invoice Fuel #2723		66.00	
201-5970850 Invoice Fuel #08-12		69.26	
201-5970850 Invoice Fuel #09-12		128.37	
COOPERATIVE COMPUTER SERVICES	12283	11/21/12	5,090.87
Account No. Description		Amount	
201-5920140 OCLC JED Profile		1,410.71	
201-5920140 Inv #CCS 9/1/12		3,680.16	
CRYSTAL MANAGEMENT & MAINT. SERV	12284	11/21/12	3,460.00
Account No. Description		Amount	
201-5930320 Inv #20867		3,340.00	
201-5930320 Inv #20845		120.00	
DEMCO EDUCATIONAL CORP	12285	11/21/12	2,424.20
Account No. Description		Amount	
201-5970100 Inv #4790769		480.25	
201-5970100 Inv #4760759		1,943.95	
DES PLAINES GLASS COMPANY	12286	11/21/12	700.00
Account No. Description		Amount	
201-5930020 Inv #8524		700.00	
EDIE KLEINMAN	12287	11/21/12	500.00
Account No. Description		Amount	
201-5960210 Job Seekers Support Group		500.00	
EVOLUTION MARKETING GROUP INC	12288	11/21/12	375.61
Account No. Description		Amount	
201-5970100 Inv #613947		375.61	
FEDERAL EXPRESS	12289	11/21/12	26.67
Account No. Description		Amount	
201-5970260 Inv #2-059-17093		26.67	
FINDAWAY WORLD LLC	12290	11/21/12	644.90
Account No. Description		Amount	
201-5970100 Inv #83107		644.90	

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Des Plaines Public Library
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DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
GALE, INC.	12291	11/21/12	1,338.07
Account No.	Description	Amount	
201-5970600	Inv #97524720	299.99	
201-5970640	Inv #97661344	183.20	
201-5970640	Inv #97768013	599.84	
201-5970640	Inv #97772631	255.04	
GLOBAL ENTERPRISE TECHNOLOGIES, II	12292	11/21/12	9,975.00
Account No.	Description	Amount	
201-1119301	Inv #59358	9,975.00	
ILLINOIS DEPT OF EMPLOYMENT SECUR	12293	11/21/12	1,967.75
Account No.	Description	Amount	
201-5918010	Acct #4588988	1,967.75	
ILLINOIS LIGHTING, INC.	12294	11/21/12	170.40
Account No.	Description	Amount	
201-5970170	Inv #14395	170.40	
ILLINOIS STATE POLICE	12295	11/21/12	10.00
Account No.	Description	Amount	
201-5960990	Modem Agency	10.00	
INFOGROUP, LIBRARY DIVISION	12296	11/21/12	830.00
Account No.	Description	Amount	
201-5970640	Inv #10002212098	830.00	
INFORMATION TODAY, INC.	12297	11/21/12	366.05
Account No.	Description	Amount	
201-5970640	Inv #1449659-B1	366.05	
INVICTA SERVICES LLC	12298	11/21/12	143.85
Account No.	Description	Amount	
201-5960990	Inv #1599	143.85	
JOURNAL AND TOPICS NEWSPAPERS	12299	11/21/12	31.00
Account No.	Description	Amount	
201-5970620	Subscription	31.00	
KASCO PRINTING	12300	11/21/12	199.00
Account No.	Description	Amount	
201-5970100	Inv #6315	199.00	
KATARZIAN GOLD	12301	11/21/12	125.40
Account No.	Description	Amount	
201-5960210	Inv #101612	125.40	
KLEIN, THORPE & JENKINS, LTD.	12302	11/21/12	741.20
Account No.	Description	Amount	
201-5920100	Statement #160297	741.20	
LACONI	12303	11/21/12	100.00
Account No.	Description	Amount	
201-5920220	Annual Membership	100.00	
LAUTERBACH & AMEN, LLP.	12304	11/21/12	2,870.00
Account No.	Description	Amount	
201-5920110	Invoice No. 29020	1,435.00	
201-5920110	Invoice No. 28297	1,435.00	
LAW OFFICES OF ANCEL, GLINK	12305	11/21/12	585.00
Account No.	Description	Amount	

All Checkbooks
All check datesDes Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5920100	Statement # 31976	460.00	
201-5920100	Statement # 31512	125.00	
LESLIE GODDARD	12306	11/21/12	250.00
Account No.	Description	Amount	
201-5960210	Powerpoint	250.00	
LEXISNEXIS ACADEMIC & LIB SOLUTION	12307	11/21/12	134.94
Account No.	Description	Amount	
201-5970640	Inv #37838334	134.94	
LIMRiCC	12308	11/21/12	35,312.32
Account No.	Description	Amount	
201-2401002	October 2012	35,312.32	
MAIL FINANCE	12309	11/21/12	177.00
Account No.	Description	Amount	
201-5930210	Inv. #N3572998	177.00	
MASON CREST PUBLISHERS	12310	11/21/12	1,802.16
Account No.	Description	Amount	
201-5970600	Inv #1084463	1,802.16	
MENARDS	12311	11/21/12	198.95
Account No.	Description	Amount	
201-5970115	Inv #5348	198.95	
MIDWEST TAPE	12264	11/21/12	16,959.44
Account No.	Description	Amount	
201-5930010	Inv #90511701	53.98	
201-5960990	Inv #90511701	6.50	
201-5960990	Inv #90505040	3.25	
201-5960990	Inv #90511704	140.60	
201-5960990	Inv #90495463	6.50	
201-5960990	Inv #90495461	196.50	
201-5960990	Inv #90502255	121.25	
201-5960990	Inv #90452139	39.00	
201-5960990	Inv #90448904	3.85	
201-5960990	Inv #90448907	6.00	
201-5960990	Inv #90452162	190.05	
201-5960990	Inv #90459960	19.50	
201-5960990	Inv #90459961	16.25	
201-5960990	Inv #90448828	3.25	
201-5960990	Inv #90460055	13.00	
201-5960990	Inv #90460053	104.25	
201-5960990	Inv #90468534	19.20	
201-5960990	Inv #90468533	3.25	
201-5960990	Inv #90469757	197.25	
201-5960990	Inv #90476196	58.40	
201-5960990	Inv #90476192	16.25	
201-5960990	Inv #90483526	6.50	
201-5960990	Inv #90437656	73.45	
201-5960990	Inv #90437653	171.75	
201-5960990	Inv #90434954	22.75	
201-5960990	Inv #90430150	173.60	
201-5960990	Inv #90429928	41.25	
201-5960990	Inv #90511585	2.70	
201-5960990	Inv #90511587	7.70	
201-5960990	Inv #90511703	3.70	
201-5960990	Inv #90488097	3.85	
201-5960990	Inv #90495464	9.25	
201-5960990	Inv #90502254	46.20	
201-5960990	Inv #90502257	7.40	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #90452161		19.50
201-5960990	Inv #90452163		5.55
201-5960990	Inv #90448906		3.70
201-5960990	Inv #90459949		3.85
201-5960990	Inv #90459947		7.40
201-5960990	Inv #90460057		1.85
201-5960990	Inv #90460056		23.10
201-5960990	Inv #90468532		9.25
201-5960990	Inv #90468530		23.10
201-5960990	Inv #90469759		11.55
201-5960990	Inv #90470231		3.70
201-5960990	Inv #90476194		38.50
201-5960990	Inv #90476195		3.70
201-5960990	Inv #90483524		7.70
201-5960990	Inv #90475289		7.40
201-5960990	Inv #90437652		116.25
201-5960990	Inv #90437655		22.20
201-5960990	Inv #90429929		112.40
201-5960990	Inv #90430152		24.05
201-5970610	Inv #90440967		959.84
201-5970610	Inv #90458938		259.95
201-5970610	Inv #90478246		394.93
201-5970610	Inv #90448904		11.69
201-5970610	Inv #90511585		99.98
201-5970610	Inv #90511587		19.48
201-5970610	Inv #90511703		84.98
201-5970610	Inv #90488097		12.59
201-5970610	Inv #90495464		168.95
201-5970610	Inv #90502254		144.03
201-5970610	Inv #90502257		133.96
201-5970610	Inv #90452161		62.95
201-5970610	Inv #90452163		89.97
201-5970610	Inv #90448906		89.98
201-5970610	Inv #90459949		9.74
201-5970610	Inv #90459947		194.96
201-5970610	Inv #90460057		34.99
201-5970610	Inv #90460056		74.64
201-5970610	Inv #90468532		219.95
201-5970610	Inv #90469758		42.25
201-5970610	Inv #90468530		68.79
201-5970610	Inv #90469759		31.92
201-5970610	Inv #90470231		84.98
201-5970610	Inv #90476194		118.70
201-5970610	Inv #90476195		79.98
201-5970610	Inv #90483524		21.73
201-5970610	Inv #90475289		170.96
201-5970610	Inv #90437652		338.10
201-5970610	Inv #90437655		418.88
201-5970610	Inv #90429929		347.71
201-5970610	Inv #90430152		506.87
201-5970630	Inv #90478248		18.74
201-5970630	Inv #90497249		4.49
201-5970630	Inv #90505040		16.79
201-5970630	Inv #90511704		786.37
201-5970630	Inv #90495463		41.98
201-5970630	Inv #90495461		1,118.48
201-5970630	Inv #90502255		653.63
201-5970630	Inv #90452139		212.28
201-5970630	Inv #90448907		39.99
201-5970630	Inv #90452162		1,036.82
201-5970630	Inv #90459960		111.69
201-5970630	Inv #90459961		129.95
201-5970630	Inv #90448828		22.49

All Checkbooks
All check dates

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Inv #90460055		11/21/12	113.96
201-5970630 Inv #90460053			704.73
201-5970630 Inv #90468534			108.70
201-5970630 Inv #90468533			23.99
201-5970630 Inv #90469757			819.34
201-5970630 Inv #90476196			374.83
201-5970630 Inv #90476192			115.95
201-5970630 Inv #90783526			44.98
201-5970630 Inv #90437656			329.40
201-5970630 Inv #90437653			869.54
201-5970630 Inv #90434954			184.73
201-5970630 Inv #90430150			933.28
201-5970630 Inv #90429928			323.89
201-5970630 Inv #90469758			287.06
MULTICULTURAL BOOKS & VIDEOS	12312	11/21/12	304.36
Account No. Description		Amount	
201-5970630 Order #6294B			304.36
NORMAN ELECTRICAL CONSTRUCTION	12313	11/21/12	1,150.00
Account No. Description		Amount	
201-5930020 Inv #21863			1,150.00
OCLC, INC.	12314	11/21/12	3,150.00
Account No. Description		Amount	
201-5960990 Inv #199341			3,150.00
OFFICE DEPOT	12315	11/21/12	446.67
Account No. Description		Amount	
201-5970100 Inv #629355610001			446.67
OUTSOURCE SOLUTIONS GROUP, INC.	12316	11/21/12	27,866.10
Account No. Description		Amount	
201-5920110 Inv #15888			27,083.33
201-5920110 Inv #15756			602.77
201-5960990 Inv #15533			180.00
PADDOCK PUBLICATIONS, INC.	12317	11/21/12	175.00
Account No. Description		Amount	
201-5970620 Subscription			175.00
PRESTIGE DISTRIBUTION, INC.	12318	11/21/12	3,425.80
Account No. Description		Amount	
201-5970170 Inv #5637			716.80
202-5980300 Inv #5684			2,709.00
Program One Prof Building Servc, Inc	12319	11/21/12	772.00
Account No. Description		Amount	
201-5930320 Inv #44291			662.00
201-5930320 Inv #44575			110.00
RANDOM HOUSE INCORPORATED	12320	11/21/12	37.50
Account No. Description		Amount	
201-5970610 Inv #1085309882			37.50
RECORDED BOOKS, LLC	12321	11/21/12	7,413.46
Account No. Description		Amount	
201-5970610 Order #16365159			1,190.75
201-5970610 Order #16302856			60.99
201-5970610 Order #16333322			230.96
201-5970610 Order #74623242			92.47
201-5970620 Order #74615070			5,838.29

All Checkbooks
All check datesDes Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
RESEARCH TECHNOLOGY INTERNATION	12322	11/21/12	194.65
Account No. Description		Amount	
201-5970100 Inv #170172		194.65	
RUNCO OFFICE SUPPLY	12323	11/21/12	1,162.22
Account No. Description		Amount	
201-5970100 Inv #524203-0		196.86	
201-5970100 Inv #524994-0		905.02	
201-5970100 Inv #525955-0		88.76	
201-5970100 Inv #CREDIT		-239.20	
201-5970100 Inv #522832-0		210.78	
RUNGE PAPER COMPANY, INC.	12324	11/21/12	45.02
Account No. Description		Amount	
201-5970170 Inv #766395		45.02	
SCHMAUS CASH REGISTER COMPANY	12325	11/21/12	265.00
Account No. Description		Amount	
201-5930010 Inv # R1655		265.00	
SPEED-E-KLEEN, INC.	12326	11/21/12	360.00
Account No. Description		Amount	
201-5930320 Inv #3745		120.00	
201-5930320 Inv #3750		120.00	
201-5930320 Inv #3752		120.00	
TELEVEND SERVICES INCORPORATED	12327	11/21/12	157.10
Account No. Description		Amount	
201-5970100 Inv #3947		157.10	
THE CHILD'S WORLD	12328	11/21/12	1,173.00
Account No. Description		Amount	
201-5970600 Inv #NA117525		1,173.00	
TIMOTHY HASKELL	12329	11/21/12	125.00
Account No. Description		Amount	
201-5960990 Videography		125.00	
VAHE GHAZARIAN	12330	11/21/12	90.00
Account No. Description		Amount	
201-5960990 Inv #409279		90.00	
VALDES ENTERPRISES	12331	11/21/12	482.92
Account No. Description		Amount	
201-5970170 Inv #1648		482.92	
WESTON WOODS STUDIOS	12332	11/21/12	179.85
Account No. Description		Amount	
201-5970630 Inv #5626553		59.95	
201-5970630 Inv #5551598		119.90	
WORLD BOOK DIRECT MARKETING	12333	11/21/12	47.08
Account No. Description		Amount	
201-5970600 Inv # WBE 01023		47.08	
		TOTAL	<u>201,481.88</u>

DECEMBER

1579

Am...



Des Plaines
Public Library

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

STATE OF ILLINOIS)
)
COUNTY OF COOK)

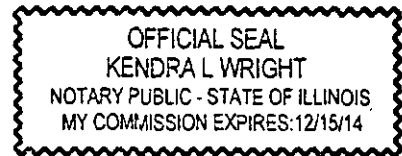
I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 18th day of December 2012, pursuant to written and posted notice, at the Des Plaines Public Library, that 6 Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was Moylan Krey, Mokry, Perez, Pope, Sarlo, voting Aye. Kendrick Nay In Witness Whereof, I do set hereunder my name this 21st day of December 2012.

Signed Carol Kidd
Secretary

Subscribed and sworn by me

This 21 day of December 2012.

Kendra L. Wright
Notary Public





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, DECEMBER 18, 2012

7:00 PM

Conference Room – Second Floor

Agenda:

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

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



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

BOARD OF TRUSTEES

Agenda for the Regular Meeting

December 18, 2012

7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Oath of Office – Jennifer Tsalapatanis, Office of Treasurer.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – November 20, 2012.
 - B. Acceptance of Financial Reports for November 2012.
 - C. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.

- IX. New Business.
- A. Approve Payment of Vendor Checks Report - \$197,999.58 and ACH Payments - \$53,976.44. [Action Item]
 - B. Approve Insurance Proposal from Hartford Insurance for Library Property, General Liability, Automobile, Inland Marine – Fine Arts, Volunteer Plus Program, Employers' Liability, Umbrella, Directors' & Officers Liability and Approve Insurance Proposal from Illinois Public Risk Fund for Workers' Compensation - \$45,469.00. [Action Item]
 - C. Approve Payment to ProQuest - \$15,615.00. [Action Item]
 - D. Approve Payment to Newsbank - \$13,675.00. [Action Item]
 - E. Approve Payment to Ebsco - \$27,930.83. [Action Item]
 - F. Resolutions. [Action Item]
 - 1. Appropriation and Levy.
 - G. Report Out Management Committee Action, December 18, 2012 – Susan Moylan Krey. [Action Item]
 - H. Food for Fines Program Dates. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Executive Session – To Discuss
- A. Semi-Annual Review of Executive Session Minutes.
- XIII. (Regular Session) Action.
- A. Semi-Annual Review of Executive Session Minutes. [Action Item]
- XIV. Adjournment.

This meeting will be recorded for television broadcast.

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

I. CALL TO ORDER

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 20, 2012. President Rich Pope called the meeting to order at 7:02 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Jennifer Tsalapatanis, Carol Kidd.

Absent: Susan Moylan Krey Eugene Fregetto, Gregory Sarlo.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Sara McLaughlin, Alderman Dan Wilson, Anthony Oliver, Nathan Gaskill.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

V. PRESENTATION – Sara McLaughlin, Youth Services.

Sara McLaughlin, School Liaison Librarian, Youth Services, talked about her responsibilities as School Liaison Librarian. Sara answered questions from the board.

VI. PUBLIC COMMENTS AND QUESTIONS

Anthony Oliver, Senior Library Executive, Cordogan Clark & Associates, stated that he was the owner's rep on the design of the library building.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

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

VIII. CONSENT AGENDA

MOTION by Steve Mokry, seconded by Vince Rangel, to approve the consent agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS

- A. Approve Payment Of Vendor Checks Report - \$201,481.88 And ACH Payments - \$37,114.94. [Action Item]

MOTION by Rich Pope, seconded by Jennifer Tsalapatani, to approve the payment of vendor checks in the amount of \$201,481.88 and ACH Payments in the amount of \$37,114.94 as listed on the vendor checks report of October 2012 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B: Accounting Contract Renewal. [Action Item]

Director Sorensen introduced Nathan J. Gaskill, CPA, Lauterbach & Amen, LLP, who answered questions from the board regarding the services Lauterbach & Amen provides to the library.

Gregory Sarlo entered the meeting at 7:48 p.m.

MOTION by Dion Kendrick, to approve the accounting contract for another year with an out clause. MOTION FAILED FOR LACK OF A SECOND.

President Pope stated that the board had the following options regarding the Accounting Contract Renewal:

1. Reject the proposed proposal for accounting services.
2. Accept the three-year contract, but ask for a 30 day opt-out clause.
3. Accept a one-year contract, with no opt-out clause.

MOTION by Jennifer Tsalapatani, seconded by Gregory Sarlo, to accept the contract presented by Lauterbach & Amen, LLP for three years, with an opt-out clause. ROLL CALL VOTE: AYES: Mokry, Perez, Rangel, Sarlo, Tsalapatani, Pope. NAYS: Kendrick. MOTION CARRIED.

C. Nominating Committee Report. [Action Item]

MOTION by Committee to recommend Jennifer Tsalapatani for the office of Treasurer. ROLL CALL VOTE: AYES: Mokry, Perez, Rangel, Sarlo, Tsalapatani, Pope. NAYS: None. MOTION CARRIED. Kendrick votes present.

D. Meet and Greet Board Attendance.

Vince Rangel will chair the meet and greet program.

X. ANNOUNCEMENTS

Director Sorensen stated that David Whittingham, Readers' Services Assistant, was the author of *Images of America: Des Plaines*.

The Des Plaines Public Library was named a star library for 2012 by Library Journal.

XI. CORRESPONDENCE.

No correspondence.

XII. ADJOURNMENT

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

Meeting adjourned at 8:29 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
November 30, 2012

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library
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Monthly Compilation Opinion

December 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 November 30, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the eleven months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of November 30, 2012

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 5,498,367.22	\$ 268,759.36	\$ 5,767,126.58
Receivables			
Property Taxes	6,295,505.00	-	6,295,505.00
Other Receivables	12,096.00	-	12,096.00
Due from other funds	-	-	-
Total Assets	<u>\$ 11,805,968.22</u>	<u>\$ 268,759.36</u>	<u>\$ 12,074,727.58</u>
LIABILITIES			
Accounts Payable	\$ 159,739.58	\$ 38,260.00	\$ 197,999.58
Accrued Payroll	50,800.12	-	50,800.12
Deferred Property Taxes	6,295,505.00	-	6,295,505.00
Due to other funds	272,091.08	-	272,091.08
Total Liabilities	<u>6,778,135.78</u>	<u>38,260.00</u>	<u>6,816,395.78</u>
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	5,027,832.44	230,499.36	5,258,331.80
Total Fund Balance	<u>5,027,832.44</u>	<u>230,499.36</u>	<u>5,258,331.80</u>
Total Liabilities and Fund Balance	<u>\$ 11,805,968.22</u>	<u>\$ 268,759.36</u>	<u>\$ 12,074,727.58</u>

Des Plaines Public Library

Governmental Funds Statement of Revenues,
Expenditures, and Changes In Fund Balances

For the 11 Months Ended November 30, 2012

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,374,696.53	\$ -	\$ 6,374,696.53
Intergovernmental	129,593.28	-	129,593.28
Fines & Fees	145,550.25	-	145,550.25
Interest	20,440.79	190.70	20,631.49
Miscellaneous	18,251.39	-	18,251.39
Total Revenues	<u>6,688,532.24</u>	<u>190.70</u>	<u>6,688,722.94</u>
EXPENDITURES			
Personnel	\$ 3,355,893.64	\$ -	\$ 3,355,893.64
Operating	882,948.12	-	882,948.12
Library Materials	767,113.33	-	767,113.33
Capital Outlay	60,096.45	52,987.92	113,084.37
Other Expenditures	51,436.37	28,210.39	79,646.76
Total Expenditures	<u>5,117,487.91</u>	<u>81,198.31</u>	<u>5,198,686.22</u>
Net Change in Fund Balances	<u>1,571,044.33</u>	<u>(81,007.61)</u>	<u>1,490,036.72</u>
FUND BALANCE			
Beginning of the year	<u>3,456,788.11</u>	<u>311,506.97</u>	<u>3,768,295.08</u>
End of the period	<u>\$ 5,027,832.44</u>	<u>\$ 230,499.36</u>	<u>\$ 5,258,331.80</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of November 30, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>54,586.85</u> <u>54,586.85</u>
201-1102015 - First Midwest Operating #8100292260	365,411.59
202-1102015 - First Midwest Operating #8100292260	<u>8,316.08</u> <u>373,727.67</u>
201-1102028 - Cash Library Donations	<u>25,821.89</u> <u>25,821.89</u>
201-1102073 - Cash IL - Epay #151600222104	<u>72,923.23</u>
201-1102078 - Cash IL - Epay Library	<u>15,325.51</u>
201-1102079 - IL Funds - 151600222591	4,860,315.78
202-1102079 - IL Funds - 151600222591	<u>260,443.28</u> <u>5,120,759.06</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>5,767,126.58</u></u>

**Des Plaines Public Library
 Balance Sheet as of November 30, 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	175,406.25	(120,819.40)	54,586.85
1102015 - First Midwest Operating #8100292260	315,047.96	50,363.63	365,411.59
1102028 - Cash Library Donations	25,820.83	1.06	25,821.89
1102073 - Cash IL - Epay 151600008073	69,471.92	3,451.31	72,923.23
1102078 - Cash IL - Epay Library	14,684.68	640.83	15,325.51
1102079 - IL Funds - 151600222591	5,317,919.28	(457,603.50)	4,860,315.78
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
1119301 - Prepaid Expense	12,096.00	0.00	12,096.00
	<u>12,329,934.29</u>	<u>(523,966.07)</u>	<u>11,805,968.22</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	186,570.88	(26,831.30)	159,739.58
2401002 - Payroll Liabilities	2,850.00	(2,850.00)	0.00
2430707 - Due to Library Comp Abs	272,091.08	0.00	272,091.08
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>6,807,817.08</u>	<u>(29,681.30)</u>	<u>6,778,135.78</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,456,788.11	0.00	3,456,788.11
	<u>3,456,788.11</u>	<u>0.00</u>	<u>3,456,788.11</u>
Total Liabilities and Fund Balance	<u>10,264,605.19</u>	<u>(29,681.30)</u>	<u>10,234,923.89</u>
Excess Revenues Over Expenses	<u>2,065,329.10</u>	<u>(494,284.77)</u>	<u>1,571,044.33</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	1,131.08	7,185.00	8,316.08
1102079 - IL Funds - 151600222591	<u>270,418.02</u>	<u>(9,974.74)</u>	<u>260,443.28</u>
	<u>271,549.10</u>	<u>(2,789.74)</u>	<u>268,759.36</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>2,815.00</u>	<u>35,445.00</u>	<u>38,260.00</u>
	<u>2,815.00</u>	<u>35,445.00</u>	<u>38,260.00</u>

Fund Balance

3730000 - Fund Balance - Unreserved	<u>311,506.97</u>	<u>0.00</u>	<u>311,506.97</u>
Total Liabilities and Fund Balance	<u><u>314,321.97</u></u>	<u><u>35,445.00</u></u>	<u><u>349,766.97</u></u>
Excess Revenues Over Expenses	<u><u>(42,772.87)</u></u>	<u><u>(38,234.74)</u></u>	<u><u>(81,007.61)</u></u>

Compensated Absences Fund

Assets

1120201 - Due From Library	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>
	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	120,238.87	0.00	120,238.87
2490010 - Compensated Absences Payable	<u>151,852.21</u>	<u>0.00</u>	<u>151,852.21</u>
	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</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><u>272,091.08</u></u>	<u><u>0.00</u></u>	<u><u>272,091.08</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
 Balance Sheet as of November 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	67,163.39	0.00	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(333,245.00)</u>	0.00	<u>(333,245.00)</u>
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</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>839,232.39</u>	0.00	<u>839,232.39</u>
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
Total Liabilities and Net Capital Assets	<u><u>839,232.39</u></u>	<u><u>0.00</u></u>	<u><u>839,232.39</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 11 Months Ended November 30, 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	0.00	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	<u>17,618.06</u>	<u>6,368,495.87</u>	<u>6,359,096.00</u>	<u>(9,399.87)</u>	<u>100.15</u>
	<u>17,618.06</u>	<u>6,374,696.53</u>	<u>6,409,096.00</u>	<u>34,399.47</u>	<u>99.46</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	0.00	59,852.28	58,000.00	(1,852.28)	103.19
4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>129,593.28</u>	<u>150,988.00</u>	<u>21,394.72</u>	<u>85.83</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	304.69	3,562.52	4,000.00	437.48	89.06
4850102 - Library Fines	4,996.69	63,398.53	77,000.00	13,601.47	82.34
4850103 - Library Fines / Credit Card	4,297.60	44,213.75	43,000.00	(1,213.75)	102.82
4850201 - Copying Fee	2,737.97	23,893.51	30,000.00	6,106.49	79.65
4850202 - Damaged Materials	2,929.30	3,600.66	700.00	(2,900.66)	514.38
4850203 - Lost Materials	350.40	5,105.31	7,000.00	1,894.69	72.93
4850205 - Bags	47.00	685.47	750.00	64.53	91.40
4850207 - Non-Res Cards	0.00	1,090.50	1,000.00	(90.50)	109.05
4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>15,663.65</u>	<u>145,550.25</u>	<u>165,450.00</u>	<u>19,899.75</u>	<u>87.97</u>
<u>Other Revenue</u>					
4890010 - Interest Income	512.54	4,744.68	3,000.00	(1,744.68)	158.16
4890050 - Sale of Fixed Assets	0.00	14,250.00	5,000.00	(9,250.00)	285.00
4899900 - Miscellaneous Revenue	1.00	18,251.39	18,000.00	(251.39)	101.40
4899920 - Library Donations	<u>0.00</u>	<u>1,446.11</u>	<u>3,500.00</u>	<u>2,053.89</u>	<u>41.32</u>
	<u>513.54</u>	<u>38,692.18</u>	<u>29,500.00</u>	<u>(9,192.18)</u>	<u>131.16</u>
Total Library Fund	<u>33,795.25</u>	<u>6,688,532.24</u>	<u>6,755,534.00</u>	<u>67,001.76</u>	<u>99.01</u>

See Accountants' Compilation Report

**Des Plaines Public Library
 Revenue Report
 For the 11 Months Ended November 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	25.26	190.70	2,500.00	2,309.30	7.63
	<u>25.26</u>	<u>190.70</u>	<u>2,500.00</u>	<u>2,309.30</u>	<u>7.63</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>25.26</u>	<u>190.70</u>	<u>202,500.00</u>	<u>202,309.30</u>	<u>0.09</u>
Total of All Funds	<u>33,820.51</u>	<u>6,688,722.94</u>	<u>6,958,034.00</u>	<u>269,311.06</u>	<u>96.13</u>

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 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	233,657.66	1,882,215.79	2,073,069.00	190,853.21	90.79
5910200 - Temporary Wages	78,696.88	636,339.39	781,639.00	145,299.61	81.41
5910650 - Longevity	(48.08)	0.00	0.00	0.00	0.00
	<u>312,306.46</u>	<u>2,518,555.18</u>	<u>2,854,708.00</u>	<u>336,152.82</u>	<u>88.22</u>
Benefits					
5918010 - Unemployment Compensation	0.00	25,898.25	35,000.00	9,101.75	74.00
5918020 - Employer Contribution - FICA	23,551.93	188,845.19	214,925.00	26,079.81	87.87
5918021 - Employer Contribution - IMRF	36,882.28	294,003.79	342,979.00	48,975.21	85.72
5918040 - Life Insurance Premiums	9.00	295.40	4,104.00	3,808.60	7.20
5918050 - PPO Insurance Premiums	17,068.67	222,857.37	275,713.00	52,855.63	80.83
5918051 - HMO Insurance Premiums	6,886.38	78,997.07	99,504.00	20,506.93	79.39
5918055 - Dental Insurance Premiums	1,846.84	19,175.19	25,543.00	6,367.81	75.07
5918070 - Workers Compensation	4,138.00	7,266.20	13,500.00	6,233.80	53.82
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>90,383.10</u>	<u>837,338.46</u>	<u>1,012,768.00</u>	<u>175,429.54</u>	<u>82.68</u>
Contractual Services					
5920100 - Legal Fees	292.50	2,957.82	9,000.00	6,042.18	32.86
5920110 - Professional Services	29,333.41	356,806.40	360,000.00	3,193.60	99.11
5920120 - Communication Services	2,462.49	28,802.54	39,100.00	10,297.46	73.66
5920140 - Data Processing Services	9,664.01	80,915.20	100,250.00	19,334.80	80.71
5920202 - Conferences	0.00	2,754.95	3,000.00	245.05	91.83
5920204 - Training	150.00	1,229.00	5,000.00	3,771.00	24.58
5920220 - Membership Dues	400.00	2,604.00	7,000.00	4,396.00	37.20
5920230 - Publication of Notices	0.00	90.45	2,000.00	1,909.55	4.52
5920990 - Property/Liability Insurance	0.00	31,878.00	30,000.00	(1,878.00)	106.26
5930010 - R&M Equipment	358.15	106,470.80	118,100.00	11,629.20	90.15
5930020 - R&M Buildings & Structures	360.00	78,779.79	128,100.00	49,320.21	61.50
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	2,005.00	27,479.00	29,000.00	1,521.00	94.76
5930320 - Cleaning/Custodial Services	3,364.00	52,198.00	47,700.00	(4,498.00)	109.43
5930490 - Refuse Contract	364.36	6,144.87	7,200.00	1,055.13	85.35
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	213.69	1,848.68	500.00	(1,348.68)	369.74
5960070 - Travel Expense	28.19	506.81	500.00	(6.81)	101.36
5960210 - Special Event Programming	879.12	27,671.09	31,250.00	3,578.91	88.55
5960990 - Misc. Contractual Services	12,100.50	72,234.54	76,425.00	4,190.46	94.52
	<u>61,975.42</u>	<u>882,948.12</u>	<u>998,375.00</u>	<u>115,426.88</u>	<u>88.44</u>
Commodities					
5970100 - Office Supplies	3,406.90	61,599.75	102,500.00	40,900.25	60.10
5970110 - Meals	2,912.51	4,470.07	2,000.00	(2,470.07)	223.50
5970115 - Supplies - Dept/Other	405.57	4,743.05	7,000.00	2,256.95	67.76
5970170 - Janitorial	1,301.18	16,144.30	30,300.00	14,155.70	53.28
5970260 - Postage & Parcel	1,076.45	8,616.54	15,000.00	6,383.46	57.44
5970270 - Printing -Reproduction-Binding	0.00	4,848.95	4,000.00	(848.95)	121.22
5970500 - Purchase of Water	0.00	3,488.50	6,000.00	2,511.50	58.14

See Accountants' Compilation Report

Des Plaines Public Library
Expense Report
For the 11 Months Ended November 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>
5970600 - Books	17,495.41	287,236.95	350,000.00	62,763.05	82.07
5970610 - Audio Materials	6,485.96	62,080.22	74,000.00	11,919.78	83.89
5970620 - Subscriptions & Books	1,053.49	15,817.07	68,000.00	52,182.93	23.26
5970630 - Visual Materials	10,503.22	91,719.85	111,000.00	19,280.15	82.63
5970640 - Automated Reference Materials	10,037.50	156,727.77	165,000.00	8,272.23	94.99
5970650 - Downloadable Materials	0.00	33,917.55	33,000.00	(917.55)	102.78
5970810 - Natural Gas	490.58	11,279.75	26,000.00	14,720.25	43.38
5970850 - Gasoline	74.23	705.94	1,000.00	294.06	70.59
5970900 - Equipment < \$5,000	0.00	3,717.07	4,000.00	282.93	92.93
	<u>55,243.00</u>	<u>767,113.33</u>	<u>998,800.00</u>	<u>231,686.67</u>	<u>76.80</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	0.00	9,768.49	11,700.00	1,931.51	83.49
5980420 - Computer Software	3,425.00	40,523.15	61,205.00	20,681.85	66.21
5980600 - Furniture & Fixtures	4,422.04	9,804.81	16,500.00	6,695.19	59.42
	<u>7,847.04</u>	<u>60,096.45</u>	<u>89,405.00</u>	<u>29,308.55</u>	<u>67.22</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	51,111.37	58,000.00	6,888.63	88.12
5990901 - Grant Expenditures	325.00	325.00	0.00	(325.00)	0.00
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>325.00</u>	<u>51,436.37</u>	<u>333,000.00</u>	<u>281,563.63</u>	<u>15.45</u>
Total Library Fund Expenditures	<u><u>528,080.02</u></u>	<u><u>5,117,487.91</u></u>	<u><u>6,287,056.00</u></u>	<u><u>1,169,568.09</u></u>	<u><u>81.40</u></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	38,260.00	40,969.00	39,000.00	(1,969.00)	105.05
5980400 - Equipment	0.00	12,018.92	17,300.00	5,281.08	69.47
5990990 - Vehicles	0.00	28,210.39	43,000.00	14,789.61	65.61
	<u>38,260.00</u>	<u>52,987.92</u>	<u>56,300.00</u>	<u>3,312.08</u>	<u>94.12</u>
Total Capital Projects Fund Expenditures	<u><u>38,260.00</u></u>	<u><u>81,198.31</u></u>	<u><u>99,300.00</u></u>	<u><u>18,101.69</u></u>	<u><u>81.77</u></u>
Total of All Funds	<u><u>566,340.02</u></u>	<u><u>5,198,686.22</u></u>	<u><u>6,386,356.00</u></u>	<u><u>1,187,669.78</u></u>	<u><u>81.40</u></u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12334	12/19/12	BAKER & TAYLOR	17,683.39
12335	12/19/12	BANKCARD SERVICES	4,942.26
12336	12/19/12	MIDWEST TAPE	18,767.28
12337	12/19/12	ACE DES PLAINES INCORPORATED	93.87
12338	12/19/12	ALINA CELESTE HEVIA	275.00
12339	12/19/12	AMAZON	612.68
12340	12/19/12	APPLE BOOKS	622.41
12341	12/19/12	ARCADIA PUBLISHING	1,036.34
12342	12/19/12	BANC OF AMERICA LEASING	2,005.00
12343	12/19/12	C C H, INCORPORATED	103.49
12344	12/19/12	CHICAGO OFFICE TECHNOLOGY GROUP	349.13
12345	12/19/12	CHILDREN'S PLUS, INC.	296.93
12346	12/19/12	COOPERATIVE COMPUTER SERVICES	9,664.01
12347	12/19/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,364.00
12348	12/19/12	D & Z HOUSE OF BOOKS INCORPORATED	1,254.49
12349	12/19/12	DEMCO EDUCATIONAL CORP	5,502.03
12350	12/19/12	EBSCO SUBSCRIPTION SVC	17.15
12351	12/19/12	FEDERAL EXPRESS	63.61
12352	12/19/12	GALE, INC.	8,748.72
12353	12/19/12	GRAINGER	258.94
12354	12/19/12	ILLINOIS LIGHTING, INC.	428.00
12355	12/19/12	ILLINOIS STATE POLICE	20.00
12356	12/19/12	INNOVATION EXPERTS	3,425.00
12357	12/19/12	INVICTA SERVICES LLC	143.85
12358	12/19/12	JOHN LAVALIE	28.19
12359	12/19/12	KLEIN, THORPE & JENKINS, LTD.	292.50
12360	12/19/12	L&M Builders	38,260.00
12361	12/19/12	LACONI	15.00
12362	12/19/12	LAUTERBACH & AMEN, LLP.	1,385.00
12363	12/19/12	LEXISNEXIS ACADEMIC & LIB SOLUTIONS	211.73
12364	12/19/12	LIBRARY FURNITURE INTERNTL	1,397.00
12365	12/19/12	LIMRiCC	35,242.96
12366	12/19/12	MENARDS	52.76
12367	12/19/12	MICROSYSTEMS, INC.	3,918.00
12368	12/19/12	OFFICE DEPOT	213.43
12369	12/19/12	OUTSOURCE SOLUTIONS GROUP, INC.	27,983.29
12370	12/19/12	RANDOM HOUSE INCORPORATED	320.50
12371	12/19/12	RECORDED BOOKS, LLC	380.13
12372	12/19/12	RENEE GRONE	250.00
12373	12/19/12	REPUBLIC SERVICES	364.36
12374	12/19/12	ROSEN PUBLISHING, INC.	1,472.00
12375	12/19/12	RUNCO OFFICE SUPPLY	686.96
12376	12/19/12	SEN SOURCE	9.02
12377	12/19/12	SOMETHING FISHY INC	64.99
12378	12/19/12	SPRING AIR FILTER, INC	572.00
12379	12/19/12	TIMOTHY HASKELL	125.00
12380	12/19/12	VIKING PLUMBING SERVICES, LLC	360.00
12381	12/19/12	WAREHOUSE DIRECT	99.68
12382	12/19/12	WEISS RATINGS	419.55
12383	12/19/12	WESTON WOODS STUDIOS	59.95
12384	12/19/12	ILLINOIS PUBLIC RISK FUND	4,138.00
50362	11/30/12	NEXTEL	737.66
50363	11/30/12	CALL ONE	268.99
50364	11/30/12	AT&T	516.33
50365	11/30/12	COMCAST CABLE	227.96
50366	11/30/12	NEO-POST	1,000.00
50367	11/30/12	NICOR GAS	490.58
50368	11/30/12	WOW! INTERENT CABLE	120.29
50369	11/30/12	IMRF	49,158.29
50370	11/30/12	McLeod USA, Inc	591.26
50371	11/30/12	PRO DATA	865.08

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All checkbooks
November 2012

Des Plaines Public Library Check Register

DESPLANSLIB
Page 2

Check Number	Check Date	Payee	Amount
Total checks	61	Total	<u>251,976.02</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	12337	12/19/12	93.87
Account No. Description		Amount	
201-5970115 Doc #226924		93.87	
ALINA CELESTE HEVIA	12338	12/19/12	275.00
Account No. Description		Amount	
201-5960210 Winter Concert		275.00	
AMAZON	12339	12/19/12	612.68
Account No. Description		Amount	
201-5960990 Acct #6045787810251203		180.96	
201-5970600 Acct #6045787810251203		207.33	
201-5970610 Acct #6045787810251203		224.39	
APPLE BOOKS	12340	12/19/12	622.41
Account No. Description		Amount	
201-5970600 Inv #95844		622.41	
ARCADIA PUBLISHING	12341	12/19/12	1,036.34
Account No. Description		Amount	
201-5970620 Inv #20389995		1,036.34	
BAKER & TAYLOR	12334	12/19/12	17,683.39
Account No. Description		Amount	
201-5960990 Inv #2027611899		1.40	
201-5960990 Inv #2027595301		152.75	
201-5960990 Inv #M01936650		2.99	
201-5960990 Inv #M01940220		2.99	
201-5960990 Inv # 2027606371		16.45	
201-5960990 Inv # 2027606485		43.10	
201-5960990 Inv # Y15NS5195M		2,560.00	
201-5960990 Inv # 2027624617		24.70	
201-5960990 Inv # 2027584346		1.35	
201-5960990 Inv # 2027582121		0.70	
201-5960990 Inv # 5012270583		24.50	
201-5960990 Inv # 2027570836		4.20	
201-5960990 Inv # 2027578812		31.35	
201-5960990 Inv # M0069960		2.99	
201-5960990 Inv # 5012291424		24.40	
201-5960990 Inv # 2027613540		133.10	
201-5960990 Inv # 2027613541		31.25	
201-5960990 Inv # 2027613542		92.50	
201-5960990 Inv # 2027609486		0.85	
201-5960990 Inv # 2027614109		43.85	
201-5960990 Inv # 2027617827		11.20	
201-5960990 Inv # 2027609440		7.08	
201-5960990 Inv # 2027613905		26.90	
201-5960990 Inv # 2027623768		14.20	
201-5960990 Inv # 2027618260		39.00	
201-5960990 Inv # 2027619900		1.94	
201-5960990 Inv # 2027601499		44.30	
201-5960990 Inv # 2027601700		18.00	
201-5960990 Inv # 138137		11.44	
201-5960990 Inv # 2027603230		4.86	
201-5960990 Inv # 2027604164		3.88	
201-5960990 Inv # 2027601155		1.70	
201-5960990 Inv # 2027601371		1.70	
201-5960990 Inv # 2027603196		1.50	
201-5960990 Inv # 2027601659		33.93	
201-5960990 Inv # 2027609469		8.10	
201-5960990 Inv # 2027630661		4.50	
201-5960990 Inv # 2027623752		9.85	
201-5960990 Inv # 2027623760		14.05	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv # 2027623840		9.00
201-5960990	Inv # 2027630653		1.70
201-5960990	Inv # 2027555763		23.15
201-5960990	Inv # 2027555747		1.47
201-5960990	Inv # 2027553461		2.55
201-5960990	Inv # 2027566051		1.70
201-5960990	Inv # 2027562441		2.10
201-5960990	Inv # 2027555784		3.70
201-5960990	Inv # 2027546054		2.81
201-5960990	Inv # 2027562470		1.77
201-5960990	Inv # 2027566781		1.29
201-5960990	Inv # 2027566080		2.55
201-5960990	Inv # 2027562475		2.96
201-5960990	Inv # 2027566048		5.55
201-5960990	Inv # 2027566072		8.52
201-5960990	Inv # 2027570981		7.35
201-5960990	Inv # M01119090		2.99
201-5960990	Inv # 2027579881		1.35
201-5960990	Inv # 2027577975		8.88
201-5960990	Inv # 2027585669		5.68
201-5960990	Inv # 2027584923		10.50
201-5960990	Inv # 2027581869		0.70
201-5960990	Inv # 2027577997		0.85
201-5960990	Inv # 2027584919		7.50
201-5960990	Inv # 2027581878		3.23
201-5960990	Inv # 2027575459		22.68
201-5960990	Inv # 2027580139		16.20
201-5960990	Inv # 2027579915		6.48
201-5960990	Inv # 2027630650		3.00
201-5960990	Inv # 2027613587		5.68
201-5970600	Inv # 5012270583		386.50
201-5970600	Inv # 5012291424		476.86
201-5970600	Inv # 2027611898		26.89
201-5970600	Inv # 2027595300		2,645.83
201-5970600	Inv # 2027606370		248.59
201-5970600	Inv # 2027606484		689.76
201-5970600	Inv # 2027624616		478.05
201-5970600	Inv # 2027584345		11.35
201-5970600	Inv #2027582120		11.95
201-5970600	Inv #2027570835		65.13
201-5970600	Inv #2027578811		512.86
201-5970600	Inv # Credit Memo		11.87
201-5970600	Inv # 2027528337		173.98
201-5970600	Inv # 2027368288		63.74
201-5970600	Inv # COA101072916		-695.78
201-5970600	Inv # 2369165		-11.87
201-5970600	Inv # DED101017485		11.90
201-5970600	Inv # 5012248111		344.23
201-5970600	Inv # 5012220288		320.26
201-5970600	Inv # 2027613540		1,032.48
201-5970600	Inv # 2027613541		629.76
201-5970600	Inv #2027613542		812.06
201-5970600	Inv # 2027609486		8.28
201-5970600	Inv # 2027614109		430.87
201-5970600	Inv #2027617827		80.85
201-5970600	Inv # 2027609440		59.55
201-5970600	Inv # 2027613905		835.73
201-5970600	Inv # 2027623768		355.20
201-5970600	Inv # 2027618260		465.74
201-5970600	Inv # 2027619900		35.75
201-5970600	Inv # 2027601499		415.04
201-5970600	Inv # 2027601700		185.81
201-5970600	Inv # 138137		102.33

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv # 2027603230		42.55
201-5970600	Inv # 2027604164		58.41
201-5970600	Inv # 2027601155		28.12
201-5970600	Inv # 2027601371		28.12
201-5970600	Inv # 2027603196		12.80
201-5970600	Inv # 2027601659		80.50
201-5970600	Inv # 2027609469		70.35
201-5970600	Inv # 2027630661		32.64
201-5970600	Inv # 2027623752		84.06
201-5970600	Inv # 2027623760		39.04
201-5970600	Inv # 2027623840		84.42
201-5970600	Inv # 2027630353		26.11
201-5970600	Inv # 2027555763		381.55
201-5970600	Inv # 2027555747		18.71
201-5970600	Inv # 2027553461		28.81
201-5970600	Inv # 2027566051		13.14
201-5970600	Inv # 2027562441		31.33
201-5970600	Inv # 2027555784		35.37
201-5970600	Inv # 2027546054		11.95
201-5970600	Inv # 2027562470		14.75
201-5970600	Inv # 2027566781		26.14
201-5970600	Inv # 2027566080		18.06
201-5970600	Inv # 2027562475		8.94
201-5970600	Inv # 2027566048		52.57
201-5970600	Inv # 2027566072		52.39
201-5970600	Inv # 2027570981		105.91
201-5970600	Inv # 2027579881		10.21
201-5970600	Inv # 2027577975		42.81
201-5970600	Inv # 2027585669		19.77
201-5970600	Inv # 2027584923		108.90
201-5970600	Inv # 2027581869		5.72
201-5970600	Inv # 2027577997		14.06
201-5970600	Inv # 2027584919		74.53
201-5970600	Inv # 2027581878		82.72
201-5970600	Inv # 2027575459		220.62
201-5970600	Inv # 2027580139		157.48
201-5970600	Inv # 2027579915		59.04
201-5970600	Inv # 2027630650		25.61
201-5970600	Inv # 2027613587		28.70
201-5970610	Inv #M01936650		11.03
201-5970610	Inv #M01940220		11.98
201-5970610	Inv # M00699960		11.98
201-5970610	Inv # M01119090		8.49
201-5970640	Inv # 5012270583		510.84
201-5970640	Inv # 5012291424		43.17
BANC OF AMERICA LEASING			
	12342	12/19/12	2,005.00
Account No.	Description	Amount	
201-5930210	Inv # 012211120	2,005.00	
BANKCARD SERVICES			
	12335	12/19/12	4,942.26
Account No.	Description	Amount	
201-5920204	Acct #4865225945162468	135.00	
201-5920220	Acct #4865225945162468	400.00	
201-5960210	Acct #4865225945162468	355.90	
201-5960210	Acct #4865225945162468	-1.78	
201-5960990	Acct #4865225945162468	162.00	
201-5970100	Acct #4865225945162468	-95.20	
201-5970110	Acct #4865225945162468	2,427.51	
201-5970110	Acct #4865225945162468	485.00	
201-5970170	Acct #4865225945162468	301.18	
201-5970260	Acct #4865225945162468	12.84	
201-5970600	Acct #4865225945162468	183.79	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Acct #4865225945162468	796.95	
201-5970630	Acct #4865225945162468	-320.20	
201-5970850	Acct #4865225945162468	74.23	
201-5980600	Acct #4865225945162468	25.04	
C C H, INCORPORATED	12343	12/19/12	103.49
Account No.	Description	Amount	
201-5970640	Inv #545430	103.49	
CHICAGO OFFICE TECHNOLOGY GROUP	12344	12/19/12	349.13
Account No.	Description	Amount	
201-5930010	Invoice # 173367	349.13	
CHILDREN'S PLUS, INC.	12345	12/19/12	296.93
Account No.	Description	Amount	
201-5970600	Inv #088302	198.25	
201-5970600	Inv # 088456	98.68	
COOPERATIVE COMPUTER SERVICES	12346	12/19/12	9,664.01
Account No.	Description	Amount	
201-5920140	Inv # CCS 10/1/12	8,345.08	
201-5920140	JED Profile	1,410.71	
201-5920140	June billing credit	-91.78	
CRYSTAL MANAGEMENT & MAINT. SERV	12347	12/19/12	3,364.00
Account No.	Description	Amount	
201-5930320	Inv #20926	3,340.00	
201-5930320	Inv #20910	24.00	
D & Z HOUSE OF BOOKS INCORPORATED	12348	12/19/12	1,254.49
Account No.	Description	Amount	
201-5970600	Inv #2012/1037779	473.18	
201-5970600	Inv #2012/1036081	781.31	
DEMCO EDUCATIONAL CORP	12349	12/19/12	5,502.03
Account No.	Description	Amount	
201-5970100	Inv #4800130	98.23	
201-5970100	Inv #4791421	2,403.80	
201-5980600	Inv # 4804502	3,000.00	
EBSCO SUBSCRIPTION SVC	12350	12/19/12	17.15
Account No.	Description	Amount	
201-5970620	Inv #1417636	18.95	
201-5970620	Inv #59248	35.20	
201-5970620	Credit Memo	-37.00	
FEDERAL EXPRESS	12351	12/19/12	63.61
Account No.	Description	Amount	
201-5970260	Inv #2-095-42147	63.61	
GALE, INC.	12352	12/19/12	8,748.72
Account No.	Description	Amount	
201-5970640	Inv #97956416	7,875.00	
201-5970640	Inv #97901406	573.80	
201-5970640	Inv #97516075	299.92	
GRAINGER	12353	12/19/12	258.94
Account No.	Description	Amount	
201-5970115	Inv #9005706396	258.94	
ILLINOIS LIGHTING, INC.	12354	12/19/12	428.00
Account No.	Description	Amount	
201-5970170	Inv #14460	428.00	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
ILLINOIS PUBLIC RISK FUND	12384	12/19/12	4,138.00
Account No. 201-5918070		Description 1st Quarter Installment	Amount 4,138.00
ILLINOIS STATE POLICE	12355	12/19/12	20.00
Account No. 201-5960990		Description	Amount 20.00
INNOVATION EXPERTS	12356	12/19/12	3,425.00
Account No. 201-5980420		Description Inv #BPY2-06	Amount 3,425.00
INVICTA SERVICES LLC	12357	12/19/12	143.85
Account No. 201-5960990		Description Inv #1595	Amount 143.85
JOHN LAVALIE	12358	12/19/12	28.19
Account No. 201-5960070		Description Mileage	Amount 28.19
KLEIN, THORPE & JENKINS, LTD.	12359	12/19/12	292.50
Account No. 201-5920100		Description Inv #160745	Amount 292.50
L&M Builders	12360	12/19/12	38,260.00
Account No. 202-5980300		Description Bathroom Remodel	Amount 38,260.00
LACONI	12361	12/19/12	15.00
Account No. 201-5920204		Description Presentation	Amount 15.00
LAUTERBACH & AMEN, LLP.	12362	12/19/12	1,385.00
Account No. 201-5920110		Description Invoice 29627	Amount 1,385.00
LEXISNEXIS ACADEMIC & LIB SOLUTION	12363	12/19/12	211.73
Account No. 201-5970640		Description Inv #39162826	Amount 211.73
LIBRARY FURNITURE INTERNTL	12364	12/19/12	1,397.00
Account No. 201-5980600		Description Inv #4093	Amount 1,397.00
LIMRiCC	12365	12/19/12	35,242.96
Account No. 201-2401002		Description November 2012	Amount 35,242.96
MENARDS	12366	12/19/12	52.76
Account No. 201-5970115		Description Inv #8147	Amount 52.76
MICROSYSTEMS, INC.	12367	12/19/12	3,918.00
Account No. 201-5960990		Description Invoice # 1000001130	Amount 3,918.00
MIDWEST TAPE	12336	12/19/12	18,767.28
Account No. 201-5960990		Description Inv # 90529266	Amount 4.10
Account No. 201-5960990		Description Inv # 90529263	Amount 5.55
Account No. 201-5960990		Description Inv # 90529265	Amount 9.75
Account No. 201-5960990		Description Inv # 90527145	Amount 297.70

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv # 90514861		7.70
201-5960990	Inv # 90519814		3.70
201-5960990	Inv # 90519812		65.45
201-5960990	Inv # 90525208		78.00
201-5960990	Inv # 90537377		19.50
201-5960990	Inv # 90537378		3.70
201-5960990	Inv # 90533911		15.40
201-5960990	Inv # 90533912		1.85
201-5960990	Inv # 90533813		50.05
201-5960990	Inv # 90544777		62.10
201-5960990	Inv # 90544779		7.85
201-5960990	Inv # 90541860		3.70
201-5960990	Inv # 90541808		375.45
201-5960990	Inv # 90563741		27.20
201-5960990	Inv # 90571747		3.85
201-5960990	Inv # 90573652		9.25
201-5960990	Inv # 90571746		3.70
201-5960990	Inv # 90563742		3.70
201-5960990	Inv # 90565533		3.70
201-5960990	Inv # 90548281		1.85
201-5960990	Inv # 90548697		3.85
201-5960990	Inv # 90555863		7.95
201-5960990	Inv # 90579379		188.90
201-5960990	Inv # 90579411		5.55
201-5960990	Inv # 90582332		5.55
201-5960990	Inv # 90582336		53.90
201-5960990	Inv # 90527076		489.35
201-5960990	Inv # 90525206		347.05
201-5960990	Inv # 90514863		41.95
201-5960990	Inv # 90519813		16.25
201-5960990	Inv # 90519810		13.20
201-5960990	Inv # 90537375		13.00
201-5960990	Inv # 90533819		12.70
201-5960990	Inv # 90529987		117.70
201-5960990	Inv # 90544881		106.95
201-5960990	Inv # 90544880		9.75
201-5960990	Inv # 90541807		218.90
201-5960990	Inv # 90571744		188.25
201-5960990	Inv # 90563743		60.95
201-5960990	Inv # 90565535		19.40
201-5960990	Inv # 90548694		35.75
201-5960990	Inv # 90555861		19.50
201-5960990	Inv # 90548696		3.25
201-5960990	Inv # 90582334		177.15
201-5960990	Inv # 90555864		13.00
201-5960990	Inv # 90582335		32.50
201-5960990	Inv # 90576054		3.25
201-5960990	Inv # 90576056		13.00
201-5970610	Inv # 90515633		17.99
201-5970610	Inv # 90515631		99.98
201-5970610	Inv # 90534041		35.98
201-5970610	Inv # 90570451		79.99
201-5970610	Inv # 90570453		77.22
201-5970610	Inv # 90552885		22.49
201-5970610	Inv # 90552883		119.98
201-5970610	Inv # 90587750		119.98
201-5970610	Inv # 90587752		27.58
201-5970610	Inv # 90529266		15.74
201-5970610	Inv # 90529263		144.97
201-5970610	Inv # 90529265		47.97
201-5970610	Inv # 90527145		915.88
201-5970610	Inv # 90514861		21.73
201-5970610	Inv # 90519814		44.98

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Inv # 90519812		215.68
201-5970610	Inv # 90525208		257.35
201-5970610	Inv # 90537377		75.40
201-5970610	Inv # 90537378		59.98
201-5970610	Inv # 90533911		53.96
201-5970610	Inv # 90533912		39.99
201-5970610	Inv # 90533813		171.62
201-5970610	Inv # 90544777		210.44
201-5970610	Inv # 90544779		34.99
201-5970610	Inv # 90541860		74.98
201-5970610	Inv # 90541808		1,055.93
201-5970610	Inv # 90563741		91.73
201-5970610	Inv # 90571747		6.74
201-5970610	Inv # 90573652		136.95
201-5970610	Inv # 90571746		69.98
201-5970610	Inv # 90563742		54.98
201-5970610	Inv # 90565533		64.98
201-5970610	Inv # 90548281		31.99
201-5970610	Inv # 90548697		11.99
201-5970610	Inv # 90555863		31.18
201-5970610	Inv # 90579379		574.01
201-5970610	Inv # 90579411		84.97
201-5970610	Inv # 90582332		139.97
201-5970610	Inv # 90583226		175.21
201-5970630	Inv # 90527076		2,152.84
201-5970630	Inv # 90525206		1,721.91
201-5970630	Inv # 90514863		207.63
201-5970630	Inv # 90519813		80.95
201-5970630	Inv # 90519810		110.76
201-5970630	Inv # 90537375		65.96
201-5970630	Inv # 90533819		63.72
201-5970630	Inv # 90529987		592.94
201-5970630	Inv # 90544881		538.22
201-5970630	Inv # 90544880		77.97
201-5970630	Inv # 90541807		999.20
201-5970630	Inv # 90571744		997.02
201-5970630	Inv # 90563743		456.58
201-5970630	Inv # 90565535		67.45
201-5970630	Inv # 90548694		217.39
201-5970630	Inv # 90555861		134.19
201-5970630	Inv # 90548696		22.99
201-5970630	Inv # 90582334		992.49
201-5970630	Inv # 90555864		113.96
201-5970630	Inv # 90582335		265.90
201-5970630	Inv # 90576054		10.49
201-5970630	Inv # 90576056		75.96
OFFICE DEPOT	12368	12/19/12	213.43
Account No.	Description	Amount	
201-5970100	Inv #632161154001	213.43	
OUTSOURCE SOLUTIONS GROUP, INC.	12369	12/19/12	27,983.29
Account No.	Description	Amount	
201-5920110	Inv #16085	27,083.33	
201-5960990	Inv #15955	619.96	
201-5960990	Inv #16106	280.00	
RANDOM HOUSE INCORPORATED	12370	12/19/12	320.50
Account No.	Description	Amount	
201-5970610	Inv #1085555247	220.50	
201-5970610	Inv #1085554073	10.00	
201-5970610	Inv #1185681198	33.75	
201-5970610	Inv #1085681198	56.25	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
RECORDED BOOKS, LLC	12371	12/19/12	380.13
Account No.	Description	Amount	
201-5970610	Inv #74635445	111.37	
201-5970610	Order # 16463332	240.96	
201-5970610	Inv # 74625030	27.80	
RENEE GRONE	12372	12/19/12	250.00
Account No.	Description	Amount	
201-5960210	Reading Club	250.00	
REPUBLIC SERVICES	12373	12/19/12	364.36
Account No.	Description	Amount	
201-5930490	Inv # 0551-009807985	364.36	
ROSEN PUBLISHING, INC.	12374	12/19/12	1,472.00
Account No.	Description	Amount	
201-5970600	Inv #553859	1,472.00	
RUNCO OFFICE SUPPLY	12375	12/19/12	686.96
Account No.	Description	Amount	
201-5970100	Inv #527928-0	339.90	
201-5970100	Inv #526352-0	239.20	
201-5970100	Inv #525955-1	20.80	
201-5970100	Inv #526351-0	87.06	
SEN SOURCE	12376	12/19/12	9.02
Account No.	Description	Amount	
201-5930010	Inv #20411	9.02	
SOMETHING FISHY INC	12377	12/19/12	64.99
Account No.	Description	Amount	
201-5960990	Inv #0138	64.99	
SPRING AIR FILTER, INC	12378	12/19/12	572.00
Account No.	Description	Amount	
201-5970170	Inv #24075	465.00	
201-5970170	Inv #24092	107.00	
TIMOTHY HASKELL	12379	12/19/12	125.00
Account No.	Description	Amount	
201-5960990	Videography 12/18/12	125.00	
VIKING PLUMBING SERVICES, LLC	12380	12/19/12	360.00
Account No.	Description	Amount	
201-5930020	Inv #4445	360.00	
WAREHOUSE DIRECT	12381	12/19/12	99.68
Account No.	Description	Amount	
201-5970100	Inv #1749032-0	99.68	
WEISS RATINGS	12382	12/19/12	419.55
Account No.	Description	Amount	
201-5970640	Order #835150	419.55	
WESTON WOODS STUDIOS	12383	12/19/12	59.95
Account No.	Description	Amount	
201-5970630	Inv #5653645	59.95	
		TOTAL	<u>197,999.58</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
NEXTEL	50362	11/30/12	737.66
Account No.	Description	Amount	
201-5920120	ACH	737.66	
CALL ONE	50363	11/30/12	268.99
Account No.	Description	Amount	
201-5920120	ACH	268.99	
AT&T	50364	11/30/12	516.33
Account No.	Description	Amount	
201-5920120	ACH	516.33	
COMCAST CABLE	50365	11/30/12	227.96
Account No.	Description	Amount	
201-5920120	ACH	227.96	
NEO-POST	50366	11/30/12	1,000.00
Account No.	Description	Amount	
201-5970260	ACH	1,000.00	
NICOR GAS	50367	11/30/12	490.58
Account No.	Description	Amount	
201-5970810	ACH	490.58	
WOW! INTERENT CABLE	50368	11/30/12	120.29
Account No.	Description	Amount	
201-5920120	ACH	120.29	
IMRF	50369	11/30/12	49,158.29
Account No.	Description	Amount	
201-2401002	11/2012 EE IMRF Contrib	12,276.01	
201-5918021	11/2012 ER IMRF Contrib	36,882.28	
McLeod USA, Inc	50370	11/30/12	591.26
Account No.	Description	Amount	
201-5920120	ACH	591.26	
PRO DATA	50371	11/30/12	865.08
Account No.	Description	Amount	
201-5920110	11/2 Payroll Process Fee	222.36	
201-5920110	11/16 Payroll Process Fee	422.24	
201-5920110	11/30 Payroll Process Fee	220.48	
TOTAL			<u>53,976.44</u>

Des Plaines Public Library
 Disbursement Reconciliation
 November 30, 2012

Total Expenses per Expense Report			<u>\$566,340.02</u>
Gross Payroll	\$312,306.46		
Benefits Expense	<u>90,383.10</u>		
Total Payroll Expenses		\$402,689.56	
Vendor Checks Report		\$197,999.58	
Vendor ACH Report		<u>53,976.44</u>	
Total expenses per payroll and vendor checks reports			<u>654,665.58</u>
		Variance	<u>88,325.56</u>
Less: (disbursements included above)			
IMRF November CK # 50369		(49,158.29)	
LIMRiCC November Insurance Premiums CK# 12365		(35,242.96)	
IPRF Check # 12384		(4,138.00)	
			<u>(88,539.25)</u>
Plus:			
IL Funds Epay Fees		<u>177.98</u>	
			<u>213.69</u>
		Variance	<u>0.00</u>

Director's Report December, 2012

Collection Development Highlights – Goal #1

My MediaMall Labs - 4 labs were held in November - The MyMediaMall Lab is an opportunity to drop in and work with a library staff member to learn about using MyMediaMall for free downloadable audiobooks and ebooks.

eDPPL demos - Music, Books and more – 2 demos were held in November – In the demos the public can learn how to download books, music and more to their smartphone, tablet or computer. This class provides an overview of the library's free products and APPS.

Community Networking Highlights – Goal #2

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

Veterans Day letter Writing - On Veterans Day the public could stop in on the 2nd, 3rd, or 4th floors to write an encouraging letter of support to a veteran or current member of our armed forces. Letters will be sent to the local VFW post to be sent along with care packages for the holidays. 132 attendees

Preschool Yoga - Twisted Tree Yoga of Des Plaines came to the library and brought books and yoga together. The class featured a book and a variety of yoga poses to encourage imagination, play, body awareness and bonding with parents. 15 attendees

Computer Basics in Spanish - Oakton Community College offered a basic computer class in Spanish. 7 attendees

Lifelong Learning Highlights – Goal #3

Save Money Using Online Deals – Patrons learned about web sites that can help save while shopping both online and in stores. From printable coupons to online sales, this class demonstrated where to look to cut spending on groceries, household goods, and much more. 4 attendees

Spirit of the Eagle Presentation – children were invited to celebrate Native American Heritage Month by learning about the nomadic lifestyle of the Lakota Sioux, focusing on music, artifacts, teepee etiquette and more by Native American storyteller Jonathan Jordan. 31 attendees

NaNoWriMo Write Ins – The National Novel Writing Month group encouraged people to write 50,000 words in the month of November. The library held NaNoWriMo write ins, where the public could bring their laptops and be spurred by others to write. Refreshments and prizes were available. 10 – 15 attendees each session.

The iPhone / iPad Revolution - Tech Specialist Jack Waddick's presented an interactive program/demonstration about the Apple iPhone and iPad and explained the many uses of the true Internet Pocket PCs; these amazing applications cover business, education, entertainment, news, travel, weather and much more. 41 attendees

Over 90 people attended 22 computer classes the Adult Services staff offered for the public in November.

