

BOARD PACKET
JANUARY - JUNE 2013

PACKET
JANUARY

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2898/10/87



Des Plaines
Public Library

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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JUNE 18, 2013

7:00 P.M.

Conference Room – Second Floor

Agenda –

- **Report Out Finance Committee Meeting – May 20, 2013**
- **Nominating Committee Report**
- **Approval of Library Board Meeting Dates**
- **Approval of Non-Resident Fee**

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

IV.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
June 18, 2013
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – May 21, 2013.
 - B. Approval of the Minutes of the Finance Committee Meeting – May 20, 2013.
 - C. Acceptance of Financial Reports for May 2013.
 1. Treasurer's Report as of May 31, 2013.
 - D. Acceptance of Reports.
 1. May 2013 Statistics Report
 2. 2013 Circulation by Month
 3. Chart - Circulation Statistics 2011-2013
 4. Chart - Computer Use Wired
 5. Chart - Computer Use Wireless
 6. Director's Report on Strategic Goals
 7. 2013 Cash Budget Projection
 8. 2013 Contracts

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VIII. New Business.

- A. Approve Payment of Vendor Checks Report - \$210,606.52 and ACH Payments - \$62,039.80. [Action Item]
- B. Approve Payment to Innovation Experts for MyMediaMall - \$11,739.00. [Action Item]
- C. Approve payment to Reference USA-\$12,024.00. [Action Item]
- D. Approve Plans for Adult Technology Reorganization – Environments That Work - \$70,511.51 and Norman Electric - \$14,300.00. [Action Item]
- E. Report Out Finance Committee Action, May 20, 2013 – Vince Rangel. [Action Item]
- F. Report Out Nominating Committee Action, June 18, 2013 – Susan Moylan Krey. [Action Item]
- G. Approval of Library Board Meeting Dates. [Action Item]
- H. Approval of Non-Resident Fee. [Action Item]

IX. Announcements.

- A. July 16, 2013 Board of Trustee Meeting – 4:00 p.m.
- B. Semi-Annual Board Dinner, July 16, 2013.

X. Correspondence.

XI. Other.

XII. Executive Session.

- A. Semi-Annual Review of Executive Session Minutes.

XIII. Executive Session Action.

- A. Semi-Annual Review of Executive Session Minutes. [Action Item]

XIV. Adjournment.

This meeting will be recorded for television broadcast and can be viewed on the library website at www.dppl.org.

VII.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 21, 2013

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, May 21, 2013. President Rich Pope called the meeting to order at 7:04 p.m.

II. ROLL CALL.

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

Absent: Eugene Fregetto, Vince Rangel, Jennifer Tsalapatanis.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE.

VII. CONSENT AGENDA.

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

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$203,201.72 and ACH Payments - \$42,754.31. [Action Item]

MOTION by Rich Pope, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$203,201.72 and ACH Payments paid in the amount of \$42,754.31 as listed on the vendor checks report of April 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. 2014 Per Capita Requirements for Trustees.

1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009

The board reviewed Chapter 10. Director Sorensen presented to the board a Des Plaines Public Library Marketing Overview, which was prepared by Heather Imhoff, Head of Public Information Services.

Vince Rangel entered the meeting at 7:11 p.m.

2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

Roberta Johnson, Assistant Director, explained how to conduct a SWOT analysis. The board members identified the following factors that are favorable and unfavorable in achieving the needs of the community.

Strengths – Services, Knowledgeable staff, location, fiscal stability, accessibility, community presence, collections.

Weaknesses – advertisement, more hours, increase training opportunities, support continuing education for others, outside activities.

Opportunities – Increase training opportunities, more hours, support continuing education for others, remote learning, Podcasts, new website for online learning.

Threats – Competition from other libraries, perception of the library.

C. Declaration of Surplus Property.

MOTION by Gregory Sarlo, seconded by Richard Pope, to declare the list of property presented to the board as surplus. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Report Out Finance Committee Meeting – May 20, 2013.

Jennifer Tsalapatanis will report out at the June 18, 2013 Board of Trustees meeting. President Pope asked that Jennifer have a budget schedule prepared for the next board meeting.

E. Appoint Committee to nominate board of Trustee Officers for 2013/2014.

President Pope appointed Trustees Vince Rangel, Steve Mokry, Susan Moylan Krey to serve on the Nominating Committee.

President Pope announced that he will not run for President for 2013/2014.

IX. Announcements.

Trustee Mokry asked if the library could donate books to the library in Oklahoma. Trustee Sarlo asked if some of the surplus property could be donated to the library in Oklahoma. Director Sorensen will report back to the library board on whether the library/schools in Oklahoma would want used books and/or used computers.

X. Correspondence.

XI. Adjournment.

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

Meeting adjourned at 7:56 p.m.

Minutes prepared by Carol Kidd.

VII.B.

- Progress Report
- Response Requested by _____
- Board Action Required 06/18/2013

BOARD OF TRUSTEES
Minutes of the Finance Committee Meeting
May 20, 2013

I. CALL TO ORDER.

The Finance Committee meeting was held in the second floor conference room on Monday, May 20, 2013. The Chair of Finance, Jennifer Tsalapatani, called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Steve Mokry, Jennifer Tsalapatani, Carol Kidd.

Absent: Eugene Fregetto.

Also present: Rich Pope, Alma Perez, Holly Richards Sorensen, Heather Imhoff, Stephanie Spetter, Nathan Gaskill, Tim O'Connor.

III. Consideration of the Agenda.

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

IV. DISCUSS LIBRARY FUND BALANCE

Vince Rangel entered the meeting at 7:02 p.m.

Library Director Sorensen introduced Nathan Gaskill, Partner, Lauterbach & Amen. Lauterbach & Amen are the library accountants.

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Nathan Gaskill distributed to committee members a formula for calculating whether a fund balance accumulation would be considered an unlawful accumulation. The rule of thumb is: Add the fund balance at the beginning of the fiscal year to the taxes extended for the prior year, giving the total funds available for the fiscal year. The sum of this computation is then divided by the average annual expenditure from the fund for the previous three fiscal years. If the dividend is greater than 2, there is a rebuttable presumption that the tax is an abuse of power. Nathan Gaskill explained that he often sees 3 – 6 month of expenses as a fund balance and sometimes 12 months. Nathan talked about the Des Plaines Public Library's financial problems in 2010 when there was a discussion about closing the library, because there was not a sufficient fund balance to keep the library open. Nathan stated that with a \$6,500,000 budget, a six month fund balance of \$3,250,000 would help maintain a forward cash position. Nathan explained that there is no state statute that references the limit for libraries for their fund balance accumulation.

Director Sorensen referred to her 2013 – 2015 operations plan and how she will recommend to the board a 1.5% reduction in the levy each year through 2015. Director Sorensen talked about increased staffing to meet the public demand for staff-directed programs and events. She also stated that future projects included installation of a new telephone system, HVAC upgrade, fourth floor public technology reorganization, and conducting a building and space allocation audit. The library building will change with the changing needs of the community.

The committee discussed future projects and completing projects by using a sensible plan.

The committee discussed completing projects that were not completed in 2010 due to property tax revenue not being received on time.

Trustee Kendrick distributed a memo he wrote to committee members asking for a recommendation to the board to refund 2.5 million of excess cash to the taxpayers.

Director Sorensen replied that she spoke with Dorothy Wisniewski, Director of Finance, City of Des Plaines, and that you do not refund tax money, but reduce the levy.

Trustee Rangel stated that he would like to preserve the integrity of the institution by utilizing the fund balance for responsible projects.

Trustee Tsalapatani asked Director Sorensen to comment on giving back property tax money and Director Sorensen stated that once the levy was reduced, there would be a new levy, which would reduce the library revenue to 4.2 million and the library cannot be maintained with a reduction of this amount.

Trustee Rangel stated that the library is responsible and an anchor in our community.

Trustee Tsalapatani asked that the Des Plaines Public Library be compared to libraries in the surrounding communities.

Trustee Kendrick asked that his handout be included in the minutes. Trustee Tsalapatani stated that she does not agree with including the handout in the minutes.

MOTION by Jennifer Tsalapatani, seconded by Vince Rangel, to not include the handout written by Dion Kendrick in the minutes. ROLL CALL VOTE: AYES: Rangel, Mokry, Tsalapatani. NAYS: Kendrick. MOTION CARRIED.

MOTION by Jennifer Tsalapatani, seconded by Steve Mokry, to have a six- month reserve in the fund balance. ROLL CALL VOTE: AYES: Rangel, Mokry, Tsalapatani. NAYS: Kendrick. MOTION CARRIED.

SUBSTITUTE MOTION by Dion Kendrick, to commission Lauterbach & Amen to do a brief analysis of their client database to give the library an indication of how many public libraries are at a 25 % fund balance, 30%, 35% fund balance. MOTION DIED for lack of a second.

Trustee Mokry stated that he is in favor of reducing the levy by 1.5%, as proposed by Director Sorensen.

MOTION by Steve Mokry, seconded by Vince Rangel, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:32 p.m.

Minutes prepared by Carol Kidd.

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VII.C.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
May 31, 2013

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library
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Monthly Compilation Opinion

June 10, 2013

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of May 31, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the five months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of May 31, 2013

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,012,302.73	\$ 377,909.04	\$ 6,390,211.77
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	\$ 12,213,375.73	\$ 377,909.04	\$ 12,591,284.77
LIABILITIES			
Accounts Payable	\$ 167,171.17	\$ 43,435.35	\$ 210,606.52
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	449,530.48	43,435.35	492,965.83
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	6,650,603.48	43,435.35	6,694,038.83
FUND BALANCE			
Fund Balance - Unreserved	5,562,772.25	334,473.69	5,897,245.94
Total Fund Balance	5,562,772.25	334,473.69	5,897,245.94
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 12,213,375.73	\$ 377,909.04	\$ 12,591,284.77

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 5 Months Ended May 31, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 3,440,119.55	\$ -	\$ 3,440,119.55
Intergovernmental	23,247.00	-	23,247.00
Fines & Fees	66,016.11	-	66,016.11
Interest	1,782.40	29.73	1,812.13
Miscellaneous	13,362.68	-	13,362.68
Total Revenues	3,544,527.74	29.73	3,544,557.47
EXPENDITURES			
Personnel	\$ 1,532,766.98	\$ -	\$ 1,532,766.98
Operating	477,328.97	-	477,328.97
Library Materials	419,207.29	-	419,207.29
Capital Outlay	14,995.71	94,229.36	109,225.07
Other Expenditures	9,333.42	-	9,333.42
Total Expenditures	2,453,632.37	94,229.36	2,547,861.73
Net Change in Fund Balances	1,090,895.37	(94,199.63)	996,695.74
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
End of the period	\$ 5,562,772.25	\$ 334,473.69	\$ 5,897,245.94

Supplementary Information

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Des Plaines Public Library
Treasurer's Report as of May 31, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>104,297.99</u> <u>104,297.99</u>
201-1102015 - First Midwest Operating #8100292260	329,712.35
202-1102015 - First Midwest Operating #8100292260	<u>27,415.12</u> <u>357,127.47</u>
201-1102028 - Cash Library Donations	<u>26,618.39</u> <u>26,618.39</u>
201-1102073 - Cash IL - Epay #151600222104	<u>97,306.70</u>
201-1102078 - Cash IL - Epay Library	<u>18,863.47</u>
201-1102079 - IL Funds - 151600222591	5,331,521.46
202-1102079 - IL Funds - 151600222591	<u>350,493.92</u> <u>5,682,015.38</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>6,390,211.77</u></u>

June 10, 2013

Des Plaines Public Library
Balance Sheet as of May 31, 2013

	<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	221,810.73	(117,512.74)	104,297.99
1102015 - First Midwest Operating #8100292260	271,306.58	58,405.77	329,712.35
1102028 - Cash Library Donations	26,192.27	426.12	26,618.39
1102073 - Cash IL - Epay 151600008073	92,744.76	4,561.94	97,306.70
1102078 - Cash IL - Epay Library	18,458.84	404.63	18,863.47
1102079 - IL Funds - 151600222591	5,780,953.11	(449,431.65)	5,331,521.46
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	<u>6,201,073.00</u>	<u>0.00</u>	<u>6,201,073.00</u>
	<u>12,716,521.66</u>	<u>(503,145.93)</u>	<u>12,213,375.73</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	191,201.72	(24,030.55)	167,171.17
2430707 - Due to Library Comp Abs	218,869.94	0.00	218,869.94
2450040 - Accrued Payroll	63,489.37	0.00	63,489.37
2470000 - Deferred Revenue - Property Tax	<u>6,201,073.00</u>	<u>0.00</u>	<u>6,201,073.00</u>
	<u>6,674,634.03</u>	<u>(24,030.55)</u>	<u>6,650,603.48</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>4,471,876.88</u>	<u>0.00</u>	<u>4,471,876.88</u>
	<u>4,471,876.88</u>	<u>0.00</u>	<u>4,471,876.88</u>
Total Liabilities and Fund Balance	<u>11,146,510.91</u>	<u>(24,030.55)</u>	<u>11,122,480.36</u>
Excess Revenues Over Expenses	<u>1,570,010.75</u>	<u>(479,115.38)</u>	<u>1,090,895.37</u>

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June 10, 2013

Des Plaines Public Library
Balance Sheet as of May 31, 2013

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	39,415.12	(12,000.00)	27,415.12
1102079 - IL Funds - 151600222591	350,490.19	3.73	350,493.92
	389,905.31	(11,996.27)	377,909.04

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	12,000.00	31,435.35	43,435.35
	12,000.00	31,435.35	43,435.35

Fund Balance

3730000 - Fund Balance - Unreserved	428,673.32	0.00	428,673.32
Total Liabilities and Fund Balance	440,673.32	31,435.35	472,108.67
Excess Revenues Over Expenses	(50,768.01)	(43,431.62)	(94,199.63)

Compensated Absences Fund

Assets

1120201 - Due From Library	218,869.94	0.00	218,869.94
	218,869.94	0.00	218,869.94

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	77,649.84	0.00	77,649.84
2490010 - Compensated Absences Payable	141,220.10	0.00	141,220.10
	218,869.94	0.00	218,869.94

Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	218,869.94	0.00	218,869.94
Excess Revenues Over Expenses	0.00	0.00	0.00

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June 10, 2013

**Des Plaines Public Library
Balance Sheet as of May 31, 2013**

	<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>(369,777.00)</u>	<u>0.00</u>	<u>(369,777.00)</u>
	<u>802,700.39</u>	<u>0.00</u>	<u>802,700.39</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>802,700.39</u>	<u>0.00</u>	<u>802,700.39</u>
	<u>802,700.39</u>	<u>0.00</u>	<u>802,700.39</u>
Total Liabilities and Net Capital Assets	<u><u>802,700.39</u></u>	<u><u>0.00</u></u>	<u><u>802,700.39</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

June 10, 2013

Des Plaines Public Library Revenue Report For the 5 Months Ended May 31, 2013

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percentage Collected</u>
Library Fund					
<u>Taxes</u>					
4810025 - Property Taxes 2010	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2011	0.00	0.00	0.00	0.00	0.00
4810027 - Property Taxes 2012	41,639.03	3,440,119.55	6,263,710.00	2,823,590.45	54.92
	<u>41,639.03</u>	<u>3,440,119.55</u>	<u>6,263,710.00</u>	<u>2,823,590.45</u>	<u>54.92</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	23,247.00	92,988.00	69,741.00	25.00
4822040 - State Grant - Per Capita	0.00	0.00	59,000.00	59,000.00	0.00
4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>23,247.00</u>	<u>151,988.00</u>	<u>128,741.00</u>	<u>15.30</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	363.00	1,945.74	4,000.00	2,054.26	48.64
4850102 - Library Fines	3,997.23	22,230.38	72,000.00	49,769.62	30.88
4850103 - Library Fines / Credit Card	5,161.81	24,414.16	45,000.00	20,585.84	54.25
4850201 - Copying Fee	2,459.35	12,340.50	30,000.00	17,659.50	41.13
4850202 - Damaged Materials	109.18	458.77	700.00	241.23	65.54
4850203 - Lost Materials	599.30	2,900.96	6,500.00	3,599.04	44.63
4850205 - Bags	24.00	260.00	750.00	490.00	34.67
4850207 - Non-Res Cards	72.00	729.00	1,000.00	271.00	72.90
4850208 - Meeting Room Fees	346.00	736.60	2,000.00	1,263.40	36.83
	<u>13,131.87</u>	<u>66,016.11</u>	<u>161,950.00</u>	<u>95,933.89</u>	<u>40.76</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	0.00	3,500.00	0.00	(3,500.00)	0.00
	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>	<u>(3,500.00)</u>	<u>0.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	119.94	1,017.40	4,000.00	2,982.60	25.44
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,233.96	9,862.68	20,000.00	10,137.32	49.31
4899920 - Library Donations	425.00	765.00	1,000.00	235.00	76.50
	<u>1,778.90</u>	<u>11,645.08</u>	<u>25,000.00</u>	<u>13,354.92</u>	<u>46.58</u>
Total Library Fund	<u>56,549.80</u>	<u>3,544,527.74</u>	<u>6,602,648.00</u>	<u>3,058,120.26</u>	<u>53.68</u>

See Accountants' Compilation Report

June 10, 2013

**Des Plaines Public Library
Revenue Report
For the 5 Months Ended May 31, 2013**

	<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>3.73</u>	<u>29.73</u>	<u>0.00</u>	<u>(29.73)</u>	<u>0.00</u>
	<u>3.73</u>	<u>29.73</u>	<u>0.00</u>	<u>(29.73)</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>3.73</u>	<u>29.73</u>	<u>300,000.00</u>	<u>299,970.27</u>	<u>0.01</u>
Total of All Funds	<u>56,553.53</u>	<u>3,544,557.47</u>	<u>6,902,648.00</u>	<u>3,358,090.53</u>	<u>51.35</u>

See Accountants' Compilation Report

June 10, 2013

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2013**

<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	223,498.69	848,865.47	2,098,574.00	1,249,708.53	40.45
5910200 - Temporary Wages	80,710.32	295,536.24	777,327.00	481,790.76	38.02
	<u>304,209.01</u>	<u>1,144,401.71</u>	<u>2,875,901.00</u>	<u>1,731,499.29</u>	<u>39.79</u>
Benefits					
5918010 - Unemployment Compensation	387.35	687.51	78,000.00	77,312.49	0.88
5918020 - Employer Contribution - FICA	22,876.85	87,584.80	216,328.00	128,743.20	40.49
5918021 - Employer Contribution - IMRF	38,659.12	147,661.41	363,636.00	215,974.59	40.61
5918040 - Life Insurance Premiums	9.00	45.00	4,100.00	4,055.00	1.10
5918050 - PPO Insurance Premiums	14,859.01	89,645.83	275,713.00	186,067.17	32.51
5918051 - HMO Insurance Premiums	8,706.30	41,599.50	99,504.00	57,904.50	41.81
5918055 - Dental Insurance Premiums	1,616.06	8,726.22	25,543.00	16,816.78	34.16
5918070 - Workers Compensation	4,137.00	12,415.00	13,500.00	1,085.00	91.96
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>91,250.69</u>	<u>388,365.27</u>	<u>1,077,824.00</u>	<u>689,458.73</u>	<u>36.03</u>
Contractual Services					
5920100 - Legal Fees	1.00	151.50	9,000.00	8,848.50	1.68
5920110 - Professional Services	27,967.01	172,703.51	362,000.00	189,296.49	47.71
5920120 - Communication Services	2,357.95	18,253.51	34,100.00	15,846.49	53.53
5920140 - Data Processing Services	1,410.71	25,850.27	98,500.00	72,649.73	26.24
5920202 - Conferences	1,330.00	3,963.76	5,000.00	1,036.24	79.28
5920204 - Training	424.00	1,828.10	5,000.00	3,171.90	36.56
5920220 - Membership Dues	1,420.00	2,085.00	7,000.00	4,915.00	29.79
5920230 - Publication of Notices	0.00	541.95	2,000.00	1,458.05	27.10
5920990 - Property/Liability Insurance	(653.00)	28,330.00	33,000.00	4,670.00	85.85
5930010 - R&M Equipment	6,597.96	85,023.19	112,650.00	27,626.81	75.48
5930020 - R&M Buildings & Structures	13,063.89	34,501.28	132,150.00	97,648.72	26.11
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	0.00	0.00	500.00	500.00	0.00
5930210 - Rental of Equipment	1,488.13	14,610.40	31,300.00	16,689.60	46.68
5930320 - Cleaning/Custodial Services	(2,590.00)	21,432.00	47,400.00	25,968.00	45.22
5930490 - Refuse Contract	361.48	1,812.10	6,000.00	4,187.90	30.20
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	197.37	980.36	1,800.00	819.64	54.46
5960070 - Travel Expense	84.97	377.19	500.00	122.81	75.44
5960210 - Special Event Programming	3,035.78	22,769.88	38,800.00	16,030.12	58.69
5960990 - Misc. Contractual Services	10,682.28	42,114.97	84,300.00	42,185.03	49.96
	<u>67,179.53</u>	<u>477,328.97</u>	<u>1,012,250.00</u>	<u>534,921.03</u>	<u>47.16</u>
Commodities					
5970100 - Office Supplies	1,518.76	21,771.89	105,300.00	83,528.11	20.68
5970110 - Meals	40.77	700.62	2,000.00	1,299.38	35.03
5970115 - Supplies - Dept/Other	306.51	1,139.61	5,200.00	4,060.39	21.92
5970170 - Janitorial	3,431.93	9,255.75	28,300.00	19,044.25	32.71
5970260 - Postage & Parcel	1,000.00	2,665.05	15,000.00	12,334.95	17.77
5970270 - Printing -Reproduction-Binding	0.00	8,548.27	6,500.00	(2,048.27)	131.51
5970500 - Purchase of Water	0.00	1,424.17	6,000.00	4,575.83	23.74
5970600 - Books	31,527.08	129,002.56	342,000.00	212,997.44	37.72

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 5 Months Ended May 31, 2013**