Personnel Highlights

New Employees:

Dana Mannino, part time Youth Services Assistant, 11/21/2012

Melissa Walker, Page, 11/26/2012

Resignations:

James Daniel Gillespie, Part-time Monitor, 11/09/2012

Latoya Smellie, Page, 11/09/2012

Paula Bianca Vilorio, Page, 11/15/2012

Ju Kyoung Seo, Page, 11/2/2012

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	\$ 4,107,031	\$ 6,212,410	\$ 5,879,997	\$ 5,470,873	\$ 4,984,631	\$ 5,857,772	\$ 6,922,045	\$ 6,597,054	\$ 6,293,080	\$ 5,767,125			
Restricted cash donations	127,654	127,695	127,732	127,888	128,352	128,393	128,743	129,126	129,127	129,303	129,304	129,304			
Reserves	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000			
	4,048,416	3,592,115	3,979,299	6,084,522	5,751,645	5,342,480	4,855,888	5,728,646	6,792,918	6,467,751	6,164,576	5,637,827			
Revenue (M-T-D)															
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247	1,288,797	1,485,853	74,829	38,972	17,618		\$6,421,190		6,409,096
Other Revenue	15,519	14,247	14,136	16,143	14,437	24,087	16,343	17,454	39,127	75,838	16,202	47,558	315,091		346,438
Total Revenue	52,372	883,475	2,474,053	76,478	79,978	51,334	1,305,140	1,503,307	113,956	114,810	33,820	47,558	6,736,281		6,755,534
Expenses															
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	293,155	280,436	279,892	282,381	402,690	290,000	3,645,896		3,867,476
Commodities	125,840	81,556	58,814	49,472	81,444	65,076	57,036	59,222	54,397	79,016	55,243	70,000	837,116		998,800
Capital	6,345	7,613	1,459	1,301	3,855	4,805	6,106	8,179	2,726	9,860	7,847	7,200	67,296		89,405
Contracts	193,404	73,815	51,047	71,631	74,284	56,921	83,706	89,717	61,980	64,467	61,975	80,000	962,947		998,375
Other	7,619	1,423	(7,019)	1,855		46,571	56		1,206		325	206,889	258,325		333,000
202	6,300						24,954	8,498	371	2,815	38,260		81,198		99,300
Adjustments	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	(7,018)	38,375	(20,555)	(5,765)				
Total Expenses	508,632	496,254	368,674	408,891	489,102	537,576	431,999	439,034	438,947	417,984	560,575	654,089			
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(332,413)	(409,124)	(486,242)	873,141	1,064,273	(324,991)	(303,174)	(526,755)	(606,571)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,470,873	4,984,631	5,857,772	6,922,045	6,597,054	6,293,880	5,767,125	5,160,594			
Cash End of Month less restricted cash donations and reserves	2,092,156	2,479,336	4,584,678	4,252,109	3,842,521	3,556,238	4,229,029	5,292,919	4,967,927	4,664,577	4,137,821	3,531,290			

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	
	9/18/2012	12149	201-5970900	\$3,609.28			\$3,609.28	
				\$20,435.66	\$19,577.00	\$40,012.66	\$40,012.66	
ARC DISPOSAL COMPANY- Garbage Collection Services								
	10/16/2012	12213	201-5930490		\$721.85		\$721.85	\$350.00 Monthly
	11/21/2012	12270	201-5930490		\$351.20		\$351.20	
	12/19/2012	12373	201-5930490		\$364.36		\$364.36	
				\$0.00	\$1,437.41	\$1,437.41	\$1,437.41	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,458.00 Annual
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	\$2,614.50 Quarterly
	6/20/2012	11957	201-5930020		\$2,614.50		\$2,614.50	
	8/22/2012	12088	201-5930020		\$2,614.50		\$2,614.50	
	11/21/2012	12271	201-5930020		\$2,614.50		\$2,614.50	
				\$0.00	\$10,458.00	\$10,458.00	\$10,458.00	
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	
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00	
	6/20/2012	11958	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.
	7/18/2012	12033	201-5930210		\$2,005.00		\$2,005.00	
	8/22/2012	12089	201-5930210		\$2,005.00		\$2,005.00	
	9/18/2012	12156	201-5930210		\$2,005.00		\$2,005.00	
	10/16/2012	12215	201-5930210		\$2,005.00		\$2,005.00	
	11/21/2012	12272	201-5930210		\$2,005.00		\$2,005.00	
	12/19/2012	12342	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$24,060.00	\$24,060.00	\$24,060.00	

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

2/21/2012	11724	201-5930010		\$381.15				.007 per print B/W (copiers)
2/21/2012	11724	201-5930010		\$332.50				.07 per print Color
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				
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	
7/18/2012	12036	201-5930010		\$332.50			\$332.50	
8/22/2012	12092	201-5930010		\$1,796.00				
8/22/2012	12092	201-5980410	\$2,848.00				\$4,644.00	
9/18/2012	12159	201-5930010		\$3,912.48			\$3,912.48	
10/16/2012	12218	201-5930010		\$2,594.39			\$2,594.39	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	11/21/2012	12279	201-5930010		\$2,912.79		\$2,912.79	
	12/19/2012	12344	201-5930010		\$349.13		\$349.13	
				\$3,525.00	\$23,218.51	\$26,743.51	\$26,743.51	

CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service

	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	\$40,080.00 Annual \$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	
	6/20/2012	11967	201-5930320		\$3,340.00		\$3,340.00	
	7/18/2012	12044	201-5930320		\$3,340.00			
	7/18/2012	12044	201-5930020	\$3,750.00			\$7,090.00	
	8/22/2012	12097	201-5930320	\$180.00				
	8/22/2012	12097	201-5930320		\$3,340.00		\$3,520.00	
	9/18/2012	12165	201-5930320	\$4,500.00				
	9/18/2012	12165	201-5930320		\$3,340.00		\$7,840.00	
	10/16/2012	12223	201-5930320		\$3,340.00			
	10/16/2012	12223	201-5930320	\$3,750.00			\$7,090.00	
	11/21/2012	12284	201-5930320	\$120.00				
	11/21/2012	12284	201-5930320		\$3,340.00		\$3,460.00	
	12/19/2012	12347	201-5930320	\$24.00				
	12/19/2012	12347	201-5930320		\$3,340.00		\$3,364.00	
				\$19,074.00	\$40,080.00	\$59,154.00	\$59,154.00	

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\$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 EQUIPMENT COMPANY - Annual Maintenance for the Fire Extinguishers

	8/22/2012	12102	201-5970610		\$1,655.35		\$1,655.35	\$1,665.00 Annual
				\$0.00	\$1,655.35	\$1,655.35	\$1,655.35	

FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System

	10/16/2012	12231	201-5930020		\$1,648.00		\$1,648.00	\$1,650.00 Annual
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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$0.00	\$1,648.00	\$1,648.00	\$1,648.00	
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	
	5/15/2012	11925	201-5920110		\$4,825.00		\$4,825.00	
	6/20/2012	11990	201-5920110		\$1,435.00		\$1,435.00	
	7/18/2012	12058	201-5920110		\$150.00			
	7/18/2012	12058	201-5920110		\$1,435.00		\$1,585.00	
	8/22/2012	12114	201-5920110		\$1,435.00		\$1,435.00	
	9/18/2012	12179	201-5920110		\$1,435.00		\$1,435.00	
	11/21/2012	12304	201-5920110		\$2,870.00		\$2,870.00	
	12/19/2012	12362	201-5920110		\$1,385.00		\$1,385.00	
				\$0.00	\$19,620.00	\$19,620.00	\$19,620.00	
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	
	9/18/2012	12182	201-5930020		\$25,367.50		\$25,367.50	
				\$3,979.28	\$25,367.50	\$29,346.78	\$29,346.78	
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	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	5/31/2012	50309	201-5970260	\$1,000.00			\$1,000.00	
	6/30/2012	50322	201-5970260	\$1,000.00			\$1,000.00	
	7/31/2012	50331	201-5970260	\$1,000.00			\$1,000.00	
	8/22/2012	12119	201-5970260		\$177.00		\$177.00	
	10/16/2012	50347	201-5970260	\$1,000.00			\$1,000.00	
	11/21/2012	12309	201-5930210		\$177.00		\$177.00	
	10/31/2012	50358	201-5970260	\$1,000.00			\$1,000.00	
	12/19/2012	50366	201-5970260	\$1,000.00			\$1,000.00	
				<u>\$8,000.00</u>	<u>\$783.00</u>	\$8,783.00	\$8,783.00	

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	
	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	
	7/18/2012	12064	201-5920110		\$27,083.33			
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$596.65				
	7/18/2012	12064	201-5980420	\$1,146.00				
	7/18/2012	12064	201-5980420	\$2,495.00			\$31,880.98	
	8/22/2012	12124	201-5920110		\$27,083.33			
	8/22/2012	12124	201-5960990	\$957.71			\$28,041.04	
	9/18/2012	12189	201-5920110		\$27,083.33		\$27,083.33	
	9/18/2012	12189	201-5960990	\$838.94				

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	9/18/2012	12189	201-5960990	\$1,964.00			\$2,802.94	
	10/16/2012	12244	201-5920110		\$27,083.33			
	10/16/2012	12244	201-5960990	\$280.00				
	10/16/2012	12244	201-5960990	\$585.95			\$27,949.28	
	11/21/2012	12316	201-5920110		\$27,083.33			
	11/21/2012	12316	201-5920110	\$602.77				
	11/21/2012	12316	201-5960990	\$180.00			\$27,866.10	
	12/19/2012	12369	201-5920110		\$27,083.33			
	12/19/2012	12369	201-5960990	\$899.96			\$27,983.29	
				<u>\$23,442.17</u>	<u>\$297,916.63</u>	\$321,358.80	\$321,358.80	
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	
	6/30/2012	50315	201-5920110		\$233.64			
	6/30/2012	50315	201-5920110		\$229.88		\$463.52	
	7/31/2012	50333	201-5920110		\$674.00		\$674.00	
	8/31/2012	50343	201-5920110		\$671.92		\$671.92	
	9/30/2012	50350	201-5920110		\$662.52		\$662.52	
	10/31/2012	50351	201-5920110		\$222.36		\$222.36	
	10/31/2012	50352	201-5920110		\$428.26		\$428.26	
	11/30/2012	50371	201-5920110		\$865.08		\$865.08	
				<u>\$0.00</u>	<u>\$7,583.67</u>	\$7,583.67	\$7,583.67	

REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System

\$305.28 Annual

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	10/16/2012	12250	201-5960990		\$76.32		\$76.32	
					\$76.32	\$76.32	\$76.32	
SCHINDLER ELEVATOR CORPORATION								\$7,065.60 Annual
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	
	10/16/2012	12254	201-5930020	\$795.00			\$795.00	
				\$795.00	\$7,065.60	\$7,860.60	\$7,860.60	
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	
	12/19/2012	12377	201-5960990	\$64.99			\$64.99	
				\$249.93	\$1,440.00	\$1,689.93	\$1,689.93	
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	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	7/18/2012	12076	201-5930490		\$198.99			
	7/18/2012	12077	201-5930490		\$433.24		\$632.23	
	8/22/2012	12142	201-5930490		\$435.55			
	8/22/2012	12143	201-5930490		\$167.71		\$603.26	
				\$0.00	\$4,707.46	\$4,707.46	\$4,707.46	
						\$608,965.81		

November 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Nov 2012	11,601	YTD 2012	56,452
Nov 2011	623	YTD 2011	5,234
	% Change 1762.12%		% Change 978.56%

Note: Views on Des Plaines Memory are now included in the e-materials count.

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
Youth Services	38,675	Youth Services	417,787
Adult Services	58,574	Adult Services	668,224
TOTAL	97,249	TOTAL	1,086,011
Nov 2011		YTD 2011	
Youth Services	38,296	Youth Services	404,213
Adult Services	59,969	Adult Services	677,569
TOTAL	98,265	TOTAL	1,081,782
	% Change -1.03%		% Change 0.39%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
Youth Services	6,351	Youth Services	40,621
Adult Services	7,684	Adult Services	92,169
TOTAL	14,035	TOTAL	132,790
Nov 2011		YTD 2011	
Youth Services	1,077	Youth Services	12,885
Adult Services	6,814	Adult Services	86,169
TOTAL	7,891	TOTAL	99,054
	% Change 77.86%		% Change 34.06%

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Nov 2012	7,068	YTD 2012	69,085
Nov 2011	5,621	YTD 2011	50,036
	% Change 25.74%		% Change 38.07%
VISITS TO WEBSITE			
THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
From Internal IP's	3,581	From Internal IP's	39,574
From External IP's	41,727	From External IP's	453,161
TOTAL	45,308	TOTAL	492,735
Nov 2011		YTD 2011	
From Internal IP's	3,281	From Internal IP's	54,498
From External IP's	36,414	From External IP's	447,460
TOTAL	39,695	TOTAL	501,958
	% Change 14.14%		% Change -1.84%

UNIQUE VISITORS TO WEBSITE

November 2012 Unique Visitors	22,413	YTD 2012 Unique Visitors	265,464
November 2011 Unique Visitors	23,547	YTD 2011 Unique Visitors	227,061
% Change	-4.82%	% Change	16.91%

DATABASE USAGE

THIS MONTH		YEAR TO DATE	
Nov 2012	15,659	YTD 2012	177,672
Nov 2011	14,264	YTD 2011	163,912
% Change	9.78%	% Change	8.39%

LIBRARY CARD OWNERSHIP

YTD 2012	34,414	% of Population 2012	58.96%
YTD 2011	33,706	% of Population 2011	57.75%
% Change	2.10%		

MEETING ROOM ATTENDANCE

THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
Library Sponsored Prog	1,969	Library Sponsored Prog	29,114
Outside Groups	1,525	Outside Groups	18,994
Public Study Rooms	1,036	Public Study Rooms	12,326
Internal Meetings	100	Internal Meetings	1,100
TOTAL	4,630	TOTAL	61,534
Nov 2011		YTD 2011	
Library Sponsored Prog	1,889	Library Sponsored Prog	15,761
Outside Groups	1,746	Outside Groups	10,341
Public Study Rooms	1,191	Public Study Rooms	10,202
Internal Meetings	50	Internal Meetings	1,487
TOTAL	4,876	TOTAL	37,791
% Change	-5.05%	% Change	62.83%

MEETING ROOM BOOKINGS

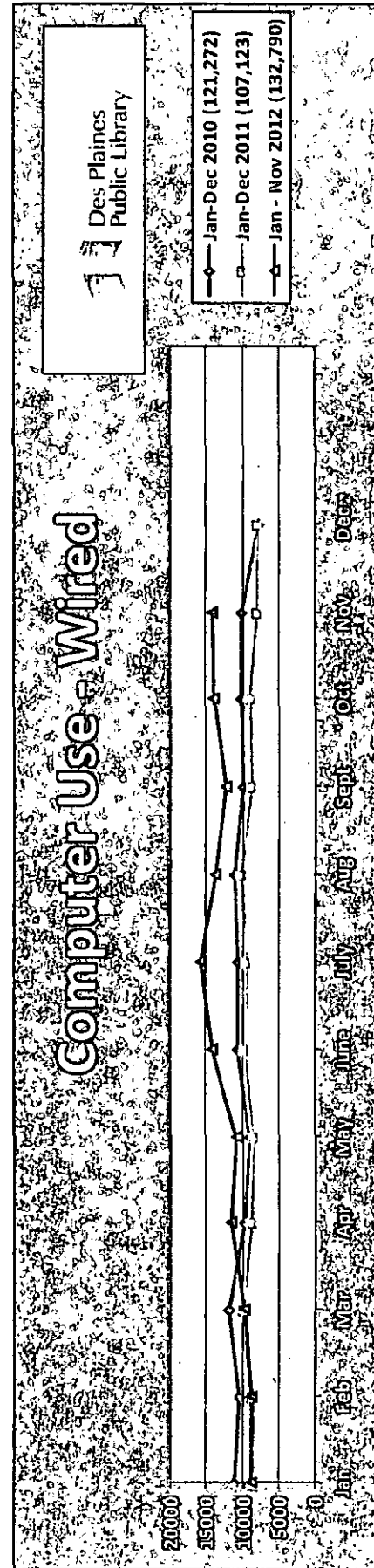
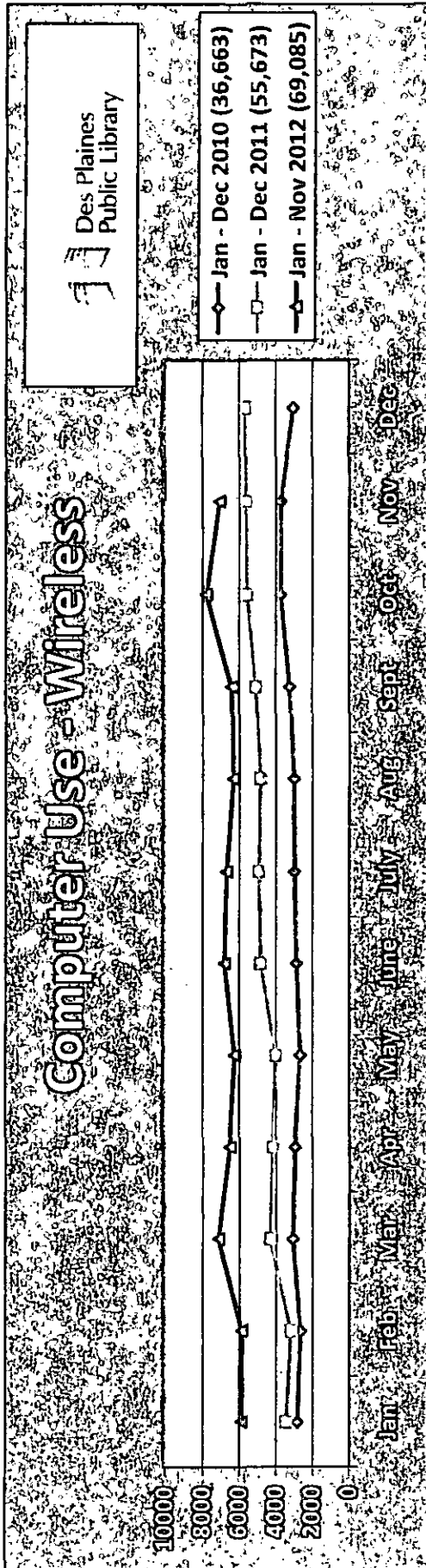
THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
Library Sponsored Prog	126	Library Sponsored Prog	1,341
Outside Groups	50	Outside Groups	510
Public Study Rooms	550	Public Study Rooms	6,488
Internal Meetings	10	Internal Meetings	110
TOTAL	736	TOTAL	8,449
Nov 2011		YTD 2011	
Library Sponsored Prog	57	Library Sponsored Prog	1,067
Outside Groups	49	Outside Groups	708
Public Study Rooms	582	Public Study Rooms	1,222
Internal Meetings	5	Internal Meetings	13
TOTAL	693	TOTAL	3,010
% Change	6.20%	% Change	180.70%

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
Youth Services	287	Youth Services	10,079
Adult Services	226	Adult Services	3,352
TOTAL	513	TOTAL	13,431
Nov 2011		YTD 2011	
Youth Services	573	Youth Services	8,289
Adult Services	237	Adult Services	2,500
TOTAL	810	TOTAL	10,789
% Change	-37%	% Change	24%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Nov 2012		YTD 2012	
Youth Services	3,078	Youth Services	35,872
Adult Services	13,018	Adult Services	151,018
Circulation	8,986	Circulation	85,083
TOTAL	25,082	TOTAL	271,973
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.			

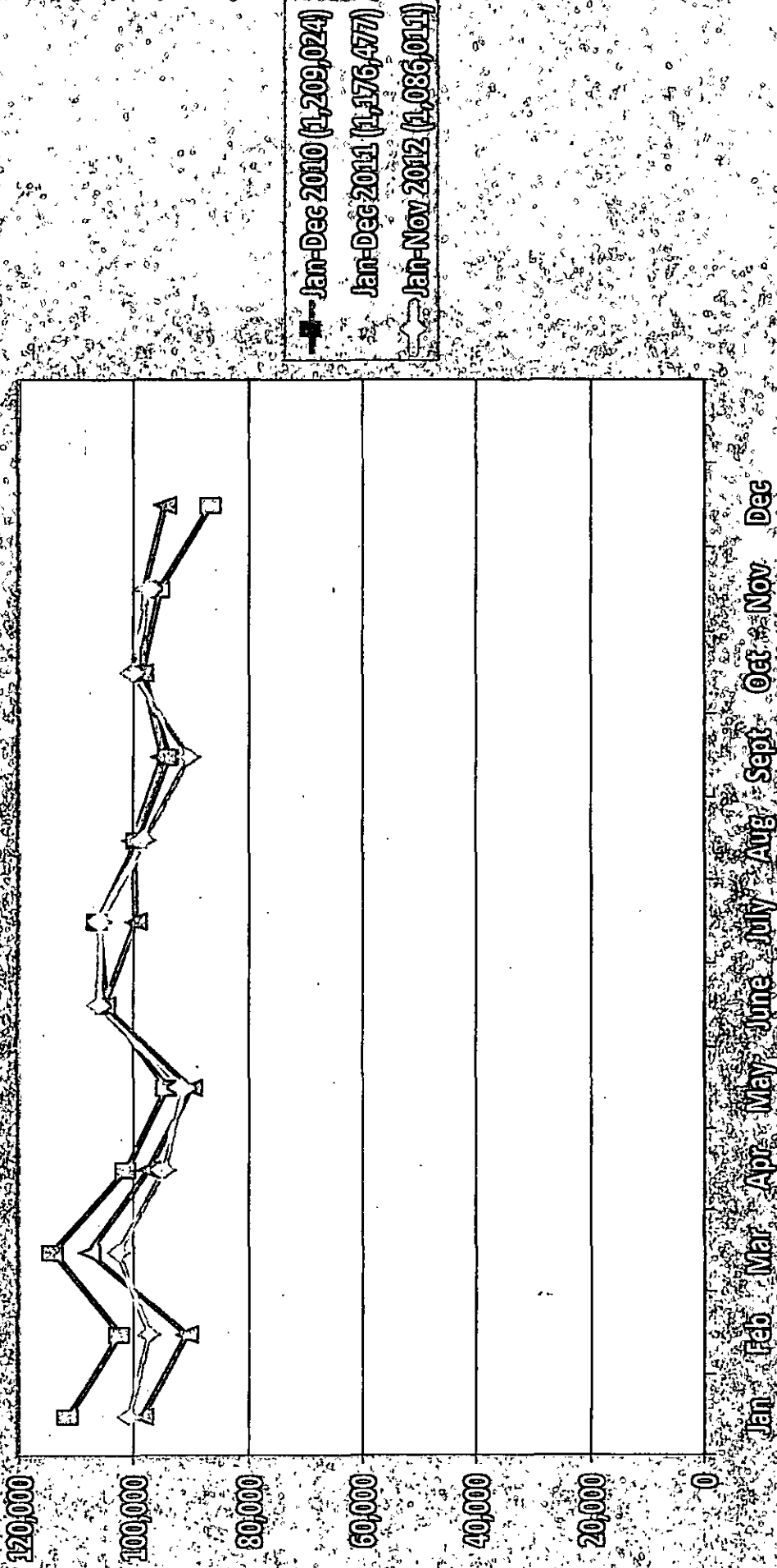
PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Nov 2012	46,005	YTD 2012	533,752
Nov 2011	46,365	YTD 2011	554,377
% Change	-0.78%	% Change	-3.72%



Circulation Statistics 2010-2012



Des Plaines
Public Library



2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203	214	373	278	235	144	212	235		2,570
CD-ROMs	319	204	216	197	202	257	304	222	183	212	156		2,472
CDs	1,011	1,002	1,009	962	994	1,039	1,114	1,000	1,077	1,114	1,115		11,437
DVDs	10,618	10,211	11,180	9,765	9,409	11,692	12,346	10,815	9,167	10,540	10,645		116,388
Fiction	17,679	17,293	17,621	15,834	15,081	21,483	18,823	16,914	16,164	18,499	17,680		193,071
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614	1,667	1,307	1,455	1,643	1,606		16,499
Games	49	44	58	48	40	82	66	41	53	53	56		590
Holiday	680	604	618	412	223	348	247	202	500	1,396	1,277		6,507
Homeschool	240	414	279	208	230	438	350	248	270	350	241		3,268
Large type	30	44	40	31	50	58	50	46	50	40	22		461
Magazines	139	119	84	119	133	186	151	142	158	139	123		1,493
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291	5,698	4,473	5,302	5,505	5,381		61,214
Parent collection	157	233	177	174	152	152	156	139	155	184	138		1,817
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	41,250	35,784	34,678	39,887	38,675	0	417,787

ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Ag	13	12	9	12	14	8	6	12	8	6	10		110
Audiobooks	2,119	1,977	2,123	2,070	1,949	2,174	2,192	2,280	1,989	2,149	2,081		23,103
CD-ROMs	548	469	503	436	442	445	465	454	412	499	585		5,258
CDs	6,905	6,449	6,690	6,088	5,958	5,830	5,528	5,694	4,978	5,867	6,340		66,327
DVDs	28,612	27,103	29,295	26,416	26,068	27,920	29,385	27,504	25,692	28,097	27,656		303,748
Fiction	8,001	7,460	8,008	7,510	7,780	8,603	8,972	8,766	7,550	7,724	7,043		87,417
Foreign language	1,429	1,436	1,514	1,315	1,300	1,391	1,509	1,532	1,198	1,158	1,118		14,900
High school	948	964	1,316	1,162	1,198	1,741	1,955	1,539	1,065	1,111	1,101		14,100
Large type	1,365	1,347	1,376	1,300	1,252	1,336	1,526	1,567	1,302	1,339	1,204		14,914
Literacy	168	197	166	146	164	150	186	239	181	169	152		1,918
Magazines	2,654	2,645	2,827	2,634	2,577	2,923	2,765	2,835	2,543	2,622	2,290		29,315
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000	10,152	9,935	8,859	9,748	8,994		107,114
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	64,641	62,357	55,777	60,489	58,574	0	668,224
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	105,891	98,141	90,455	100,376	97,249	0	1,086,011

eMaterials	913	1,907	2,126	2,087	2,209	2,071	2,245	7,462	7,849	10,124	11,601		50,594
ILL (non consortial)	336	314	433	400	330	388	411	368	313	341	412		4,046
Miscellaneous	446	486	518	456	407	408	409	444	395	441	421		4,831
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	108,956	106,415	99,012	111,282	109,683	0	1,145,482

Days closed 1 1 2 1 2 1 2 10



Des Plaines Public Library

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

RESOLUTION

2013 appropriation and 2012 Levy for Library Purposes Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on August 21, 2012 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2013; and

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

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2012 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

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

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2012 annual tax levy ordinance and for collection and deposit in the library fund is \$6,263,710.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2013.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.



City of Des Plaines

City Manager's Office

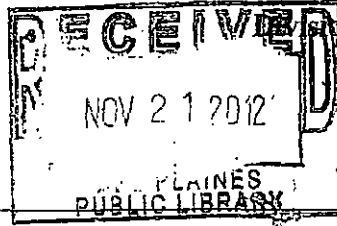
Department of Health and Human Services

1420 Miner Street

Des Plaines, IL 60016

Tel: 847-391-5480

Fax: 847-391-5484



November 13, 2012

Becky Wenzel
Des Plaines Public Library
1501 Ellinwood St.
Des Plaines, IL. 60016

To whom this may concern

Thank you for helping us promote the sock drive. We appreciate your support to the community. Thanks to your effort we collected a total of 236 pairs of socks! The socks will be donated to Self-Help Closet and Pantry and Catholic Charities of Des Plaines. Thank you again for your commitment to our Des Plaines community and turning the sock drive into a success!

Sincerely,

Jeanine M. Stricker
Kathy Puetz
Community Social Workers
City of Des Plaines

Alexandra Salaiza
(Intern)

All Checkbooks
10/01/12-10/31/12

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
PRO DATA	50351	10/31/12	222.36
Account No. 201-5920110	Description PRO DATA FEES	Amount 222.36	
PRO DATA	50352	10/31/12	428.26
Account No. 201-5920110	Description PRO DATA FEES	Amount 428.26	
NEXTEL	50353	10/31/12	733.25
Account No. 201-5920120	Description ACH	Amount 733.25	
CALL ONE	50354	10/31/12	285.07
Account No. 201-5920120	Description ACH	Amount 285.07	
AT&T	50355	10/31/12	516.33
Account No. 201-5920120	Description ACH	Amount 516.33	
COMCAST CABLE	50356	10/31/12	227.97
Account No. 201-5920120	Description ACH	Amount 227.97	
LEVEL(3) COMMUNICATIONS, LLC.	50357	10/31/12	451.10
Account No. 201-5920120	Description ACH	Amount 451.10	
NEO-POST	50358	10/31/12	1,000.00
Account No. 201-5970260	Description ACH	Amount 1,000.00	
NICOR GAS	50359	10/31/12	109.66
Account No. 201-5970810	Description ACH	Amount 109.66	
WOW! INTERENT CABLE	50360	10/31/12	120.29
Account No. 201-5920120	Description ACH	Amount 120.29	
IMRF	50361	10/31/12	33,020.65
Account No. 201-2401002	Description 10/2012 EE IMRF Contrib	Amount 8,246.01	
Account No. 201-5918021	Description 10/2012 ER IMRF Contrib	Amount 24,774.64	
TOTAL			<u>37,114.94</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	\$ 5,424,577	\$ 4,984,633	\$ 5,857,775	\$ 6,922,047	\$ 6,597,056	\$ 6,293,882	\$ -	\$ -
Revenue (M-T-D)												
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247	1,288,797	1,485,853	74,829	38,972		
Other Revenue	15,519	14,247	14,136	16,143	14,437	28,087	16,343	17,454	39,127	75,838		
	52,372	883,474	2,474,053	76,477	79,978	51,334	1,305,141	1,503,307	113,956	114,810	-	-
Expenses (M-T-D)												
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	293,155	280,436	279,892	282,381	-	-
Other Expense	339,508	164,407	103,701	124,259	205,879	127,074	171,859	165,616	120,680	156,158	-	-
Change in A/P & AJE's	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	(7,018)	38,375	(20,555)	-	-
	508,631	496,253	368,674	408,891	535,398	491,277	431,999	439,035	438,947	417,984	0	0
Net Increase/(Decrease)	(456,260)	387,222	2,105,379	(332,414)	(455,420)	(439,943)	873,142	1,064,272	(324,991)	(303,174)	0	0

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Des Plaines Public Library
 Disbursement Reconciliation
 October 31, 2012

Total Expenses per Expense Report		<u>\$438,538.76</u>
Gross Payroll	\$210,358.95	
Benefits Expense	<u>72,021.73</u>	
Total Payroll Expenses		\$282,380.68
Vendor Checks Report		\$201,481.88
Vendor ACH Report		<u>37,114.94</u>
Total expenses per payroll and vendor checks reports		<u>520,977.50</u>
	Variance	82,438.74
Less: (disbursements included above)		
IMRF October CK # 50361		(33,020.65)
LIMRiCC October Insurance Premiums CK# 12308		(35,312.32)
IDES Check # 12293		(1,967.75)
Prepaid 2013 Expenses		(12,096.00)
Voided Checks # 1009 & 1010		<u>(220.00)</u>
		(82,616.72)
Plus:		
IL Funds Epay Fees		<u>177.98</u>
		177.98
	Variance	<u>(0.00)</u>

Director's Report November, 2012

Collection Development Highlights – Goal #1

Our newest e-resource is Zinio. With Zinio you can view full digital copies of your favorite magazines. Read the exact same material you get in print, plus some publications include interactive features. Magazine issues are always available. No holds, no late fees. Read online or download issues to your computer or mobile device to read offline. The library subscribes to 75 magazines.

Community Networking Highlights – Goal #2

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

Des Arts, October 19-21st, 2012, was a celebration of creative expression in Des Plaines. Des Arts was presented by the Des Plaines Arts Council, a local organization that promotes the creative arts in Des Plaines at the Des Plaines Public Library. The event featured art contests for children, teens and adults; hands-on art activities like the communal mural; workshops like "Printmaking Basics" and "iPhone/iPad Photography"; local musicians playing a variety of musical styles, from classical to traditional Hawaiian; Indian, Mexican, Irish and hip-hop dance performances; storytellers, comedians and poetry performances and the unveiling of a permanent mural installation "What Des Plaines Means To Me", created by local kids in collaboration with the Des Plaines Park District. 1,300 people attended.

Library staff was trained by Office of the Cook County Clerk on the new technology for registering voters which was available until 9 p.m. on the last day to register to vote. From July 20, through October 5, library staff registered 123 citizens. From October 6, through October 9, 156 were registered, with 41 on Monday the 8th and 94 on Tuesday, the last day to register. This is a great service that we were happy and able to provide.

In conjunction with Halloween Hoopla, the Des Plaines Park District offers a craft project for family fun at the library on Saturday, October 27th. Over 200 kids made crafts.

Lifelong Learning Highlights – Goal #3

The 4th Annual Science Expo, Saturday October 13th, featured exhibits, demonstrations, hands-on construction challenges and science experiments and more. The event was geared toward children in grades 2-8 and is one of DPPL's most family-friendly events. Over a dozen science and engineering organizations participated, including chemical, civil, safety and structural engineers as well as the Civil Air Patrol, the Optical Society of Chicago, Destination ImagiNation and the Des Plaines Science Prodigies. Over 500 people attended.

Citizens Utility Board (CUB) attended the October 6th Frugal Friends Coupon Club meeting and brought several staff members who sat down with consumers, one-on-one, to

analyze their landline phone bills. The CUB staffers went over what consumer's options are and how they can save money on their phone bills. 31 people attended.

A Celebration of the WPA Murals in Chicago was presented at the library on October 3rd by Heather Becker, Chief Executive Officer of The Conservation Center and author of the book *Art for the People*. Between 1904 and 1943 more than 400 murals were painted in Chicago. The murals depict a broad view of American life and social history - from agricultural and industrial settings to themes of musical genius, founding fathers, explorers, settlers and indigenous cultures. The slide lecture told the story of the rediscovery and restoration of the murals; the story of people working together not just to create art but to save it. 24 people attended.

Over 130 people attended 27 computer classes the Adult Services staff offered for the public in October.

Personnel Highlights

New Employees:

Mary Bartusiak, promoted from part-time Circulation Services Clerk to part-time Circulation Services Assistant

Antonio Letzkus, promoted from Page to part-time Circulation Services Clerk

Resignations:

Teffy Thomas, Page, 10/23/2012

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	
	9/18/2012	12149	201-5970900	\$3,609.28			\$3,609.28	
				\$20,435.66	\$19,577.00	\$40,012.66	\$40,012.66	
ARC DISPOSAL COMPANY- Garbage Collection Services								
	10/16/2012	12213	201-5930490		\$721.85		\$721.85	\$350.00 Monthly
	11/21/2012	12270	201-5930490		\$351.20		\$351.20	
				\$0.00	\$1,073.05	\$1,073.05	\$1,073.05	
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	
	6/20/2012	11957	201-5930020		\$2,614.50		\$2,614.50	
	8/22/2012	12088	201-5930020		\$2,614.50		\$2,614.50	
	11/21/2012	12271	201-5930020		\$2,614.50		\$2,614.50	
				\$0.00	\$10,458.00	\$10,458.00	\$10,458.00	
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	
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00	
	6/20/2012	11958	201-5930210		\$2,005.00		\$2,005.00	
	7/18/2012	12033	201-5930210		\$2,005.00		\$2,005.00	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	8/22/2012	12089	201-5930210		\$2,005.00		\$2,005.00	
	9/18/2012	12156	201-5930210		\$2,005.00		\$2,005.00	
	10/16/2012	12215	201-5930210		\$2,005.00		\$2,005.00	
	11/21/2012	12272	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$22,055.00	\$22,055.00	\$22,055.00	

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	
	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	
	7/18/2012	12036	201-5930010		\$332.50		\$332.50	
	8/22/2012	12092	201-5930010		\$1,796.00			
	8/22/2012	12092	201-5980410	\$2,848.00			\$4,644.00	
	9/18/2012	12159	201-5930010		\$3,912.48		\$3,912.48	
	10/16/2012	12218	201-5930010		\$2,594.39		\$2,594.39	
	11/21/2012	12279	201-5930010		\$2,912.79		\$2,912.79	
				\$3,525.00	\$22,869.38	\$26,394.38	\$26,394.38	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	6/20/2012	11967	201-5930320		\$3,340.00		\$3,340.00	
	7/18/2012	12044	201-5930320		\$3,340.00			
	7/18/2012	12044	201-5930020	\$3,750.00			\$7,090.00	
	8/22/2012	12097	201-5930320	\$180.00				
	8/22/2012	12097	201-5930320		\$3,340.00		\$3,520.00	
	9/18/2012	12165	201-5930320	\$4,500.00				
	9/18/2012	12165	201-5930320		\$3,340.00		\$7,840.00	
	10/16/2012	12223	201-5930320		\$3,340.00			
	10/16/2012	12223	201-5930320	\$3,750.00			\$7,090.00	
	11/21/2012	12284	201-5930320	\$120.00				
	11/21/2012	12284	201-5930320		\$3,340.00		\$3,460.00	
				\$19,050.00	\$36,740.00	\$55,790.00	\$55,790.00	
								\$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 EQUIPMENT COMPANY - Annual Maintenance for the Fire Extinguishers								
	8/22/2012	12102	201-5970610		\$1,655.35		\$1,655.35	\$1,665.00 Annual
				\$0.00	\$1,655.35	\$1,655.35	\$1,655.35	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								
	10/16/2012	12231	201-5930020		\$1,648.00		\$1,648.00	\$1,650.00 Annual
				\$0.00	\$1,648.00	\$1,648.00	\$1,648.00	
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	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$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	
	7/18/2012	12058	201-5920110		\$150.00			
	7/18/2012	12058	201-5920110		\$1,435.00		\$1,585.00	
	8/22/2012	12114	201-5920110		\$1,435.00		\$1,435.00	
	9/18/2012	12179	201-5920110		\$1,435.00		\$1,435.00	
	11/21/2012	12304	201-5920110		\$2,870.00		\$2,870.00	
				\$0.00	\$18,235.00	\$18,235.00	\$18,235.00	
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	
	9/18/2012	12182	201-5930020		\$25,367.50		\$25,367.50	
				\$3,979.28	\$25,367.50	\$29,346.78	\$29,346.78	
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	
	6/30/2012	50322	201-5970260	\$1,000.00			\$1,000.00	
	7/31/2012	50331	201-5970260	\$1,000.00			\$1,000.00	
	8/22/2012	12119	201-5970260		\$177.00		\$177.00	
	10/16/2012	50347	201-5970260	\$1,000.00			\$1,000.00	
	11/21/2012	12309	201-5930210		\$177.00		\$177.00	
	10/31/2012	50358	201-5970260	\$1,000.00			\$1,000.00	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$7,000.00	\$783.00	\$7,783.00	\$7,783.00	
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	
	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	
	7/18/2012	12064	201-5920110		\$27,083.33			
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$596.65				
	7/18/2012	12064	201-5980420	\$1,146.00				
	7/18/2012	12064	201-5980420	\$2,495.00			\$31,880.98	
	8/22/2012	12124	201-5920110		\$27,083.33			
	8/22/2012	12124	201-5960990	\$957.71			\$28,041.04	
	9/18/2012	12189	201-5920110		\$27,083.33		\$27,083.33	
	9/18/2012	12189	201-5960990	\$838.94				
	9/18/2012	12189	201-5960990	\$1,964.00			\$2,802.94	
	10/16/2012	12244	201-5920110		\$27,083.33			
	10/16/2012	12244	201-5960990	\$280.00				
	10/16/2012	12244	201-5960990	\$585.95			\$27,949.28	
	11/21/2012	12316	201-5920110		\$27,083.33			
	11/21/2012	12316	201-5920110	\$602.77				
	11/21/2012	12316	201-5960990	\$180.00			\$27,866.10	
				\$23,442.17	\$297,916.63	\$321,358.80	\$321,358.80	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	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	
	6/30/2012	50315	201-5920110		\$233.64			
	6/30/2012	50315	201-5920110		\$229.88		\$463.52	
	7/31/2012	50333	201-5920110		\$674.00		\$674.00	
	8/31/2012	50343	201-5920110		\$671.92		\$671.92	
	9/30/2012	50350	201-5920110		\$662.52		\$662.52	
	10/31/2012	50351	201-5920110		\$222.36		\$222.36	
	10/31/2012	50352	201-5920110		\$428.26		\$428.26	
				\$0.00	\$6,718.59	\$6,718.59	\$6,718.59	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
	10/16/2012	12250	201-5960990		\$76.32		\$76.32	
					\$76.32	\$76.32	\$76.32	
SCHINDLER ELEVATOR CORPORATION								\$7,065.60 Annual
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	
	10/16/2012	12254	201-5930020	\$795.00			\$795.00	
				\$795.00	\$7,065.60	\$7,860.60	\$7,860.60	
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	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	6/20/2012	12012	201-5960990	\$114.96			\$114.96	
				\$184.94	\$1,440.00	\$1,624.94	\$1,624.94	
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	
	7/18/2012	12076	201-5930490		\$198.99			
	7/18/2012	12077	201-5930490		\$433.24		\$632.23	
	8/22/2012	12142	201-5930490		\$435.55			
	8/22/2012	12143	201-5930490		\$167.71		\$603.26	
				\$0.00	\$4,707.46	\$4,707.46	\$4,707.46	
						\$599,568.25		

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DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Cash Beginning of Month	\$ 4,176,070	\$ 3,719,810	\$ 4,107,031	\$ 6,212,410	\$ 5,879,997	\$ 5,470,873	\$ 4,984,631	\$ 5,857,772	\$ 6,922,045	\$ 6,597,054	\$ 6,293,880	\$ 5,549,403			
Restricted cash donations	127,654	127,695	127,732	127,888	128,352	128,393	128,743	129,126	129,127	129,303	129,303	129,303			
Reserves	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000			
	4,048,416	3,592,115	3,979,299	6,084,522	5,751,645	5,342,480	4,855,888	5,728,646	6,792,918	6,467,751	6,164,577	5,420,100			
Revenue (M-T-D)	36,853	869,228	2,459,917	60,335	65,541	23,247	1,288,797	1,485,853	74,829	38,972	5,524		\$6,409,096	6,409,096	
Property Taxes	15,519	14,247	14,136	16,143	14,437	28,087	16,543	17,454	39,127	75,838	47,549	47,558	346,438	346,438	
Other Revenue	52,372	853,475	2,474,053	76,478	79,978	51,334	1,305,740	1,503,307	113,956	114,810	53,073	47,558	6,755,534	6,755,534	
Total Revenue	275,312	294,788	279,847	293,000	420,980	264,415	293,155	280,436	279,892	282,381	374,158	540,112	3,867,476	3,867,476	
Expenses	125,840	81,556	58,814	49,472	81,444	65,076	57,036	59,222	54,397	79,016	74,763	143,464	998,800	998,800	
Payroll & Benefits	6,345	7,613	1,459	1,301	3,855	4,805	6,106	8,179	2,726	9,860	18,578	18,578	89,405	89,405	
Commodities	193,404	73,815	51,047	71,631	74,284	56,921	83,706	89,717	61,980	64,467	88,701	88,702	998,375	998,375	
Capital	7,619	1,423	(7,619)	1,855		46,571	56		1,206		140,945	65,944	258,000	333,000	
Contracts	6,300						24,954	8,498	371	2,815	31,705	24,657	99,100	99,100	
Other	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	(7,018)	38,375	(20,555)					
202	508,632	496,254	368,674	408,891	489,102	537,576	431,999	439,034	438,947	417,984	797,550	887,457			
Adjustments	(456,260)	387,221	2,105,379	(332,413)	(409,124)	(486,242)	873,141	1,064,273	(324,991)	(303,174)	(744,177)	(833,899)			
Total Expenses	3,719,810	4,107,031	6,212,410	5,879,997	5,470,873	4,984,631	5,857,772	6,922,045	6,597,054	6,293,880	5,549,403	4,715,504			
Net Increase/(Decrease)	2,092,156	2,479,336	4,584,678	4,252,109	3,842,521	3,356,238	4,229,029	5,292,919	4,967,927	4,664,577	3,920,100	3,086,201			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,470,873	4,984,631	4,855,888	5,728,646	6,792,918	6,467,751	6,164,577	5,420,100			
Cash End of Month less restricted cash donations and reserves	2,092,156	2,479,336	4,584,678	4,252,109	3,842,521	3,356,238	4,229,029	5,292,919	4,967,927	4,664,577	3,920,100	3,086,201			

2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203	214	373	278	235	144	212			2,335
CD-ROMs	319	204	216	197	202	257	304	222	183	212			2,316
CDs	1,011	1,002	1,009	962	994	1,039	1,114	1,000	1,077	1,114			10,322
DVDs	10,618	10,211	11,180	9,765	9,409	11,692	12,346	10,815	9,167	10,540			105,743
Fiction	17,679	17,293	17,621	15,834	15,081	21,483	18,823	16,914	16,164	18,499			175,391
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614	1,667	1,307	1,455	1,643			14,893
Games	49	44	58	48	40	82	66	41	53	53			534
Holiday	680	604	618	412	223	348	247	202	500	1,396			5,230
Homeschool	240	414	279	208	230	438	350	248	270	350			3,027
Large type	30	44	40	31	50	58	50	46	50	40			439
Magazines	139	119	84	119	133	186	151	142	158	139			1,370
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291	5,698	4,473	5,302	5,505			55,833
Parent collection	157	233	177	174	152	152	156	139	155	184			1,679
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	41,250	35,784	34,678	39,887	0	0	379,112
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Ag	13	12	9	12	14	8	6	12	8	6			100
Audiobooks	2,119	1,977	2,123	2,070	1,949	2,174	2,192	2,280	1,989	2,149			21,022
CD-ROMs	548	469	503	436	442	445	465	454	412	499			4,673
CDs	6,905	6,449	6,690	6,088	5,958	5,830	5,528	5,694	4,978	5,867			59,987
DVDs	28,612	27,103	29,295	26,416	26,068	27,920	29,385	27,504	25,692	28,097			276,092
Fiction	8,001	7,460	8,008	7,510	7,780	8,603	8,972	8,766	7,550	7,724			80,374
Foreign language	1,429	1,436	1,514	1,315	1,300	1,391	1,509	1,532	1,198	1,158			13,782
High school	948	964	1,316	1,162	1,198	1,741	1,955	1,539	1,065	1,111			12,999
Large type	1,365	1,347	1,376	1,300	1,252	1,336	1,526	1,567	1,302	1,339			13,710
Literacy	168	197	166	146	164	150	186	239	181	169			1,766
Magazines	2,654	2,645	2,827	2,634	2,577	2,923	2,765	2,835	2,543	2,622			27,025
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000	10,152	9,935	8,859	9,748			98,120
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	64,641	62,357	55,777	60,489	0	0	609,650
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	105,891	98,141	90,455	100,376	0	0	988,762
eMaterials	913	1,907	2,126	2,087	2,209	2,071	2,245	7,462	7,849	10,124			38,993
ILL (non consortial)	336	314	433	400	330	388	411	368	313	341			3,634
Miscellaneous	446	486	518	456	407	408	409	444	395	441			4,410
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	108,956	106,415	99,012	111,282	0	0	1,035,799
Days closed	1			1	2		1		2		1	2	10

October 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Oct 2012	10,124	YTD 2012	44,851
Oct 2011	643	YTD 2011	4,611
	% Change 1474.49%		% Change 872.70%

Note: Views on the Des Plaines Memory are now included in the e-materials count.

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
Youth Services	39,887	Youth Services	379,112
Adult Services	60,489	Adult Services	609,650
TOTAL	100,376	TOTAL	988,762
Oct 2011		YTD 2011	
Youth Services	38,447	Youth Services	365,917
Adult Services	60,218	Adult Services	617,600
TOTAL	98,665	TOTAL	983,517
	% Change 1.73%		% Change 0.53%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
Youth Services	4,754	Youth Services	34,270
Adult Services	9,055	Adult Services	84,485
TOTAL	13,809	TOTAL	118,755
Oct 2011		YTD 2011	
Youth Services	1,301	Youth Services	11,808
Adult Services	7,814	Adult Services	79,355
TOTAL	9,115	TOTAL	91,163
	% Change 51.50%		% Change 30.27%

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Oct 2012	7,808	YTD 2012	62,017
Oct 2011	5,562	YTD 2011	44,415
	% Change 40.38%		% Change 39.63%
VISITS TO WEBSITE			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
From Internal IP's	4,028	From Internal IP's	35,993
From External IP's	43,094	From External IP's	411,434
TOTAL	47,122	TOTAL	447,427
Oct 2011		YTD 2011	
From Internal IP's	3,706	From Internal IP's	48,610
From External IP's	38,914	From External IP's	412,252
TOTAL	42,620	TOTAL	460,862
	% Change 10.56%		% Change -2.92%

UNIQUE VISITORS TO WEBSITE			
October 2012 Unique Visitors	23,291	YTD 2012 Unique Visitors	243,051
October 2011 Unique Visitors	25,762	YTD 2011 Unique Visitors	240,998
% Change	-9.59%	% Change	0.85%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Oct 2012	18,754	YTD 2012	162,013
Oct 2011	14,397	YTD 2011	149,648
% Change	30.26%	% Change	8.26%

LIBRARY CARD OWNERSHIP			
YTD 2012	34,354	% of Population 2012	58.90%
YTD 2011	33,623	% of Population 2011	57.61%
% Change	2.17%		

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
Library Sponsored Prog	3,818	Library Sponsored Prog	27,145
Outside Groups	1,820	Outside Groups	17,469
Public Study Rooms	1,245	Public Study Rooms	11,290
Internal Meetings	100	Internal Meetings	1,000
TOTAL	6,983	TOTAL	56,904
Oct 2011		YTD 2011	
Library Sponsored Prog	2,846	Library Sponsored Prog	13,872
Outside Groups	2,155	Outside Groups	8,595
Public Study Rooms	1,221	Public Study Rooms	9,011
Internal Meetings	75	Internal Meetings	1,437
TOTAL	6,297	TOTAL	32,915
% Change	10.89%	% Change	72.88%

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
Library Sponsored Prog	115	Library Sponsored Prog	1,215
Outside Groups	52	Outside Groups	460
Public Study Rooms	649	Public Study Rooms	5,938
Internal Meetings	10	Internal Meetings	100
TOTAL	826	TOTAL	7,713
Oct 2011		YTD 2011	
Library Sponsored Prog	114	Library Sponsored Prog	1,010
Outside Groups	49	Outside Groups	659
Public Study Rooms	640	Public Study Rooms	N/A
Internal Meetings	8	Internal Meetings	8
TOTAL	811	TOTAL	1,677
% Change	1.85%	% Change	359.93%

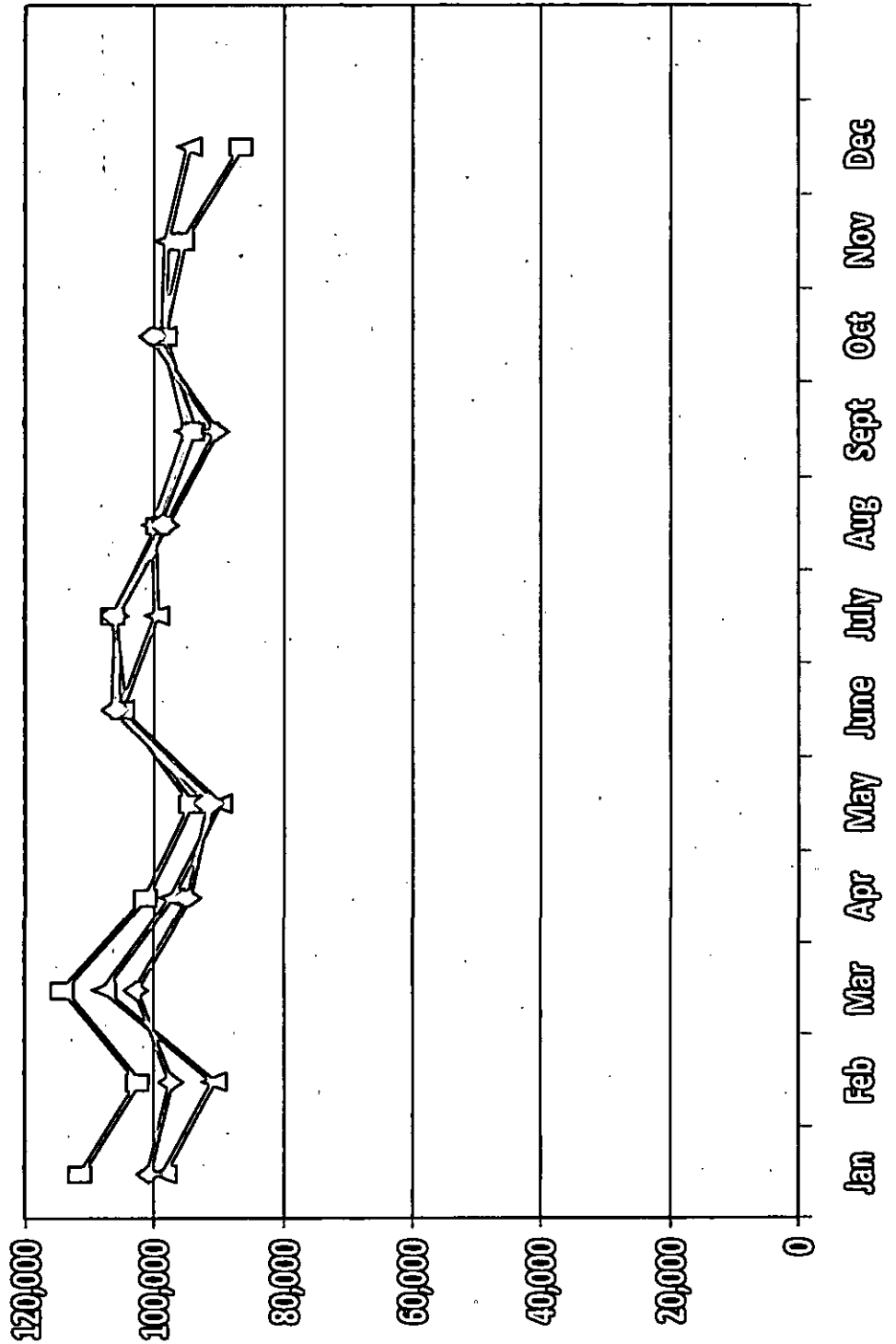
Note: Increase due to Public Study Rooms now being counted.

OUTREACH			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
Youth Services	855	Youth Services	9,792
Adult Services	334	Adult Services	3,126
TOTAL	1,189	TOTAL	12,918
Oct 2011		YTD 2011	
Youth Services	1,205	Youth Services	7,716
Adult Services	307	Adult Services	2,263
TOTAL	1,512	TOTAL	9,979
% Change	-21%	% Change	29%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
Youth Services	3,768	Youth Services	32,794
Adult Services	15,505	Adult Services	138,000
Circulation	10,121	Circulation	76,097
TOTAL	29,394	TOTAL	246,891
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.			

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Oct 2012		YTD 2012	
	53,640	YTD 2012	501,236
Oct 2011	50,085	YTD 2011	506,023
% Change	7.10%	% Change	-0.95%

Circulation Statistics 2010-2012

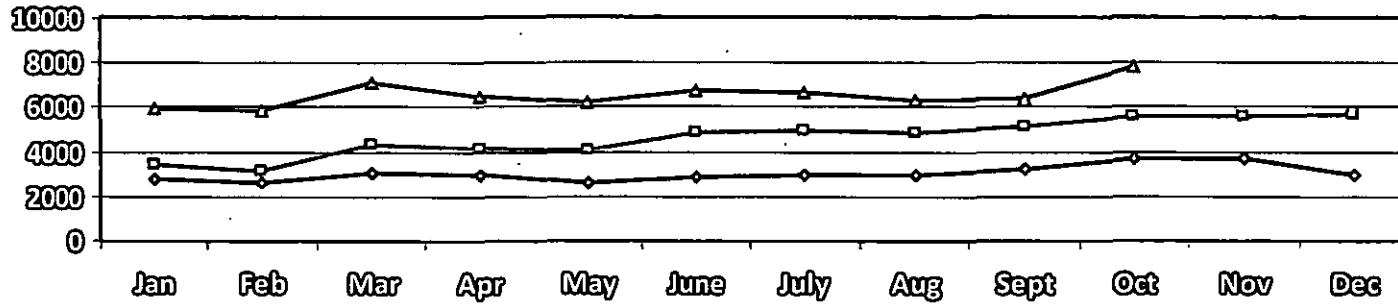


■ Jan-Dec 2010 (1,209,024)
 ◆ Jan-Dec 2011 (1,176,477)
 ▲ Jan-Oct 2012 (988,762)

Computer Use - Wireless



Des Plaines Public Library



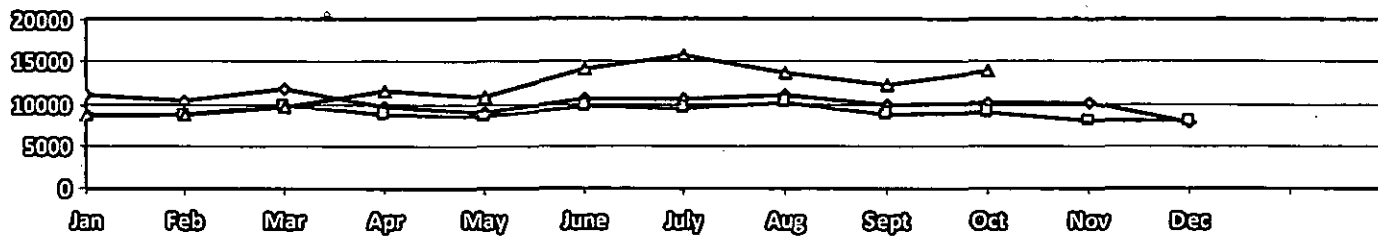
◆ Jan - Dec 2010 (36,663)
 □ Jan - Dec 2011 (55,673)
 ▲ Jan - Oct 2012 (62,017)

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Computer Use - Wired



Des Plaines Public Library



◆ Jan-Dec 2010 (121,272)
 □ Jan-Dec 2011 (107,123)
 ▲ Jan - Oct 2012 (118,755)



- Progress Report
- Response Requested by _____
- Board Action Required 11/20/2012

BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
October 16, 2012

I. CALL TO ORDER

The Nominating Committee meeting was held in the second floor conference room on Tuesday, October 16, 2012. Chair Steve Mokry called the meeting to order at 6:20 p.m.

II. ROLL CALL

Roll call indicated the following committee members were present: Steve Mokry, Dion Kendrick, Vince Rangel.

Also present: Jennifer Tsalapatanis, Alma Perez, Gregory Sarlo, Susan Moylan Krey, Carol Kidd.

III. CONSIDERATION OF THE AGENDA

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

IV. NOMINATIONS FOR THE OFFICE OF TREASURER

Chairman Mokry stated that anyone on the board could nominate themselves for the office of Treasurer.

MOTION by Steve Mokry, seconded by Vince Rangel, to nominate Jennifer Tsalapatanis for the office of Treasurer. VOTE: AYES: Mokry, Rangel. NAYS: Kendrick. MOTION CARRIED.

V. ADJOURNMENT

MOTION by Vince Rangel, seconded by Steve Mokry, to adjourn the meeting.

The meeting adjourned at 6:48p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016

November 6, 2012

Dear Ms. Roberta Johnson,

Thank you so much for your recent partnership in the Truckload of Warmth, warm-weather clothing drive! With your help, we collected over 1,200 items for men, women and children in the Des Plaines area.

The clothing was donated to the Self-Help Closet and Pantry of Des Plaines on 600 East Algonquin Road. The Self-Help Pantry services more than 354 families or 1,015 individuals. Your support is greatly appreciated!. We look forward to partnering with you again in the near future. Thanks again.

Our best,

**Kristin Ehlers**

Business Sales & Marketing Manager

2434 E. Dempster Suite 203

Des Plaines, IL 60016

847-544-5050

kristin.ehlers@twomen.com**Debbie Walusiak**

Self-Help Closet and Pantry, Exec. Dir.

600 E. Algonquin Road

Des Plaines, IL 60016

847-375-1443

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

From: Bramwell, Ella [<mailto:Ella.Bramwell@presencehealth.org>]
Sent: Tuesday, October 23, 2012 12:54 PM
To: Stephanie Spetter
Subject: Thank you - CHNA

Stephanie-

I want to extend our appreciation again for hosting today's CHNA meeting at the DP Library. The meeting space and resources were ideal and served as a perfect backdrop to convene. This is indeed a collaborative community effort.

Thank you again.

Ella

Ella Bramwell
Community Liaison Outpatient Business Development.



Holy Family Medical Center

100 North River Road | Des Plaines, Illinois 60016

Office: 847.813.3496 | **Fax:** 847.813.3122 | **Mobile:** 847.636.6217

Ella.Bramwell@presencehealth.org

www.presencehealth.org

1958

ARMY

OCTOBER



Des Plaines
Public Library

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, OCTOBER 16, 2012

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approval of Library Closings through January 2014**
- **Executive Session – To Discuss**
 - **Compensation, Discipline or Performance of a Specific Employee**

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



Des Plaines
Public Library

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

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
October 16, 2012
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Presentation – Cathy Friedman, Adult Services.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – September 18, 2012.
 - B. Acceptance of Financial Reports for September 2012.
 - C. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.

- IX. Unfinished Business.
 - A. Approval of the Minutes of the Regular Board Meeting – August 21, 2012.
 - B. Approval of the Minutes of the Finance Committee Meeting – August 21, 2012.

- X. New Business.
 - A. Approve Payment of Vendor Checks Report - \$157,938.64 and ACH Payments - \$35,716.45. [Action Item]
 - B. Approval of Library Closings through January 2014. [Action Item]

- XI. Announcements.

- XII. Correspondence.

- XIII. Executive Session – To Discuss
 - A. Compensation, Discipline or Performance of a Specific Employee.

- XVI. Executive Session Action.
 - A. Compensation, Discipline or Performance of a Specific Employee. [Action Item]

- XV. Adjournment.

This meeting will be recorded for television broadcast.



1501 Ellinwood Street
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BOARD OF TRUSTEES
Minutes of the Regular Meeting
September 18, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 18, 2012. President Rich Pope called the meeting to order at 7:03 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Dr. Gregory Sarlo, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Sara McLaughlin, Alderman Dan Wilson, Lawrence Jankowski.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

Lawrence Jankowski, 30 year resident of the City of Des Plaines, read a prepared statement that he felt the board showed contempt for the taxpayers by approving the 2013 budget, without a recommendation from the Finance Committee.

Trustee Fregetto stated that he submitted his letter of resignation as Treasurer for the Des Plaines Public Library Board to President Pope. Trustee Fregetto read his letter aloud stating that he has resigned as Treasurer because the board voted to approve the 2013 budget without a recommendation from the Finance Committee.

Trustee Kendrick read a letter he wrote protesting the action by the board at their August 21, 2012 meeting, approving the 2013 budget and demanded that the board reverse their action on the 2013 budget.

Alderman Wilson entered the meeting at 7:14 p.m.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Wilson gave dates for his upcoming ward meetings on September 22, 29 and October 6 at Cornell Park.

CONSENT AGENDA

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to remove all items from the consent agenda. No vote was taken.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING – AUGUST 21, 2012.

The Board discussed the August 21, 2012 minutes.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to confirm whether the August 21, 2012 minutes intend to use the word opinion or whether the President and the Secretary, after reviewing the videotape, choose to use a different word to represent the discussion that the board members engaged in prior to the approval of the budget. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Rangel, Sarlo. NAYS: Moylan Krey, Pope. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that the minutes from the Finance Committee meetings of August 21 be expanded to include the actual discussion that took place in the meeting and to be in harmony with the Open Meetings Act.

Kendrick withdraws motion.

MOTION by Rich Pope, seconded by Greg Sarlo, to expand minutes from the regular board meetings of August 21, 2012 and minutes of the Finance Committee meeting of August 21, 2012. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Pope. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that the approved budget be sent back to the Finance committee and that Trustee Fregetto reconsider his resignation as Treasurer and that the Finance committee get on about its business and come back within two weeks and give a final budget for recommendation, but let the finance committee complete its necessary work.

President Pope stated that discussion of the 2013 budget was not on the agenda and would not be discussed or voted on.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that the action taken at the August 21, 2012 meeting, reported in minutes and presented to the board for approval, was in violation of the library bylaws, Article 4, Section 4.

President Pope stated that he would not call for the vote.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that this board affirms that approval of the budget at the August 21, 2012 meeting was in violation of Article 8, Section 3 of our library bylaws.

President Pope stated that this was not on the agenda and he would not call for the vote.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, regarding item A on the consent agenda, approval of the minutes of the regular board meeting of August 21, that this board affirm that the approval of the budget in the August 21 meeting was a violation of Article 9 Section 2 of our library bylaws.

President Pope stated that he would not call for the vote.

President Pope put all the motions in the same category as the original motions and further recorded that the president will not allow the vote.

President Pope called for break at 8:04 and called the meeting back to order at 8:14 p.m.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to begin an investigation of the Des Plaines Library Board for being in violation of the Open Meetings Act with the State's Attorney Office and Illinois Attorney General's Office.

The Board members continued to discuss the expansion of the minutes.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to insert Trustee Fregetto's notes into the Finance Committee meeting minutes of August 21, 2012.

President Pope stated no vote will be taken and stated the board already approved an expansion of the minutes for consent agenda items A. Approval of the Minutes of the Regular Board Meeting – August 21, 2012 and B. Approval of the Minutes of the Finance Committee Meeting – August 21, 2012.

Trustee Fregetto asked to amend the previous motion to include his own notes in the Finance Committee meeting minutes.

President Pope stated that the board secretary will review and expand the minutes.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, that staff comes back with an adjustment to the 7.5% reduction budget document that adjusts the benefits amount.

President Pope stated that he would refer this to the Finance committee.

President Pope refused to call for the vote and referred the decision to the Finance committee.

Trustee Kendrick wants the minutes to state that there was a motion and a second and the President did not call for a vote.

MOTION by Gregory Sarlo, seconded by Eugene Fregetto, regarding the 2013 budget if there are any further concerns by trustees, that the trustees put their questions in writing and the board will review before presenting the budget to the City Council.

Motion withdrawn by Sarlo.

President Pope stated that the budget was passed and he will not call for a vote to send the budget back to the Finance Committee.

MOTION by Susan Moylan Krey seconded by Greg Sarlo, to table discussion and move on to discussion of consent agenda C. Acceptance of Financial Reports for August 2012.
ROLL CALL VOTE: AYES: Fregetto, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Pope.
NAYS: Kendrick. MOTION CARRIED.

SUBSTITUTE MOTION by Dion Kendrick, to skip to item C., but reserve the right to reopen B. at the next meeting.

The Board took a 10 minute break and resumed the meeting at 9:18

MOTION by Eugene Fregetto, to ask Director Sorensen to prepare a report with a baseline of line items that exceed 67% for the next board meeting so that the board can examine those line items for overspending.

Fregetto withdrew the motion.

MOTION by Susan Moylan Krey, seconded by Greg Sarlo, to accept the financial reports, as presented. Vote: Ayes: All. NAYS: none. MOTION CARRIED.

ACCEPTANCE OF REPORTS

MOTION by Susan Moylan Krey, seconded by Steve Mokry, to accept the Director's Report and Contract List, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION – Sara McLaughlin, School Liaison Librarian, Youth Services.

Director Sorensen explained that Sara McLaughlin, School Liaison Librarian, was in attendance, *but was asked to come back and speak to the board at a future meeting.*

NEW BUSINESS

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$233,593.30 as listed on the vendor checks report of August 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

TRUSTEE TRAINING – Review Chapter 9, "Programming" of Standards for Illinois Public Libraries [Per Capita Grant Requirement]

Director Sorensen explained to the board that for the Per Capita Grant application the board was required to review library programming. Chapter 9 from the Standards for Illinois Public Libraries was on the Wiki for board review.

Trustee Mokry left the meeting at 10:00 p.m.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to change the expenditures for Per Capita Grant to only expenditures for digitization. MOTION WITHDRAWN.

Substitute motion by Dion Kendrick, to amend the budget to change the line items in the budget. *Withdraw the motion*

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the FY2013 Per Capita Grant application, as presented. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Perez, Rangel, Sarlo, Pope. NAYS: None. MOTION CARRIED.

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

MOTION by Susan Moylan Krey, seconded by Vince Rangel, 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. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Gregory Sarlo, seconded by Susan Moylan Krey, to declare the 1998 Chevrolet Astro Van surplus property and to offer the van to the City of Des Plaines for right of first refusal and then to sell the vehicle. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Pope appointed Steve Mokry to chair the Nominating Committee and asked Vince Rangel and Dion Kendrick to serve on the committee.

ANNOUNCEMENTS

Information about the 2012 Illinois Library Association Annual Conference, Trustee Day, was made available to the board. Trustee Day is October 10, 2012.

MOTION by Rich Pope, seconded by Susan Moylan Krey, to make a recommendation to postpone Executive Session and to schedule a meeting of the Executive Committee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to adjourn the meeting.

Meeting adjourned at 10:29 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
September 30, 2012

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library
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Monthly Compilation Opinion

Lauterbach & Amen, LLP

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

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

October 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 September 30, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the nine months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of September 30, 2012

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,325,136.09	\$ 271,920.04	\$ 6,597,056.13
Receivables			
Property Taxes	6,295,505.00	-	6,295,505.00
Due from other funds	-	-	-
Total Assets	\$ 12,620,641.09	\$ 271,920.04	\$ 12,892,561.13
LIABILITIES			
Accounts Payable	\$ 159,213.89	\$ 370.94	\$ 159,584.83
Accrued Payroll	50,800.12	-	50,800.12
Deferred Property Taxes	6,295,505.00	-	6,295,505.00
Due to other funds	272,091.08	-	272,091.08
Total Liabilities	6,777,610.09	370.94	6,777,981.03
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	5,843,031.00	271,549.10	6,114,580.10
Total Fund Balance	5,843,031.00	271,549.10	6,114,580.10
Total Liabilities and Fund Balance	\$ 12,620,641.09	\$ 271,920.04	\$ 12,892,561.13

Dés Plaines Public Library

Governmental Funds Statement of Revenues,
Expenditures, and Changes In Fund Balances

For the 9 Months Ended September 30, 2012

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,318,106.08	\$ -	\$ 6,318,106.08
Intergovernmental	69,741.00	-	69,741.00
Fines & Fees	115,817.62	-	115,817.62
Interest	19,099.67	165.44	19,265.11
Miscellaneous	17,162.65	-	17,162.65
Total Revenues	6,539,927.02	165.44	6,540,092.46
EXPENDITURES			
Personnel	\$ 2,670,823.40	\$ -	\$ 2,670,823.40
Operating	756,505.69	-	756,505.69
Library Materials	632,854.60	-	632,854.60
Capital Outlay	42,389.07	12,018.92	54,407.99
Other Expenditures	51,111.37	28,104.39	79,215.76
Total Expenditures	4,153,684.13	40,123.31	4,193,807.44
Net Change in Fund Balances	2,386,242.89	(39,957.87)	2,346,285.02
FUND BALANCE			
Beginning of the year	3,456,788.11	311,506.97	3,768,295.08
End of the period	\$ 5,843,031.00	\$ 271,549.10	\$ 6,114,580.10

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of September 30, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>55,784.06</u> <u>55,784.06</u>
201-1102015 - First Midwest Operating #8100292260	223,375.48
202-1102015 - First Midwest Operating #8100292260	<u>1,502.02</u> <u>224,877.50</u>
201-1102028 - Cash Library Donations	<u>25,644.67</u> <u>25,644.67</u>
201-1102073 - Cash IL - Epay #151600222104	<u>65,127.36</u>
201-1102078 - Cash IL - Epay Library	<u>14,171.87</u>
201-1102079 - IL Funds - 151600222591	5,837,050.28
202-1102079 - IL Funds - 151600222591	<u>270,418.02</u> <u>6,107,468.30</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>6,597,056.13</u></u>

October 12, 2012

Des Plaines Public Library
Balance Sheet as of September 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	176,143.40	(120,359.34)	55,784.06
1102015 - First Midwest Operating #8100292260	146,532.87	76,842.61	223,375.48
1102028 - Cash Library Donations	25,643.68	0.99	25,644.67
1102073 - Cash IL - Epay 151600008073	61,448.53	3,678.83	65,127.36
1102078 - Cash IL - Epay Library	13,832.09	339.78	14,171.87
1102079 - IL Funds - 151600222591	6,114,072.80	(277,022.52)	5,837,050.28
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
	<u>12,937,160.74</u>	<u>(316,519.65)</u>	<u>12,620,641.09</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	189,462.02	(31,894.32)	157,567.70
2401002 - Payroll Liabilities	0.00	1,646.19	1,646.19
2430707 - Due to Library Comp Abs	272,091.08	0.00	272,091.08
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>6,807,858.22</u>	<u>(30,248.13)</u>	<u>6,777,610.09</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,456,788.11	0.00	3,456,788.11
	<u>3,456,788.11</u>	<u>0.00</u>	<u>3,456,788.11</u>
Total Liabilities and Fund Balance	<u>10,264,646.33</u>	<u>(30,248.13)</u>	<u>10,234,398.20</u>
Excess Revenues Over Expenses	<u>2,672,514.41</u>	<u>(286,271.52)</u>	<u>2,386,242.89</u>

October 12, 2012

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	10,000.00	(8,497.98)	1,502.02
1102079 - IL Funds - 151600222591	270,391.55	26.47	270,418.02
	280,391.55	(8,471.51)	271,920.04

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	8,497.98	(8,127.04)	370.94
	8,497.98	(8,127.04)	370.94

Fund Balance

3730000 - Fund Balance - Unreserved	311,506.97	0.00	311,506.97
Total Liabilities and Fund Balance	320,004.95	(8,127.04)	311,877.91
Excess Revenues Over Expenses	(39,613.40)	(344.47)	(39,957.87)

Compensated Absences Fund

Assets

1120201 - Due From Library	272,091.08	0.00	272,091.08
	272,091.08	0.00	272,091.08

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	120,238.87	0.00	120,238.87
2490010 - Compensated Absences Payable	151,852.21	0.00	151,852.21
	272,091.08	0.00	272,091.08

Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	272,091.08	0.00	272,091.08
Excess Revenues Over Expenses	0.00	0.00	0.00

October 12, 2012

Des Plaines Public Library
Balance Sheet as of September 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	67,163.39	0.00	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	(333,245.00)	0.00	(333,245.00)
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</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>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
Total Liabilities and Net Capital Assets	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

October 12, 2012

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 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	<u>74,829.42</u>	<u>6,311,905.42</u>	<u>6,359,096.00</u>	<u>47,190.58</u>	<u>99.26</u>
	<u>74,829.42</u>	<u>6,318,106.08</u>	<u>6,409,096.00</u>	<u>90,989.92</u>	<u>98.58</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	23,247.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>23,247.00</u>	<u>69,741.00</u>	<u>150,988.00</u>	<u>81,247.00</u>	<u>46.19</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	214.00	2,930.83	4,000.00	1,069.17	73.27
4850102 - Library Fines	4,444.79	51,991.21	77,000.00	25,008.79	67.52
4850103 - Library Fines / Credit Card	4,192.86	34,829.66	43,000.00	8,110.34	81.14
4850201 - Copying Fee	1,757.37	19,652.10	30,000.00	10,347.90	65.51
4850202 - Damaged Materials	58.31	576.39	700.00	123.61	82.34
4850203 - Lost Materials	330.79	4,411.43	7,000.00	2,588.57	63.02
4850205 - Bags	43.00	491.50	750.00	258.50	65.53
4850207 - Non-Res Cards	216.00	874.50	1,000.00	125.50	87.45
4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>11,257.12</u>	<u>115,817.62</u>	<u>165,450.00</u>	<u>49,632.38</u>	<u>70.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	612.72	3,578.56	3,000.00	(578.56)	119.29
4890050 - Sale of Fixed Assets	0.00	14,250.00	5,000.00	(9,250.00)	285.00
4899900 - Miscellaneous Revenue	3,983.29	17,162.65	18,000.00	837.35	95.35
4899920 - Library Donations	<u>0.00</u>	<u>1,271.11</u>	<u>3,500.00</u>	<u>2,228.89</u>	<u>36.32</u>
	<u>4,596.01</u>	<u>36,262.32</u>	<u>29,500.00</u>	<u>(6,762.32)</u>	<u>122.92</u>
Total Library Fund	<u><u>113,929.55</u></u>	<u><u>6,539,927.02</u></u>	<u><u>6,755,534.00</u></u>	<u><u>215,606.98</u></u>	<u><u>96.81</u></u>

See Accountants' Compilation Report

October 12, 2012

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 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	26.47	165.44	2,500.00	2,334.56	6.62
	<u>26.47</u>	<u>165.44</u>	<u>2,500.00</u>	<u>2,334.56</u>	<u>6.62</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>26.47</u>	<u>165.44</u>	<u>202,500.00</u>	<u>202,334.56</u>	<u>0.03</u>
Total of All Funds	<u>113,956.02</u>	<u>6,540,092.46</u>	<u>6,958,034.00</u>	<u>417,941.54</u>	<u>93.99</u>

See Accountants' Compilation Report

October 12, 2012

Des Plaines Public Library
Expense Report
For the 9 Months Ended September 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	116,317.74	1,199,753.89	2,073,069.00	873,315.11	57.87
5910200 - Temporary Wages	93,424.44	796,087.80	781,639.00	(14,448.80)	101.85
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>209,742.18</u>	<u>1,995,889.77</u>	<u>2,854,708.00</u>	<u>858,818.23</u>	<u>69.92</u>
Benefits					
5918010 - Unemployment Compensation	10,828.00	23,930.50	35,000.00	11,069.50	68.37
5918020 - Employer Contribution - FICA	15,685.72	149,576.66	214,925.00	65,348.34	69.59
5918021 - Employer Contribution - IMRF	24,901.19	232,346.87	342,979.00	110,632.13	67.74
5918040 - Life Insurance Premiums	9.00	277.40	4,104.00	3,826.60	6.76
5918050 - PPO Insurance Premiums	20,793.72	184,994.98	275,713.00	90,718.02	67.10
5918051 - HMO Insurance Premiums	6,886.38	65,224.31	99,504.00	34,279.69	65.55
5918055 - Dental Insurance Premiums	1,873.64	15,454.71	25,543.00	10,088.29	60.50
5918070 - Workers Compensation	(10,828.00)	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>70,149.65</u>	<u>674,933.63</u>	<u>1,012,768.00</u>	<u>337,834.37</u>	<u>66.64</u>
Contractual Services					
5920100 - Legal Fees	0.00	1,339.12	9,000.00	7,660.88	14.88
5920110 - Professional Services	27,745.85	296,266.27	360,000.00	63,733.73	82.30
5920120 - Communication Services	864.59	24,006.04	39,100.00	15,093.96	61.40
5920140 - Data Processing Services	9,479.67	66,160.32	100,250.00	34,089.68	66.00
5920202 - Conferences	50.00	2,725.00	3,000.00	275.00	90.83
5920204 - Training	470.00	1,079.00	5,000.00	3,921.00	21.58
5920220 - Membership Dues	230.00	2,104.00	7,000.00	4,896.00	30.06
5920230 - Publication of Notices	0.00	90.45	2,000.00	1,909.55	4.52
5920990 - Property/Liability Insurance	0.00	31,878.00	30,000.00	(1,878.00)	106.26
5930010 - R&M Equipment	2,778.39	102,880.88	118,100.00	15,219.12	87.11
5930020 - R&M Buildings & Structures	4,744.55	73,612.32	128,100.00	54,487.68	57.46
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	2,005.00	23,292.00	29,000.00	5,708.00	80.32
5930320 - Cleaning/Custodial Services	7,210.00	44,242.00	47,700.00	3,458.00	92.75
5930490 - Refuse Contract	721.85	5,429.31	7,200.00	1,770.69	75.41
5960040 - Employee Physicals	0.00	0.00	-250.00	250.00	0.00
5960065 - Bank Fees	182.16	1,457.01	500.00	(957.01)	291.40
5960070 - Travel Expense	0.00	478.62	500.00	21.38	95.72
5960210 - Special Event Programming	562.01	26,003.77	31,250.00	5,246.23	83.21
5960990 - Misc. Contractual Services	4,936.22	51,865.40	76,425.00	24,539.60	67.89
	<u>61,980.29</u>	<u>756,505.69</u>	<u>998,375.00</u>	<u>241,869.31</u>	<u>75.77</u>
Commodities					
5970100 - Office Supplies	2,050.69	51,037.59	102,500.00	51,462.41	49.79
5970110 - Meals	453.34	1,474.24	2,000.00	525.76	73.71
5970115 - Supplies - Dept/Other	227.01	4,138.53	7,000.00	2,861.47	59.12
5970170 - Janitorial	2,278.50	13,427.98	30,300.00	16,872.02	44.32
5970260 - Postage & Parcel	1,180.27	6,478.10	15,000.00	8,521.90	43.19
5970270 - Printing -Reproduction-Binding	0.00	2,958.18	4,000.00	1,041.82	73.95
5970500 - Purchase of Water	0.00	2,540.78	6,000.00	3,459.22	42.35

See Accountants' Compilation Report

October 12, 2012

Des Plaines Public Library
Expense Report
For the 9 Months Ended September 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	23,188.70	232,832.04	350,000.00	117,167.96	66.52
5970610 - Audio Materials	7,081.63	48,130.35	74,000.00	25,869.65	65.04
5970620 - Subscriptions & Books	753.57	8,719.29	68,000.00	59,280.71	12.82
5970630 - Visual Materials	8,767.05	70,697.26	111,000.00	40,302.74	63.69
5970640 - Automated Reference Materials	8,415.81	141,739.82	165,000.00	23,260.18	85.90
5970650 - Downloadable Materials	0.00	33,917.55	33,000.00	(917.55)	102.78
5970810 - Natural Gas	0.00	10,679.51	26,000.00	15,320.49	41.08
5970850 - Gasoline	0.00	366.31	1,000.00	633.69	36.63
5970900 - Equipment < \$5,000	0.00	3,717.07	4,000.00	282.93	92.93
	<u>54,396.57</u>	<u>632,854.60</u>	<u>998,800.00</u>	<u>365,945.40</u>	<u>63.36</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	619.98	9,324.51	11,700.00	2,375.49	79.70
5980420 - Computer Software	714.00	27,681.79	61,205.00	33,523.21	45.23
5980600 - Furniture & Fixtures	1,392.25	5,382.77	16,500.00	11,117.23	32.62
	<u>2,726.23</u>	<u>42,389.07</u>	<u>89,405.00</u>	<u>47,015.93</u>	<u>47.41</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,206.15	51,111.37	58,000.00	6,888.63	88.12
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>1,206.15</u>	<u>51,111.37</u>	<u>333,000.00</u>	<u>281,888.63</u>	<u>15.35</u>
 Total Library Fund Expenditures	 <u>400,201.07</u>	 <u>4,153,684.13</u>	 <u>6,287,056.00</u>	 <u>2,133,371.87</u>	 <u>66.07</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
	0.00	0.00	0.00	0.00	0.00
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	39,000.00	39,000.00	0.00
5980400 - Equipment	370.94	12,018.92	17,300.00	5,281.08	69.47
5990990 - Vehicles	0.00	28,104.39	43,000.00	14,895.61	65.36
	<u>370.94</u>	<u>12,018.92</u>	<u>56,300.00</u>	<u>44,281.08</u>	<u>21.35</u>
 Total Capital Projects Fund Expenditures	 <u>370.94</u>	 <u>40,123.31</u>	 <u>99,300.00</u>	 <u>59,176.69</u>	 <u>40.41</u>
 Total of All Funds	 <u>400,572.01</u>	 <u>4,193,807.44</u>	 <u>6,386,356.00</u>	 <u>2,192,548.56</u>	 <u>65.67</u>

See Accountants' Compilation Report

All checkbooks
All check dates

Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
12207	10/16/12	BAKER & TAYLOR	21,908.65
12208	10/16/12	BANKCARD SERVICES	4,722.76
12209	10/16/12	MIDWEST TAPE	15,884.66
12210	10/16/12	ACE DES PLAINES INCORPORATED	186.90
12211	10/16/12	ACH DIRECT	440.00
12212	10/16/12	AMAZON	1,106.35
12213	10/16/12	ARC DISPOSAL COMPANY	721.85
12214	10/16/12	ASI SIGNAGE INNOVATIONS	809.25
12215	10/16/12	BANC OF AMERICA LEASING	2,005.00
12216	10/16/12	BLACKSTONE AUDIO INC	10.00
12217	10/16/12	CASH REGISTER SERVICES	89.00
12218	10/16/12	CHICAGO OFFICE TECHNOLOGY GROUP	2,594.39
12219	10/16/12	CHILDREN'S PLUS, INC.	1,537.42
12220	10/16/12	CITY OF DES PLAINES,	4,000.00
12221	10/16/12	COOPERATIVE COMPUTER SERVICES	9,479.67
12222	10/16/12	CRIMSON MULTIMEDIA DIST., INC.	467.48
12223	10/16/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	7,090.00
12224	10/16/12	CYBOR FIRE PROTECTION CO.	600.00
12225	10/16/12	D & Z HOUSE OF BOOKS INCORPORATED	1,518.99
12226	10/16/12	DEMCO EDUCATIONAL CORP	678.45
12227	10/16/12	DOMINICAN UNIVERSITY GSLIS	470.00
12228	10/16/12	EBSCO SUBSCRIPTION SVC	470.60
12229	10/16/12	EVANCED SOLUTIONS, INC.	714.00
12230	10/16/12	FEDERAL EXPRESS	169.19
12231	10/16/12	FIRST SECURITY SYSTEMS, INC.	1,648.00
12232	10/16/12	FROSTLINE	95.00
12233	10/16/12	GALE, INC.	841.09
12234	10/16/12	GAYLORD BROS., INC.	75.10
12235	10/16/12	ILLINOIS LIGHTING, INC.	1,070.00
12236	10/16/12	JOHN DAUGHERTY	80.00
12237	10/16/12	LIMRiCC	35,967.73
12238	10/16/12	LINCOLN STORY LEAGUE	40.00
12239	10/16/12	MAGAZINE LINE	14.97
12240	10/16/12	MANGO LANGUAGES	210.00
12241	10/16/12	MENARDS	47.88
12242	10/16/12	METRO PROFESSIONAL PRODUCTS, INC.	577.19
12243	10/16/12	OFFICE DEPOT	285.56
12244	10/16/12	OUTSOURCE SOLUTIONS GROUP, INC.	27,949.28
12245	10/16/12	P.J. KENEDY & SONS	356.00
12246	10/16/12	PARK RIDGE PUBLIC LIBRARY	22.99
12247	10/16/12	PATRON PROFILES	79.00
12248	10/16/12	RANDOM HOUSE INCORPORATED	28.00
12249	10/16/12	RECORDED BOOKS, LLC	730.90
12250	10/16/12	RED HAWK FIRE SECURTY SYSTEMS, LLC.	76.32
12251	10/16/12	RUNCO OFFICE SUPPLY	840.22
12252	10/16/12	RUNGE PAPER COMPANY, INC.	180.08
12253	10/16/12	RUSSIAN PUBLISHING HOUSE LTD	22.36
12254	10/16/12	SCHINDLER ELEVATOR CORPORATION	795.00
12255	10/16/12	SPEED-E-KLEEN, INC.	120.00
12256	10/16/12	STANDARD & POOR'S	3,483.78
12257	10/16/12	STANDBY ELECTRICAL SYSTEMS	1,136.00
12258	10/16/12	TEEN INK	189.00
12259	10/16/12	THE McGRAW-HILL COMPANIES	2,918.12
12260	10/16/12	TIMOTHY HASKELL	125.00
12261	10/16/12	WAREHOUSE DIRECT	259.46
Total checks	55	Total	<u>157,938.64</u>

All Checkbooks
All check dates

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	12210	10/16/12	186.90
Account No. Description		Amount	
201-5970115 Doc# 226183		186.90	
ACH DIRECT	12211	10/16/12	440.00
Account No. Description		Amount	
201-5980410 Invoice # 12791		440.00	
AMAZON	12212	10/16/12	1,106.35
Account No. Description		Amount	
201-5970600 AMAZON		333.58	
201-5970610 AMAZON		538.96	
201-5970630 AMAZON		233.81	
ARC DISPOSAL COMPANY	12213	10/16/12	721.85
Account No. Description		Amount	
201-5930490 Invoice # 0551-009699364		721.85	
ASI SIGNAGE INNOVATIONS	12214	10/16/12	809.25
Account No. Description		Amount	
201-5980600 Invoice # CHIC-177638		640.00	
201-5980600 Invoice # CHIC-159049		169.25	
BAKER & TAYLOR	12207	10/16/12	21,908.65
Account No. Description		Amount	
201-5960990 Invoice # 2027422252		82.40	
201-5960990 Invoice # 2027368863		15.19	
201-5960990 Invoice # 2027355428		2.81	
201-5960990 Invoice # 2027346192		8.37	
201-5960990 Invoice # 2027351954		4.90	
201-5960990 Invoice # 2027342701		6.00	
201-5960990 Invoice # 2027346188		12.70	
201-5960990 Invoice # 2027325776		2.81	
201-5960990 Invoice # 2027330883		4.05	
201-5960990 Invoice # 2027337649		14.96	
201-5960990 Invoice # 2027346221		6.70	
201-5960990 Invoice # 2027351918		6.85	
201-5960990 Invoice # 2027355420		1.50	
201-5960990 Invoice # 2027346210		1.62	
201-5960990 Invoice # 2027355367		12.65	
201-5960990 Invoice # 2027340125		11.10	
201-5960990 Invoice # 2027348736		3.24	
201-5960990 Invoice # 2027341850		13.87	
201-5960990 Invoice # 2027342803		4.50	
201-5960990 Invoice # 2027342570		11.84	
201-5960990 Invoice # 2027352688		1.60	
201-5960990 Invoice # 2027346191		11.55	
201-5960990 Invoice # 2027337747		36.86	
201-5960990 Invoice # 2027373397		3.40	
201-5960990 Invoice # 2027368215		2.55	
201-5960990 Invoice # 2027366120		18.20	
201-5960990 Invoice # 2027368464		68.45	
201-5960990 Invoice # 2027368292		7.95	
201-5960990 Invoice # 2027363695		49.70	
201-5960990 Invoice # 2027377434		3.39	
201-5960990 Invoice # 5012050716		11.90	
201-5960990 Invoice # 5012163933		27.30	
201-5960990 Invoice # 2027364989		11.10	
201-5960990 Invoice # 2027361554		27.75	
201-5960990 Invoice # 2027364844		6.85	
201-5960990 Invoice # 2027331674		3.40	
201-5960990 Invoice # 2027363388		7.00	
201-5960990 Invoice # 2027357222		54.35	

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All Checkbooks
All check datesDes Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027341865		44.65
201-5960990	Invoice # 2027379291		4.00
201-5960990	Invoice # 2027374995		11.65
201-5960990	Invoice # 2027372058		15.75
201-5960990	Invoice # 2027379136		29.00
201-5960990	Invoice # 2027370900		49.60
201-5960990	Invoice # 2027384121		17.00
201-5960990	Invoice # 2027388603		26.00
201-5960990	Invoice # 2027392863		6.20
201-5960990	Invoice # 2027394621		22.15
201-5960990	Invoice # 2027407719		103.20
201-5960990	Invoice # 2027430858		59.45
201-5960990	Invoice # 2027355406		0.85
201-5960990	Invoice # 2027363977		16.74
201-5960990	Invoice # 2027377419		35.35
201-5960990	Invoice # 2027368285		5.31
201-5960990	Invoice # 2027368257		2.81
201-5960990	Invoice # 2027386563		4.19
201-5960990	Invoice # 2027382574		21.40
201-5960990	Invoice # 2027377418		14.90
201-5960990	Invoice # 0000137974		11.44
201-5960990	Invoice # 2027385193		31.85
201-5960990	Invoice # 2027391434		12.00
201-5960990	Invoice # 2027389146		2.55
201-5960990	Invoice # 2027389410		12.00
201-5960990	Invoice # 2027373552		7.50
201-5960990	Invoice # 2027355253		9.60
201-5960990	Invoice # 2027385487		2.96
201-5960990	Invoice # 2027385345		5.80
201-5960990	Invoice # 2027389464		18.00
201-5960990	Invoice # 2027382571		11.36
201-5960990	Invoice # 2027393036		8.40
201-5960990	Invoice # 2027396302		9.00
201-5960990	Invoice # 2027389134		3.85
201-5960990	Invoice # 2027401137		2.25
201-5960990	Invoice # 2027400323		6.00
201-5960990	Invoice # 2027409466		8.40
201-5960990	Invoice # 2027396325		6.48
201-5960990	Invoice # 2027396372		5.53
201-5960990	Invoice # 2027401417		29.16
201-5960990	Invoice # 2027401290		14.25
201-5960990	Invoice # 5012197781		34.85
201-5960990	Invoice # 2027405850		21.25
201-5960990	Invoice # 2027408521		8.75
201-5960990	Invoice # 2027414640		13.50
201-5960990	Invoice # 2027414651		11.21
201-5960990	Invoice # 2027419907		21.15
201-5960990	Invoice # 2027419910		4.86
201-5960990	Invoice # 2027414924		30.00
201-5960990	Invoice # 2027425028		7.75
201-5960990	Invoice # 2027412410		2.90
201-5960990	Invoice # 2027420731		1.50
201-5960990	Invoice # 2027412422		4.70
201-5960990	Invoice # 2027414643		2.81
201-5960990	Invoice # 2027423973		8.75
201-5960990	Invoice # 2027412371		2.55
201-5970600	Invoice # 2027364988		168.99
201-5970600	Invoice # 2027361553		372.28
201-5970600	Invoice # 5012163933		683.82
201-5970600	Invoice # 2027364843		94.61
201-5970600	Invoice # 2027331673		52.19
201-5970600	Invoice # 2027363387		93.14
201-5970600	Invoice # 2027357221		951.84

All Checkbooks
All check dates

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027341864		869.67
201-5970600	Invoice # 2027379290		70.43
201-5970600	Invoice # 2027374994		167.55
201-5970600	Invoice # 2027372057		274.04
201-5970600	Invoice # 2027379135		636.97
201-5970600	Invoice # 2027370899		455.55
201-5970600	Invoice # 2027384120		254.64
201-5970600	Invoice # 2027388602		360.09
201-5970600	Invoice # 2027392862		67.69
201-5970600	Invoice # 2027379257		172.62
201-5970600	Invoice #		0.00
201-5970600	Invoice # 2027394620		353.16
201-5970600	Invoice # 2027412977		166.45
201-5970600	Invoice # 2027407718		1,540.23
201-5970600	Invoice # 2027422251		1,216.44
201-5970600	Invoice # 2027368863		245.27
201-5970600	Invoice # 2027355428		14.27
201-5970600	Invoice # 2027346192		31.06
201-5970600	Invoice # 2027351954		64.75
201-5970600	Invoice # 2027342701		38.00
201-5970600	Invoice # 2027346188		296.75
201-5970600	Invoice # 2027325776		8.94
201-5970600	Invoice # 2027330883		27.23
201-5970600	Invoice # 2027337649		308.36
201-5970600	Invoice # 2027346221		69.03
201-5970600	Invoice # 2027351918		60.02
201-5970600	Invoice # 2027355420		45.21
201-5970600	Invoice # 2027346210		11.35
201-5970600	Invoice # 2027355367		139.94
201-5970600	Invoice # 2027340125		172.76
201-5970600	Invoice # 2027348736		31.75
201-5970600	Invoice # 2027341850		309.85
201-5970600	Invoice # 2027342803		28.92
201-5970600	Invoice # 2027342570		28.09
201-5970600	Invoice # 2027352688		177.45
201-5970600	Invoice # 2027346191		94.16
201-5970600	Invoice # 2027337747		480.27
201-5970600	Invoice # 2027373397		44.38
201-5970600	Invoice # 2027368215		41.19
201-5970600	Invoice # 2027366120		134.04
201-5970600	Invoice # 2027368464		527.12
201-5970600	Invoice # 2027368292		73.20
201-5970600	Invoice # 2027363695		1,287.96
201-5970600	Invoice # 2027377434		52.94
201-5970600	Invoice # 5012163933		477.41
201-5970600	Invoice # 2027355406		9.50
201-5970600	Invoice # 2027363977		48.98
201-5970600	Invoice # 2027377419		353.59
201-5970600	Invoice # 2027368285		45.95
201-5970600	Invoice # 2027368257		15.28
201-5970600	Invoice # 2027386563		146.46
201-5970600	Invoice # 2027382574		218.46
201-5970600	Invoice # 2027377418		64.67
201-5970600	Invoice # 0000137974		102.33
201-5970600	Invoice # 2027385193		364.42
201-5970600	Invoice # 2027391434		89.97
201-5970600	Invoice # 2027389146		51.22
201-5970600	Invoice # 2027389410		104.71
201-5970600	Invoice # 2027373552		72.12
201-5970600	Invoice # 2027355253		75.58
201-5970600	Invoice # 2027385487		8.37
201-5970600	Invoice # 2027385345		36.92
201-5970600	Invoice # 2027389464		188.74

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Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027382571		42.43
201-5970600	Invoice # 2027393036		41.80
201-5970600	Invoice # 2027396302		91.32
201-5970600	Invoice # 2027389134		38.34
201-5970600	Invoice # 2027401137		37.75
201-5970600	Invoice # 2027400323		52.72
201-5970600	Invoice # 2027409466		135.96
201-5970600	Invoice # 2027396325		58.93
201-5970600	Invoice # 2027396372		21.83
201-5970600	Invoice # 2027401417		263.72
201-5970600	Invoice # 2027401290		170.90
201-5970600	Invoice # 5012197781		599.82
201-5970600	Invoice # 2027405850		277.23
201-5970600	Invoice # 2027408521		94.22
201-5970600	Invoice # 2027414640		79.96
201-5970600	Invoice # 2027414651		46.48
201-5970600	Invoice # 2027419907		415.85
201-5970600	Invoice # 2027419910		44.26
201-5970600	Invoice # 2027414924		314.97
201-5970600	Invoice # 2027425028		213.03
201-5970600	Invoice # 2027412410		38.83
201-5970600	Invoice # 2027420731		16.18
201-5970600	Invoice # 2027412422		25.27
201-5970600	Invoice # 2027414643		14.31
201-5970600	Invoice # 2027423973		66.02
201-5970600	Invoice # 2027412371		23.84
201-5970640	Invoice # 5012163933		213.25
201-5970640	Invoice # 5012197781		661.62
BANC OF AMERICA LEASING			
	12215	10/16/12	2,005.00
Account No.	Description	Amount	
201-5950210	Invoice # 012184923	2,005.00	
BANKCARD SERVICES			
	12208	10/16/12	4,722.76
Account No.	Description	Amount	
201-5920202	VISA	50.00	
201-5920220	VISA	190.00	
201-5930020	VISA	565.55	
201-5960210	VISA	482.01	
201-5970100	VISA	235.90	
201-5970110	VISA	453.34	
201-5970115	VISA	40.11	
201-5970170	VISA	403.55	
201-5970260	VISA	11.08	
201-5970600	VISA	128.00	
201-5970630	VISA	147.35	
201-5980410	VISA	179.98	
201-5980600	VISA	259.00	
201-5990900	VISA	710.50	
201-5990900	VISA	495.65	
202-5980400	VISA	370.94	
BLACKSTONE AUDIO INC			
	12216	10/16/12	10.00
Account No.	Description	Amount	
201-5970610	Invoice # 621867	10.00	
CASH REGISTER SERVICES			
	12217	10/16/12	89.00
Account No.	Description	Amount	
201-5930010		89.00	
CHICAGO OFFICE TECHNOLOGY GROUP			
	12218	10/16/12	2,594.39
Account No.	Description	Amount	
201-5930010	Invoice # 159836	162.22	

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5930010 Invoice # 158383		10/16/12	1,120.43
201-5930010 Invoice # 159844			438.96
201-5930010 Invoice # 151594			251.65
201-5930010 Invoice # 151605			272.00
201-5930010 Invoice # 157412			349.13
CHILDREN'S PLUS, INC.	12219	10/16/12	1,537.42
Account No. Description		Amount	
201-5970600 Invoice # 087220			364.60
201-5970600 Invoice # 087150			247.05
201-5970600 Invoice # 087149			64.80
201-5970600 Invoice # 087132			68.75
201-5970600 Invoice # 087133			117.66
201-5970600 Invoice # 087131			23.96
201-5970600 Invoice # 086886			162.40
201-5970600 Invoice # 086888			286.90
201-5970600 Invoice # 086889			201.30
CITY OF DES PLAINES,	12220	10/16/12	4,000.00
Account No. Description		Amount	
201-5920110 AUDIT - REIMBURSEMENT			4,000.00
COOPERATIVE COMPUTER SERVICES	12221	10/16/12	9,479.67
Account No. Description		Amount	
201-5920140 Invoice # CCS 8/1/12			9,772.53
201-5920140 CREDIT - DPK-09/13/12			-1,703.57
201-5920140 OCLC JED Profile Sept. 12			1,410.71
CRIMSON MULTIMEDIA DIST., INC.	12222	10/16/12	467.48
Account No. Description		Amount	
201-5960990 Invoice # 20190A			102.48
201-5970610 Invoice # 20176A			365.00
CRYSTAL MANAGEMENT & MAINT. SERV	12223	10/16/12	7,090.00
Account No. Description		Amount	
201-5930320 Invoice # 20785			3,750.00
201-5930320 Invoice # 20803			3,340.00
CYBOR FIRE PROTECTION CO.	12224	10/16/12	600.00
Account No. Description		Amount	
201-5930020 Invoice # 55673			600.00
D & Z HOUSE OF BOOKS INCORPORATED	12225	10/16/12	1,518.99
Account No. Description		Amount	
201-5970600 Invoice # 2012/1036069			1,518.99
DEMCO EDUCATIONAL CORP	12226	10/16/12	678.45
Account No. Description		Amount	
201-5970100 Invoice # 4727450			354.45
201-5980600 Invoice # 4692888			324.00
DOMINICAN UNIVERSITY GSLIS	12227	10/16/12	470.00
Account No. Description		Amount	
201-5920204 Invoice # 092012			470.00
EBSCO SUBSCRIPTION SVC	12228	10/16/12	470.60
Account No. Description		Amount	
201-5970620 Invoice # 0047766			475.65
201-5970620 Invoice # 1407544			24.95
201-5970620 Credit # 0002175			-30.00
EVANCED SOLUTIONS, INC.	12229	10/16/12	714.00
Account No. Description		Amount	

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5980420 Invoice # 8444		10/16/12	714.00
FEDERAL EXPRESS	12230	10/16/12	169.19
Account No. Description		Amount	
201-5970260 Invoice # 2-029-12278		169.19	
FIRST SECURITY SYSTEMS, INC.	12231	10/16/12	1,648.00
Account No. Description		Amount	
201-5930020 Invoice # S77301		1,648.00	
FROSTLINE	12232	10/16/12	95.00
Account No. Description		Amount	
201-5930010 Invoice # 32579		95.00	
GALE, INC.	12233	10/16/12	841.09
Account No. Description		Amount	
201-5970600 Invoice # 97116940		58.05	
201-5970640 Invoice # 97371624		183.20	
201-5970640 Invoice # 97115092		599.84	
GAYLORD BROS., INC.	12234	10/16/12	75.10
Account No. Description		Amount	
201-5970100 Invoice # 2090366		75.10	
ILLINOIS LIGHTING, INC.	12235	10/16/12	1,070.00
Account No. Description		Amount	
201-5970170 Invoice # 14299v		1,070.00	
JOHN DAUGHERTY	12236	10/16/12	80.00
Account No. Description		Amount	
201-5960210 Library Fliers		80.00	
LIMRiCC	12237	10/16/12	35,967.73
Account No. Description		Amount	
201-2401002 PHIP Monthly Sept 2012		35,967.73	
LINCOLN STORY LEAGUE	12238	10/16/12	40.00
Account No. Description		Amount	
201-5920220 Annual Membership		40.00	
MAGAZINE LINE	12239	10/16/12	14.97
Account No. Description		Amount	
201-5970620 Subscription		14.97	
MANGO LANGUAGES	12240	10/16/12	210.00
Account No. Description		Amount	
201-5970610 Invoice # L4136		210.00	
MENARDS	12241	10/16/12	47.88
Account No. Description		Amount	
201-5970170 Invoice # 4143		47.88	
METRO PROFESSIONAL PRODUCTS, INC.	12242	10/16/12	577.19
Account No. Description		Amount	
201-5970170 Invoice # 068477		103.46	
201-5970170 Invoice # 068476		473.73	
MIDWEST TAPE	12209	10/16/12	15,884.66
Account No. Description		Amount	
201-5960990 Invoice # 90345179		19.50	
201-5960990 Invoice # 90345289		135.95	
201-5960990 Invoice # 90352778		245.75	
201-5960990 Invoice # 90352941		16.25	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90368442		19.50
201-5960990	Invoice # 90368443		6.50
201-5960990	Invoice # 90370319		9.95
201-5960990	Invoice # 90370318		50.50
201-5960990	Invoice # 90393659		9.25
201-5960990	Invoice # 90395249		45.70
201-5960990	Invoice # 90399488		111.40
201-5960990	Invoice # 90402864		129.85
201-5960990	Invoice # 90405393		16.25
201-5960990	Invoice # 90405390		147.70
201-5960990	Invoice # 90408920		6.50
201-5960990	Invoice # 90412024		3.25
201-5960990	Invoice # 90412027		12.50
201-5960990	Invoice # 90425260		9.75
201-5960990	Invoice # 90424918		117.75
201-5960990	Invoice # 90389896		38.50
201-5960990	Invoice # 90389897		9.25
201-5960990	Invoice # 90381004		23.10
201-5960990	Invoice # 90380203		3.70
201-5960990	Invoice # 90382140		1.85
201-5960990	Invoice # 90382129		19.25
201-5960990	Invoice # 90357390		3.85
201-5960990	Invoice # 90345178		1.85
201-5960990	Invoice # 90357392		7.40
201-5960990	Invoice # 90345176		3.85
201-5960990	Invoice # 90352940		26.95
201-5960990	Invoice # 90352779		11.10
201-5960990	Invoice # 90368440		3.85
201-5960990	Invoice # 90370317		34.65
201-5960990	Invoice # 90370315		11.10
201-5960990	Invoice # 90393657		26.95
201-5960990	Invoice # 90395722		15.40
201-5960990	Invoice # 90395721		5.55
201-5960990	Invoice # 90402865		5.55
201-5960990	Invoice # 90399490		1.85
201-5960990	Invoice # 90399491		154.50
201-5960990	Invoice # 90402862		251.00
201-5960990	Invoice # 90405394		9.25
201-5960990	Invoice # 90405392		50.50
201-5960990	Invoice # 90408867		9.25
201-5960990	Invoice # 90408869		11.80
201-5960990	Invoice # 90412684		3.70
201-5960990	Invoice # 90412026		11.55
201-5960990	Invoice # 90425261		58.00
201-5960990	Invoice # 90425262		11.10
201-5960990	Invoice # 90389895		9.75
201-5960990	Invoice # 90389893		102.00
201-5960990	Invoice # 90380200		26.00
201-5960990	Invoice # 90380202		45.90
201-5960990	Invoice # 90382126		3.25
201-5960990	Invoice # 90382128		145.05
201-5960990	Invoice # 90359808		28.25
201-5970610	Invoice # 90389896		108.20
201-5970610	Invoice # 90389897		254.95
201-5970610	Invoice # 90381004		75.84
201-5970610	Invoice # 90380203		79.98
201-5970610	Invoice # 90382140		34.99
201-5970610	Invoice # 90382129		48.85
201-5970610	Invoice # 90357390		10.49
201-5970610	Invoice # 90345178		39.99
201-5970610	Invoice # 90357392		189.96
201-5970610	Invoice # 90345176		12.74
201-5970610	Invoice # 90352940		90.98

All Checkbooks
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Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 90352779		211.94
201-5970610	Invoice # 90368440		10.49
201-5970610	Invoice # 90370317		103.26
201-5970610	Invoice # 90370315		210.94
201-5970610	Invoice # 90393657		81.98
201-5970610	Invoice # 90395722		49.46
201-5970610	Invoice # 90395721		74.97
201-5970610	Invoice # 90402865		111.97
201-5970610	Invoice # 90399490		29.99
201-5970610	Invoice # 90399491		481.85
201-5970610	Invoice # 90402862		769.75
201-5970610	Invoice # 90405394		174.95
201-5970610	Invoice # 90405392		161.87
201-5970610	Invoice # 90408867		201.95
201-5970610	Invoice # 90408869		55.07
201-5970610	Invoice # 90412684		53.98
201-5970610	Invoice # 90412026		33.72
201-5970610	Invoice # 90425261		192.30
201-5970610	Invoice # 90425262		250.94
201-5970610	Invoice # 90355109		166.97
201-5970610	Invoice # 90372126		227.96
201-5970610	Invoice # 90372128		19.49
201-5970610	Invoice # 90372129		19.98
201-5970610	Invoice # 90406710		51.13
201-5970610	Invoice # 90406678		479.91
201-5970610	Invoice # 90426282		29.99
201-5970610	Invoice # 90402357		14.99
201-5970630	Invoice # 90345179		91.44
201-5970630	Invoice # 90345289		649.92
201-5970630	Invoice # 90352778		1,311.87
201-5970630	Invoice # 90352941		135.55
201-5970630	Invoice # 90368442		103.44
201-5970630	Invoice # 90368443		69.98
201-5970630	Invoice # 90370319		92.77
201-5970630	Invoice # 90370318		321.62
201-5970630	Invoice # 90393659		50.98
201-5970630	Invoice # 90395249		104.92
201-5970630	Invoice # 90399488		471.42
201-5970630	Invoice # 90402864		649.18
201-5970630	Invoice # 90405393		129.95
201-5970630	Invoice # 90405390		856.08
201-5970630	Invoice # 90408920		37.48
201-5970630	Invoice # 90412024		31.99
201-5970630	Invoice # 90412027		69.72
201-5970630	Invoice # 90425260		75.97
201-5970630	Invoice # 90424918		638.70
201-5970630	Invoice # 90390361		325.36
201-5970630	Invoice # 90355191		10.99
201-5970630	Invoice # 90406711		44.99
201-5970630	Invoice # 90426284		107.20
201-5970630	Invoice # 90389895		89.97
201-5970630	Invoice # 90389893		592.97
201-5970630	Invoice # 90380200		157.56
201-5970630	Invoice # 90380202		264.61
201-5970630	Invoice # 90382126		31.99
201-5970630	Invoice # 90382128		673.84
201-5970630	Invoice # 90359808		193.43

OFFICE DEPOT

12243

10/16/12

285.56

Account No.	Description	Amount
201-5970100	Invoice # 623613322001	102.05
201-5970100	Invoice # 625540315001	61.42
201-5970100	Invoice # 625048499001	11.99

All Checkbooks
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Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Invoice # 625048391001		39.38	
201-5970100 Invoice # 626299816001		65.23	
201-5970100 Invoice # 623613595001		5.49	
OUTSOURCE SOLUTIONS GROUP, INC.	12244	10/16/12	27,949.28
Account No. Description		Amount	
201-5920110 Invoice # 15650		27,083.33	
201-5960990 Invoice # 15675		280.00	
201-5960990 Invoice # 15532		585.95	
P.J. KENEDY & SONS	12245	10/16/12	356.00
Account No. Description		Amount	
201-5970640 Invoice # 1062654		356.00	
PARK RIDGE PUBLIC LIBRARY	12246	10/16/12	22.99
Account No. Description		Amount	
201-5970600 Invoice # 100212		22.99	
PATRON PROFILES	12247	10/16/12	79.00
Account No. Description		Amount	
201-5970620 Invoice Date 8/31/12		79.00	
RANDOM HOUSE INCORPORATED	12248	10/16/12	28.00
Account No. Description		Amount	
201-5970610 Invoice # 1084949870		18.00	
201-5970610 Invoice # 9023230001		10.00	
RECORDED BOOKS, LLC	12249	10/16/12	730.90
Account No. Description		Amount	
201-5970610 Invoice # 74593011		480.00	
201-5970610 Invoice # 16250061		250.90	
RED HAWK FIRE SECURITY SYSTEMS, LL	12250	10/16/12	76.32
Account No. Description		Amount	
201-5960990 Invoice # 22611 RX		76.32	
RUNCO OFFICE SUPPLY	12251	10/16/12	840.22
Account No. Description		Amount	
201-5970100 Invoice # 521377-0		415.42	
201-5970100 Invoice # 520777-0		424.80	
RUNGE PAPER COMPANY, INC.	12252	10/16/12	180.08
Account No. Description		Amount	
201-5970170 Invoice # 764582		180.08	
RUSSIAN PUBLISHING HOUSE LTD	12253	10/16/12	22.36
Account No. Description		Amount	
201-5970600 Invoice # 147064		22.36	
SCHINDLER ELEVATOR CORPORATION	12254	10/16/12	795.00
Account No. Description		Amount	
201-5930020 Invoice # 7151656579		795.00	
SPEED-E-KLEEN, INC.	12255	10/16/12	120.00
Account No. Description		Amount	
201-5930320 Invoice # 3780		120.00	
STANDARD & POOR'S	12256	10/16/12	3,483.78
Account No. Description		Amount	
201-5970640 Invoice # 30533798		2,510.80	
201-5970640 Invoice # 30533954		972.98	
STANDBY ELECTRICAL SYSTEMS	12257	10/16/12	1,136.00

All Checkbooks
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Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Account No.	Description	Chk. No.	Check Date	Amount
	201-5930020	Invoice # 12-1572			369.00
	201-5930020	Invoice # 12-1571			767.00
TEEN INK			12258	10/16/12	189.00
	201-5970620	Invoice # 14227-1213			189.00
THE McGRAW-HILL COMPANIES			12259	10/16/12	2,918.12
	201-5970640	Invoice # 69892483001			2,918.12
TIMOTHY HASKELL			12260	10/16/12	125.00
	201-5960990	Invoice # 101612			125.00
WAREHOUSE DIRECT			12261	10/16/12	259.46
	201-5970100	Invoice # 1676408-0			52.58
	201-5970100	Invoice # 1700253-0			155.95
	201-5970100	Invoice # 1693748-0			50.93
				TOTAL	<u>157,938.64</u>

ACH Payments
09/01/12-09/30/12

Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Account No.	Description	Chk. No.	Check Date	Amount
CALL ONE			50345	09/30/12	516.33
	201-5920120	ACH		Amount	516.33
COMCAST CABLE			50346	09/30/12	227.97
	201-5920120	ACH		Amount	227.97
NEO-POST			50347	09/30/12	1,000.00
	201-5970260	ACH		Amount	1,000.00
WOW! INTERENT CABLE			50348	09/30/12	120.29
	201-5920120	ACH		Amount	120.29
IMRF			50349	09/30/12	33,189.34
	201-2401002	09/2012 EE IMRF Contrib		Amount	8,288.15
	201-5918021	09/2012 ER IMRF Contrib		Amount	24,901.19
PRO DATA			50350	09/30/12	662.52
	201-5920110	9/7 Payroll Processing		Amount	458.28
	201-5920110	9/21 Payroll Processing		Amount	224.24
				TOTAL	<u>35,716.45</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	\$ 5,424,577	\$ 4,984,633	\$ 5,857,775	\$ 6,922,047	\$ 6,597,056	\$ -	\$ -	\$ -
Revenue (M-T-D)												
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247	1,288,797	1,485,853	74,829			
Other Revenue	15,519	14,247	14,136	16,143	14,437	28,087	16,343	17,454	39,127			
	52,372	883,474	2,474,053	76,477	79,978	51,334	1,305,141	1,503,307	113,956	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	293,155	280,436	279,892	-	-	-
Other Expense	339,508	164,407	103,701	124,259	205,879	127,074	171,859	165,616	120,680	-	-	-
Change in A/P & A/E's	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	(7,018)	38,375	-	-	-
	508,631	496,253	368,674	408,891	535,398	491,277	431,999	439,035	438,947	0	0	0
Net Increase/(Decrease)	(456,260)	387,222	2,105,379	(332,414)	(455,420)	(439,943)	873,142	1,064,272	(324,991)	0	0	0

Director's Report October 2012

Des Plaines Public Library Strategic Goals Implementation

January 2011 - September 2012

Includes Programs for Groups (In-House) and Activities Outside of the Building (Outreach)

COLLECTION DEVELOPMENT:

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

Location	# of sessions	Sample activities or organizations
In-House	103	(MyMediaMall, Digital Memory, database and other e-content classes. Much more training is done one-on-one with patrons at the desks.)

COMMUNITY NETWORKING:

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

Location	# of sessions	Sample activities or organizations
In-House	416	(Spanish computer classes and storytimes, Learn to Read, elected officials open houses, City Nurse, Blood Drive, STAR screening, etc.)
Outreach	294	(Chamber of Commerce, Park District, Rotary, Kiwanis, MCYAAF, Youth Commission, Arts Council, Oakton CC, etc.)

LIFELONG LEARNING:

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

Location	# of sessions	Sample activities or organizations
In-House	1772	(Job seekers training, computer classes, storytime, college prep, book discussions, documentaries, art and music lectures, etc.)
Outreach	525	(Homebound delivery, school visits, deposit collections at assisted living centers.)

HGS PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2012

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December	Estimated Year Totals	Budgeted Year Totals	Amount Under/Over
Cash Beginning of Month	\$ 4,176,978	\$ 3,719,610	\$ 4,107,031	\$ 6,212,410	\$ 5,379,997	\$ 5,424,576	\$ 4,984,632	\$ 5,457,772	\$ 6,922,045	\$ 6,397,054	\$ 6,027,811	\$ 5,396,783			
Restricted cash donations	127,654	127,095	127,732	127,698	128,332	128,393	128,743	129,126	129,127	129,127	129,127	129,127			
Reserves	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000			
	4,248,416	3,592,113	3,979,299	6,084,522	5,251,645	5,286,183	4,855,889	5,724,646	6,792,918	6,467,927	5,898,784	5,267,638			
Revenue (M-T-1)															
Property Taxes	36,853	869,228	7,459,817	60,235	65,541	23,247	1,208,797	1,485,853	74,839	44,496			56,409,096	6,409,096	
Other Revenue	15,519	14,247	14,136	16,143	14,437	28,087	16,343	17,454	39,127	50,979	56,979	56,987	146,438	346,438	
Total Revenue	52,372	883,475	2,474,053	76,478	79,978	51,334	1,305,140	1,503,307	113,966	101,475	56,979	56,987	6,753,534	6,753,534	
Expenses															
Payroll & Benefits	275,312	284,788	279,847	292,889	420,930	264,415	293,155	289,426	279,892	342,916	347,916	280,779	3,867,476	3,867,476	
Commodities	125,840	81,556	58,814	49,472	81,444	65,076	57,036	59,222	56,597	121,981	121,981	121,981	998,800	998,800	
Capital	6,345	7,613	1,459	1,301	50,152	4,805	6,179	8,179	2,786	719	719	80,624	89,405	89,405	
Contracts	193,404	73,815	51,047	71,031	74,284	56,921	83,706	89,717	61,980	80,623	80,623	80,624	998,375	998,375	
Other	7,619	1,413	(7,619)	1,855	57	273	57	24,954	1,206	109,395	109,395	109,396	333,000	333,000	
2012	6,300												99,300	99,300	
Adjustments	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	(2,018)	36,375						
Total Expenses	508,633	496,254	368,674	408,891	535,399	491,278	432,000	439,034	438,947	670,699	688,025	833,823			
Net Increase/(Decrease)	(456,160)	387,221	2,105,279	(332,413)	(455,421)	(459,944)	873,140	1,064,273	(324,991)	(369,223)	(631,040)	(276,830)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,024,576	4,984,632	5,857,772	6,922,045	6,597,054	6,077,811	5,398,785	4,619,949			
Cash End of Month less restricted cash donations and reserves	2,093,156	2,479,336	4,564,678	4,252,109	3,796,224	3,356,239	4,229,029	5,292,919	4,967,927	4,398,784	3,767,658	2,990,622			

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	
	9/18/2012	12149	201-5970900	\$3,609.28			\$3,609.28	
				\$20,435.66	\$19,577.00	\$40,012.66	\$40,012.66	
ARC DISPOSAL COMPANY- Garbage Collection Services								
	10/16/2012	12213	201-5930490		\$721.85		\$721.85	\$350.00 Monthly
				\$0.00	\$721.85	\$721.85	\$721.85	
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	
	8/22/2012	12088	201-5930020		\$2,614.50		\$2,614.50	
				\$0.00	\$5,229.00	\$5,229.00	\$5,229.00	
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	
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00	
	6/20/2012	11958	201-5930210		\$2,005.00		\$2,005.00	
	7/18/2012	12033	201-5930210		\$2,005.00		\$2,005.00	
	8/22/2012	12089	201-5930210		\$2,005.00		\$2,005.00	
	9/18/2012	12156	201-5930210		\$2,005.00		\$2,005.00	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	10/16/2012	12215	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$20,050.00	\$20,050.00	\$20,050.00	

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

	2/21/2012	11724	201-5930010		\$381.15			.007 per print B/W (copiers)
	2/21/2012	11724	201-5930010		\$332.50			.07 per print Color
	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			
	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	
	7/18/2012	12036	201-5930010		\$332.50		\$332.50	
	8/22/2012	12092	201-5930010		\$1,796.00			
	8/22/2012	12092	201-5980410	\$2,848.00			\$4,644.00	
	9/18/2012	12159	201-5930010		\$3,912.48		\$3,912.48	
	10/16/2012	12218	201-5930010		\$2,594.39		\$2,594.39	
				\$3,525.00	\$19,956.59	\$23,481.59	\$23,481.59	

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

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/21/2012	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	
	7/18/2012	12044	201-5930320		\$3,340.00			
	7/18/2012	12044	201-5930020	\$3,750.00			\$7,090.00	
	8/22/2012	12097	201-5930320	\$180.00				
	8/22/2012	12097	201-5930320		\$3,340.00		\$3,520.00	
	9/18/2012	12165	201-5930320	\$4,500.00				
	9/18/2012	12165	201-5930320		\$3,340.00		\$7,840.00	
	10/16/2012	12223	201-5930320		\$3,340.00			
	10/16/2012	12223	201-5930320	\$3,750.00			\$7,090.00	
				<u>\$10,500.00</u>	<u>\$23,380.00</u>	\$33,880.00	\$33,880.00	
								\$2,696.00 Annual
PAS	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 EQUIPMENT COMPANY - Annual Maintenance for the Fire Extinguishers							
	8/22/2012	12102	201-5970610		\$1,655.35		\$1,655.35	\$1,665.00 Annual
				\$0.00	<u>\$1,655.35</u>	\$1,655.35	\$1,655.35	
	FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System							
	10/16/2012	12231	201-5930020		\$1,648.00		\$1,648.00	\$1,650.00 Annual
				\$0.00	<u>\$1,648.00</u>	\$1,648.00	\$1,648.00	
	IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers							
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	\$1,540.34 Annual
				\$0.00	<u>\$1,540.34</u>	\$1,540.34	\$1,540.34	
	LAUTERBACH & AMEN, LLP. - Accounting Services							
	3/20/2012	11810	201-5920110		\$390.00			\$19,920.00 Annual
	3/20/2012	11810	201-5920110		\$1,390.00			
	3/20/2012	11810	201-5920110		\$1,435.00		\$3,215.00	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/18/2012	12058	201-5920110		\$150.00			
	7/18/2012	12058	201-5920110		\$1,435.00		\$1,585.00	
	8/22/2012	12114	201-5920110		\$1,435.00		\$1,435.00	
	9/18/2012	12179	201-5920110		\$1,435.00		\$1,435.00	
				\$0.00	\$15,365.00	\$15,365.00	\$15,365.00	
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	
	6/20/2012	11996	201-5930020	\$652.28			\$652.28	
	9/18/2012	12182	201-5930020		\$25,367.50		\$25,367.50	
				\$3,979.28	\$25,367.50	\$29,346.78	\$29,346.78	
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual
	4/17/2012	11841	201-5970260	\$1,000.00			\$1,000.00	
	4/17/2012	11841	201-5930210		\$252.00		\$252.00	\$177.00 Quarterly
	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	
	6/30/2012	50322	201-5970260	\$1,000.00			\$1,000.00	
	7/31/2012	50331	201-5970260	\$1,000.00			\$1,000.00	
	8/22/2012	12119	201-5970260		\$177.00		\$177.00	
	10/16/2012	50347	201-5970260	\$1,000.00			\$1,000.00	
				\$6,000.00	\$606.00	\$6,606.00	\$6,606.00	
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				

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.	
P45	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		
	7/18/2012	12064	201-5920110		\$27,083.33				
	7/18/2012	12064	201-5960990	\$280.00					
	7/18/2012	12064	201-5960990	\$280.00					
	7/18/2012	12064	201-5960990	\$596.65					
	7/18/2012	12064	201-5980420	\$1,146.00					
	7/18/2012	12064	201-5980420	\$2,495.00			\$31,880.98		
	8/22/2012	12124	201-5920110		\$27,083.33				
	8/22/2012	12124	201-5960990	\$957.71			\$28,041.04		
	9/18/2012	12189	201-5920110		\$27,083.33		\$27,083.33		
	9/18/2012	12189	201-5960990	\$838.94					
	9/18/2012	12189	201-5960990	\$1,964.00			\$2,802.94		
	10/16/2012	12244	201-5920110		\$27,083.33				
	10/16/2012	12244	201-5960990	\$280.00					
	10/16/2012	12244	201-5960990	\$585.95			\$27,949.28		
					\$18,032.80	\$189,583.31	\$207,616.11	\$207,616.11	
	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		

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	6/30/2012	50315	201-5920110		\$233.64			
	6/30/2012	50315	201-5920110		\$229.88		\$463.52	
	7/31/2012	50333	201-5920110		\$674.00		\$674.00	
	8/31/2012	50343	201-5920110		\$671.92		\$671.92	
	9/30/2012	50350	201-5920110		\$662.52		\$662.52	
				\$0.00	\$6,067.97	\$6,067.97	\$6,067.97	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
	10/16/2012	12250	201-5960990		\$76.32		\$76.32	
					\$76.32	\$76.32	\$76.32	
SCHINDLER ELEVATOR CORPORATION								\$7,065.60 Annual
	3/20/2012	11832	201-5930020		\$7,065.60		\$7,065.60	
	10/16/2012	12254	201-5930020	\$795.00			\$795.00	
				\$795.00	\$7,065.60	\$7,860.60	\$7,860.60	
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	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	7/18/2012	12076	201-5930490		\$198.99			
	7/18/2012	12077	201-5930490		\$433.24		\$632.23	
	8/22/2012	12142	201-5930490		\$435.55			
	8/22/2012	12143	201-5930490		\$167.71		\$603.26	
				\$0.00	\$4,707.46	\$4,707.46	\$4,707.46	
						\$448,604.99		

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September 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Sep 2012	7,849	YTD 2012	34,727
Sep 2011	570	YTD 2011	3,968
	% Change	1277.02%	% Change
			775.18%

Note: Views on the Des Plaines Memory are now included in the e-materials count.

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
Youth Services	34,678	Youth Services	339,225
Adult Services	55,777	Adult Services	549,161
TOTAL	90,455	TOTAL	888,386
Sep 2011		YTD 2011	
Youth Services	36,438	Youth Services	327,470
Adult Services	58,672	Adult Services	557,382
TOTAL	95,110	TOTAL	884,852
	% Change	-4.89%	% Change
			0.40%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
Youth Services	3,958	Youth Services	29,516
Adult Services	8,217	Adult Services	75,430
TOTAL	12,175	TOTAL	104,946
Sep 2011		YTD 2011	
Youth Services	1,025	Youth Services	10,507
Adult Services	7,583	Adult Services	71,541
TOTAL	8,608	TOTAL	82,048
	% Change	41.44%	% Change
			27.91%

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Sep 2012	6,403	YTD 2012	57,857
Sep 2011	5,094	YTD 2011	35,279
	% Change	25.70%	% Change
			64.00%

VISITS TO WEBSITE			
THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
From Internal IP's	3,350	From Internal IP's	31,965
From External IP's	39,451	From External IP's	368,340
TOTAL	42,801	TOTAL	400,305
Sep 2011		YTD 2011	
*From Internal IP's	3,377	*From Internal IP's	44,904
*From External IP's	37,568	*From External IP's	373,338
TOTAL	40,945	TOTAL	418,242
	% Change	4.53%	% Change
			-4.29%

UNIQUE VISITORS TO WEBSITE

September 2012 Unique Visitors	20,149	YTD 2012 Unique Visitors	219,760
September 2011 Unique Visitors	24,269	YTD 2011 Unique Visitors	215,236
% Change	-16.98%	% Change	2.10%

DATABASE USAGE

THIS MONTH		YEAR TO DATE	
Sep 2012	15,880	YTD 2012	143,259
Sep 2011	16,129	YTD 2011	135,251
% Change	-1.54%	% Change	5.92%

LIBRARY CARD OWNERSHIP

YTD 2012	34,309	% of Population 2012	58.80%
YTD 2011	33,537	% of Population 2011	57.40%
% Change	2.30%		

MEETING ROOM ATTENDANCE

THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
Library Sponsored Prog	1,101	Library Sponsored Prog	23,327
Outside Groups	1,901	Outside Groups	15,649
Public Study Rooms	1,075	Public Study Rooms	10,045
Internal Meetings	100	Internal Meetings	900
TOTAL	4,177	TOTAL	49,921
Sep 2011		YTD 2011	
Library Sponsored Prog	1,803	Library Sponsored Prog	17,665
Outside Groups	1,774	Outside Groups	13,474
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	205	Internal Meetings	1,191
TOTAL	3,782	TOTAL	32,330
% Change	10.44%	% Change	54.41%

MEETING ROOM BOOKINGS

THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
Library Sponsored Prog	93	Library Sponsored Prog	1,100
Outside Groups	43	Outside Groups	408
Public Study Rooms	565	Public Study Rooms	5,289
Internal Meetings	10	Internal Meetings	90
TOTAL	711	TOTAL	6,887
Sep 2011		YTD 2011	
Library Sponsored Prog	44	Library Sponsored Prog	426
Outside Groups	65	Outside Groups	465
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	12	Internal Meetings	121
TOTAL	121	TOTAL	1,012
% Change	487.60%	% Change	580.53%

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
Youth Services	475	Youth Services	8,937
Adult Services	313	Adult Services	2,792
TOTAL	788	TOTAL	11,729
Sep 2011		YTD 2011	
Youth Services	671	Youth Services	6,544
Adult Services	378	Adult Services	1,956
TOTAL	1,049	TOTAL	8,500
% Change	-25%	% Change	38%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Sep 2012		YTD 2012	
Youth Services	2,841	Youth Services	29,026
Adult Services	12,952	Adult Services	122,495
Circulation	8,638	Circulation	76,097
TOTAL	24,431	TOTAL	227,618

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

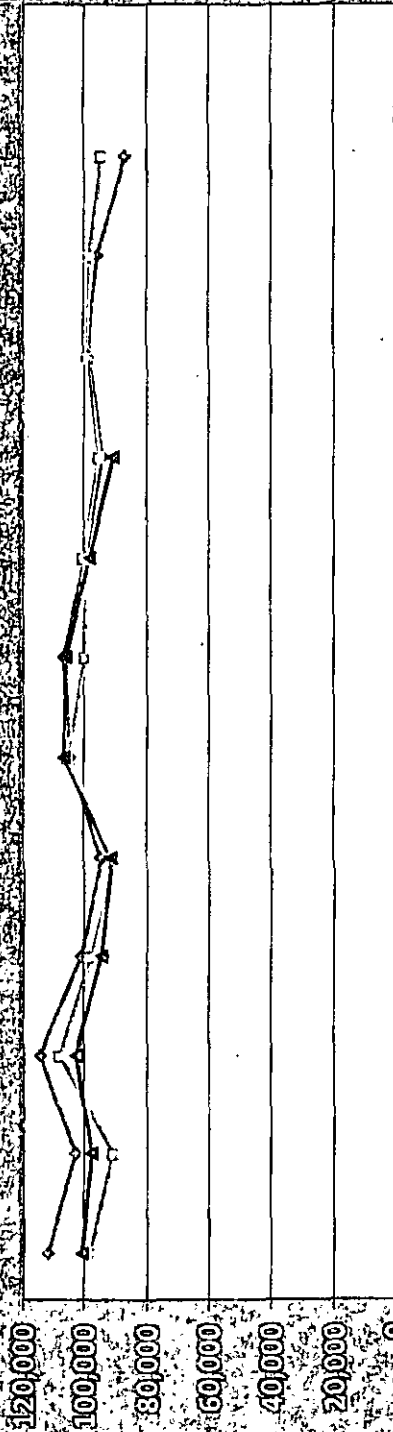
PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Sep 2012	47,090	YTD 2012	447,596
Sep 2011	46,863	YTD 2011	455,938
% Change	0.48%	% Change	-1.83%

Circulation Statistics 2010 - 2012

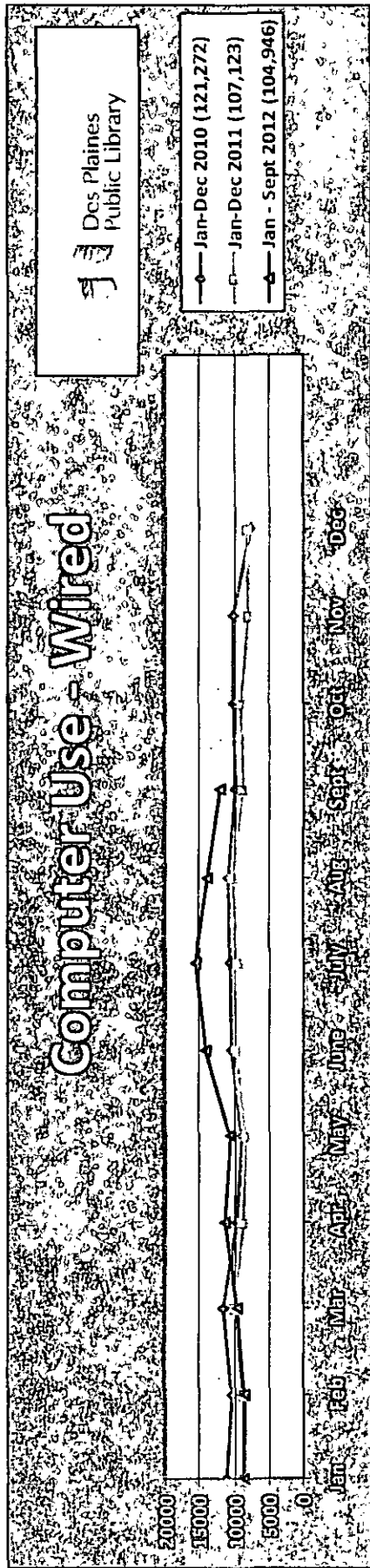
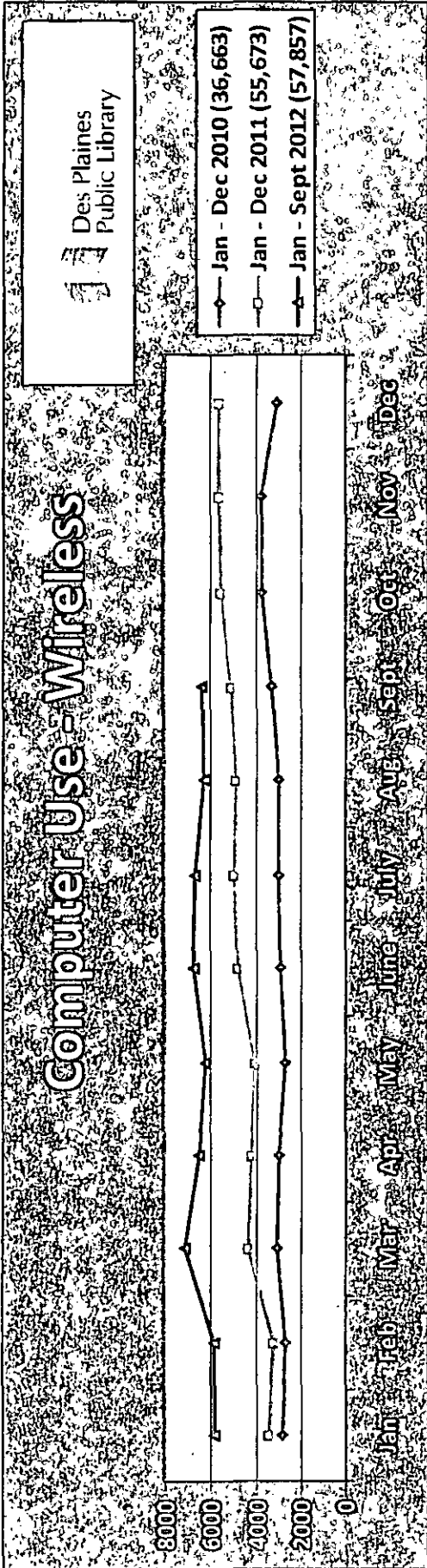


Des Plaines
Public Library

- ◆— Jan-Dec 2010 (1,209,024)
- Jan-Dec 2011 (1,176,477)
- ▲— Jan-Sept 2012 (888,386)



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



2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203	214	373	278	235	144				2,123
CD-ROMs	319	204	216	197	202	257	304	222	183				2,104
CDs	1,011	1,002	1,009	962	994	1,039	1,114	1,000	1,077				9,208
DVDs	10,618	10,211	11,180	9,765	9,409	11,692	12,346	10,815	9,167				95,203
Fiction	17,679	17,293	17,621	15,834	15,081	21,483	18,823	16,914	16,164				156,892
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614	1,667	1,307	1,455				13,250
Games	49	44	58	48	40	82	66	41	53				481
Holiday	680	604	618	412	223	348	247	202	500				3,834
Homeschool	240	414	279	208	230	438	350	248	270				2,677
Large type	30	44	40	31	50	58	50	46	50				399
Magazines	139	119	84	119	133	186	151	142	158				1,231
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291	5,698	4,473	5,302				50,328
Parent collection	157	233	177	174	152	152	156	139	155				1,495
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	41,250	35,784	34,678	0	0	0	339,225
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	13	12	9	12	14	8	6	12	8				94
CD-ROMs	2,119	1,977	2,123	2,070	1,949	2,174	2,192	2,280	1,989				18,873
CDs	548	469	503	436	442	445	465	454	412				4,174
DVDs	6,905	6,449	6,690	6,088	5,958	5,830	5,528	5,694	4,978				54,120
DVDs	28,612	27,103	29,295	26,416	26,068	27,920	29,385	27,504	25,692				247,995
Fiction	8,001	7,460	8,008	7,510	7,780	8,603	8,972	8,766	7,550				72,650
Foreign language	1,429	1,436	1,514	1,315	1,300	1,391	1,509	1,532	1,198				12,624
High school	948	964	1,316	1,162	1,198	1,741	1,955	1,539	1,065				11,888
Large type	1,365	1,347	1,376	1,300	1,252	1,336	1,526	1,567	1,302				12,371
Literacy	168	197	166	146	164	150	186	239	181				1,597
Magazines	2,654	2,645	2,827	2,634	2,577	2,923	2,765	2,835	2,543				24,403
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000	10,152	9,935	8,859				88,372
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	64,641	62,357	55,777	0	0	0	549,161
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	105,891	98,141	90,455	0	0	0	888,386
eMaterials	913	1,907	2,126	2,087	2,209	2,071	2,245	7,462	7,849				28,869
ILL (non consortial)	336	314	433	400	330	388	411	368	313				3,293
Miscellaneous	446	486	518	456	407	408	409	444	395				3,969
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	108,956	106,415	99,012	0	0	0	924,517
Days closed	1			1	2		1		2		1	2	10



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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 21, 2012. President Rich Pope called the meeting to order at 7:07 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Dr. Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Susan Farid, Heather Imhoff, Dan Wilson, Michael Bartholomew, Larry Jankowski.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE.