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970610 - Audio Materials	4,627.71	25,309.06	72,000.00	46,690.94	35.15
5970620 - Subscriptions & Books	88.00	20,672.40	68,000.00	47,327.60	30.40
5970630 - Visual Materials	13,751.43	55,309.68	106,000.00	50,690.32	52.18
5970640 - Automated Reference Materials	6,815.73	117,961.63	185,000.00	67,038.37	63.76
5970650 - Downloadable Materials	502.15	9,781.29	45,000.00	35,218.71	21.74
5970810 - Natural Gas	3,580.19	15,384.99	26,000.00	10,615.01	59.17
5970850 - Gasoline	110.00	280.32	1,000.00	719.68	28.03
	<u>67,300.26</u>	<u>419,207.29</u>	<u>1,013,300.00</u>	<u>594,092.71</u>	<u>41.37</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	304.48	3,611.60	7,300.00	3,688.40	49.47
5980420 - Computer Software	871.11	8,115.96	39,770.00	31,654.04	20.41
5980600 - Furniture & Fixtures	0.00	3,268.15	15,200.00	11,931.85	21.50
	<u>1,175.59</u>	<u>14,995.71</u>	<u>62,270.00</u>	<u>47,274.29</u>	<u>24.08</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	3,519.50	8,302.82	58,000.00	49,697.18	14.32
5990901 - Grant Expenditures	1,030.60	1,030.60	0.00	(1,030.60)	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>4,550.10</u>	<u>9,333.42</u>	<u>433,000.00</u>	<u>423,666.58</u>	<u>2.16</u>
Total Library Fund Expenditures	<u><u>535,665.18</u></u>	<u><u>2,453,632.37</u></u>	<u><u>6,474,545.00</u></u>	<u><u>4,020,912.63</u></u>	<u><u>37.90</u></u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	35,255.75	35,255.75	96,000.00	60,744.25	36.72
5980400 - Equipment	0.00	0.00	60,000.00	60,000.00	0.00
5980410 - Computer Hardware	0.00	23,960.97	45,000.00	21,039.03	53.25
5980420 - Computer Software	0.00	12,000.00	55,000.00	43,000.00	21.82
5980600 - Furniture & Fixtures	8,179.60	23,012.64	82,000.00	58,987.36	28.06
	<u>43,435.35</u>	<u>94,229.36</u>	<u>338,000.00</u>	<u>243,770.64</u>	<u>27.88</u>
Total Capital Projects Fund Expenditures	<u><u>43,435.35</u></u>	<u><u>94,229.36</u></u>	<u><u>353,000.00</u></u>	<u><u>258,770.64</u></u>	<u><u>26.69</u></u>
Total of All Funds	<u><u>579,100.53</u></u>	<u><u>2,547,861.73</u></u>	<u><u>6,827,545.00</u></u>	<u><u>4,279,683.27</u></u>	<u><u>37.32</u></u>

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12704	05/21/13	FARONICS TECHNOLOGIES USA, INC.	-388.89
12718	05/21/13	LAW OFFICES OF ANCEL, GLINK	-57.50
12751	05/21/13	WAVE TEAM LLC	-1,345.00
12755	06/19/13	BAKER & TAYLOR	28,418.07
12756	06/19/13	BANKCARD SERVICES	8,306.31
12757	06/19/13	MIDWEST TAPE	19,212.88
12758	06/07/13	ACE DES PLAINES INCORPORATED	46.09
12759	06/07/13	ALARM SECURITY INCORPORATED	1,756.10
12760	06/07/13	ALEXIAN BROTHERS CORP HEALTH SERV	639.00
12761	06/07/13	ALGONQUIN JUNIOR HIGH SCHOOL	20.00
12762	06/07/13	AMAZON	1,108.71
12763	06/07/13	AMY ALESSIO	245.00
12764	06/07/13	ANDERSON LOCK CO LTD	674.95
12765	06/07/13	APPLIANCE, CARPET, PARTS LLC.	1,869.56
12766	06/07/13	ARC DISPOSAL/REPUBLIC SERVICES #551	361.48
12767	06/07/13	BERNAN	151.94
12768	06/07/13	C D W GOVERNMENT INCORPORATED	403.07
12769	06/07/13	CAVENDISH SQUARE	167.70
12770	06/07/13	CHICAGO OFFICE TECHNOLOGY GROUP	2,514.62
12771	06/07/13	CITY OF DES PLAINES	110.00
12772	06/07/13	CLAIRE GREENE	42.49
12773	06/07/13	COOPERATIVE COMPUTER SERVICES	1,410.71
12774	06/07/13	CRYSTAL MAINTENANCE SERVICES CORP	3,480.00
12775	06/07/13	D & B POWER ASSOCIATES INC	108.00
12776	06/07/13	D & Z HOUSE OF BOOKS INCORPORATED	3,952.29
12777	06/07/13	DAILY HERALD	88.00
12778	06/07/13	DEMCO EDUCATIONAL CORP	526.61
12779	06/07/13	EBSCO SUBSCRIPTION SVC	2,266.00
12780	06/07/13	ENVIRONMENTS THAT WORK	35,255.75
12781	06/07/13	FINDAWAY WORLD LLC	154.98
12782	06/07/13	FRIENDSHIP JUNIOR HIGH SCHOOL	20.00
12783	06/07/13	GALE	1,928.09
12784	06/07/13	GREY HOUSE PUBLISHING	178.50
12785	06/07/13	HIGHLAND PARK PUBLIC LIBRARY	26.39
12786	06/07/13	IHLS	575.00
12787	06/07/13	ILLINOIS PUBLIC RISK FUND	4,137.00
12788	06/07/13	ILLINOIS STATE POLICE	500.00
12789	06/07/13	IMAGING OFFICE SYSTEMS, INC.	1,540.34
12790	06/07/13	IROQUOIS COMMUNITY SCHOOL	18.00
12791	06/07/13	ISLMA	20.00
12792	06/07/13	JANWAY COMPANY USA, INC.	207.85
12793	06/07/13	JOEL SAWYER	42.48
12794	06/07/13	JT PACKARD	955.00
12795	06/07/13	KELLY MARON HORVATH	3,519.50
12796	06/07/13	KLEIN, THORPE & JENKINS, LTD.	58.50
12797	06/07/13	KOS HOME IMPROVEMENT	355.00
12798	06/07/13	KRUEGER INTERNATIONAL, INC	8,179.60
12799	06/07/13	LAMP RECYCLERS	99.75
12800	06/07/13	LIBBY FISCHER SELLMANN	200.00
12801	06/07/13	LIMRicc	31,068.62
12802	06/07/13	MANAGEMENT ASSOCIATION OF ILLINOIS	1,540.00
12803	06/07/13	MENARDS	124.16
12804	06/07/13	METRO PROFESSIONAL PRODUCTS, INC.	380.09
12805	06/07/13	MULTICULTURAL BOOKS & VIDEOS	1,425.00
12806	06/07/13	OFFICE DEPOT	120.78
12807	06/07/13	OUTSOURCE SOLUTIONS GROUP, INC.	28,613.33
12808	06/07/13	OVERDRIVE, INC.	502.15
12809	06/07/13	PRESTIGE DISTRIBUTION, INC.	639.86
12810	06/07/13	PROQUEST LLC	1,605.00
12811	06/07/13	RANDOM HOUSE INCORPORATED	65.00
12812	06/07/13	RCYRBA	10.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
12813	06/07/13	RECORDED BOOKS, LLC	50.00
12814	06/07/13	RUNCO OFFICE SUPPLY	405.76
12815	06/07/13	SPEED-E-KLEEN, INC.	120.00
12816	06/07/13	THE COUNCIL OF STATE GOVERNMENTS	58.50
12817	06/07/13	THE GREAT COURSES	369.80
12818	06/07/13	THOMSON REUTERS-WEST	31.80
12819	06/07/13	TIMOTHY HASKELL	125.00
12820	06/07/13	TODAY'S BUSINESS SOLUTIONS INC	2,825.00
12821	06/07/13	ULINE	3,743.71
12822	06/07/13	VIKING PLUMBING SERVICES, LLC	315.00
12823	06/07/13	VIOLA PUBLIC LIBRARY	250.00
12824	06/07/13	WAREHOUSE DIRECT, INC.	81.05
12825	06/07/13	WESTON WOODS STUDIOS	239.70
12826	06/07/13	WORLD BOOK DIRECT MARKETING	45.90
50428	05/31/13	PRO DATA	883.68
50429	05/31/13	IMRF	51,302.85
50430	05/31/13	AT&T	594.97
50431	05/31/13	McLeod USA, Inc	292.95
50432	05/31/13	VERIZON WIRELESS	685.55
50433	05/31/13	COMCAST CABLE	212.20
50434	05/31/13	LEVEL(3) COMMUNICATIONS, LLC.	451.99
50435	05/31/13	NEO-POST USA, INC.	1,000.00
50436	05/31/13	SHOCKWAVES	1,427.00
50437	05/31/13	NICOR GAS	3,580.19
50438	05/31/13	GE CAPITAL	1,488.13
50439	05/31/13	WOW! INTERENT CABLE	120.29
Total checks	87		<u>270,854.93</u>

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First Midwest Bank
06/07/13-06/19/13Des Plaines Public Library
Vendor Checks ReportDESPLANSLIB
Page 1

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	12758	06/07/13	46.09
Account No. Description		Amount	
201-5970170		56.08	
201-5970170		-9.99	
ALARM SECURITY INCORPORATED	12759	06/07/13	1,756.10
Account No. Description		Amount	
201-5930020 Invoice #S109135		1,064.19	
201-5930020 Invoice #S109209		609.82	
201-5930020 Invoice #S109164		82.09	
ALEXIAN BROTHERS CORP. HEALTH SER	12760	06/07/13	639.00
Account No. Description		Amount	
201-5960990 Inv #482501		189.00	
201-5960990 Inv #481383		75.00	
201-5960990 Inv #477149		225.00	
201-5960990 Inv #481162		150.00	
ALGONQUIN JUNIOR HIGH SCHOOL	12761	06/07/13	20.00
Account No. Description		Amount	
201-5970600 2012 Year Book		20.00	
AMAZON	12762	06/07/13	1,108.71
Account No. Description		Amount	
201-5970600		422.06	
201-5970610		172.93	
201-5970630		274.16	
201-5990901		226.88	
201-5990901		12.68	
AMY ALESSIO	12763	06/07/13	245.00
Account No. Description		Amount	
201-5960210 Jello		245.00	
ANDERSON LOCK CO LTD	12764	06/07/13	674.95
Account No. Description		Amount	
201-5930020 Order #528369		72.91	
201-5930020 Order #528687		245.10	
201-5930020 Order #279400		356.94	
APPLIANCE, CARPET, PARTS LLC.	12765	06/07/13	1,869.56
Account No. Description		Amount	
201-5930020 Inv #880459		1,869.56	
ARC DISPOSAL/REPUBLIC SERVICES #551	12766	06/07/13	361.48
Account No. Description		Amount	
201-5930490 Inv #0551-010164007		361.48	
BERNAN	12767	06/07/13	151.94
Account No. Description		Amount	
201-5970640 Inv #I10724932		151.94	
C D W GOVERNMENT INCORPORATED	12768	06/07/13	403.07
Account No. Description		Amount	
201-5970100 Inv #CD05595		98.59	
201-5980410 Inv #CJ96947		160.29	
201-5980410 Inv #CM27124		144.19	
CAVENDISH SQUARE	12769	06/07/13	167.70
Account No. Description		Amount	
201-5970600 Inv #3000210		167.70	
CHICAGO OFFICE TECHNOLOGY GROUP	12770	06/07/13	2,514.62

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description		Amount
201-5930010	Invoice #221376 1		349.13
201-5930010	Invoice #214202 4		915.78
201-5930010	Invoice #223014 1		40.18
201-5930010	Invoice #223018 1		483.53
201-5930010	Invoice #222605 3		726.00
CITY OF DES PLAINES	12771	06/07/13	110.00
Account No.	Description		Amount
201-5970850	Inv #053013		110.00
CLAIRE GREENE	12772	06/07/13	42.49
Account No.	Description		Amount
201-5960070			42.49
COOPERATIVE COMPUTER SERVICES	12773	06/07/13	1,410.71
Account No.	Description		Amount
201-5920140			1,410.71
CRYSTAL MAINTENANCE SERVICES COR	12774	06/07/13	3,480.00
Account No.	Description		Amount
201-5930320	Invoice #21282		140.00
201-5930320	Invoice #21293		3,340.00
D & B POWER ASSOCIATES INC	12775	06/07/13	108.00
Account No.	Description		Amount
201-5930010	Invoice #025208		108.00
D & Z HOUSE OF BOOKS INCORPORATED	12776	06/07/13	3,952.29
Account No.	Description		Amount
201-5970600	Invoice #2013/1043347		1,954.06
201-5970600	Invoice #2013/1043332		1,645.81
201-5970610	Invoice #2013/1043362		262.74
201-5970630	Invoice #2013/1043361		89.68
DAILY HERALD	12777	06/07/13	88.00
Account No.	Description		Amount
201-5970620			88.00
DEMCO EDUCATIONAL CORP	12778	06/07/13	526.61
Account No.	Description		Amount
201-5970100	Invoice #4983048		526.61
EBSCO SUBSCRIPTION SVC	12779	06/07/13	2,266.00
Account No.	Description		Amount
201-5970640	Inv #1436722		2,266.00
ENVIRONMENTS THAT WORK	12780	06/07/13	35,255.75
Account No.	Description		Amount
202-5980300	Proposal 12-5150		35,255.75
FINDAWAY WORLD LLC	12781	06/07/13	154.98
Account No.	Description		Amount
201-5970610	Inv #98232		99.99
201-5970610	Inv #99259		54.99
FRIENDSHIP JUNIOR HIGH SCHOOL	12782	06/07/13	20.00
Account No.	Description		Amount
201-5970600	2012 Yearbook		20.00
GALE	12783	06/07/13	1,928.09
Account No.	Description		Amount
201-5970640	Inv #99335127		599.84

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970640 Inv #99296081		06/07/13	1,328.25
GREY HOUSE PUBLISHING	12784	06/07/13	178.50
Account No. Description		Amount	
201-5970640 Inv #868838		178.50	
HIGHLAND PARK PUBLIC LIBRARY	12785	06/07/13	26.39
Account No. Description		Amount	
201-5970630 Scratched DVD		26.39	
IHLS	12786	06/07/13	575.00
Account No. Description		Amount	
201-5980420 Inv #74045		575.00	
ILLINOIS PUBLIC RISK FUND	12787	06/07/13	4,137.00
Account No. Description		Amount	
201-5918070 Inv #17009		4,137.00	
ILLINOIS STATE POLICE	12788	06/07/13	500.00
Account No. Description		Amount	
201-5960990		500.00	
IMAGING OFFICE SYSTEMS, INC.	12789	06/07/13	1,540.34
Account No. Description		Amount	
201-5930010 Inv #CONT009077		1,540.34	
IROQUOIS COMMUNITY SCHOOL	12790	06/07/13	18.00
Account No. Description		Amount	
201-5970600		18.00	
ISLMA	12791	06/07/13	20.00
Account No. Description		Amount	
201-5920220 Registration		20.00	
JANWAY COMPANY USA, INC.	12792	06/07/13	207.85
Account No. Description		Amount	
201-5960210 Inv #109079		207.85	
JOEL SAWYER	12793	06/07/13	42.48
Account No. Description		Amount	
201-5960070 Reimbursement		42.48	
JT PACKARD	12794	06/07/13	955.00
Account No. Description		Amount	
201-5930010 Inv #215303		955.00	
KELLY MARON HORVATH	12795	06/07/13	3,519.50
Account No. Description		Amount	
201-5990900 Inv #003		3,519.50	
KLEIN, THORPE & JENKINS, LTD.	12796	06/07/13	58.50
Account No. Description		Amount	
201-5920100 Statement #163909		58.50	
KOS HOME IMPROVEMENT	12797	06/07/13	355.00
Account No. Description		Amount	
201-5930020 Inv #56		355.00	
KRUEGER INTERNATIONAL, INC	12798	06/07/13	8,179.60
Account No. Description		Amount	
202-5980600 Cust #12565 Inv #13197202		8,179.60	
LAMP RECYCLERS	12799	06/07/13	99.75

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Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5970115 Inv #65425		Amount 99.75	
LIBBY FISCHER SELLMANN	12800	06/07/13	200.00
Account No. Description 201-5960210 Inv #071113		Amount 200.00	
LIMRICC	12801	06/07/13	31,068.62
Account No. Description 201-2401002 May 2013		Amount 31,068.62	
MANAGEMENT ASSOCIATION OF ILLINO	12802	06/07/13	1,540.00
Account No. Description 201-5920204 Inv #56604 201-5920220 Inv #55890		Amount 150.00 1,390.00	
MENARDS	12803	06/07/13	124.16
Account No. Description 201-5930020 Acct #31310277 Inv #16821		Amount 124.16	
METRO PROFESSIONAL PRODUCTS, INC.	12804	06/07/13	380.09
Account No. Description 201-5970170 Inv #089180 201-5970170 Inv #089180A		Amount 360.79 19.30	
MULTICULTURAL BOOKS & VIDEOS	12805	06/07/13	1,425.00
Account No. Description 201-5970600 Order #7684A 201-5970600 Inv #7609 A		Amount 850.00 575.00	
OFFICE DEPOT	12806	06/07/13	120.78
Account No. Description 201-5970100 Inv #658762778001 201-5970100 Inv #654807162001 201-5970100 Inv #656560065001		Amount 97.72 -37.99 61.05	
OUTSOURCE SOLUTIONS GROUP, INC.	12807	06/07/13	28,613.33
Account No. Description 201-5920110 Inv #17519 201-5960990 Inv #17571 201-5960990 Inv #17368		Amount 27,083.33 280.00 1,250.00	
OVERDRIVE, INC.	12808	06/07/13	502.15
Account No. Description 201-5970650 Inv #1018-165547437-05301 201-5970650 Inv #1018-194554177-05101		Amount 120.86 381.29	
PRESTIGE DISTRIBUTION, INC.	12809	06/07/13	639.86
Account No. Description 201-5970170 Inv #6298		Amount 639.86	
PROQUEST LLC	12810	06/07/13	1,605.00
Account No. Description 201-5970640 Renewal #US1677302		Amount 1,605.00	
RANDOM HOUSE INCORPORATED	12811	06/07/13	65.00
Account No. Description 201-5970610 Inv #1087032738 201-5970610 Inv #1087004654 201-5970610 Inv #1087130393		Amount 10.00 45.00 10.00	
RCYRBA	12812	06/07/13	10.00
Account No. Description		Amount	

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06/07/13-06/19/13Des Plaines Public Library
Vendor Checks ReportDESPLANSLIB
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Vendor Name	Chk. No.	Check Date	Amount
201-5920220		10.00	
RECORDED BOOKS, LLC	12813	06/07/13	50.00
Account No. Description		Amount	
201-5970610 Inv #74736204		50.00	
RUNCO OFFICE SUPPLY	12814	06/07/13	405.76
Account No. Description		Amount	
201-5970100 Inv #543080-0		126.10	
201-5970100 Inv #543934-0		279.66	
SPEED-E-KLEEN, INC.	12815	06/07/13	120.00
Account No. Description		Amount	
201-5930320 Inv #3785		120.00	
THE COUNCIL OF STATE GOVERNMENTS	12816	06/07/13	58.50
Account No. Description		Amount	
201-5970640 Inv #73497		58.50	
THE GREAT COURSES	12817	06/07/13	369.80
Account No. Description		Amount	
201-5970630 Inv #SINV00317579		369.80	
THOMSON REUTERS-WEST	12818	06/07/13	31.80
Account No. Description		Amount	
201-5970640 Inv #827234468		31.80	
TIMOTHY HASKELL	12819	06/07/13	125.00
Account No. Description		Amount	
201-5960990 Inv #41613		125.00	
TODAY'S BUSINESS SOLUTIONS INC	12820	06/07/13	2,825.00
Account No. Description		Amount	
201-5930010 Inv #1015		2,825.00	
ULINE	12821	06/07/13	3,743.71
Account No. Description		Amount	
201-5930020 Inv #50910085		1,692.62	
201-5970170 Inv #51141181		2,051.09	
VIKING PLUMBING SERVICES, LLC	12822	06/07/13	315.00
Account No. Description		Amount	
201-5930020 Inv #4745		140.00	
201-5930020 Inv #4758		175.00	
VIOLA PUBLIC LIBRARY	12823	06/07/13	250.00
Account No. Description		Amount	
201-4899900 Baxter Employee Giving Ca		250.00	
WAREHOUSE DIRECT, INC.	12824	06/07/13	81.05
Account No. Description		Amount	
201-5970100 Inv #1940157-0		81.05	
WESTON WOODS STUDIOS	12825	06/07/13	239.70
Account No. Description		Amount	
201-5970600 Inv #6586594		119.80	
201-5970610 Inv #6586594		119.90	
WORLD BOOK DIRECT MARKETING	12826	06/07/13	45.90
Account No. Description		Amount	
201-5970640 Inv #WBE 01027		45.90	