Dr. Gregory Sarlo took the Oath of Office.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Dan Wilson introduced Mike Bartholomew, City Manager for the City of Des Plaines.

CONSENT AGENDA

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

NEW BUSINESS

Trustee Fregetto stated that he had several questions regarding the vendor check list and asked in the future to speak with the Library Director before the board meetings to ask specific questions.

Trustee Fregetto asked why there were two checks written to Napletons Des Plaines and Director Sorensen responded that one check was for the purchase of the van and the other check was for a trailer hitch.

Trustee Mokry asked if other prices for the trailer hitch were requested and Director Sorensen responded that she did not request other quotes for this item.

Trustee Fregetto also asked why there was a subtotal after the payment to WOW! Internet Cable and Director Sorensen responded that there was a subtotal for the division of the ACH payments and the check payments.

Trustee Fregetto also asked about payments made to Baker & Taylor and Director Sorensen responded that these were mostly book purchases.

Trustee Fregetto also asked if the library had credit cards and Director Sorensen responded that the library does have credit cards. Trustee Fregetto asked who has the "Visa" cards and what are they used for? Director Sorensen responded that the cards are used to purchase items online such as supplies and also to pay for eBooks. Director Sorensen stated that the credit cards are locked up and in order to obtain a card, a purchase order, signed by a Department Head and the Library Director, must be presented.

Trustee Fregetto then asked about the payment to Ebsco and Assistant Director Johnson responded that the payment to Ebsco was for small changes to magazine subscriptions.

Trustee Fregetto then asked what the payment to Illinois Department of Employment Security was for and Director Sorensen responded this was a quarterly payment for unemployment.

Trustee Fregetto also asked what the payment to KOS Home Improvement was for and Director Sorensen said she would look up the invoice and follow-up with Trustee Fregetto. Director Sorensen believed this to be a repair to the building.

Trustee Fregetto asked what the payment to Kiwanis Club of Des Plaines was for and Director Sorensen responded that this was the yearly dues payment. Trustee Fregetto asked how many organizations the library belonged to and Director Sorensen responded that the library is a member of the Chamber of Commerce, Rotary Club and also Art Guild, History Center, American Libraries Association, Illinois Library Association and other organizations.

Trustee Fregetto then asked what the payment to LIMRiCC was for and Director Sorensen responded that this is payment for employee insurance costs.

Trustee Fregetto asked what the payment to Midwest Tape was for and Library Director Sorensen responded that the payment was for DVDS, CDs, Playaways and audiobooks.

Trustee Mokry asked what the payment to Anderson Lock was for and Director Sorensen responded that it was probably a broken door.

Trustee Fregetto asked about the Subtotal for the vendor checks report and Director Sorensen responded that there was a reconciliation page following that page that explained the report.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$252,199.05 as listed on the vendor checks report of July 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Jennifer Tsalapatani entered the meeting at 7:24 p.m.

REVIEW AND ACCEPT BID FOR PUBLIC RESTROOM PARTIAL REMODEL.

Director Sorensen explained that the library went out for bid for Public Restroom (countertops & hand dryers) Partial Remodel and distributed the bid results. Director Sorensen asked that the board approve option two, which includes the bid for hand dryers in each public restroom in the amount of \$37,600, since there is money in the budget for these expenses. Director Sorensen explained that L & M Builders submitted the lowest bid and is a local business.

Trustee Moylan Krey asked what type of material would be used for the countertop and Director Sorensen responded that the material would be solid surface, not laminate. Trustee Moylan Krey asked if the sinks would be replaced and Director Sorensen said the countertops and sinks would be one piece and the builder is being asked to reuse the faucets.

Trustee Sarlo asked what type of solid surface material would be used and Director Sorensen replied that the contractor would bring samples of the solid surface materials in different colors.

Trustee Mokry asked if L&M met all the requirements for the prevailing wage and Director Sorensen replied that this was required in the bid document. Trustee Mokry then asked how many man hours to complete the project and Director Sorensen responded that she did not know that information, but that L&M will provide a start and completion date for the project.

Trustee Tsalapatanis asked if the Community Development department was contacted to find out if L&M was a business in good standing and Director Sorensen said she would contact the Community Development department to ask for that information.

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to accept the lowest bid for the Public Restroom Partial Remodel from L & M Builders in the amount of \$37,600, which is Option 2 in the bid document. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Perez, Pope, Rangel, Sarlo, Tsalapatanis. NAY: Mokry. MOTION CARRIED.

Director Sorensen asked for board approval to declare a list of items presented to the board as surplus property. The list will be offered to the City of Des Plaines for right of first refusal and then the computers/printers will be donated to Computers for School.

MOTION by Dion Kendrick, seconded by Gregory Sarlo, 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.

REPORT OUT FINANCE COMMITTEE, JULY 31, 2012 AND AUGUST 16, 2012.

Chairman Fregetto reported that the Finance committee met on July 31, August 16 and August 21. The board had minutes to review from the July 31 and August 16, 2012 Finance committee meetings.

Trustee Fregetto reported that at the July 31 Finance committee meeting the committee reviewed statistical information, including the 2011 Employee Compensation report that is on the library website, Des Plaines Public Library Salary and Classification Schedule, Peer Comparison, Suburban Peer Group Library Ranking for 2011 and an article from ALA/ALTAFF.

Trustee Fregetto reported that the Finance committee will visit four other libraries to ask them about their performance, operations and to further enhance our understanding of the challenges libraries have in other communities.

Trustee Fregetto then referred the board to page 40 of the board packet, the 2012 Cash Budget Projection and stated that the Finance committee wants to reduce the reserves.

Trustee Fregetto stated that he asked department heads to come to the August 16, 2012 Finance committee meeting to give presentations about their work at the library. Trustee Fregetto then stated that he would like a cost benefit analysis of all library services provided in 2013 as part of the budget analysis.

Trustee Fregetto then passed out a fee sheet from the Park District website for meeting room use. Trustee Fregetto asks the Management committee to write policy for meeting room use fees.

Trustee Kendrick stated that there is a line item in the 2012 budget for meeting room fees revenue and believes that the library can generate \$50,000 annually in meeting room fees in 2013.

Trustee Moylan Krey asked if \$50,000 annually was realistic and Trustee Kendrick replied yes.

Director Sorensen, with staff, will develop a policy for charging for meeting room use and present the proposed policy at the next Management Committee meeting.

Trustee Fregetto then reported out on the August 16 Finance committee meetings. Trustee Fregetto asks that department heads come back and make a shorter demonstration, which will benefit the public very well.

Trustee Fregetto stated that the Finance committee did briefly discuss the two budgets presented for 2013.

Trustee Fregetto passed out the accounting contract that was discussed at the August 21 Finance committee meeting.

Trustee Fregetto then reported out on the August 21 Finance committee meeting. Two draft budgets were submitted, which Trustee Fregetto does not call draft budgets, but working documents. Trustee Fregetto said he gave feedback to the Library Director and gave his ideas and opinions on how to look at the budget documents.

Trustee Moylan Krey asked what the general consensus was of the budget documents.

Trustee Fregetto said he hasn't made a decision one way or the other yet, but was focused on the 7.5% reduction, because it was a richer document, but it was a silo approach to cost cutting. Trustee Fregetto made a recommendation that the 8 departments, now working in silos, work together and not so many staff would have to be eliminated. Trustee Fregetto talked about the 3.5 million in reserves and asked that the Library Director look at line items that were underspent, because that is how we accumulated the reserves. Trustee Fregetto wants to revisit the working budget documents in preparation of the final budget document.

Trustee Mokry stated that the budget, with the 1.5% decrease, is in line with the 4.5% overall decrease that staff is recommending in the formal operations plan, as reductions for the next three years. Trustee Mokry stated that the 1.5% decrease represents what the library and residents want and he is in favor of the 1.5% reduction, as stated in the 1.5% reduction budget document presented to the board.

Trustee Kendrick doesn't want to make up his mind at this time, but is leaning toward the 7.5% decrease, or perhaps an even greater decrease 10%, and wants to see more presentations over the next month and several more Finance committee meetings. A 7.5% reduction is about \$500,000 in tax levy income and could be replaced with other income from charging for DVDs and meeting room fees. Trustee Kendrick states that he wants to increase hours for full-time staff from 37.5 to 40 hours week. Trustee Kendrick also states that staff reductions save money over the long run and the library can be more efficient. Trustee Kendrick said we should meet with other libraries and talk about their best practices and what ways are we similar and what ways are we different, like a case study.

President Pope stated that the cost to increase full-time staff to 40 hours a week would not be cost effective because the employees would have to be paid for the additional 2.5 hours a week. Director Sorensen stated that exempt employees routinely work more than 40 hrs./wk.

Trustee Fregetto stated again that the budget documents were working documents and there was enough time to analyze the documents, because the meetings were started early.

Trustee Rangel stated that the committee was presented with an interesting challenge. He stated that he and his family have been library users for 39 years. Trustee Rangel would like to see even more people use the library, because of the great services the library provides. Trustee Rangel wants to investigate increasing revenue and look at all the components of the budget.

Trustee Tsalapatani asked what the cost savings per household per property tax bill would be if the budget was reduced by 7.5%. Trustee Tsalapatani stated that maybe a 1.5% reduction isn't the right amount, but maybe not a 7.5% reduction either, but maybe something in the middle. Trustee Tsalapatani asked what the monetary savings would be on her tax bill if the budget was reduced by 7.5%. She does not think cutting staff and materials would be worth the small savings.

President Pope stated that the next agenda item is reviewing the 2013 budget and he would like to continue discussion on that topic and asks the other board member to have a say on the budget documents.

Trustee Fregetto stated that he had just started to talk about what happened in the Finance committee. Trustee Fregetto stated that the committee will look at other libraries to find out what they are doing. Trustee Fregetto stated that the committee discussed the Request for Proposal for accounting services and the committee is recommending additional services be added to the RFP.

Trustee Moylan Krey states that when looking at the Peer Comparison report for other libraries, those libraries are not spending as much money on the collection and material and some do not even have eBooks.

Trustee Fregetto asked to finish his report.

President Pope stated that the board will review the 2013 budget. President Pope also stated that the board has had the budget documents to review and the Finance committee has met three times. President Pope states that he is in favor of the 1.5% reduction, with a 4.5% total reduction over 3 years.

Trustee Sarlo stated that he is not in favor of reducing staff in order to reduce the budget by 7.5%. Trustee Sarlo asked when was the last time the library hired a new full-time position and Director Sorensen responded that it was in 2010. Trustee Sarlo does not want to decrease the budget by laying off staff and reducing the services and also stated that patrons will not get the same service with the reduction in staff. He stated he is in favor of the 1.5% decrease in the budget.

Trustee Kendrick stated that the library should give back money to the residents and that the library is over staffed and needs to run a more fiscally efficient operation. Trustee Kendrick stated that the library should charge for meeting rooms and DVDs for extra revenue and he stated that he is in favor of the 7.5% reduction.

Trustee Tsalapatani stated that there has been a huge increase in library usage due to the down turn in the economy. She thanked the finance committee and staff for their hard work on the budget.

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve Budget 1, as presented, which decreases property taxes in real dollars by 1.5%. ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo, Tsalapatani. NAYS: Fregetto, Kendrick.
MOTION CARRIED.

Trustee Fregetto stated that the board cut off any meaningful dialogue about the budget and the opportunity to learn about the budget process.

Trustee Sarlo responded that the dialogue can continue. The board should continue talking about and researching where we can increase the revenue, not just once a year when the budget comes up, but all year.

Trustee Fregetto stated that he wanted to continue the meaningful discussion about how to deliver quality programs with a reduction in the budget. He stated that the Finance committee did not recommend a budget to the board.

ANNOUNCEMENT

Director Sorensen invited the board to attend the Adult Services Ice Cream Social on Friday, August 24 on Library Plaza.

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

Meeting adjourned at 8:27 p.m.

Minutes prepared Carol Kidd.

- Progress Report
- Response Requested by _____
- Board Action Required ~~09/18/2012~~ 10/16/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
August 21, 2012

The Finance Committee meeting was held in the second floor conference room on Tuesday, August 21, 2012. Chair Eugene Fregetto called the meeting to order at 5:30 p.m.

ROLL CALL.

Roll call indicated the following committee members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Vince Rangel.

Also Present: Rich Pope, Alma Perez, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid, Stephanie Spetter, Heather Imhoff.

Call to Order: 5:30 p.m. by Eugene Fregetto.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to accept the agenda, as presented.

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING –AUGUST 16, 2012

Change to August 16, 2012 Finance Committee meeting minutes follows:

DEPARTMENT HEADS PRESENTATION.

Presentations were made by:

1. Gary Valente, Head of Building and Security Services
2. Don Sofolo, President of Outsource Solutions Group
3. Susan Farid, Head of Circulation Services
4. Stephanie Spetter, Head of Youth Services
5. Suzanne Pirie, Manager of Technical Services
6. Jo Bonell, Head of Adult Services
7. Heather Imhoff, Head of Public Information Services

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the minutes, as revised:
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto wants to meet with Dorothy Wisniewski, Director of Finance, and include Trustee Kendrick, to discuss the audit and the relationship between the library and the city. Trustee Mokry asked if Dorothy Wisniewski can be invited to the Finance committee meeting.

FOLLOW-UP TWO (2) BUDGET DOCUMENTS.

Carol Kidd distributed budget documents to the committee members and Director Sorensen explained that the cover document to the 1.5% reduction in budget was expanded.

Two budget documents were distributed to board members to review for the 2013 budget. These budget documents were emailed to the board members on August 14, 2012. Both budgets will decrease property taxes in real dollars; one budget decreasing property taxes in real dollars by 1.5%, which translates to 4.38% decrease over the extended amount in taxes collected in 2012 and; one budget decreasing property taxes in real dollars by 7.5%, which translates into a 10.2% decrease over the extended amount in taxes collected in 2012. The committee discussed library operations and increasing fees to patrons for services to increase revenues.

Trustee Fregetto talked about the budget document with the 7.5% reduction and the services that would be discontinued or reduced, which include:

- Lay off 8 full time staff, one from each department
- Home bound services eliminated
- Books and materials delivered to Assisted Living facilities – Trustee Fregetto suggested that the facilities pick up the materials
- Early literacy programming would be reduced by half, with Spanish and Polish language storytimes being eliminated.
- Phone calls from the public would go direct to voicemail
- Staff participation in community groups would be reduced
- Book discussions would be reduced by half
- Computer classes would be reduced by one third
- Educational programming to the public would be reduced by 25%
- Marketing would be reduced
- Security desk on 1st floor would be staffed only half the time the library is open
- Program setups for the public would be eliminated
- New materials would take approximately 25% longer to be available to the public

Trustee Fregetto wants a budget documents that lists the costs savings for the above services. Trustee Fregetto stated that this is a working document.

Trustee Kendrick wants to institute user fees, such as charging for DVDs, just like a movie rental place and thereby replace 80% of the \$477,000 reduction in the tax levy in the 7.5% decrease in budget. Trustee Kendrick wants to outsource services and Trustee Mokry asked if there would be a reduction of costs if outsourced and Trustee Kendrick stated that

RFPs should be prepared and then we can find out if there is savings with outsourcing. Trustee Kendrick wants full-time staff hours increased to 40 hours/wk.

Trustee Fregetto talked about silos and that the library operates in a departmental silo. Staff responded that the library does not operate in silos, nor is there a silo effect at the library.

Trustee Mokry stated that the library operates at 98% efficiency.

Library Director Sorensen stated that you cannot offer programs without staff and that staff not only plans the programs, but also presents them. Director Sorensen also stated that staff are always evaluating programs and eliminates programs that are not well attended.

Trustee Rangel suggest increasing revenue by charging for DVDs and meeting rooms.

Library Director Sorensen stated that no one comes to the library asking that we reduce their property tax, that she does not feel that we are in a crisis and that the people of Des Plaines deserve a great library.

FINANCE COMMITTEE TO LOOK INTO OTHER LIBRARIES.

The committee discussed the differences between library operations at Orland Park Library, Tinley Park Library and Des Plaines Public Library. The committee discussed inviting other libraries to meet with the Des Plaines Public Library board.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to have two members of the Finance committee visit four libraries (Mount Prospect, Arlington Heights, Orland Park, Tinley Park) to discuss with them their operations. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

RFP FOR ACCOUNTING SERVICES FOR 2013-2016.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to add to the RFP for accounting services for 2013 -2016 the following reports:

- Cash budget projections
- Analyzing the library's cash position for extra funds
- Perform periodic fraud tests
- Display financial information in spreadsheet format with historicals, including actuals

These services should be priced out individually and be in addition to the accounting reports currently being provided to the library.

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

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting.

The meeting adjourned at 6:52 p.m.

Minutes prepared by Carol Kidd.

An Open Letter to the President of the Des Plaines Library Board

September 18, 2012

What we witnessed at the August 21, 2012 Board meeting was ham fisted Cook County politics at its worst; a steamrolling of parochial interests to pass the 2013 unexamined budget without any regard for public input.

This is a serious matter.

I must protest, in the strongest possible terms, the action of the Board President to proffer the preliminary staff *draft* budget for Board approval on 8/21/12 prior to Finance Committee vetting, public comment and endorsing a final product for Board consideration. Your action is a violation of:

- Article 4 Section 4 of our library By-Laws
- Article 8 section 3 of our library By-Laws
- Article 9 section 2 of our library By-Laws

The legal due process review of the 2013 budget by the Finance Committee has been precluded by your illegal Board action. Therefore, your action as President of the Des Plaines Library Board made this budget invalid. Accepting tax monies under its auspices and spending those tax monies constitutes malfeasance in, and of, your public office. It opens a legal flank for taxpayer lawsuits.

In addition, the process by which this invalid action was initiated has the smell of a "set-up" which necessarily implies various private conversations and/or meetings between Trustees, Corporate Officers and Staff that could be violations of the Illinois Open Meetings Act.

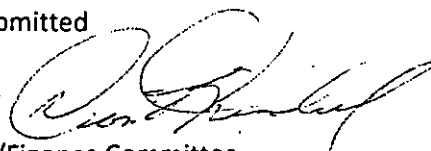
Therefore I hereby demand the following:

- (1) That action is taken at the September Board meeting to reverse the illegal action taken by the Board on August 21, 2012 under your direction;
- (2) That the State's Attorney Office/Illinois Attorney General's Office be contacted to initiate a formal investigation, including staff and Trustee depositions;
- (3) That the library bonding company be notified of this illegal activity so that they may be "on notice" of possible financial exposure and corporate liability;
- (4) That a full audit by a third party CPA of the library books and records be initiated for the fiscal years 2010, 2011 and to date 2012. The odor of impropriety is too pervasive for the taxpayers' money to be left unprotected.

Respectfully submitted

Dion F Kendrick

Library Trustee/Finance Committee





Des Plaines Public Library

January, 2013 – January, 2014 LIBRARY CLOSING

Tuesday, January 1, 2013	New Year's Day
Wednesday, March 6, 2013	Late Opening for All Staff Meeting
Sunday, March 31, 2013	Easter
Sunday, May 26, 2013	Memorial Day Holiday
Monday, May 27, 2013	Memorial Day
Tuesday, June 4, 2013	Late Opening for All Staff Meeting
Thursday, July 4, 2013	Independence Day
Sunday, September 1, 2013	Labor Day Holiday
Monday, September 2, 2013	Labor Day
Thursday, September 12, 2013	Late Opening for All Staff Meeting
Thursday, November 28, 2013	Thanksgiving
Friday, December 13, 2013	Late Opening for All Staff Meeting
Tuesday, December 24, 2013	Christmas Eve
Wednesday, December 25, 2013	Christmas Day
Tuesday, December 31, 2013	New Year's Eve
Wednesday, January 1, 2014	New Year's Day

Holly Richards Sorensen
Library Director

Approved



Des Plaines
Public Library

Des Plaines Public Library
2013 Budget

Des Plaines Public Library Funds 2013

Levy Decrease 1.5%

In the last four years the Des Plaines Public Library has reduced its staff by 11 FTEs **without reducing programs and services** to the public, and in fact has created new and transforming services for the community. The 2013 budget will continue to pursue our strategic goals by:

1. Decreasing property taxes in real dollars by 1.5%, which translates to 4.38% decrease over the extended amount in taxes collected in 2012. (decrease of \$95,386)
2. Increasing funds for e-resources. **Goal #1** (\$45,000, increase of \$12,000 from 2012)
3. Allocating money for digitization projects. **Goal #2** (\$7,150, increase of \$4,150 from 2012)
4. Increasing funding to develop programs for children and adults. **Goal #2** (\$38,800, increase of \$7,550 from 2012)
5. Funding the following capital projects:
 - a. Reorganize public technology on the 4th floor. **Goal #3** (\$85,000)
 - b. Upgrade the website architecture. **Goal #1** (\$55,000)
 - c. Replace public seating (chairs). **Operations Plan** (\$82,000)
 - d. Replace main stair carpeting. **Operations Plan** (\$17,000)

Library Operating Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 1,533,655	\$ 2,335,477	\$ 2,847,055	\$ 3,456,786	\$ 3,928,145
Revenues	\$ 6,667,810	\$ 6,964,017	\$ 6,755,534	\$ 6,714,636	\$ 6,602,648
Expenditures	\$ (5,865,988)	\$ (5,842,708)	\$ (6,286,786)	\$ (6,043,277)	\$ (6,474,545)
Transfers	\$ -	\$ -	\$ (200,000)	\$ (200,000)	\$ (300,000)
Reserve Fund	\$ -			\$ (1,500,000)	\$ (1,500,000)
Ending Balance	\$ 2,335,477	\$ 3,456,786	\$ 3,115,803	\$ 2,428,145	\$ 2,256,248

Library Capital Projects Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 223,383	\$ 152,773	\$ 257,676	\$ 311,507	\$ 420,407
Revenues	\$ 3	\$ -	\$ -	\$ 200	\$ -
Expenditures	\$ (70,613)	\$ (41,266)	\$ (99,300)	\$ (91,300)	\$ (353,000)
Transfers	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000
Ending Balance	\$ 152,773	\$ 311,507	\$ 358,376	\$ 420,407	\$ 367,407

Library Staff

	2009	2010	2011	2012	2013
Full Time	46	46	38	38	38
Part Time	76 (FTE 29.8)	65 (FTE 26.4)	70 (FTE 28.5)	66 (FTE 26.8)	66 (FTE 26.8)
Total FTE	75.8	72.4	66.5	64.8	64.8

2013 BUDGET

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed
TAXES					
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007				
810025	Property Taxes 2008				
810026	Property Taxes 2009	0	50,000	6,200	
810027	Property Taxes 2010	6,625,483			
810028	Property Taxes 2011		6,359,096	6,359,096	
810028	Property Taxes 2012				6,263,710
TOTAL TAXES		6,625,483	6,409,096	6,365,296	6,263,710
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	60,080	58,000	59,852	59,000
822095	State Grant: Library	4,000			
TOTAL INTERGOVERNMENTAL REVENUE		157,068	150,988	152,840	151,988
FINES & FEES					
850101	Library Fees	3,738	4,000	4,250	4,000
850102	Library Fines	71,758	77,000	70,000	72,000
850103	Library Fines Credit Card	37,644	43,000	44,600	45,000
850201	Copying Fees	24,833	30,000	24,100	30,000
850202	Damaged Materials	952	700	600	700
850203	Lost Materials	5,513	7,000	6,100	6,500
850205	Bags	721	750	700	750
850207	Non-Resident Cards	1,865	1,000	1,000	1,000
850208	Meeting Room Fees		2,000	700	2,000
TOTAL FINES		147,023	165,450	152,050	161,950
TOTAL TAXES		6,929,573	6,725,534	6,670,186	6,577,648
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events		500	0	0
TOTAL SPECIAL PROGRAMS & EVENTS		0	500	0	0
OTHER REVENUE					
890010	Interest Income	2,434	3,000	4,500	4,000
890050	Sale of Fixed Assets	0	5,000	17,250	0
899900	Miscellaneous Revenue	26,078	18,000	21,700	20,000
899920	Library Donations	5,932	3,500	1,000	1,000
TOTAL OTHER REVENUE		34,444	29,500	44,450	25,000
FUND TOTAL		6,964,017	6,755,534	6,714,636	6,602,648

2013 Budget

Fund 202		Des Plaines Public Library			
		Revenue - Capital Projects Fund			
<u>Account</u>		<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>
OTHER REVENUE					
890010	Interest Income				
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		0	0	0	
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund	200,000	200,000	200,000	300,000
TOTAL OTHER FINANCING SOURCES		200,000	200,000	200,000	300,000
FUND TOTAL		200,000	200,000	200,000	300,000

2013 BUDGET

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	1,969,393	2,073,069	1,703,470	2,098,574		
910200	Part-time Salaries	780,066	781,369	1,019,180	777,327		
910400	Non-Supervisory Overtime		0				
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium		0				
910950	Excess Sick Hrs Pay out		0				
910970	Compensated Absences	89,761	0	0			
TOTAL SALARIES		2,839,220	2,854,438	2,722,650	2,875,901		
BENEFITS							
918010	Unemployment Compensation	14,530	35,000	78,000	78,000		
918020	Employer Contr - FICA	203,967	214,925	204,100	216,328		
918021	Employer Contr - IMRF	286,755	342,979	315,600	363,636		
918040	Life Ins Premiums	590	4,104	4,100	4,100		
918050	PPO Insurance Premiums	228,505	275,713	250,000	275,713		
918051	HMO Insurance Premiums	81,700	99,504	91,000	99,504		
918055	Dental Insurance Premiums	23,117	25,543	23,000	25,543		
918070	Workers Compensation	13,407	13,500	13,500	13,500		
918085	RHS Plan Payout	0	1,500	1,500	1,500		
TOTAL BENEFITS		852,571	1,012,768	980,800	1,077,824		
CONTRACTUAL SERVICES							
920100	Legal Fees	2,642	9,000	9,000	9,000	Legal Fees	9,000
920110	Professional Services	355,119	360,000	360,000	362,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	12,000
920120	Communication Services	35,080	39,100	32,000	34,100	McLeod	3,900
						AT&T	7,000
						Call One	3,600
						Level 3	6,000
						Sprint/Nextel	9,000
						Comcast	3,000
						Wide Open West (WOW)	1,600
920140	Integrated Library System	83,089	100,250	100,250	98,500	CCS/OCLC	98,500
920202	Conferences	0	3,000	3,000	5,000		
920204	Training	0	5,000	5,000	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	-		
920210	In-Service Training	0	0	0	-		
920220	Membership Dues	1,440	7,000	7,000	7,000		
920225	Licensing/Titles	110	0	0	-		
920230	Publication of Notices	278	2,000	2,000	2,000		
920900	Property/Liability Contributions	3,891	0	0	-		
920990	Property/Liab Insurance	34,029	30,000	33,100	33,000		
930010	R & M Equipment	128,323	118,100	118,100	112,650	3M Equipment	21,500
						APC UPS Annual Agreemnt	2,700
						Appliance Repair	1,000
						AWE Annual Agreement	3,000
						Backflow Device Testing	1,500
						COTG Copier Support	17,000
						COTG Printer Support	4,000
						Evanced Annual Agreement (calendar/summer reading)	1,500
						IDS Annual Agreement	12,300
						Laminator Maintenance Contract	650

2013 BUDGET

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
					Lyngsoe	26,500
					Network Maintenance - Nomadix/Smartnet/Juniper/P roxim	9,000
					Reader/Printers Maintenance	1,800
					RTI Annual Agreement	1,350
					SARA Workstation Agreement	250
					Smart UPS	200
					TBS Annual Agreement	6,400
					Wireline (repair telephone Service)	2,000

2013 BUDGET

	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
930020	R & M Bldgs & Structures	107,482	128,100	128,100	132,150	Carpeting	2,500
						Door Maintenance	6,000
						Elevator Maintenance	7,500
						Fire Protection Equipment Testing	8,800
						Furniture/Carpet/Draperies Cleaning	28,000
						General Building Repairs	5,000
						HVAC (Automated Logic) Controls	11,000
						HVAC Water Treatment	1,000
						Lighting/Electrical	9,100
						McQuay	30,000
						Meeting Room Partition Maintenance	750
						Painting	10,000
						Plumbing Repairs	4,000
						Security Camera Repair	3,500
						Woodwork Repair/Carpentry	5,000
930030	R & M Vehicles	8,290	3,500	2,000	1,000	Library Van Maintenance	1,000
930195	Book Binding & Repair	302	500	500	500	Binding Soft Cover and Hard Cover Books & Periodicals	500
930210	Rental of Equipment	26,063	29,000	29,000	31,300	Postage Machine	800
						Public Scan Station	2,500
						Copier Lease	28,000
930320	Cleaning: Custodial Services	67,281	47,700	50,000	47,400	Contract for Cleaning Library	40,100
						Additional Housekeeping	1,500
						Window/Glass Cleaning	5,800
930490	Refuse Contract	6,450	7,200	7,200	6,000	Waste Hauling	6,000
960040	Employee Physicals	0	250	250	250		
960065	Epay Fees	227	500	1,800	1,800		
960070	Mileage	0	500	500	500		
960210	Special Event Programming	3,334	31,250	33,000	38,800	Youth Services Programming	16,250
						Adult Services Programming	16,500
						Refreshments	1,500
						Community Outreach Activities	4,550
960990	Misc. Contractual SVCS	77,138	76,425	76,425	84,300	Aquarium Service	5,000
						Back-up Disaster Recovery Off-site Storage	15,000
						Baker & Taylor Processing	22,000
						Baker & Taylor Title Source	2,600
						Building Alarm Monitoring	350
						Collection Agency Fees	5,200
						Constant Contact (eNewsletter)	750
						Crimson Multimedia	1,000
						Furniture Recovering	5,000
						Invicta Services	600
						Midwest Tape	10,000
						Server Monitoring	4,200
						Shutterstock	2,600
						Van Delivery Service	10,000
TOTAL CONTRACTUAL SERVICES		940,568	998,375	998,225	1,012,250		

2013 BUDGET

	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
COMMODITIES							
970100	Office Supplies	63,943	102,500	102,500	105,300	Debit Cards	1,000
						Disk Cleaning Supplies	2,000
						Headphones	2,500
						Library Cards	4,000
						Materials Processing	71,000
						Mice/Keyboards	1,300
						Supplies	18,000
						Toner	5,500
970110	Meals	1,446	2,000	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff	1,500
						Volunteer Party	500
970115	Supplies: Departmental	0	7,000	7,000	5,200	Public Information Services	1,200
						Building & Security Services	2,000
						IT Services	2,000
970170	Janitorial	24,555	30,300	30,000	28,300	Housekeeping Supplies	18,000
						Lighting	7,800
						HVAC Filters	2,500
970260	Postage and Parcel	12,739	15,000	12,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing	2,200	4,000	4,000	6,500	Printing (Public Information)	6,500
970500	Purchase of Water	4841.58	6,000	5,000	6,000	Purchase of Water	6,000
970600	Books	386,975	350,000	350,000	342,000	Books	342,000
970610	Music & Audio Books	72,713	74,000	74,000	72,000	Music/Audio/CD ROMs	72,000
970620	Subscriptions	56,244	68,000	68,000	68,000	Magazines, Newsletters/Microfilm	68,000
970630	DVDs	109,514	111,000	111,000	106,000	DVDs	106,000
970640	Databases	118,741	165,000	165,000	185,000	Databases, Print/Reference	185,000
970650	Downloadable Materials		33,000	33,000	45,000	E books/E Audio Books/Music	45,000
970810	Natural Gas	15,467	26,000	26,000	26,000		
970820	Electricity	0	0	0	-		
970840	Diesel	2,872	0	0	-		
970850	Gasoline	752	1,000	750	1,000		
970900	Equipment < \$5,000	1,678	4,000	4,000	-		
TOTAL COMMODITIES		874,781	998,800	994,250	1,013,300		

2013 BUDGET

	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CAPITAL EXPENDITURES							
980300	Improvements	0	0	0			
980400	Equipment	0	0	0			
980410	Computer Hardware	7,561	11,700	11,000	7,300	Phone Replacement Parts	1,200
						Printer Replacement	4,000
						Tablet PC	2,100
980420	Computer Software	19,550	61,205	60,000	39,770	3M CIMS	750
						Boopsie	3,700
						Cataloger Desk	700
						Deepfreeze/Fortres	3,100
						Digitization Software	3,150
						Exchange Services	3,000
						Graphics Software	5,000
						Jaws & Magic	840
						MacTeen Software	1,000
						Microsoft Annual Licenses	10,500
						Photoshop Elements	1,200
						Public Web Browser	125
						Short Keys	250
						SSL	150
						Trend anti-virus	4,180
						Web Classification	525
						Web Dewey	600
						Website Software	1,000
980500	Furniture & Fixtures	20,942	15,500	15,500	15,200	Adult Services Fixtures	4,000
						Youth Services Fixtures	2,000
						Chair Replacement	3,000
						Signage	6,200
TOTAL CAPITAL EXPENDITURES		48,053	89,405	87,500	62,270		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	60,104	58,000	59,852	58,000		
990901	Lead U Grant Expenditures	3,942		0	-		
990935	Trans to D/SD: 2002A Bond	23,469	0	0	-	End with 2011 Budget	
990940	Trans to Lib Cap Proj FND	200,000	200,000	200,000	300,000		
993000	Contingency Reserve	0	75,000	0	75,000		
TOTAL OTHER FUNDING ACTIVITIES		287,514	333,000	259,852	433,000		
LIBRARY TOTALS		5,842,707	6,286,786	6,043,277	6,474,545		

2013 BUDGET

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences		2,000	2,000			
920204	Training		-				
920210	In-Service Training		-				
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog		-				
960990	Misc Contractual Svcs		11,000	11,000	29,000	Marketing Campaign	21,000
						Digitization Projects	4,000
						Early Literacy Intern	4,000
TOTAL CONTRACTUAL		-	13,000	13,000	29,000		
COMMODITIES							
970260	Postage and Parcel		-				
970270	Printing-Reprod-Binding		-				
TOTAL COMMODITIES		-	-				
CAPITAL EXPENDITURES							
980400	Equipment				30,000	CD Shelving Replacement	15,000
						Early Literacy Area	15,000
980410	Computer Hardware		47,000	47,000			
TOTAL CAPITAL		-	47,000	47,000	30,000		
PER CAPITA TOTALS		60,104	60,000	60,000	59,000		

2013 BUDGET

Fund 202	Des Plaines Public Library						
	Expenditures - Capital Projects Fund						
Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount	
CONTRACTUAL SERVICES							
920110	Professional Services			0	15,000	Space Allocation Audit	15,000
960990	Misc Contractuai Svcs			0			
TOTAL CONTRACTUAL SERVICES							
CAPITAL EXPENDITURES							
980300	Improvements		39,000	39,000	96,000	Main Stairs recarpeting 4th floor reorganization	17,000 79,000
980400	Equipment		17,300	17,300	60,000	Telephone system	60,000
980410	Computer Hardware	41,266			45,000	Computer Lifecycle Simple Scan Station	39,000 6,000
980420	Computer Software		0		55,000	Website Architecture upgrade	55,000
980600	Furniture & Fixtures				82,000	Public Seating	82,000
990990	Vehicles		43,000	35,000			
TOTAL CAPITAL EXPENDITURES							
		41,266	99,300	91,300	338,000		
DIVISION TOTALS							
		41,266	99,300	91,300	353,000		

SEPTEMBER

1734

W. B. A. B.



Des Plaines
Public Library

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

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, SEPTEMBER 18, 2012

7:00 PM

Conference Room – Second Floor

Agenda:

- **Per Capita Grant Application**

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
September 18, 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 – August 21, 2012.
 - B. Approval of the Minutes of the Finance Committee Meeting – August 21, 2012.
 - C. Acceptance of Financial Reports for August 2012.
 - D. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.
- VIII. Presentation – Sara McLaughlin, School Liaison Librarian, Youth Services.

- IX. New Business.
 - A. Approve Payment of Vendor Checks Report - \$233,593.30. [Action Item]
 - B. Trustee Training.
 - 1. Review Chapter 9, "Programming" of Standards for Illinois Public Libraries [Per Capita Grant Requirement]
 - C. Approve Per Capita Grant Application. [Action Item]
 - D. Declaration of Surplus Property. [Action Item]
 - E. Declaration of Surplus Property (Library Van). [Action Item]
 - F. Nominating Committee.

- X. Announcements.
 - A. 2012 Illinois Library Association Annual Conference, Trustee Day, October 10, 2012.
 - B. Information on Open Meetings Act training for Library Trustees – Carol Kidd.

- XI. Correspondence.

- XII. Executive Session – To Discuss
 - A. Review Minutes from Executive Committee Executive Session – August 29, 2012.
 - B. Compensation, Discipline or Performance of a Specific Employee.

- XIII. Executive Session Action.
 - A. Approve Minutes from Executive Committee Executive Session – August 29, 2012. [Action Item]
 - B. Compensation, Discipline or Performance of a Specific Employee. [Action Item]

- XIV. Adjournment.

This meeting will be recorded for television broadcast.



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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 21, 2012. President Rich Pope called the meeting to order at 7:07 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vince Rangel, Dr. Gregory Sarlo, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Susan Farid, Heather Imhoff, Dan Wilson, Michael Bartholomew, Larry Jankowski.

PLEDGE OF ALLEGIANCE.

OATH OF OFFICE.

Dr. Gregory Sarlo took the Oath of Office.

CONSIDERATION OF THE AGENDA

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

PUBLIC COMMENTS AND QUESTIONS

None

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Dan Wilson introduced Mike Bartholomew, City Manager for the City of Des Plaines.

CONSENT AGENDA

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

NEW BUSINESS

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$252,199.05 as listed on the vendor checks report of July 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo. NAYS: None. MOTION CARRIED.

Jennifer Tsalapatani entered the meeting at 7:24 p.m.

REVIEW AND ACCEPT BID FOR PUBLIC RESTROOM PARTIAL REMODEL.

Director Sorensen explained that the library went out for bid for Public Restroom Partial Remodel and distributed the bid results. Director Sorensen asked that the board approve option two in the amount of \$37,600, since there is money in the budget for these expenses.

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to accept the lowest bid for the Public Restroom Partial Remodel from L & M Builders in the amount of \$37,600. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Perez, Pope, Rangel, Sarlo, Tsalapatani. NAY: Mokry. 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 Gregory Sarlo, 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.

REPORT OUT FINANCE COMMITTEE, JULY 31, 2012 AND AUGUST 16, 2012.

Chairman Fregetto reported that the Finance committee met on July 31, August 16 and August 21. The board had minutes to review from the July 31 and August 16, 2012 Finance committee meetings.

Director Sorensen will develop a policy for charging for meeting room use and present the proposed policy at the next Management Committee meeting.

Board members gave their opinions on the two budgets presented to them. Budget 1 decreases property taxes in real dollars by 1.5%, which translates to 4.38% decrease over the extended amount in taxes collected in 2012 (decrease of \$95,386) and Budget 2 decreases property taxes in real dollars by 7.5%, which translates into a 10.2% decrease over the extended amount in taxes collected in 2012.

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve Budget 1, as presented, which decreases property taxes in real dollars by 1.5%. ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Perez, Pope, Rangel, Sarlo, Tsalapatanis. NAYS: Fregetto, Kendrick. MOTION CARRIED.

ANNOUNCEMENT

Director Sorensen invited the board to attend the Adult Services Ice Cream Social on Friday, August 24 on Library Plaza.

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

Meeting adjourned at 8:27 p.m.

Minutes prepared Carol Kidd.



1501 Ellinwood Street
Des Plaines, IL 60016-4553
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- Progress Report
- Response Requested by _____
- Board Action Required 09/18/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
August 21, 2012

The Finance Committee meeting was held in the second floor conference room on Tuesday, August 21, 2012. Chair Eugene Fregetto called the meeting to order at 5:30 p.m.

ROLL CALL.

Roll call indicated the following committee members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Vince Rangel.

Also Present: Rich Pope, Alma Perez, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid, Stephanie Spetter, Heather Imhoff.

Call to Order: 5:30 p.m. by Eugene Fregetto.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to accept the agenda, as presented.

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING -AUGUST 16, 2012

Change to August 16, 2012 Finance Committee meeting minutes follows:

DEPARTMENT HEADS PRESENTATION.

Presentations were made by:

1. Gary Valente, Head of Building and Security Services
2. Don Sofolo, President of Outsource Solutions Group
3. Susan Farid, Head of Circulation Services
4. Stephanie Spetter, Head of Youth Services
5. Suzanne Pirie, Manager of Technical Services
6. Jo Bonell, Head of Adult Services
7. Heather Imhoff, Head of Public Information Services

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

FOLLOW-UP TWO (2) BUDGET DOCUMENTS.

Two budget documents were distributed to board members to review for the 2013 budget. These budget documents were emailed to the board members on August 14, 2012. Both budgets will decrease property taxes in real dollars; one budget decreasing property taxes in real dollars by 1.5%, which translates to 4.38% decrease over the extended amount in taxes collected in 2012 and; one budget decreasing property taxes in real dollars by 7.5%, which translates into a 10.2% decrease over the extended amount in taxes collected in 2012. The committee discussed library operations and increasing fees to patrons for services to increase revenues.

FINANCE COMMITTEE TO LOOK INTO OTHER LIBRARIES.

The committee discussed the differences between library operations at Orland Park Library, Tinley Park Library and Des Plaines Public Library. The committee discussed hosting other libraries to meet with the Des Plaines Public Library board.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to have two members of the Finance committee visit four libraries (Mount Prospect, Arlington Heights, Orland Park, Tinley Park) to discuss with them their operations. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

RFP FOR ACCOUNTING SERVICES FOR 2013-2016.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to add to the RFP for accounting services for 2013 -2016 the following reports:

- Cash budget projections
- Analyzing the library's cash position for extra funds
- Perform period fraud tests
- Display financial information in spreadsheet format with historicals, including actuals

These services should be priced out individually and be in addition to the accounting reports currently being provided to the library.

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

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting.

The meeting adjourned at 6:52 p.m.

Minutes prepared by Carol Kidd.



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- Progress Report
- Response Requested by _____
- Board Action Required 09/18/2012

BOARD OF TRUSTEES Minutes of the Executive Committee Meeting August 29, 2012

Chair: Rich Pope.
Present: Rich Pope, Susan Moylan Krey, Carol Kidd.

Call to Order: 5:00 p.m. by Rich Pope.

ROLL CALL

Roll call indicated the following board members were present: Susan Moylan Krey, Rich Pope.

Also present: Carol Kidd

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

EXECUTIVE SESSION

MOTION by Susan Moylan Krey, seconded by Rich Pope, to enter into an Executive Session at 5:04 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 5:55 p.m. and was called to order by President Rich Pope.

ROLL CALL

Roll call indicated the following board members were present: Susan Moylan Krey, Rich Pope.

EXECUTIVE SESSION ACTION

MOTION by Susan Moylan Krey, seconded by Rich Pope, to concur with the recommendation made in Executive Session for 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 Rich Pope, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 5:58 p.m.

Minutes prepared by Carol Kidd

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
August 31, 2012

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library

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Monthly Compilation Opinion

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of August 31, 2012

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,641,655.74	\$ 280,391.55	\$ 6,922,047.29
Receivables			
Property Taxes	6,295,505.00	-	6,295,505.00
Due from other funds	-	-	-
Total Assets	\$ 12,937,160.74	\$ 280,391.55	\$ 13,217,552.29
LIABILITIES			
Accounts Payable	\$ 189,462.02	\$ 8,497.98	\$ 197,960.00
Accrued Payroll	50,800.12	-	50,800.12
Deferred Property Taxes	6,295,505.00	-	6,295,505.00
Due to other funds	272,091.08	-	272,091.08
Total Liabilities	6,807,858.22	8,497.98	6,816,356.20
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	6,129,302.52	271,893.57	6,401,196.09
Total Fund Balance	6,129,302.52	271,893.57	6,401,196.09
Total Liabilities and Fund Balance	\$ 12,937,160.74	\$ 280,391.55	\$ 13,217,552.29

Des Plaines Public Library

Governmental Funds Statement of Revenues,
Expenditures, and Changes In Fund Balances

For the 8 Months Ended August 31, 2012

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,243,276.66	\$ -	\$ 6,243,276.66
Intergovernmental	46,494.00	-	46,494.00
Fines & Fees	104,560.50	-	104,560.50
Interest	18,486.95	138.97	18,625.92
Miscellaneous	13,179.36	-	13,179.36
	<hr/>	<hr/>	<hr/>
Total Revenues	6,425,997.47	138.97	6,426,136.44
EXPENDITURES			
Personnel	\$ 2,390,931.57	\$ -	\$ 2,390,931.57
Operating	694,525.40	-	694,525.40
Library Materials	578,458.03	-	578,458.03
Capital Outlay	39,662.84	11,647.98	51,310.82
Other Expenditures	49,905.22	28,104.39	78,009.61
	<hr/>	<hr/>	<hr/>
Total Expenditures	3,753,483.06	39,752.37	3,793,235.43
	<hr/>	<hr/>	<hr/>
Net Change in Fund Balances	2,672,514.41	(39,613.40)	2,632,901.01
FUND BALANCE			
Beginning of the year	3,456,788.11	311,506.97	3,768,295.08
	<hr/>	<hr/>	<hr/>
End of the period	\$ 6,129,302.52	\$ 271,893.57	\$ 6,401,196.09
	<hr/>	<hr/>	<hr/>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of August 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>176,143.40</u>
	<u>176,143.40</u>
201-1102015 - First Midwest Operating #8100292260	146,532.87
202-1102015 - First Midwest Operating #8100292260	<u>10,000.00</u>
	<u>156,532.87</u>
201-1102028 - Cash Library Donations	<u>25,643.68</u>
	<u>25,643.68</u>
201-1102073 - Cash IL - Epay #151600222104	<u>61,448.53</u>
201-1102078 - Cash IL - Epay Library	<u>13,832.09</u>
201-1102079 - IL Funds - 151600222591	6,114,072.80
202-1102079 - IL Funds - 151600222591	<u>270,391.55</u>
	<u>6,384,464.35</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>6,922,047.29</u></u>

September 11, 2012

Des Plaines Public Library
Balance Sheet as of August 31, 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	175,144.78	998.62	176,143.40
1102015 - First Midwest Operating #8100292260	324,864.79	(178,331.92)	146,532.87
1102028 - Cash Library Donations	25,261.49	382.19	25,643.68
1102073 - Cash IL - Epay 151600008073	57,935.04	3,513.49	61,448.53
1102078 - Cash IL - Epay Library	13,242.38	589.71	13,832.09
1102079 - IL Funds - 151600222591	4,876,975.07	1,237,097.73	6,114,072.80
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
	<u>11,872,910.92</u>	<u>1,064,249.82</u>	<u>12,937,160.74</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	190,942.17	(1,480.15)	189,462.02
2430707 - Due to Library Comp Abs	272,091.08	0.00	272,091.08
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>6,809,338.37</u>	<u>(1,480.15)</u>	<u>6,807,858.22</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,456,788.11	0.00	3,456,788.11
	<u>3,456,788.11</u>	<u>0.00</u>	<u>3,456,788.11</u>
 Total Liabilities and Fund Balance	 <u>10,266,126.48</u>	 <u>(1,480.15)</u>	 <u>10,264,646.33</u>
 Excess Revenues Over Expenses	 <u>1,606,784.44</u>	 <u>1,065,729.97</u>	 <u>2,672,514.41</u>

September 11, 2012

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	10,000.00	0.00	10,000.00
1102079 - IL Funds - 151600222591	270,369.03	22.52	270,391.55
	<u>280,369.03</u>	<u>22.52</u>	<u>280,391.55</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	0.00	8,497.98	8,497.98
	<u>0.00</u>	<u>8,497.98</u>	<u>8,497.98</u>

Fund Balance

3730000 - Fund Balance - Unreserved	311,506.97	0.00	311,506.97
Total Liabilities and Fund Balance	<u>311,506.97</u>	<u>8,497.98</u>	<u>320,004.95</u>
Excess Revenues Over Expenses	<u>(31,137.94)</u>	<u>(8,475.46)</u>	<u>(39,613.40)</u>

Compensated Absences Fund

Assets

1120201 - Due From Library	272,091.08	0.00	272,091.08
	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	120,238.87	0.00	120,238.87
2490010 - Compensated Absences Payable	151,852.21	0.00	151,852.21
	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>

Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	<u>272,091.08</u>	<u>0.00</u>	<u>272,091.08</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

September 11, 2012

Des Plaines Public Library
Balance Sheet as of August 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	67,163.39	0.00	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	(333,245.00)	0.00	(333,245.00)
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</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>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
	<u>839,232.39</u>	<u>0.00</u>	<u>839,232.39</u>
Total Liabilities and Net Capital Assets	<u><u>839,232.39</u></u>	<u><u>0.00</u></u>	<u><u>839,232.39</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 8 Months Ended August 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	0.00	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	<u>1,485,852.96</u>	<u>6,237,076.00</u>	<u>6,359,096.00</u>	<u>122,020.00</u>	<u>98.08</u>
	<u>1,485,852.96</u>	<u>6,243,276.66</u>	<u>6,409,096.00</u>	<u>165,819.34</u>	<u>97.41</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
4822040 - State Grant - Per Capita	0.00	0.00	58,000.00	58,000.00	0.00
4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>46,494.00</u>	<u>150,988.00</u>	<u>104,494.00</u>	<u>30.79</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	252.00	2,716.83	4,000.00	1,283.17	67.92
4850102 - Library Fines	6,051.00	47,546.42	77,000.00	29,453.58	61.75
4850103 - Library Fines / Credit Card	4,297.29	30,696.80	43,000.00	12,303.20	71.39
4850201 - Copying Fee	3,531.10	17,894.73	30,000.00	12,105.27	59.65
4850202 - Damaged Materials	41.99	518.08	700.00	181.92	74.01
4850203 - Lost Materials	453.78	4,080.64	7,000.00	2,919.36	58.29
4850205 - Bags	35.00	448.50	750.00	301.50	59.80
4850207 - Non-Res Cards	144.00	658.50	1,000.00	341.50	65.85
4850208 - Meeting Room Fees	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>14,806.16</u>	<u>104,560.50</u>	<u>165,450.00</u>	<u>60,889.50</u>	<u>63.20</u>
<u>Other Revenue</u>					
4890010 - Interest Income	418.01	2,965.84	3,000.00	34.16	98.86
4890050 - Sale of Fixed Assets	0.00	14,250.00	5,000.00	(9,250.00)	285.00
4899900 - Miscellaneous Revenue	1,826.25	13,179.36	18,000.00	4,820.64	73.22
4899920 - Library Donations	<u>381.11</u>	<u>1,271.11</u>	<u>3,500.00</u>	<u>2,228.89</u>	<u>36.32</u>
	<u>2,625.37</u>	<u>31,666.31</u>	<u>29,500.00</u>	<u>(2,166.31)</u>	<u>107.34</u>
Total Library Fund	<u>1,503,284.49</u>	<u>6,425,997.47</u>	<u>6,755,534.00</u>	<u>329,536.53</u>	<u>95.12</u>

**Des Plaines Public Library
Revenue Report
For the 8 Months Ended August 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>22.52</u>	<u>138.97</u>	<u>2,500.00</u>	<u>2,361.03</u>	<u>5.56</u>
	<u>22.52</u>	<u>138.97</u>	<u>2,500.00</u>	<u>2,361.03</u>	<u>5.56</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><u>22.52</u></u>	<u><u>138.97</u></u>	<u><u>202,500.00</u></u>	<u><u>202,361.03</u></u>	<u><u>0.07</u></u>
Total of All Funds	<u><u>1,503,307.01</u></u>	<u><u>6,426,136.44</u></u>	<u><u>6,958,034.00</u></u>	<u><u>531,897.56</u></u>	<u><u>92.36</u></u>

Des Plaines Public Library
Expense Report
For the 8 Months Ended August 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	114,865.56	1,083,436.15	2,073,069.00	989,632.85	52.26
5910200 - Temporary Wages	97,871.52	702,663.36	781,639.00	78,975.64	89.90
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>212,737.08</u>	<u>1,786,147.59</u>	<u>2,854,708.00</u>	<u>1,068,560.41</u>	<u>62.57</u>
Benefits					
5918010 - Unemployment Compensation	0.00	13,102.50	35,000.00	21,897.50	37.44
5918020 - Employer Contribution - FICA	15,942.42	133,890.94	214,925.00	81,034.06	62.30
5918021 - Employer Contribution - IMRF	24,847.58	207,445.68	342,979.00	135,533.32	60.48
5918040 - Life Insurance Premiums	9.00	268.40	4,104.00	3,835.60	6.54
5918050 - PPO Insurance Premiums	18,140.18	164,201.26	275,713.00	111,511.74	59.56
5918051 - HMO Insurance Premiums	6,886.38	58,337.93	99,504.00	41,166.07	58.63
5918055 - Dental Insurance Premiums	1,873.64	13,581.07	25,543.00	11,961.93	53.17
5918070 - Workers Compensation	0.00	13,956.20	13,500.00	(456.20)	103.38
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>67,699.20</u>	<u>604,783.98</u>	<u>1,012,768.00</u>	<u>407,984.02</u>	<u>59.72</u>
Contractual Services					
5920100 - Legal Fees	0.00	1,339.12	9,000.00	7,660.88	14.88
5920110 - Professional Services	33,190.25	268,520.42	360,000.00	91,479.58	74.59
5920120 - Communication Services	4,954.27	23,141.45	39,100.00	15,958.55	59.19
5920140 - Data Processing Services	1,410.71	56,680.65	100,250.00	43,569.35	56.54
5920202 - Conferences	1,000.00	2,675.00	3,000.00	325.00	89.17
5920204 - Training	200.00	609.00	5,000.00	4,391.00	12.18
5920220 - Membership Dues	265.00	1,874.00	7,000.00	5,126.00	26.77
5920230 - Publication of Notices	0.00	90.45	2,000.00	1,909.55	4.52
5920990 - Property/Liability Insurance	(348.00)	31,878.00	30,000.00	(1,878.00)	106.26
5930010 - R&M Equipment	4,722.48	100,102.49	118,100.00	17,997.51	84.76
5930020 - R&M Buildings & Structures	25,962.50	68,867.77	128,100.00	59,232.23	53.76
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	2,005.00	21,287.00	29,000.00	7,713.00	73.40
5930320 - Cleaning/Custodial Services	7,960.00	37,032.00	47,700.00	10,668.00	77.64
5930490 - Refuse Contract	0.00	4,707.46	7,200.00	2,492.54	65.38
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	199.43	1,274.85	500.00	(774.85)	254.97
5960070 - Travel Expense	168.72	478.62	500.00	21.38	95.72
5960210 - Special Event Programming	2,280.45	25,441.76	31,250.00	5,808.24	81.41
5960990 - Misc. Contractual Services	5,746.43	46,949.18	76,425.00	29,475.82	61.43
	<u>89,717.24</u>	<u>694,525.40</u>	<u>998,375.00</u>	<u>303,849.60</u>	<u>69.57</u>
Commodities					
5970100 - Office Supplies	2,662.26	48,986.90	102,500.00	53,513.10	47.79
5970110 - Meals	15.46	1,020.90	2,000.00	979.10	51.04
5970115 - Supplies - Dept/Other	201.74	3,911.52	7,000.00	3,088.48	55.88
5970170 - Janitorial	1,337.73	11,149.48	30,300.00	19,150.52	36.80
5970260 - Postage & Parcel	80.00	5,297.83	15,000.00	9,702.17	35.32
5970270 - Printing -Reproduction-Binding	500.00	2,958.18	4,000.00	1,041.82	73.95
5970500 - Purchase of Water	374.74	2,540.78	6,000.00	3,459.22	42.35

Des Plaines Public Library
Expense Report
For the 8 Months Ended August 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	20,689.69	209,643.34	350,000.00	140,356.66	59.90
5970610 - Audio Materials	5,923.15	41,048.72	74,000.00	32,951.28	55.47
5970620 - Subscriptions & Books	868.00	7,965.72	68,000.00	60,034.28	11.71
5970630 - Visual Materials	9,493.52	61,930.21	111,000.00	49,069.79	55.79
5970640 - Automated Reference Materials	12,775.68	133,324.01	165,000.00	31,675.99	80.80
5970650 - Downloadable Materials	435.71	33,917.55	33,000.00	(917.55)	102.78
5970810 - Natural Gas	44.55	10,679.51	26,000.00	15,320.49	41.08
5970850 - Gasoline	102.71	366.31	1,000.00	633.69	36.63
5970900 - Equipment < \$5,000	<u>3,717.07</u>	<u>3,717.07</u>	<u>4,000.00</u>	<u>282.93</u>	<u>92.93</u>
	<u>59,222.01</u>	<u>578,458.03</u>	<u>998,800.00</u>	<u>420,341.97</u>	<u>57.92</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	1,574.96	8,704.53	11,700.00	2,995.47	74.40
5980420 - Computer Software	4,063.98	26,967.79	61,205.00	34,237.21	44.06
5980600 - Furniture & Fixtures	<u>2,540.05</u>	<u>3,990.52</u>	<u>16,500.00</u>	<u>12,509.48</u>	<u>24.18</u>
	<u>8,178.99</u>	<u>39,662.84</u>	<u>89,405.00</u>	<u>49,742.16</u>	<u>44.36</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	49,905.22	58,000.00	8,094.78	86.04
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	200,000.00	200,000.00	0.00
5993000 - Contingency Reserve	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>49,905.22</u>	<u>333,000.00</u>	<u>283,094.78</u>	<u>14.99</u>
Total Library Fund Expenditures	<u><u>437,554.52</u></u>	<u><u>3,753,483.06</u></u>	<u><u>6,287,056.00</u></u>	<u><u>2,533,572.94</u></u>	<u><u>59.70</u></u>

September 11, 2012

Des Plaines Public Library
Expense Report
For the 8 Months Ended August 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	5,347.98	11,647.98	17,300.00	5,652.02	67.33
5990990 - Vehicles	<u>3,150.00</u>	<u>28,104.39</u>	<u>43,000.00</u>	<u>14,895.61</u>	<u>65.36</u>
	<u>5,347.98</u>	<u>11,647.98</u>	<u>56,300.00</u>	<u>44,652.02</u>	<u>20.69</u>
Total Capital Projects Fund Expenditures	<u>8,497.98</u>	<u>39,752.37</u>	<u>99,300.00</u>	<u>59,547.63</u>	<u>40.03</u>
Total of All Funds	<u>446,052.50</u>	<u>3,793,235.43</u>	<u>6,386,356.00</u>	<u>2,593,120.57</u>	<u>59.40</u>

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12086	08/22/12	APPLE BOOKS	-2,814.25
12115	08/22/12	LEAPFROG SCHOOLHOUSE	-341.11
12146	09/18/12	BAKER & TAYLOR	24,644.08
12147	09/18/12	BANKCARD SERVICES	7,381.87
12148	09/18/12	MIDWEST TAPE	15,618.90
12149	09/18/12	3m, Inc.	3,609.28
12150	09/18/12	A & J SEWER SERVICE	280.00
12151	09/18/12	AMAZON	660.97
12152	09/18/12	ANDERSON LOCK CO LTD	111.74
12153	09/18/12	APPLE BOOKS	27.28
12154	09/18/12	ARTHUR J. GALLAGHER RISK MANAGEMENT	848.00
12155	09/18/12	AUDIOGO	8.00
12156	09/18/12	BANC OF AMERICA LEASING	2,005.00
12157	09/18/12	BARCODE GIANT	1,574.96
12158	09/18/12	C D W GOVERNMENT INCORPORATED	5,347.98
12159	09/18/12	CHICAGO OFFICE TECHNOLOGY GROUP	3,912.48
12160	09/18/12	CHICAGO TRIBUNE	780.00
12161	09/18/12	CITY OF DES PLAINES	374.74
12162	09/18/12	CITY OF DES PLAINES, PUBLIC WORKS	102.71
12163	09/18/12	COOPERATIVE COMPUTER SERVICES	1,410.71
12164	09/18/12	CROWE HORWATH	4,000.00
12165	09/18/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	7,840.00
12166	09/18/12	DAILY HERALD	88.00
12167	09/18/12	DES PLAINES OFFICE EQUIPMENT	110.00
12168	09/18/12	FEDERAL EXPRESS	40.74
12169	09/18/12	FREMONT PUBLIC LIBRARY	14.95
12170	09/18/12	GALE, INC.	541.86
12171	09/18/12	IGNATIUS PRESS	98.86
12172	09/18/12	ILLINOIS LIGHTING, INC.	413.60
12173	09/18/12	IMAGE VIDEO PRODUCTIONS	23.00
12174	09/18/12	INFOGROUP, LIBRARY DIVISION	12,024.00
12175	09/18/12	JACK WADDICK	250.00
12176	09/18/12	KLEZMER MUSIC FOUNDATION	25.00
12177	09/18/12	KOS HOME IMPROVEMENT	315.00
12178	09/18/12	LACONI TSS	30.00
12179	09/18/12	LAUTERBACH & AMEN, LLP.	1,435.00
12180	09/18/12	LIMRiCC	33,862.59
12181	09/18/12	MCHENRY PUBLIC LIBRARY DISTRICT	25.00
12182	09/18/12	McQuay Service, Inc	25,367.50
12183	09/18/12	METRO PROFESSIONAL PRODUCTS, INC.	924.13
12184	09/18/12	MICROSYSTEMS, INC.	671.84
12185	09/18/12	MULTICULTURAL BOOKS & VIDEOS	209.56
12186	09/18/12	NAMI CCN	100.00
12187	09/18/12	OFFICE DEPOT	514.46
12188	09/18/12	ORCHARD VILLAGE	100.00
12189	09/18/12	OUTSOURCE SOLUTIONS GROUP, INC.	29,886.27
12190	09/18/12	OVERDRIVE, INC.	238.86
12191	09/18/12	RANDOM HOUSE INCORPORATED	141.75
12192	09/18/12	RECORDED BOOKS, LLC	927.27
12193	09/18/12	RENEE GRONE	500.00
12194	09/18/12	ROTARY CLUB OF DES PLAINES	240.00
12195	09/18/12	RUNCO OFFICE SUPPLY	685.43
12196	09/18/12	SIGN PALACE	5,580.00
12197	09/18/12	SMILE FOR HUMANITY	10.00
12198	09/18/12	Speed E Kleen, Inc	120.00
12199	09/18/12	STEPHANIE SPETTER	168.72
12200	09/18/12	STEVE SZABADOS	100.00
12201	09/18/12	TELEVEND SERVICES INCORPORATED	254.60
12202	09/18/12	THE CONVERSATION CENTER	250.00
12203	09/18/12	TIMOTHY HASKELL	125.00
12204	09/18/12	TUMBLEWEED PRESS INC.	267.33

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
12205	09/18/12	VIKING PLUMBING SERVICES, LLC	700.00
12206	09/18/12	WAREHOUSE DIRECT	40.98
50335	08/31/12	NEXTEL	1,470.52
50336	08/31/12	CALL ONE	589.83
50337	08/31/12	AT&T	516.33
50338	08/31/12	McLeod USA, Inc	585.86
50339	08/31/12	COMCAST CABLE	235.97
50340	08/31/12	LEVEL(3) COMMUNICATIONS, LLC.	1,435.47
50341	08/31/12	NICOR GAS	44.55
50342	08/31/12	WOW! INTERENT CABLE	120.29
50343	08/31/12	PRO DATA	671.92
50344	08/31/12	IMRF	33,117.92
Total checks	73	Total	<u>233,593.30</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
APPLE BOOKS	12086	08/22/12	-2,814.25
Account No. Description		Amount	
201-5970600		-2,814.25	
LEAPFROG SCHOOLHOUSE	12115	08/22/12	-341.11
Account No. Description		Amount	
201-5970610		-341.11	
		Subtotal	<u>-3,155.36</u>
AT&T	50337	08/31/12	516.33
Account No. Description		Amount	
201-5920120 ACH		516.33	
CALL ONE	50336	08/31/12	589.83
Account No. Description		Amount	
201-5920120 ACH		333.79	
201-5920120 ACH		256.04	
COMCAST CABLE	50339	08/31/12	235.97
Account No. Description		Amount	
201-5920120 ACH		235.97	
IMRF	50344	08/31/12	33,117.92
Account No. Description		Amount	
201-2401002 8/2012 EE IMRF Contrib		8,270.34	
201-5918021 8/2012 ER IMRF Contrib		24,847.58	
LEVEL(3) COMMUNICATIONS, LLC.	50340	08/31/12	1,435.47
Account No. Description		Amount	
201-5920120 ACH		477.99	
201-5920120 ACH		478.74	
201-5920120 ACH		478.74	
McLeod USA, Inc	50338	08/31/12	585.86
Account No. Description		Amount	
201-5920120 ACH		292.93	
201-5920120 ACH		292.93	
NEXTEL	50335	08/31/12	1,470.52
Account No. Description		Amount	
201-5920120 ACH		743.54	
201-5920120 ACH		726.98	
NICOR GAS	50341	08/31/12	44.55
Account No. Description		Amount	
201-5970810 ACH		44.55	
PRO DATA	50343	08/31/12	671.92
Account No. Description		Amount	
201-5920110 Payroll Processing 8/10		442.04	
201-5920110 Payroll Processing 8/24		229.88	
WOW! INTERENT CABLE	50342	08/31/12	120.29
Account No. Description		Amount	
201-5920120 ACH		120.29	
		Subtotal	<u>38,788.66</u>
3m, Inc.	12149	09/18/12	3,609.28
Account No. Description		Amount	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970900 Inv #UM08757		3,609.28	
A & J SEWER SERVICE	12150	09/18/12	280.00
Account No. Description		Amount	
201-5930020 Inv #24962		280.00	
AMAZON	12151	09/18/12	660.97
Account No. Description		Amount	
201-5970600 Acct #6045787810251203		306.89	
201-5970610 Acct #6045787810251203		223.84	
201-5970630 Acct #6045787810251203		130.24	
ANDERSON LOCK CO LTD	12152	09/18/12	111.74
Account No. Description		Amount	
201-5970115 Inv #0688475		111.74	
APPLE BOOKS	12153	09/18/12	27.28
Account No. Description		Amount	
201-5970600 Inv #95217		27.28	
ARTHUR J. GALLAGHER RISK MANAGEM.	12154	09/18/12	848.00
Account No. Description		Amount	
201-5920990 Inv #632719		848.00	
AUDIOGO	12155	09/18/12	8.00
Account No. Description		Amount	
201-5970610 Inv #458479		8.00	
BAKER & TAYLOR	12146	09/18/12	24,644.08
Account No. Description		Amount	
201-5960990 Inv #2027262470		18.02	
201-5960990 Inv #2027262414		55.94	
201-5960990 Inv #2027262463		31.09	
201-5960990 Inv #2027267257		13.25	
201-5960990 Inv #2027262606		7.50	
201-5960990 Inv #2027262474		72.20	
201-5960990 Inv #2027262608		1.50	
201-5960990 Inv #2027260797		3.40	
201-5960990 Inv #2027278800		10.70	
201-5960990 Inv #2027253645		18.00	
201-5960990 Inv #2027249766		27.05	
201-5960990 Inv #2027280950		31.24	
201-5960990 Inv #2027280818		4.25	
201-5960990 Inv #2027280761		59.15	
201-5960990 Inv #2027280980		395.45	
201-5960990 Inv #5012141027		16.80	
201-5960990 Inv #2027274909		49.55	
201-5960990 Inv #2027276486		72.80	
201-5960990 Inv #2027258817		196.65	
201-5960990 Inv #2027271195		7.70	
201-5960990 Inv #2027291808		46.50	
201-5960990 Inv #2027303128		4.20	
201-5960990 Inv #2027309512		26.75	
201-5960990 Inv #2027331698		29.50	
201-5960990 Inv #2027319254		149.75	
201-5960990 Inv #2027280788		43.70	
201-5960990 Inv #2027282995		14.58	
201-5960990 Inv #2027280984		35.25	
201-5960990 Inv #2027277937		2.35	
201-5960990 Inv #2027250080		6.00	
201-5960990 Inv #2027257194		28.50	
201-5960990 Inv #2027250042		4.50	
201-5960990 Inv #2027250066		2.55	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #2027262574		21.00
201-5960990	Inv #2027262548		20.41
201-5960990	Inv #2027256992		5.75
201-5960990	Inv #2027309040		6.80
201-5960990	Inv #2027300040		10.50
201-5960990	Inv #2027291316		4.50
201-5960990	Inv #2027288341		6.48
201-5960990	Inv #2027292093		9.00
201-5960990	Inv #2027292051		16.20
201-5960990	Inv #2027291307		14.75
201-5960990	Inv #2027287476		1.70
201-5960990	Inv #2027287513		5.16
201-5960990	Inv #2027291279		0.85
201-5960990	Inv #2027291284		32.35
201-5960990	Inv #2027299552		4.20
201-5960990	Inv #2027291285		5.77
201-5960990	Inv #2027302176		2.55
201-5960990	Inv #2027302258		28.85
201-5960990	Inv #2027302194		9.20
201-5960990	Inv #2027302257		34.70
201-5960990	Inv #2027340972		4.85
201-5960990	Inv #2027323522		3.54
201-5960990	Inv #2027325787		7.80
201-5960990	Inv #2027330905		3.24
201-5960990	Inv #2027336724		1.92
201-5960990	Inv #2027333479		4.51
201-5960990	Inv #2027330910		6.00
201-5960990	Inv #2027336658		3.02
201-5960990	Inv #2027325813		1.50
201-5960990	Inv #2027323719		81.76
201-5960990	Inv #2027326028		27.00
201-5960990	Inv #2027322413		0.97
201-5960990	Inv #2027323526		7.50
201-5960990	Inv #2027308950		3.00
201-5960990	Inv #2027181960		35.04
201-5960990	Inv #2027308949		4.86
201-5960990	Inv #2027316684		14.00
201-5960990	Inv #2027308985		4.50
201-5960990	Inv #2027325818		1.50
201-5960990	Inv #2027323454		30.40
201-5960990	Inv #2027325779		25.20
201-5960990	Inv #2027320676		30.00
201-5960990	Inv #2027313485		9.00
201-5960990	Inv #2027325803		10.70
201-5960990	Inv #2027308829		9.85
201-5960990	Inv #2027323653		8.75
201-5960990	Inv #2027313362		5.10
201-5960990	Inv #2027313304		5.35
201-5970600	Inv #2027262414		126.51
201-5970600	Inv #2027262463		100.95
201-5970600	Inv #2027267257		146.52
201-5970600	Inv #2027262606		74.70
201-5970600	Inv #2027262474		588.08
201-5970600	Inv #2027262608		10.21
201-5970600	Inv #2027260797		54.47
201-5970600	Inv #2027278800		92.83
201-5970600	Inv #2027253645		182.23
201-5970600	Inv #2027249766		363.06
201-5970600	Inv #2027280950		75.80
201-5970600	Inv #2027280818		38.57
201-5970600	Inv #2027280761		292.91
201-5970600	Inv #2027280980		3,240.72
201-5970600	Inv #5012141027		352.60

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2027274908		746.50
201-5970600	Inv #2027276485		1,187.32
201-5970600	Inv #2027264098		42.24
201-5970600	Inv #2027258816		3,139.37
201-5970600	Inv #2027271194		202.38
201-5970600	Inv #2027276473		569.03
201-5970600	Inv #2027291807		773.10
201-5970600	Inv #2027304624		9.56
201-5970600	Inv #137932		113.77
201-5970600	Inv #2027303127		59.89
201-5970600	Inv #2027331697		452.26
201-5970600	Inv #2027309511		532.66
201-5970600	Inv #2027319253		2,249.57
201-5970600	Inv #2027280788		542.50
201-5970600	Inv #2027282995		132.84
201-5970600	Inv #2027280984		375.82
201-5970600	Inv #2027277937		18.16
201-5970600	Inv #2027250080		44.11
201-5970600	Inv #2027257194		271.40
201-5970600	Inv #2027250042		43.72
201-5970600	Inv #2027250066		27.23
201-5970600	Inv #2027262574		206.97
201-5970600	Inv #2027262548		185.50
201-5970600	Inv #2027262470		161.60
201-5970600	Inv #2027256992		76.56
201-5970600	Inv #2027309040		31.05
201-5970600	Inv #2027300040		110.10
201-5970600	Inv #2027291316		43.72
201-5970600	Inv #2027288341		59.01
201-5970600	Inv #2027292093		91.17
201-5970600	Inv #2027292051		150.17
201-5970600	Inv #2027291307		112.94
201-5970600	Inv #2027287476		26.11
201-5970600	Inv #2027287513		45.97
201-5970600	Inv #2027291279		6.22
201-5970600	Inv #2027291284		256.37
201-5970600	Inv #2027299552		28.28
201-5970600	Inv #2027291285		11.94
201-5970600	Inv #2027302176		50.88
201-5970600	Inv #2027302258		270.19
201-5970600	Inv #2027302194		70.48
201-5970600	Inv #2027302257		251.72
201-5970600	Inv #2027340972		76.04
201-5970600	Inv #2027323522		31.74
201-5970600	Inv #2027325787		76.03
201-5970600	Inv #2027330905		31.74
201-5970600	Inv #2027336724		185.16
201-5970600	Inv #2027333479		121.86
201-5970600	Inv #2027330910		45.39
201-5970600	Inv #2027336658		59.15
201-5970600	Inv #2027325813		9.65
201-5970600	Inv #2027323719		151.05
201-5970600	Inv #2027326028		283.65
201-5970600	Inv #2027322143		14.19
201-5970600	Inv #2027323526		74.90
201-5970600	Inv #2027308950		30.04
201-5970600	Inv #2027181960		57.98
201-5970600	Inv #2027308949		42.53
201-5970600	Inv #2027316684		105.12
201-5970600	Inv #2027308985		42.51
201-5970600	Inv #2027325818		19.04
201-5970600	Inv #2027323454		212.58
201-5970600	Inv #2027325779		244.56

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2027320676	314.97	
201-5970600	Inv #2027313485	84.36	
201-5970600	Inv #2027325803	114.55	
201-5970600	Inv #2027308829	77.69	
201-5970600	Inv #2027313362	74.11	
201-5970600	Inv #2027313304	47.58	
201-5970630	Inv #080612DVDFEAT	29.39	
201-5970630	Inv #080612DVDFEAT	19.25	
201-5970630	Inv #080612DVDFEAT	76.56	
201-5970640	Inv \$5012141027	184.43	
201-5970900	Inv #2027323653	107.79	
BANC OF AMERICA LEASING	12156	09/18/12	2,005.00
Account No.	Description	Amount	
201-5930210	Inv #012171106	2,005.00	
BANKCARD SERVICES	12147	09/18/12	7,381.87
Account No.	Description	Amount	
201-5920202	Acct #2468	970.00	
201-5960210	Acct #2468	795.00	
201-5960210	Acct #2468	885.45	
201-5970100	Acct #2468	1,166.79	
201-5970110	Acct #2468	15.46	
201-5970115	Acct #2468	90.00	
201-5970260	Acct #2468	39.26	
201-5970600	Acct #2468	754.17	
201-5970630	Acct #2468	258.86	
201-5970650	Acct #2468	196.85	
201-5980420	Acct #2468	2,099.98	
201-5980600	Acct #2468	110.05	
BARCODE GIANT	12157	09/18/12	1,574.96
Account No.	Description	Amount	
201-5980410	Inv #480525	1,574.96	
C D W GOVERNMENT INCORPORATED	12158	09/18/12	5,347.98
Account No.	Description	Amount	
202-5980400	Inv #P953610	964.12	
202-5980400	Inv #P884640	2,191.72	
202-5980400	Inv #P958494	957.27	
202-5980400	Inv #P822016	1,234.87	
CHICAGO OFFICE TECHNOLOGY GROUP	12159	09/18/12	3,912.48
Account No.	Description	Amount	
201-5930010	Inv #143964	354.45	
201-5930010	Inv #143952	163.17	
201-5930010	Inv #151354	648.00	
201-5930010	Inv #150603	2,397.73	
201-5930010	Inv #149740	349.13	
CHICAGO TRIBUNE	12160	09/18/12	780.00
Account No.	Description	Amount	
201-5970620	Account # 30147947	780.00	
CITY OF DES PLAINES	12161	09/18/12	374.74
Account No.	Description	Amount	
201-5970500	Acct #71080763-001	374.74	
CITY OF DES PLAINES, PUBLIC WORKS	12162	09/18/12	102.71
Account No.	Description	Amount	
201-5970850	Inv #06-12	86.34	
201-5970850	Inv #07-12	16.37	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
COOPERATIVE COMPUTER SERVICES	12163	09/18/12	1,410.71
Account No. Description		Amount	
201-5920140 OCLC JED Profile		1,410.71	
CROWE HORWATH	12164	09/18/12	4,000.00
Account No. Description		Amount	
201-5920110 Inv #707-1788205		4,000.00	
CRYSTAL MANAGEMENT & MAINT. SER ^V	12165	09/18/12	7,840.00
Account No. Description		Amount	
201-5930320 Inv #20738		3,340.00	
201-5930320 Inv #20718		4,500.00	
DAILY HERALD	12166	09/18/12	88.00
Account No. Description		Amount	
201-5970620 Acct #898489		88.00	
DES PLAINES OFFICE EQUIPMENT	12167	09/18/12	110.00
Account No. Description		Amount	
201-5930010 Inv #P107034		110.00	
FEDERAL EXPRESS	12168	09/18/12	40.74
Account No. Description		Amount	
201-5970260 Inv #7-992-58725		40.74	
FREMONT PUBLIC LIBRARY	12169	09/18/12	14.95
Account No. Description		Amount	
201-5970600 For the Birds		14.95	
GALE, INC.	12170	09/18/12	541.86
Account No. Description		Amount	
201-5970600 Inv #9674855		241.94	
201-5970640 Inv #96786599		299.92	
IGNATIUS PRESS	12171	09/18/12	98.86
Account No. Description		Amount	
201-5970630 Inv #1680041		98.86	
ILLINOIS LIGHTING, INC.	12172	09/18/12	413.60
Account No. Description		Amount	
201-5970170 Inv #14325		413.60	
IMAGE VIDEO PRODUCTIONS	12173	09/18/12	23.00
Account No. Description		Amount	
201-5970630 Inv #1960		23.00	
INFOGROUP, LIBRARY DIVISION	12174	09/18/12	12,024.00
Account No. Description		Amount	
201-5970640 Inv #10002170924		12,024.00	
JACK WADDICK	12175	09/18/12	250.00
Account No. Description		Amount	
201-5960210 Speaking Fee		250.00	
KLEZMER MUSIC FOUNDATION	12176	09/18/12	25.00
Account No. Description		Amount	
201-5970610		25.00	
KOS HOME IMPROVEMENT	12177	09/18/12	315.00
Account No. Description		Amount	
201-5930020 Inv #10		315.00	
LACONI TSS	12178	09/18/12	30.00

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5920202		Amount 30.00	
LAUTERBACH & AMEN, LLP.	12179	09/18/12	1,435.00
Account No. Description 201-5920110 Invoice No. 27738		Amount 1,435.00	
LIMRiCC	12180	09/18/12	33,862.59
Account No. Description 201-2401002		Amount 33,862.59	
MCHENRY PUBLIC LIBRARY DISTRICT	12181	09/18/12	25.00
Account No. Description 201-5920220 Sara McLaughlin		Amount 25.00	
McQuay Service, Inc	12182	09/18/12	25,367.50
Account No. Description 201-5930020 Inv #57920		Amount 25,367.50	
METRO PROFESSIONAL PRODUCTS, INC.	12183	09/18/12	924.13
Account No. Description 201-5970170 Customer # 0401376 201-5970170 Customer # 0401376		Amount 858.88 65.25	
MICROSYSTEMS, INC.	12184	09/18/12	671.84
Account No. Description 201-5960990 Customer ID D19600		Amount 671.84	
MIDWEST TAPE	12148	09/18/12	15,618.90
Account No. Description		Amount	
201-5960990 Inv #90313305		183.30	
201-5960990 Inv #90312855		40.00	
201-5960990 Inv #90317735		6.70	
201-5960990 Inv #90317734		77.10	
201-5960990 Inv #90311874		22.75	
201-5960990 Inv #90305842		55.15	
201-5960990 Inv #90305845		3.25	
201-5960990 Inv #90310881		44.70	
201-5960990 Inv #90295948		19.50	
201-5960990 Inv #90290245		3.25	
201-5960990 Inv #90290241		274.15	
201-5960990 Inv #90295944		133.55	
201-5960990 Inv #90294689		6.50	
201-5960990 Inv #90294687		25.00	
201-5960990 Inv #90291659		6.50	
201-5960990 Inv #90296174		6.50	
201-5960990 Inv #90302406		19.20	
201-5960990 Inv #90325921		122.45	
201-5960990 Inv #90325920		19.70	
201-5960990 Inv #90319647		133.65	
201-5960990 Inv #90319649		13.00	
201-5960990 Inv #90329306		6.90	
201-5960990 Inv #90330373		3.45	
201-5960990 Inv #90338634		9.75	
201-5960990 Inv #90332831		16.25	
201-5960990 Inv #90332194		19.00	
201-5960990 Inv #90336011		112.65	
201-5960990 Inv #90336012		16.25	
201-5960990 Inv #90338633		46.75	
201-5960990 Inv #90313307		7.40	
201-5960990 Inv #90313304		46.45	
201-5960990 Inv #90312856		3.85	
201-5960990 Inv #90305844		1.85	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #90305846		7.70
201-5960990	Inv #90310883		5.55
201-5960990	Inv #90295946		16.65
201-5960990	Inv #90295947		7.70
201-5960990	Inv #90294094		3.85
201-5960990	Inv #90290243		34.90
201-5960990	Inv #90290244		14.80
201-5960990	Inv #90294092		14.80
201-5960990	Inv #90301091		50.55
201-5960990	Inv #90302408		7.40
201-5960990	Inv #90317733		12.95
201-5960990	Inv #90325877		12.95
201-5960990	Inv #90325879		31.05
201-5960990	Inv #90319646		165.55
201-5960990	Inv #90330371		3.70
201-5960990	Inv #90332608		19.25
201-5960990	Inv #90332196		3.85
201-5960990	Inv #90335928		19.25
201-5960990	Inv #90336010		11.10
201-5960990	Inv #90338632		1.85
201-5960990	Inv #90338630		3.85
201-5960990	Inv #90335895		77.00
201-5970610	Inv #90290794		519.92
201-5970610	Inv #90325586		79.99
201-5970610	Inv #90339453		591.88
201-5970610	Inv #90339455		22.49
201-5970610	Inv #90313307		189.96
201-5970610	Inv #90313304		141.33
201-5970610	Inv #90312856		5.99
201-5970610	Inv #90305844		49.99
201-5970610	Inv #90305846		23.08
201-5970610	Inv #90310883		124.97
201-5970610	Inv #90295946		338.91
201-5970610	Inv #90295947		25.18
201-5970610	Inv #90294094		14.39
201-5970610	Inv #90290243		106.11
201-5970610	Inv #90290244		231.92
201-5970610	Inv #90294092		289.82
201-5970610	Inv #90301091		181.52
201-5970610	Inv #90302408		149.96
201-5970610	Inv #90317733		277.95
201-5970610	Inv #90325877		262.93
201-5970610	Inv #90325879		102.67
201-5970610	Inv #90319646		486.77
201-5970610	Inv #90330371		89.98
201-5970610	Inv #90332608		61.45
201-5970610	Inv #90332196		4.49
201-5970610	Inv #90335928		63.70
201-5970610	Inv #90336010		216.94
201-5970610	Inv #90338632		39.99
201-5970610	Inv #90338630		11.24
201-5970610	Inv #90335895		232.90
201-5970630	Inv #90307372		23.24
201-5970630	Inv #90290796		5.99
201-5970630	Inv #90313305		1,038.29
201-5970630	Inv #90312855		204.64
201-5970630	Inv #90317735		39.98
201-5970630	Inv #90317734		422.79
201-5970630	Inv #90311874		156.93
201-5970630	Inv #90305842		401.84
201-5970630	Inv #90305845		22.99
201-5970630	Inv #90310881		262.38
201-5970630	Inv #90295948		137.94

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Inv #90290245	23.99	
201-5970630	Inv #90290241	1,692.73	
201-5970630	Inv #90295944	771.39	
201-5970630	Inv #90294689	43.78	
201-5970630	Inv #90294687	108.69	
201-5970630	Inv #90291659	31.98	
201-5970630	Inv #90296174	35.98	
201-5970630	Inv #90302406	121.45	
201-5970630	Inv #90325921	762.45	
201-5970630	Inv #90325920	167.94	
201-5970630	Inv #90319647	758.59	
201-5970630	Inv #90319649	84.76	
201-5970630	Inv #90329306	59.98	
201-5970630	Inv #90330373	22.49	
201-5970630	Inv #90338634	75.97	
201-5970630	Inv #90332831	107.95	
201-5970630	Inv #90332194	152.95	
201-5970630	Inv #90336011	567.43	
201-5970630	Inv #90336012	107.15	
201-5970630	Inv #90338633	233.14	
MULTICULTURAL BOOKS & VIDEOS	12185	09/18/12	209.56
Account No.	Description	Amount	
201-5970630	Order #6294A	209.56	
NAMI CCN	12186	09/18/12	100.00
Account No.	Description	Amount	
201-5920204		100.00	
OFFICE DEPOT	12187	09/18/12	514.46
Account No.	Description	Amount	
201-5970100	Inv #618901903001	100.44	
201-5970100	Inv #620077745001	414.02	
ORCHARD VILLAGE	12188	09/18/12	100.00
Account No.	Description	Amount	
201-5920204		100.00	
OUTSOURCE SOLUTIONS GROUP, INC.	12189	09/18/12	29,886.27
Account No.	Description	Amount	
201-5920110	Inv #15450	27,083.33	
201-5960990	Inv #15294	558.94	
201-5960990	Inv #15478	280.00	
201-5980420	Inv #15291	1,964.00	
OVERDRIVE, INC.	12190	09/18/12	238.86
Account No.	Description	Amount	
201-5970650	Customer ID 1018-1033	85.93	
201-5970650	Customer ID 1018-1033	152.93	
RANDOM HOUSE INCORPORATED	12191	09/18/12	141.75
Account No.	Description	Amount	
201-5970610	Inv #1084681669	37.50	
201-5970610	Inv #1084724159	74.25	
201-5970610	Inv #1084832031	30.00	
RECORDED BOOKS, LLC	12192	09/18/12	927.27
Account No.	Description	Amount	
201-5970610	Inv #74585195	25.99	
201-5970610	Inv #74578848	83.47	
201-5970610	Inv #74578291	175.94	
201-5970610	Order #16097033	360.93	
201-5970610	Order #16129858	280.94	

Vendor Name	Chk. No.	Check Date	Amount
RENEE GRONE	12193	09/18/12	500.00
Account No. Description		Amount	
201-5970270		500.00	
ROTARY CLUB OF DES PLAINES	12194	09/18/12	240.00
Account No. Description		Amount	
201-5920220 Inv #3126		240.00	
RUNCO OFFICE SUPPLY	12195	09/18/12	685.43
Account No. Description		Amount	
201-5970100 Inv #519108-0		18.44	
201-5970100 Inv #519107-0		339.90	
201-5970100 Inv #518469-0		315.70	
201-5970100 Inv #518469-0		11.39	
SIGN PALACE	12196	09/18/12	5,580.00
Account No. Description		Amount	
201-5980600 Inv #9190		370.00	
201-5980600 Inv #9283		85.00	
201-5980600 Inv #9282		1,975.00	
202-5990990 Inv #9281		3,150.00	
SMILE FOR HUMANITY	12197	09/18/12	10.00
Account No. Description		Amount	
201-5970600 Inv #1019		10.00	
Speed E Kleen, Inc	12198	09/18/12	120.00
Account No. Description		Amount	
201-5930320 Inv #3735		120.00	
STEPHANIE SPETTER	12199	09/18/12	168.72
Account No. Description		Amount	
201-5960070 304 miles		168.72	
STEVE SZABADOS	12200	09/18/12	100.00
Account No. Description		Amount	
201-5960210 Program		100.00	
TELEVEND SERVICES INCORPORATED	12201	09/18/12	254.60
Account No. Description		Amount	
201-5970100 Inv #3762		254.60	
THE CONVERSATION CENTER	12202	09/18/12	250.00
Account No. Description		Amount	
201-5960210		250.00	
TIMOTHY HASKELL	12203	09/18/12	125.00
Account No. Description		Amount	
201-5960990 Inv #091812		125.00	
TUMBLEWEED PRESS INC.	12204	09/18/12	267.33
Account No. Description		Amount	
201-5970640 Inv #40459		267.33	
VIKING PLUMBING SERVICES, LLC	12205	09/18/12	700.00
Account No. Description		Amount	
201-5930010 Inv #4295		700.00	
WAREHOUSE DIRECT	12206	09/18/12	40.98
Account No. Description		Amount	
201-5970100 Inv #1654293-0		28.38	
201-5970100 Inv #1658802-0		12.60	

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All Checkbooks
August 2012

Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
		Subtotal	<u>197,960.00</u>
		TOTAL	<u>233,593.30</u>

Des Plaines Public Library
 Disbursement Reconciliation
 August 31, 2012

Total Expenses per Expense Report			<u>\$446,052.50</u>
Gross Payroll	\$212,737.08		
Benefits Expense	<u>67,699.20</u>		
Total Payroll Expenses		\$280,436.28	
Vendor Checks Report		<u>233,593.30</u>	
Total expenses per payroll and vendor checks reports			<u>514,029.58</u>
		Variance	<u>67,977.08</u>
Less: (disbursements included above)			
IMRF July CK# 50344		(33,117.92)	
Gallaagher Insurance Paymnt Refund		(1,196.00)	
LIMRiCC July Insurance Premiums CK# 12180		<u>(33,862.59)</u>	
			(68,176.51)
Plus:			
IL Funds Epay Fees		<u>199.43</u>	
			199.43
		Variance	<u>(0.00)</u>

**Director's Report
September, 2012**

Collection Development Highlights – Goal #1

The adult services department is withdrawing cd-roms from the collection. This format has largely been replaced by internet tutorials and circulation has dropped.

The reference committee continues to review all reference volumes in anticipation of the computer reorganization project. Many stand-alone volumes that are still considered valuable have been moved to the circulating collection. Other volumes have been withdrawn because of redundancy with the online databases.

And, as can be expected in this election season, the staff is carefully selecting political materials across different points of view.

Youth Services has weeded the Early Readers section.

Community Networking Highlights – Goal #2

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

Several classes of students from local alternative schools including, Maryville's St. George Program, Maryville's John and Mary Madden Shelter and the Northern Illinois Academy used the computer lab. The Maryville St. George program provides home-like residential treatment for young men, ages 13-20, with both intellectual disabilities and mental illness. These students attend the Maryville Jen School, participate in recreational and vocational activities in order to facilitate emotional stability and develop independent life-skills.

The John and Mary Madden Shelter provides emergency shelter care to pregnant, parenting, and older adolescent young girls, ages 14-20, in an environment that is safe and nurturing. It is designated for emergency placement and short-term stabilization in order to help facilitate an appropriate placement.

The Northern Illinois Academy is a Psychiatric Residential Treatment Facility that serves youth from several different states ages 6 to 21. They serve children with autism to young people with complex mental health and behavioral problems, to older teens in danger of dropping out of school or going to jail. By matching treatment methods to each child's individual abilities and needs, they achieve success in a variety of settings and produce enduring changes.

On August 11 Stephanie Spetter, head of Youth Services, was the resident storyteller at the Holy Family Fun Fest. She talked to or told stories with about 175 people.

On August 14 Sara McLaughlin, our school liaison, presented information about the library at District 62's New Faculty Orientation.

Lifelong Learning Highlights – Goal #3

In conjunction with Oakton Community College and the Alliance for Lifelong Learning four Learn to Read classes are offered weekly at the library. English as a Second Language (ESL) classes are for adult non-native speakers of English who need to acquire listening, speaking, reading and writing skills necessary to function in their new American culture.

Also offered is a Learn to Read to Learn (LTRTL) literacy program for adult native speakers and ESL adults who need to improve their reading and writing skills in pursuit of specific life goals. The students work with VITA tutors who work with teachers in both the ESL and LTRTL programs. VITA tutors respond in an individualized way to the educational and personal needs of these adults. 120 people attend the classes.

Over 140 people attended 22 computer classes the Adult Services staff offered for the public in August.

Summer Reading Club 2012

Summer Reading Club was a big success this year.

Reading Is Soooo Delicious was the theme of the Reading Club for children from Pre-School through 8th grade. The final numbers are **2,337** registrations (2,091 in 2011) at the library, **324** registrations (50 in 2011) at area preschools, **1,218** completed the program (1,085 in 2011). Youth Services added a new component this year, online registration. This made the sign up process quick and easy and the compilation of statistics a snap.

Adult Reading Diner was the theme of the Reading Club for adults. Here are the final counts. Reading contest entries: **990**, Trivia contest entries: **721**, All-you-can-read winners: **32**, Total: **1743** (613 in 2011).

Teen Summer Reading Café was the theme of the Reading Club for Teens. This year we extended the Teen Summer Reading until the August 31st for all the teens who wait until the last minute to complete their school assigned summer reading: Here are their numbers: **280** registrations (230 in 2011), **171** reading finishers (84 in 2011), **167** book review contest entries (52 in 2011), **402** Kindle entry forms and **476** program attendance (382 in 2011).

Personnel Highlights

Resignations:

Mariela Lopez, Page, 08/08/2012

Marianne Orme, Part-time Reference Librarian, 08/11/2012

Harshal Patel, Page, 08/19/2012

Adam Vernola, Part-time Youth Services Assistant, 08/19/2012

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	
	9/18/2012	12149	201-5970900	\$3,609.28			\$3,609.28	
				\$20,435.66	\$19,577.00	\$40,012.66	\$40,012.66	
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	
	8/22/2012	12088	201-5930020		\$2,614.50		\$2,614.50	
				\$0.00	\$5,229.00	\$5,229.00	\$5,229.00	
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	
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00	
	6/20/2012	11958	201-5930210		\$2,005.00		\$2,005.00	
	7/18/2012	12033	201-5930210		\$2,005.00		\$2,005.00	
	8/22/2012	12089	201-5930210		\$2,005.00		\$2,005.00	
	9/18/2012	12156	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$18,045.00	\$18,045.00	\$18,045.00	
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			

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		\$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			
	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	
	7/18/2012	12036	201-5930010		\$332.50		\$332.50	
	8/22/2012	12092	201-5930010		\$1,796.00			
	8/22/2012	12092	201-5980410	\$2,848.00			\$4,644.00	
	9/18/2012	12159	201-5930010		\$3,912.48		\$3,912.48	
				\$3,525.00	\$17,362.20	\$20,887.20	\$20,887.20	

CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service

	1/17/2012	11684	201-5930320		\$3,340.00		\$3,340.00	\$40,080.00 Annual \$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	
	6/20/2012	11967	201-5930320		\$3,340.00		\$3,340.00	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	7/18/2012	12044	201-5930320		\$3,340.00			
	7/18/2012	12044	201-5930020	\$3,750.00			\$7,090.00	
	8/22/2012	12097	201-5930320	\$180.00				
	8/22/2012	12097	201-5930320		\$3,340.00		\$3,520.00	
	9/18/2012	12165	201-5930320	\$4,500.00				
	9/18/2012	12165	201-5930320		\$3,340.00		\$7,840.00	
				<u>\$10,500.00</u>	<u>\$23,380.00</u>	\$33,880.00	\$33,880.00	
								\$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 EQUIPMENT COMPANY - Maintenance Agreement for the Fire Alarm System								
	8/22/2012	12102	201-5970610		\$1,655.35		\$1,655.35	\$1,664.00 Annual
				<u>\$0.00</u>	<u>\$1,655.35</u>	\$1,655.35	\$1,655.35	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	\$1,540.34 Annual
				<u>\$0.00</u>	<u>\$1,540.34</u>	\$1,540.34	\$1,540.34	
LAUTERBACH & AMEN, LLP. - Accounting Services								
	3/20/2012	11810	201-5920110		\$390.00			\$19,920.00 Annual
	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	
	7/18/2012	12058	201-5920110		\$150.00			
	7/18/2012	12058	201-5920110		\$1,435.00		\$1,585.00	
	8/22/2012	12114	201-5920110		\$1,435.00		\$1,435.00	
	9/18/2012	12179	201-5920110		\$1,435.00		\$1,435.00	
				<u>\$0.00</u>	<u>\$15,365.00</u>	\$15,365.00	\$15,365.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	\$24,170.00 Annual 2012
	3/20/2012	11813	201-5970100	\$40.00			\$40.00	\$25,125.00 Annual 2013
				<u>\$40.00</u>	<u>\$24,170.00</u>	\$24,210.00	\$24,210.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								
								\$24,650.00 Annual

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	9/18/2012	12182	201-5930020		\$25,367.50		\$25,367.50	
				<u>\$3,979.28</u>	<u>\$25,367.50</u>	\$29,346.78	\$29,346.78	
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual
	4/17/2012	11841	201-5970260	\$1,000.00			\$1,000.00	
	4/17/2012	11841	201-5930210		\$252.00		\$252.00	\$177.00 Quarterly
	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	
	6/30/2012	50322	201-5970260	\$1,000.00			\$1,000.00	
	7/31/2012	50331	201-5970260	\$1,000.00			\$1,000.00	
	8/22/2012	12119	201-5970260		\$177.00		\$177.00	
				<u>\$5,000.00</u>	<u>\$606.00</u>	\$5,606.00	\$5,606.00	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual
	1/17/2012	11692	201-5920110		\$27,083.33		\$27,083.33	\$27,083.33 Monthly
	1/17/2012	11692	201-5960990	\$280.00			\$27,363.33	
	2/21/2012	11754	201-5920110		\$27,083.33		\$27,083.33	
	2/21/2012	11754	201-5960990	\$519.55			\$27,882.88	
	2/21/2012	11754	201-5960990	\$280.00			\$27,882.88	
	3/20/2012	11822	201-5960990	\$280.00			\$27,882.88	
	3/20/2012	11822	201-5920110		\$27,083.33		\$27,882.88	
	3/20/2012	11822	201-5960990	\$532.04			\$27,895.37	
	4/17/2012	11870	201-5920110		\$27,083.33		\$27,895.37	
	4/17/2012	11870	201-5930010	\$6,083.45			\$27,895.37	
	4/17/2012	11870	201-5960990	\$844.00			\$27,895.37	
	4/17/2012	11870	201-5980420	\$2,351.61			\$27,895.37	
	5/15/2012	11934	201-5920110		\$27,083.33		\$27,895.37	
	5/15/2012	11934	201-5960990	\$523.62			\$27,895.37	
	6/20/2012	12001	201-5920110		\$27,083.33		\$27,895.37	
	6/20/2012	12001	201-5960990	\$280.00			\$27,895.37	
	6/20/2012	12001	201-5960990	\$534.89			\$27,895.37	
	6/20/2012	12001	201-5980420	\$600.00			\$27,895.37	
	6/20/2012	12001	201-5980420	\$125.99			\$27,895.37	
	7/18/2012	12064	201-5920110		\$27,083.33		\$28,624.21	
	7/18/2012	12064	201-5960990	\$280.00			\$28,624.21	
	7/18/2012	12064	201-5960990	\$280.00			\$28,624.21	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	7/18/2012	12064	201-5960990	\$596.65				
	7/18/2012	12064	201-5980420	\$1,146.00				
	7/18/2012	12064	201-5980420	\$2,495.00			\$31,880.98	
	8/22/2012	12124	201-5920110		\$27,083.33			
	8/22/2012	12124	201-5960990	\$957.71			\$28,041.04	
	9/18/2012	12189	201-5920110		\$27,083.33		\$27,083.33	
	9/18/2012	12189	201-5960990	\$838.94				
	9/18/2012	12189		\$1,964.00			\$2,802.94	
				<u>\$18,032.80</u>	<u>\$189,583.31</u>	\$207,616.11	\$207,616.11	

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	
	6/30/2012	50315	201-5920110		\$233.64			
	6/30/2012	50315	201-5920110		\$229.88		\$463.52	
	7/31/2012	50333	201-5920110		\$674.00		\$674.00	
	8/31/2012	50343	201-5920110		\$671.92		\$671.92	
				<u>\$0.00</u>	<u>\$5,405.45</u>	\$5,405.45	\$5,405.45	

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	
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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$0.00	\$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	
	7/18/2012	12076	201-5930490		\$198.99			
	7/18/2012	12077	201-5930490		\$433.24		\$632.23	
	8/22/2012	12142	201-5930490		\$435.55			
	8/22/2012	12143	201-5930490		\$167.71		\$603.26	
				\$0.00	\$4,707.46	\$4,707.46	\$4,707.46	
						\$439,101.91		

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	\$ 4,984,632	\$ 5,857,772	\$ 6,922,045	\$ 6,348,024	\$ 5,880,949	\$ 5,331,998			
Restricted cash donations	127,654	127,695	127,732	127,888	128,352	128,393	128,743	129,126	128,743	128,743	128,743	128,743			
Reserves	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000			
	4,048,416	3,592,115	3,979,299	6,084,522	5,751,645	5,296,183	4,855,889	5,728,646	6,793,302	6,219,281	5,752,206	5,203,255			
Revenue (M-T-D)															
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247	1,288,797	1,485,853	119,325				\$6,409,096	6,409,096	
Other Revenue	15,519	14,247	14,136	16,143	14,437	28,087	16,343	17,454	52,516	52,516	52,516	52,521	346,438	346,438	
Total Revenue	52,372	883,475	2,474,053	76,478	79,978	51,334	1,305,140	1,503,307	171,841	52,516	52,516	52,521	6,755,534	6,755,534	
Expenses															
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	293,155	280,436	330,925	330,925	330,925	483,769	3,867,476	3,867,476	
Commodities	125,840	81,556	58,814	49,472	81,444	65,076	57,036	59,222	105,085	105,085	105,085	105,085	998,800	998,800	
Capital	6,345	7,613	1,459	1,301	50,152	4,805	6,106	8,179	3,445				89,405	89,405	
Contracts	193,404	73,815	51,047	71,631	74,284	56,921	83,706	89,717	75,962	75,962	75,962	75,964	998,375	998,375	
Other	7,619	1,423	(7,619)	1,855		273	57		199,943	7,619	71,449	50,381	333,000	333,000	
202	6,300						24,954	8,498	30,502		18,046	11,000	99,300	99,300	
Adjustments	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	(7,918)							
Total Expenses	508,632	496,254	368,674	408,891	535,399	491,278	432,000	439,034	745,862	519,591	601,467	726,198			0
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(332,413)	(455,421)	(439,944)	873,140	1,064,273	(574,021)	(467,075)	(548,951)	(673,674)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,424,576	4,984,632	5,857,772	6,922,045	6,348,024	5,880,949	5,331,998	4,658,324			
Cash End of Month less restricted cash donations and reserves	2,092,156	2,479,336	4,584,678	4,252,109	3,796,224	3,356,239	4,229,029	5,292,919	4,719,281	4,252,206	3,703,255	3,029,581			

August 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Aug 2012	7,462	YTD 2012	26,878
Aug 2011	430	YTD 2011	3,398
	% Change 1635.35%		% Change 690.99%

Note: Views on the Des Plaines Memory are now included in the e-materials count.

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
Youth Services	35,784	Youth Services	304,547
Adult Services	62,357	Adult Services	493,384
TOTAL	98,141	TOTAL	797,931
Aug 2011		YTD 2011	
Youth Services	35,400	Youth Services	291,032
Adult Services	64,821	Adult Services	498,710
TOTAL	100,221	TOTAL	789,742
	% Change -2.08%		% Change 1.04%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
Youth Services	4,558	Youth Services	25,558
Adult Services	9,155	Adult Services	67,213
TOTAL	13,713	TOTAL	92,771
Aug 2011		YTD 2011	
Youth Services	1,437	Youth Services	9,482
Adult Services	8,683	Adult Services	63,958
TOTAL	10,120	TOTAL	73,440
	% Change 35.50%		% Change 26.32%

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Aug 2012	6,307	YTD 2012	51,454
Aug 2011	4,293	YTD 2011	33,200
	% Change 46.91%		% Change 54.98%

Note: August 2012 count is approximate due to a system error which occurred on 8-26-2012.

VISITS TO WEBSITE			
THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
From Internal IP's	3,645	From Internal IP's	28,615
From External IP's	41,217	From External IP's	328,889
TOTAL	44,862	TOTAL	357,504
Aug 2011		YTD 2011	
*From Internal IP's	4,556	*From Internal IP's	41,527
*From External IP's	43,302	*From External IP's	335,770
TOTAL	47,858	TOTAL	377,297
	% Change -6.26%		% Change -5.25%

UNIQUE VISITORS TO WEBSITE

August 2012 Unique Visitors	21,363	YTD 2012 Unique Visitors	199,611
August 2011 Unique Visitors	27,107	YTD 2011 Unique Visitors	190,967
% Change	-21.19%	% Change	4.53%

DATABASE USAGE

THIS MONTH		YEAR TO DATE	
Aug 2012	13,860	YTD 2012	127,379
Aug 2011	12,654	YTD 2011	119,122
% Change	9.53%	% Change	6.93%

LIBRARY CARD OWNERSHIP

YTD 2012	34,173	% of Population 2012	58.55%
YTD 2011	33,395	% of Population 2011	57.20%
% Change	2.33%		

MEETING ROOM ATTENDANCE

THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
Library Sponsored Prog	3,470	Library Sponsored Prog	22,226
Outside Groups	1,077	Outside Groups	13,748
Public Study Rooms	937	Public Study Rooms	8,970
Internal Meetings	100	Internal Meetings	800
TOTAL	5,584	TOTAL	45,744
Aug 2011		YTD 2011	
Library Sponsored Prog	759	Library Sponsored Prog	15,862
Outside Groups	1,195	Outside Groups	11,700
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	127	Internal Meetings	986
TOTAL	2,081	TOTAL	28,548
% Change	168.33%	% Change	60.24%

MEETING ROOM BOOKINGS

THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
Library Sponsored Prog	82	Library Sponsored Prog	1,007
Outside Groups	39	Outside Groups	365
Public Study Rooms	515	Public Study Rooms	4,724
Internal Meetings	10	Internal Meetings	80
TOTAL	646	TOTAL	6,176
Aug 2011		YTD 2011	
Library Sponsored Prog	32	Library Sponsored Prog	382
Outside Groups	70	Outside Groups	400
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	10	Internal Meetings	109
TOTAL	112	TOTAL	891
% Change	476.79%	% Change	593.15%

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
Youth Services	582	Youth Services	8,462
Adult Services	138	Adult Services	2,479
TOTAL	720	TOTAL	10,941
Aug 2011		YTD 2011	
Youth Services	582	Youth Services	5,873
Adult Services	137	Adult Services	1,578
TOTAL	719	TOTAL	7,451
% Change	0%	% Change	47%

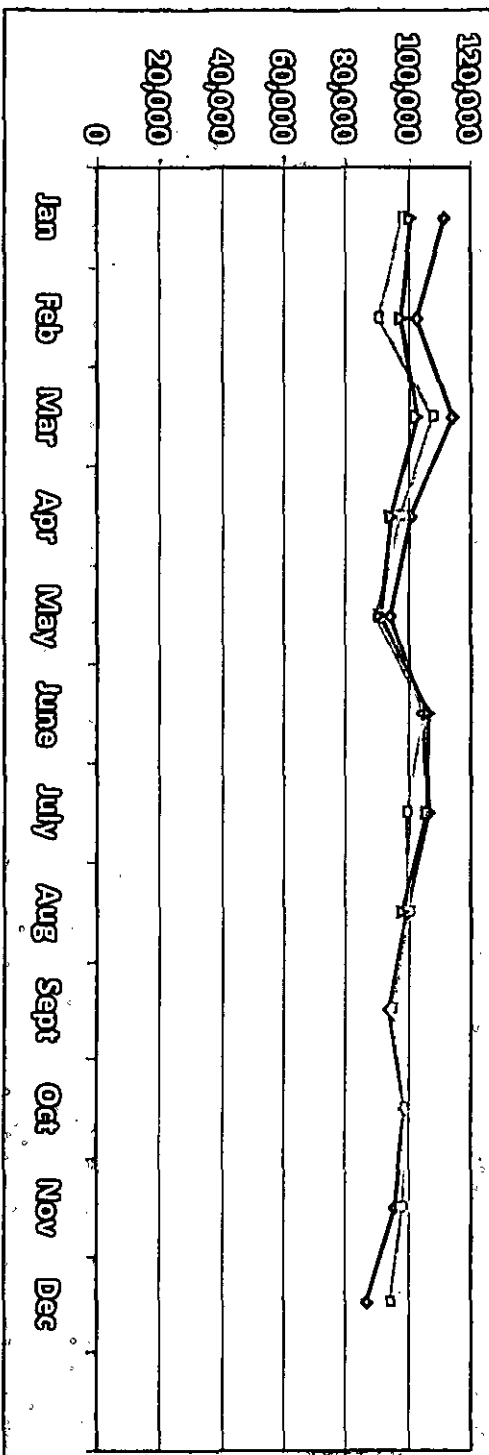
PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
Youth Services	2,985	Youth Services	26,185
Adult Services	14,975	Adult Services	109,543
Circulation	9,671	Circulation	67,459
TOTAL	27,631	TOTAL	203,187
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.			

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Aug 2012		YTD 2012	
	52,330		400,506
Aug 2011		YTD 2011	
	52,683		409,075
% Change	-0.67%	% Change	-2.09%

2012 CIRCULATION BY MONTH

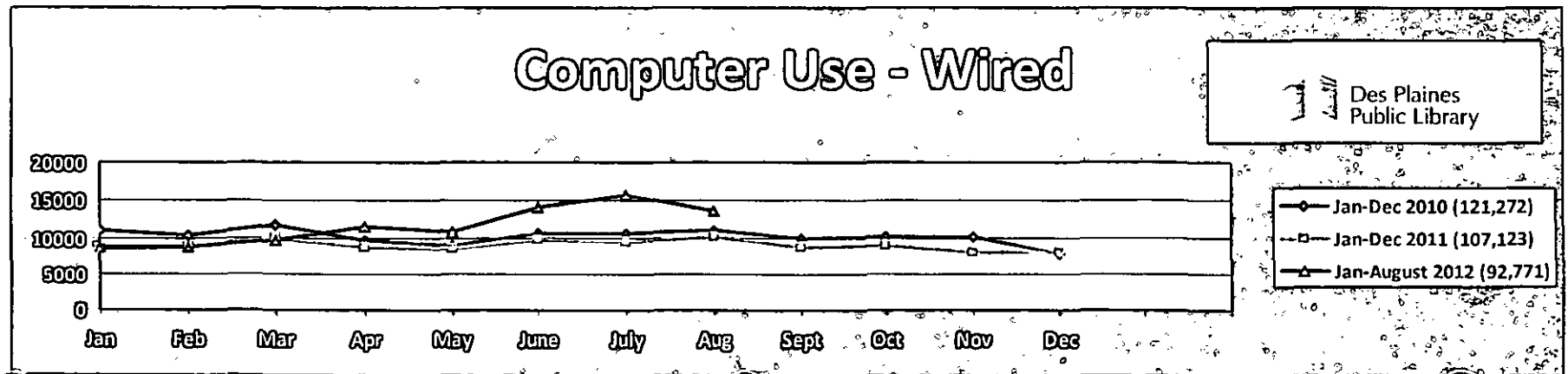
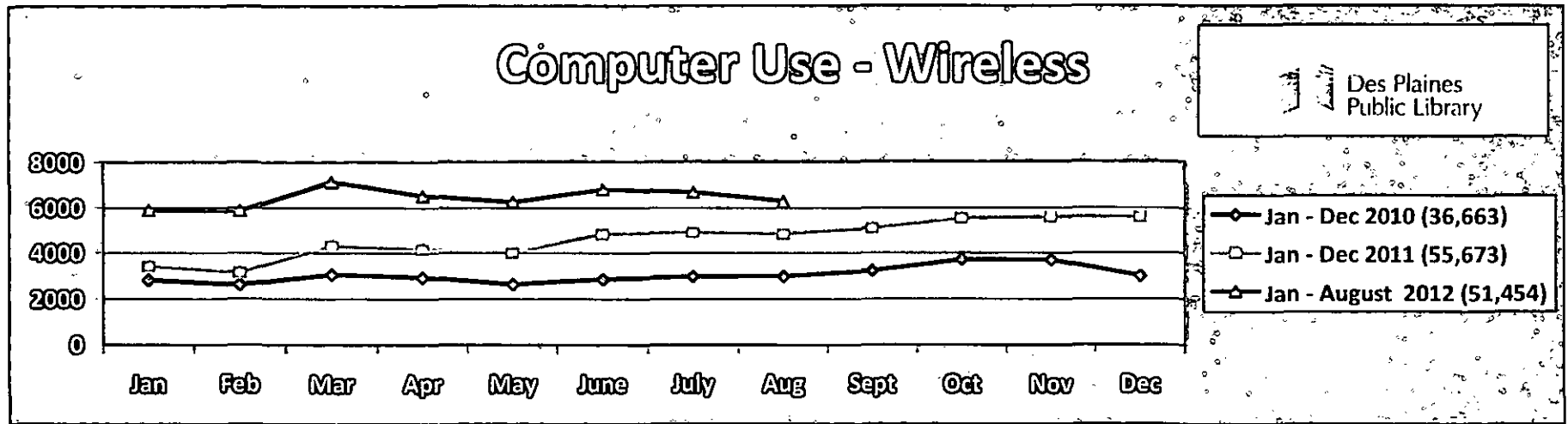
CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203	214	373	278	235					1,979
CD-ROMs	319	204	216	197	202	257	304	222					1,921
CDs	1,011	1,002	1,009	962	994	1,039	1,114	1,000					8,131
DVDs	10,618	10,211	11,180	9,765	9,409	11,692	12,346	10,815					86,036
Fiction	17,679	17,293	17,621	15,834	15,081	21,483	18,823	16,914					140,728
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614	1,667	1,307					11,795
Games	49	44	58	48	40	82	66	41					428
Holiday	680	604	618	412	223	348	247	202					3,334
Homeschool	240	414	279	208	230	438	350	248					2,407
Large type	30	44	40	31	50	58	50	46					349
Magazines	139	119	84	119	133	186	151	142					1,073
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291	5,698	4,473					45,026
Parent collection	157	233	177	174	152	152	156	139					1,340
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	41,250	35,784	0	0	0	0	304,547
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	13	12	9	12	14	8	6	12					86
Audiobooks	2,119	1,977	2,123	2,070	1,949	2,174	2,192	2,280					16,884
CD-ROMs	548	469	503	436	442	445	465	454					3,762
CDs	6,905	6,449	6,690	6,088	5,958	5,830	5,528	5,694					49,142
DVDs	28,612	27,103	29,295	26,416	26,068	27,920	29,385	27,504					222,303
Fiction	8,001	7,460	8,008	7,510	7,780	8,603	8,972	8,766					65,100
Foreign language	1,429	1,436	1,514	1,315	1,300	1,391	1,509	1,532					11,426
High school	948	964	1,316	1,162	1,198	1,741	1,955	1,539					10,823
Large type	1,365	1,347	1,376	1,300	1,252	1,336	1,526	1,567					11,069
Literacy	168	197	166	146	164	150	186	239					1,416
Magazines	2,654	2,645	2,827	2,634	2,577	2,923	2,765	2,835					21,860
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000	10,152	9,935					79,513
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	64,641	62,357	0	0	0	0	493,384
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	105,891	98,141	0	0	0	0	797,931
eMaterials	913	1,907	2,126	2,087	2,209	2,071	2,245	7,462					21,020
ILL (non consortial)	336	314	433	400	330	388	411	368					2,980
Miscellaneous	446	486	518	456	407	408	409	444					3,574
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	108,956	106,415	0	0	0	0	825,505
Days closed	1			1	2		1		2		1	2	10

Circulation Statistics 2010 - 2012




Des Plaines
Public Library

- ◆ Jan-Dec 2010 (1,209,024)
- Jan-Dec 2011 (1,176,477)
- ▲ Jan-August 2012 (797,931)



September 2012 Surplus

Box #	Make & Model	Quantity	Service Tag / Serial Number	Location	
1	Dell Optiplex 745	12	BRZ64D1	Storage Room	
1	Dell Optiplex 745		63074D1	Storage Room	
1	Dell Optiplex 745		JVZ64D1	Storage Room	
1	Dell Optiplex 745		8TZ64D1	Storage Room	
1	Dell Optiplex 745		SDYQ5D1	Storage Room	
1	Dell Optiplex 745		2ZZ64D1	Storage Room	
1	Dell Optiplex 745		5GYQ5D1	Storage Room	
1	Dell Optiplex 745		D4074D1	Storage Room	
1	Dell Optiplex 745		7DYQ5D1	Storage Room	
1	Dell Optiplex 745		5FYQ5D1	Storage Room	
1	Dell Optiplex 745		H44XYC1	Storage Room	
1	Dell Optiplex GX280		DC8V971	Storage Room	
2	Dell Monitor E177FPc	12	CN-0FJ181-64180-75D-3LBS	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-75D-3LLS	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-758-2TTL	Storage Room	
2	Dell Monitor E177FPc		CN-0WH318-72872-765-1LKS	Storage Room	
2	Dell Monitor E177FPc		CN-0WH318-72872-765-13JS	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-75D-3KFS	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-75D-3L9S	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-75D-3KHS	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-75D-3KJS	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-76J-6F4S	Storage Room	
2	Dell Monitor E177FPc		CN-0FJ181-64180-75D-3LQS	Storage Room	
2	Dell Monitor E156FPf		CN-0Y9998-72872-63H-38YT	Storage Room	
3	Dell 1710n Printer BW		2	B8H2N71	Storage Room
3	Dell 1710n Printer BW			H0J2N71	Storage Room
3	Dell 1710n Printer BW Parts- Misc.		N/A	Storage Room	
	Glass & Metal Display Case	1	N/A	First Floor	

Chapter 9

Programming

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or co-sponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Applicable Core Standards—Please see Core Standards 1, 4, 11, 12, and 22 in Chapter 1.

Programming Standards

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming targets groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.

Programming Checklist

- ___ Library programs are provided free of charge.
- ___ Library programs are located in a physically accessible location.
- ___ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ___ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ___ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ___ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ___ The library provides outreach programs to targeted populations who cannot visit the library.
- ___ The library has programming that targets children and their caregivers.
- ___ The library has programming that targets young adults.
- ___ The library has programming that targets adults and senior citizens.
- ___ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

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- Totten, Kathryn. *Family Literacy Storytimes*. New York: Neal-Schuman, 2009.
- Walter, Virginia A. and Elaine Meyers. *Teens and Libraries: Getting It Right*. Chicago: ALA, 2003.

The CHASE

5k Run•Walk

Race Administrators

Shelli Sarg, *Race Director*
Jennifer Boys
Joshua Cantres
Linda Traina

John P. Hecker
Executive Director

Linda Traina
Superintendent of Recreation

Paul A. Cathey
Superintendent of Parks

Donald Miletic
*Superintendent of Business and
Golf Operations*

Board of Commissioners

James F. Grady
Jana B. Haas
Donald J. Rosedale
Joseph Weber
William J. Yates



222 Birch Street
Des Plaines, IL 60018
847-391-5700
847-391-5707 fax
www.DPParks.org

August 15, 2012

Dear Sponsor:

On behalf of the Des Plaines Park District, we would like to thank you for your generous support of our annual Chase 5k Run/Walk.

We are thrilled to share our successful results with you! Despite the hot weather, we had our biggest race ever with roughly 365 registered participants. We raised over \$6,000 for the Park District Scholarship Fund. These funds allow us to provide recreational programs and events to residents who do not have the financial means to participate.

Response to this year's race has been exceptionally positive from participants and spectators alike. Plans for the 2013 Chase are already underway, and all indications are that the event will continue to grow and become an important Annual tradition in Des Plaines.

Dependent on your sponsorship level, race sponsors received widespread exposure with your company name and logo appearing on all or some of the following printed materials:

- 28,000 Park District Spectrum program guides delivered to over 24,000 households and distributed through our facilities and city buildings.
- Posters that were displayed at businesses throughout Des Plaines.
- Print and on-line advertisements.
- The 2012 Chase T-Shirt, given to all participants and/or volunteers.

Thank you again for your donation and support of the Des Plaines Park District. If you have a chance, please check out our website for race pictures, www.DPParks.org under Calendar and Events. We look forward to working with you again next year!

Sincerely,

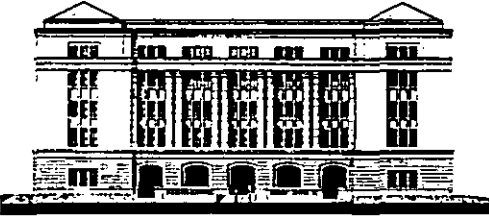
Linda M. Traina

Linda M. Traina, CPRP
Superintendent of Recreation

Shelli Sarg

Shelli Sarg
Race Director

1796
9671



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

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library
FY2013 ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANTS APPLICATION**

DUE: OCTOBER 15, 2012, 11:59 P.M.

This application form is made available electronically and must be submitted via email. The Illinois State Library is neither responsible for, nor obligated to fund grant applications that are received past the deadline date, are incomplete, or are missing components. In addition, the Illinois State Library is neither responsible for, nor obligated to fund grant applications from libraries that have delinquent grant reports; have lapsed grant funds from any Illinois State Library administered grant program; and/or have failed to submit a current Illinois Public Library Annual Report (IPLAR). The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules, Part 3035.115 and 3035.135.

After completing the application, the form must be submitted by email to the Illinois State Library per the instructions below. Grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date and time, or not completed, shall not be considered for funding by the Illinois State Library.

The application must be submitted by email to isl_grants@ilsos.net on or before 11:59 p.m. on **October 15, 2012**. The required supporting documentation must be postmarked on or before **October 15, 2012** and sent to:

State Grants for Illinois Public Libraries
Illinois State Library
Gwendolyn Brooks Building
300 S. Second St., Rm. 410
Springfield, IL 62701-1796

Please refer all inquiries to 1-800-665-5576, ext.1 or email: isl_grants@ilsos.net

Retain a copy for the library's files.

Jesse White, Secretary of State and State Librarian

Anne Craig, Illinois State Library Director

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

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

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

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

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

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for the FY2013 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

Legal name of library: Des Plaines Public Library

*Any name changes made since October 16, 2011, due to conversion or other reasons should be reported here.

Formerly (if applicable): _____

Address: 1501 Ellinwood Street _____
(Street) (Post Office Box)

Des Plaines _____
(City) (Zip + Four) 60016-4553

Illinois State Library
APPLICATION FOR GRANTS AVAILABLE TO
ILLINOIS PUBLIC LIBRARIES

By checking this box, I confirm that I am authorized to submit this application on behalf of the library.

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

Holly Richards Sorensen Library Director
(Name) (Title)

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

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

Federal Tax Identification Number (FEIN#): 80-0512944

Data Universal Numbering System (DUNS#):

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

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

President, Board of Directors/Trustees Name (typed): Mr. Mrs. Ms. Richard Pope

Secretary, Board of Directors/Trustees Name (typed): Mr. Mrs. Ms. Carol Kidd

Librarian Name (typed): Mr. Mrs. Ms. Holly Richards Sorensen

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

2. Population Served: 58,364

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

If yes, all changes in population must be documented, and that documentation must be submitted to the Illinois State Library on or before the due date. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed by October 15, 2012, with the Office of Secretary of State, Index Department, or
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.

Please check this box to indicate the library has submitted the required documentation if applicable.

3. Equalized Assessed Valuation

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

- a) Value of all taxable property within the library's service area as of January 1, 2012, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau

Must match "TOTAL" line from primary county's County Clerk's page..... \$ 2,184,333,304.00

Must match "TOTAL" line from additional county's County Clerk's page \$ 0.00

Must match "TOTAL" line from additional county's County Clerk's page \$ 0.00

Must match "TOTAL" line from additional county's County Clerk's page \$ 0.00

a) = the sum of ALL county total lines

TOTAL of combined said valuation for primary and/or additional counties: \$ 2,184,333,304.00 a)

- b) Said valuation multiplied by 0.0013 yields.....\$ 2,839,633.30 b)

- c) Levy at 0.13% divided by population served yields per capita of.....\$ 48.65 c)

Complete d) e) and f) ONLY if line c) is below \$4.25

- d) Population served multiplied by \$4.25 equals\$ 248,047.00 d)

- e) Enter valuation multiplied by 0.0013 obtained in step b).....\$ 2,839,633.30 e)

- f) Subtract e) from d) equals amount of equalization aid.....\$ _____ f)

4. Is the library's tax rate below .13% because of the Property Tax Limitation Law? Yes No

ELIGIBILITY

5. In order to be eligible for either a Per Capita Grant or an Equalization Aid Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy (75 ILCS 10/8.1). If the library is applying for a grant on that basis, submit documentation for the most recent year available. Please check the box to indicate the library has submitted the required documentation.
6. Please check the box if the library's current IPLAR (Illinois Public Library Annual Report) has been filed with the Illinois State Library.

LEGAL COMPLIANCE

7. As per the requirements, the library administration and board of trustees must review Chapter 9, "Programming" of the Illinois library standards as most recently adopted by the Illinois Library Association. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

The Board of Trustees reviewed Chapter 9, "Programming" at their September 18, 2012 meeting. The library meets all applicable Core Standards (1, 4, 12 and 16). The library does not charge for any programs and all programs are in physically accessible locations. As needed, the library has provided special seating for physically disabled patrons, software and special access for visually impaired patrons, and other accommodations as requested. The library routinely welcomes special needs children to Youth Services programming. Library staff consults demographics from multiple sources when planning programs for the community and collaborates with other community agencies to that end.

COLLABORATION AND COOPERATION

8. Describe how library staff collaborate with diverse populations within the service area in serving the community.

Approximately 15% of the Des Plaines population is Polish-speaking. The library currently offers more than 3,500 books in Polish for children and adults, and also offers regular storytimes in Polish and English for families with young children. Also, nearly 15% of the Des Plaines population is Hispanic and of proportionately lower income. To better serve this group of patrons, the library has partnered with Oakton Community College to provide computer classes (computer proficiency is an essential job skill) in Spanish at no cost, as well as providing extensive collections in Spanish for children and adults. Our Spanish-language storytimes are also very well attended.

LIBRARY'S PROMOTION AND PROGRAMMING

9. Identify a population(s) of the library service area that does not use the library and estimate what percentage of the total population this involves. Describe how the library plans to reach out to that population(s).

We intend to reach out to the percentage of the population that does not use the library because they are uninformed about the library's collection and services. Approximately 60% of the population has a Des Plaines library card, and about 80% of households (by the 2010 census) have at least one library card registered at that address.

Our marketing project will target non-users by community-wide advertising focused on e-materials and other library services of which they are not aware AND are entitled to as residents. This marketing project will extend over two months to ensure maximum exposure.

TRUSTEES

10. Provide the date(s) the library board reviewed the information on supplemental tax funding for Illinois public libraries. May 15, 2012

11. From the list below, please indicate any applicable supplemental tax funding the library board has pursued or intends to pursue.

- General Corporate (Library)
- Building and Maintenance
- Tort and Immunity (Insurance) Fund
- Audit
- Illinois Municipal Retirement Fund (IMRF)
- Social Security
- Medicare
- Working Cash Fund
- Special Reserve Fund
- Other _____

12. How does/would supplemental tax funding impact library services?

The Des Plaines Public Library combines its operating, per capita and capital projects funds into a single appropriation for a general fund, which is levied by the City of Des Plaines. Dividing these monies into separate funds as described above would not impact library budgeting, collections or services.

PLANNED USE OF FY2013 GRANT MONIES

13. Will the primary use of grant funds address one of the following? *Select only one*

- Provide access to information, ideas, and diverse resources whether virtual or tangible (*includes collection development and databases*)
- Develop educational activities for learning
- Encourage reading for information or enjoyment
- Lead via research, innovation, and best practices
- None of the above

14. If one of the above is selected, will grant funds primarily be used in support of: *Select only one*

- Civic Engagement (*engaging patrons for a greater community good or cause*)
- Databases
- Digitization
- Employment and Business Development (*e.g., services for job seekers*)
- Human Services (*changing conditions for individuals or families, e.g., literacy efforts*)
- Lifelong Learning (*e.g., educational programming*)
- None of the above

15. Describe how the library plans to use FY2013 grant monies in order to meet the Illinois library standards as most recently adopted by the Illinois Library Association. Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building interior or exterior, including heating and air conditioning systems, is a capital expenditure) will not be an approved use of per capita funds. Inappropriate expenditures include appliances such as refrigerators, stoves, microwaves, water fountains, parking lot maintenance, etc.*

We will use Per Capita Grant funds to fund a Marketing Campaign (Chapter 10, Marketing, Promotion, and Collaboration) to promote our programming and services at the library in an effort to attract new users. We will continue our local history digitization project, providing electronic access to local phone books and other community records (Chapter 6, Access). We will fund an adult intern to assist in development of early childhood programming and services (Chapter 3, Personnel). We will create an Early Literacy center in Youth Services to build pre-reading skills using interactive panels and manipulatives (Chapter 4, Facilities). Finally, we will purchase new display furnishings to make DVD and CD collections easier to browse and search (Chapter 6, Access).

Marketing Campaign.....	\$21,000
Digitization Projects.....	\$4,000
Early Literacy Internship.....	\$4,000
Early Literacy Center.....	\$15,000
CD Display.....	\$15,000

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

EXPENDITURE OF FY2011 PER CAPITA GRANT

For libraries that received and reported the use of FY2011 Per Capita Grant funds on last year's application, proceed to page number 8.

For libraries that did not report any or all of the use of FY2011 Per Capita Grant funds on last year's application, the information below is required.

16. Total FY2011 Per Capita Grant received: \$0.00
 (Must be exact amount - do not round up or down)

*List expenditures by general category. Total must be equal to the FY2011 Per Capita Grant.
 Include per capita grant expenditures only – do not include the entire library budget.
 All expenditures listed here must be addressed in the budget explanation below.*

CATEGORY	FY2011 AMOUNT
Children's Materials (including electronic resources)	\$ 0.00
Adult Materials (including electronic resources)	\$ 0.00
Programs	\$ 25,440.80
Personnel	\$ 0.00
Continuing Education	\$ 4,620.89
Supplies	\$ 589.70
Equipment	\$ 13,272.19
Electronic Access (include computer software and hardware)	\$ 0.00
Travel	\$ 424.21
Public Relations	\$ 0.00
Telecommunications	\$ 0.00
Contractual Services (please specify) purchase software for local history digitiz	\$ 11,119.73
Other (please specify)membership dues for ILA/ALA Publications for Board/Staff	\$ 4,636.00
TOTAL (must be equal to or greater than the FY2011 Per Capita Grant).....	\$ 60,103.52

If a Per Capita Grant was received in FY2011, describe how the monies were used in the library's progress towards meeting the Illinois library standards as most recently adopted by the Illinois Library Association.

All expenditures addressed here must also be represented above.

We used Per Capita Grant monies to offer the residents of Des Plaines library programs free of charge, targeting groups such as children, parents, young adults, adults and seniors. (Chapter IX). We continue to support and encourage staff to acquire new skills, keep current with new developments in public libraries and renew their enthusiasm for library work by supporting attendance at seminars, conferences and in-service training. (Chapter III) We purchased a scanner and large format printer that replaces outdated and unusable equipment, purchased an audio mixer, cables & microphones for recording board meetings and purchased two Apple MacBooks for teens to use in the library. (Chapter V) We purchased software for a local history digitization project. (Chapter V) We purchased new display cases for Youth Services magazine collection. (Chapter IV) We paid for membership dues for ILA/ALA for Board/Staff, helping them to be aware of the services offered by the regional library systems and the Illinois State Library. (Chapter XI)

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

EXPENDITURE OF FY2011 EQUALIZATION AID GRANT

For libraries that received and reported the use of FY2011 Equalization Aid Grant funds on last year's application, proceed to page 9.

For libraries that did not report any or all of the use of FY2011 Equalization Aid Grant funds on last year's application, the information below is required.

17. Total FY2011 Equalization Aid Grant received: \$ 0.00
 (Must be exact amount - do not round up or down)

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

CATEGORY	FY2011 AMOUNT
Children's Materials (including electronic resources)	\$ 0.00
Adult Materials (including electronic resources)	\$ 0.00
Programs	\$ 0.00
Personnel	\$ 0.00
Continuing Education	\$ 0.00
Supplies	\$ 0.00
Equipment	\$ 0.00
Electronic Access (include computer software and hardware)	\$ 0.00
Travel	\$ 0.00
Public Relations	\$ 0.00
Telecommunications	\$ 0.00
Contractual Services (please specify)	\$ 0.00
Other (please specify)	\$ 0.00
TOTAL (must be equal to or greater than the FY2011 Equalization Aid Grant)	\$ 0.00

If an Equalization Aid Grant was received in FY2011, describe how the monies were used in the library's progress towards meeting the Illinois library standards as most recently adopted by the Illinois Library Association.

All expenditures addressed here must also be represented above.

FY2012 Per Capita Grant funds must be obligated by June 30, 2013, and expended by August 15, 2013

EXPENDITURE OF FY2012 PER CAPITA GRANT

18. Total FY2012 Per Capita Grant received: \$59,852.28

(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to the FY2012 Per Capita Grant.

Include per capita grant expenditures only – do not include the entire library budget.

All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2011 AMOUNT
Children's Materials (including electronic resources)	\$ 0.00
Adult Materials (including electronic resources)	\$ 0.00
Programs	\$ 0.00
Personnel	\$ 0.00
Continuing Education	\$ 0.00
Supplies	\$ 0.00
Equipment	\$ 0.00
Electronic Access (include computer software and hardware)	\$ 0.00
Travel	\$ 0.00
Public Relations	\$ 0.00
Telecommunications	\$ 0.00
Contractual Services (please specify)	\$ 0.00
Other (please specify)	\$ 0.00
TOTAL (must be equal to or greater than the FY2012 Per Capita Grant).....	\$ 0.00

If a Per Capita Grant was received in FY2012, describe how the monies were used in the library's progress towards meeting the Illinois library standards as most recently adopted by the Illinois Library Association.

All expenditures addressed here must also be represented above.

Will report expenditures in 2013.

FY2012 Equalization Aid Grant funds must be obligated by June 30, 2013, and expended by August 15, 2013

EXPENDITURE OF FY2012 EQUALIZATION AID GRANT

19. Total FY2012 Equalization Aid Grant received: \$ 0.00
 (Must be exact amount - do not round up or down)

*List expenditures by general category. Total must be equal to the FY2012 Equalization Aid Grant.
 Include equalization aid grant expenditures only – do not include the entire library budget.
 All expenditures listed here must be addressed in the budget explanation below.*

CATEGORY	FY2012 AMOUNT
Children's Materials (including electronic resources)	\$ <u>0.00</u>
Adult Materials (including electronic resources)	\$ <u>0.00</u>
Programs	\$ <u>0.00</u>
Personnel	\$ <u>0.00</u>
Continuing Education	\$ <u>0.00</u>
Supplies	\$ <u>0.00</u>
Equipment	\$ <u>0.00</u>
Electronic Access (include computer software and hardware)	\$ <u>0.00</u>
Travel	\$ <u>0.00</u>
Public Relations	\$ <u>0.00</u>
Telecommunications	\$ <u>0.00</u>
Contractual Services (please specify)	\$ <u>0.00</u>
Other (please specify)	\$ <u>0.00</u>
TOTAL (must be equal to or greater than the FY2012 Equalization Aid Grant)....	\$ <u>0.00</u>

If an Equalization Aid Grant was received in FY2012, describe how the monies were used in the library's progress towards meeting the Illinois library standards as most recently adopted by the Illinois Library Association.