Subtotal 154,669.26

Vendor Name	Chk. No.	Check Date	Amount
BAKER & TAYLOR	12755	06/19/13	28,418.07
Account No.	Description	Amount	
201-5960990	Inv #2028191303	5.77	
201-5960990	Inv #2028191451	8.70	
201-5960990	Inv #2028186419	5.53	
201-5960990	Inv #2028195365	1.70	
201-5960990	Inv #2028195337	4.50	
201-5960990	Inv #2028198615	9.85	
201-5960990	Inv #2028182158	0.70	
201-5960990	Inv #2028182192	1.40	
201-5960990	Inv #2028189658	62.25	
201-5960990	Inv #2028182228	5.16	
201-5960990	Inv #2028184520	0.85	
201-5960990	Inv #2028181316	7.05	
201-5960990	Inv #2028186396	1.70	
201-5960990	Inv #2028207626	24.90	
201-5960990	Inv #2028207623	4.50	
201-5960990	Inv #2028208280	3.50	
201-5960990	Inv #2028202753	17.04	
201-5960990	Inv #2028033567	5.69	
201-5960990	Inv #2028204361	35.05	
201-5960990	Inv #2028207517	54.50	
201-5960990	Inv #2028196393	82.00	
201-5960990	Inv #2028202386	4.20	
201-5960990	Inv #2028195262	5.55	
201-5960990	Inv #2028202604	5.55	
201-5960990	Inv #M14552920	2.99	
201-5960990	Inv #2028159552	9.00	
201-5960990	Inv #2028163286	21.10	
201-5960990	Inv #2028138563	28.40	
201-5960990	Inv #2028138492	3.54	
201-5960990	Inv #2028144655	3.50	
201-5960990	Inv #2028148610	11.90	
201-5960990	Inv #2027635246	1.29	
201-5960990	Inv #2028149947	34.10	
201-5960990	Inv #2028148757	1.70	
201-5960990	Inv #2028144897	2.10	
201-5960990	Inv #2028148696	12.75	
201-5960990	Inv #2028153685	37.55	
201-5960990	Inv #2028148451	23.75	
201-5960990	Inv #2028159617	12.35	
201-5960990	Inv #2028151446	29.25	
201-5960990	Inv #2028156600	15.00	
201-5960990	Inv #2028159555	8.35	
201-5960990	Inv #2028151421	55.70	
201-5960990	Inv #2028160455	188.95	
201-5960990	Inv #2028212942	2.84	
201-5960990	Inv #2028221942	30.10	
201-5960990	Inv #2028226297	27.80	
201-5960990	Inv #2028236180	7.05	
201-5960990	Inv #2028232231	7.25	
201-5960990	Inv #2028232381	8.52	
201-5960990	Inv #2028232403	7.50	
201-5960990	Inv #2028229613	3.55	
201-5960990	Inv #2028229672	1.35	
201-5960990	Inv #2028229639	4.05	
201-5960990	Inv #2028212077	5.31	
201-5960990	Inv #2028215854	3.85	
201-5960990	Inv #2028223779	11.34	
201-5960990	Inv #2028221041	10.75	
201-5960990	Inv #2028227120	7.95	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #2028227090		21.24
201-5960990	Inv #2028215525		14.20
201-5960990	Inv #2028224089		20.35
201-5960990	Inv #2028212065		9.57
201-5960990	Inv #2028217688		54.85
201-5960990	Inv #2028174323		16.40
201-5960990	Inv #M13627960		14.95
201-5960990	Inv #2028169786		6.00
201-5960990	Inv #2028170761		1.50
201-5960990	Inv #2028166979		3.50
201-5960990	Inv #2028170637		25.25
201-5960990	Inv #2028165264		2.69
201-5960990	Inv #2028165234		5.77
201-5960990	Inv #2028168154		100.65
201-5960990	Inv #2028170749		3.00
201-5960990	Inv #2028178797		147.48
201-5960990	Inv #2028186412		14.43
201-5960990	Inv #2028184276		7.65
201-5960990	Inv #2028174336		1.70
201-5960990	Inv #2028174326		6.48
201-5960990	Inv #2028173726		1.50
201-5960990	Inv #2028170754		3.00
201-5960990	Inv #2028160428		6.48
201-5960990	Inv #2028178797		28.90
201-5960990	Inv #2028184533		16.55
201-5960990	Inv #2028169195		1.40
201-5960990	Inv #2028165263		3.54
201-5960990	Inv #2028176488		51.75
201-5960990	Inv #2028168111		29.59
201-5960990	Inv #2028179859		32.80
201-5960990	Inv #2028186398		12.25
201-5960990	Inv #2028248803		8.10
201-5960990	Inv #2028248812		34.35
201-5960990	Inv #2028248795		12.70
201-5960990	Inv #2028138283		4.90
201-5960990	Inv #2028186394		2.40
201-5960990	Inv #2028209445		0.70
201-5960990	Inv #2028209394		0.70
201-5960990	Inv #2028210092		68.25
201-5960990	Inv #2028216918		46.45
201-5960990	Inv #2028212929		22.05
201-5960990	Inv #2028215681		4.25
201-5960990	Inv #2028206491		2.69
201-5960990	Inv #0000138463		11.44
201-5960990	Inv #2028191448		6.48
201-5960990	Inv #2028191554		10.50
201-5960990	Inv #2028177790		0.70
201-5960990	Inv #2028199882		40.25
201-5960990	Inv #2028207598		21.75
201-5960990	Inv #2028202652		39.95
201-5960990	Inv #2028205874		12.00
201-5960990	Inv #2028205625		7.50
201-5970600	Inv #2028191303		18.51
201-5970600	Inv #2028191451		80.02
201-5970600	Inv #2028186419		17.94
201-5970600	Inv #2028195365		17.02
201-5970600	Inv #2028195337		47.14
201-5970600	Inv #2028198615		65.47
201-5970600	Inv #2028182157		8.96
201-5970600	Inv #2028182191		14.34
201-5970600	Inv #2028189657		1,082.72
201-5970600	Inv #2028199856		71.64
201-5970600	Inv #2028182228		44.25

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2028184520		13.05
201-5970600	Inv #2028181316		50.86
201-5970600	Inv #2028186396		7.52
201-5970600	Inv #2028186394		83.31
201-5970600	Inv #2028216106		200.92
201-5970600	Inv #2028207626		287.25
201-5970600	Inv #2028207623		32.88
201-5970600	Inv #2028208280		23.87
201-5970600	Inv #2028202753		55.57
201-5970600	Inv #2028033567		17.19
201-5970600	Inv #2028207517		414.91
201-5970600	Inv #2028196392		1,616.86
201-5970600	Inv #2028202385		94.39
201-5970600	Inv #2028195262		37.56
201-5970600	Inv #2028202604		69.29
201-5970600	Inv #2028168153		1,551.64
201-5970600	Inv #2028159552		91.11
201-5970600	Inv #2028163286		231.46
201-5970600	Inv #2028138563		273.29
201-5970600	Inv #2028144654		31.65
201-5970600	Inv #2028138492		30.09
201-5970600	Inv #2028148610		114.21
201-5970600	Inv #2027635246		27.78
201-5970600	Inv #2027718936		1,181.41
201-5970600	Inv #2028148757		10.53
201-5970600	Inv #2028144897		22.13
201-5970600	Inv #2028149946		797.34
201-5970600	Inv #2028148696		129.12
201-5970600	Inv #2028153684		580.23
201-5970600	Inv #2028148451		206.98
201-5970600	Inv #2028159617		169.21
201-5970600	Inv #2028151446		230.58
201-5970600	Inv #2028156482		87.36
201-5970600	Inv #2028156600		97.11
201-5970600	Inv #2028159555		77.07
201-5970600	Inv #2028151421		300.78
201-5970600	Inv #2028143146		145.22
201-5970600	Inv #2028160455		1,536.85
201-5970600	Inv #2028212942		3.58
201-5970600	Inv #2028236180		57.89
201-5970600	Inv #2028232231		73.85
201-5970600	Inv #2028232381		23.81
201-5970600	Inv #2028232403		74.34
201-5970600	Inv #2028229613		28.88
201-5970600	Inv #2028229672		9.08
201-5970600	Inv #2028230465		11.94
201-5970600	Inv #2028229369		47.42
201-5970600	Inv #2028212077		45.35
201-5970600	Inv #2028215854		41.60
201-5970600	Inv #2028226090		243.04
201-5970600	Inv #2028223779		105.87
201-5970600	Inv #2028221041		100.82
201-5970600	Inv #2028227120		78.31
201-5970600	Inv #2028227090		181.05
201-5970600	Inv #2028215525		44.79
201-5970600	Inv #2028224089		200.75
201-5970600	Inv #2028212065		87.30
201-5970600	Inv #5012586099		138.75
201-5970600	Inv #2028209444		10.75
201-5970600	Inv #2028176487		680.31
201-5970600	Inv #2028174323		183.04
201-5970600	Inv #2028169786		38.59
201-5970600	Inv #2028170761		12.80

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2028173911		344.78
201-5970600	Inv #2028166978		68.13
201-5970600	Inv #2028170637		230.38
201-5970600	Inv #2028165264		11.03
201-5970600	Inv #2028165234		33.75
201-5970600	Inv #2028170749		20.42
201-5970600	Inv #2028178797		28.90
201-5970600	Inv #2028186412		130.43
201-5970600	Inv #2028190423		137.48
201-5970600	Inv #2028184276		98.65
201-5970600	Inv #2028174336		13.55
201-5970600	Inv #2028174326		58.43
201-5970600	Inv #2028173726		29.71
201-5970600	Inv #2028170754		22.69
201-5970600	Inv #2028160428		65.17
201-5970600	Inv #2028178797		147.73
201-5970600	Inv #2028184533		128.03
201-5970600	Inv #2028169194		28.09
201-5970600	Inv #2028165263		31.78
201-5970600	Inv #2028168111		77.87
201-5970600	Inv #2028186398		131.79
201-5970600	Inv #2028248803		71.48
201-5970600	Inv #2028248812		341.09
201-5970600	Inv #2028248795		204.77
201-5970600	Inv #2028204360		646.77
201-5970600	Inv #2028221941		620.81
201-5970600	Inv #2028226296		676.15
201-5970600	Inv #2028179858		300.83
201-5970600	Inv #2028210091		1,294.76
201-5970600	Inv #2028209393		6.57
201-5970600	Inv #2028217687		1,214.52
201-5970600	Inv #2028216918		757.54
201-5970600	Inv #2028212929		222.60
201-5970600	Inv #2028215681		169.90
201-5970600	Inv #2028206491		5.97
201-5970600	Inv #0000138463		102.33
201-5970600	Inv #2028191448		58.93
201-5970600	Inv #2028191554		114.04
201-5970600	Inv #2028177790		5.72
201-5970600	Inv #2028199881		714.30
201-5970600	Inv #2028207598		206.53
201-5970600	Inv #2028202652		419.47
201-5970600	Inv #2028205874		121.24
201-5970600	Inv #2028205625		78.79
201-5970610	Inv #M14552920		11.99
201-5970610	Inv #2028151446		2.97
201-5970610	Inv #2028156482		18.95
201-5970610	Inv #2028143146		132.65
201-5970610	Inv #M15276780		35.45
201-5970610	Inv #M13627960		92.88
201-5970630	Inv #M14445660		66.34
201-5970630	Inv #M14445670		22.75
201-5970640	Inv #5012586099		105.00
201-5990901	Inv #2028204360		56.42
201-5990901	Inv #2028221941		16.14
201-5990901	Inv #2028226296		29.92
201-5990901	Inv #2028179858		658.64
201-5990901	Inv #2028210091		29.92

BANKCARD SERVICES

12756

06/19/13

8,306.31

Account No.
201-5920202
201-5920204

Description

Amount

1,330.00
274.00

Vendor Name	Chk. No.	Check Date	Amount
201-5930020		06/19/13	86.50
201-5960210		06/19/13	955.93
201-5960990		06/19/13	3,061.33
201-5970100		06/19/13	285.97
201-5970110		06/19/13	40.77
201-5970115		06/19/13	206.76
201-5970170		06/19/13	314.80
201-5970600		06/19/13	620.25
201-5970640		06/19/13	445.00
201-5980420		06/19/13	685.00

MIDWEST TAPE

12757

06/19/13

19,212.88

Account No.	Description	Amount
201-5960990	Inv #91006405	34.90
201-5960990	Inv #91006406	142.45
201-5960990	Inv #90963662	7.40
201-5960990	Inv #90963509	61.25
201-5960990	Inv #90963661	119.95
201-5960990	Inv #90963508	70.80
201-5960990	Inv #90951843	46.20
201-5960990	Inv #90951842	7.40
201-5960990	Inv #90991881	18.50
201-5960990	Inv #90991883	3.85
201-5960990	Inv #90987802	361.85
201-5960990	Inv #90987800	169.00
201-5960990	Inv #90987699	42.60
201-5960990	Inv #90987801	16.65
201-5960990	Inv #90982266	3.85
201-5960990	Inv #90982263	74.75
201-5960990	Inv #90982267	13.00
201-5960990	Inv #91016808	11.10
201-5960990	Inv #91022472	118.35
201-5960990	Inv #91022470	1.85
201-5960990	Inv #91022474	15.40
201-5960990	Inv #91022473	16.25
201-5960990	Inv #91022269	12.95
201-5960990	Inv #90951844	25.00
201-5960990	Inv #90951840	229.90
201-5960990	Inv #90964003	3.70
201-5960990	Inv #90964004	19.50
201-5960990	Inv #90964002	171.95
201-5960990	Inv #90964001	55.25
201-5960990	Inv #90975296	93.95
201-5960990	Inv #90975299	38.50
201-5960990	Inv #90975298	16.65
201-5960990	Inv #90975490	26.00
201-5960990	Inv #90982265	7.40
201-5960990	Inv #90997323	135.50
201-5960990	Inv #90997320	92.40
201-5960990	Inv #90997321	1.85
201-5960990	Inv #90997322	218.15
201-5960990	Inv #91023029	4.10
201-5960990	Inv #91023027	3.70
201-5960990	Inv #91023028	9.75
201-5960990	Inv #91023025	64.00
201-5960990	Inv #91023024	6.00
201-5960990	Inv #91019809	29.25
201-5960990	Inv #91016861	54.15
201-5960990	Inv #91016807	97.15
201-5960990	Inv #91001620	1.85
201-5960990	Inv #91006408	16.25
201-5960990	Inv #91006404	11.10
201-5970610	Inv #91006405	117.36

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Inv #90963662		135.96
201-5970610	Inv #90956569		82.60
201-5970610	Inv #90951843		172.83
201-5970610	Inv #90951842		124.96
201-5970610	Inv #90996040		41.24
201-5970610	Inv #90991883		16.19
201-5970610	Inv #90996042		9.99
201-5970610	Inv #90987699		133.09
201-5970610	Inv #90987801		335.91
201-5970610	Inv #90982266		12.59
201-5970610	Inv #91016808		187.94
201-5970610	Inv #91022470		39.99
201-5970610	Inv #91022474		46.91
201-5970610	Inv #91022269		249.93
201-5970610	Inv #90964003		69.98
201-5970610	Inv #90964004		68.05
201-5970610	Inv #90975299		116.90
201-5970610	Inv #90975298		371.91
201-5970610	Inv #90982265		159.96
201-5970610	Inv #90997320		283.26
201-5970610	Inv #90997321		38.99
201-5970610	Inv #91023029		11.24
201-5970610	Inv #91023027		69.98
201-5970610	Inv #91016861		180.61
201-5970610	Inv #90988679		163.97
201-5970610	Inv #91001620		29.99
201-5970610	Inv #91006404		234.94
201-5970630	Inv #91006406		878.63
201-5970630	Inv #90963509		266.82
201-5970630	Inv #90963661		836.64
201-5970630	Inv #90963508		276.42
201-5970630	Inv #90951844		207.94
201-5970630	Inv #90987802		1,913.76
201-5970630	Inv #90987800		761.89
201-5970630	Inv #90982263		462.52
201-5970630	Inv #90982267		107.96
201-5970630	Inv #91022472		703.18
201-5970630	Inv #91022473		135.95
201-5970630	Inv #90951840		1,412.37
201-5970630	Inv #90964002		928.25
201-5970630	Inv #90964001		139.39
201-5970630	Inv #90975296		517.22
201-5970630	Inv #90975490		211.92
201-5970630	Inv #90997323		685.20
201-5970630	Inv #90997322		1,111.33
201-5970630	Inv #90991881		94.46
201-5970630	Inv #91023028		81.57
201-5970630	Inv #91023025		355.32
201-5970630	Inv #91023024		26.24
201-5970630	Inv #91016809		159.11
201-5970630	Inv #91016807		484.27
201-5970630	Inv #91006408		143.95

Subtotal 55,937.26

TOTAL 210,606.52

**Des Plaines Public Library
ACH Report**

Vendor Name	Chk. No.	Check Date	Amount
PRO DATA	50428	05/31/13	883.68
Account No.		Amount	
201-5920110		228.00	
201-5920110		429.68	
201-5920110		226.00	
IMRF	50429	05/31/13	51,302.85
Account No.		Amount	
201-2401002		12,643.73	
201-5918021		38,659.12	
AT&T	50430	05/31/13	594.97
Account No.		Amount	
201-5920120		594.97	
McLeod USA, Inc	50431	05/31/13	292.95
Account No.		Amount	
201-5920120		292.95	
VERIZON WIRELESS	50432	05/31/13	685.55
Account No.		Amount	
201-5920120		685.55	
COMCAST CABLE	50433	05/31/13	212.20
Account No.		Amount	
201-5920120		212.20	
LEVEL(3) COMMUNICATIONS, LLC.	50434	05/31/13	451.99
Account No.		Amount	
201-5920120		451.99	
NEO-POST USA, INC.	50435	05/31/13	1,000.00
Account No.		Amount	
201-5970260		1,000.00	
SHOCKWAVES	50436	05/31/13	1,427.00
Account No.		Amount	
201-5960210		1,427.00	
NICOR GAS	50437	05/31/13	3,580.19
Account No.		Amount	
201-5970810		3,580.19	
GE CAPITAL	50438	05/31/13	1,488.13
Account No.		Amount	
201-5930210		1,488.13	
WOW! INTERENT CABLE	50439	05/31/13	120.29
Account No.		Amount	
201-5920120		120.29	
		TOTAL	<u>62,039.80</u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2013

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 4,846,007	\$ 5,129,679	\$ 6,842,741	\$ 6,905,354	\$ 6,390,212	\$	\$	\$	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes		811,352	2,151,626	435,503	41,639							
Other Revenue	15,762	12,970	23,118	37,674	14,915							
	15,762	824,322	2,174,744	473,177	56,554							
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460							
Other Expense	348,979	162,895	148,263	171,316	183,641							
Change in A/P & A/JE's	(84,393)	90,891	10,233	(33,396)	(7,405)							
	539,201	540,650	461,681	410,563	571,696							
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)							

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Des Plaines Public Library
Disbursement Reconciliation
May 31, 2013

Total Expenses per Expense Report

\$579,100.53

Gross Payroll	\$304,209.01		
Benefits Expense	<u>91,250.69</u>		
Total Payroll Expenses		\$395,459.70	
Vendor Checks Report		\$210,606.52	
Vendor ACH Report		<u>62,039.80</u>	
Total expenses per payroll and vendor checks reports			<u>668,106.02</u>
		Variance	89,005.49
Less: (disbursements included above)			
IMRF May CK # 50429		(51,302.85)	
LIMRiCC May Insurance Premiums CK# 12801		(31,068.62)	
Void CK# 12704		(388.89)	
Void CK# 12718		(57.00)	
Void CK# 12751		(1,345.00)	
Adjustments		<u>(5,040.50)</u>	
			(89,202.86)
Plus:			
IL Funds Epay Fees		197.37	
			197.37
		Variance	<u>(0.00)</u>

May 2013 Statistics Report

CIRCULATION - E-MATERIALS			
Includes downloadable books (MyMedia Mall), music (Freegal), movies (New World Cinema) and magazines (Zinio).			
THIS MONTH		YEAR TO DATE	
May 2013	3,486	YTD 2013	16,718
May 2012	2,209	YTD 2012	9,242
	% Change 57.81%		% Change 80.89%

Note: The views on Des Plaines Memory have been removed from the e-materials count.

CIRCULATION - GENERAL			
Includes circulation of physically checked-out books, audio books, dvds, music, art and other resources that are physically checked out.			
THIS MONTH		YEAR TO DATE	
May 2013		YTD 2013	
Youth Services	32,212	Youth Services	180,716
Adult Services	57,548	Adult Services	297,136
TOTAL	89,760	TOTAL	477,852
May 2012		YTD 2012	
Youth Services	33,300	Youth Services	183,500
Adult Services	58,161	Adult Services	303,865
TOTAL	91,461	TOTAL	487,365
	% Change -1.86%		% Change -1.95%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
THIS MONTH		YEAR TO DATE	
May 2013		YTD 2013	
Youth Services	3,591	Youth Services	17,603
Adult Services	7,337	Adult Services	39,487
TOTAL	10,928	TOTAL	57,090
May 2012		YTD 2012	
Youth Services	2,889	Youth Services	9,496
Adult Services	7,820	Adult Services	39,774
TOTAL	10,709	TOTAL	49,270
	% Change 2.05%		% Change 15.87%
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
May 2013	7,145	YTD 2013	36,545
May 2012	6,248	YTD 2012	31,654
	% Change 14.36%		% Change 15.45%

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
May 2013		YTD 2013	
From Internal IP's	3,620	From Internal IP's	18,341
From External IP's	34,917	From External IP's	192,989
TOTAL	38,537	TOTAL	211,330
May 2012		YTD 2012	
From Internal IP's	3,435	From Internal IP's	17,709
From External IP's	39,393	From External IP's	205,598
TOTAL	42,828	TOTAL	223,307
% Change	-10.02%	% Change	-5.36%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
May 2013 Unique Visitors	14,668	YTD 2013 Unique Visitors	81,577
May 2012 Unique Visitors	24,231	YTD 2012 Unique Visitors	130,243
% Change	-39.47%	% Change	-37.37%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
May 2013	16,683	YTD 2013	79,105
May 2012	14,347	YTD 2012	87,202
% Change	16.28%	% Change	-9.29%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013	34,374	% of Population 2013	58.90%
YTD 2012	33,913	% of Population 2012	58.10%
% Change	1.36%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
May 2013		YTD 2013	
Library Sponsored Prog	1,419	Library Sponsored Prog	9,967
Outside Groups	1,141	Outside Groups	8,339
Public Study Rooms	1,325	Public Study Rooms	4,944
Internal Meetings	100	Internal Meetings	400
TOTAL	3,985	TOTAL	23,650
May 2012		YTD 2012	
Library Sponsored Prog	1,762	Library Sponsored Prog	13,703
Outside Groups	1,870	Outside Groups	10,800
Public Study Rooms	1,217	Public Study Rooms	6,011
Internal Meetings	100	Internal Meetings	500
TOTAL	4,949	TOTAL	31,014
% Change	-19.48%	% Change	-23.74%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
May 2013		YTD 2013	
Library Sponsored Prog	94	Library Sponsored Prog	598
Outside Groups	42	Outside Groups	274
Public Study Rooms	624	Public Study Rooms	3,113
Internal Meetings	10	Internal Meetings	50
TOTAL	770	TOTAL	4,035
May 2012		YTD 2012	
Library Sponsored Prog	126	Library Sponsored Prog	695
Outside Groups	47	Outside Groups	260
Public Study Rooms	607	Public Study Rooms	3,041
Internal Meetings	10	Internal Meetings	50
TOTAL	790	TOTAL	4,046
% Change	-2.53%	% Change	-0.27%

OUTREACH			
Number of residents served by DPPL staff at DPPL events, programs and activities in the community, outside of the DPPL building, ie. school visits, homebound delivery, etc.			
THIS MONTH		YEAR TO DATE	
May 2013		YTD 2013	
Youth Services	1,966	Youth Services	5,115
Adult Services	678	Adult Services	1,684
TOTAL	2,644	TOTAL	6,799
May 2012		YTD 2012	
Youth Services	3,842	Youth Services	6,967
Adult Services	959	Adult Services	1,704
TOTAL	4,801	TOTAL	8,671
% Change	-45%	% Change	-22%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
May 2013		YTD 2013	
Youth Services	2,463	Youth Services	13,282
Adult Services	11,700	Adult Services	64,075
Circulation	8,870	Circulation	46,743
TOTAL	23,033	TOTAL	124,100
May 2012		YTD 2012	
Youth Services	2,881	Youth Services	13,279
Adult Services	12,710	Adult Services	68,058
Circulation	7,901	Circulation	40,600
TOTAL	23,492	TOTAL	121,937
% Change	-2%	% Change	2%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
May 2013	44,978	YTD 2013	237,201
May 2012	46,565	YTD 2012	245,051
% Change	-3.41%	% Change	-3.20%

2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	-251	237	249	186	215								1,138
CD-ROMs	268	193	219	153	255								1,088
CDs	917	990	1,010	1,097	878								4,892
DVDs	10,392	8,744	10,255	9,437	8,404								47,232
Fiction	17,985	16,373	17,195	15,858	15,241								82,652
Foreign language	1,832	2,383	1,913	1,695	1,287								9,110
Games	49	64	71	41	44								269
Holiday	727	538	722	285	215								2,487
Homeschool	359	366	271	246	235								1,477
Large type	23	23	28	25	27								126
Magazines	159	134	148	203	143								787
Nonfiction	5,913	5,492	6,355	5,802	5,154								28,716
Parent collection	175	143	141	169	114								742
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	0	0	0	0	0	0	0	180,716

ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11	10	11								49
Audiobooks	2,055	1,794	2,020	1,904	1,919								9,692
CD-ROMs	672	619	684	674	535								3,184
CDs	6,495	5,595	6,456	6,121	6,416								31,083
DVDs	30,212	26,394	29,110	27,287	26,201								139,204
Fiction	7,733	6,597	7,263	6,924	7,041								35,558
Foreign language	1,349	1,126	1,242	1,213	1,072								6,002
High school	1,176	885	1,071	972	1,155								5,259
Large type	1,265	1,122	1,285	1,187	1,246								6,105
Literacy	171	177	163	183	167								861
Magazines	2,641	2,247	2,669	2,439	2,650								12,646
Nonfiction	9,963	8,678	10,342	9,375	9,135								47,493
ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	0	0	0	0	0	0	0	297,136
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	0	0	0	0	0	0	0	477,852

eMaterials	3,576	2,893	3,596	3,167	3,486								16,718
ILL (non consortial)	385	333	357	361	307								1,743
Miscellaneous	512	392	415	458	396								2,173

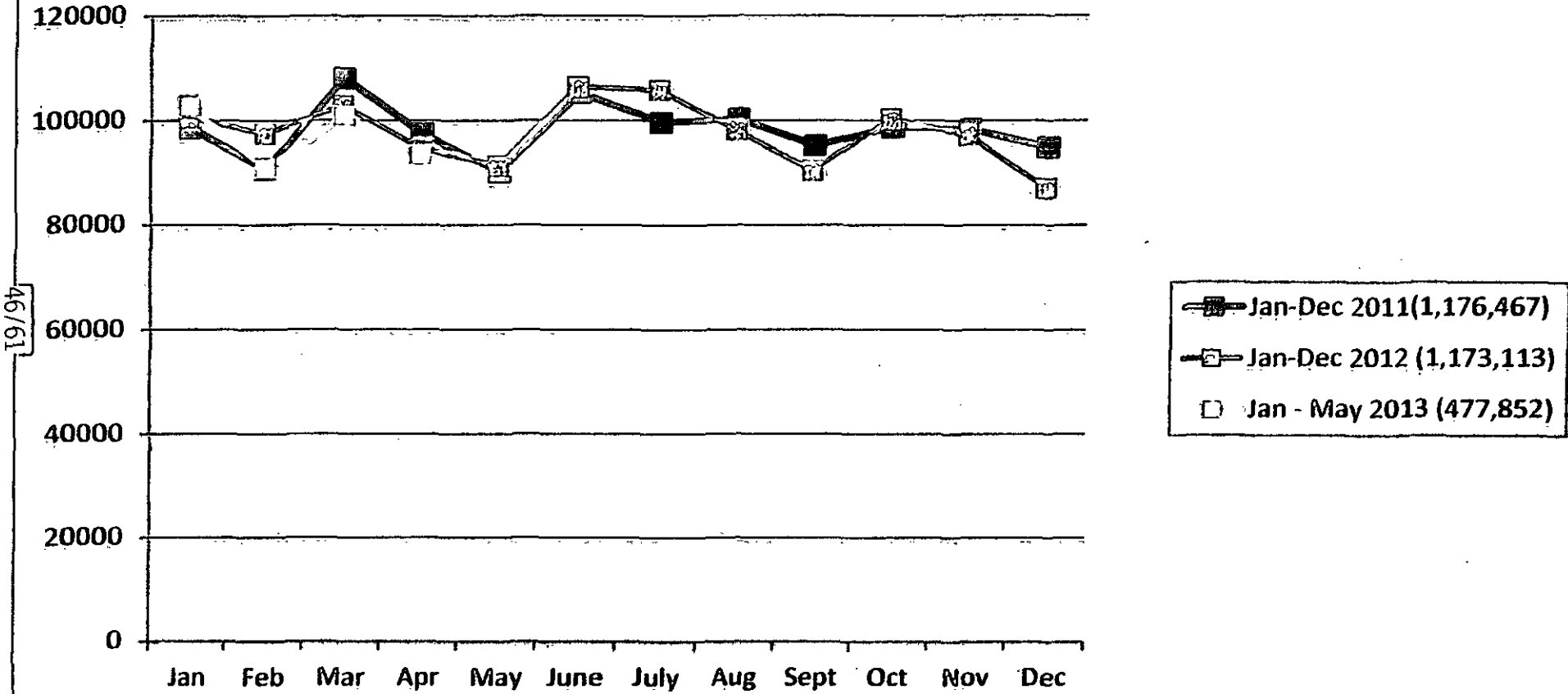
GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	0	0	0	0	0	0	0	498,486
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Days closed	1			1	2		1		2		1	2	10
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45/01

Circulation Statistics 2011 - 2013

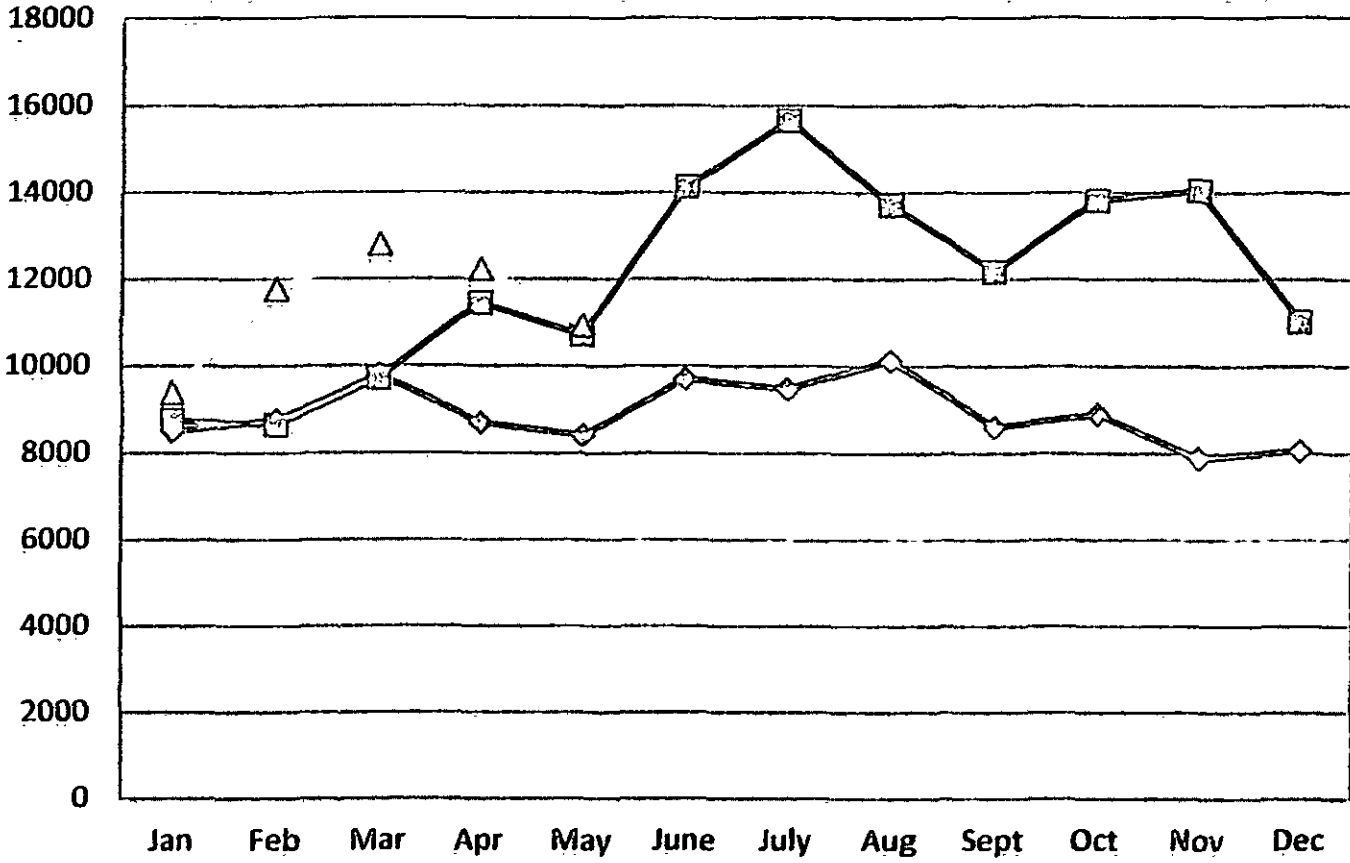
VII.D.3



Computer Use - Wired

VII.D.4.

47/61

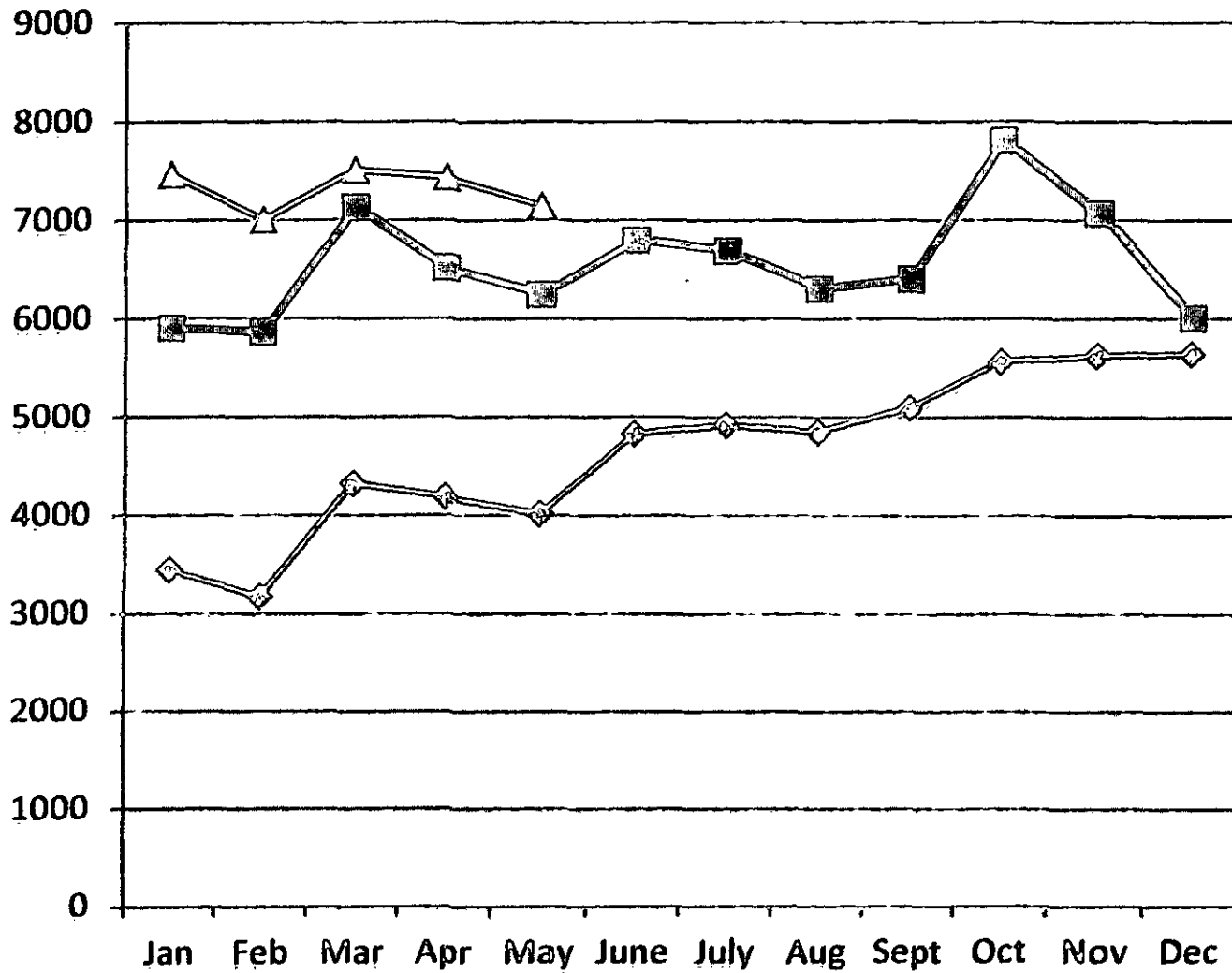


- ◆ Jan-Dec 2011 (121,272)
- Jan-Dec 2012 (143,814)
- △ Jan - May 2013 (57,090)

Computer Use - Wireless

VII.D.5

48/61



- ◆ Jan-Dec 2011 (55,673)
- Jan-Dec 2012 (75,091)
- ▲ Jan - May 2013 (36,545)

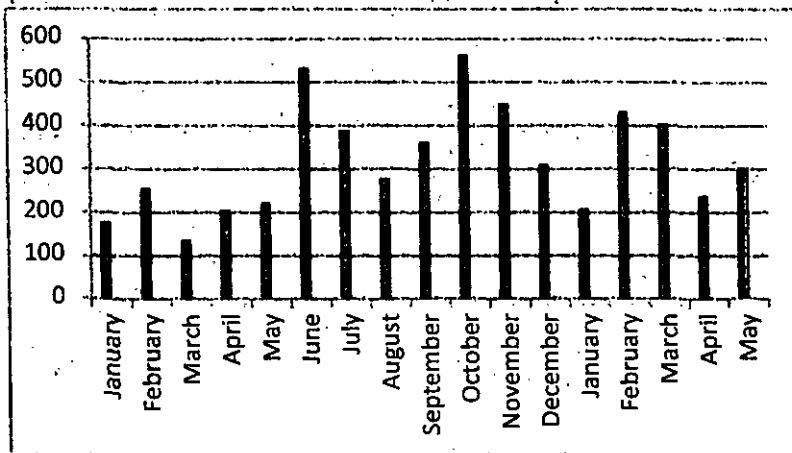
**Director's Report on Strategic Goals
June, 2013**

Collection Development Highlights – Goal #1

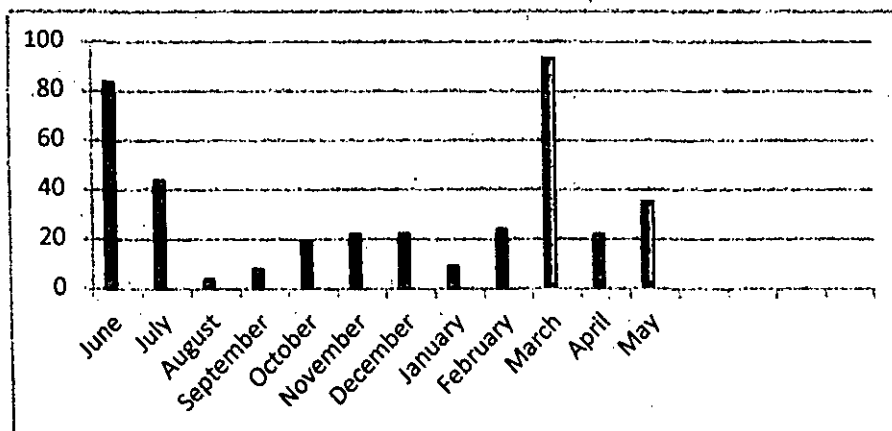
In May we focused on promoting our *Alldata Online* database and again promoting the *National Geographic Virtual Library* and via Social Media. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted these two great resources. *National Geographic Virtual Library* is a searchable archive of over 100 years of this iconic magazine that includes every photo published. *Alldata Online* offers a comprehensive resource for automotive diagnostic and repair information. The chart below shows the increase in usage during the May promotion.

Alldata Usage (# of articles) Jan 2012- May 2013 – Promotion month May 2013

(Note: AllData is only available at the library.)



National Geographic – June 2012- May 2013 – Promotion months March and May 2013 (Subscription started June 2012)



eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class one time in May which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 5 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class two times in May to show the public how to download eaudiobooks and ebooks. 7 people attended.

Community Networking Highlights – Goal #2

Here are programs that were offered to the public in partnership with local organizations, arranged for and scheduled by DPPL librarians and staffers.

Fitness & Nutrition for Older Adults: Des Plaines Park District personal trainer, Christina Brown, demonstrated light exercise and discussed nutrition basics for older adults. 11 people attended.

Bilingual Polish Language Employment Workshop: This workshop was presented by Illinois workNet and covered the following topics: job search techniques, writing resumes and cover letters, and interview preparation. 4 people attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in April to meet with the public and answer questions.

Basic Computers in Spanish. Oakton Community College offered a basic computer class in Spanish one time in May. 7 people attended.

Lifelong Learning Highlights – Goal #3

Six Adult Services librarians and three reference and readers' services assistants offered 21 computer classes in May teaching over 95 people.

Beginner Chess Workshop: CheckMates Chess Academy presented this workshop three times in May for children of all ages to learn how to play chess by incorporating music, physical interaction and alternative chess games into the learning experience. This series of programs was sponsored and paid for by the Friends of the Library. Over 60 children attended.

Discover Ornamental Grasses: Cosponsored by the Des Plaines Garden Club. Heather Sherwood senior horticulturist at the Chicago Botanic Garden showed attendees how to add attractive yet undemanding selections of ornamental grasses to their home landscapes. 40 people attended.

To the Ends of the Earth with Photographer Todd Gustafson: Award winning international wildlife photographer and Des Plaines resident Todd Gustafson presented an evening of his amazing images and stories from his worldwide travels. 35 people attended.

Anime Club: Anime Club is for teens interested in anime and manga. During club meetings teens watch anime, read and discuss manga and create their own artwork. Our part time teen librarian organizes and runs the meetings. The Friends of the Library sponsor this program and pay for the snacks. 19 teens attended the Club in May.

2013 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2013

	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	\$ 5,369,447	\$ 4,846,004	\$ 5,129,674	\$ 6,842,722	\$ 6,905,337	\$ 6,897,932	\$ 6,380,559	\$ 5,623,186	\$ 5,110,813	\$ -1,641,240	\$ 7,007,457	\$ 6,396,084			
Restricted cash donations	129,481	129,483	129,673	129,675	130,100	130,100	130,100	130,100	130,100	130,100	130,100	130,100			
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			
	5,239,966	4,716,521	5,000,001	6,713,047	6,775,337	6,767,832	6,250,459	5,493,086	4,980,713	-1,311,140	6,877,357	6,265,984			
Revenue (M-T-D)															
Property Taxes	811,352	811,352	2,151,626	435,503	41,639	33,502	33,502	33,502	33,502	2,823,590	33,502	33,502	\$6,263,710	\$6,263,710	
Other Revenue	15,759	12,968	23,105	37,674	14,915	33,502	33,502	33,502	33,502	33,502	33,502	33,502	338,938	338,938	
Total Revenue	824,320	824,320	2,174,731	473,177	56,554	33,502	33,502	33,502	33,502	2,857,092	33,502	33,502	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	322,834	322,834	322,834	322,834	322,834	322,834	483,954	3,953,725	3,953,725	
Contractual Services	162,138	88,509	75,481	86,021	67,180	76,418	76,418	76,418	76,418	76,418	76,418	76,413	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	68,641	67,300	84,870	84,870	84,870	84,870	84,870	84,870	84,872	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	1,176	6,753	6,753	6,753	6,753	6,753	6,753	6,756	62,270	62,270	
Other	24,198	1,064	1,064	3,720	4,550	300,000	300,000	55,000	12,200		75,000	48,666	433,000	433,000	
202	(84,393)	90,891	10,233	(33,396)	(515,142)	60,000	60,000				79,000	52,371	353,000	353,000	
Total Expenses	539,202	540,650	461,683	410,562	63,959	550,873	790,875	545,875	303,075	490,875	644,875	753,332			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	62,615	(7,405)	(317,373)	(757,373)	(512,373)	(469,373)	2,366,217	(611,373)	(719,727)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,897,932	6,380,559	5,623,186	5,110,813	-1,641,240	7,007,457	6,396,084	5,676,357			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,313,049	5,275,662	5,267,832	4,750,459	3,993,086	3,480,713	3,011,140	5,377,357	4,765,984	4,046,257			

2013 Contracts

VII: D: 8. 9500

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								\$21,500.00 Annual	
	2/20/2013	12479	201-5930010		\$17,241.23		\$17,241.23		
	3/20/2013	12545	201-5930010		\$659.00		\$659.00		
	4/17/2013	12620	201-5930010		\$1,795.00		\$1,795.00		
				\$0.00	\$19,695.23	\$19,695.23	\$19,695.23		
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,700.00 Annual	
	2/20/2013	12484	201-5930020		\$2,666.75		\$2,666.75	\$2,666.75 Quarterly	
	5/21/2013	12687	201-5930020		\$2,666.75		\$2,666.75		
				\$0.00	\$5,333.50	\$5,333.50	\$5,333.50		
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual	
				\$0.00	\$0.00	\$0.00	\$0.00		
53/61	INC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
		2/20/2013	12485	201-5930210		\$2,005.00	\$2,005.00		
		3/20/2013	12550	201-5930210		\$2,005.00	\$2,005.00		
		4/17/2013	50411	201-5930210		\$650.75	\$650.75		
				\$0.00	\$4,010.00	\$4,010.00	\$4,010.00		
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for Kyocera printers. Includes toner.								.007 per print B/W (copiers)	
	2/20/2013	12458	201-5930010		\$999.64		\$999.64		
	2/20/2013	12489	201-5930010		\$3,707.85		\$3,707.85		
	3/20/2013	12554	201-5930010		\$895.15		\$895.15		
	4/17/2013	12620	201-5930010		\$2,314.67		\$2,314.67		
	5/21/2013	12695	201-5930010		\$570.52		\$570.52		
	6/7/2013	12770	201-5930010		\$2,514.62		\$2,514.62		
				\$0.00	\$11,002.45	\$11,002.45	\$11,002.45		
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service								\$40,080.00 Annual	
	2/20/2013	12492	201-5930320		\$3,340.00		\$3,340.00		
	3/20/2013	12561	201-5930320		\$3,340.00		\$3,340.00		
	3/20/2013	12561	201-5960990	\$1,304.00			\$4,644.00		
	4/17/2013	12623	201-5930320		\$3,340.00		\$3,340.00		
	5/21/2013	12700	201-5930320		\$3,340.00		\$3,340.00		
	5/21/2013	12700	201-5960990	\$3,248.00			\$3,248.00		

2013 Contracts

9500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	5/21/2013	12700	201-5930020	\$6,190.00			\$12,778.00	
	6/7/2013	12774	201-5930020		\$3,340.00			
	6/7/2013	12774	201-5930020	\$140.00			\$3,480.00	
				\$10,742.00	\$13,360.00	\$24,102.00	\$24,102.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
GE CAPITAL-Lease for Copy Machines								\$20,000.00 Annual
	4/17/2013	50415	201-5930210		\$1,638.13		\$1,638.13	
	4/30/2013	50424	201-5930210		\$1,488.13		\$1,488.13	
	5/31/2013	50438	201-5930210		\$1,488.13		\$1,488.13	
					\$4,614.39	\$4,614.39	\$4,614.39	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,550.00 Annual
	6/7/2013	12789	201-5930010		\$1,540.34		\$1,540.34	
				\$0.00	\$1,540.34	\$1,540.34	\$1,540.34	
IMPACT NETWORKING, LLC. - Service Agreement for Copy Machines								\$15,000 Annual
	5/21/2013	12712	201-5930010		\$1,444.02		\$1,444.02	
				\$0.00	\$1,444.02	\$1,444.02	\$1,444.02	
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
	3/20/2013	12574	201-5920110		\$2,860.00		\$2,860.00	
	4/17/2013	12641	201-5920110		\$1,830.00		\$1,830.00	
	5/21/2013	12717	201-5920110		\$1,430.00		\$1,430.00	
				\$0.00	\$6,120.00	\$6,120.00	\$6,120.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	
				\$0.00	\$24,170.00	\$24,170.00	\$24,170.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50	
				\$977.50	\$0.00	\$977.50	\$977.50	

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2013 Contracts

2500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual
	1/31/2013	50387	201-5970260	\$1,000.00			\$1,000.00	
	2/20/2013	12515	201-5930210		\$177.00		\$177.00	
	3/20/2013	50398	201-5970260	\$1,000.00			\$1,000.00	
	3/20/2013	12578	201-5970100	\$36.08			\$36.08	
	4/17/2013	50409	201-5970170	\$50.00			\$50.00	
	5/21/2013	12721	201-5930210		\$177.00		\$177.00	
	4/30/2013	50422	201-5970170	\$1,000.00			\$1,000.00	
	5/31/2013	50435	201-5970260	\$1,000.00			\$1,000.00	
				\$4,086.08	\$354.00	\$4,440.08	\$4,440.08	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	2/20/2013	12523	201-5920110		\$27,083.33			
	2/20/2013	12523	202-5980410	\$9,365.11				
	2/20/2013	12523	201-5960990	\$280.00				
	2/21/2012	12523	201-5960990	\$34.73				
	2/21/2012	12523	201-5960990	\$1,250.00			\$38,013.17	
	3/20/2013	12580	201-5920110		\$27,083.33			
	3/20/2013	12580	201-5980410	\$3,345.98				
	3/20/2013	12580	201-5960990	\$1,810.00			\$32,239.31	
	4/17/2013	12656	201-5920110		\$27,083.33			
	4/17/2013	12656	202-5980410	\$2,416.88				
	4/17/2013	12656	201-5960990	\$1,570.00			\$31,070.21	
	5/21/2013	12728	201-5920110		\$27,083.33			
	5/21/2013	12728	201-5960990	\$1,530.00				
	5/21/2013	12728	201-5980410	\$418.46				
	5/21/2013	12728	201-5980420	\$125.99			\$29,157.78	
	6/7/2013	12807	201-5920110		\$27,083.33			
	6/7/2013	12807	201-5960990	\$1,530.00			\$28,613.33	
				\$16,085.82	\$54,166.66	\$70,252.48	\$70,252.48	
PRO DATA - Payroll Services								\$9,575.00 Annual
	1/11/2013		201-5920110		\$867.47		\$867.47	
	1/25/2013		201-5920110		\$222.36		\$222.36	
	2/15/2013	50401	201-5920110		\$426.20			
	2/28/2013	50401	201-5920110		\$216.72		\$642.92	
	4/17/2013	50414	201-5920110		\$635.20		\$635.20	
	4/30/2013	50426	201-5920110		\$774.40		\$774.40	
	5/31/2013	50428	201-5920110		\$883.68		\$883.68	

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2013 Contracts

8500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$0.00	\$4,026.03	\$4,026.03	\$4,026.03	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
	2/20/2013	12471	201-5960990		\$76.32		\$76.32	
	4/17/2013	12663	201-5960990		\$76.32		\$76.32	
					\$152.64	\$152.64	\$152.64	
REPUBLIC SERVICES - Garbage and recycling collection								\$5,000.00 Annual
	2/20/2013	12530	201-5930490		\$362.03		\$362.03	
	3/20/2013	12590	201-5930490		\$360.23		\$360.23	
	4/17/2013	12664	201-5930490		\$364.36		\$364.36	
	5/21/2013	12738	201-5930490		\$364.00		\$364.00	
	6/7/2013	12766	201-5930490		\$361.48		\$361.48	
					\$1,812.10	\$1,812.10	\$1,812.10	
SCHINDLER ELEVATOR CORPORATION								\$7,500.00 Annual
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	
				\$0.00	\$7,262.76	\$7,262.76	\$7,262.76	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
	2/20/2013	12533	201-5960990	\$71.88				
	2/20/2013	12533	201-5960990	\$11.98			\$83.86	
				\$83.86	\$0.00	\$83.86	\$83.86	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$9,500.00 Annual
	3/20/2013	12601	201-5930010		\$5,712.00		\$5,712.00	
	4/17/2013	12675	201-5930010		\$580.00		\$580.00	
	6/7/2013	12820	201-5930010		\$2,825.00		\$2,825.00	
				\$0.00	\$9,117.00	\$9,117.00	\$9,117.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
						\$200,156.38		

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Our partner in this project is Environments that Work (ETW) of St. Charles, IL, who will provide the workstations as well as the labor to disassemble the old carrels, relocate shelving and install the new product.

This project will:

1. Relocate all fourth floor public computers to the west side of the floor, and establish workspaces for wireless users with easily accessed power.
1. Replace damaged and stained carrels with new "bench" style workstations.
2. Increase the amount of workspace each patron has from three feet to four feet, giving the patrons the ability to work with staff or a partner without crowding their neighbors.
3. Consolidate and relocate the print reference collection near the Reference Desk, making it more accessible to the Reference staff. Create open, collaborative space east of the Reference Desk for staff instruction.
4. Create a new IT Help Desk in the center of the public computers for quick and easy patron access to IT staff.

Costs:

Workstations (from ETW)	\$ 47,821.51
Labor (from ETW)	\$ 22,690.00
Electrical Work (Norman Electric, see below)	\$ 14,300.00
Total	\$ 84,811.51

Capital Expenditures Budget, 980300 (Improvements) \$79,000

Option A: Fund entire project from Capital Expenditures 980300, going over by \$5,811.51 (7%).

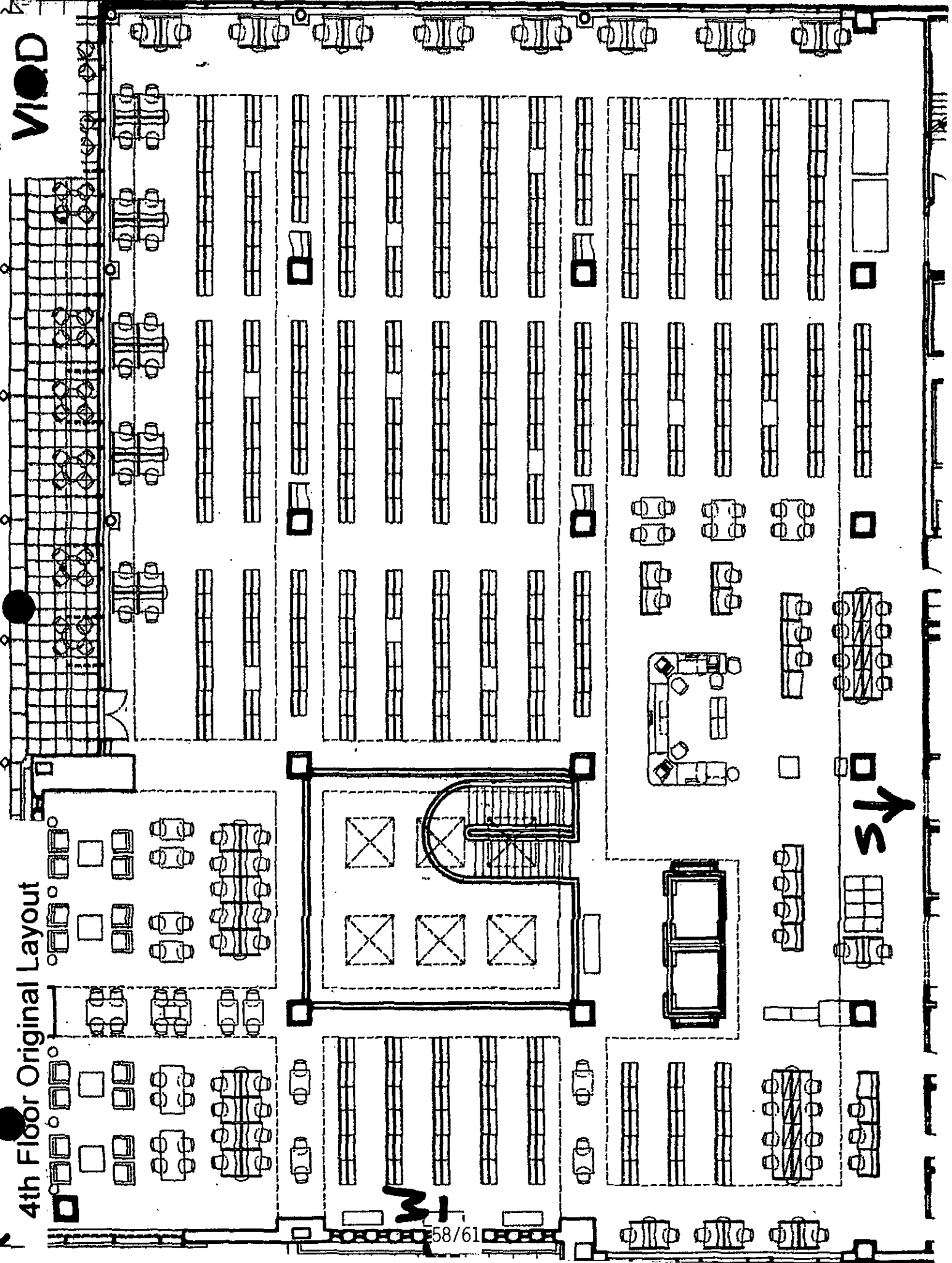
Option B: Fund \$79,000 of the project from Capital Expenditures, and fund the 7% difference in the electrical work from the Operating Budget, 930020 (Repair and Maintenance of Building and Structures). This fund contains \$9,100 for electrical and lighting.

Electrical Quotes Summary

Gibson Electric (Downers Grove)	\$43,500
Geary Electric (Northbrook)	\$24,874
G & I Electric (Schaumburg)	\$19,500
Norman Electric (Arlington Heights)	\$14,300

VIOD

4th Floor Original Layout



4th Floor **PCS** only
2013 Reorganization



DES PLANS, II



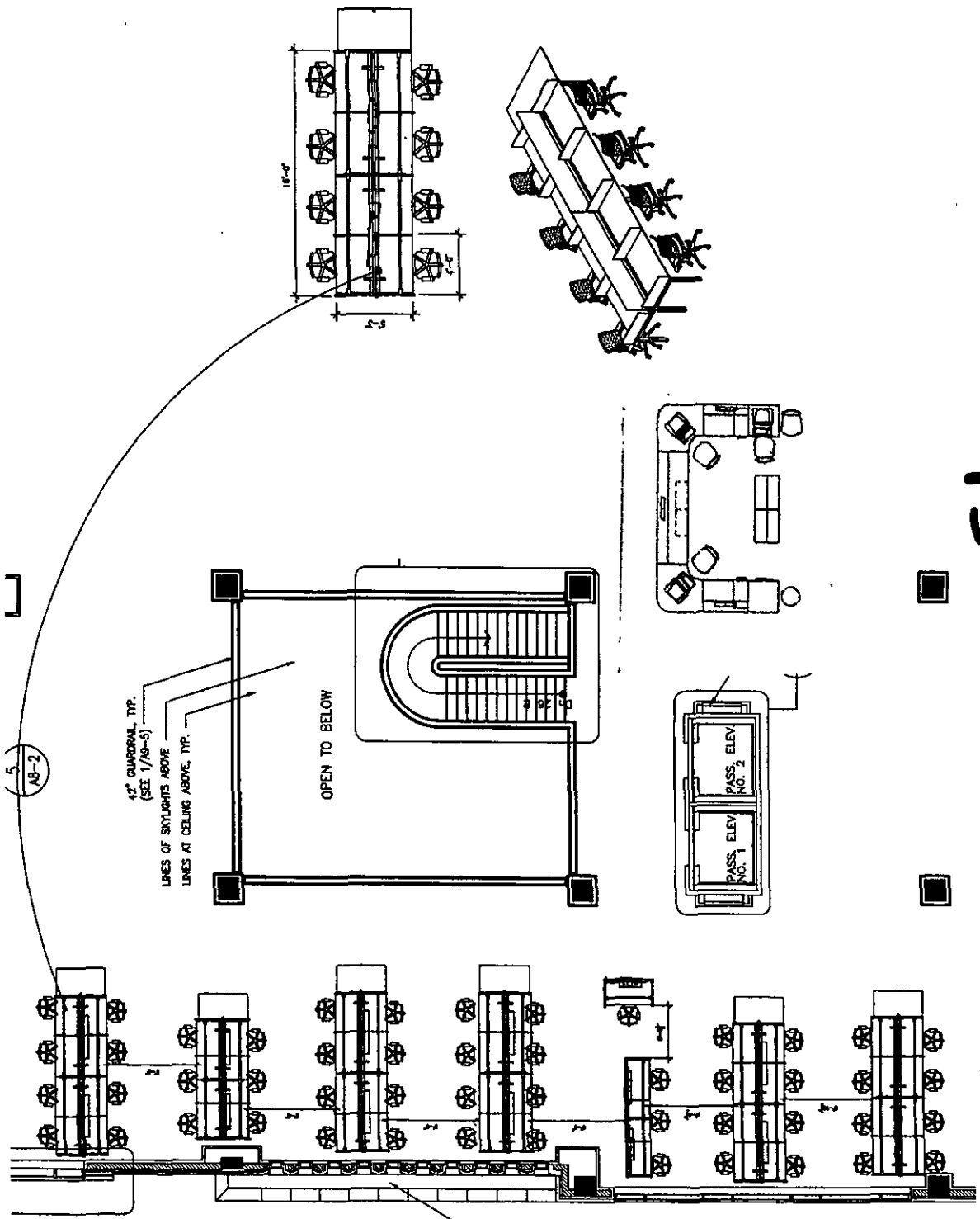
DES PLANS, II

DES PLANS PUBLIC LIBRARY

Project No.
Scale
Date
Author
Checked
Approved



F-1



59/61



Des Plaines Public Library

work. learn. play. www.dppl.org

The Board of Library Trustees of the Des Plaines Library will hold its regular monthly meeting for the period of August 2013 through July 2014 on the third Tuesday of each month at 7:00 PM, except January 21, 2014 and July 15, 2014 which will meet at 4:00 PM in the second floor Conference Room. The dates are as follows:

Month	Day	Year
August	20	2013
September	17	2013
October	15	2013
November	19	2013
December	17	2013
January	21	2014
February	18	2014
March	18	2014
April	15	2014
May	20	2014
June	17	2014
July	15	2014

Holly Richards Sorensen
Library Director

Approved -



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

FORMULA FOR DETERMINING NON-RESIDENT FEE*

1. = Library income from local government sources [\$6,356,698]
2. = Population [58,364]
3. = Size of average household [2.53]

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

[Income divided by population multiplied by average household size]

Non-Resident Fees 2012

Arlington Heights	**
Mount Prospect	**
Niles	\$300.00
Park Ridge	\$300.00
Des Plaines	\$287.43

Non-Resident Fees 2013

Arlington Heights	**
Mount Prospect	**
Niles	\$320.00
Park Ridge	\$300.00
Des Plaines	<u>\$275.55</u>

* Provided by Illinois State Library.

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



Reaching Across Illinois
Library System

View

Edit

Des Plaines Public Library

Library Name: Des Plaines Public Library

Participation: Yes

Date of Board Action:

Jun 18, 2013

Effective Date:

Jul 1, 2013

Fee Method: General Mathematical Formula

Fee Amount: 277.55

To: DPPL Finance Committee Meeting: 5/20/13

Fr: Dion F. Kendrick; Trustee

Whether one examines the 2013 Cash Budget Projection report in this months' Board packet or calculates a forward looking cash position from the Library's own financial reports beginning on January 1, 2013; or starting on May 1, 2013, the ending number is always the same. The DPPL has \$2.5 million in excess cash over what it needs to fund ongoing operations after accounting for reserves. This excess sum is net of \$1,630,000 (consisting of \$1.5 million in Reserves and *restricted* cash of \$130,000) already in our bank account. Refunding this \$2.5 million excess will not hinder the library operations in any way.

This money does not belong to the library. It is not "public" money; it is privately earned money held in public hands. Its rightful owners are the Des Plaines property owners. These taxpayers have seen their property values go down and their tax bills go up. Illinois is among the top 10 states in foreclosures and Des Plaines is not immune from this blight. Our homeowners need relief; they need cash; they need their own money back.

There is no looming seven figure expenditure darkening our door; or even a six figure one. Our income sources are known and now stabilized. Our expenses are boringly predictable, identified and budgeted. Refunding the \$2.5 million to the taxpayers still leaves us our reserve/restricted cash position of \$1,630,000 This is 29% of our three year average operating expenses and 25% of 2013 operating expenses. These percentages are in harmony with the 25% General Fund reserve policies of most municipalities including the City of Des Plaines. In short, we are well cushioned for any economic eventuality even after refunding the \$2.5 million.

Based on the attached analysis this Finance Committee should recommend to the full Board that the DPPL refund \$2.5 million of its excess cash to the taxpayers as soon as practicable; but in any event, no later than December 31, 2013.

See Exhibits: A, B & C attached.

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EXHIBIT A

Calculation of Excess Cash

(in 000's)

+ \$5,369 library cash balance @ 12/31/12
+ \$6,603 cash income FY 2013 per budget
- \$6,475 cash operating expenses FY 2013 per budget
- \$353 capital expenses FY 2013 per budget
+ \$5,164 net cash balance @ 12/31/13
- \$1,500 Formal Reserves (\$1,200 operating + \$300 capital)
- \$1,000 operating expenses Jan/Feb 2014 before tax receipts received Mar, 2014
- \$130 restricted cash balance
+ \$2,514 excess cash to be refunded

EXHIBIT B

+ \$6,905 library cash @ 4/30/13
+ \$2,865 tax receipts expected in August, 2013 (2nd installment of 2012 R/E tax)
+ \$249 other library revenue May thru Dec. 2013
- \$4,875 operating/capital expenses to be paid out May thru Dec. 2013
+ \$5,144 projected cash balance @ 12/31/13
- \$1,500 Formal Reserves
- \$1,000 operating expenses Jan/Feb 2014
- \$130 restricted cash balance
+ \$2,514 excess cash to be refunded

Data Sources: Library Financial Statements; Cash Budget Projection Report; 2013 approved Budget.

EXHIBIT C

2010 IMLS Selected Library Statistics

- Per Capita Revenue: \$113 DPPL \$65 IL \$38 US
- Per Capita Expenses: \$100 DPPL \$59 IL \$36 US (of note; IL is highest State in the US)
- Per Capita Staff exp: \$68 DPPL \$37 IL \$24 US
- DPPL in top 5% of all IL libraries by total expenses (\$5 million +) and in the top 10% nationwide
- US average library bldg. size for cities 50K to 99K in population = 43K s/f ; DPPL is 82K s/f
- IL average bldg. size = 59K s/f ; DPPL is 140% of IL average
- # of ALA-MLS Librarians per 25K of pop in Midwest is 2; that equals 5 for DP; DPPL has 20
- At the IL per capita revenue average of \$65 the projected DPPL tax levy should be ~\$4.0 million the DPPL 2010 tax levy was ~\$6.4 million; it is \$6.3 million in 2013.
- IL average staff expense is \$37 per capita; DPPL is \$67
- The average size of a library for a town the size of DP is ~40K s/f (this was the size of the old library before the Council over rode the citizens' vote on two referenda NOT to build the new library)

Conclusion

- The current library is twice as big as it should be for a town our size; consequently it employs twice the staff; that staff is overburdened with too many highly paid Librarians than it should; and its operational overhead is twice that of a building *right-sized* to its community.

Recommendations

- Refund the \$2.5 million in excess library cash to the taxpayers
- Contract with an outside management consultant to review current staffing/space/inventory levels and prepare a report for a multi-step set of Action Plans to downsize Library to peer group averages over a three year time frame; Goal is to reduce tax levy by 30 % to ~ \$4.5 million from the \$6.3 million in 2013 and bring the DPPL into peer group alignment.

Respectfully submitted

DPPL Finance Committee; May 20, 2013

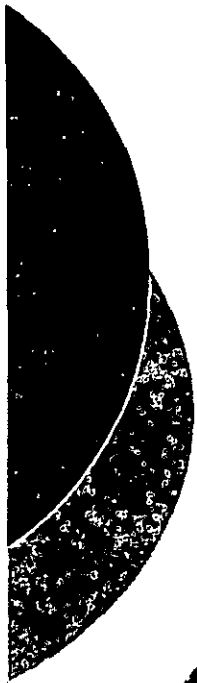
Dion F. Kendrick, DPPL Trustee

Tax Objections

Unlawful Accumulation

- Rule of Thumb

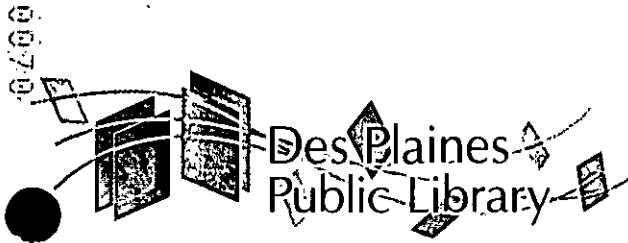
- Add the fund balance at the beginning of the fiscal year to the taxes extended for the prior year, giving the total funds available for the fiscal year. The sum of this computation is then divided by the average annual expenditure from the fund for the previous three fiscal years.
- If the dividend is greater than 2, there is a rebuttable presumption that the tax is an abuse of power



1953

W. S. 1953

MAY



1501 Ellinwood Street
Des Plaines, IL 60016-4553
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NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MAY 21, 2013

7:00 P.M.