All expenditures addressed here must also be represented above.

1801

COUNTY CLERK PAGE

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

ATTACHMENT TO BE USED BY COUNTY CLERK'S OFFICE AND SUBMITTED TO THE ILLINOIS STATE LIBRARY
ATTACH A SEPARATE FORM FOR EACH COUNTY WITHIN THE LIBRARY'S SERVICE AREA

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

***TOTAL \$ 0.00** _____

***USE THIS FIGURE ON LINE (a) OF QUESTION 3 ON PAGE 3 OF THIS APPLICATION**

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

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

Is this tax rate below .13% because of the Property Tax Limitation Law? Yes No

Open Meeting Act Update

Public Act 97-504, effective January 1, amends the Illinois Open Meetings Act to require each sitting elected or appointed member of a public body affected by the Act (including public library and library system trustees) to successfully complete electronic Open Meetings Act training. Updated training will be available on the Illinois Attorney General's web site (<http://foia.ilattorneygeneral.net/Default.aspx>) after January 1.

Current trustees who are in office on January 1, 2012, must successfully complete the training within the year in order to comply with the new law. Those who take office after January 1, 2012, have 90 days after assuming responsibilities as a trustee to complete the training. Questions can be addressed to the Attorney General's hotline at 877-299-3642.

*This information is on the Wiki,
but I also have paper copies
you can call me if you have
any questions*

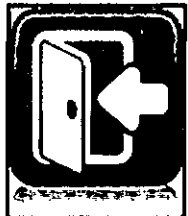
ENSURING OPEN AND HONEST GOVERNMENT

OMA and FOIA Public Site

FOIA Officers, OMA Designee, and OMA Public Body Members must register before taking the training on the FOIA/OMA Portal. If you are a member of the public interested in accessing the training program, click on the public training link.



Register as a FOIA Officer, OMA Designee, or a OMA Public Body Member



Continue to the OMA/FOIA Portal

If you are a member of the general public and are interested in accessing the same training program that the FOIA/OMA officers are taking, click this link: [General Public Training](#) This training is not recorded and can be accessed as often as you like.

Public Access Counselor



It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business.

- Illinois Open Meetings Act, 5 ILCS 120/1.

Pursuant to the fundamental philosophy of the American constitutional form of government, it is declared to be the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.

- Illinois Freedom of Information Act, 5 ILCS 140/1.

Attorney General Lisa Madigan believes that an open, honest and accountable government, the cornerstone of a democracy, can be achieved only through the free and open exchange of information between government and the public. In Illinois, our most important transparency laws – the [Freedom of Information Act \(FOIA\)](#) and the [Open Meetings Act \(OMA\)](#) – endeavor to open the workings of government to the public, shed light on government actions and, in the process, strengthen our democracy.

In 2009, Attorney General Madigan worked with legislators and open government advocates to draft and pass landmark legislation ([Senate Bill 189, Public Act 096-0542](#)) to strengthen the Freedom of Information Act and the Open Meetings Act to increase the transparency and accountability of governments at all levels. This law went into effect on January 1, 2010 and provides new tools and provisions to make certain the public has timely access to public records and public meetings.

The updated law makes it easier to enforce FOIA and OMA and fight for open and accountable government by making permanent the **Public Access Counselor** position within the Attorney General's Office and empowering the Public Access Counselor with the authority to resolve FOIA and OMA disputes.

On the pages of this website, you will find detailed information to help the public and government officials and employees to understand and comply with FOIA and OMA. We encourage you to check this site routinely as new materials are made available.

We look forward to working with you to enforce the transparency laws and ensure that our government is open, accessible and accountable to all the people of Illinois.

Who is the Public Access Counselor?

Under the updated law, the **Public Access Counselor (PAC)** will be a permanent part of the Office of the Attorney General. Working under the direction and supervision of the Attorney General and with a team of attorneys and professional staff, the Public Access Counselor's mission is to help people obtain public documents and access public meetings.

Attorney General Madigan has appointed Sarah Pratt to the position of Acting Public Access Counselor. Her contact information is:

Sarah Pratt
Acting Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706
Phone:
1-877-299-FOIA
(1-877-299-3642)
Fax: (217) 782-1396

E-mail: publicaccess@atg.state.il.us

What does the Public Access Counselor do?

Under the new law, the Public Access Counselor has several responsibilities, including:

- **Educational Materials**
To provide educational materials to the public and to respond to informal inquiries.
- **Advisory Opinions**
To issue advisory opinions on FOIA and OMA in response to requests by public bodies.
- **Mediate Disputes**
To work to resolve or mediate disputes between members of the public and public bodies concerning FOIA requests and compliance with OMA.
- **Requests for Review**
To investigate and issue opinions in response to Requests for Review submitted by members of the public when a FOIA request has been denied by a public body or when it is alleged that a public body has violated OMA.
- **Binding Opinions**
To issue binding opinions on FOIA and OMA in response to Requests for Review submitted by members of the public.

1805

- **Electronic Training**

To provide electronic training to all FOIA Officers and all persons designated by public bodies to receive OMA training.

An Open Letter to the President of the Des Plaines Library Board

September 18, 2012

What we witnessed at the August 21, 2012 Board meeting was ham fisted Cook County politics at its worst; a steamrolling of parochial interests to pass the 2013 unexamined budget without any regard for public input.

This is a serious matter.

I must protest, in the strongest possible terms, the action of the Board President to proffer the preliminary staff *draft* budget for Board approval on 8/21/12 prior to Finance Committee vetting, public comment and endorsing a final product for Board consideration. Your action is a violation of:

- Article 4 Section 4 of our library By-Laws
- Article 8 section 3 of our library By-Laws
- Article 9 section 2 of our library By-Laws

The legal due process review of the 2013 budget by the Finance Committee has been precluded by your illegal Board action. Therefore, your action as President of the Des Plaines Library Board made this budget invalid. Accepting tax monies under its auspices and spending those tax monies constitutes malfeasance in, and of, your public office. It opens a legal flank for taxpayer lawsuits.

In addition, the process by which this invalid action was initiated has the smell of a "set-up" which necessarily implies various private conversations and/or meetings between Trustees, Corporate Officers and Staff that could be violations of the Illinois Open Meetings Act.


Therefore I hereby demand the following:

- (1) That action is taken at the September Board meeting to reverse the illegal action taken by the Board on August 21, 2012 under your direction;
- (2) That the State's Attorney Office/Illinois Attorney General's Office be contacted to initiate a formal investigation, including staff and Trustee depositions;
- (3) That the library bonding company be notified of this illegal activity so that they may be "on notice" of possible financial exposure and corporate liability;
- (4) That a full audit by a third party CPA of the library books and records be initiated for the fiscal years 2010, 2011 and to date 2012. The odor of impropriety is too pervasive for the taxpayers' money to be left unprotected.

Respectfully submitted

Dion F Kendrick

Library Trustee/Finance Committee



Des Plaines Public Library Funds 2013

Levy decrease 1.5%

In the last four years the Des Plaines Public Library has reduced its staff by 11 FTEs **without reducing programs and services** to the public, and in fact has created new and transforming services for the community. The 2013 budget will continue to pursue our strategic goals by:

1. Decreasing property taxes in real dollars by 1.5%, which translates to 4.5% decrease over the extended amount in taxes collected in 2012.
2. Increasing funds for e-resources. (Goal #1)
3. Allocating money for digization projects. (Goal #2)
4. Increasing funding to develop programs and services for children. (Goal #2)
5. Funding the following capital projects:
 - a. Reorganize public technology on the fourth floor. (Goal #3)
 - b. Upgrade the website architecture. (Goal #1)
 - c. Replace public seating (chairs). (Operations Plan)
 - d. Replace main stair carpeting. (Operations Plan)

Library Operating Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 1,533,655	\$ 2,335,477	\$ 2,847,055	\$ 3,456,786	\$ 3,928,145
Revenues	\$ 6,667,810	\$ 6,964,017	\$ 6,755,534	\$ 6,714,636	\$ 6,602,648
Expenditures	\$ (5,865,988)	\$ (5,842,708)	\$ (6,286,786)	\$ (6,043,277)	\$ (6,474,545)
Transfers	\$ -	\$ -	\$ (200,000)	\$ (200,000)	\$ (300,000)
Reserve Fund	\$ -			\$ (1,500,000)	\$ (1,500,000)
Ending Balance	\$ 2,335,477	\$ 3,456,786	\$ 3,115,803	\$ 2,428,145	\$ 2,256,248

Library Capital Projects Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 223,383	\$ 152,773	\$ 257,676	\$ 311,507	\$ 420,407
Revenues	\$ 3	\$ -	\$ -	\$ 200	\$ -
Expenditures	\$ (70,613)	\$ (41,266)	\$ (99,300)	\$ (91,300)	\$ (353,000)
Transfers	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000
Ending Balance	\$ 152,773	\$ 311,507	\$ 358,376	\$ 420,407	\$ 367,407

Library Staff

	2009	2010	2011	2012	2013
Full Time	46	46	38	38	38
Part Time	76 (FTE 29.8)	65 (FTE 26.4)	70 (FTE 28.5)	66 (FTE 26.8)	66 (FTE 26.8)
Total FTE	75.8	72.4	66.5	64.8	64.8

Draft

2013 BUDGET
1.5% decrease in the levy

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed
TAXES					
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007				
810025	Property Taxes 2008				
810026	Property Taxes 2009	0	50,000	6,200	
810027	Property Taxes 2010	6,625,483			
810028	Property Taxes 2011		6,359,096	6,359,096	
810028	Property Taxes 2012				6,263,710
TOTAL TAXES		6,625,483	6,409,096	6,365,296	6,263,710
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	60,080	58,000	59,852	59,000
822095	State Grant: Library	4,000			
TOTAL INTERGOVERNMENTAL REVENUE		157,068	150,988	152,840	151,988
FINES & FEES					
850101	Library Fees	3,738	4,000	4,250	4,000
850102	Library Fines	71,758	77,000	70,000	72,000
850103	Library Fines Credit Card	37,644	43,000	44,600	45,000
850201	Copying Fees	24,833	30,000	24,100	30,000
850202	Damaged Materials	952	700	600	700
850203	Lost Materials	5,513	7,000	6,100	6,500
850205	Bags	721	750	700	750
850207	Non-Resident Cards	1,865	1,000	1,000	1,000
850208	Meeting Room Fees		2,000	700	2,000
TOTAL FINES		147,023	165,450	152,050	161,950
TOTAL TAXES		6,929,573	6,725,534	6,670,186	6,577,648
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events		500	0	0
TOTAL SPECIAL PROGRAMS & EVENTS		0	500	0	0
OTHER REVENUE					
890010	Interest Income	2,434	3,000	4,500	4,000
890050	Sale of Fixed Assets	0	5,000	17,250	0
899900	Miscellaneous Revenue	26,078	18,000	21,700	20,000
899920	Library Donations	5,932	3,500	1,000	1,000
TOTAL OTHER REVENUE		34,444	29,500	44,450	25,000
FUND TOTAL		6,964,017	6,755,534	6,714,636	6,602,648

Draft

2013 BUDGET
1.5% decrease in the levy

Fund 202		Des Plaines Public Library			
Revenue - Capital Projects Fund					
<u>Account</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>	
OTHER REVENUE					
890010	Interest Income			200	
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		0	0	200	
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund	200,000	200,000	200,000	300,000
TOTAL OTHER FINANCING SOURCES		200,000	200,000	200,000	300,000
FUND TOTAL		200,000	200,000	200,200	300,000

Draft

2013 BUDGET
1.5% decrease in the levy

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	1,969,393	2,073,069	1,703,470	2,098,574		
910200	Part-time Salaries	780,066	781,369	1,019,180	777,327		
910400	Non-Supervisory Overtime		0				
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium		0				
910950	Excess Sick Hours Pay out		0				
910970	Compensated Absences	89,761	0				
TOTAL SALARIES		2,839,220	2,854,438	2,722,650	2,875,901		
BENEFITS							
918010	Unemployment Compensation	14,530	35,000	78,000	78,000		
918020	Employer Contr - FICA	203,967	214,925	204,100	216,328		
918021	Employer Contr - IMRF	286,755	342,979	315,600	363,636		
918040	Life Ins Premiums	590	4,104	4,100	4,100		
918050	PPO Insurance Premiums	228,505	275,713	250,000	275,713		
918051	HMO Insurance Premiums	81,700	99,504	91,000	99,504		
918055	Dental Insurance Premiums	23,117	25,543	23,000	25,543		
918070	Workers Compensation	13,407	13,500	13,500	13,500		
918085	RHS Plan Payout	0	1,500	1,500	1,500		
TOTAL BENEFITS		852,571	1,012,768	980,800	1,077,824		
CONTRACTUAL SERVICES							
920100	Legal Fees	2,642	9,000	9,000	9,000	Legal Fees	9,000
920110	Professional Services	355,119	360,000	360,000	362,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	12,000
920120	Communication Services	35,080	39,100	32,000	34,100	McLeod/Paetec/Windstream	3,900
						AT&T	7,000
						Call One	3,600
						Level 3	6,000
						Sprint/Nextel	9,000
						Comcast	3,000
						Wide Open West (WOW)	1,600
920140	Integrated Library System	83,089	100,250	100,250	98,500	CCS/OCLC	98,500
920202	Conferences	0	3,000	3,000	5,000		5,000
920204	Training	0	12,000	5,000	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0				
920210	In-Service Training	0	0				
920220	Membership Dues	1,440	7,000	7,000	7,000		7,000
920225	Licensing/Titles	110	0				
920230	Publication of Notices	278	2,000	2,000	2,000		2,000
920900	Property/Liability Contributions	3,891					
920990	Property/Liability Insurance	34,029	30,000	33,100	33,000		33,000
930010	R & M Equipment	128,323	118,100	118,100	112,650	3M Equipment (security/checkout/workstations)	21,500
						APC UPS Annual Agreement	2,700
						Appliance Repair	1,000
						AWE Annual Agreement	3,000
						Backflow Device Testing	1,500
						COTG Copier Support	17,000
						COTG Printer Support	4,000
						Evanced Annual Agreement (calendar/summer reading)	1,500
						IDS Annual Agreement (Cisco DMP)	12,300
						Laminator Maintenance Contract	650
						Lyngsoe	26,500

Draft

2013 BUDGET
1.5% decrease in the levy

<u>Account</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>	<u>Details</u>	<u>Amount</u>
					Network Maintenance- Nomadix/Smartnet/Juniper/Proxi m	9,000
					Reader/Printers Maintenance	1,800
					RTI Annual Agreement	1,350
					SARA Workstation Agreement	250
					Smart UPS	200
					TBS Annual Agreement	6,400
					Wireline (repair telephone Service)	2,000

Draft

2013 BUDGET
1.5% decrease in the levy

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
930020 R & M Bldgs & Structures	107,482	128,100	128,100	132,150	Carpeting	2,500
					Door Maintenance	6,000
					Elevator Maintenance	7,500
					Fire Protection Equipment Testing	8,800
					Furniture/Carpet/Draperly Cleaning	28,000
					General Building Repairs	5,000
					HVAC (Automated Logic) Controls	11,000
					HVAC Water Treatment	1,000
					Lighting/Electrical	9,100
					McQuay	30,000
					Meeting Room Partition Maintenance	750
					Painting	10,000
					Plumbing Repairs	4,000
					Security Camera Repair	3,500
					Woodwork Repair/Carpentry	5,000
930030 R & M Vehicles	8,290	3,500	2,000	1,000	Library Van Maintenance	1,000
930195 Book Binding & Repair	302	500	500	500	Binding Books & Periodicals	500
930210 Rental of Equipment	26,063	29,000	29,000	31,300	Postage Machine	800
					Public Scan Station	2,500
					Copier Lease	28,000
930320 Cleaning, Custodial Services	67,281	47,700	50,000	47,400	Contract for Cleaning Library	40,100
					Additional Housekeeping	1,500
					Window/Glass Cleaning	5,800
930490 Refuse Contract	6,450	7,200	7,200	6,000	Waste Hauling	6,000
960040 Employee Physicals	0	250	250	250		250
960065 E pay Fees	227	500	1,800	1,800		1,800
960070 Mileage	0	500	500	500		500
960210 Special Event Programming	3,334	31,250	33,000	38,800	Youth Services Programming	16,250
					Adult Services Programming	16,500
					Refreshments	1,500
					Community Outreach Activities	4,550
960990 Misc. Contractual Services	77,138	76,425	76,425	84,300	Aquarium Service/Upgrade	5,000
					Back-up Disaster Recovery Off-site Storage	15,000
					Baker & Taylor Processing	22,000
					Baker & Taylor Title Source	2,600
					Building Alarm Monitoring	350
					Collection Agency Fees	5,200
					Constant Contact (eNewsletter)	750
					Crimson Multimedia	1,000
					Furniture Recovering	5,000
					Invicta Services	600
					Midwest Tape	10,000
					Server Monitoring	4,200
					Shutterstock	2,600
					Van Delivery Service	10,000
TOTAL CONTRACTUAL SERVICES	940,568	1,005,375	998,225	1,012,250		1,012,250

Draft

2013 BUDGET
1.5% decrease in the levy

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount	
COMMODITIES							
970100	Office Supplies	63,943	102,500	102,500	105,300	Debit Cards	1,000
						Disk Cleaning Supplies	2,000
						Headphones	2,500
						Library Cards	4,000
						Materials Processing	71,000
						Mice/Keyboards	1,300
						Supplies	18,000
						Toner	5,500
970110	Meals	1,446	2,000	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff	1,500
						Volunteer Party	500
970115	Supplies: Departmental	0	7,000	7,000	5,200	Public Information Services	1,200
						Building & Security Services	2,000
						IT Services	2,000
970170	Janitorial	24,555	30,300	30,000	28,300	Housekeeping Supplies	18,000
						Lighting	7,800
						HVAC Filters	2,500
970260	Postage and Parcel	12,739	15,000	12,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing	2,200	4,000	4,000	6,500	Printing (Public Information)	6,500
970500	Water (Utility)	4,842	6,000	5,000	6,000	Water (Utility)	6,000
970600	Books	386,975	350,000	350,000	342,000	Books	342,000
970610	Music & Audio Books	72,713	74,000	74,000	72,000	Music/Audio/CD ROMs	72,000
970620	Subscriptions	56,244	68,000	68,000	68,000	Periodicals/Microfilm/Zinio	68,000
970630	DVDs	109,614	111,000	111,000	106,000	DVDs	106,000
970640	Databases	118,741	165,000	165,000	185,000	Databases, Print Reference	185,000
970650	Downloadable Materials		33,000	33,000	45,000	E books/E Audio Books/Music	45,000
970810	Natural Gas	15,467	26,000	26,000	26,000		26,000
970820	Electricity	0	0	-	-		
970840	Diesel	2,872	0	-	-		
970850	Gasoline	752	1,000	750	1,000		1,000
970900	Equipment < \$5,000	1,678	4,000	4,000	-		
TOTAL COMMODITIES		874,781	998,800	994,250	1,013,300		

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2013 BUDGET
1.5% decrease in the levy

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CAPITAL EXPENDITURES						
980300	Improvements	0	0	-		
980400	Equipment	0	0	-		
980410	Computer Hardware	7,561	11,700	11,000	7,300	Phone Replacement Parts 1,200 Printer Replacement 4,000 Tablet PCs 2,100
980420	Computer Software	19,550	61,205	60,000	39,770	3M CIMS (fines and fees) 750 Boopsie 3,700 Cataloger Desk 700 Deepfreeze/Fortres 3,100 Digitization Software 3,150 Exchange Services 3,000 Graphics Software 5,000 Jaws & Magic 840 Mac Teen Software 1,000 Microsoft Annual Licenses 10,500 Photoshop Elements 1,200 Public Web Browser 125 Short Keys 250 SSL 150 Trend anti-virus 4,180 Web Classification 525 Web Dewey 600 Website Software 1,000
980600	Furniture & Fixtures	20,942	16,500	16,500	15,200	Adult Services Fixtures 4,000 Youth Services Fixtures 2,000 Chair Replacement 3,000 Signage 6,200
TOTAL CAPITAL EXPENDITURES		48,053	89,405	87,500	62,270	
OTHER FUNDING ACTIVITIES						
990900	Per Capita Grant Expenditure	60,104	58,000	59,852	58,000	
990901	Lead U Grant Expenditures	3,942				
990935	Trans to D/SD: 2002A Bond	23,469	0	-	-	End with 2011 Budget
990940	Trans to Lib Cap Proj FND	200,000	200,000	200,000	300,000	
993000	Contingency Reserve	0	75,000	-	75,000	
TOTAL OTHER FUNDING ACTIVITIES		287,514	333,000	259,852	433,000	
LIBRARY TOTALS		5,842,707	6,293,786	6,043,277	6,474,545	

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2013 BUDGET
1.5% decrease in the levy

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences		2,000	2,000	-		
920204	Training						
920210	In-Service Training						
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog						
960990	Misc Contractual Svcs		11,000	11,000	29,000	Marketing Campaign	21,000
						Digitization Projects	4,000
						Early Literacy Intern	4,000
TOTAL CONTRACTUAL			13,000	13,000	29,000		
COMMODITIES							
970260	Postage and Parcel						
970270	Printing-Reprod-Binding						
TOTAL COMMODITIES							
CAPITAL EXPENDITURES							
980400	Equipment				30,000	CD Shelving Replacement	15,000
						Early Literacy Area	15,000
980410	Computer Hardware		47,000	47,000			
TOTAL CAPITAL			47,000	47,000	30,000		
PER CAPITA TOTALS		60,104	60,000	60,000	59,000		

Draft

2013 BUDGET
1.5% decrease in the levy

Fund 202		Des Plaines Public Library				
Expenditures - Capital Projects Fund						
<u>Account</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Projected</u>	<u>2013</u> <u>Proposed</u>	<u>Details</u>	<u>Amount</u>
CONTRACTUAL SERVICES						
920110	Professional Services		0	15,000	Space Allocation Audit	15,000
960990	Misc Contractual Svcs		0			
TOTAL CONTRACTUAL SERVICES			0	15,000		
CAPITAL EXPENDITURES						
980300	Improvements		39,000	39,000	Main Stairs recarpeting	17,000
					4th floor reorganization	79,000
980400	Equipment		17,300	17,300	Telephone system	60,000
980410	Computer Hardware	41,266		45,000	Computer Lifecycle	39,000
					Simple Scan Station	6,000
980420	Computer Software		0	55,000	Website Architecture upgrade	55,000
980600	Furniture & Fixtures			82,000	Public Seating	82,000
990990	Vehicles		43,000	35,000		
TOTAL CAPITAL EXPENDITURES		41,266	99,300	91,300		338,000
DIVISION TOTALS		41,266	114,300	91,300		353,000

Des Plaines Public Library Funds 2013

Levy decrease 7.5%

This budget will decrease property taxes in real dollars by 7.5%, which translates into a 10.5% decrease over the extended amount in taxes collected in 2012. See the next page for a summary of layoffs and service disruptions.

Library Operating Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 1,533,655	\$ 2,335,477	\$ 2,847,055	\$ 3,456,786	\$ 3,928,145
Revenues	\$ 6,667,810	\$ 6,964,017	\$ 6,755,534	\$ 6,714,636	\$ 6,221,034
Expenditures	\$ (5,865,988)	\$ (5,842,708)	\$ (6,286,786)	\$ (6,043,277)	\$ (5,999,545)
Transfers	\$ -	\$ -	\$ (200,000)	\$ (200,000)	\$ (300,000)
Reserve Fund	\$ -			\$ (1,500,000)	\$ (1,500,000)
Ending Balance	\$ 2,335,477	\$ 3,456,786	\$ 3,115,803	\$ 2,428,145	\$ 2,349,634

Library Capital Projects Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 223,383	\$ 152,773	\$ 257,676	\$ 311,507	\$ 420,407
Revenues	\$ 3	\$ -	\$ -	\$ 200	\$ -
Expenditures	\$ (70,613)	\$ (41,266)	\$ (99,300)	\$ (91,300)	\$ (353,000)
Transfers	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000
Ending Balance	\$ 152,773	\$ 311,507	\$ 358,376	\$ 420,407	\$ 367,407

Library Staff

	2009	2010	2011	2012	2013
Full Time	46	46	38	38	30
Part Time	76 (FTE 29.8)	65 (FTE 26.4)	70 (FTE 28.5)	66 (FTE 26.8)	66 (FTE 26.8)
Total FTE	75.8	72.4	66.5	64.8	56.8

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7.5% LEVY REDUCTION
LAYOFFS
SERVICE DISRUPTIONS
August 14, 2012

7.5% DECREASE IN LEVY (\$477,000)

In order to achieve this decrease in the library's levy I would have to lay off 8 full time staff (21% reduction), one from each department. This would eliminate approximately \$490,000 from the Salaries and Benefits budget. Additionally, we would need to increase the Unemployment Compensation budget by approximately \$65,000. To absorb that cost I would decrease the Books budget by \$50,000.

In 2012 we laid off 3 part time staff.

In 2011 we laid off 2 part time staff and downgraded 4 staff from full time to part time.

SERVICE DISRUPTIONS (by department)

Circulation (1st floor)

- The public would have to wait in line.
- The public would have to wait longer to receive materials on hold or ordered through interlibrary loan.
- Phone calls from the public would go direct to voicemail.

Youth Services (2nd floor)

- Early literacy programming would be reduced by half. Spanish and Polish language storytimes would be eliminated.
- Fewer programs would be offered.
- Librarian visits to pre-schools and elementary schools would be cut be half.
- The public would have to wait in line.
- Phone calls from the public would go direct to voicemail.

Readers' Services (3rd floor)

- Homebound service would be eliminated.
- Books and materials delivered to Assisted Living facilities in our community would be eliminated.
- Staff participation in community groups such as the Chamber of Commerce, Rotary, Kiwanis, and the History Center will be significantly reduced.
- Book Discussions would be reduced by half.

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- The public would have to wait in line.
- Phone calls from the public would go direct to voicemail.

Reference Services (4th floor)

- Computer classes for the public would be reduced by one third.
- Educational programming to the public would be reduced by 25%.
- The public would have to wait in line.
- Phone calls from the public would go direct to voicemail.

Public Information Services (Marketing and PR)

- Flyers, posters, signs, handouts and program announcements marketing our programs and services would be reduced.

Building and Security Services

- The security desk on the 1st floor would be staffed only half the time the library is open.
- Program setups for the public would be eliminated.
- Cleanliness of the building would decrease.

Technical Services

- New materials would take approximately 25% longer to be available to the public.

Disruptions in service will continue to occur until we see a decrease in people through the doors, at our programs and classes or in circulation of materials.

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2013 BUDGET
7.5% decrease in the levy

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed
TAXES					
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007				
810025	Property Taxes 2008				
810026	Property Taxes 2009	0	50,000	6,200	
810027	Property Taxes 2010	6,625,483			
810028	Property Taxes 2011		6,359,096	6,359,096	
810028	Property Taxes 2012				5,882,096
TOTAL TAXES		6,625,483	6,409,096	6,365,296	5,882,096
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	60,080	58,000	59,852	59,000
822095	State Grant: Library	4,000			
TOTAL INTERGOVERNMENTAL REVENUE		157,068	150,988	152,840	151,988
FINES & FEES					
850101	Library Fees	3,738	4,000	4,250	4,000
850102	Library Fines	71,758	77,000	70,000	72,000
850103	Library Fines Credit Card	37,644	43,000	44,600	45,000
850201	Copying Fees	24,833	30,000	24,100	30,000
850202	Damaged Materials	952	700	600	700
850203	Lost Materials	5,513	7,000	6,100	6,500
850205	Bags	721	750	700	750
850207	Non-Resident Cards	1,865	1,000	1,000	1,000
850208	Meeting Room Fees		2,000	700	2,000
TOTAL FINES		147,023	165,450	152,050	161,950
TOTAL TAXES		6,929,573	6,725,534	6,670,186	6,196,034
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events		500	0	0
TOTAL SPECIAL PROGRAMS & EVENTS		0	500	0	0
OTHER REVENUE					
890010	Interest Income	2,434	3,000	4,500	4,000
890050	Sale of Fixed Assets	0	5,000	17,250	0
899900	Miscellaneous Revenue	26,078	18,000	21,700	20,000
899920	Library Donations	5,932	3,500	1,000	1,000
TOTAL OTHER REVENUE		34,444	29,500	44,450	25,000
FUND TOTAL		6,964,017	6,755,534	6,714,636	6,221,034

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2013 Budget
7.5% decrease in the levy

Fund 202		Des Plaines Public Library			
		Revenue - Capital Projects Fund			
<u>Account</u>		<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>
OTHER REVENUE					
890010	Interest Income				
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		0	0	0	
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund	200,000	200,000	200,000	300,000
TOTAL OTHER FINANCING SOURCES		200,000	200,000	200,000	300,000
FUND TOTAL		200,000	200,000	200,000	300,000

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2013 BUDGET
7.5% decrease in the levy

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	1,969,393	2,073,069	1,703,470	1,608,574		
910200	Part-time Salaries	780,066	781,369	1,019,180	777,327		
910400	Non-Supervisory Overtime		0				
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium		0				
910950	Excess Sick Hrs Pay out		0				
910970	Compensated Absences	83,761	0	0			
TOTAL SALARIES		2,839,220	2,854,438	2,722,650	2,385,901		
BENEFITS							
918010	Unemployment Compensation	14,530	35,000	78,000	143,000		
918020	Employer Contr - FICA	203,967	214,925	204,100	216,328		
918021	Employer Contr - IMRF	286,755	342,979	315,600	363,636		
918040	Life Ins Premiums	590	4,104	4,100	4,100		
918050	PPO Insurance Premiums	228,505	275,713	250,000	275,713		
918051	HMO Insurance Premiums	81,700	99,504	91,000	99,504		
918055	Dental Insurance Premiums	23,117	25,543	23,000	25,543		
918070	Workers Compensation	13,407	13,500	13,500	13,500		
918085	RHS Plan Payout	0	1,500	1,500	1,500		
TOTAL BENEFITS		852,571	1,012,768	980,800	1,142,824		
CONTRACTUAL SERVICES							
920100	Legal Fees	2,642	9,000	9,000	9,000	Legal Fees	9,000
920110	Professional Services	355,119	362,000	360,000	362,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	12,000
920120	Communication Services	35,080	39,100	32,000	34,100	McLeod	3,900
						AT&T	7,000
						Call One	3,600
						Level 3	6,000
						Sprint/Nextel	9,000
						Comcast	3,000
						Wide Open West (WOW)	1,600
920140	Integrated Library System	83,089	100,250	100,250	98,500	CCS/OCLC	98,500
920202	Conferences	0	3,000	3,000	5,000		
920204	Training	0	5,000	5,000	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	-		
920210	In-Service Training	0	0	0	-		
920220	Membership Dues	1,440	7,000	7,000	7,000		
920225	Licensing/Titles	110	0	0	-		
920230	Publication of Notices	278	2,000	2,000	2,000		
920900	Property/Liability Contributions	3,891	0	0	-		
920990	Property/Liab Insurance	34,029	30,000	33,100	33,000		
930010	R & M Equipment	128,323	118,100	118,100	112,650	3M Equipment	21,500
						APC UPS Annual Agreement	2,700
						Appliance Repair	1,000
						AWE Annual Agreement	3,000
						Backflow Device Testing	1,500
						COTG Copier Support	17,000
						COTG Printer Support	4,000
						Evanced Annual Agreement (calendar/summer reading)	1,500
						IDS Annual Agreement	12,300
						Laminator Maintenance Contract	650

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2013 BUDGET
7.5% decrease in the levy

<u>Account</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>	<u>Details</u>	<u>Amount</u>
					Lyngsoe	26,500
					Network Maintenance - Nomadix/Smartnet/Juniper/P roxim	9,000
					Reader/Printers Maintenance	1,800
					RTI Annual Agreement	1,350
					SARA Workstation Agreement	250
					Smart UPS	300
					TBS Annual Agreement	6,400
					Wireline (repair telephone Service)	2,000

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2013 BUDGET
7.5% decrease in the levy

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
930020 R & M Bldgs & Structures	107,482	128,100	128,100	132,150	Carpeting	2,500
					Door Maintenance	6,000
					Elevator Maintenance	7,500
					Fire Protection Equipment Testing	8,800
					Furniture/Carpet/Draperly Cleaning	28,000
					General Building Repairs	5,000
					HVAC (Automated Logic) Controls	11,000
					HVAC Water Treatment	1,000
					Lighting/Electrical	9,100
					McQuay	30,000
					Meeting Room Partition Maintenance	750
					Painting	10,000
					Plumbing Repairs	4,000
					Security Camera Repair	3,500
					Woodwork Repair/Carpentry	5,000
930030 R & M Vehicles	8,290	3,500	2,000	1,000	Library Van Maintenance	1,000
930195 Book Binding & Repair	302	500	500	500	Binding Soft Cover and Hard Cover Books & Periodicals	500
930210 Rental of Equipment	26,063	29,000	29,000	31,300	Postage Machine	800
					Public Scan Station	2,500
					Copier Lease	28,000
930320 Cleaning: Custodial Services	57,281	47,700	50,000	47,400	Contract for Cleaning Library	40,100
					Additional Housekeeping	1,500
					Window/Glass Cleaning	5,800
930490 Refuse Contract	6,450	7,200	7,200	6,000	Waste Hauling	6,000
960040 Employee Physicals	0	250	250	250		
960065 Epay Fees	227	500	1,800	1,800		
960070 Mileage	0	500	500	500		
960210 Special Event Programming	3,334	31,250	33,000	38,800	Youth Services Programming	16,250
					Adult Services Programming	16,500
					Refreshments	1,500
					Community Outreach Activities	4,550
960990 Misc. Contractual SVCS	77,138	76,425	76,425	84,300	Aquarium Service	5,000
					Back-up Disaster Recovery Off-site Storage	15,000
					Baker & Taylor Processing	22,000
					Baker & Taylor Title Source	2,600
					Building Alarm Monitoring	350
					Collection Agency Fees	5,200
					Constant Contact (eNewsletter)	750
					Crimson Multimedia	1,000
					Furniture Recovering	5,000
					Invicta Services	600
					Midwest Tape	10,000
					Server Monitoring	4,200
					Shutterstock	2,600
					Van Delivery Service	10,000
					TOTAL CONTRACTUAL SERVICES	940,568

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2013 BUDGET
7.5% decrease in the levy

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
COMMODITIES						
970100	Office Supplies	63,943	102,500	102,500	105,300	Debit Cards 1,000 Disk Cleaning Supplies 2,000 Headphones 2,500 Library Cards 4,000 Materials Processing 71,000 Mice/Keyboards 1,300 Supplies 18,000 Toner 5,500
970110	Meals (PRSNRS/WRKRS/VOLS)	1,446	2,000	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff 1,500 Volunteer Party 500
970115	Supplies: Dept./Other	0	7,000	7,000	5,200	Public Information Services 1,200 Building & Security Services 2,000 IT Services 2,000
970170	Janitorial	24,555	30,300	30,000	28,300	Housekeeping Supplies 18,000 Lighting 7,800 HVAC Filters 2,500
970260	Postage and Parcel	12,739	15,000	12,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices 15,000
970270	Printing-Reprod-Binding	2,200	4,000	4,000	6,500	Printing (Public Information) 6,500
970500	Purchase of Water	484,581	6,000	5,000	6,000	Purchase of Water 6,000
970600	Books	386,975	350,000	350,000	292,000	Books 292,000
970610	Music & Audio Books	72,713	72,000	74,000	72,000	Music/Audio/CD ROMs 72,000
970620	Subscriptions	56,244	68,000	68,000	68,000	Magazines, Newsletters/Microfilm 68,000
970630	DVDs	109,614	106,000	111,000	106,000	DVDs 106,000
970640	Databases	118,741	165,000	165,000	185,000	Databases, Print/Reference 185,000
970650	Downloadable Materials		33,000	33,000	45,000	E books/E Audio Books/Music 45,000
970810	Natural Gas	15,467	26,000	26,000	26,000	
970820	Electricity	0	0	0	-	
970840	Diesel	2,872	0	0	-	
970850	Gasoline	752	1,000	750	1,000	
970900	Equipment < \$5,000	1,678	0	4,000	-	
TOTAL COMMODITIES		874,781	987,800	994,250	963,300	

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2013 BUDGET
7.5% decrease in the levy

Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CAPITAL EXPENDITURES						
980300	Improvements	0	0	0		
980400	Equipment	0	0	0		
980410	Computer Hardware	7,561	11,700	11,000	7,300	Phone Replacement Parts 1,200 Printer Replacement 4,000 Tablet PC 2,100
980420	Computer Software	19,550	61,205	60,000	39,770	3M CIMS 750 Boopsie 3,700 Cataloger Desk 700 Deepfreeze/Fortres 3,100 Digitization Software 3,150 Exchange Services 3,000 Graphics Software 5,000 Jaws & Magic 840 MacTeen Software 1,000 Microsoft Annual Licenses 10,500 Photoshop Elements 1,200 Public Web Browser 125 Short Keys 250 SSL 150 Trend anti-virus 4,180 Web Classification 525 Web Dewey 600 Website Software 1,000
980600	Furniture & Fixtures	20,942	16,500	16,500	15,200	Adult Services Fixtures 4,000 Youth Services Fixtures 2,000 Chair Replacement 3,000 Signage 6,200
TOTAL CAPITAL EXPENDITURES		48,053	89,405	87,500	62,270	
OTHER FUNDING ACTIVITIES						
990900	Per Capita Grant Expenditure	60,104	58,000	59,852	58,000	
990901	I Lead U Grant Expenditures	3,942		0		
990935	Trans to D/SD: 2002A Bond	23,469	0	0		End with 2011 Budget
990940	Trans to Lib Cap Proj FND	200,000	200,000	200,000	300,000	
993000	Contingency Reserve	0	75,000	0	75,000	
TOTAL OTHER FUNDING ACTIVITIES		287,514	333,000	259,852	433,000	
LIBRARY TOTALS		5,842,707	6,277,786	6,043,277	5,999,545	

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2013 BUDGET
7.5% decrease in the levy

FUND 201		Des Plaines Public Library				
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT				
Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CONTRACTUAL SERVICES						
920202	Conferences		2,000	2,000		
920204	Training		-			
920210	In-Service Training		-			
920220	Membership Dues		-			
960070	Travel Expenses		-			
960210	Special Event Prog		-			
960990	Misc Contractual Svcs		11,000	11,000	29,000	Advertising Campaign
						Digitization Projects
						Early Literacy Intern
						21,000
						4,000
						4,000
TOTAL CONTRACTUAL		-	13,000	13,000	29,000	
COMMODITIES						
970260	Postage and Parcel		-			
970270	Printing-Reprod-Binding		-			
TOTAL COMMODITIES		-	-			
CAPITAL EXPENDITURES						
980400	Equipment				30,000	CD Shelving Replacement
						Early Literacy Area
						15,000
980410	Computer Hardware		47,000	47,000		
TOTAL CAPITAL		-	47,000	47,000	30,000	
PER CAPITA TOTALS		60,104	60,000	60,000	59,000	

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2013 BUDGET
7.5% decrease in the levy

Fund 202		Des Plaines Public Library				
Expenditures - Capital Projects Fund						
Account	<u>2011</u> Actual	<u>2012</u> Budget	<u>2012</u> Projected	<u>2013</u> Proposed	Details	Amount
CONTRACTUAL SERVICES						
920110	Professional Services		0	15,000	Space Allocation Audit	15,000
960990	Misc Contractual Svcs		0			
TOTAL CONTRACTUAL SERVICES			0			
CAPITAL EXPENDITURES						
980300	improvements	39,000	39,000	96,000	Main Stairs recarpeting	17,000
					4th floor reorganization	79,000
980400	Equipment	17,300	17,300	60,000	Telephone system	60,000
980410	Computer Hardware	41,266		45,000	Computer Lifecycle	39,000
					Simple Scan Station	6,000
980420	Computer Software		0	55,000	Website Architecture upgrade	55,000
980600	Furniture & Fixtures			82,000	Public Seating	82,000
990990	Vehicles		43,000	35,000		
TOTAL CAPITAL EXPENDITURES		41,266	99,300	91,300	338,000	
DIVISION TOTALS		41,266	99,300	91,300	353,000	

Des Plaines Public Library Funds 2013 Levy Decrease 1.5%

In the last four years the Des Plaines Public Library has reduced its staff by 11 FTEs **without reducing programs and services** to the public, and in fact has created new and transforming services for the community. The 2013 budget will continue to pursue our strategic goals by:

1. Decreasing property taxes in real dollars by 1.5%, which translates to 4.38% decrease over the extended amount in taxes collected in 2012. (decrease of \$95,386)
2. Increasing funds for e-resources. **Goal #1** (\$45,000, increase of \$12,000 from 2012)
3. Allocating money for digization projects. **Goal #2** (\$7,150 increase of \$4,150 from 2012)
4. Increasing funding to develop programs for children and adults. **Goal #2** (\$38,800 increase of \$7,550 from 2012)
5. Funding the following capital projects:
 - a. Reorganize public technology on the 4th floor. **Goal #3** (\$85,000)
 - b. Upgrade the website architecture. **Goal #1** (\$55,000)
 - c. Replace public seating (chairs). **Operations Plan** (\$82,000)
 - d. Replace main stair carpeting. **Operations Plan** (\$17,000)

Library Operating Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 1,533,655	\$ 2,335,477	\$ 2,847,055	\$ 3,456,786	\$ 3,928,145
Revenues	\$ 6,667,810	\$ 6,964,017	\$ 6,755,534	\$ 6,714,636	\$ 6,602,648
Expenditures	\$ (5,865,988)	\$ (5,842,708)	\$ (6,286,786)	\$ (6,043,277)	\$ (6,474,545)
Transfers	\$ -	\$ -	\$ (200,000)	\$ (200,000)	\$ (300,000)
Reserve Fund	\$ -			\$ (1,500,000)	\$ (1,500,000)
Ending Balance	\$ 2,335,477	\$ 3,456,786	\$ 3,115,803	\$ 2,428,145	\$ 2,256,248

Library Capital Projects Fund

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Proposed
Beginning Balance	\$ 223,383	\$ 152,773	\$ 257,676	\$ 311,507	\$ 420,407
Revenues	\$ 3	\$ -	\$ -	\$ 200	\$ -
Expenditures	\$ (70,613)	\$ (41,266)	\$ (99,300)	\$ (91,300)	\$ (353,000)
Transfers	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000
Ending Balance	\$ 152,773	\$ 311,507	\$ 358,376	\$ 420,407	\$ 367,407

Library Staff

	2009	2010	2011	2012	2013
Full Time	46	46	38	38	38
Part Time	76 (FTE 29.8)	65 (FTE 26.4)	70 (FTE 28.5)	66 (FTE 26.8)	66 (FTE 26.8)
Total FTE	75.8	72.4	66.5	64.8	64.8

2013 BUDGET

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2011 Actual	2012 Budget	2012 Projected	2013 Proposed
TAXES					
810022	Property Taxes 2005				
810023	Property Taxes 2006				
810024	Property Taxes 2007				
810025	Property Taxes 2008				
810026	Property Taxes 2009	0	50,000	6,200	
810027	Property Taxes 2010	6,625,483			
810028	Property Taxes 2011		6,359,096	6,359,096	
810028	Property Taxes 2012				6,263,710
TOTAL TAXES		6,625,483	6,409,096	6,365,296	6,263,710
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	60,080	58,000	59,852	59,000
822095	State Grant: Library	4,000			
TOTAL INTERGOVERNMENTAL REVENUE		157,068	150,988	152,840	151,988
FINES & FEES					
850101	Library Fees	3,738	4,000	4,250	4,000
850102	Library Fines	71,758	77,000	70,000	72,000
850103	Library Fines Credit Card	37,644	43,000	44,600	45,000
850201	Copying Fees	24,833	30,000	24,100	30,000
850202	Damaged Materials	952	700	600	700
850203	Lost Materials	5,513	7,000	6,100	6,500
850205	Bags	721	750	700	750
850207	Non-Resident Cards	1,865	1,000	1,000	1,000
850208	Meeting Room Fees		2,000	700	2,000
TOTAL FINES		147,023	165,450	152,050	161,950
TOTAL TAXES		6,929,573	6,725,534	6,670,186	6,577,648
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events		500	0	0
TOTAL SPECIAL PROGRAMS & EVENTS		0	500	0	0
OTHER REVENUE					
890010	Interest Income	2,434	3,000	4,500	4,000
890050	Sale of Fixed Assets	0	5,000	17,250	0
899900	Miscellaneous Revenue	26,078	18,000	21,700	20,000
899920	Library Donations	5,932	3,500	1,000	1,000
TOTAL OTHER REVENUE		34,444	29,500	44,450	25,000
FUND TOTAL		6,964,017	6,755,534	6,714,636	6,602,648

2013 Budget

Fund 202		Des Plaines Public Library			
		Revenue - Capital Projects Fund			
<u>Account</u>		<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>
OTHER REVENUE					
890010	Interest Income				
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		0	0	0	
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund	200,000	200,000	200,000	300,000
TOTAL OTHER FINANCING SOURCES		200,000	200,000	200,000	300,000
FUND TOTAL		200,000	200,000	200,000	300,000

1832

2013 BUDGET

221932 82,519

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	1,969,393	2,073,069	1,703,470	2,098,574		
910200	Part-time Salaries	780,066	781,369	1,019,180	777,327		
910400	Non-Supervisory Overtime		0				
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium		0				
910950	Excess Sick Hrs Pay out		0				
910970	Compensated Absences	89,761	0	0			
TOTAL SALARIES		2,839,220	2,854,438	2,722,650	2,875,901		
BENEFITS							
918010	Unemployment Compensation	14,530	35,000	78,000	78,000		
918020	Employer Contr - FICA	203,967	214,925	204,100	216,328		
918021	Employer Contr - IMRF	286,755	342,979	315,600	363,636		
918040	Life Ins Premiums	590	4,104	4,100	4,100		
918050	PPO Insurance Premiums	228,505	275,713	250,000	275,713		
918051	HMO Insurance Premiums	81,700	99,504	91,000	99,504		
918055	Dental Insurance Premiums	23,117	25,543	23,000	25,543		
918070	Workers Compensation	13,407	13,500	13,500	13,500		
918085	RHS Plan Payout	0	1,500	1,500	1,500		
TOTAL BENEFITS		852,571	1,012,768	980,800	1,077,824		
CONTRACTUAL SERVICES							
920100	Legal Fees	2,642	9,000	9,000	9,000	Legal Fees	9,000
920110	Professional Services	355,119	360,000	360,000	362,000	IT Management Service	325,000
						Accounting Service	20,000
						Audit	5,000
						Payroll Service	12,000
920120	Communication Services	35,080	39,100	32,000	34,100	McLeod	3,900
						AT&T	7,000
						Call One	3,600
						Level 3	6,000
						Sprint/Nextel	9,000
						Comcast	3,000
						Wide Open West (WOW)	1,600
920140	Integrated Library System	83,089	100,250	100,250	98,500	CCS/OCLC	98,500
920202	Conferences	0	3,000	3,000	5,000		
920204	Training	0	5,000	5,000	5,000	Staff Development	4,500
						AED	500
920205	Tuition Reimbursements	0	0	0	-		
920210	In-Service Training	0	0	0	-		
920220	Membership Dues	1,440	7,000	7,000	7,000		
920225	Licensing/Titles	110	0	0	-		
920230	Publication of Notices	278	2,000	2,000	2,000		
920900	Property/Liability Contributions	3,891		0	-		
920990	Property/Liab Insurance	34,029	30,000	33,100	33,000		
930010	R & M Equipment	128,323	118,100	118,100	112,650	3M Equipment	21,500
						APC UPS Annual Agreemnt	2,700
						Appliance Repair	1,000
						AWE Annual Agreement	3,000
						Backflow Device Testing	1,500
						COTG Copier Support	17,000
						COTG Printer Support	4,000
						Evanced Annual Agreement (calendar/summer reading)	1,500
						IDS Annual Agreement	12,300
						Laminator Maintenance Contract	650

63861
31378
GRARY
944
464

2013 BUDGET

<u>Account</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>	<u>Details</u>	<u>Amount</u>
					Lyngsoe	26,500
					Network Maintenance - Nomadix/Smartnet/Juniper/P roxim	9,000
					Reader/Printers Maintenance	1,800
					RTI Annual Agreement	1,350
					SARA Workstation Agreement	250
					Smart UPS	200
					TBS Annual Agreement	6,400
					Wireline (repair telephone Service)	2,000

2013 BUDGET

	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
930020	R & M Bldgs & Structures	107,482	128,100	128,100	132,150	Carpeting	2,500
						Door Maintenance	6,000
						Elevator Maintenance	7,500
						Fire Protection Equipment Testing	8,800
						Furniture/Carpet/Draperies Cleaning	28,000
						General Building Repairs	5,000
						HVAC (Automated Logic) Controls	11,000
						HVAC Water Treatment	1,000
						Lighting/Electrical	9,100
						McQuay	30,000
						Meeting Room Partition Maintenance	750
						Painting	10,000
						Plumbing Repairs	4,000
						Security Camera Repair	3,500
						Woodwork Repair/Carpentry	5,000
930030	R & M Vehicles	8,290	3,500	2,000	1,000	Library Van Maintenance	1,000
930195	Book Binding & Repair	302	500	500	500	Binding Soft Cover and Hard Cover Books & Periodicals	500
930210	Rental of Equipment	26,063	29,000	29,000	31,300	Postage Machine	800
						Public Scan Station	2,500
						Copier Lease	28,000
930320	Cleaning: Custodial Services	67,281	47,700	50,000	47,400	Contract for Cleaning Library	40,100
						Additional Housekeeping	1,500
						Window/Glass Cleaning	5,800
930490	Refuse Contract	6,450	7,200	7,200	6,000	Waste Hauling	6,000
960040	Employee Physicals	0	250	250	250		
960065	Epay Fees	227	500	1,800	1,800		
960070	Mileage	0	500	500	500		
960210	Special Event Programming	3,334	31,250	33,000	38,800	Youth Services Programming	16,250
						Adult Services Programming	16,500
						Refreshments	1,500
						Community Outreach Activities	4,550
960990	Misc. Contractual SVCS	77,138	76,425	76,425	84,300	Aquarium Service	5,000
						Back-up Disaster Recovery Off-site Storage	15,000
						Baker & Taylor Processing	22,000
						Baker & Taylor Title Source	2,600
						Building Alarm Monitoring	350
						Collection Agency Fees	5,200
						Constant Contact (eNewsletter)	750
						Crimson Multimedia	1,000
						Furniture Recovering	5,000
						Invicta Services	600
						Midwest Tape	10,000
						Server Monitoring	4,200
						Shutterstock	2,600
						Van Delivery Service	10,000
TOTAL CONTRACTUAL SERVICES		940,568	998,375	998,225	1,012,250		

2013 BUDGET

	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
COMMODITIES							
970100	Office Supplies	63,943	102,500	102,500	105,300	Debit Cards	1,000
						Disk Cleaning Supplies	2,000
						Headphones	2,500
						Library Cards	4,000
						Materials Processing	71,000
						Mice/Keyboards	1,300
						Supplies	18,000
						Toner	5,500
970110	Meals	1,446	2,000	2,000	2,000	Library Hosted Meetings & Public Programs, All Staff	1,500
						Volunteer Party	500
970115	Supplies: Departmental	0	7,000	7,000	5,200	Public Information Services	1,200
						Building & Security Services	2,000
						IT Services	2,000
970170	Janitorial	24,555	30,300	30,000	28,300	Housekeeping Supplies	18,000
						Lighting	7,800
						HVAC Filters	2,500
970260	Postage and Parcel	12,739	15,000	12000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing	2,200	4,000	4000	6,500	Printing (Public Information)	6,500
970500	Purchase of Water	4841.58	6,000	5000	6,000	Purchase of Water	6,000
970600	Books	386,975	350,000	350000	342,000	Books	342,000
970610	Music & Audio Books	72,713	74,000	74000	72,000	Music/Audio/CD ROMs	72,000
970620	Subscriptions	56,244	68,000	68000	68,000	Magazines, Newsletters/Microfilm	68,000
970630	DVDs	109,614	111,000	111000	106,000	DVDs	106,000
970640	Databases	118,741	165,000	165000	185,000	Databases, Print/Reference	185,000
970650	Downloadable Materials		33,000	33000	45,000	E books/E Audio Books/Music	45,000
970810	Natural Gas	15,467	26,000	26000	26,000		
970820	Electricity	0	0	0	-		
970840	Diesel	2,872	0	0	-		
970850	Gasoline	752	1,000	750	1,000		
970900	Equipment < \$5,000	1,678	4,000	4000	-		
TOTAL COMMODITIES		874,781	998,800	994,250	1,013,300		

2013 BUDGET

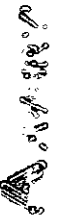
	<u>Account</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projected</u>	<u>2013 Proposed</u>	<u>Details</u>	<u>Amount</u>
CAPITAL EXPENDITURES							
980300	Improvements	0	0	0			
980400	Equipment	0	0	0			
980410	Computer Hardware	7,561	11,700	11,000	7,300	Phone Replacement Parts	1,200
						Printer Replacement	4,000
						Tablet PC	2,100
980420	Computer Software	19,550	61,205	60,000	39,770	3M CIMS	750
						Boopsie	3,700
						Cataloger Desk	700
						Deepfreeze/Fortres	3,100
						Digitization Software	3,150
						Exchange Services	3,000
						Graphics Software	5,000
						Jaws & Magic	840
						MacTeen Software	1,000
						Microsoft Annual Licenses	10,500
						Photoshop Elements	1,200
						Public Web Browser	125
						Short Keys	250
						SSL	150
						Trend anti-virus	4,180
						Web Classification	525
						Web Dewey	600
						Website Software	1,000
980600	Furniture & Fixtures	20,942	16,500	16,500	15,200	Adult Services Fixtures	4,000
						Youth Services Fixtures	2,000
						Chair Replacement	3,000
						Signage	6,200
TOTAL CAPITAL EXPENDITURES		48,053	89,405	87,500	62,270		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	60,104	58,000	59,852	58,000		
990901	Lead U Grant Expenditures	3,942		0	-		
990935	Trans to D/SD: 2002A Bond	23,469	0	0	-	End with 2011 Budget	
990940	Trans to Lib Cap Proj FND	200,000	200,000	200,000	300,000		
993000	Contingency Reserve	0	75,000	0	75,000		
TOTAL OTHER FUNDING ACTIVITIES		287,514	333,000	259,852	433,000		
LIBRARY TOTALS		5,842,707	6,286,786	6,043,277	6,474,545		

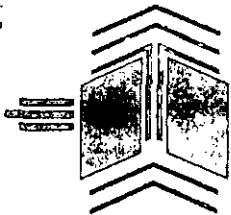
2013 BUDGET

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences		2,000	2,000			
920204	Training		-				
920210	In-Service Training		-				
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog		-				
960990	Misc Contractual Svcs		11,000	11,000	29,000	Marketing Campaign	21,000
						Digitization Projects	4,000
						Early Literacy Intern	4,000
TOTAL CONTRACTUAL		-	13,000	13,000	29,000		
COMMODITIES							
970260	Postage and Parcel		-				
970270	Printing-Reprod-Binding		-				
TOTAL COMMODITIES		-	-				
CAPITAL EXPENDITURES							
980400	Equipment				30,000	CD Shelving Replacement	15,000
						Early Literacy Area	15,000
980410	Computer Hardware		47,000	47,000			
TOTAL CAPITAL		-	47,000	47,000	30,000		
PER CAPITA TOTALS		60,104	60,000	60,000	59,000		

2013 BUDGET

Fund 202		Des Plaines Public Library					
		Expenditures - Capital Projects Fund					
	Account	2011 Actual	2012 Budget	2012 Projected	2013 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920110	Professional Services			0	15,000	Space Allocation Audit	15,000
960990	Misc Contractual Svcs			0			
TOTAL CONTRACTUAL SERVICES				0			
CAPITAL EXPENDITURES							
980300	Improvements		39,000	39,000	96,000	Main Stairs recarpeting 4th floor reorganization	17,000 79,000
980400	Equipment		17,300	17,300	60,000	Telephone system	60,000
980410	Computer Hardware	41,266			45,000	Computer Lifecycle Simple Scan Station	39,000 6,000
980420	Computer Software		0		55,000	Website Architecture upgrade	55,000
980600	Furniture & Fixtures				82,000	Public Seating	82,000
990990	Vehicles		43,000	35,000			
TOTAL CAPITAL EXPENDITURES		41,266	99,300	91,300	338,000		
DIVISION TOTALS		41,266	99,300	91,300	353,000		





Des Plaines Public Library

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, AUGUST 21, 2012

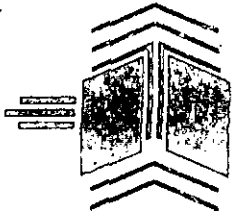
7:00 PM

Conference Room – Second Floor

Agenda:

- Finance Committee Report
- 2013 Budget

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



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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

August 21, 2012

7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Oath of Office - Dr. Gregory Sarlo.
- V. Consideration of the Agenda.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Dan Wilson.
- VIII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – July 17, 2012.
 - B. Approval of the Minutes of the Finance Committee Meeting – July 31, 2012 and August 16, 2012.
 - B. Acceptance of Financial Reports for July 2012.
 - C. Acceptance of Reports.
 1. Director’s Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.

- IX. New Business.
 - A. Approve Payment of Vendor Checks Report - \$252,199.05. [Action Item]
 - B. Review and Accept Bid for Public Restroom Partial Remodel. [Bids due August 13, 2012] [Action Item]
 - C. Declaration of Surplus Property. [Action Item]
 - D. Report Out Finance Committee, July 31, 2012, August 16, 2012, and August 21, 2012 – Eugene Fregetto. [Action Item]
 - E. Review 2013 Budget. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Other
- XIII. Adjournment.

This meeting will be recorded for television broadcast.



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

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 17, 2012. President George Magerl called the meeting to order at 4:00p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Richard Pope, Jennifer Tsalapatani, Carol Kidd.

Also present: George Magerl, Jeff Rozovics, Roberta Johnson, Susan Farid, Jo Bonell, Heather Imhoff, Margaret Scholl, Alderman Dan Wilson, Alma Perez, Wayne Serbin, Matt Stack.

PLEDGE OF ALLEGIANCE.

PRESENTATION TO RETIRING TRUSTEES – George Magerl and Jeff Rozovics.

Director Sorensen thanked Trustee Jeff Rozovics and President George Magerl for their dedication to the library and for their good work serving on the board. Books have been purchased to include in the library collection with books plates honoring the retiring trustees.

OATH OF OFFICE.

Alma Perez took the Oath of Office.

CONSIDERATION OF THE AGENDA.

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

PUBLIC COMMENTS AND QUESTIONS

Wayne Serbin, Des Plaines resident, thanked retiring board members, George Magerl and Jeff Rozovics, for their service to the community and welcomed the new board members, Alma Perez and Dr. Gregory Sarlo.

Matthew Stack, Des Plaines resident, stated that the library did not have certain Christian movies for checkout and Director Sorensen responded that Jo Bonelli, Head of Adult Services, would call him to help with his request. Director Sorensen stated that if the Des Plaines Public Library does not have the requested material, it is almost always available from another library.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Dan Wilson.

Alderman Dan Wilson thanked President George Magerl and Trustee Jeff Rozovics for service to the community.

Susan Moylan Krey entered the meeting at 4:13 p.m.

CONSENT AGENDA

Carol Kidd, Board Secretary, asked to remove A. Approval of the Minutes of the Regular Board Meeting – June 26, 2012, B. Acceptance of Financial Reports for June 2012 and C. Acceptance of Reports. 1. Director's Report.

Carol Kidd asked to revise the June 26, 2012 meeting minutes as follows:

MOTION by Dion Kendrick, seconded by Eugene Kendrick Eugene Fregetto, to approve the library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Jennifer Tsalapatani, to accept the minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Carol Kidd asked that the Financial Report, Revenue Report, be revised by changing the line item for the sale of the mobile library from 4899900, Miscellaneous Revenue to 4890050 Sale of Fixed Assets. A corrected Revenue Report was distributed to the board.

MOTION by Jennifer Tsalapatani, seconded by Rich Pope, to accept the revised Financial Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Vince Rangel entered the meeting at 4:19 p.m.

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the Financial Reports for June 2012, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Carol Kidd stated that she revised the June 2012 Statistic Report by expanding the Patron Assistance line item to include the number of questions asked by patrons in the Youth Services department, Adult Services department and Circulation Services department.

MOTION by Dion Kendrick, seconded by Vince Rangel, to accept the Director's Report, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$197,118.13 as listed on the vendor checks report of June 2012 and authorize the Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Perez, Pope,. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Rich Pope, to approve payment to Reference USA in the amount of \$12,024.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Director Sorensen reported on her proposed Operations Plans for 2013 – 2015. She gave copies of the report to the board and explained that her report included projections for budget, staffing requirements, equipment, furnishing and fixture needs, fee based products and services (revenue) and staff expenditures for the time period 2013 - 2015.

MOTION by Steve Mokry, seconded by Vince Rangel, to close nominations for the slate of officers for the Library Board of Trustees for 2012/2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The results of the election: Richard Pope, President, Susan Moylan Krey, Vice President, Eugene Fregetto, Treasurer, Carol Kidd, Secretary.

Richard Pope took the oath of office for President, Susan Moylan Krey took the oath of office for Vice President, Eugene Fregetto took the oath of office for Treasurer and Carol Kidd took the oath of office for Secretary.

Richard Pope presided over the meeting as the newly elected President of the Board of Trustees.

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

Meeting adjourned at 5:39 p.m.

Minutes prepared Carol Kidd.



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- Progress Report
- Response Requested by _____
- Board Action Required 08/21/2012

BOARD OF TRUSTEES
 Minutes of the Finance Committee Meeting
 July 31, 2012

Chair: Eugene Fregetto
 Present: Eugene Fregetto, Dion Kendrick, Rich Pope, Vince Rangel, Alma Perez,
 Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid,
 Stephanie Spetter

Call to Order: 6:01 p.m. by Eugene Fregetto.

Trustee Fregetto asked that agenda item IX. Discussion of Non-Property Revenue Sources for Consideration in the 2012 Budget be changed to Discussion of Non-Property Revenue Sources for Consideration in the 2013 Budget.

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

BENCHMARKING DES PLAINES LIBRARY PERFORMANCE.

The committee reviewed statistical information distributed by Trustee Fregetto and Kendrick, including the 2011 Employee Compensation report that is on the library website, Des Plaines Public Library Salary and Classification Schedule, Peer Comparison, Suburban Peer Group Library Ranking for 2011 and an article from ALA/ALTAFF. Trustee Fregetto asked that "Transforming Our Libraries, Ourselves" reproduced from ALA.org/altaff, Peer Comparison and Suburban Peer Group Library Ranking for 2011 be included as part of the Finance Committee meeting minutes.

ACCOUNTING OF CASH RESERVES IN CASH BUDGET AND FINANCIAL STATEMENTS.

MOTION by Eugene Fregetto, seconded by Vince Rangel, to add a line item to the Cash Budget Projection chart prepared by Director Sorensen to include the line item cash reserves in the amount of \$1,500,000, which was approved by the board at the June 26, 2012 meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Vince Rangel , to request that the library director provide a written report, including the background and history, regarding the working cash fund and provide the committee an opinion regarding whether the \$1,500,000 that we designated as reserve should be a working fund cash account as referred to in library law. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

BUDGET GUIDELINES REGARDING 7.5% REDUCTION DIRECTED BY THE BOARD ON 11/2/2011.

The committee directed Director Sorensen to prepare two budgets for the next Finance committee meeting. Budget 1 will reduce the tax levy by 7.5% and Budget 2 will reduce the tax levy by 1.5%.

BUDGET PROCESS: PRESENTATION BY LIBRARY DIRECTOR AND ASSISTANT DIRECTOR.

Director Sorensen and Assistant Director Johnson gave an overview of the budget process.

The Finance committee will meet again on Thursday, August 16, 2012 at 4:00 p.m. to hear department head presentations.

APPLICATION OF COST/BENEFIT ANALYSIS FOR THE 2013 BUDGET.

Trustee Fregetto will send examples/ideas on cost/benefit analysis to Director Sorensen.

DISCUSSION OF NON-PROPERTY REVENUE SOURCES FOR CONSIDERATION IN THE 2013 BUDGET.

The committee discussed charging for meeting room use. It was discussed that the Management committee meet to recommend a fee schedule for meeting room use.

MOTION by Eugene Fregetto, seconded by Dion Kendrick.

The meeting adjourned at 7:56 p.m.

Minutes prepared by Carol Kidd.

Peer Comparison

DP Library Benchmarking "Peer" Statistics (DPPL Fin Comm. 7/31/12); Dion F Kendrick

Source: Institute of Museum and Library Services; survey dated Oct 2011 for FY 2009

Per Capita comparisons:

Operating Expenses	DPPL	IL Peers	% Add.	DPPL "X"/Peers
• Total	\$108	\$57	+90%	1.90X
• Staff	\$70	\$36	+94%	1.94X
• Collection	\$14	\$7	+100%	2.00X
• Other Operating	\$24	\$14	+71%	1.71X

Other interesting measurements/comparisons:

- Illinois ranked 47 out of the 50 States in per capita "registered borrowers" at .46 (or 46% of the legal library population was active card holders). The DPPL was .66 or 1.43X better than our IL peers and 1.16X better than the national average of .57
- The staffing metric was measured at 12 paid staff (including 4 degreed Librarians) per 25,000 of "legal" population which is 58,000 in Des Plaines. The survey disclosed that over the last 10 years that metric has remained virtually flat. This measurement would indicate that the DPPL for a population of 58,000 would need a staff of 28 employees including 9 "librarians". We have 37 FT employees and 69 PT employees with 20 librarians employed.
- The "facilities" or building metric was measured in square feet (s/f) according to population size in various groupings; our category is 50,000 to 99,999. The average s/f in this segment was 41,400; the DPPL is 80,000. The per capita s/f per 1,000 of population for the same segment was 634. For Des Plaines this would equate to a building size of 36,800 (634 x 58,000).

Observations/Comments/Questions:

- Per capita comparisons are particularly insightful as they equalize/level the data field
- The above measurements disclose that the DPPL is about twice as costly to operate as its Illinois peers. The IL per capita cost of \$57 is the third highest in the nation. It gets worse; the "suburban" average is \$45. The average for our surrounding neighbor States in the Midwest is \$40. Why is the DPPL so high? What is the "value added" for which we pay so dearly?
- The DP population has been stable at 58,000 +/- since 1970 (42 years) but we are levied with a building and a staff fit for a city twice our size supported by half the requisite tax base required for such a size. Maybe this is why taxes are so high?
- Our 2013 budget deliberations must begin to address these cost metrics and establish a three year plan to bring the DPPL into closer alignment with the industry averages.

18
~~2~~

PRESIDENT'S MESSAGE

Article
Benchmarking
Tool

'Transforming Our Libraries, Ourselves'

The theme of ALA's 2012 Annual Conference was "Transforming Our Libraries, Ourselves." As the new ALTAFF president, I would like to address this topic. The discussions on "Transforming Libraries" within ALA have focused on the short-term and long-term changes that are happening in today's libraries, including those in physical/virtual space, library workforce, service portfolio, customer expectations, external relationships, and library leadership expectations. Those involved in library leadership might consider the following questions:

- How would you describe "transformation" within your library?
- What are you doing differently today compared to five years ago?
- What do you see your library changing in the short-term (1-3 years) in the areas listed above?
- What do you see your library changing in the longer-term (3+ years) in the areas listed above?
- What are the key programs or services (top three) you expect from ALA in response to the changes?
- What are the key programs or services (top three) you expect from your division in response to the changes?