Conference Room – Second Floor

Agenda –

- **Report Out Finance Committee Meeting – May 20, 2013**
- **Declaration of Surplus Property**
- **Appoint Committee to Nominate Board of Trustee Officers for 2013/2014**

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



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
May 21, 2013
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – March 19, 2013 and April 16, 2013.
 - B. Acceptance of Financial Reports for April 2013.
 1. Treasurer's Report as of April 30, 2013.
 - C. Acceptance of Reports.
 1. April 2013 Statistics Report
 2. 2013 Circulation by Month
 3. Chart - Circulation Statistics 2011-2013
 4. Chart - Computer Use Wired
 5. Chart - Computer Use Wireless
 6. Director's Report on Strategic Goals
 7. 2013 Cash Budget Projection
 8. 2013 Contracts

VIII. New Business.

- A. Approve Payment of Vendor Checks Report - \$203,201.72 and ACH Payments - \$42,754.31. [Action Item]
- B. 2014 Per Capita Requirements for Trustees –
 - 1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009
 - 2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.
- C. Declaration of Surplus Property. [Action Item]
- D. Report Out Finance Committee Meeting – May 20, 2013. [Action Item]
- E. Appoint Committee to Nominate Board of Trustee Officers for 2013/2014. [Action Item]

IX. Announcements.

X. Correspondence.

XI. Other.

XII. Adjournment.

This meeting will be recorded for television broadcast and can be viewed on the library website at www.dppl.org.



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

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 March 19, 2013

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, March 19, 2013. President Rich Pope called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Vince Rangel, Jennifer Tsalapatani.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

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

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

VII. CONSENT AGENDA

Trustee Kendrick asked to remove from the Consent Agenda A. Approval of the Minutes of the Regular Board Meeting – February 19, 2013 and C. Acceptance of Financial Reports for February 2013.

VII.A.

Trustee Fregetto asked to remove from the Consent Agenda D.1 February 2013 Statistics Report, D.2 2013 Circulation by Month, D.4 Chart- Computer Use Wired, D-5 Chart- Computer Use Wireless, D-6 Director's Report on Strategic Goals.

Trustee Kendrick stated that he would like the motion for approval of the Illinois Public Library Annual Report to be changed to the following:

"MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve Illinois Public Library Annual Report, as modified."

MOTION by Dion Kendrick, seconded by Rich Pope, to expand Trustee Kendrick's comments on page 5 regarding his statement on how to reduce the levy amount to reduce the fund balance and to change the motion approving the Illinois Public Annual Report to "to approve Illinois Public Library Annual Report, as modified." VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to change the comments in the February 19, 2013 board of trustees minutes to the following:

"Trustee Fregetto asked that Director Sorensen explain the duties of the 21 librarian positions."

and to correct the motion for the Illinois Public Library Annual Report to the following: "to approve Illinois Public Library Annual Report, as modified."

VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Rich Pope, seconded by Steve Mokry, to approve the minutes, as corrected.

VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to refund \$2,000,000 to the taxpayers.

President Pope stated that the motion was out of order and that the item was not on the agenda and there would be no discussion and no vote would be taken.

No discussion took place on this motion and no action was taken because this item was not on the agenda.

Trustee Fregetto asked that the motion be included in the minutes.

Director Sorensen will contact the library attorney to ask if the motion must be included in the minutes.

VII.A.

MOTION by Rich Pope, seconded by Susan Moylan Krey, to approve the Financial Reports for February 2013. VOTE: AYES: Moylan Krey, Mokry, Perez, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve D. Acceptance of Reports, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$194,795.02 and ACH Payments - \$44,081.65. [Action Item]

MOTION by Rich Pope, seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$194,795.02 and ACH Payments paid in the amount of \$44,081.65 as listed on the vendor checks report of February 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS

Director Sorensen explained what the requirements were for the 2014 Per Capita Grant application. Director Sorensen stated that the Per Capita Grant application is not due until October 2013.

- A. 2014 Per Capita Requirements for Trustees –
 1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009
 2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

IX. CORRESPONDENCE

No correspondence.

VII.A.

XIII. ADJOURNMENT

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

Meeting adjourned at 8:29p.m.

Minutes prepared Carol Kidd.



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

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 April 16, 2013

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, April 16, 2013. Treasurer Jennifer Tsalapatani called the meeting to order at 7:00p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Alma Perez, Vince Rangel, Jennifer Tsalapatani, Carol Kidd.

Absent: Susan Moylan Krey, Richard Pope, Gregory Sarlo.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Brodie Austin, Peter Tsalapatani, Jim Bailey, Eric Plotkin, Alderman Dan Wilson.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

MOTION by Jennifer Tsalapatani, to approve the agenda.

Trustee Kendrick stated that there was a string of emails between himself and President Pope during the period of March 24, 2013 through April 3, 2013 when he asked that the April agenda include Discussion of the Library Cash Position. Trustee Kendrick stated that this is not on the agenda and he was not given a reason.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to place on the May 21, 2013 agenda, "Discussion of the Library Cash Position" as an action item.

Trustee Tsalapatani asked for elaboration on what Trustee Kendrick wanted on the agenda as an action item.

VII.A.

Trustee Kendrick stated that he wanted to include Discussion of the Library Cash Position on the agenda, because there was a discussion at the last meeting about the library's cash position and he had made a motion to refund the money to the taxpayers and that motion was ruled invalid, because it was not on the agenda.

SUBSTITUTE MOTION by Jennifer Tsalapatani, seconded Vince Rangel, to bring "Discussion of the Library Cash Position" to a future finance committee meeting and have the Finance Committee report out to the board. ROLL CALL VOTE: AYES: Mokry, Perez, Rangel, Tsalapatani. NAYS: Fregetto, Kendrick. MOTION CARRIED.

Trustee Tsalapatani stated that she would call a Finance Committee meeting.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, that on the agenda the award notice letter for the Per Capita Grant letter be so noted as an agenda item, instead of being lost as being classified as correspondence. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick to list the Treasurer's Report as a separate item on the agenda. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

V. PUBLIC COMMENTS AND QUESTIONS

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

Trustee Tsalapatani thanked Alderman Dan Wilson for his support of the library and city council.

Alderman Wilson thanked the board for their work on the library board.

VII.A.

VII. CONSENT AGENDA

A. Approval of the Minutes of the Regular Board Meeting – March 19, 2013

Trustee Kendrick asked to remove from the Consent Agenda:

- A. Approval of the Minutes of the Regular Board Meeting – March 19, 2013
- B. Acceptance of Financial Reports for March 2013.
- C. Acceptance of Reports, C-2. 2013 Circulation by Month
- C. Acceptance of Reports, C-7. 2013 Cash Budget Projection

Trustee Fregetto asked to remove from the Consent Agenda:

- C. Acceptance of Reports, C.1 March 2013 Statistics Report
- C. Acceptance of Reports, C.3 Circulation Statistics 2011 - 2013
- C. Acceptance of Reports, C.4 Chart- Computer Use Wired
- C. Acceptance of Reports, C-5 Chart- Computer Use Wireless
- C. Acceptance of Reports, C-6 Director's Report on Strategic Goals.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to approve VII. Consent Agenda, C. Acceptance of Reports. C.8. 2013 Contracts, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that on the March 19, 2013 regular meeting minutes the motion (page 5) was written as:

"MOTION by Dion Kendrick, seconded by Rich Pope, to expand Trustee Kendrick's comments on page 5 regarding his opinion on how to reduce the levy amount to reduce the fund balance and to change the motion approving the Illinois Public Annual Report to "to approve Illinois Public Library Annual Report, as modified." VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

Trustee Kendrick disagrees with the motion wording and asked that the motion be revised to the following:

Wants the word "opinion" stricken, and referred to the Open Meetings Act training and Trustee Kendrick read from the training document.

Library Director Sorensen asked Trustee Kendrick to write out his motion.

Trustee Tsalapatani asked Trustee Kendrick to draft a document that can be included in the March and April minutes.

Trustee Kendrick wants the February and March minutes to be revised.

Library Director asked Trustee Kendrick to write out his discussion of the meeting.

VII.A.

Trustee Fregetto asked that draft minutes be written and given to the board before the meeting so that the trustees can review the minutes and give feedback to the board secretary.

Trustees Kendrick and Trustee Fregetto want draft meeting minutes "like a week after the meeting" to be sent to the board and then "everyone puts in their input, like, oh, you missed this part." Trustee Kendrick stated "that then everything is accurate and this is what I said and then we don't have these issues a month later."

Trustee Tsalapatanis asks that a Management Committee meeting be called to discuss sending the minutes ahead of the meeting for board review.

Trustee Kendrick stated "we don't need a committee meeting for that, that is just a way to make it die."

Trustee Tsalapatanis stated that holding a Management Committee meeting would be a better forum than pulling everything off the agenda at every meeting. Trustee Tsalapatanis asked Trustee Kendrick if he had contacted the Library Director or the board secretary to discuss the questions he had about the meeting minutes and Trustee Kendrick responded "no, that nothing would have changed."

Trustee Mokry asked if the minutes had to be approved at the next meeting.

Alderman Wilson stated that the minutes do not have to be approved at each meeting.

Trustee Fregetto stated that on the agenda it is written "This meeting will be recorded for television broadcast" and Trustee Fregetto wants to include the library website after the statement "This meeting will be recorded for television broadcast."

Trustee Kendrick asked why the board meeting cannot be broadcast live and Director Sorensen responded that the City of Des Plaines broadcasts the library board meetings.

Motion by Jennifer Tsalapatanis, , to approve the minutes of the March 19, 2013 meeting

SUBSTITUTE MOTION by Dion Kendrick, seconded by Steve Mokry, that we hold off on approving these March minutes until corrected at the next meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII.A.

VIII. CONSENT AGENDA

B. Acceptance of Financial Reports for March 2013.

Dion Kendrick read the following prepared statement and asked that this be included in the minutes. His statement is in bold.

DPPL Board Meeting

April 16, 2013

As of March 31, 2013 this library had \$6.8 million in its bank account. That is 120% of the three year average annual total expenses to operate the library. In other words the library could completely eliminate your property tax levy for one year, remain open, and have \$1.1 million left over.

That \$6.8 million balance contains \$1.5 million in reserves that were established over a year ago. This is to fund operations when the County doesn't remit our taxes in a timely fashion. Recognizing that possibility, ongoing operations, and 2013 tax collections, still results in the library holding on to \$3 million more of your money that it needs.

The following figures are taken from the City audits and the library financials:

In 2010 income was \$6.7 million; expenses \$5.9 million = \$800,000 profit

In 2011 income was \$6.9 million; expenses \$5.6 million = \$1,300,000 profit

In 2012 income was \$6.7 million; expenses \$5.6 million = \$1,100,000 profit

That's a three year profit of \$3.2 million and an average "return on income" of 16%. Clearly this puts your library among the upper echelon of profit making enterprises in the country. By contrast, the always evil Exxon-Mobile had a three year average return of 8.6%. The library has become a "fat cat" corporate profiteer; twice as greedy as Big Oil!

A 2010 national government survey of 9,000 public libraries disclosed average library per capita expenses at \$36; the Illinois average was \$59 (BTW; the highest State in the Union); the Des Plaines library was \$100 in FY 2010. Today, under the 2013 budget, the per capita expense is \$108. Using the Illinois average our current tax levy should be \$3.5 million. The 2013 levy is \$6.3 million. Clearly we are a statistical outlier; on the wrong side of the bell curve. There is much room for improvement.

VII.A.

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The above observations were delivered at the 4/16/13 Board meeting of the DPPL under the Financial Reports section of the Consent Agenda by Dion F Kendrick, Trustee. This document has been turned over to the Board secretary for inclusion in the formal written Minutes of said Board meeting.

X _____

Dion F Kendrick, Trustee
Finance Committee Member
Past Library Treasurer

MOTION by Jennifer Tsalapatani, to accept the Financial Reports for March 2013

Trustee Kendrick stated that he was not done with his comments and he still has more.

Trustee Tsalapatani asked to stay on topic and stated that the Finance Committee will meet to discuss Trustee Kendrick's statements.

Trustee Tsalapatani stated that Trustee Kendrick referred to the board as "fat cats" comparing the library to Exxon Mobile.

Trustee Kendrick stated that "this is not supposed to be a profit making enterprise and it is."

Trustee Kendrick referred to page 21 of the Financial report and asked why we have two capital expenditure accounts, one under operating and one under capital projects fund. Director Sorensen responded that these are two separate funds and the Capital Projects Fund is for larger improvements, such as computer replacement, carpet replacement, etc. Trustee Kendrick commented that he wants to combine capital expenditures. Trustee Kendrick does not want to transfer funds to the Library Capital Project Funds.

Trustee Tsalapatani asked Trustee Kendrick to stay on topic and direct comments to the library director before the meeting instead of pulling everything off the consent agenda.

Motion Jennifer Tsalapatani, seconded to Vince Rangel, to accept the financial reports, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated "I smell something here".

VII.A.

Trustee Tsalapatani stated that Trustee Kendrick's comments were completely out of line.

Trustee Kendrick stated that "this is Cook County hand fisted politics."

Trustee Tsalapatani asked "Is this censoring?"

Trustee Tsalapatani asked if Trustee Kendrick had the floor and he did not.

Trustee Fregetto referred to page 22 of the board packet and asked for an explanation of how the library credit cards are used. Director Sorensen explained that some companies will only accept credit cards for payment and the library makes a lot of online purchases, which include registration for meetings, programs.

Trustee Fregetto asked what the Ebsco invoices were for and Director Sorensen responded for hard copies of magazines and digital copies of magazines.

Trustee Fregetto referred board members to page 34 and stated that he found it interesting that the one IMRF line item had mm. Trustee Fregetto wanted to know if the mm should be a month and year and asked that that be corrected. Carol Kidd will contact Lauterbach to correct this error.

Trustee Fregetto asked for an explanation of the March 2013 Statistics Report and Director Sorensen explained how some statistics fluctuate and why the statistics may fluctuate from month to month. Library Director Sorensen referred to meeting room statistics and reported that the Friends of the Library booksale was held in March in 2013, and in 2012 the booksale was held in April. This would explain the drop in meeting room attendance from month to month.

Trustee Tsalapatani asked the board members to contact the library director before the meeting to ask questions about the reports included in the board packet.

Trustee Fregetto asked other trustees to contribute to the discussion at the board meetings. Trustee Fregetto wants to engage other board members to stimulate discussion and welcomes discussion on the items he removes from the consent agenda.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve VII. Consent Agenda C. Acceptance of Reports. 1. March 2013 Statistics Report. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII.A.

VII. Consent Agenda.

C. Acceptance of Reports. 2. 2013 Circulation by Month.

Trustee Kendrick made a comment that the DVDs circulation for Adults is 48% of the total adult circulation and requests that this information be included in the minutes and for children it is about 25%. Trustee Kendrick wants statistics on how many DVDs patrons are checking out per month. Assistant Director Johnson responded that the average patron is checking out four DVDs per month. Trustee Kendrick wants to know what patrons are doing in the library and thinks that patrons are just checking in and out DVDs.

Trustee Mokry asked what the DVD circulation was in Mount Prospect and Trustee Kendrick replied that he did not know.

MOTION by Jennifer Tsalapatanis, seconded by Steve Mokry, to approve VII. Consent Agenda. C. Acceptance of Reports. 2. 2013 Circulation by Month. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII. Consent Agenda.

D. Acceptance of Reports. 3. Chart – Circulation Statistics 2011 – 2013, 4. Chart – Computer Use Wired and 5. Chart – Computer Use Wireless.

Trustee Fregetto stated that he asked to remove these items from the Consent Agenda C. Acceptance of Reports. 3. Chart – Circulation Statistics 2011 – 2013 and 4. Chart – Computer Use Wired and 5. Chart – Computer Use Wireless, but has no further comments about the charts.

MOTION by Steve Mokry, seconded by Alma Perez, to accept VII. Consent Agenda, C. Acceptance of Reports, 3. Chart - Circulation Statistics 2011 – 2013. 4. Chart – Computer Use Wired. 5. Chart – Computer use Wireless. VOTE: AYES: All. NAYS. MOTION CARRIED.

VII. Consent Agenda.

C. Acceptance of Reports. 6. Director's Report on Strategic Goals.

Trustee Fregetto stated that the Director's Report was improving, but asked for additional changes to the report and wants to know the effects of the National Geographic Virtual Library promotion and what is the impact on usage.

Trustee Tsalapatanis wants to see a unified body from the trustees and not direction from just one or two trustees. Trustee Tsalapatanis has asked for a consensus from the board about directives given to the Library Director, not just one or two board members. Trustee Fregetto stated that the other trustees do not comment on the discussions.

VII.A.

Trustee Tsalapatani stated that Trustee Fregetto gives the library director directives and it should not be an arbitrary whim on one board member. Trustee Fregetto stated that his comments are well thought out and that he is just giving the library director feedback on how she can do better.

Trustee Mokry asked for the director's report on strategic goals to be reviewed by the board on a quarterly basis.

Trustee Tsalapatani asked that the board work as a whole and then decide where the board wants staff to put library resources.

Trustee Fregetto asked that the Director's Report be reviewed in a Management Committee meeting.

Trustee Mokry commented that for the next management committee meeting that the committee review the director's report on strategic goals. Trustee Fregetto asked to add to Trustee Mokry's motion and Trustee Mokry stated that this is not a motion, by adding the statistics report.

MOTION by Vince Rangel, seconded by Alma Perez, to approve VLL. Consent Agenda. C. Acceptance of Reports. 6. Director's Report on Strategic Goals. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII. Consent Agenda.

C. Acceptance of Reports. 7. 2013 Cash Budget Projection.

Trustee Kendrick asked that board members go to page 46, 2013 Cash Budget Projection, and look at the last column \$3,498,338 and that is our projected excess cash position after all the taxes are collected, expenses paid and 1.5 million is put away in reserves, we have \$3,500,000 left and Trustee Kendrick wanted to point out where this information is in the report and "that is what we have to talk about and give the money back to the taxpayers."

Trustee Mokry asked how much the reserve fund is growing and Trustee Kendrick referred Trustee Mokry to the bottom of the report for the 2013 Cash Budget Projection.

Trustee Tsalapatani stated that Trustee Kendrick has brought up how much money the library has in reserves three times. Trustee Tsalapatani feels that Trustee Kendrick has a difference of opinion from the other board members and at every opportunity Trustee Kendrick pontificates about what he wants and it is inappropriate to keep bringing this up. Trustee Tsalapatani states that the board meetings are not efficient, even though there is an agenda.

VII.A.

Trustee Kendrick stated that he is not pontificating and the only reason he brings this up for discussion three times is because he cannot say it four times.

Trustee Fregetto states that the discussion of the cash excess was brought up at the March meeting, but the chair refused to let the other board members discuss this item. Trustee Fregetto does not know how President Pope feels about returning excess money to the taxpayers.

Trustee Tsalapatanis stated it was agreed that this item would be moved to Finance early in the meeting, particularly to discuss this item, but at every opportunity that did not satiate anyone's quest to continue in a delay of the meeting. Trustee Tsalapatanis stated that Trustee Fregetto speaks about efficiency, but this is far from efficient.

Trustee Rangel stated he was speaking for some of the apparently silent members of the group and that as often as these topics are brought up, if the majority of the members really thought this was a semiole moment and point that had great consensus, we would have gone way beyond talking about it and it would have been done. It is not a great groundswell in supporting that position speaks volumes.

Trustee Mokry thinks it is getting groundswell, but it doesn't need to be talked about now and it is a big number and this board has never returned money to the taxpayers. Trustee Mokry does not know if it can be settled at one meeting and it is a complicated issue and may take several meeting.

Trustee Tsalapatanis stated that this topic should not be discussed at every line item.

Trustee Perez stated that she votes and therefore she is not silent. Trustee Perez stated that even though she may not discuss every item she does understands what is being discussed and she states that they talk about the same things over and over. She appreciates some items that are brought up, because she is a new member and some topics are brought up over and over again and there is a time and place for each discussion.

Trustee Kendrick stated that there is a way to return money to the taxpayers since District 207 has done it and it can be done. If Cook County can assess your money, they can give it back on a pro rata basis. Trustee Mokry stated the library board has never given back money to the taxpayers.

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve VII. Consent Agenda. C. Acceptance of Reports. 7. 2013 Cash Budget Projections. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VII.A.

NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$169,805.66 and ACH Payments - \$49,131.96. [Action Item]

MOTION by Jennifer Tsalapatanis, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$169,805.66 and ACH Payments paid in the amount of \$49,131.96, as listed on the vendor checks report of March 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Rangel, Tsalapatanis. NAYS: None. MOTION CARRIED.

- B. Authorization to Request Proposals for Library Telephone System.

Director Sorensen asked the board for approval to request proposals for a new library telephone system. Director Sorensen stated it was a budgeted item and it is in the Capital Projects Budget, She also stated that it is a part of the operations plan that she gave to the board in 2012.

Motion by Dion Kendrick, seconded by Vince Rangel to authorize Director Sorensen to request proposals for Library Telephone System. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Award Bid for Payroll Service.

- C. Award Bid for Payroll Service.

Director Sorensen explained the Request for Proposals process for payroll services and recommended ProData Payroll, who is our current provider.

MOTION by Steve Mokry, seconded by Dion Kendrick, to award the bid for payroll service to ProData Payroll. VOTE: AYES: Kendrick, Mokry, Perez, Rangel. NAYS: Fregetto, Tsalapatanis. MOTION CARRIED.

- D. Award Bid for Website Redesign Proposal.

Director Sorensen explained this is a budgeted item. Trustee Kendrick how much was budgeted for this project and Director Sorensen responded \$55,000. Director Sorensen stated that proposals were sent to nine vendors. The recommendation from the library committee, formed to review this process, was for Methodtree.

VII.A.

MOTION by Steve Mokry, seconded by Dion Kendrick, to accept the proposal from Methodtree, in the amount of \$36,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Mokry left the meeting at 9:20 p.m.

IX. ANNOUNCEMENTS

Trustee Tsalapatanis stated that she would be remiss in her duties if she did not say how appalled she was by the statement made by Trustee Kendrick to indicate that he smells a rat and that this is Cook County politics. Trustee Tsalapatanis stated that she will not sweep this under the rug and that Trustee Kendrick is questioning the board's character and that this is a volunteer board and the board serves this community in the best capacity that it can. Trustee Kendrick's comments are so outrageous and inappropriate concerning the boards character. It is inappropriate for Trustee Kendrick to make these comments and there is a level of decorum that Trustee Tsalapatanis implores Trustee Kendrick to rise to and she is sure that her fellow trustees and the viewing audience agree that respect is earned and you treat people with respect. Trustee Tsalapatanis is appalled by the comments made by Trustee Kendrick and she feels that Trustee Kendrick owes the board an apology for being out of order and unprofessional.

Trustee Kendrick does not have any comments on this statement.

X. CORRESPONDENCE

No correspondence.

XI. OTHER

Trustee Fregetto wanted to know why the Per Capita grant requirement on Environmental Scan was not on the April agenda and Director Sorensen stated that this item would be on the May agenda. Trustee Perez stated that she received an email from Carol Kidd, with a link to the website for viewing the webinar and she was able to watch the webinar and in the email it stated that this item would be on the May agenda. Trustee Fregetto stated that he must have missed that email.

Trustee Kendrick stated that the board should apologize to the taxpayers of Des Plaines for holding on to \$3,000,000 of their money.

Trustee Tsalapatanis stated that if Trustee Kendrick truly believed the statement he made then maybe he should stop raising the fees for the residents for usage and not be hypocritical. Trustee Kendrick wants to increase fees and reduce taxes comparing the library to the park district.

VII.A.

Trustee Tsalapatani said that Trustee Kendrick results to name calling

XIII. ADJOURNMENT

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

Meeting adjourned at 9:29 p.m.

Minutes prepared Carol Kidd.

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Des Plaines Public Library

Monthly Financial Report

For the Month Ended
April 30, 2013

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library
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Monthly Compilation Opinion

May 14, 2013

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of April 30, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the four months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of April 30, 2013

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 6,515,448.66	\$ 389,905.31	\$ 6,905,353.97
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	<u>\$ 12,716,521.66</u>	<u>\$ 389,905.31</u>	<u>\$ 13,106,426.97</u>
LIABILITIES			
Accounts Payable	\$ 191,201.72	\$ 12,000.00	\$ 203,201.72
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	<u>473,561.03</u>	<u>12,000.00</u>	<u>485,561.03</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	<u>6,674,634.03</u>	<u>12,000.00</u>	<u>6,686,634.03</u>
FUND BALANCE			
Fund Balance - Unreserved	6,041,887.63	377,905.31	6,419,792.94
Total Fund Balance	<u>6,041,887.63</u>	<u>377,905.31</u>	<u>6,419,792.94</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 12,716,521.66</u>	<u>\$ 389,905.31</u>	<u>\$ 13,106,426.97</u>

Des Plaines Public Library

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

For the 4 Months Ended April 30, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 3,398,480.52	\$ -	\$ 3,398,480.52
Intergovernmental	23,247.00	-	23,247.00
Fines & Fees	52,884.24	-	52,884.24
Interest	1,237.46	26.00	1,263.46
Miscellaneous	12,128.72	-	12,128.72
Total Revenues	3,487,977.94	26.00	3,488,003.94
EXPENDITURES			
Personnel	\$ 1,137,307.28	\$ -	\$ 1,137,307.28
Operating	410,149.44	-	410,149.44
Library Materails	351,907.03	-	351,907.03
Capital Outlay	13,820.12	50,794.01	64,614.13
Other Expenditures	4,783.32	-	4,783.32
Total Expenditures	1,917,967.19	50,794.01	1,968,761.20
Net Change in Fund Balances	1,570,010.75	(50,768.01)	1,519,242.74
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
End of the period	<u>\$ 6,041,887.63</u>	<u>\$ 377,905.31</u>	<u>\$ 6,419,792.94</u>

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of April 30, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>221,810.73</u>
	<u>221,810.73</u>
201-1102015 - First Midwest Operating #8100292260	271,306.58
202-1102015 - First Midwest Operating #8100292260	<u>39,415.12</u>
	<u>310,721.70</u>
201-1102028 - Cash Library Donations	<u>26,192.27</u>
	<u>26,192.27</u>
201-1102073 - Cash IL - Epay #151600222104	<u>92,744.76</u>
201-1102078 - Cash IL - Epay Library	<u>18,458.84</u>
201-1102079 - IL Funds - 151600222591	5,780,953.11
202-1102079 - IL Funds - 151600222591	<u>350,490.19</u>
	<u>6,131,443.30</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>6,905,353.97</u></u>

May 14, 2013

**Des Plaines Public Library
Balance Sheet as of April 30, 2013**

<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	102,539.19	119,271.54	221,810.73
1102015 - First Midwest Operating #8100292260	203,776.97	67,529.61	271,306.58
1102028 - Cash Library Donations	26,191.12	1.15	26,192.27
1102073 - Cash IL - Epay 151600008073	88,724.95	4,019.81	92,744.76
1102078 - Cash IL - Epay Library	17,859.81	599.03	18,458.84
1102079 - IL Funds - 151600222591	5,898,519.36	(117,566.25)	5,780,953.11
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
	<u>12,642,666.77</u>	<u>73,854.89</u>	<u>12,716,521.66</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	158,555.78	32,645.94	191,201.72
2430707 - Due to Library Comp Abs	218,869.94	0.00	218,869.94
2450040 - Accrued Payroll	63,489.37	0.00	63,489.37
2470000 - Deferred Revenue - Property Tax	6,201,073.00	0.00	6,201,073.00
	<u>6,641,988.09</u>	<u>32,645.94</u>	<u>6,674,634.03</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	4,471,876.88	0.00	4,471,876.88
	<u>4,471,876.88</u>	<u>0.00</u>	<u>4,471,876.88</u>
Total Liabilities and Fund Balance	<u>11,113,864.97</u>	<u>32,645.94</u>	<u>11,146,510.91</u>
Excess Revenues Over Expenses	<u>1,528,801.80</u>	<u>41,208.95</u>	<u>1,570,010.75</u>

May 14, 2013

Des Plaines Public Library
Balance Sheet as of April 30, 2013

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	50,665.00	(11,249.88)	39,415.12
1102079 - IL Funds - 151600222591	<u>350,481.87</u>	<u>8.32</u>	<u>350,490.19</u>
	<u>401,146.87</u>	<u>(11,241.56)</u>	<u>389,905.31</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>11,249.88</u>	<u>750.12</u>	<u>12,000.00</u>
	<u>11,249.88</u>	<u>750.12</u>	<u>12,000.00</u>

Fund Balance

3730000 - Fund Balance - Unreserved	<u>428,673.32</u>	<u>0.00</u>	<u>428,673.32</u>
Total Liabilities and Fund Balance	<u>439,923.20</u>	<u>750.12</u>	<u>440,673.32</u>
Excess Revenues Over Expenses	<u>(38,776.33)</u>	<u>(11,991.68)</u>	<u>(50,768.01)</u>

Compensated Absences Fund

Assets

1120201 - Due From Library	<u>218,869.94</u>	<u>0.00</u>	<u>218,869.94</u>
	<u>218,869.94</u>	<u>0.00</u>	<u>218,869.94</u>

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	77,649.84	0.00	77,649.84
2490010 - Compensated Absences Payable	<u>141,220.10</u>	<u>0.00</u>	<u>141,220.10</u>
	<u>218,869.94</u>	<u>0.00</u>	<u>218,869.94</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>218,869.94</u>	<u>0.00</u>	<u>218,869.94</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

May 14, 2013

**Des Plaines Public Library
Balance Sheet as of April 30, 2013**

	<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>(369,777.00)</u>	<u>0.00</u>	<u>(369,777.00)</u>
	<u>802,700.39</u>	<u>0.00</u>	<u>802,700.39</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>802,700.39</u>	<u>0.00</u>	<u>802,700.39</u>
	<u>802,700.39</u>	<u>0.00</u>	<u>802,700.39</u>
Total Liabilities and Net Capital Assets	<u>802,700.39</u>	<u>0.00</u>	<u>802,700.39</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 4 Months Ended April 30, 2013**

	<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 2010	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2011	0.00	0.00	0.00	0.00	0.00
4810027 - Property Taxes 2012	435,502.97	3,398,480.52	6,263,710.00	2,865,229.48	54.26
	<u>435,502.97</u>	<u>3,398,480.52</u>	<u>6,263,710.00</u>	<u>2,865,229.48</u>	<u>54.26</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	23,247.00	23,247.00	92,988.00	69,741.00	25.00
4822040 - State Grant - Per Capita	0.00	0.00	59,000.00	59,000.00	0.00
4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	<u>23,247.00</u>	<u>23,247.00</u>	<u>151,988.00</u>	<u>128,741.00</u>	<u>15.30</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	350.25	1,582.74	4,000.00	2,417.26	39.57
4850102 - Library Fines	4,347.95	18,233.15	72,000.00	53,766.85	25.32
4850103 - Library Fines / Credit Card	4,827.42	19,252.35	45,000.00	25,747.65	42.78
4850201 - Copying Fee	1,868.87	9,881.15	30,000.00	20,118.85	32.94
4850202 - Damaged Materials	110.90	349.59	700.00	350.41	49.94
4850203 - Lost Materials	710.56	2,301.66	6,500.00	4,198.34	35.41
4850205 - Bags	66.00	236.00	750.00	514.00	31.47
4850207 - Non-Res Cards	441.00	657.00	1,000.00	343.00	65.70
4850208 - Meeting Room Fees	390.60	390.60	2,000.00	1,609.40	19.53
	<u>13,113.55</u>	<u>52,884.24</u>	<u>161,950.00</u>	<u>109,065.76</u>	<u>32.65</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	0.00	3,500.00	0.00	(3,500.00)	0.00
	<u>0.00</u>	<u>3,500.00</u>	<u>0.00</u>	<u>(3,500.00)</u>	<u>0.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	261.99	897.46	4,000.00	3,102.54	22.44
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,042.68	8,628.72	20,000.00	11,371.28	43.14
4899920 - Library Donations	0.00	340.00	1,000.00	660.00	34.00
	<u>1,304.67</u>	<u>9,866.18</u>	<u>25,000.00</u>	<u>15,133.82</u>	<u>39.46</u>
Total Library Fund	<u>473,168.19</u>	<u>3,487,977.94</u>	<u>6,602,648.00</u>	<u>3,114,670.06</u>	<u>52.83</u>

May 14, 2013

**Des Plaines Public Library
Revenue Report
For the 4 Months Ended April 30, 2013**

	<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	8.32	26.00	0.00	(26.00)	0.00
	<u>8.32</u>	<u>26.00</u>	<u>0.00</u>	<u>(26.00)</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	300,000.00	300,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>8.32</u>	<u>26.00</u>	<u>300,000.00</u>	<u>299,974.00</u>	<u>0.01</u>
Total of All Funds	<u>473,176.51</u>	<u>3,488,003.94</u>	<u>6,902,648.00</u>	<u>3,414,644.06</u>	<u>50.53</u>

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2013**

<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	146,207.93	625,366.78	2,098,574.00	1,473,207.22	29.80
5910200 - Temporary Wages	55,826.69	214,825.92	777,327.00	562,501.08	27.64
	<u>202,034.62</u>	<u>840,192.70</u>	<u>2,875,901.00</u>	<u>2,035,708.30</u>	<u>29.21</u>
Benefits					
5918010 - Unemployment Compensation	300.16	300.16	78,000.00	77,699.84	0.38
5918020 - Employer Contribution - FICA	15,006.39	64,707.95	216,328.00	151,620.05	29.91
5918021 - Employer Contribution - IMRF	25,995.48	109,002.29	363,636.00	254,633.71	29.98
5918040 - Life Insurance Premiums	9.00	36.00	4,100.00	4,064.00	0.88
5918050 - PPO Insurance Premiums	19,370.54	74,786.82	275,713.00	200,926.18	27.12
5918051 - HMO Insurance Premiums	8,223.30	32,893.20	99,504.00	66,610.80	33.06
5918055 - Dental Insurance Premiums	1,703.96	7,110.16	25,543.00	18,432.84	27.84
5918070 - Workers Compensation	0.00	8,278.00	13,500.00	5,222.00	61.32
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>70,608.83</u>	<u>297,114.58</u>	<u>1,077,824.00</u>	<u>780,709.42</u>	<u>27.57</u>
Contractual Services					
5920100 - Legal Fees	116.00	150.50	9,000.00	8,849.50	1.67
5920110 - Professional Services	29,287.73	144,736.50	362,000.00	217,263.50	39.98
5920120 - Communication Services	3,011.12	15,895.56	34,100.00	18,204.44	46.61
5920140 - Data Processing Services	5,680.04	24,439.56	98,500.00	74,060.44	24.81
5920202 - Conferences	723.96	2,633.76	5,000.00	2,366.24	52.68
5920204 - Training	468.10	1,404.10	5,000.00	3,595.90	28.08
5920220 - Membership Dues	0.00	665.00	7,000.00	6,335.00	9.50
5920230 - Publication of Notices	502.80	541.95	2,000.00	1,458.05	27.10
5920990 - Property/Liability Insurance	0.00	28,983.00	33,000.00	4,017.00	87.83
5930010 - R&M Equipment	9,900.33	78,425.23	112,650.00	34,224.77	69.62
5930020 - R&M Buildings & Structures	3,915.00	21,437.39	132,150.00	110,712.61	16.22
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	0.00	0.00	500.00	500.00	0.00
5930210 - Rental of Equipment	4,641.39	13,122.27	31,300.00	18,177.73	41.92
5930320 - Cleaning/Custodial Services	10,422.00	24,022.00	47,400.00	23,378.00	50.68
5930490 - Refuse Contract	364.00	1,450.62	6,000.00	4,549.38	24.18
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	212.95	782.99	1,800.00	1,017.01	43.50
5960070 - Travel Expense	0.00	292.22	500.00	207.78	58.44
5960210 - Special Event Programming	5,903.84	19,734.10	38,800.00	19,065.90	50.86
5960990 - Misc. Contractual Services	10,872.23	31,432.69	84,300.00	52,867.31	37.29
	<u>86,021.49</u>	<u>410,149.44</u>	<u>1,012,250.00</u>	<u>602,100.56</u>	<u>40.52</u>
Commodities					
5970100 - Office Supplies	4,898.00	20,253.13	105,300.00	85,046.87	19.23
5970110 - Meals	153.42	659.85	2,000.00	1,340.15	32.99
5970115 - Supples - Dept/Other	207.19	833.10	5,200.00	4,366.90	16.02
5970170 - Janitorial	2,797.12	5,823.82	28,300.00	22,476.18	20.58
5970260 - Postage & Parcel	143.88	1,665.05	15,000.00	13,334.95	11.10
5970270 - Printng -Reproduction-Binding	526.88	8,548.27	6,500.00	(2,048.27)	131.51
5970500 - Purchase of Water	776.82	1,424.17	6,000.00	4,575.83	23.74
5970600 - Books	28,734.90	97,475.48	342,000.00	244,524.52	28.50

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 4 Months Ended April 30, 2013**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
5970610 - Audio Materials	7,398.71	20,681.35	72,000.00	51,318.65	28.72
5970620 - Subscriptions & Books	1,098.68	20,584.40	68,000.00	47,415.60	30.27
5970630 - Visual Materials	5,983.56	41,558.25	106,000.00	64,441.75	39.21
5970640 - Automated Reference Materials	13,171.98	111,145.90	185,000.00	73,854.10	60.08
5970650 - Downloadable Materials	79.28	9,279.14	45,000.00	35,720.86	20.62
5970810 - Natural Gas	2,602.45	11,804.80	26,000.00	14,195.20	45.40
5970850 - Gasoline	68.34	170.32	1,000.00	829.68	17.03
	<u>68,641.21</u>	<u>351,907.03</u>	<u>1,013,300.00</u>	<u>661,392.97</u>	<u>34.73</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	418.46	3,307.12	7,300.00	3,992.88	45.30
5980420 - Computer Software	514.88	7,244.85	39,770.00	32,525.15	18.22
5980600 - Furniture & Fixtures	0.00	3,268.15	15,200.00	11,931.85	21.50
	<u>933.34</u>	<u>13,820.12</u>	<u>62,270.00</u>	<u>48,449.88</u>	<u>22.19</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	3,719.75	4,783.32	58,000.00	53,216.68	8.25
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>3,719.75</u>	<u>4,783.32</u>	<u>433,000.00</u>	<u>428,216.68</u>	<u>1.10</u>
Total Library Fund Expenditures	<u>431,959.24</u>	<u>1,917,967.19</u>	<u>6,474,545.00</u>	<u>4,556,577.81</u>	<u>29.62</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	96,000.00	96,000.00	0.00
5980400 - Equipment	0.00	0.00	60,000.00	60,000.00	0.00
5980410 - Computer Hardware	0.00	23,960.97	45,000.00	21,039.03	53.25
5980420 - Computer Software	12,000.00	12,000.00	55,000.00	43,000.00	21.82
5980600 - Furniture & Fixtures	0.00	14,833.04	82,000.00	67,166.96	18.09
	<u>12,000.00</u>	<u>50,794.01</u>	<u>338,000.00</u>	<u>287,205.99</u>	<u>15.03</u>
Total Capital Projects Fund Expenditures	<u>12,000.00</u>	<u>50,794.01</u>	<u>353,000.00</u>	<u>302,205.99</u>	<u>14.39</u>
Total of All Funds	<u>443,959.24</u>	<u>1,968,761.20</u>	<u>6,827,545.00</u>	<u>4,858,783.80</u>	<u>28.84</u>

**Des Plaines Public Library
Check Register**

Check Number	Check Date	Payee	Amount
Checks			
12627	04/17/13	EBSCO SUBSCRIPTION SVC	-4,257.06
12671	04/17/13	SMART COMPUTING	-.58.00
12678	05/21/13	ACE DES PLAINES INCORPORATED	103.91
12679	05/21/13	ALARM SECURITY INCORPORATED	198.00
12680	05/21/13	ALLIUM PRESS OF CHICAGO	220.00
12681	05/21/13	ALPHA-GRAPHICS	351.88
12682	05/21/13	AMAZON	1,042.84
12683	05/21/13	ANDERSON LOCK CO LTD	453.80
12684	05/21/13	APPLE BOOKS	44.90
12685	05/21/13	ART EXCURSIONS INCORPORATED	275.00
12686	05/21/13	AUDIOGO	145.04
12687	05/21/13	AUTOMATED LOGIC, INC.	2,666.75
12688	05/21/13	BAKER & TAYLOR	28,577.40
12689	05/21/13	BANKCARD SERVICES	9,588.05
12690	05/21/13	BERNAN	151.94
12691	05/21/13	BRODIE AUSTIN	243.96
12692	05/21/13	C D W GOVERNMENT INCORPORATED	6,389.00
12693	05/21/13	CAPSTONE PRESS INCORPORATED	995.00
12694	05/21/13	CASH REGISTER SERVICES	89.00
12695	05/21/13	CHICAGO OFFICE TECHNOLOGY GROUP	570.52
12696	05/21/13	CHICAGO TRIBUNE	110.42
12697	05/21/13	CHILDREN'S PLUS, INC.	181.30
12698	05/21/13	CITY OF DES PLAINES,	776.82
12699	05/21/13	COOPERATIVE COMPUTER SERVICES	5,680.04
12700	05/21/13	CRYSTAL MAINTENANCE SERVICES CORP	12,778.00
12701	05/21/13	DEMCO EDUCATIONAL CORP	861.39
12702	05/21/13	EBSCO SUBSCRIPTION SVC	3,026.95
12703	05/21/13	ENVIRONMENTS THAT WORK	52.80
12704	05/21/13	FARONICS TECHNOLOGIES USA, INC.	388.89
12705	05/21/13	FEDERAL EXPRESS	130.20
12706	05/21/13	FINDAWAY WORLD LLC	309.96
12707	05/21/13	GALE	1,375.87
12708	05/21/13	GREY HOUSE PUBLISHING	495.00
12709	05/21/13	HAINES & COMPANY, INC	893.00
12710	05/21/13	ILLINOIS LIGHTING, INC.	245.20
12711	05/21/13	ILLINOIS PUMP, INC.	236.25
12712	05/21/13	IMPACT NETWORKING, LLC.	1,444.02
12713	05/21/13	INVICTA SERVICES LLC	143.85
12714	05/21/13	KELLY MARON HORVATH	3,719.75
12715	05/21/13	KLEIN, THORPE & JENKINS, LTD.	58.50
12716	05/21/13	LACONI	15.00
12717	05/21/13	LAUTERBACH & AMEN, LLP.	1,430.00
12718	05/21/13	LAW OFFICES OF ANCEL, GLINK	57.50
12719	05/21/13	LIMRiCC	36,659.92
12720	05/21/13	LYNNE RUBIO	225.00
12721	05/21/13	MAIL FINANCE	177.00
12722	05/21/13	MATTHEW BENDER & COMPANY INC	86.59
12723	05/21/13	METRO PROFESSIONAL PRODUCTS, INC.	519.89
12724	05/21/13	MICROSYSTEMS, INC.	162.37
12725	05/21/13	MIDWEST TAPE	13,301.92
12726	05/21/13	MY HERITAGE (USA) INC.	2,000.00
12727	05/21/13	OFFICE DEPOT	1,089.50
12728	05/21/13	OUTSOURCE SOLUTIONS GROUP, INC.	29,157.78
12729	05/21/13	PADDOCK PUBLICATIONS, INC.	175.00
12730	05/21/13	PARK RIDGE PUBLIC LIBRARY	44.99
12731	05/21/13	Program One Prof Building Servc, Inc	772.00
12732	05/21/13	PROQUEST LLC	2,300.00
12733	05/21/13	RADIO DISNEY CHICAGO	4,500.00
12734	05/21/13	RANDOM HOUSE INCORPORATED	128.25
12735	05/21/13	REBECCA KAI DOTLICH	157.90
12736	05/21/13	RECORD INFORMATION SERVICES INC	652.00

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All checkbooks
April 2013Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
12737	05/21/13	RECORDED BOOKS, LLC	1,017.20
12738	05/21/13	REPUBLIC SERVICES	364.00
12739	05/21/13	ROSEN PUBLISHING, INC.	1,595.70
12740	05/21/13	RUNCO OFFICE SUPPLY	973.69
12741	05/21/13	SCHOLASTIC LIBRARY PUBLISHING	4,326.00
12742	05/21/13	SIGN PALACE	175.00
12743	05/21/13	SPEED-E-KLEEN, INC.	120.00
12744	05/21/13	TELEVEND SERVICES INCORPORATED	108.85
12745	05/21/13	THE CHILD'S WORLD	136.65
12746	05/21/13	THOMSON REUTERS-WEST	63.60
12747	05/21/13	TIMOTHY HASKELL	125.00
12748	05/21/13	VALDES ENTERPRISES	1,173.32
12749	05/21/13	VIKING PLUMBING SERVICES, LLC	115.00
12750	05/21/13	WAREHOUSE DIRECT, INC.	65.32
12751	05/21/13	WAVE TEAM LLC	1,345.00
12752	05/21/13	WILLIAM BRUCE BIXLER	175.00
12753	05/21/13	WORLD TRADE PRESS	694.58
12754	05/21/13	METHODTREE, INC.	12,000.00
50416	04/30/13	CALL ONE	656.73
50417	04/30/13	AT&T	594.97
50418	04/30/13	McLeod USA, Inc	293.27
50419	04/30/13	VERIZON WIRELESS	695.28
50420	04/30/13	COMCAST CABLE	212.20
50421	04/30/13	LEVEL(3) COMMUNICATIONS, LLC.	438.38
50422	04/30/13	NEO-POST USA, INC.	1,000.00
50423	04/30/13	NICOR GAS	2,602.45
50424	04/30/13	GE CAPITAL	1,488.13
50425	04/30/13	WOW! INTERENT CABLE	120.29
50426	04/30/13	PRO DATA	774.40
50427	04/30/13	IMRF	33,878.21
Total checks	91	Total	<u>241,640.97</u>