The *World Book* (online) defines transform as "a change in form or appearance, to change in condition, nature, or character, or to change into another."

During more than 30 years of teaching as an elementary library media specialist, as well as being a library Trustee, Friend, and advocate, I have seen many changes in how libraries are governed, the types of materials and equipment we purchase for our patrons, and the appearance of buildings. All of these different technologies we now use have changed the way we do things.

Recently, I interviewed Dr. Ron Heezen, director of Shreve Memo-

rial Public Library (Shreveport, La.), for his input on how public libraries in Shreveport have transformed.

"We started small, and the growth we experienced was piecemeal," said Dr. Heezen.

"Suddenly (or so it seems to those who have been here for the whole journey), we are a fairly large library with all our small library procedures and small library organization design." Dr. Heezen emphasized that the director, staff, and Trustees had to transform themselves in a number of ways:

- Moving from a bricks-and-mortar mentality to bits-and-bytes reality.
- Organizing as a system rather than as 21 disparate organizations (branch libraries).
- Building their brand in the community, while answering that community's needs.
- Keeping supporters focused on the destination, with a road map outlining their journey.
- Encouraging voters to support them through their actions rather than campaigning.

The benefits of these transformations, Dr. Heezen said, included a positive reaction from the community, an increase in usage numbers, and the passage of a renewal of the library's tax structure. This was a huge success. The drawbacks, he said, "centered on the reaction of a good-hearted (and skilled) staff to so much change in a short period of time."

As you move forward in transforming your library to bridge the digital divide, consider the questions above. Think of making this your number-one resolution for this year and the coming years. Here are additional



Gail Guidry Griffin
ALTAFF President

questions to consider as you work on your long-range plans:

- How has our library been transformed, or has it?
- Is our library using the same outdated equipment and materials?
- Is our collection updated and has it been properly weeded?
- What changes or transformations does our library need?
- Does our library provide the community access to meeting rooms?
- Does our library provide free WiFi access?
- Does our library provide training sessions that are in demands from our patrons?

Thank you for your support, and kudos to ALTAFF Past President Donna McDonald for a job well done. If you have any questions or concerns, please email me at ggriffin@caddo.k12.la.us. I am here for you. Let's work together as Team ALTAFF!

The Voice for America's Libraries is published six times a year by the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF), a division of the American Library Association (ALA).

For membership information, call (800) 545-2433, ext. 2161, email altaff@ala.org, or visit www.ala.org/altaff.

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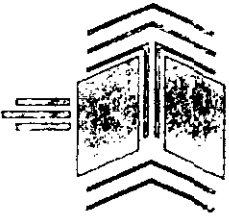
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Suburban Peer Group Library Ranking for 2011

NAME	POPULATION	OPERATING BUDGET	PER CAPITA COST
Skokie	64,784	10,285,562	159
Niles	58,793	8,909,764	152
Mt. Prospect	54,167	8,050,600	149
St. Charles	55,092	7,089,143	129
Cook	60,069	7,181,700	120
Fountaindale	67,683	7,659,585	113
Des Plaines	58,364	6,035,344	103
Indian Trails	67,010	5,781,961	87
Oak Lawn	56,690	4,933,510	87
Warren-Newport	66,690	5,694,383	86
Orland Park	56,767	4,269,117	76
Wheaton	52,894	3,947,192	75
Tinley Park	58,323	4,196,075	72
Oswego	60,931	3,041,000	50

NAME	POPULATION	OPERATING BUDGET	PER CAPITA COST
Arlington Hts	76,943	13,607,472	177
Elk Grove	33,127	4,998,495	150
Glenview	44,692	6,424,700	144
Morton Grove	23,270	3,154,901	136
Schaumburg	129,839	14,841,341	114
Park Ridge	37,480	4,123,134	110
Des Plaines	58,364	6,035,344	103
Palatine	88,983	6,861,000	77



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- Progress Report
- Response Requested by _____
- Board Action Required 08/21/2012

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
August 16, 2012

Chair: Eugene Fregetto
Present: Eugene Fregetto, Dion Kendrick, Rich Pope, Steve Mokry, Vince Rangel, Jennifer Tsalapatanis, Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Susan Farid, Stephanie Spetter, Sue Pirie, Jo Bonell, Gary Valente, Don Sofolo, Tim Haskell, Gus Sekalias.

Call to Order: 4:00p.m. by Eugene Fregetto.

CONSIDERATION OF THE AGENDA

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

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING – JULY 31, 2012

MOTION by Eugene Fregetto, seconded by Vince Rangel, to accept the minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DEPARTMENT HEADS PRESENTATION.

Presentations were made by Gary Valente, Head of Building and Security Services, Don Sofolo, President of Outsource Solutions Group, Susan Farid, Head of Circulation Services, Stephanie Spetter, Head of Youth Services, Suzanne Pirie, Manager of Technical Services, Jo Bonell, Head of Adult Services and Heather Imhoff, Head of Public Information Services.

REVIEW 2013 BUDGET DOCUMENTS.

Director Sorensen explained the two budget documents that were emailed to board members on Tuesday, August 14, 2012.

The Finance Committee will meet again on Tuesday, August 21, 2012 at 5:30 p.m. to discuss:

- Follow-up on 2 budget documents
- Discuss Finance committee looking into other libraries
- Request for Proposal for Accounting Services.

RFP FOR ACCOUNTING SERVICES FOR 2013 - 2016

Trustee Fregetto asked Director Sorensen to ask Dorothy Wisniewski, Director of Finance for the City of Des Plaines, if the library is included in the City's audit and if the library can have an audit separate from the City of Des Plaines.

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting.

The meeting adjourned at 7:34 p.m.

Minutes prepared by Carol Kidd.

August 13, 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 July 31, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the seven months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Des Plaines Public Library
Treasurer's Report as of July 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>175,144.78</u>
	<u>175,144.78</u>
201-1102015 - First Midwest Operating #8100292260	324,864.79
202-1102015 - First Midwest Operating #8100292260	10,000.00
	<u>334,864.79</u>
201-1102028 - Cash Library Donations	25,261.49
	<u>25,261.49</u>
201-1102073 - Cash IL - Epay #151600222104	<u>57,935.04</u>
201-1102078 - Cash IL - Epay Library	<u>13,242.38</u>
201-1102079 - IL Funds - 151600222591	4,876,975.07
202-1102079 - IL Funds - 151600222591	270,369.03
	<u>5,147,344.10</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u>5,857,774.95</u>

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

<u>Library Fund</u>	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	174,147.28	997.50	175,144.78
1102015 - First Midwest Operating #8100292260	506,530.50	(181,665.71)	324,864.79
1102028 - Cash Library Donations	24,910.39	351.10	25,261.49
1102073 - Cash IL - Epay 151600008073	54,624.34	3,310.70	57,935.04
1102078 - Cash IL - Epay Library	12,650.97	591.41	13,242.38
1102079 - IL Funds - 151600222591	3,802,487.11	1,074,487.96	4,876,975.07
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
	<u>10,974,837.96</u>	<u>898,072.96</u>	<u>11,872,910.92</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	157,927.79	33,014.38	190,942.17
2430707 - Due to Library Comp Abs	215,418.08	56,673.00	272,091.08
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>6,719,650.99</u>	<u>89,687.38</u>	<u>6,809,338.37</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	3,513,461.11	(56,673.00)	3,456,788.11
	<u>3,513,461.11</u>	<u>(56,673.00)</u>	<u>3,456,788.11</u>
Total Liabilities and Fund Balance	<u>10,233,112.10</u>	<u>33,014.38</u>	<u>10,266,126.48</u>
Excess Revenues Over Expenses	<u>741,725.86</u>	<u>865,058.58</u>	<u>1,606,784.44</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	2,324.47	7,675.53	10,000.00
1102079 - IL Funds - 151600222591	<u>302,975.91</u>	<u>(32,606.88)</u>	<u>270,369.03</u>
	<u>305,300.38</u>	<u>(24,931.35)</u>	<u>280,369.03</u>

Liabilities and Fund Balance

Liabilities

<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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Fund Balance

3730000 - Fund Balance - Unreserved	<u>311,506.97</u>	<u>0.00</u>	<u>311,506.97</u>
Total Liabilities and Fund Balance	<u>311,506.97</u>	<u>0.00</u>	<u>311,506.97</u>
Excess Revenues Over Expenses	<u>(6,206.59)</u>	<u>(24,931.35)</u>	<u>(31,137.94)</u>

Compensated Absences Fund

Assets

1120201 - Due From Library	<u>215,418.08</u>	<u>56,673.00</u>	<u>272,091.08</u>
	<u>215,418.08</u>	<u>56,673.00</u>	<u>272,091.08</u>

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	135,596.87	(15,358.00)	120,238.87
2490010 - Compensated Absences Payable	<u>79,821.21</u>	<u>72,031.00</u>	<u>151,852.21</u>
	<u>215,418.08</u>	<u>56,673.00</u>	<u>272,091.08</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>215,418.08</u>	<u>56,673.00</u>	<u>272,091.08</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Des Plaines Public Library
Balance Sheet as of July 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	42,209.00	24,954.39	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	(333,245.00)	0.00	(333,245.00)
	<u>814,278.00</u>	<u>24,954.39</u>	<u>839,232.39</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>814,278.00</u>	<u>24,954.39</u>	<u>839,232.39</u>
	<u>814,278.00</u>	<u>24,954.39</u>	<u>839,232.39</u>
Total Liabilities and Net Capital Assets	<u><u>814,278.00</u></u>	<u><u>24,954.39</u></u>	<u><u>839,232.39</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 7 Months Ended July 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	0.00	6,200.66	50,000.00	43,799.34	12.40
4810027 - Property Taxes 2010	1,288,797.30	4,751,223.04	6,359,096.00	1,607,872.96	74.72
	<u>1,288,797.30</u>	<u>4,757,423.70</u>	<u>6,409,096.00</u>	<u>1,651,672.30</u>	<u>74.23</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
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>46,494.00</u>	<u>150,988.00</u>	<u>104,494.00</u>	<u>30.79</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	340.00	2,464.83	4,000.00	1,535.17	61.62
4850102 - Library Fines	6,462.01	41,495.42	77,000.00	35,504.58	53.89
4850103 - Library Fines / Credit Card	4,081.98	26,399.51	43,000.00	16,600.49	61.39
4850201 - Copying Fee	2,295.73	14,363.63	30,000.00	15,636.37	47.88
4850202 - Damaged Materials	163.38	476.09	700.00	223.91	68.01
4850203 - Lost Materials	576.65	3,626.86	7,000.00	3,373.14	51.81
4850205 - Bags	53.00	413.50	750.00	336.50	55.13
4850207 - Non-Res Cards	0.00	514.50	1,000.00	485.50	51.45
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>13,972.75</u>	<u>89,754.34</u>	<u>165,450.00</u>	<u>75,695.66</u>	<u>54.25</u>
<u>Other Revenue</u>					
4890010 - Interest Income	304.73	2,547.83	3,000.00	452.17	84.93
4890050 - Sale of Fixed Assets	1,200.00	14,250.00	5,000.00	(9,250.00)	285.00
4899900 - Miscellaneous Revenue	492.80	11,353.11	18,000.00	6,646.89	63.07
4899920 - Library Donations	350.00	890.00	3,500.00	2,610.00	25.43
	<u>2,347.53</u>	<u>29,040.94</u>	<u>29,500.00</u>	<u>459.06</u>	<u>98.44</u>
Total Library Fund	<u>1,305,117.58</u>	<u>4,922,712.98</u>	<u>6,755,534.00</u>	<u>1,832,821.02</u>	<u>72.87</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 7 Months Ended July 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	23.04	116.45	2,500.00	2,383.55	4.66
	<u>23.04</u>	<u>116.45</u>	<u>2,500.00</u>	<u>2,383.55</u>	<u>4.66</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>23.04</u>	<u>116.45</u>	<u>202,500.00</u>	<u>202,383.55</u>	<u>0.06</u>
Total of All Funds	<u>1,305,140.62</u>	<u>4,922,829.43</u>	<u>6,958,034.00</u>	<u>2,035,204.57</u>	<u>70.75</u>

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 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	116,860.10	968,570.59	2,073,069.00	1,104,498.41	46.72
5910200 - Temporary Wages	95,202.19	604,791.84	781,639.00	176,847.16	77.37
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>212,062.29</u>	<u>1,573,410.51</u>	<u>2,854,708.00</u>	<u>1,281,297.49</u>	<u>55.12</u>
Benefits					
5918010 - Unemployment Compensation	0.00	13,102.50	35,000.00	21,897.50	37.44
5918020 - Employer Contribution - FICA	15,914.45	117,948.52	214,925.00	96,976.48	54.88
5918021 - Employer Contribution - IMRF	24,816.32	182,598.10	342,979.00	160,380.90	53.24
5918040 - Life Insurance Premiums	250.40	259.40	4,104.00	3,844.60	6.32
5918050 - PPQ Insurance Premiums	22,579.58	146,061.08	275,713.00	129,651.92	52.98
5918051 - HMO Insurance Premiums	6,326.44	51,451.55	99,504.00	48,052.45	51.71
5918055 - Dental Insurance Premiums	377.18	11,707.43	25,543.00	13,835.57	45.83
5918070 - Workers Compensation	10,828.00	13,956.20	13,500.00	(456.20)	103.38
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>81,092.37</u>	<u>537,084.78</u>	<u>1,012,768.00</u>	<u>475,683.22</u>	<u>53.03</u>
Contractual Services					
5920100 - Legal Fees	0.00	1,339.12	9,000.00	7,660.88	14.88
5920110 - Professional Services	29,192.33	235,330.17	360,000.00	124,669.83	65.37
5920120 - Communication Services	2,371.36	18,187.18	39,100.00	20,912.82	46.51
5920140 - Data Processing Services	24,838.30	55,269.94	100,250.00	44,980.06	55.13
5920202 - Conferences	45.00	1,675.00	3,000.00	1,325.00	55.83
5920204 - Training	0.00	409.00	5,000.00	4,591.00	8.18
5920220 - Membership Dues	130.00	1,609.00	7,000.00	5,391.00	22.99
5920230 - Publication of Notices	49.95	90.45	2,000.00	1,909.55	4.52
5920990 - Property/Liability Insurance	0.00	32,226.00	30,000.00	(2,226.00)	107.42
5930010 - R&M Equipment	1,953.50	95,380.01	118,100.00	22,719.99	80.76
5930020 - R&M Buildings & Structures	10,135.31	42,905.27	128,100.00	85,194.73	33.49
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	19,282.00	29,000.00	9,718.00	66.49
5930320 - Cleaning/Custodial Services	3,640.00	29,072.00	47,700.00	18,628.00	60.95
5930490 - Refuse Contract	603.26	4,707.46	7,200.00	2,492.54	65.38
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	185.06	1,075.42	500.00	(575.42)	215.08
5960070 - Travel Expense	0.00	309.90	500.00	190.10	61.98
5960210 - Special Event Programming	3,215.73	23,161.31	31,250.00	8,088.69	74.12
5960990 - Misc. Contractual Services	5,163.90	41,202.75	76,425.00	35,222.25	53.91
	<u>83,705.70</u>	<u>604,808.16</u>	<u>998,375.00</u>	<u>393,566.84</u>	<u>60.58</u>
Commodities					
5970100 - Office Supplies	6,512.97	46,324.64	102,500.00	56,175.36	45.19
5970110 - Meals	0.00	1,005.44	2,000.00	994.56	50.27
5970115 - Supplies - Dept/Other	0.00	3,709.78	7,000.00	3,290.22	53.00
5970170 - Janitorial	1,379.85	9,811.75	30,300.00	20,488.25	32.38
5970260 - Postage & Parcel	1,012.47	5,217.83	15,000.00	9,782.17	34.79
5970270 - Printing -Reproduction-Binding	0.00	2,458.18	4,000.00	1,541.82	61.45
5970500 - Purchase of Water	0.00	2,166.04	6,000.00	3,833.96	36.10

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2012**

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970600 - Books	19,952.35	188,953.65	350,000.00	161,046.35	53.99
5970610 - Audio Materials	8,680.35	35,125.57	74,000.00	38,874.43	47.47
5970620 - Subscriptions & Books	71.22	7,097.72	68,000.00	60,902.28	10.44
5970630 - Visual Materials	6,860.98	52,436.69	111,000.00	58,563.31	47.24
5970640 - Automated Reference Materials	11,652.75	120,548.33	165,000.00	44,451.67	73.06
5970650 - Downloadable Materials	912.78	33,481.84	33,000.00	(481.84)	101.46
5970810 - Natural Gas	0.00	10,634.96	26,000.00	15,365.04	40.90
5970850 - Gasoline	0.00	263.60	1,000.00	736.40	26.36
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>57,035.72</u>	<u>519,236.02</u>	<u>998,800.00</u>	<u>479,563.98</u>	<u>51.99</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	5,147.46	7,129.57	11,700.00	4,570.43	60.94
5980420 - Computer Software	375.00	22,903.81	61,205.00	38,301.19	37.42
5980600 - Furniture & Fixtures	584.00	1,450.47	16,500.00	15,049.53	8.79
	<u>6,106.46</u>	<u>31,483.85</u>	<u>89,405.00</u>	<u>57,921.15</u>	<u>35.21</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	56.46	49,905.22	58,000.00	8,094.78	86.04
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>56.46</u>	<u>49,905.22</u>	<u>333,000.00</u>	<u>283,094.78</u>	<u>14.99</u>
Total Library Fund Expenditures	<u><u>440,059.00</u></u>	<u><u>3,315,928.54</u></u>	<u><u>6,287,056.00</u></u>	<u><u>2,971,127.46</u></u>	<u><u>52.74</u></u>

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 2012**

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
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>24,954.39</u>	<u>24,954.39</u>	<u>43,000.00</u>	<u>18,045.61</u>	<u>58.03</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><u>24,954.39</u></u>	<u><u>31,254.39</u></u>	<u><u>99,300.00</u></u>	<u><u>68,045.61</u></u>	<u><u>31.47</u></u>
Total of All Funds	<u><u>465,013.39</u></u>	<u><u>3,347,182.93</u></u>	<u><u>6,386,356.00</u></u>	<u><u>3,039,173.07</u></u>	<u><u>52.41</u></u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1009	06/26/12	CITY OF DES PLAINES	110.00
1010	06/26/12	CITY OF DES PLAINES	110.00
1011	07/17/12	NAPELTONS DES PLAINES CJD	0.00
1012	07/17/12	NAPELTONS DES PLAINES CJD	23,774.00
1013	07/19/12	NAPELTONS DES PLAINES CJD	1,180.39
1014	07/20/12	CITY OF DES PLAINES	8.30
11953	06/18/12	AMAZON	-1,047.48
12079	08/22/12	AMAZON	1,254.20
12080	08/22/12	BAKER & TAYLOR	21,004.56
12081	08/22/12	BANKCARD SERVICES	5,519.94
12082	08/22/12	MIDWEST TAPE	15,756.80
12083	08/22/12	ACCUITY INC	935.00
12084	08/22/12	ALARM SECURITY INCORPORATED	1,200.00
12085	08/22/12	ANDERSON LOCK CO LTD	697.50
12086	08/22/12	APPLE BOOKS	2,814.25
12087	08/22/12	ART EXCURSIONS INCORPORATED	275.00
12088	08/22/12	AUTOMATED LOGIC, INC.	2,614.50
12089	08/22/12	BANC OF AMERICA LEASING	2,005.00
12090	08/22/12	BERNARD MARTIN	250.00
12091	08/22/12	C D W GOVERNMENT INCORPORATED	900.02
12092	08/22/12	CHICAGO OFFICE TECHNOLOGY GROUP	4,644.00
12093	08/22/12	Chromatech, Inc.	350.00
12094	08/22/12	COMPUTYPE, INC.	888.07
12095	08/22/12	CONSUMERS CHECKBOOK	150.00
12096	08/22/12	COOPERATIVE COMPUTER SERVICES	24,838.30
12097	08/22/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,520.00
12098	08/22/12	DEMCO EDUCATIONAL CORP	2,051.19
12099	08/22/12	EBSCO SUBSCRIPTION SVC	2,211.22
12100	08/22/12	EDUCATORS PROGRESS SERVICE, INC.	180.80
12101	08/22/12	FINDAWAY WORLD LLC	79.99
12102	08/22/12	FIRE EQUIPMENT COMPANY	1,655.35
12103	08/22/12	FREMONT PUBLIC LIBRARY	23.99
12104	08/22/12	GALE, INC.	3,525.80
12105	08/22/12	GREY HOUSE PUBLISHING	225.00
12106	08/22/12	ILLINOIS DEPT OF EMPLOYMENT SECURITY	10,828.00
12107	08/22/12	ILLINOIS STATE POLICE	10.00
12108	08/22/12	INFORMATION TODAY, INC.	253.55
12109	08/22/12	ISLMA	20.00
12110	08/22/12	JOYCE KUBOSE PROSISE	750.00
12111	08/22/12	KIWANIS CLUB OF DES PLAINES	100.00
12112	08/22/12	KOS HOME IMPROVEMENT	2,060.00
12113	08/22/12	LACONI -CCS	45.00
12114	08/22/12	LAUTERBACH & AMEN, LLP.	1,435.00
12115	08/22/12	LEAPFROG SCHOOLHOUSE	341.11
12116	08/22/12	LIBRARY FURNITURE INTERNTL	319.00
12117	08/22/12	LIBRARY IDEAS LLC	31.96
12118	08/22/12	LIMRicc	36,621.07
12119	08/22/12	MAIL FINANCE	177.00
12120	08/22/12	METRO PROFESSIONAL PRODUCTS, INC.	1,379.85
12121	08/22/12	MILWAUKEE MAP SERVICE, INC.	305.00
12122	08/22/12	NATIONAL REGISTER PUBLISHING CO.	373.70
12123	08/22/12	OFFICE DEPOT	244.21
12124	08/22/12	OUTSOURCE SOLUTIONS GROUP, INC.	28,041.04
12125	08/22/12	OVERDRIVE, INC.	912.78
12126	08/22/12	P.J. KENEDY & SONS	356.60
12127	08/22/12	PADDOCK PUBLICATIONS, INC.	49.95
12128	08/22/12	PROQUEST LLC	1,560.00
12129	08/22/12	RANDOM HOUSE INCORPORATED	331.50
12130	08/22/12	RCYRBA	10.00
12131	08/22/12	RECORDED BOOKS, LLC	133.98
12132	08/22/12	RUNCO OFFICE SUPPLY	929.46

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All checkbooks
July 2012Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
12133	08/22/12	SAGE PUBLICATIONS, INC.	186.41
12134	08/22/12	SALEM PRESS. INC.	156.00
12135	08/22/12	Speed E Kleen, Inc	120.00
12136	08/22/12	STANDBY ELECTRICAL SYSTEMS	540.00
12137	08/22/12	STANLEY ACCESS TECH	1,082.98
12138	08/22/12	STEPHANIE SPETTER	44.85
12139	08/22/12	THE SIGN PALACE INC.	265.00
12140	08/22/12	TIMOTHY HASKELL	125.00
12141	08/22/12	WAREHOUSE DIRECT	51.28
12142	08/22/12	WASTE MANAGEMENT	435.55
12143	08/22/12	WASTE MANAGEMENT	167.71
12144	08/22/12	WESTON WOODS STUDIOS	419.65
12145	08/22/12	WIRELINE INCORPORATED	157.50
50326	07/31/12	NEXTEL	745.55
50327	07/31/12	CALL ONE	231.43
50328	07/31/12	AT&T	516.33
50329	07/31/12	McLeod USA, Inc	293.82
50330	07/31/12	COMCAST CABLE	463.94
50331	07/31/12	NEO-POST	1,000.00
50332	07/31/12	WOW! INTERENT CABLE	120.29
50333	07/31/12	PRO DATA	674.00
50334	07/31/12	IMRF	33,076.31
Total checks	83	Total	<u>252,199.05</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AMAZON	11953	06/18/12	-1,047.48
Account No.		Amount	
201-5970600	VOID CK# 11953	-891.11	
201-5970610	VOID CK# 11953	-135.38	
201-5970630	VOID CK# 11953	-20.99	
		Subtotal	<u>-1,047.48</u>
CITY OF DES PLAINES	1009	06/26/12	110.00
Account No.		Amount	
201-5960210	Bond 7/6/12 Event	110.00	
CITY OF DES PLAINES	1010	06/26/12	110.00
Account No.		Amount	
201-5960210	Bond 8/24/12 Event	110.00	
		Subtotal	<u>220.00</u>
NAPELTONS DES PLAINES CJD	1012	07/17/12	23,774.00
Account No.		Amount	
901-1204300	Library Van Purchase	23,774.00	
NAPELTONS DES PLAINES CJD	1011	07/17/12	0.00
Account No.		Amount	
901-1204300	VOIC CK # 1011	0.00	
		Subtotal	<u>23,774.00</u>
NAPELTONS DES PLAINES CJD	1013	07/19/12	1,180.39
Account No.		Amount	
901-1204300	Library Van	1,180.39	
		Subtotal	<u>1,180.39</u>
CITY OF DES PLAINES	1014	07/20/12	8.30
Account No.		Amount	
201-5960210		8.30	
		Subtotal	<u>8.30</u>
AT&T	50328	07/31/12	516.33
Account No.		Amount	
201-5920120	ACH	516.33	
CALL ONE	50327	07/31/12	231.43
Account No.		Amount	
201-5920120	ACH	231.43	
COMCAST CABLE	50330	07/31/12	463.94
Account No.		Amount	
201-5920120	ACH	227.97	
201-5920120	ACH	235.97	
IMRF	50334	07/31/12	33,076.31
Account No.		Amount	
201-2401002	07/2012 EE IMRF Contrib	8,259.99	
201-5918021	07/2012 ER IMRF Contrib	24,816.32	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
McLeod USA, Inc	50329	07/31/12	293.82
Account No. 201-5920120		Description ACH	Amount 293.82
NEO-POST	50331	07/31/12	1,000.00
Account No. 201-5970260		Description ACH	Amount 1,000.00
NEXTEL	50326	07/31/12	745.55
Account No. 201-5920120		Description ACH	Amount 745.55
PRO DATA	50333	07/31/12	674.00
Account No. 201-5920110		Description Payroll Processing Fees	Amount 444.12
Account No. 201-5920110		Description Payroll Processing Fees	Amount 229.88
WOW! INTERENT CABLE	50332	07/31/12	120.29
Account No. 201-5920120		Description ACH	Amount 120.29
		Subtotal	<u>37,121.67</u>
ACCUITY INC	12083	08/22/12	935.00
Account No. 201-5970640		Description Invoice # 5697323	Amount 475.00
Account No. 201-5970640		Description Invoice # 2397017	Amount 460.00
ALARM SECURITY INCORPORATED	12084	08/22/12	1,200.00
Account No. 201-5930020		Description Invoice # S108199	Amount 1,200.00
AMAZON	12079	08/22/12	1,254.20
Account No. 201-5970600		Description Amazon	Amount 1,041.58
Account No. 201-5970610		Description Amazon	Amount 135.38
Account No. 201-5970630		Description Amazon	Amount 77.24
ANDERSON LOCK CO LTD	12085	08/22/12	697.50
Account No. 201-5930020		Description Invoice # 7034084	Amount 697.50
APPLE BOOKS	12086	08/22/12	2,814.25
Account No. 201-5970600		Description Invoice # 94956	Amount 2,814.25
ART EXCURSIONS INCORPORATED	12087	08/22/12	275.00
Account No. 201-5960210		Description Invoice # 2006-1437	Amount 275.00
AUTOMATED LOGIC, INC.	12088	08/22/12	2,614.50
Account No. 201-5930020		Description Invoice # 016170	Amount 2,614.50
BAKER & TAYLOR	12080	08/22/12	21,004.56
Account No. 201-5960990		Description Invoice # 5012098980	Amount 14.70
Account No. 201-5960990		Description Invoice # 5012080492	Amount 21.65
Account No. 201-5960990		Description Invoice # 2027201425	Amount 29.55
Account No. 201-5960990		Description Invoice # 2025864398	Amount 18.63
Account No. 201-5960990		Description Invoice # 2025860104	Amount 24.49
Account No. 201-5960990		Description Invoice # 2025852323	Amount 36.40

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2025864391		2.58
201-5960990	Invoice # 2026036623		22.75
201-5960990	Invoice # 2027178979		2.10
201-5960990	Invoice # 2027177606		55.75
201-5960990	Invoice # 2027167445		24.25
201-5960990	Invoice # 2027167513		5.55
201-5960990	Invoice # 2027178239		427.46
201-5960990	Invoice # 2027178240		28.15
201-5960990	Invoice # 2026723678		11.90
201-5960990	Invoice # 2027196604		115.00
201-5960990	Invoice # 2027191800		24.60
201-5960990	Invoice # 2027219642		70.90
201-5960990	Invoice # 2027210904		17.90
201-5960990	Invoice # 2027204282		2.05
201-5960990	Invoice # 2027235776		33.00
201-5960990	Invoice # 2027234438		35.60
201-5960990	Invoice # 2027242619		4.80
201-5960990	Invoice # 2027250556		17.60
201-5960990	Invoice # 2027202862		1.62
201-5960990	Invoice # 2027202843		1.77
201-5960990	Invoice # 2027240171		7.70
201-5960990	Invoice # 2027246313		6.33
201-5960990	Invoice # 2027242069		3.39
201-5960990	Invoice # 2027240506		23.90
201-5960990	Invoice # 2027240158		11.36
201-5960990	Invoice # 2027240317		0.85
201-5960990	Invoice # 2027240293		14.00
201-5960990	Invoice # 2027237387		13.25
201-5960990	Invoice # 2027226909		0.70
201-5960990	Invoice # 2027226957		0.97
201-5960990	Invoice # 2027237413		16.55
201-5960990	Invoice # 2027237503		16.50
201-5960990	Invoice # 2027210520		0.85
201-5960990	Invoice # 2027210523		4.50
201-5960990	Invoice # 2027222642		28.70
201-5960990	Invoice # 2027222655		5.83
201-5960990	Invoice # 2027219108		1.77
201-5960990	Invoice # 2027222759		46.60
201-5960990	Invoice # 2027222685		16.89
201-5960990	Invoice # 2027207268		16.80
201-5960990	Invoice # 2027198250		6.48
201-5960990	Invoice # 2027208006		0.32
201-5960990	Invoice # 2027207397		6.00
201-5960990	Invoice # 2027207350		8.22
201-5960990	Invoice # 2027221618		3.50
201-5960990	Invoice # 2027219282		16.50
201-5960990	Invoice # 2027219290		9.00
201-5960990	Invoice # 2027191819		30.10
201-5960990	Invoice # 0000137849		11.44
201-5960990	Invoice # 2027191473		6.85
201-5960990	Invoice # 2027150158		1.50
201-5960990	Invoice # 2027188003		4.50
201-5960990	Invoice # 2027191395		6.48
201-5960990	Invoice # 2027188122		3.00
201-5960990	Invoice # 2027199225		24.00
201-5960990	Invoice # 2027201186		11.05
201-5960990	Invoice # 2027202851		23.20
201-5960990	Invoice # 2026712603		4.20
201-5960990	Invoice # 2026773867		4.90
201-5960990	Invoice # 2027173992		1.50
201-5960990	Invoice # 2027176861		5.60
201-5960990	Invoice # 2027163506		0.85
201-5960990	Invoice # 2027160509		1.50

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027160387		9.40
201-5960990	Invoice # 2027170495		7.50
201-5960990	Invoice # 2027165483		3.54
201-5960990	Invoice # 2027170452		3.24
201-5960990	Invoice # 2027165459		0.85
201-5960990	Invoice # 2027170402		7.50
201-5960990	Invoice # 2027170318		4.25
201-5960990	Invoice # 2027173974		16.55
201-5960990	Invoice # 2027179293		4.25
201-5960990	Invoice # 2027182040		4.50
201-5960990	Invoice # 2027182161		43.40
201-5960990	Invoice # 2027174114		11.34
201-5960990	Invoice # 2027183045		0.32
201-5960990	Invoice # 2027176384		9.72
201-5960990	Invoice # 2027182224		21.88
201-5960990	Invoice # 5011339132		3.20
201-5960990	Invoice # 2025697932		4.31
201-5960990	Invoice # 2025858964		7.74
201-5960990	Invoice # 2026166363		1.12
201-5960990	Invoice # 5012120188		26.60
201-5970600	Invoice # 5012098980		291.66
201-5970600	Invoice # 2025891726		99.09
201-5970600	Invoice # 2025901966		226.90
201-5970600	Invoice # 2025893524		422.09
201-5970600	Invoice # 2026264780		60.40
201-5970600	Invoice # 2025790514		178.89
201-5970600	Invoice # 2027178978		26.80
201-5970600	Invoice # 2027177605		687.08
201-5970600	Invoice # 2027177757		49.55
201-5970600	Invoice # 2027167444		562.98
201-5970600	Invoice # 2027167512		80.04
201-5970600	Invoice # 5012080492		299.90
201-5970600	Invoice # 2027184806		32.89
201-5970600	Invoice # COA100960468		-16.80
201-5970600	Invoice # 2027201167		1,247.37
201-5970600	Invoice # 2027201167		133.50
201-5970600	Invoice # 2027196603		2,181.41
201-5970600	Invoice # 2027191799		395.09
201-5970600	Invoice # 2027219641		1,072.80
201-5970600	Invoice # 2027210903		315.95
201-5970600	Invoice # 2027204281		27.19
201-5970600	Invoice # 2027201425		207.83
201-5970600	Invoice # 2027234437		625.62
201-5970600	Invoice # 2027235775		603.96
201-5970600	Invoice # 2027242618		46.06
201-5970600	Invoice # 2027250555		331.80
201-5970600	Invoice # 2027202862		14.20
201-5970600	Invoice # 2027202843		13.60
201-5970600	Invoice # 2027240171		63.78
201-5970600	Invoice # 2027246313		58.42
201-5970600	Invoice # 2027242069		28.96
201-5970600	Invoice # 2027240506		615.66
201-5970600	Invoice # 2027240158		33.49
201-5970600	Invoice # 2027240317		13.05
201-5970600	Invoice # 2027240293		97.45
201-5970600	Invoice # 2027237387		138.97
201-5970600	Invoice # 2027226909		5.65
201-5970600	Invoice # 2027226957		14.19
201-5970600	Invoice # 2027237413		155.83
201-5970600	Invoice # 2027237503		160.91
201-5970600	Invoice # 2027210520		9.50
201-5970600	Invoice # 2027210523		39.47
201-5970600	Invoice # 2027222642		283.43

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027222655		70.46
201-5970600	Invoice # 2027219108		15.90
201-5970600	Invoice # 2027222759		369.43
201-5970600	Invoice # 2027222685		77.73
201-5970600	Invoice # 2027207268		179.75
201-5970600	Invoice # 2027198250		59.01
201-5970600	Invoice # 2027208006		19.08
201-5970600	Invoice # 2027207397		61.22
201-5970600	Invoice # 2027207350		38.26
201-5970600	Invoice # 2027221618		45.72
201-5970600	Invoice # 2027219282		173.16
201-5970600	Invoice # 2027219290		90.99
201-5970600	Invoice # 2027191819		134.33
201-5970600	Invoice # 0000137849		102.33
201-5970600	Invoice # 2027191473		72.50
201-5970600	Invoice # 2027150158		14.75
201-5970600	Invoice # 2027188003		28.94
201-5970600	Invoice # 2027191395		58.43
201-5970600	Invoice # 2027188122		22.69
201-5970600	Invoice # 2027199225		252.13
201-5970600	Invoice # 2027201186		105.58
201-5970600	Invoice # 2027202851		248.54
201-5970600	Invoice # 2026712603		67.78
201-5970600	Invoice # 2026773867		49.14
201-5970600	Invoice # 2027173992		9.65
201-5970600	Invoice # 2027176861		30.43
201-5970600	Invoice # 2027163506		7.38
201-5970600	Invoice # 2027160509		9.65
201-5970600	Invoice # 2027160387		90.06
201-5970600	Invoice # 2027170495		78.74
201-5970600	Invoice # 2027165483		28.39
201-5970600	Invoice # 2027170452		27.24
201-5970600	Invoice # 2027165459		7.59
201-5970600	Invoice # 2027170402		129.25
201-5970600	Invoice # 2027170318		70.55
201-5970600	Invoice # 2027173974		172.45
201-5970600	Invoice # 2027179293		24.89
201-5970600	Invoice # 2027182040		28.94
201-5970600	Invoice # 2027182161		447.75
201-5970600	Invoice # 2027174114		107.12
201-5970600	Invoice # 2027183045		23.82
201-5970600	Invoice # 2027176384		94.37
201-5970600	Invoice # 2027182224		203.13
201-5970600	Invoice # 5011339132		259.71
201-5970600	Invoice # 2025697932		61.52
201-5970600	Invoice # 2025858964		13.14
201-5970600	Invoice # 2026166363		10.21
201-5970600	Invoice # 5012120188		576.39
201-5970610	Invoice # 2027238119		30.36
201-5970610	Invoice # 2027209524		712.85
201-5970630	Invoice # I69309140		11.74
201-5970640	Invoice # 5012098980		87.20
201-5970640	Invoice # 5012080492		1,098.21
201-5970640	Invoice # 5012120188		587.28
BANC OF AMERICA LEASING	12089	08/22/12	2,005.00
Account No.	Description	Amount	
201-5930210	Invoice # 012155459	2,005.00	
BANKCARD SERVICES	12081	08/22/12	5,519.94
Account No.	Description	Amount	
201-5930020	VISA	284.98	
201-5960210	VISA	1,057.43	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 VISA		1,694.50	
201-5970260 VISA		12.47	
201-5970610 VISA		44.21	
201-5970620 VISA		18.00	
201-5980410 VISA		2,033.35	
201-5980420 VISA		375.00	
BERNARD MARTIN	12090	08/22/12	250.00
Account No.	Description	Amount	
201-5960210	Program on 8/24/12	250.00	
C D W GOVERNMENT INCORPORATED	12091	08/22/12	900.02
Account No.	Description	Amount	
201-5970100	Invoice # N398437	475.86	
201-5970100	Invoice # N266584	158.05	
201-5980410	Invoice # N552031	266.11	
CHICAGO OFFICE TECHNOLOGY GROUP	12092	08/22/12	4,644.00
Account No.	Description	Amount	
201-5930010	Invoice # 142389	464.85	
201-5930010	Invoice # 630311	349.13	
201-5930010	Invoice # 135670	431.20	
201-5930010	Invoice # 135663	21.13	
201-5930010	Invoice # 136274	109.27	
201-5930010	Invoice # 136282	420.42	
201-5980410	Invoice # 4LP50A	2,848.00	
Chromatech, Inc.	12093	08/22/12	350.00
Account No.	Description	Amount	
201-5960210	Des PLaines Folded Map	350.00	
COMPUTYPE, INC.	12094	08/22/12	888.07
Account No.	Description	Amount	
201-5970100	Invoice # 554365	888.07	
CONSUMERS CHECKBOOK	12095	08/22/12	150.00
Account No.	Description	Amount	
201-5970640	Yearly Subscription	150.00	
COOPERATIVE COMPUTER SERVICES	12096	08/22/12	24,838.30
Account No.	Description	Amount	
201-5920140	Invoice # CCS 8/1/12	14,562.61	
201-5920140	Invoice # CCS 7/1/12	4,673.60	
201-5920140	Invoice # CCS 6/1/12	4,191.38	
201-5920140	OCLC JED Profile July '12	1,410.71	
CRYSTAL MANAGEMENT & MAINT. SERV	12097	08/22/12	3,520.00
Account No.	Description	Amount	
201-5930320	Invoice # 20673	3,340.00	
201-5930320	Invoice # 20650	180.00	
DEMCO EDUCATIONAL CORP	12098	08/22/12	2,051.19
Account No.	Description	Amount	
201-5970100	Invoice # 4666422	1,124.54	
201-5970100	Invoice # 4676587	549.99	
201-5970100	Invoice # 4684093	376.66	
EBSCO SUBSCRIPTION SVC	12099	08/22/12	2,211.22
Account No.	Description	Amount	
201-5970620	Invoice # 1383611	26.20	
201-5970620	Invoice # 1383727	24.98	
201-5970620	Invoice # 1384604	38.00	
201-5970620	CM # 0022469	-35.96	

All Checkbooks
July 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970640 Invoice # 1380220		08/22/12	2,158.00
EDUCATORS PROGRESS SERVICE, INC.	12100	08/22/12	180.80
Account No. Description		Amount	
201-5970600 Ref # RHS1209-1XPZQ		180.80	
FINDAWAY WORLD LLC	12101	08/22/12	79.99
Account No. Description		Amount	
201-5970610 Invoice # 76005		79.99	
FIRE EQUIPMENT COMPANY	12102	08/22/12	1,655.35
Account No. Description		Amount	
201-5930020 Invoice # 64094		1,655.35	
FREMONT PUBLIC LIBRARY	12103	08/22/12	23.99
Account No. Description		Amount	
201-5970610		23.99	
GALE, INC.	12104	08/22/12	3,525.80
Account No. Description		Amount	
201-5970640 Invoice # 96628711		2,327.80	
201-5970640 Invoice # 96629205		1,198.00	
GREY HOUSE PUBLISHING	12105	08/22/12	225.00
Account No. Description		Amount	
201-5970640 Invoice # 846256		225.00	
ILLINOIS DEPT OF EMPLOYMENT SECUR	12106	08/22/12	10,828.00
Account No. Description		Amount	
201-5918070 D.C. # 623007637		10,828.00	
ILLINOIS STATE POLICE	12107	08/22/12	10.00
Account No. Description		Amount	
201-5960990		10.00	
INFORMATION TODAY, INC.	12108	08/22/12	253.55
Account No. Description		Amount	
201-5970640 Invoice # 1427962-B2		253.55	
ISLMA	12109	08/22/12	20.00
Account No. Description		Amount	
201-5920220		20.00	
JOYCE KUBOSE PROSISE	12110	08/22/12	750.00
Account No. Description		Amount	
201-5960210 Program on 9/22/12		750.00	
KIWANIS CLUB OF DES PLAINES	12111	08/22/12	100.00
Account No. Description		Amount	
201-5920220 Yealy Dues		100.00	
KOS HOME IMPROVEMENT	12112	08/22/12	2,060.00
Account No. Description		Amount	
201-5930020		2,060.00	
LACONI -CCS	12413	08/22/12	45.00
Account No. Description		Amount	
201-5920202		45.00	
LAUTERBACH & AMEN, LLP.	12114	08/22/12	1,435.00
Account No. Description		Amount	
201-5920110 Invoice No. 27307		1,435.00	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
LEAPFROG SCHOOLHOUSE	12115	08/22/12	341.11
Account No. Description		Amount	
201-5970610 Invoice # 9755316-00		341.11	
LIBRARY FURNITURE INTERNTL	12116	08/22/12	319.00
Account No. Description		Amount	
201-5980600 Invoice # 4029		319.00	
LIBRARY IDEAS LLC	12117	08/22/12	31.96
Account No. Description		Amount	
201-5970100 Invoice # 26941		31.96	
LIMRiCC	12118	08/22/12	36,621.07
Account No. Description		Amount	
201-2401002 PHIP July 2012		36,621.07	
MAIL FINANCE	12119	08/22/12	177.00
Account No. Description		Amount	
201-5930210 Invoice # N3446508		177.00	
METRO PROFESSIONAL PRODUCTS, INC.	12120	08/22/12	1,379.85
Account No. Description		Amount	
201-5970170 Invoice # 071333		746.77	
201-5970170 Invoice # 069935		633.08	
MIDWEST TAPE	12082	08/22/12	15,756.80
Account No. Description		Amount	
201-5960990 Invoice # 90270166		1.85	
201-5960990 Invoice # 90265129		3.85	
201-5960990 Invoice # 90278282		22.20	
201-5960990 Invoice # 90272717		1.85	
201-5960990 Invoice # 90272713		26.95	
201-5960990 Invoice # 90283518		131.40	
201-5960990 Invoice # 90282587		1.85	
201-5960990 Invoice # 90254361		81.20	
201-5960990 Invoice # 90260252		13.20	
201-5960990 Invoice # 90260250		13.00	
201-5960990 Invoice # 90259691		42.55	
201-5960990 Invoice # 90247921		18.50	
201-5960990 Invoice # 90247794		19.40	
201-5960990 Invoice # 90247797		3.25	
201-5960990 Invoice # 90265146		136.55	
201-5960990 Invoice # 90221981		42.25	
201-5960990 Invoice # 90221084		19.50	
201-5960990 Invoice # 90221081		108.05	
201-5960990 Invoice # 90234551		74.25	
201-5960990 Invoice # 90234831		65.40	
201-5960990 Invoice # 90234554		16.25	
201-5960990 Invoice # 90240160		65.10	
201-5960990 Invoice # 90240163		9.75	
201-5960990 Invoice # 90244510		39.00	
201-5960990 Invoice # 90244511		168.20	
201-5960990 Invoice # 90244399		29.45	
201-5960990 Invoice # 90278284		49.35	
201-5960990 Invoice # 90278285		6.50	
201-5960990 Invoice # 90272716		19.50	
201-5960990 Invoice # 90272715		22.95	
201-5960990 Invoice # 90282585		6.50	
201-5960990 Invoice # 90284322		22.75	
201-5960990 Invoice # 90278836		6.50	
201-5960990 Invoice # 90244512		3.70	
201-5960990 Invoice # 90250870		50.05	
201-5960990 Invoice # 90250638		683.45	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90254099		104.20
201-5960990	Invoice # 90260251		9.25
201-5960990	Invoice # 90260218		11.55
201-5960990	Invoice # 90259659		57.75
201-5960990	Invoice # 90247796		1.85
201-5960990	Invoice # 90262047		23.60
201-5960990	Invoice # 90265148		3.85
201-5960990	Invoice # 90221983		12.95
201-5960990	Invoice # 90221325		46.25
201-5960990	Invoice # 90221083		18.50
201-5960990	Invoice # 90234553		5.55
201-5960990	Invoice # 90240162		11.10
201-5960990	Invoice # 90244513		15.65
201-5960990	Invoice # 90244441		22.20
201-5960990	Invoice # 90244442		30.80
201-5970610	Invoice # 90270166		24.99
201-5970610	Invoice # 90265129		12.74
201-5970610	Invoice # 90278282		398.88
201-5970610	Invoice # 90272717		19.99
201-5970610	Invoice # 90272713		62.78
201-5970610	Invoice # 90283518		400.91
201-5970610	Invoice # 90282587		14.99
201-5970610	Invoice # 90218780		19.98
201-5970610	Invoice # 90209719		43.99
201-5970610	Invoice # 90225127		9.99
201-5970610	Invoice # 90241522		9.99
201-5970610	Invoice # 90241524		35.24
201-5970610	Invoice # 90277035		18.74
201-5970610	Invoice # 90244512		74.98
201-5970610	Invoice # 90250870		166.22
201-5970610	Invoice # 90250638		2,109.93
201-5970610	Invoice # 90254099		347.88
201-5970610	Invoice # 90260251		156.95
201-5970610	Invoice # 90260218		38.22
201-5970610	Invoice # 90259659		187.05
201-5970610	Invoice # 90247796		29.99
201-5970610	Invoice # 90262047		90.69
201-5970610	Invoice # 90265148		10.49
201-5970610	Invoice # 90221983		299.93
201-5970610	Invoice # 90221325		860.75
201-5970610	Invoice # 90221083		466.90
201-5970610	Invoice # 90234553		104.97
201-5970610	Invoice # 90240162		264.94
201-5970610	Invoice # 90244513		29.36
201-5970610	Invoice # 90244441		568.88
201-5970610	Invoice # 90244442		101.02
201-5970630	Invoice # 90260602		8.99
201-5970630	Invoice # 90260604		11.24
201-5970630	Invoice # 90225125		14.99
201-5970630	Invoice # 90229173		45.73
201-5970630	Invoice # 90241525		23.24
201-5970630	Invoice # 90277036		37.49
201-5970630	Invoice # 90254361		478.31
201-5970630	Invoice # 90260252		122.76
201-5970630	Invoice # 90260250		63.71
201-5970630	Invoice # 90259691		230.13
201-5970630	Invoice # 90247921		89.96
201-5970630	Invoice # 90247794		112.45
201-5970630	Invoice # 90247797		23.99
201-5970630	Invoice # 90265146		594.48
201-5970630	Invoice # 90221981		287.88
201-5970630	Invoice # 90221084		157.94
201-5970630	Invoice # 90221081		560.67

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 90234551		435.53	
201-5970630 Invoice # 90234831		380.05	
201-5970630 Invoice # 90234554		111.95	
201-5970630 Invoice # 90240160		318.60	
201-5970630 Invoice # 90240163		70.77	
201-5970630 Invoice # 90244510		229.28	
201-5970630 Invoice # 90244511		1,012.00	
201-5970630 Invoice # 90244399		223.11	
201-5970630 Invoice # 90278284		273.60	
201-5970630 Invoice # 90278285		47.98	
201-5970630 Invoice # 90272716		74.19	
201-5970630 Invoice # 90272715		183.93	
201-5970630 Invoice # 90282585		16.48	
201-5970630 Invoice # 90284322		98.18	
201-5970630 Invoice # 90278836		33.73	
MILWAUKEE MAP SERVICE, INC.	12121	08/22/12	305.00
Account No. Description		Amount	
201-5960210 Invoice # 336623		305.00	
NATIONAL REGISTER PUBLISHING CO.	12122	08/22/12	373.70
Account No. Description		Amount	
201-5970640 Invoice # 1066862		373.70	
OFFICE DEPOT	12123	08/22/12	244.21
Account No. Description		Amount	
201-5970100 Invoice # 617311771001		109.73	
201-5970100 Invoice # 614171905001		76.59	
201-5970100 Invoice # 617354902001		57.89	
OUTSOURCE SOLUTIONS GROUP, INC.	12124	08/22/12	28,041.04
Account No. Description		Amount	
201-5920110 Invoice # 15214		27,083.33	
201-5960990 Invoice # 15244		280.00	
201-5960990 Invoice # 15064		677.71	
OVERDRIVE, INC.	12125	08/22/12	912.78
Account No. Description		Amount	
201-5970650 Inv#1018-172055903-070612		29.48	
201-5970650 Inv# 1018-17933740-072412		422.61	
201-5970650 Inv#1018-171945590-070612		460.69	
P.J. KENEDY & SONS	12126	08/22/12	356.60
Account No. Description		Amount	
201-5970640 Invoice # 1062654		356.60	
PADDOCK PUBLICATIONS, INC.	12127	08/22/12	49.95
Account No. Description		Amount	
201-5920230 Invoice # T4308240		49.95	
PROQUEST LLC	12128	08/22/12	1,560.00
Account No. Description		Amount	
201-5970640 Renewal # US1677302		1,560.00	
RANDOM HOUSE INCORPORATED	12129	08/22/12	331.50
Account No. Description		Amount	
201-5970610 Invoice # 1184625416		234.75	
201-5970610 Invoice # 1084530362		27.75	
201-5970610 Invoice # 1084625416		27.75	
201-5970610 Invoice # 9023230002		41.25	
RCYRBA	12130	08/22/12	10.00
Account No. Description		Amount	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5920220		10.00	
RECORDED BOOKS, LLC	12131	08/22/12	133.98
Account No.	Description	Amount	
201-5970610	Invoice # 74571373	9.99	
201-5970610	Invoice # 74573516	67.75	
201-5970610	Invoice # 74572708	56.24	
RUNCO OFFICE SUPPLY	12132	08/22/12	929.46
Account No.	Description	Amount	
201-5970100	Invoice # 516024-0	41.19	
201-5970100	Invoice # 517410-0	136.80	
201-5970100	Invoice # 516712-0	63.54	
201-5970100	Credit # 516712-0	-19.56	
201-5970100	Invoice # 516902-0	19.56	
201-5970100	Invoice # 514290-0	26.90	
201-5970100	Invoice # 515166-0	60.73	
201-5970100	Invoice # 515080-0	70.91	
201-5970100	Invoice # 516399-0	407.88	
201-5970100	Invoice # 514786-0	65.05	
201-5990900	Invoice # 514786-0	56.46	
SAGE PUBLICATIONS, INC.	12133	08/22/12	186.41
Account No.	Description	Amount	
201-5970640	Invoice # 22066187	186.41	
SALEM PRESS, INC.	12134	08/22/12	156.00
Account No.	Description	Amount	
201-5970640	Invoice # 0408371-IN	156.00	
Speed E Kleen, Inc	12135	08/22/12	120.00
Account No.	Description	Amount	
201-5930320	Invoice # 3729	120.00	
STANDBY ELECTRICAL SYSTEMS	12136	08/22/12	540.00
Account No.	Description	Amount	
201-5930020	Invoice # 12-1563	540.00	
STANLEY ACCESS TECH	12137	08/22/12	1,082.98
Account No.	Description	Amount	
201-5930020	Invoice # 0902134655	1,082.98	
STEPHANIE SPETTER	12138	08/22/12	44.85
Account No.	Description	Amount	
201-5970100	Expense Reimbursement	44.85	
THE SIGN PALACE INC.	12139	08/22/12	265.00
Account No.	Description	Amount	
201-5980600	Invoice # 9011	265.00	
TIMOTHY HASKELL	12140	08/22/12	125.00
Account No.	Description	Amount	
201-5960990	Invoice # 082112	125.00	
WAREHOUSE DIRECT	12141	08/22/12	51.28
Account No.	Description	Amount	
201-5970100	Credit # C1523914-0	-34.36	
201-5970100	Invoice # 1619787-0	85.64	
WASTE MANAGEMENT	12142	08/22/12	435.55
Account No.	Description	Amount	
201-5930490	Invoice # 2572781-2008-0	435.55	

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All Checkbooks
July 2012Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
WASTE MANAGEMENT	12143	08/22/12	167.71
Account No. 201-5930490		Description Invoice # 4659265-2008-6	Amount 167.71
WESTON WOODS STUDIOS	12144	08/22/12	419.65
Account No. 201-5970630		Description Invoice # 5074458	Amount 419.65
WIRELINE INCORPORATED	12145	08/22/12	157.50
Account No. 201-5930010		Description Invoice # 18676	Amount 157.50
		Subtotal	<u>190,942.17</u>
		TOTAL	<u><u>252,199.05</u></u>

Des Plaines Public Library
 Disbursement Reconciliation
 July 31, 2012

Total Expenses per Expense Report			<u>\$465,013.39</u>
Gross Payroll	\$212,062.29		
Benefits Expense	<u>81,092.37</u>		
Total Payroll Expenses		\$293,154.66	
Vendor Checks Report		<u>252,199.05</u>	
Total expenses per payroll and vendor checks reports			<u>545,353.71</u>
		Variance	80,340.32
Less: (disbursements included above)			
IMRF July CK# 50334		(33,076.31)	
IDES CK# 12106		(10,828.00)	
LIMRiCC July Insurance Premiums CK# 12118		<u>(36,621.07)</u>	
			(80,525.38)
Plus:			
IL Funds Epay Fees		185.06	
			185.06
		Variance	<u>(0.00)</u>

Director's Report August, 2012

Collection Development Highlights – Goal #1

In the month of July the Technical Services department added over 3,000 items to the library's collections. Examples of the items added: 449 downloadable audiobooks, 265 DVD's, 278 downloadable books, 506 magazines, 17 playaways, 888 books, 116 audiobooks on CD, 53 pictures books.

Community Networking Highlights – Goal #2

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

Several local teen bands performed at our 3rd annual Battle of the Bands. Sponsored and paid for by the Friends of the Library. Teens voted for their favorite band and eat pizza supplied by the Des Plaines Park District. The Battle held outside on the Library Plaza and over 300 attended.

As they do every month Northern Illinois Academy and Maryville high school students came to the library to use the computer lab. 40 students from these two local schools were at the library in July.

Lifelong Learning Highlights – Goal #3

Here are some highlights of programs that were offered to the public in July.

Over 180 people attended 40 computer classes the Adult Services staff offered to the public in July. This month featured classes on Social Media. *Your Pictures on the Web*, *Put Your Face on Facebook*, and *This Is How Twitter Works*.

Landscape historian Barbara Geiger, a teacher from the College of Architecture at the Illinois Institute of Technology, came to the library in July and presented the program, *The Making of Downton Abbey: Setting the Scene*. Those in attendance learned about landscape designers, land ownership patterns, and inheritance laws that produced great estates like Downton (Highclere Castle in real life), and why radical changes were inevitable.

Illinois workNet, a state program that partners with community colleges, public libraries and local organizations, offered two employment workshops in July. The workshops taught job searching techniques, writing effective resumes and cover letters and interviewing skills.

Personnel Highlights

New Employees

Tracy Gossage, Reader Services Assistant, 07/13/2012

DES PLAINES PUBLIC LIBRARY
 CASI 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	\$ 4,984,632	\$ 5,857,772	\$ 7,013,002	\$ 6,312,487	\$ 5,834,920	\$ 5,315,477			
Restricted cash donations	127,654	127,695	127,732	127,888	128,352	128,743	128,743	128,743	128,743	128,743	128,743	128,743			
Reserves	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000			
	4,044,416	3,592,115	3,979,299	6,084,522	5,771,645	5,296,183	4,855,889	5,729,029	6,884,239	6,183,244	5,726,177	5,186,734			
Revenue (Mt.-D)															
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247	1,288,797	1,605,178	45,504	45,504	45,504	45,504			
Other Revenue	15,519	14,247	14,136	16,143	14,417	28,087	16,343	45,504	45,504	45,504	45,504	45,504			
Total Revenue	52,372	883,475	2,474,053	76,478	79,978	51,334	1,305,140	1,650,682	91,008	91,008	91,008	91,008	\$6,409,096	\$6,438	36,638
Expenses															
Payroll & Benefits	275,312	284,788	279,947	292,000	420,980	264,415	293,155	320,827	320,827	320,827	320,827	320,827			
Commodities	125,840	81,556	58,814	49,472	81,444	65,076	57,036	95,912	95,912	95,912	95,912	95,912			
Capital	6,345	7,613	1,459	1,301	50,152	4,805	6,106	11,624	11,624	11,624	11,624	11,624			
Contracts	193,404	73,815	51,047	71,631	74,284	56,921	83,706	78,713	78,713	78,713	78,713	78,713			
Other	7,619	1,423	(7,619)	1,855		273	57		190,943	7,619					
Adjustments	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	(33,014)	495,452	746,019	503,071	584,917	709,681			
Total Expenses	508,632	496,254	368,674	408,891	535,399	491,278	432,000	705,452	746,019	503,071	584,917	709,681			
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(332,413)	(455,421)	(439,944)	873,140	1,755,230	(700,515)	(457,867)	(539,443)	(664,171)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,424,576	4,984,632	5,857,772	7,013,002	6,312,487	5,834,920	5,315,477	4,651,306			
Cash End of Month less restricted cash donations and reserves	2,092,156	2,479,336	4,584,678	4,252,109	3,796,224	3,356,239	4,229,029	5,384,259	4,603,744	4,226,177	3,606,734	3,022,563			

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 \$2,937.50 Quarterly
	2/21/2012	11720	201-5930020		\$2,614.50		\$2,614.50	
	6/20/2012	11957	201-5930020		\$2,614.50		\$2,614.50	
	8/22/2012	12088	201-5930020		\$2,614.50		\$2,614.50	
				\$0.00	\$5,229.00	\$5,229.00	\$5,229.00	
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	
	5/15/2012	11899	201-5930210		\$2,005.00		\$2,005.00	
	6/20/2012	11958	201-5930210		\$2,005.00		\$2,005.00	
	7/18/2012	12033	201-5930210		\$2,005.00		\$2,005.00	
	8/22/2012	12089	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$16,040.00	\$16,040.00	\$16,040.00	
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
	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			

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		\$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			
	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	
	7/18/2012	12036	201-5930010		\$332.50		\$332.50	
	8/22/2012	12092	201-5930010		\$1,796.00			
	8/22/2012	12092	201-5980410	\$2,848.00			\$4,644.00	
				\$3,525.00	\$13,449.72	\$16,974.72	\$16,974.72	

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	
	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	
	7/18/2012	12044	201-5930320		\$3,340.00			
	7/18/2012	12044	201-5930020	\$3,750.00			\$7,090.00	
	8/22/2012	12097	201-5930320	\$180.00				

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	8/22/2012	12097	201-5930320		\$3,340.00		\$3,520.00	
				\$10,500.00	\$23,380.00	\$33,880.00	\$33,880.00	\$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 EQUIPMENT COMPANY - Maintenance Agreement for the Fire Alarm System								
	8/22/2012	12102	201-5970610		\$1,655.35		\$1,655.35	\$1,664.00 Annual
				\$0.00	\$1,655.35	\$1,655.35	\$1,655.35	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	\$1,540.34 Annual
				\$0.00	\$1,540.34	\$1,540.34	\$1,540.34	
LAUTERBACH & AMEN, LLP. - Accounting Services								
	3/20/2012	11810	201-5920110		\$390.00			\$19,920.00 Annual
	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	
	7/18/2012	12058	201-5920110		\$150.00			
	7/18/2012	12058	201-5920110		\$1,435.00		\$1,585.00	
	8/22/2012	12114	201-5920110		\$1,435.00		\$1,435.00	
				\$0.00	\$13,930.00	\$13,930.00	\$13,930.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	\$24,170.00 Annual 2012
	3/20/2012	11813	201-5970100	\$40.00			\$40.00	\$25,125.00 Annual 2013
				\$40.00	\$24,170.00	\$24,210.00	\$24,210.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								
	3/20/2012	11819	201-5930010	\$2,096.00			\$2,096.00	\$24,650.00 Annual
	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

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	4/17/2012	11841	201-5970260	\$1,000.00			\$1,000.00	
	4/17/2012	11841	201-5930210		\$252.00		\$252.00	\$177.00 Quarterly
	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	
	6/30/2012	50322	201-5970260	\$1,000.00			\$1,000.00	
	7/31/2012	50331	201-5970260	\$1,000.00			\$1,000.00	
	8/22/2012	12119	201-5970260		\$177.00		\$177.00	
				\$5,000.00	\$606.00	\$5,606.00	\$5,606.00	

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	
	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	
	7/18/2012	12064	201-5920110		\$27,083.33			
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$596.65				
	7/18/2012	12064	201-5980420	\$1,146.00				
	7/18/2012	12064	201-5980420	\$2,495.00			\$31,880.98	
	8/22/2012	12124	201-5920110		\$27,083.33			
	8/22/2012	12124	201-5960990	\$957.71			\$28,041.04	
				\$18,032.80	\$189,583.31	\$207,616.11	\$207,616.11	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	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	
	6/30/2012	50315	201-5920110		\$233.64			
	6/30/2012	50315	201-5920110		\$229.88		\$463.52	
	7/31/2012	50333	201-5920110		\$674.00		\$674.00	
				\$0.00	\$4,733.53	\$4,733.53	\$4,733.53	
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	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

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/18/2012	12076	201-5930490		\$198.99			
	7/18/2012	12077	201-5930490		\$433.24		\$632.23	
	8/22/2012	12142	201-5930490		\$435.55			
	8/22/2012	12143	201-5930490		\$167.71		\$603.26	
				\$0.00	\$4,707.46	\$4,707.46	\$4,707.46	
						\$402,100.73		

2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203	214	373	278						1,744
CD-ROMs	319	204	216	197	202	257	304						1,699
CDs	1,011	1,002	1,009	962	994	1,039	1,114						7,131
DVDs	10,618	10,211	11,180	9,765	9,409	11,692	12,346						75,221
Fiction	17,679	17,293	17,621	15,834	15,081	21,483	18,823						123,814
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614	1,667						10,488
Games	49	44	58	48	40	82	66						387
Holiday	680	604	618	412	223	348	247						3,132
Homeschool	240	414	279	208	230	438	350						2,159
Large type	30	44	40	31	50	58	50						303
Magazines	139	119	84	119	133	186	151						931
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291	5,698						40,553
Parent collection	157	233	177	174	152	152	156						1,201
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	41,250	0	0	0	0	0	268,763
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	13	12	9	12	14	8	6						74
Audiobooks	2,119	1,977	2,123	2,070	1,949	2,174	2,192						14,604
CD-ROMs	548	469	503	436	442	445	465						3,308
CDs	6,905	6,449	6,690	6,088	5,958	5,830	5,528						43,448
DVDs	28,612	27,103	29,295	26,416	26,068	27,920	29,385						194,799
Fiction	8,001	7,460	8,008	7,510	7,780	8,603	8,972						56,334
Foreign language	1,429	1,436	1,514	1,315	1,300	1,391	1,509						9,894
High school	948	964	1,316	1,162	1,198	1,741	1,955						9,284
Large type	1,365	1,347	1,376	1,300	1,252	1,336	1,526						9,502
Literacy	168	197	166	146	164	150	186						1,177
Magazines	2,654	2,645	2,827	2,634	2,577	2,923	2,765						19,025
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000	10,152						69,578
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	64,641	0	0	0	0	0	431,027
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	105,891	0	0	0	0	0	699,790
eMaterials	913	1,907	2,126	2,087	2,209	2,071	2,245						13,558
ILL (non consortial)	336	314	433	400	330	388	411						2,612
Miscellaneous	446	486	518	456	407	408	409						3,130
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	108,956	0	0	0	0	0	719,090
Days closed	1			1	2		1		2		1	2	10

July 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Jul 2012	8,103	YTD 2012	19,416
Jul 2011	554	YTD 2011	2,968
% Change		% Change	
1362.64%		554.18%	

Note: Views on the Des Plaines Digital Repository are now included in the e-materials count.

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
Youth Services	41,250	Youth Services	268,763
Adult Services	64,641	Adult Services	431,027
TOTAL	105,891	TOTAL	699,790
Jul 2011		YTD 2011	
Youth Services	37,612	Youth Services	255,632
Adult Services	61,996	Adult Services	433,889
TOTAL	99,608	TOTAL	689,521
% Change		% Change	
6.31%		1.49%	

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
Youth Services	5,828	Youth Services	21,000
Adult Services	9,833	Adult Services	58,058
TOTAL	15,661	TOTAL	79,058
Jul 2011		YTD 2011	
Youth Services	1,488	Youth Services	8,045
Adult Services	7,981	Adult Services	55,275
TOTAL	9,469	TOTAL	63,320
% Change		% Change	
65.39%		24.85%	

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Jul 2012	6,692	YTD 2012	45,147
Jul 2011	4,918	YTD 2011	28,907
% Change		% Change	
36.07%		56.18%	
VISITS TO WEBSITE			
Jul 2012		YTD 2012	
From Internal IP's	3,691	From Internal IP's	24,970
From External IP's	41,863	From External IP's	287,672
TOTAL	45,554	TOTAL	312,642
Jul 2011		YTD 2011	
*From Internal IP's	4,871	*From Internal IP's	36,971
*From External IP's	44,208	*From External IP's	292,468
TOTAL	49,079	TOTAL	329,439
% Change		% Change	
-7.18%		-5.10%	

UNIQUE VISITORS TO WEBSITE			
July 2012 Unique Visitors	23,410	YTD 2012 Unique Visitors	178,248
July 2011 Unique Visitors	25,573	YTD 2011 Unique Visitors	163,860
% Change	-8.46%	% Change	8.78%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Jul 2012	14,946	YTD 2012	113,519
Jul 2011	12,495	YTD 2011	106,468
% Change	19.62%	% Change	6.62%

LIBRARY CARD OWNERSHIP			
YTD 2012	34,095	% of Population 2012	58.40%
YTD 2011	33,356	% of Population 2011	57.10%
% Change	2.22%		

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
Library Sponsored Prog	2,058	Library Sponsored Prog	18,756
Outside Groups	1,231	Outside Groups	12,671
Public Study Rooms	967	Public Study Rooms	8,033
Internal Meetings	100	Internal Meetings	700
TOTAL	4,356	TOTAL	40,160
Jul 2011		YTD 2011	
Library Sponsored Prog	1,964	Library Sponsored Prog	15,103
Outside Groups	1,814	Outside Groups	10,505
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	104	Internal Meetings	859
TOTAL	3,882	TOTAL	26,467
% Change	12.21%	% Change	51.74%

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
Library Sponsored Prog	102	Library Sponsored Prog	925
Outside Groups	35	Outside Groups	326
Public Study Rooms	632	Public Study Rooms	4,209
Internal Meetings	10	Internal Meetings	70
TOTAL	779	TOTAL	5,530
Jul 2011		YTD 2011	
Library Sponsored Prog	38	Library Sponsored Prog	350
Outside Groups	57	Outside Groups	330
Public Study Rooms	N/A	Public Study Rooms	N/A
Internal Meetings	10	Internal Meetings	99
TOTAL	105	TOTAL	779
% Change	641.90%	% Change	609.88%

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

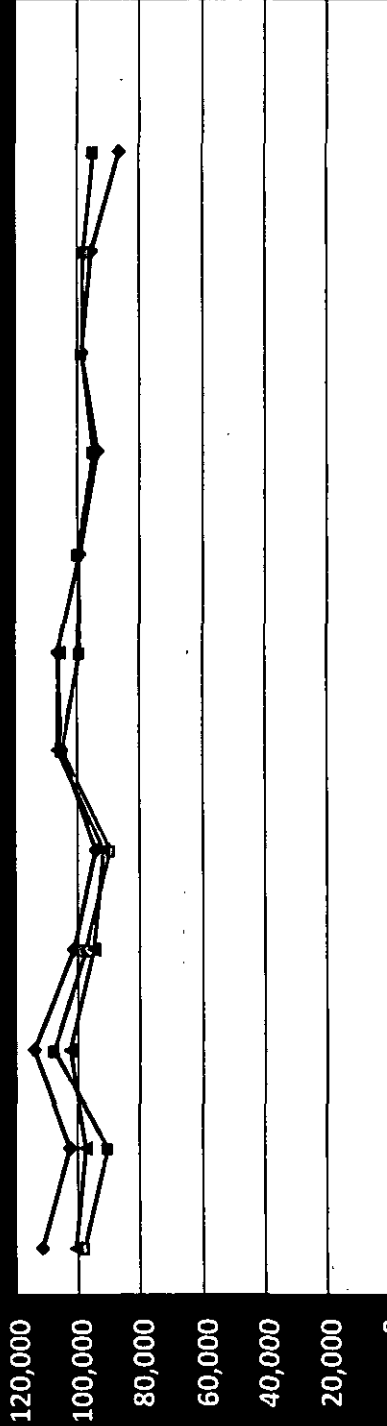
OUTREACH			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
Youth Services	196	Youth Services	7,880
Adult Services	187	Adult Services	2,341
TOTAL	383	TOTAL	10,221
Jul 2011		YTD 2011	
Youth Services	65	Youth Services	5,291
Adult Services	192	Adult Services	1,441
TOTAL	257	TOTAL	6,732
% Change	49%	% Change	52%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
Youth Services	4,075	Youth Services	23,200
Adult Services	12,945	Adult Services	94,568
Circulation	8,975	Circulation	57,788
TOTAL	25,995	TOTAL	175,556

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

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jul 2012		YTD 2012	
	48,616		348,176
Jul 2011		YTD 2011	
	54,814		356,392
% Change	-11.31%	% Change	-2.31%

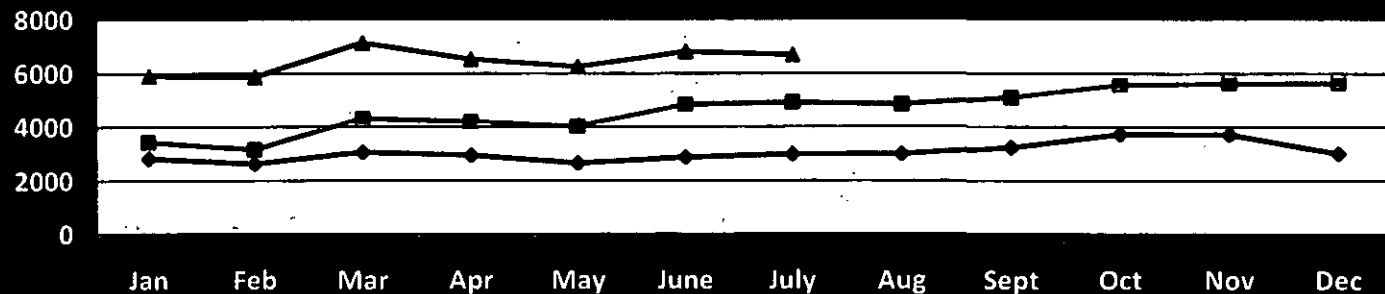
Circulation Statistics 2010 - 2012



◆ Jan-Dec 2010 (1,209,024)
 ■ Jan-Dec 2011 (1,176,477)
 ▲ Jan-July 2012 (699,790)

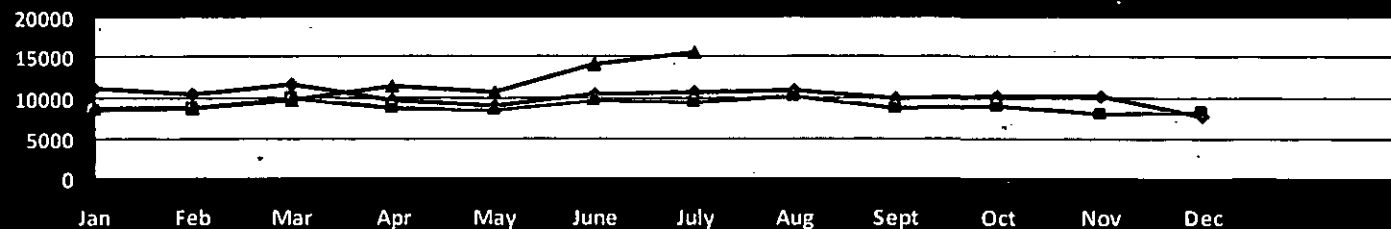
Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Computer Use - Wireless



◆ Jan - Dec 2010 (36,663)
 ■ Jan - Dec 2011 (55,673)
 ▲ Jan - July 2012 (45,147)

Computer Use - Wired



◆ Jan-Dec 2010 (121,272)
 ■ Jan-Dec 2011 (107,123)
 ▲ Jan-Jul 2012 (79,058)

1893

A. Miller

JULY 21



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JULY 17, 2012

4:00 PM*

Conference Room – Second Floor

Agenda:

- **Election of Officers for 2012 – 2013**
- **Installation of Trustees**

***Note: Special Time**

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

July 17, 2012

4:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Presentation to Retiring Trustees – George Magerl and Jeff Rozovics.
- V. Oath of Office. (Dr. Gregory Sarlo and Alma Perez)
- VI. Consideration of the Agenda.
- VII. Public Comments and Questions.
- VIII. City Council Community Services Committee – Alderman Dan Wilson.
- IX. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – June 26, 2012.
 - B. Acceptance of Financial Reports for June 2012.
 - C. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List – Holly Richards Sorensen.

- X. New Business.
 - A. Approve Payment of Vendor Checks Report - \$197,118.13. [Action Item]
 - B. Approve Payment to Reference USA - \$12,024.00. [Action Item]
 - C. Operations Plan.
 - D. Library Director Evaluation.

- XI. Nominating Committee. [Action Item]
 - A. Election of Officers.
 - B. Oath of Office.

- XII. Announcements.

- XIII. Correspondence.

- XIV. Other

- XV. Adjournment.

This meeting will be recorded for television broadcast.



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BOARD OF TRUSTEES
Minutes of the Regular Meeting
June 26, 2012

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 26, 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: Eugene Fregetto, Dion Kendrick, George Magerl, Steve Mokry, Richard Pope, Jeffery Rozovics, Carol Kidd.

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

Also present: Roberta Johnson, Susan Farid, Jo Bonell, Heather Imhoff, Gary Valente, Alderman Dan Wilson, Dr. Gregory Sarlo, Alma Perez.

PLEDGE OF ALLEGIANCE.

CONSIDERATION OF THE AGENDA

MOTION by Eugene Fregetto, seconded by 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

Trustee Kendrick asked to remove B. Approval of the Minutes of the Finance Committee Meeting – May 15, 2012 from the Consent Agenda.

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

President Magerl asked to remove C. Approval of the Minutes of the Nominating Committee Meeting from the Consent Agenda.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to accept the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked to amend the Finance Committee minutes to read:

"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 approximately \$2,000,000 should be used to reduce the tax levy."

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

Trustee Fregetto referred to the May 2012 Statistics Report and commented that database usage was down and he would like to discuss this at another board meeting, he would like to see attrition rates for the category "Library Card Ownership", asked for an explanation of the Meeting Room Bookings and commented that the director's report does not reflect movement on achieving strategic plan goals.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to recommend rejecting the Director's Report. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Magerl, Mokry, Pope, Rozovics. MOTION FAILED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to move the discussion of the Director's Report to the Management Committee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Jeff Rozovics, to accept the Director's Report, as presented. VOTE: AYES: Magerl, Mokry, Pope, Rozovics. NAYS: Fregetto, Kendrick. MOTION CARRIED.

President Magerl asked to remove Rich Pope's name from the Nominating Committee meeting minutes. He was not in attendance. President Magerl asked to make the following change to the minutes:

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

MOTION by George Magerl, seconded by Jeff Rozovics, to accept the Nominating Committee meeting minutes, as revised. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

UNFINISHED BUSINESS

President Magerl reported that the cost to sponsor a meal for Bessie's Table would be a \$150.00 donation, but he does not think this is a good place to connect with people who do not use the library.

The board discussed attendance at the Meet and Greet Program and attendance at Ward meetings.

Trustee Fregetto reported on the progress of the UIC Grant Program.

NEW BUSINESS

MOTION by Dion Kendrick, seconded by Rich Pope, to approve the payment of vendor checks in the amount of \$291,829.15 as listed on the vendor checks report of May 2012 and authorize the Assistant Library Director Johnson to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Pope, Rozovics. NAYS: None

REPORT OUT FINANCE COMMITTEE ACTION, MAY 15, 2012.

Trustee Kendrick reported that the Finance Committee met on May 15, 2012.

MOTION by Committee, to recommend establishing a policy requiring a maximum \$1,500,000 cash reserve; approximately \$1,200,000 of that for operating expenses and \$300,000 for capital expenses. VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Pope. NAYS: Rozovics. MOTION CARRIED.

MOTION by Committee, to recommend reviewing all future open part-time library positions, regularly scheduled to work 20 hours per week, for a possible reduction in hours to less than 20 hours per week. VOTE: AYES: Fregetto, Kendrick, Magerl, Mokry, Pope. NAYS: Rozovics. MOTION CARRIED.

DISCUSS LIBRARY LEASE.

The board discussed having the library attorney present at a Building and Grounds Committee meeting to help clarify the terms of the lease

MOTION by Gene Fregetto, seconded by Dion Kendrick, to have the library attorney present at the next Building and Grounds meeting to help clarify the terms of the lease. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to refer discussion of the library lease to a Building and Grounds Committee meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

REPORT OUT NOMINATING COMMITTEE ACTION, MAY 21, 2012.

Jeff Rozovics reported that the Nominating Committee voted to approve the slate of officers, Rich Pope, President, Susan Moylan Krey, Vice President, Eugene Fregetto, Treasurer, and Carol Kidd, Secretary, for 2012 -2013.

REPORT OUT BUILDING AND GROUNDS COMMITTEE, JUNE 7, 2012.

Trustee Mokry reported that the Building and Grounds Committee met on June 7, 2012 and toured the building.

MOTION by Committee, to approve 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 Committee, to approve 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 approve recarpeting the stairs with costs for the recarpeting to be included in the 2013 budget. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve 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 Dion Kendrick, seconded by Jeff Rozovics, to approve payment to Innovation Experts for MyMediaMall in the amount of \$11,180.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Kendrick, to approve the library board meeting dates, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the non-resident fee in the amount of \$288.00 for the period 07/01/2012 – 06/30/2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to accept the bid for a new Dodge Caravan 7 passenger vehicle in the amount of \$23,774, to be purchased from Napleton's Des Plaines Chrysler Jeep Dodge, 77 Rand Road, Des Plaines, IL. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

ANNOUNCEMENTS

President Magerl invited board members to attend the 2012 ILA Annual Conference in Peoria on October 10.

OTHER

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to direct the Library Director to contact the library's employment attorney to research relevant case law to determine whether a lawsuit could be filed by employees if their 20 hours a week position was reduced by one hour to eliminate their pension. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Magerl, Mokry, Pope, Rozovics. MOTION FAILED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to ask the library's employment attorney to provide an estimate for his research for the question of reducing regularly scheduled 20 hour a week positions to 19 hours to eliminate pension costs. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Magerl, Mokry, Pope, Rozovics. MOTION FAILED.

EXECUTIVE SESSION

MOTION by Jeff Rozovics, seconded by Eugene Fregetto, to enter into an Executive Session at 9:30 p.m. for Semi-Annual Review of Executive Session Minutes and Pending or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:56 p.m. and was called to order by President Magerl.

EXECUTIVE SESSION ACTION

MOTION by George Magerl, 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:

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 a Specific Employee and Semi-Annual Review of Executive Session Minutes.

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

February 21, 2012 - Review of Executive Session Minutes

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

MOTION by Steve Mokry, seconded by Jeff Rozovics, to adjourn the regular meeting.

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

Meeting adjourned at 9:58 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library
 Disbursement Reconciliation
 June 30, 2012

Total Expenses per Expense Report			<u><u>\$391,489.25</u></u>
Gross Payroll	\$208,620.09		
Benefits Expense	<u>55,794.82</u>		
Total Payroll Expenses		\$264,414.91	
Vendor Checks Report		<u>197,118.13</u>	
Total expenses per payroll and vendor checks reports			<u>461,533.04</u>
		Variance	<u>70,043.79</u>
Less: (disbursements included above)			
IMRF June CK# 50314		(33,426.83)	
LIMRiCC June Insurance Premiums CK# 12060		<u>(36,766.45)</u>	
			(70,193.28)
Plus:			
IL Funds Epay Fees		149.49	149.49
		Variance	<u><u>(0.00)</u></u>

July 17, 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 June 30, 2012 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the six months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Des Plaines Public Library

Treasurer's Report as of June 30, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>174,147.28</u>
	<u>174,147.28</u>
201-1102015 - First Midwest Operating #8100292260	506,530.50
202-1102015 - First Midwest Operating #8100292260	<u>2,324.47</u>
	<u>508,854.97</u>
201-1102028 - Cash Library Donations	<u>24,910.39</u>
	<u>24,910.39</u>
201-1102073 - Cash IL - Epay #151600222104	<u>54,624.34</u>
201-1102078 - Cash IL - Epay Library	<u>12,650.97</u>
201-1102079 - IL Funds - 151600222591	3,802,487.11
202-1102079 - IL Funds - 151600222591	<u>302,975.91</u>
	<u>4,105,463.02</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>4,984,633.34</u></u>

July 10, 2012

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

<u>Library Fund</u>	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102009 - Cash Payroll #8100292278	173,834.32	312.96	174,147.28
1102015 - First Midwest Operating #8100292260	447,907.37	58,623.13	506,530.50
1102028 - Cash Library Donations	24,909.40	0.99	24,910.39
1102073 - Cash IL - Epay 151600008073	51,371.87	3,252.47	54,624.34
1102078 - Cash IL - Epay Library	12,110.93	540.04	12,650.97
1102079 - IL Funds - 151600222591	4,305,223.09	(502,735.98)	3,802,487.11
1104006 - Investments - Certificates of Deposit	103,442.84	39.53	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	0.00	6,295,505.00
	<u>11,414,804.82</u>	<u>(439,966.86)</u>	<u>10,974,837.96</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	239,525.81	(81,598.02)	157,927.79
2401002 - Payroll Liabilities	18,189.95	(18,189.95)	0.00
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>6,819,438.96</u>	<u>(99,787.97)</u>	<u>6,719,650.99</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>10,332,900.07</u>	<u>(99,787.97)</u>	<u>10,233,112.10</u>
Excess Revenues Over Expenses	<u>1,081,904.75</u>	<u>(340,178.89)</u>	<u>741,725.86</u>

July 10, 2012

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	2,324.47	0.00	2,324.47
1102079 - IL Funds - 151600222591	302,952.54	23.37	302,975.91
	305,277.01	23.37	305,300.38

Liabilities and Fund Balance

Liabilities

	0.00	0.00	0.00
	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	(6,229.96)	23.37	(6,206.59)

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

July 10, 2012

Des Plaines Public Library
Balance Sheet as of June 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	(119,239.00)	42,209.00
1209900 - Fixed Assets - Accumulated Depreciation	(452,261.00)	119,016.00	(333,245.00)
	<u>814,501.00</u>	<u>(223.00)</u>	<u>814,278.00</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>(223.00)</u>	<u>814,278.00</u>
	<u>814,501.00</u>	<u>(223.00)</u>	<u>814,278.00</u>
Total Liabilities and Net Capital Assets	<u>814,501.00</u>	<u>(223.00)</u>	<u>814,278.00</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 6 Months Ended June 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	23.37	93.41	2,500.00	2,406.59	3.74
	<u>23.37</u>	<u>93.41</u>	<u>2,500.00</u>	<u>2,406.59</u>	<u>3.74</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>23.37</u>	<u>93.41</u>	<u>202,500.00</u>	<u>202,406.59</u>	<u>0.05</u>
Total of All Funds	<u>51,333.73</u>	<u>3,617,688.81</u>	<u>6,958,034.00</u>	<u>3,340,345.19</u>	<u>51.99</u>

July 10, 2012

Des Plaines Public Library
Expense Report
For the 6 Months Ended June 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	115,044.26	851,710.49	2,073,069.00	1,221,358.51	41.08
5910200 - Temporary Wages	93,575.83	509,589.65	781,639.00	272,049.35	65.20
5910650 - Longevity	0.00	48.08	0.00	(48.08)	0.00
	<u>208,620.09</u>	<u>1,361,348.22</u>	<u>2,854,708.00</u>	<u>1,493,359.78</u>	<u>47.69</u>
Benefits					
5918010 - Unemployment Compensation	0.00	13,102.50	35,000.00	21,897.50	37.44
5918020 - Employer Contribution - FICA	15,905.59	102,034.07	214,925.00	112,890.93	47.47
5918021 - Employer Contribution - IMRF	25,246.79	157,781.78	342,979.00	185,197.22	46.00
5918040 - Life Insurance Premiums	4.50	9.00	4,104.00	4,095.00	0.22
5918050 - PPO Insurance Premiums	10,266.24	123,481.50	275,713.00	152,231.50	44.79
5918051 - HMO Insurance Premiums	3,443.19	45,125.11	99,504.00	54,378.89	45.35
5918055 - Dental Insurance Premiums	928.51	11,330.25	25,543.00	14,212.75	44.36
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>55,794.82</u>	<u>455,992.41</u>	<u>1,012,768.00</u>	<u>556,775.59</u>	<u>45.02</u>
Contractual Services					
5920100 - Legal Fees	0.00	1,339.12	9,000.00	7,660.88	14.88
5920110 - Professional Services	29,131.85	206,137.84	360,000.00	153,862.16	57.26
5920120 - Communication Services	3,039.78	15,815.82	39,100.00	23,284.18	40.45
5920140 - Data Processing Services	5,651.04	30,431.64	100,250.00	69,818.36	30.36
5920202 - Conferences	75.00	1,630.00	3,000.00	1,370.00	54.33
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	0.00	40.50	2,000.00	1,959.50	2.02
5920990 - Property/Liability Insurance	0.00	32,226.00	30,000.00	(2,226.00)	107.42
5930010 - R&M Equipment	332.50	93,426.51	118,100.00	24,673.49	79.11
5930020 - R&M Buildings & Structures	5,177.93	32,769.96	128,100.00	95,330.04	25.58
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	2,005.00	17,100.00	29,000.00	11,900.00	58.97
5930320 - Cleaning/Custodial Services	3,460.00	25,432.00	47,700.00	22,268.00	53.32
5930490 - Refuse Contract	632.23	4,104.20	7,200.00	3,095.80	57.00
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	149.49	890.36	500.00	(390.36)	178.07
5960070 - Travel Expense	0.00	309.90	500.00	190.10	61.98
5960210 - Special Event Programming	3,520.93	19,945.58	31,250.00	11,304.42	63.83
5960990 - Misc. Contractual Services	3,744.93	36,038.85	76,425.00	40,386.15	47.16
	<u>56,920.68</u>	<u>521,102.46</u>	<u>998,375.00</u>	<u>477,272.54</u>	<u>52.20</u>
Commodities					
5970100 - Office Supplies	3,469.92	39,811.67	102,500.00	62,688.33	38.84
5970110 - Meals	0.00	1,005.44	2,000.00	994.56	50.27
5970115 - Supplies - Dept/Other	1,539.37	3,709.78	7,000.00	3,290.22	53.00
5970170 - Janitorial	(1,000.00)	8,431.90	30,300.00	21,868.10	27.83
5970260 - Postage & Parcel	2,021.01	4,205.36	15,000.00	10,794.64	28.04
5970270 - Printing -Reproduction-Binding	0.00	2,458.18	4,000.00	1,541.82	61.45
5970500 - Purchase of Water	1,171.12	2,166.04	6,000.00	3,833.96	36.10

See Accountants' Compilation Report

July 10, 2012

Des Plaines Public Library
Expense Report
For the 6 Months Ended June 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>
5970600 - Books	25,504.36	169,001.30	350,000.00	180,998.70	48.29
5970610 - Audio Materials	3,061.82	26,445.22	74,000.00	47,554.78	35.74
5970620 - Subscriptions & Books	3,773.89	7,026.50	68,000.00	60,973.50	10.33
5970630 - Visual Materials	4,996.60	45,575.71	111,000.00	65,424.29	41.06
5970640 - Automated Reference Materials	7,626.72	108,895.58	165,000.00	56,104.42	66.00
5970650 - Downloadable Materials	11,607.09	32,569.06	33,000.00	430.94	98.69
5970810 - Natural Gas	1,260.21	10,634.96	26,000.00	15,365.04	40.90
5970850 - Gasoline	43.40	263.60	1,000.00	736.40	26.36
5970900 - Equipment < \$5,000	0.00	0.00	4,000.00	4,000.00	0.00
	<u>65,075.51</u>	<u>462,200.30</u>	<u>998,800.00</u>	<u>536,599.70</u>	<u>46.28</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	570.15	1,982.11	11,700.00	9,717.89	16.94
5980420 - Computer Software	4,235.00	22,528.81	61,205.00	38,676.19	36.81
5980600 - Furniture & Fixtures	0.00	866.47	16,500.00	15,633.53	5.25
	<u>4,805.15</u>	<u>25,377.39</u>	<u>89,405.00</u>	<u>64,027.61</u>	<u>28.38</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	273.00	49,848.76	58,000.00	8,151.24	85.95
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>273.00</u>	<u>49,848.76</u>	<u>333,000.00</u>	<u>283,151.24</u>	<u>14.97</u>
Total Library Fund Expenditures	<u>391,489.25</u>	<u>2,875,869.54</u>	<u>6,287,056.00</u>	<u>3,411,186.46</u>	<u>45.74</u>

See Accountants' Compilation Report

July 10, 2012

Des Plaines Public Library
Expense Report
For the 6 Months Ended June 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>	0.00	0.00	0.00	0.00	0.00
<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>391,489.25</u>	<u>2,882,169.54</u>	<u>6,386,356.00</u>	<u>3,504,186.46</u>	<u>45.13</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12025	07/18/12	BAKER & TAYLOR	20,049.60
12026	07/18/12	BANKCARD SERVICES	5,962.84
12027	07/18/12	MIDWEST TAPE	7,615.35
12028	07/18/12	ACCUITY INC	1,157.00
12029	07/18/12	ACE DES PLAINES INCORPORATED	97.48
12030	07/18/12	AMAZON	185.02
12031	07/18/12	APPLE BOOKS	2,814.25
12032	07/18/12	AudioGo	169.28
12033	07/18/12	BANC OF AMERICA LEASING	2,005.00
12034	07/18/12	BLACKSTONE AUDIO INC	70.99
12035	07/18/12	C D W GOVERNMENT INCORPORATED	963.88
12036	07/18/12	CHICAGO OFFICE TECHNOLOGY GROUP	332.50
12037	07/18/12	CHICAGO'S NEIGHBORHOODS, INC.	200.00
12038	07/18/12	CHUBB SECURITY SYSTEMS, INC.	76.32
12039	07/18/12	CITY OF DES PLAINES	43.40
12040	07/18/12	CITY OF DES PLAINES	1,171.12
12041	07/18/12	CLARA LINDER	600.00
12042	07/18/12	COOPERATIVE COMPUTER SERVICES	5,651.04
12043	07/18/12	CRIMSON MULTIMEDIA DIST., INC.	212.88
12044	07/18/12	CRYSTAL MANAGEMENT & MAINT. SERVICES	7,090.00
12045	07/18/12	D & Z HOUSE OF BOOKS INCORPORATED	2,270.36
12046	07/18/12	DAILY HERALD	695.00
12047	07/18/12	DELL MARKETING LP	273.00
12048	07/18/12	DEMCO EDUCATIONAL CORP	164.21
12049	07/18/12	EBSCO SUBSCRIPTION SVC	2,806.89
12050	07/18/12	FEDERAL EXPRESS	21.01
12051	07/18/12	FINDAWAY WORLD LLC	764.88
12052	07/18/12	GALE'S BREAD AND BUTTER	350.00
12053	07/18/12	Gale, Inc	6,904.24
12054	07/18/12	GREY HOUSE PUBLISHING	552.90
12055	07/18/12	INNOVATION EXPERTS	11,180.00
12056	07/18/12	JOURNAL AND TOPICS NEWSPAPERS	339.00
12057	07/18/12	KASCO PRINTING	206.33
12058	07/18/12	LAUTERBACH & AMEN, LLP.	1,585.00
12059	07/18/12	LEXISNEXIS ACADEMIC & LIB SOLUTIONS	167.73
12060	07/18/12	LIMRiCC	36,766.45
12061	07/18/12	MENARDS	161.56
12062	07/18/12	NEW READERS PRESS	506.57
12063	07/18/12	OFFICE DEPOT	72.44
12064	07/18/12	Outsource Solutions Grp, Inc	31,880.98
12065	07/18/12	OVERDRIVE, INC.	732.73
12066	07/18/12	OVERHEAD DOOR SOLUTIONS, INC.	535.00
12067	07/18/12	RANDOM HOUSE INCORPORATED	114.50
12068	07/18/12	RECORDED BOOKS, LLC	409.71
12069	07/18/12	RESEARCH TECHNOLOGY INTERNATIONAL	396.95
12070	07/18/12	RUNCO OFFICE SUPPLY	470.17
12071	07/18/12	RV ENTERPRISES, LTD.	125.00
12072	07/18/12	SIGN-A-RAMA	10.00
12073	07/18/12	Speed E Kleen, Inc	120.00
12074	07/18/12	STEVEN J. GASSMAN	125.00
12075	07/18/12	VAHE GHAZARIAN	90.00
12076	07/18/12	WASTE MANAGEMENT	198.99
12077	07/18/12	WASTE MANAGEMENT	433.24
12078	07/18/12	WEST GROUP	30.00
50314	06/30/12	IMRF	33,426.83
50315	06/30/12	PRO DATA	463.52
50316	06/30/12	NEXTEL	744.75
50317	06/30/12	CALL ONE	231.17
50318	06/30/12	AT&T	482.79
50319	06/30/12	McLeod USA, Inc	292.00
50320	06/30/12	COMCAST CABLE	227.97

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All checkbooks
June 2012

Des Plaines Public Library
Check Register

DESPLANSLIB
Page 2

Check Number	Check Date	Payee	Amount
50321	06/30/12	COMCAST CABLE	928.01
50322	06/30/12	NEO-POST	1,000.00
50323	06/30/12	NICOR GAS	1,260.21
50324	06/30/12	SPRINT	16.97
50325	06/30/12	WOW! INTERENT CABLE	116.12
Total checks	66	Total	<u>197,118.13</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50318	06/30/12	482.79
Account No. 201-5920120	Description ACH	Amount 482.79	
CALL ONE	50317	06/30/12	231.17
Account No. 201-5920120	Description ACH	Amount 231.17	
COMCAST CABLE	50320	06/30/12	227.97
Account No. 201-5920120	Description ACH	Amount 227.97	
COMCAST CABLE	50321	06/30/12	928.01
Account No. 201-5920120	Description ACH	Amount 928.01	
IMRF	50314	06/30/12	33,426.83
Account No. 201-2401002	Description 06/2012 EE IMRF Contrib	Amount 8,180.04	
Account No. 201-5918021	Description 06/2012 ER IMRF Contrib	Amount 25,246.79	
McLeod USA, Inc	50319	06/30/12	292.00
Account No. 201-5920120	Description ACH	Amount 292.00	
NEO-POST	50322	06/30/12	1,000.00
Account No. 201-5970260	Description ACH	Amount 1,000.00	
NEXTEL	50316	06/30/12	744.75
Account No. 201-5920120	Description ACH	Amount 744.75	
NICOR GAS	50323	06/30/12	1,260.21
Account No. 201-5970810	Description ACH	Amount 724.23	
Account No. 201-5970810	Description ACH	Amount 535.98	
PRO DATA	50315	06/30/12	463.52
Account No. 201-5920110	Description 6/15 Payroll Service	Amount 233.64	
Account No. 201-5920110	Description 6/29 Payroll Service	Amount 229.88	
SPRINT	50324	06/30/12	16.97
Account No. 201-5920120	Description ACH	Amount 16.97	
WOW! INTERENT CABLE	50325	06/30/12	116.12
Account No. 201-5920120	Description ACH	Amount 116.12	
		Subtotal	<u>39,190.34</u>
ACCUTY INC	12028	07/18/12	1,157.00
Account No. 201-5970640	Description Inv # 2395922	Amount 1,157.00	
ACE DES PLAINES INCORPORATED	12029	07/18/12	97.48
Account No. 201-5970115	Description Cust # 204173	Amount 51.48	
Account No. 201-5970115	Description Cust # 204173	Amount 46.00	

Vendor Name	Chk. No.	Check Date	Amount
AMAZON	12030	07/18/12	185.02
Account No.	Description	Amount	
201-5970600	Acct #6045787810251203	101.22	
201-5970610	Acct #6045787810251203	17.87	
201-5970630	Acct #6045787810251203	65.93	
APPLE BOOKS	12031	07/18/12	2,814.25
Account No.	Description	Amount	
201-5970600	Inv #94956	2,814.25	
AudioGo	12032	07/18/12	169.28
Account No.	Description	Amount	
201-5970610	Inv #454693	169.28	
BAKER & TAYLOR	12025	07/18/12	20,049.60
Account No.	Description	Amount	
201-5960990	Inv # 2027107446	12.00	
201-5960990	Inv # 2027101196	8.52	
201-5960990	Inv # 2027104772	1.61	
201-5960990	Inv # 2027103205	6.00	
201-5960990	Inv # 2027107424	5.31	
201-5960990	Inv # 2027107448	3.40	
201-5960990	Inv # 2027110672	4.70	
201-5960990	Inv # 2027082143	25.30	
201-5960990	Inv # 2027152528	139.55	
201-5960990	Inv # 2027086827	61.30	
201-5960990	Inv # 2027094976	27.30	
201-5960990	Inv # 2027096046	139.80	
201-5960990	Inv # 2027108284	2.10	
201-5960990	Inv # 2027111317	44.30	
201-5960990	Inv # 2027120486	206.65	
201-5960990	Inv # 2027136938	51.00	
201-5960990	Inv # 2027140633	4.20	
201-5960990	Inv # 2027153789	30.00	
201-5960990	Inv # 2027153456	9.00	
201-5960990	Inv # 2027087575	2.10	
201-5960990	Inv # 2027087083	12.80	
201-5960990	Inv # 2027087338	3.10	
201-5960990	Inv # 2027082167	5.55	
201-5960990	Inv # 2027082201	39.00	
201-5960990	Inv # 2027103134	12.51	
201-5960990	Inv # 2027099064	22.68	
201-5960990	Inv # 2027060532	9.72	
201-5960990	Inv # 2027097925	23.35	
201-5960990	Inv # 2027087254	0.85	
201-5960990	Inv # 2027087337	7.20	
201-5960990	Inv # 2027093572	4.50	
201-5960990	Inv # 2027093956	17.85	
201-5960990	Inv # 2027097984	12.00	
201-5960990	Inv # 2027073904	9.00	
201-5960990	Inv # 2027065858	1.70	
201-5960990	Inv # 2027101205	9.35	
201-5960990	Inv # 2027097792	5.20	
201-5960990	Inv # 5012028303	18.20	
201-5960990	Inv # 2027150153	3.39	
201-5960990	Inv # 2027141354	10.50	
201-5960990	Inv # 2027147224	2.80	
201-5960990	Inv # 2027145403	2.35	
201-5960990	Inv # 2027145406	24.15	
201-5960990	Inv # 2027145407	16.59	
201-5960990	Inv # 2027140143	36.05	
201-5960990	Inv # 2027143566	3.00	
201-5960990	Inv # 2027157132	9.00	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv # 2027160445		4.86
201-5960990	Inv # 2027163511		16.50
201-5960990	Inv # 2027150073		9.40
201-5960990	Inv # 2027145396		6.85
201-5960990	Inv # 2027119740		9.10
201-5960990	Inv # 2027124139		93.80
201-5960990	Inv # 2027121910		4.25
201-5960990	Inv # 2027124037		5.77
201-5960990	Inv # 2027123900		25.25
201-5960990	Inv # 137778		11.44
201-5960990	Inv # 2027121927		2.84
201-5960990	Inv # 2027124036		1.70
201-5960990	Inv # 2027123971		19.60
201-5960990	Inv # 2027121899		18.70
201-5960990	Inv # 2027123909		87.59
201-5960990	Inv # 2027118691		18.00
201-5960990	Inv # 2027124039		11.19
201-5960990	Inv # 2027121898		5.16
201-5960990	Inv # 2027128589		4.90
201-5960990	Inv # 2027128707		1.70
201-5960990	Inv # 2027136269		1.77
201-5960990	Inv # 2027136256		0.85
201-5970600	Inv # 2027107446		162.11
201-5970600	Inv # 2027101196		43.04
201-5970600	Inv # 2027104772		51.71
201-5970600	Inv # 2027103205		59.01
201-5970600	Inv # 2027107424		45.95
201-5970600	Inv # 2027107448		16.72
201-5970600	Inv # 2027110672		53.22
201-5970600	Inv # 2027082143		218.06
201-5970600	Inv # 5011983146		609.59
201-5970600	Inv # 2027152527		2,143.76
201-5970600	Inv # 2027096045		2,218.97
201-5970600	Inv # 2027153789		314.97
201-5970600	Inv # 2027153456		54.48
201-5970600	Inv # 2027087575		8.95
201-5970600	Inv # 2027087083		112.49
201-5970600	Inv # 2027087338		22.69
201-5970600	Inv # 2027082167		54.34
201-5970600	Inv # 2027082201		385.18
201-5970600	Inv # 2027103134		124.19
201-5970600	Inv # 2027099064		220.62
201-5970600	Inv # 2027060532		87.75
201-5970600	Inv # 2027097925		252.09
201-5970600	Inv # 2027087254		10.44
201-5970600	Inv # 2027087337		76.56
201-5970600	Inv # 2027093572		27.23
201-5970600	Inv # 2027093956		87.80
201-5970600	Inv # 2027097984		97.24
201-5970600	Inv # 2027073904		87.74
201-5970600	Inv # 2027065858		15.88
201-5970600	Inv # 2027101205		65.67
201-5970600	Inv # 2027097792		39.33
201-5970600	Inv # 2027086826		1,151.88
201-5970600	Inv # 2027094975		409.18
201-5970600	Inv # 2027081106		48.17
201-5970600	Inv # 2027108283		38.11
201-5970600	Inv # 2027111316		715.24
201-5970600	Inv # 2027119718		7.59
201-5970600	Inv # 2027120485		3,130.14
201-5970600	Inv # 2027136937		843.57
201-5970600	Inv # 2027140632		78.02
201-5970600	Inv # 5012028303		494.39

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount	
201-5970600	Inv # 2027150153		27.25	
201-5970600	Inv # 2027141354		106.16	
201-5970600	Inv # 2027147224		11.94	
201-5970600	Inv # 2027145403		16.18	
201-5970600	Inv # 2027145406		233.99	
201-5970600	Inv # 2027145407		31.62	
201-5970600	Inv # 2027140143		379.20	
201-5970600	Inv # 2027143566		17.02	
201-5970600	Inv # 2027157132		87.74	
201-5970600	Inv # 2027160445		41.46	
201-5970600	Inv # 2027163511		158.29	
201-5970600	Inv # 2027150073		60.10	
201-5970600	Inv # 2027145396		57.85	
201-5970600	Inv # 2027119740		52.54	
201-5970600	Inv # 2027124139		718.37	
201-5970600	Inv # 2027121910		48.07	
201-5970600	Inv # 2027124037		17.35	
201-5970600	Inv # 2027123900		279.45	
201-5970600	Inv # 137778		102.33	
201-5970600	Inv # 2027121927		4.77	
201-5970600	Inv # 2027124036		7.52	
201-5970600	Inv # 2027123971		174.34	
201-5970600	Inv # 2027121899		208.22	
201-5970600	Inv # 2027123909		178.54	
201-5970600	Inv # 2027118691		165.07	
201-5970600	Inv # 2027124039		104.98	
201-5970600	Inv # 2027121898		43.71	
201-5970600	Inv # 2027128589		30.86	
201-5970600	Inv # 2027128707		7.16	
201-5970600	Inv # 2027136269		14.73	
201-5970600	Inv # 2027136256		3.58	
201-5970600	Inv # 5012050716		207.00	
201-5970640	Inv # 5012028303		100.99	
201-5970640	Inv # 5012050716		199.40	
BANC OF AMERICA LEASING		12033	07/18/12	2,005.00
Account No.	Description		Amount	
201-5930210	Inv #012141809			2,005.00
BANKCARD SERVICES		12026	07/18/12	5,962.84
Account No.	Description		Amount	
201-5920202	Acct #4865225945162468			75.00
201-5930020	Acct #4865225945162468			806.61
201-5960210	Acct #4865225945162468			1,211.93
201-5970100	Acct #4865225945162468			1,287.53
201-5970115	Acct #4865225945162468			1,100.90
201-5970630	Acct #4865225945162468			468.01
201-5980410	Acct #4865225945162468			418.86
201-5980420	Acct #4865225945162468			594.00
BLACKSTONE AUDIO INC		12034	07/18/12	70.99
Account No.	Description		Amount	
201-5970610	Inv #610597			20.00
201-5970610	Inv # 610628			50.99
C D W GOVERNMENT INCORPORATED		12035	07/18/12	963.88
Account No.	Description		Amount	
201-5970100	Inv # L900190			155.63
201-5970100	Inv # L814163			155.63
201-5970100	Inv # L731331			160.95
201-5970100	Inv # L731852			160.95
201-5970115	Inv #M164892			80.47
201-5970115	Inv # L716812			98.96

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5980410 Inv # M358171		151.29	
CHICAGO OFFICE TECHNOLOGY GROUP	12036	07/18/12	332.50
Account No. Description		Amount	
201-5930010 Invoice # 133142		332.50	
CHICAGO'S NEIGHBORHOODS, INC.	12037	07/18/12	200.00
Account No. Description		Amount	
201-5960210 Powerpoint 6/25/12		200.00	
CHUBB SECURITY SYSTEMS, INC.	12038	07/18/12	76.32
Account No. Description		Amount	
201-5930020 Inv #21665 RX		76.32	
CITY OF DES PLAINES	12039	07/18/12	43.40
Account No. Description		Amount	
201-5970840 Invoice Fuel #		0.00	
201-5970850 Library Van		43.40	
CITY OF DES PLAINES	12040	07/18/12	1,171.12
Account No. Description		Amount	
201-5970500 Acct #71-080-763-01		1,171.12	
201-5970840 Invoice Fuel #		0.00	
CLARA LINDER	12041	07/18/12	600.00
Account No. Description		Amount	
201-5960210 Vienna Waltz		600.00	
COOPERATIVE COMPUTER SERVICES	12042	07/18/12	5,651.04
Account No. Description		Amount	
201-5920140 Inv # CCS 5/1/12		4,336.06	
201-5920140 JED Profile		1,314.98	
CRIMSON MULTIMEDIA DIST., INC.	12043	07/18/12	212.88
Account No. Description		Amount	
201-5960990 Cust # 3428		42.88	
201-5970610 Cust # 3428		170.00	
CRYSTAL MANAGEMENT & MAINT. SERV	12044	07/18/12	7,090.00
Account No. Description		Amount	
201-5930020 Inv # 20583		3,750.00	
201-5930320 Inv # 20603		3,340.00	
D & Z HOUSE OF BOOKS INCORPORATED	12045	07/18/12	2,270.36
Account No. Description		Amount	
201-5970600 Inv # 2012/1034288		1,013.51	
201-5970600 Inv #2012-1033880		996.85	
201-5970620 Inv #2012/1034133		260.00	
DAILY HERALD	12046	07/18/12	695.00
Account No. Description		Amount	
201-5960210 Acct #029332		695.00	
DELL MARKETING LP	12047	07/18/12	273.00
Account No. Description		Amount	
201-5990900 Inv #XFR76XPP1 Remainder		273.00	
DEMCO EDUCATIONAL CORP	12048	07/18/12	164.21
Account No. Description		Amount	
201-5970100 Inv # 4633678		76.93	
201-5970100 Inv # 4647730		87.28	
EBSCO SUBSCRIPTION SVC	12049	07/18/12	2,806.89

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5970620	Acct #CG-F-PL-16193-00	-34.95	
201-5970620	Acct #CG-F-PL-16193-00	1,685.34	
201-5970620	Acct #CG-F-PL-16193-00	1,156.50	
FEDERAL EXPRESS	12050	07/18/12	21.01
Account No.	Description	Amount	
201-5970260	Acct #1872-2091-2	21.01	
FINDAWAY WORLD LLC	12051	07/18/12	764.88
Account No.	Description	Amount	
201-5970100	Inv # 74212	644.90	
201-5970610	Inv # 74570	119.98	
Gale, Inc	12053	07/18/12	6,904.24
Account No.	Description	Amount	
201-5970600	Acct #156071	225.64	
201-5970620	Acct #156071	707.00	
201-5970640	Acct #156071	285.67	
201-5970640	Acct #156071	285.67	
201-5970640	Acct #156071	285.67	
201-5970640	Acct #156071	117.80	
201-5970640	Acct #156071	188.10	
201-5970640	Acct #156071	3,875.49	
201-5970640	Acct #156071	198.00	
201-5970640	Acct #156071	735.20	
GALE'S BREAD AND BUTTER	12052	07/18/12	350.00
Account No.	Description	Amount	
201-5960210	Viennese Pastry	350.00	
GREY HOUSE PUBLISHING	12054	07/18/12	552.90
Account No.	Description	Amount	
201-5970600	Inv # 843379	552.90	
INNOVATION EXPERTS	12055	07/18/12	11,180.00
Account No.	Description	Amount	
201-5970650	Inv #MMM070126	11,180.00	
JOURNAL AND TOPICS NEWSPAPERS	12056	07/18/12	339.00
Account No.	Description	Amount	
201-5960210	Quarter Page Color	339.00	
KASCO PRINTING	12057	07/18/12	206.33
Account No.	Description	Amount	
201-5970100	Inv #6216	206.33	
LAUTERBACH & AMEN, LLP.	12058	07/18/12	1,585.00
Account No.	Description	Amount	
201-5920110	Inv # 23608	150.00	
201-5920110	Inv #26912	1,435.00	
LEXISNEXIS ACADEMIC & LIB SOLUTION	12059	07/18/12	167.73
Account No.	Description	Amount	
201-5970640	Acct # 0024009595	167.73	
LIMRicc	12060	07/18/12	36,766.45
Account No.	Description	Amount	
201-2401002	June12	36,766.45	
MENARDS	12061	07/18/12	161.56
Account No.	Description	Amount	
201-5970115	Inv #82142	161.56	

Vendor Name	Chk. No.	Check Date	Amount
MIDWEST TAPE	12027	07/18/12	7,615.35
Account No.	Description	Amount	
201-5960990	Inv # 90175810	6.90	
201-5960990	Inv # 90175808	6.50	
201-5960990	Inv # 90175809	3.25	
201-5960990	Inv # 90175804	3.25	
201-5960990	Inv # 90175807	6.50	
201-5960990	Inv # 90175800	9.25	
201-5960990	Inv # 90175803	3.25	
201-5960990	Inv # 90175802	6.50	
201-5960990	Inv # 90175709	13.00	
201-5960990	Inv # 90175801	3.25	
201-5960990	Inv # 90175708	3.25	
201-5960990	Inv # 90175706	16.25	
201-5960990	Inv # 90205765	22.75	
201-5960990	Inv # 90205768	3.25	
201-5960990	Inv # 90205767	5.55	
201-5960990	Inv # 90194557	1.85	
201-5960990	Inv # 90194555	42.25	
201-5960990	Inv # 90148666	9.75	
201-5960990	Inv # 90148664	71.10	
201-5960990	Inv # 90150209	197.60	
201-5960990	Inv # 90150331	16.65	
201-5960990	Inv # 90150332	6.50	
201-5960990	Inv # 90148667	7.40	
201-5960990	Inv # 90151802	44.00	
201-5960990	Inv # 90154182	13.00	
201-5960990	Inv # 90161984	14.80	
201-5960990	Inv # 90153961	29.25	
201-5960990	Inv # 90153963	19.50	
201-5960990	Inv # 90154180	45.00	
201-5960990	Inv # 90191212	98.60	
201-5960990	Inv # 90191210	104.00	
201-5960990	Inv # 90191213	14.80	
201-5960990	Inv # 90175806	3.70	
201-5960990	Inv # 90175811	3.70	
201-5960990	Inv # 90175707	6.50	
201-5970600	Inv # 90148664	409.05	
201-5970600	Inv # 90151802	197.14	
201-5970610	Inv # 90205767	84.97	
201-5970610	Inv # 90194557	29.99	
201-5970610	Inv # 90164319	499.90	
201-5970610	Inv # 90181784	19.98	
201-5970610	Inv # 90176992	47.99	
201-5970610	Inv # 90184013	47.99	
201-5970610	Inv # 90150331	338.91	
201-5970610	Inv # 90148667	152.96	
201-5970610	Inv # 90161984	326.92	
201-5970610	Inv # 90191213	299.92	
201-5970610	Inv # 90175806	79.98	
201-5970610	Inv # 90175811	59.98	
201-5970630	Inv # 90175808	59.98	
201-5970630	Inv # 90175809	18.74	
201-5970630	Inv # 90175804	18.74	
201-5970630	Inv # 90175807	53.98	
201-5970630	Inv # 90175800	51.73	
201-5970630	Inv # 90175803	18.74	
201-5970630	Inv # 90175802	46.48	
201-5970630	Inv # 90175709	92.96	
201-5970630	Inv # 90175801	18.74	
201-5970630	Inv # 90175708	20.24	
201-5970630	Inv # 90175706	116.20	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Inv # 90205765	103.43	
201-5970630	Inv # 90205768	26.99	
201-5970630	Inv # 90194555	302.12	
201-5970630	Inv # 90200938	23.24	
201-5970630	Inv # 90148666	89.57	
201-5970630	Inv # 90150209	1,179.97	
201-5970630	Inv # 90150332	31.98	
201-5970630	Inv # 90154182	107.96	
201-5970630	Inv # 90153961	225.11	
201-5970630	Inv # 90153963	127.44	
201-5970630	Inv # 90154180	273.62	
201-5970630	Inv # 90191212	460.22	
201-5970630	Inv # 90191210	628.88	
201-5970630	Inv # 90175707	29.98	
201-5970630	Inv # 90175810	29.98	
NEW READERS PRESS	12062	07/18/12	506.57
Account No.	Description	Amount	
201-5970600	Inv # 6607571	506.57	
OFFICE DEPOT	12063	07/18/12	72.44
Account No.	Description	Amount	
201-5970100	Inv # 613976304001	51.91	
201-5970100	Inv # 613610880001	20.53	
Outsource Solutions Grp, Inc	12064	07/18/12	31,880.98
Account No.	Description	Amount	
201-5920110	Inv # 15003	27,083.33	
201-5960990	Inv # 14821	280.00	
201-5960990	Inv # 15040	280.00	
201-5960990	Inv # 14865	596.65	
201-5980420	Inv # 14973	1,146.00	
201-5980420	Inv # 14842	2,495.00	
OVERDRIVE, INC.	12065	07/18/12	732.73
Account No.	Description	Amount	
201-5970630	Customer ID 1018-1033	253.70	
201-5970630	Customer ID 1018-1033	51.94	
201-5970650	Customer ID 1018-1033	383.12	
201-5970650	Customer ID 1018-1033	43.97	
OVERHEAD DOOR SOLUTIONS, INC.	12066	07/18/12	535.00
Account No.	Description	Amount	
201-5930020	Inv # 6078	535.00	
RANDOM HOUSE INCORPORATED	12067	07/18/12	114.50
Account No.	Description	Amount	
201-5970610	Inv # 1083715705	32.00	
201-5970610	Inv # 1084433937	82.50	
RECORDED BOOKS, LLC	12068	07/18/12	409.71
Account No.	Description	Amount	
201-5970610	Inv # 74559747	395.81	
201-5970610	Inv # 74547440	13.90	
RESEARCH TECHNOLOGY INTERNATION	12069	07/18/12	396.95
Account No.	Description	Amount	
201-5970100	Cust # 600114	396.95	
RUNCO OFFICE SUPPLY	12070	07/18/12	470.17
Account No.	Description	Amount	
201-5970100	Inv # 512574-0	13.86	
201-5970100	Inv # 514124-0	42.56	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Inv # 514291-0		7.98	
201-5970600 Inv # 513836-0		405.77	
RV ENTERPRISES, LTD.	12071	07/18/12	125.00
Account No. Description		Amount	
201-5960210 Inv # 5120156		125.00	
SIGN-A-RAMA	12072	07/18/12	10.00
Account No. Description		Amount	
201-5930020 Inv #28405		10.00	
Speed E Kleen, Inc	12073	07/18/12	120.00
Account No. Description		Amount	
201-5930320 Inv # 3722		120.00	
STEVEN J. GASSMAN	12074	07/18/12	125.00
Account No. Description		Amount	
201-5960990 Videotaping 7/17/12		125.00	
VAHE GHAZARIAN	12075	07/18/12	90.00
Account No. Description		Amount	
201-5960990 Tuned Piano		90.00	
WASTE MANAGEMENT	12076	07/18/12	198.99
Account No. Description		Amount	
201-5930490 Inv #4642638-2008-4		198.99	
WASTE MANAGEMENT	12077	07/18/12	433.24
Account No. Description		Amount	
201-5930490 Inv # 2567629-2008-8		433.24	
WEST GROUP	12078	07/18/12	30.00
Account No. Description		Amount	
201-5970640 Inv # 825147145		30.00	
		Subtotal	<u>157,927.79</u>
		TOTAL	<u><u>197,118.13</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	\$ 5,424,577	\$ 4,984,633	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -
Revenue (M-T-D)												
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247						
Other Revenue	15,519	14,247	14,136	16,143	14,437	28,087						
	52,372	883,474	2,474,053	76,477	79,978	51,334	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	-	-	-	-	-	-
Other Expense	339,508	164,407	103,701	124,259	205,879	127,074	-	-	-	-	-	-
Change in AP & A/E's	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788	-	-	-	-	-	-
	508,631	496,253	368,674	408,891	535,398	491,277	0	0	0	0	0	0
Net Increase/(Decrease)	(456,260)	387,222	2,105,379	(332,414)	(455,420)	(439,943)	0	0	0	0	0	0

Director's Report July, 2012

Collection Development

The third floor has Nooks, Kindles and Sony Readers to check out. All the devices are pre-loaded with popular titles. The Sony Readers have an added feature that allows you to listen to the title as well as read it.

In June we launched a new online database, *The National Geographic Magazine Archive*. This database features the complete archive of the magazine from 1888 to 1994. It includes every page and every photograph and is fully searchable. *The National Geographic Magazine Archive* is a powerful tool for finding and reading through the 100+ years of articles found in this archive.

Coming in 2013 for children's e-book collections will be e-titles exclusively for children. Also, a program with Nooks where we select the titles and Nook loads the titles on request remotely on our machines.

To create better access to DVDs, third floor staff are moving them off the bottom shelf where they are hard to browse, and physically difficult, for some, to pick up.

To create better access to our bilingual Polish/English books, second floor staff has created a new spine label to point out these books.

Community Networking

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

Ravinia gave the library 120 lawn tickets for 17 classical music concerts to give away to our users free of charge. We distributed lawn passes to these concerts in the lobby on June 16th. All 120 tickets were given out in just over 2 hours.

Maine West High School's Clinical Government class came to the library on June 12th and 14th. 10 students toured the library and researched government topics in the computer lab.

On June 6th the City of Des Plaines' Community Social Worker was at the library to meet with residents to discuss their needs and to work with them to find appropriate community resources.

Lifelong Learning

The Kickoff for Children's Summer Reading Club 2012 **Reading is SO Delicious** and the **Teen Summer Reading Café** was held on June 9th. The library-wide event featured balloon

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art, face painting, juggling, a chef's hat craft, a gooey grub guessing game, a cake decorating demonstration and more. 498 kids and 90 teens signed up on opening day.

On June 2nd, Dan Niemiec, the Italian genealogy correspondent for the local magazine *Fra Noi*, presented a class on "Finding Your Italian Ancestors". He noted the numerous resources that can help you find your Italian relatives in Chicago and the information you need to start working on Italian records overseas.

A performance of Cajun, Zydeco and Louisiana Blues Music by The Midway Ramblers was held on June 3rd. The 64 attendees were able to listen to irresistible rhythms and learn about the unique music, history and culture of the Cajuns.

Over 100 people attended 20 computer classes the Adult Services staff led for the public in June.

Personnel Highlights

Resignations

Erin Kocourek, Circulation Clerk, 06/01/2012

Joe Selby, Page, 06/29/2012

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	\$ 4,107,031	\$ 6,212,410	\$ 5,879,997	\$ 5,424,576	\$ 4,984,632	\$ 4,296,729	\$ 3,851,826	\$ 3,350,193	\$ 2,897,671	\$ 5,275,291			
Restricted cash donations	127,654	127,695	127,732	127,888	128,352	128,393	128,393	128,393	128,393	128,393	128,393	128,393			
	-4,048,416	3,592,115	3,979,299	6,084,522	5,751,645	5,296,183	4,836,239	4,168,336	3,723,433	3,221,900	2,769,278	5,146,901			
Revenue (M-T-D)															
Property Taxes	36,853	869,228	2,459,917	60,335	65,541	23,247					2,893,925		\$6,409,096		6,409,096
Other Revenue	15,519	14,247	14,136	16,143	14,437	28,087							346,438		346,438
Total Revenue	52,372	883,475	2,474,053	76,478	79,978	51,334							6,755,534		6,755,534
Expenses															
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	316,569	316,569	316,569	316,569	316,569	167,289	3,867,476		3,867,476
Commodities	125,840	81,556	58,814	49,472	81,444	65,076	89,433	89,433	89,433	89,433	89,433	89,433	998,800		998,800
Capital	6,345	7,615	1,459	1,301	50,152	4,805							89,405		89,405
Contracts	193,404	73,815	51,047	71,631	74,284	56,921	79,345	79,345	79,345	79,345	79,345	30,381	998,375		998,375
Other	7,619	1,423	(7,619)	1,855		273	200,000						133,000		133,000
202	6,300						-43,000						99,100		99,100
Adjustments	(106,188)	47,059	(14,874)	(7,368)	(91,461)	99,788									
Total Expenses	508,632	496,254	368,674	408,891	535,399	491,278	728,517	485,517	342,277	493,166	536,906	697,651			
Net Increase/(Decrease)	(456,260)	387,221	2,105,379	(332,413)	(455,421)	(439,944)	(687,903)	(111,903)	(301,633)	(152,222)	2,377,623	(657,002)			
Cash End of Month	3,719,810	4,107,031	6,212,410	5,879,997	5,424,576	4,984,632	4,296,729	3,851,826	3,350,193	2,897,671	5,275,291	4,618,292			
Cash End of Month less restricted cash donations	3,592,156	3,979,336	6,084,678	5,752,109	5,296,224	4,836,239	4,168,336	3,723,433	3,221,900	2,769,278	5,146,901	4,489,899			

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	
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	
	6/20/2012	11958	201-5930210		\$2,005.00		\$2,005.00	
	7/18/2012	12033	201-5930210		\$2,005.00		\$2,005.00	
				<u>\$0.00</u>	<u>\$14,035.00</u>	\$14,035.00	\$14,035.00	
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			

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/21/2012	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			
	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	
	7/18/2012	12036	201-5930010		\$332.50		\$332.50	
				\$677.00	\$11,653.72	\$12,330.72	\$12,330.72	
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	
	6/20/2012	11967	201-5930320		\$3,340.00		\$3,340.00	
	7/18/2012	12044	201-5930320		\$3,340.00			
	7/18/2012	12044	201-5930020	\$3,750.00			\$7,090.00	
				\$10,500.00	\$23,380.00	\$33,880.00	\$33,880.00	
								\$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	

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								
				<u>\$0.00</u>	<u>\$0.00</u>	\$0.00	\$0.00	\$1,664.00 Annual
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								
	3/20/2012	11804	201-5930010		\$1,540.34		\$1,540.34	\$1,540.34 Annual
				<u>\$0.00</u>	<u>\$1,540.34</u>	\$1,540.34	\$1,540.34	
LAUTERBACH & AMEN, LLP. - Accounting Services								
	3/20/2012	11810	201-5920110		\$390.00			\$19,920.00 Annual
	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	
	7/18/2012	12058	201-5920110		\$150.00			
	7/18/2012	12058	201-5920110		\$1,435.00		\$1,585.00	
				<u>\$0.00</u>	<u>\$12,495.00</u>	\$12,495.00	\$12,495.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	\$24,170.00 Annual 2012
	3/20/2012	11813	201-5970100	\$40.00			\$40.00	\$25,125.00 Annual 2013
				<u>\$40.00</u>	<u>\$24,170.00</u>	\$24,210.00	\$24,210.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								
	3/20/2012	11819	201-5930010	\$2,096.00			\$2,096.00	\$24,650.00 Annual
	4/17/2012	11866	201-5930010	\$1,231.00			\$1,231.00	
	6/20/2012	11996	201-5930020	\$652.28			\$652.28	
				<u>\$3,979.28</u>	<u>\$0.00</u>	\$3,979.28	\$3,979.28	
NEO-POST (Mail Finance)-Postage Machine contract								
	4/17/2012	11841	201-5970260	\$1,000.00			\$1,000.00	\$708.00 Annual
	4/17/2012	11841	201-5930210		\$252.00		\$252.00	\$177.00 Quarterly
	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	
	6/30/2012	50322	201-5970260	\$1,000.00			\$1,000.00	
				<u>\$4,000.00</u>	<u>\$429.00</u>	\$4,429.00	\$4,429.00	

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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	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	
	7/18/2012	12064	201-5920110		\$27,083.33			
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$280.00				
	7/18/2012	12064	201-5960990	\$596.65				
	7/18/2012	12064	201-5980420	\$1,146.00				
	7/18/2012	12064	201-5980420	\$2,495.00			\$31,880.98	
				\$18,032.80	\$189,583.31	\$207,616.11	\$207,616.11	
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	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	6/30/2012	50315	201-5920110		\$233.64			
	6/30/2012	50315	201-5920110		\$229.88		\$463.52	
				\$0.00	\$4,059.53	\$4,059.53	\$4,059.53	

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
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\$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		
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Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/18/2012	12076	201-5930490		\$198.99			
	7/18/2012	12077	201-5930490		\$433.24		\$632.23	
				\$0.00	\$4,104.20	\$4,104.20	\$4,104.20	
						\$389,907.12		

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June 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Jun 2012	2,071	YTD 2012	11,313
Jun 2011	423	YTD 2011	2,414
	% Change	389.60%	% Change
			368.64%

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Jun 2012		YTD 2012	
	TOTAL	TOTAL	593,899
	106,534		
Jun 2011		YTD 2011	
	TOTAL	TOTAL	589,913
	105,223		
	% Change	1.25%	% Change
			0.68%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Jun 2012		YTD 2012	
	TOTAL	TOTAL	63,397
	14,127		
Jun 2011		YTD 2011	
	TOTAL	TOTAL	53,851
	9,696		
	% Change	45.70%	% Change
			17.73%

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Jun 2012	6,801	YTD 2012	38,455
Jun 2011	4,834	YTD 2011	23,989
	% Change	40.69%	% Change
			60.30%
VISITS TO WEBSITE			
Jun 2012		YTD 2012	
	TOTAL	TOTAL	267,088
	43,781		
Jun 2011		YTD 2011	
	TOTAL	TOTAL	280,360
	48,434		
	% Change	-9.61%	% Change
			-4.73%

UNIQUE VISITORS TO WEBSITE			
June 2012 Unique Visitors	24,595	YTD 2012 Unique Visitors	154,838
June 2011 Unique Visitors	25,003	YTD 2011 Unique Visitors	138,287
	% Change	-1.63%	% Change
			11.97%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Jun 2012	13,371	YTD 2012	100,573
Jun 2011	12,484	YTD 2011	93,973
	% Change	7.11%	% Change
			7.02%

LIBRARY CARD OWNERSHIP			
YTD 2012	34,023	% of Population 2012	58.30%
YTD 2011	33,380	% of Population 2011	57.20%
% Change	1.93%		

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jun 2012		YTD 2012	
TOTAL	4,790	TOTAL	35,804
Jun 2011		YTD 2011	
TOTAL	3,861	TOTAL	22,585
% Change	24.06%	% Change	58.53%

Note: The drop in June 2012 meeting attendance statistics is due to a calculation error in previous months January - May, when some attendance figures were double-counted. The error has been fixed.

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Jun 2012		YTD 2012	
TOTAL	705	TOTAL	4,751
Jun 2011		YTD 2011	
TOTAL	112	TOTAL	674
% Change	529.46%	% Change	604.90%

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Jun 2012		YTD 2012	
TOTAL	1,167	TOTAL	9,838
Jun 2011		YTD 2011	
TOTAL	818	TOTAL	6,475
% Change	43%	% Change	52%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Jun 2012		YTD 2012	
TOTAL	27,624	TOTAL	149,561

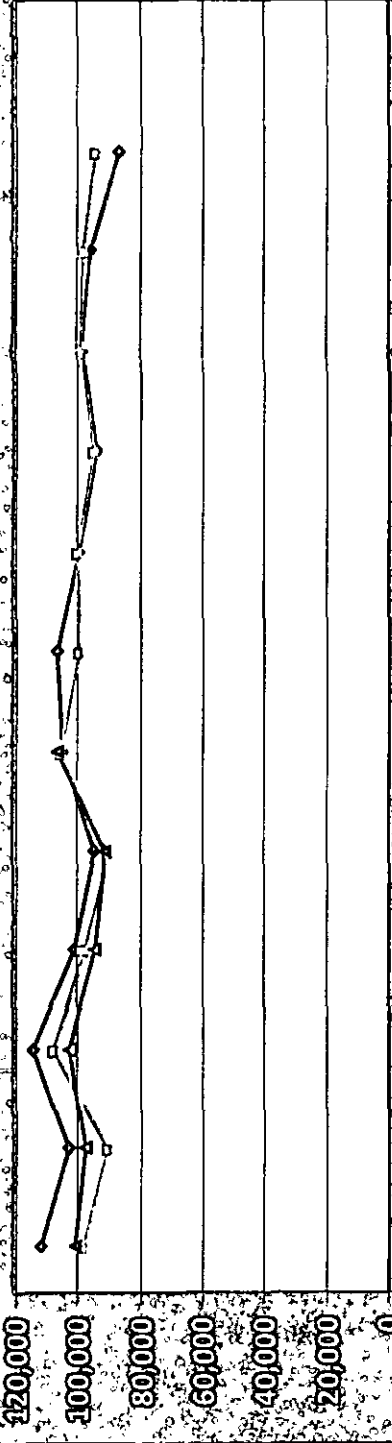
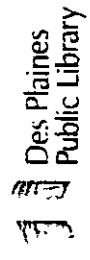
NOTES: Starting in October 2011, we implemented a new, uniform process for recording assistance numbers.

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jun 2012	54,509	YTD 2012	299,560
Jun 2011	56,990	YTD 2011	301,578
% Change	-4.35%	% Change	-0.67%

2012 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	197	217	262	203	214	373							1,466
CD-ROMs	319	204	216	197	202	257							1,395
CDs	1,011	1,002	1,009	962	994	1,039							6,017
DVDs	10,618	10,211	11,180	9,765	9,409	11,692							62,875
Fiction	17,679	17,293	17,621	15,834	15,081	21,483							104,991
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614							8,821
Games	49	44	58	48	40	82							321
Holiday	680	604	618	412	223	348							2,885
Homeschool	240	414	279	208	230	438							1,809
Large type	30	44	40	31	50	58							253
Magazines	139	119	84	119	133	186							780
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291							34,855
Parent collection	157	233	177	174	152	152							1,045
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	0	0	0	0	0	0	227,513
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	13	12	9	12	14	8							68
CD-ROMs	2,119	1,977	2,123	2,070	1,949	2,174							12,412
CDs	548	469	503	436	442	445							2,843
DVDs	6,905	6,449	6,690	6,088	5,958	5,830							37,920
Fiction	28,612	27,103	29,295	26,416	26,068	27,920							165,414
Foreign language	8,001	7,460	8,008	7,510	7,780	8,603							47,362
High school	1,429	1,436	1,514	1,315	1,300	1,391							8,385
High school	948	964	1,316	1,162	1,198	1,741							7,329
Large type	1,365	1,347	1,376	1,300	1,252	1,336							7,976
Literacy	168	197	166	146	164	150							991
Magazines	2,654	2,645	2,827	2,634	2,577	2,923							16,260
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000							59,426
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	0	0	0	0	0	0	366,386
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	0	0	0	0	0	0	720,292
eMaterials	913	1,907	2,126	2,087	2,209	2,071							11,313
ILL (non consortial)	336	314	433	400	330	388							2,201
Miscellaneous	446	486	518	456	407	408							2,721
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	0	0	0	0	0	0	610,134
Days closed	1			1	2		1		2		1	2	10

Circulation Statistics 2010 - 2012

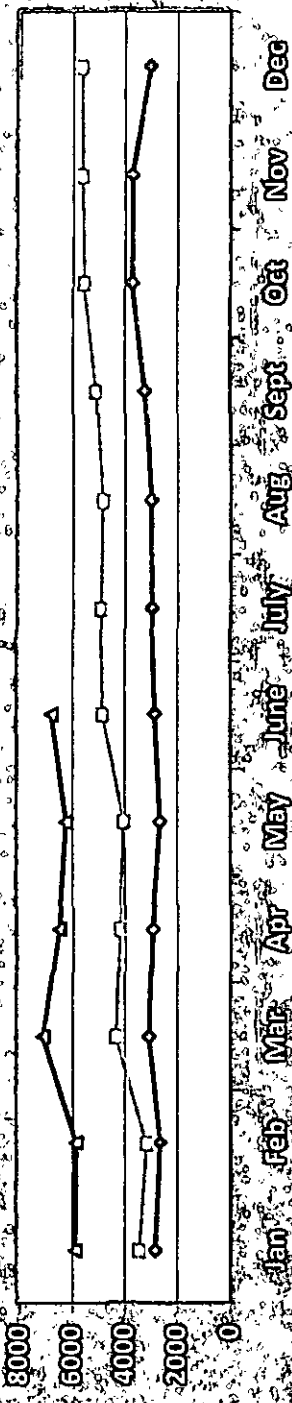


◆ Jan-Dec 2010 (1,209,024)
 □ Jan-Dec 2011 (1,176,477)
 ▲ Jan-June 2012 (593,899)

Computer Use - Wireless

Des Plaines Public Library

◆ Jan - Dec 2010 (36,663)
 □ Jan - Dec 2011 (55,673)
 ▲ Jan - June 2012 (38,455)



Des Plaines Public Library

Computer Use - Wired

◆ Jan-Dec 2010 (121,272)
 □ Jan-Dec 2011 (107,123)
 ▲ Jan-June 2012 (63,397)