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First Midwest Bank
05/21/13-05/21/13

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	12678	05/21/13	103.91
Account No. Description		Amount	
201-5970170 Customer #204173		103.91	
ALARM SECURITY INCORPORATED	12679	05/21/13	198.00
Account No. Description		Amount	
201-5930020 Invoice # S109051		198.00	
ALLIUM PRESS OF CHICAGO	12680	05/21/13	220.00
Account No. Description		Amount	
201-5970600 Invoice # 00418		220.00	
ALPHA-GRAPHICS	12681	05/21/13	351.88
Account No. Description		Amount	
201-5970270 Invoice # 38243		351.88	
AMAZON	12682	05/21/13	1,042.84
Account No. Description		Amount	
201-5970600 APRIL AMAZON		577.37	
201-5970610 APRIL AMAZON		288.07	
201-5970630 APRIL AMAZON		177.40	
ANDERSON LOCK CO LTD	12683	05/21/13	453.80
Account No. Description		Amount	
201-5930020 INVOICE #7038804		453.80	
APPLE BOOKS	12684	05/21/13	44.90
Account No. Description		Amount	
201-5970600 INVOICE #95903		19.95	
201-5970600 INVOICE #96334		24.95	
ART EXCURSIONS INCORPORATED	12685	05/21/13	275.00
Account No. Description		Amount	
201-5960210 Invoice #2006-1679		275.00	
AUDIOGO	12686	05/21/13	145.04
Account No. Description		Amount	
201-5970610 Invoice # 485766		145.04	
AUTOMATED LOGIC, INC.	12687	05/21/13	2,666.75
Account No. Description		Amount	
201-5930020 Invoice # 018742		2,666.75	
BAKER & TAYLOR	12688	05/21/13	28,577.40
Account No. Description		Amount	
201-5960990 Invoice # 2028101867		28.60	
201-5960990 Invoice # 2028121543		85.70	
201-5960990 Invoice # 2028128626		29.45	
201-5960990 Invoice # 2028124329		68.80	
201-5960990 Invoice # 2028124280		46.35	
201-5960990 Invoice # 2028095399		74.75	
201-5960990 Invoice # 2028052483		33.00	
201-5960990 Invoice # 2028060300		12.96	
201-5960990 Invoice # 2028052358		3.95	
201-5960990 Invoice # 2028054632		4.71	
201-5960990 Invoice # 2028052479		29.40	
201-5960990 Invoice # 2028054650		1.50	
201-5960990 Invoice # 2028060653		2.55	
201-5960990 Invoice # 2028063860		3.54	
201-5960990 Invoice # 2028052369		4.50	
201-5960990 Invoice # 2028052467		6.40	
201-5960990 Invoice # 2028077128		1.77	
201-5960990 Invoice # 2027635246		1.29	

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First Midwest Bank
05/21/13-05/21/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028082617		3.20
201-5960990	Invoice # 2028072652		30.55
201-5960990	Invoice # 2027972152		5.84
201-5960990	Invoice # 2028068499		5.53
201-5960990	Invoice # 2027943165		5.84
201-5960990	Invoice # 2028142788		5.95
201-5960990	Invoice # 2028142786		14.58
201-5960990	Invoice # 2028142738		21.97
201-5960990	Invoice # 2028142741		5.62
201-5960990	Invoice # 2028141884		1.35
201-5960990	Invoice # 2028142740		3.00
201-5960990	Invoice # 2028148746		1.77
201-5960990	Invoice # 2028146046		112.90
201-5960990	Invoice # 2028135010		19.35
201-5960990	Invoice # 2028126719		2.55
201-5960990	Invoice # 2028144573		60.30
201-5960990	Invoice # 2028119341		1.50
201-5960990	Invoice # 2028129806		1.50
201-5960990	Invoice # 2028130699		7.80
201-5960990	Invoice # 2028130827		19.35
201-5960990	Invoice # 2028129694		94.42
201-5960990	Invoice # 2028125565		30.00
201-5960990	Invoice # 2028126783		9.35
201-5960990	Invoice # 2028056380		0.70
201-5960990	Invoice # 2028053390		1.40
201-5960990	Invoice # 2028055027		60.45
201-5960990	Invoice # 2028065502		177.45
201-5960990	Invoice # 2028072353		8.30
201-5960990	Invoice # 2028082486		2.10
201-5960990	Invoice # 2028080446		58.10
201-5960990	Invoice # 2028083663		87.60
201-5960990	Invoice # 2028090326		2.10
201-5960990	Invoice # 2028079815		75.45
201-5960990	Invoice # 2028100539		5.60
201-5960990	Invoice # 2028103204		7.60
201-5960990	Invoice # 2028072844		114.70
201-5960990	Invoice # 2028071407		48.28
201-5960990	Invoice # 2028071570		5.77
201-5960990	Invoice # 2028063855		1.70
201-5960990	Invoice # 2028081857		7.50
201-5960990	Invoice # 2028108845		4.70
201-5960990	Invoice # 2028100913		5.60
201-5960990	Invoice # 2028098803		24.30
201-5960990	Invoice # 2028096721		9.00
201-5960990	Invoice # 2028116937		19.70
201-5960990	Invoice # 2028091100		32.00
201-5960990	Invoice # 2028081779		3.20
201-5960990	Invoice # 2028081626		7.30
201-5960990	Invoice # 2027946191		5.69
201-5960990	Invoice # 2028082533		5.85
201-5960990	Invoice # 2027990572		5.69
201-5960990	Invoice # 2028096621		11.10
201-5960990	Invoice # 2028096726		27.00
201-5960990	Invoice # 2028090833		4.90
201-5960990	Invoice # 2028098793		2.81
201-5960990	Invoice # 2028105076		2.89
201-5960990	Invoice # 2028098810		1.50
201-5960990	Invoice # 2028098887		13.75
201-5960990	Invoice # 2028096691		4.71
201-5960990	Invoice # 2028098850		11.21
201-5960990	Invoice # 2028130665		3.55
201-5960990	Invoice # 2028126748		2.81
201-5960990	Invoice # 2028126786		19.44

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027928622		18.37
201-5960990	Invoice # 2028072722		6.48
201-5960990	Invoice # 2028072691		64.35
201-5960990	Invoice # 2028063678		5.95
201-5960990	Invoice # 2028086615		1.40
201-5960990	Invoice # 2028085219		18.00
201-5960990	Invoice # 2028082721		6.00
201-5960990	Invoice # 2028116137		11.36
201-5960990	Invoice # 2028116981		6.40
201-5960990	Invoice # 2028121266		3.54
201-5960990	Invoice # 2028115903		16.65
201-5960990	Invoice # 2028109110		30.00
201-5960990	Invoice # 2028119609		16.05
201-5960990	Invoice # 2028111875		59.50
201-5960990	Invoice # 2028129743		66.30
201-5960990	Invoice # 2028126920		5.53
201-5960990	Invoice # 2028119373		18.99
201-5960990	Invoice # 2028140718		14.10
201-5970600	Invoice # 2028052483		332.47
201-5970600	Invoice # 2028060300		124.90
201-5970600	Invoice # 2028052358		128.66
201-5970600	Invoice # 2028054632		44.26
201-5970600	Invoice # 2028052479		306.60
201-5970600	Invoice # 2028054650		9.63
201-5970600	Invoice # 2028060653		43.23
201-5970600	Invoice # 2028063860		31.78
201-5970600	Invoice # 2028052369		28.94
201-5970600	Invoice # 2028052467		57.85
201-5970600	Invoice # 2028077128		13.62
201-5970600	Invoice # 2027635246		27.78
201-5970600	Invoice # 2028082617		58.63
201-5970600	Invoice # 2028072652		262.85
201-5970600	Invoice # 2027972152		7.77
201-5970600	Invoice # 2028068499		22.49
201-5970600	Invoice # 2027943165		4.77
201-5970600	Invoice # 2028142788		230.98
201-5970600	Invoice # 2028142786		132.22
201-5970600	Invoice # 2028142738		40.60
201-5970600	Invoice # 2028142741		17.31
201-5970600	Invoice # 2028124328		1,200.28
201-5970600	Invoice # 2028141883		14.19
201-5970600	Invoice # 2028142740		22.59
201-5970600	Invoice # 2028148746		14.20
201-5970600	Credit # 000236165		-11.87
201-5970600	Invoice # 2028146045		1,648.10
201-5970600	Invoice # 2028135010		98.01
201-5970600	Invoice # 2028126719		22.49
201-5970600	Invoice # 2028138282		67.52
201-5970600	Invoice # 2028119341		15.19
201-5970600	Invoice # 2028129806		17.02
201-5970600	Invoice # 2028130699		70.88
201-5970600	Invoice # 2028130827		189.60
201-5970600	Invoice # 2028129694		214.48
201-5970600	Invoice # 2028125565		316.17
201-5970600	Invoice # 2028126783		60.19
201-5970600	Invoice # 2028144572		994.28
201-5970600	Invoice # DED101096016		664.31
201-5970600	Invoice # COA101119291		-664.49
201-5970600	Credit # 0002369165		-11.87
201-5970600	Invoice # 2028056379		11.93
201-5970600	Invoice # 2028053389		17.92
201-5970600	Invoice # 2028055026		1,279.44
201-5970600	Invoice # 2028065501		2,390.15

First Midwest Bank
05/21/13-05/21/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2028072352		116.05
201-5970600	Invoice # 0000138404		113.77
201-5970600	Invoice # 2028082485		20.91
201-5970600	Invoice # 2028080445		896.29
201-5970600	Invoice # 2028083662		1,219.36
201-5970600	Invoice # 2028124335		1,013.36
201-5970600	Invoice # 2028090325		32.12
201-5970600	Invoice # 2028079814		1,328.09
201-5970600	Invoice # 2028101718		214.99
201-5970600	Invoice # 2028100538		127.27
201-5970600	Invoice # 2028103203		130.45
201-5970600	Invoice # 2028101866		545.15
201-5970600	Invoice # 2028121542		1,325.30
201-5970600	Invoice # 2028128625		469.18
201-5970600	Invoice # 2028124279		637.90
201-5970600	Invoice # 2028095398		1,351.10
201-5970600	Invoice # 2028072844		964.88
201-5970600	Invoice # 2028071407		159.40
201-5970600	Invoice # 2028071570		9.55
201-5970600	Invoice # 2028063855		23.71
201-5970600	Invoice # 2028081857		75.83
201-5970600	Invoice # 2028108845		31.78
201-5970600	Invoice # 2028100913		29.86
201-5970600	Invoice # 2028098803		272.80
201-5970600	Invoice # 2028096721		76.19
201-5970600	Invoice # 2028116937		195.36
201-5970600	Invoice # 2028091100		334.27
201-5970600	Invoice # 2028081779		52.87
201-5970600	Invoice # 2028081626		62.99
201-5970600	Invoice # 2028082533		56.74
201-5970600	Invoice # 2027946191		15.28
201-5970600	Invoice # 2027990572		14.31
201-5970600	Invoice # 2028096621		146.53
201-5970600	Invoice # 2028096726		283.47
201-5970600	Invoice # 2028090833		51.82
201-5970600	Invoice # 2028098793		5.97
201-5970600	Invoice # 2028105076		27.22
201-5970600	Invoice # 2028098810		17.02
201-5970600	Invoice # 2028098887		184.48
201-5970600	Invoice # 2028096691		44.25
201-5970600	Invoice # 2028098850		32.82
201-5970600	Invoice # 2028130665		73.00
201-5970600	Invoice # 2028126748		9.54
201-5970600	Invoice # 2028126786		183.50
201-5970600	Invoice # 2027928622		19.10
201-5970600	Invoice # 2028072722		57.84
201-5970600	Invoice # 2028072691		667.34
201-5970600	Invoice # 2028063678		96.01
201-5970600	Invoice # 2028086615		21.97
201-5970600	Invoice # 2028085219		110.62
201-5970600	Invoice # 2028082721		63.56
201-5970600	Invoice # 2028116137		28.66
201-5970600	Invoice # 2028116981		65.87
201-5970600	Invoice # 2028121266		30.06
201-5970600	Invoice # 2028115903		151.87
201-5970600	Invoice # 2028109110		314.97
201-5970600	Invoice # 2028119609		160.47
201-5970600	Invoice # 2028111875		370.53
201-5970600	Invoice # 2028129743		383.76
201-5970600	Invoice # 2028126920		15.54
201-5970600	Invoice # 2028119373		184.71
201-5970600	Invoice # 2028140718		93.78
201-5970610	Invoice # 2028076165		19.04

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # M13877850		11.01	
BANKCARD SERVICES	12689	05/21/13	9,588.05
Account No. Description		Amount	
201-5920202 VISA - April 2013		480.00	
201-5920204 VISA - April 2013		228.10	
201-5920230 VISA - April 2013		502.80	
201-5930010 VISA - April 2013		62.79	
201-5930210 VISA - April 2013		2,976.26	
201-5960210 VISA - April 2013		795.94	
201-5960990 VISA - April 2013		1,778.80	
201-5970100 VISA - April 2013		1,746.45	
201-5970110 VISA - April 2013		153.42	
201-5970115 VISA - April 2013		207.19	
201-5970260 VISA - April 2013		13.68	
201-5970640 VISA - April 2013		495.00	
201-5970650 VISA - April 2013		79.28	
201-5970850 VISA - April 2013		68.34	
BERNAN	12690	05/21/13	151.94
Account No. Description		Amount	
201-5970640 Invoice # I10722608		151.94	
BRODIE AUSTIN	12691	05/21/13	243.96
Account No. Description		Amount	
201-5920202 Travel Reimbursement		243.96	
C D W GOVERNMENT INCORPORATED	12692	05/21/13	6,389.00
Account No. Description		Amount	
201-5930010 Invoice # BK91036		6,389.00	
CAPSTONE PRESS INCORPORATED	12693	05/21/13	995.00
Account No. Description		Amount	
201-5970640 Invoice # CI10310927		995.00	
CASH REGISTER SERVICES	12694	05/21/13	89.00
Account No. Description		Amount	
201-5930010 Invoice# 8943		89.00	
CHICAGO OFFICE TECHNOLOGY GROUP	12695	05/21/13	570.52
Account No. Description		Amount	
201-5930010 Invoice # 213588		349.13	
201-5930010 Invoice # 207632		28.11	
201-5930010 Invoice # 207641		193.28	
CHICAGO TRIBUNE	12696	05/21/13	110.42
Account No. Description		Amount	
201-5970620 Account #000132774158		110.42	
CHILDREN'S PLUS, INC.	12697	05/21/13	181.30
Account No. Description		Amount	
201-5970600 Invoice # 091947		181.30	
CITY OF DES PLAINES,	12698	05/21/13	776.82
Account No. Description		Amount	
201-5970500		776.82	
COOPERATIVE COMPUTER SERVICES	12699	05/21/13	5,680.04
Account No. Description		Amount	
201-5920140 OCLC April 2013		1,410.71	
201-5920140 INVOICE #CCS 4/1/13		4,269.33	
CRYSTAL MAINTENANCE SERVICES COR	12700	05/21/13	12,778.00

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First Midwest Bank
05/21/13-05/21/13

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description		Amount	
201-5930320 Invoice # 21230		3,340.00	
201-5930320 Invoice # 21216		6,190.00	
201-5960990 Invoice # 21150		1,768.00	
201-5960990 Invoice # 21218		1,480.00	
DEMCO EDUCATIONAL CORP	12701	05/21/13	861.39
Account No. Description		Amount	
201-5970100 Invoice # 4951880		393.08	
201-5970100 Invoice # 4949013		34.59	
201-5970100 Invoice # 4931569		140.94	
201-5970100 Invoice # 4927134		292.78	
EBSCO SUBSCRIPTION SVC	12702	05/21/13	3,026.95
Account No. Description		Amount	
201-5970620 Invoice # 1431711		4,086.07	
201-5970620 Invoice # 1429668		104.00	
201-5970620 Invoice # 1429384		81.95	
201-5970620 Invoice # 1430467		23.94	
201-5970620 Invoice # 1434602		44.92	
201-5970620 Credit Memo # 0002192		-24.00	
201-5970620 Credit Memo # 0021793		-565.30	
201-5970620 Credit Memo # 0007707		-333.84	
201-5970620 Credit Memo # 0007706		-121.72	
201-5970620 Credit Memo # 0018021		-38.90	
201-5970620 Credit from Inv # 1426524		-230.17	
ENVIRONMENTS THAT WORK	12703	05/21/13	52.80
Account No. Description		Amount	
201-5970100 Invoice # 13-6893		52.80	
FARONICS TECHNOLOGIES USA, INC.	12704	05/21/13	388.89
Account No. Description		Amount	
201-5980420 Invoice # INU0123794		388.89	
FEDERAL EXPRESS	12705	05/21/13	130.20
Account No. Description		Amount	
201-5970260 2-250-00317		130.20	
FINDAWAY WORLD LLC	12706	05/21/13	309.96
Account No. Description		Amount	
201-5970610 Invoice # 94045		309.96	
GALE	12707	05/21/13	1,375.87
Account No. Description		Amount	
201-5970600 Credit #99118754		-543.40	
201-5970640 Invoice #99112997		712.75	
201-5970640 Invoice #99117355		893.50	
201-5970640 Invoice #98930908		558.60	
201-5970640 Invoice #99161316		299.92	
201-5970640 Credit #99173063		-712.75	
201-5970640 Invoice #99070832		167.25	
GREY HOUSE PUBLISHING	12708	05/21/13	495.00
Account No. Description		Amount	
201-5970640 Invoice # 867587		330.00	
201-5970640 Invoice # 867730		165.00	
HAINES & COMPANY, INC	12709	05/21/13	893.00
Account No. Description		Amount	
201-5970640 Invoice #354299		893.00	
ILLINOIS LIGHTING, INC.	12710	05/21/13	245.20

First Midwest Bank
05/21/13-05/21/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5930020		Amount 245.20	
Description Invoice # 14789			
ILLINOIS PUMP, INC.	12711	05/21/13	236.25
Account No. 201-5930020		Amount 236.25	
Description Invoice #S-8574			
IMPACT NETWORKING, LLC.	12712	05/21/13	1,444.02
Account No. 201-5930010		Amount 620.94	
Description Invoice # 246846			
201-5930010		823.08	
INVICTA SERVICES LLC	12713	05/21/13	143.85
Account No. 201-5960990		Amount 143.85	
Description Invoice #1623			
KELLY MARON HORVATH	12714	05/21/13	3,719.75
Account No. 201-5990900		Amount 3,719.75	
Description Invoice # 002			
KLEIN, THORPE & JENKINS, LTD.	12715	05/21/13	58.50
Account No. 201-5920100		Amount 58.50	
Description Matter ID 1657-001			
LACONI	12716	05/21/13	15.00
Account No. 201-5920204		Amount 15.00	
Description Roberta Johnson Meeting			
LAUTERBACH & AMEN, LLP.	12717	05/21/13	1,430.00
Account No. 201-5920110		Amount 1,430.00	
Description Invoice No. 1132 - March			
LAW OFFICES OF ANCEL, GLINK	12718	05/21/13	57.50
Account No. 201-5920100		Amount 57.50	
Description Statement # 33904			
LIMRiCC	12719	05/21/13	36,659.92
Account No. 201-2401002		Amount 36,659.92	
Description April 2013 Insurance			
LYNNE RUBIO	12720	05/21/13	225.00
Account No. 201-5920204		Amount 225.00	
Description ARRT GENRE BOOT CAMP			
MAIL FINANCE	12721	05/21/13	177.00
Account No. 201-5930210		Amount 177.00	
Description #N3958736			
MATTHEW BENDER & COMPANY INC	12722	05/21/13	86.59
Account No. 201-5970640		Amount 86.59	
Description Invoice # 35924209			
METHODTREE, INC.	12754	05/21/13	12,000.00
Account No. 202-5980420		Amount 12,000.00	
Description Website Redesign Project			
METRO PROFESSIONAL PRODUCTS, INC.	12723	05/21/13	519.89
Account No. 201-5970170		Amount 519.89	
Description Invoice # 086613			
MICROSYSTEMS, INC.	12724	05/21/13	162.37
Account No. 201-5970620		Amount 162.37	
Description Invoice # 1000068302			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
MIDWEST TAPE	12725	05/21/13	13,301.92
Account No.	Description	Amount	
201-5960990	Invoice # 90870837	9.75	
201-5960990	Invoice # 90889077	15.75	
201-5960990	Invoice # 90903066	6.50	
201-5960990	Invoice # 90931459	9.75	
201-5960990	Invoice # 90933569	48.25	
201-5960990	Invoice # 90933881	70.50	
201-5960990	Invoice # 90926542	3.25	
201-5960990	Invoice # 90926540	31.00	
201-5960990	Invoice # 90921525	158.75	
201-5960990	Invoice # 90921526	29.45	
201-5960990	Invoice # 90885883	26.00	
201-5960990	Invoice # 90885880	84.00	
201-5960990	Invoice # 90926541	92.40	
201-5960990	Invoice # 90931458	46.95	
201-5960990	Invoice # 90933883	89.78	
201-5960990	Invoice # 90933882	11.10	
201-5960990	Invoice # 90921523	107.80	
201-5960990	Invoice # 90921522	16.65	
201-5960990	Invoice # 90909647	24.05	
201-5960990	Invoice # 90889079	1.85	
201-5960990	Invoice # 90870835	5.55	
201-5960990	Invoice # 90885884	11.10	
201-5960990	Invoice # 90875880	39.99	
201-5960990	Invoice # 90889260	3.85	
201-5960990	Invoice # 90885882	19.25	
201-5960990	Invoice # 90895614	139.85	
201-5960990	Invoice # 90903062	92.40	
201-5960990	Invoice # 90903065	119.75	
201-5960990	Invoice # 90892582	61.75	
201-5960990	Invoice # 90895613	226.05	
201-5960990	Invoice # 90944463	3.70	
201-5960990	Invoice # 90944461	12.00	
201-5960990	Invoice # 90944460	3.25	
201-5960990	Invoice # 90926528	14.80	
201-5960990	Invoice # 90875882	3.85	
201-5960990	Invoice # 90931456	7.40	
201-5960990	Invoice # 90903064	12.95	
201-5960990	Invoice # 90903061	3.85	
201-5960990	Invoice # 90892581	27.75	
201-5960990	Invoice # 90892569	161.95	
201-5960990	Invoice # 90931670	26.10	
201-5970600	Invoice # 90728319	22.49	
201-5970600	Invoice # 90836407	22.49	
201-5970600	Invoice # 90890467	75.72	
201-5970600	Invoice # 90906254	20.24	
201-5970610	Invoice # 90926541	260.76	
201-5970610	Invoice # 90931458	131.73	
201-5970610	Invoice # 90933883	26.95	
201-5970610	Invoice # 90933882	204.94	
201-5970610	Invoice # 90921523	343.82	
201-5970610	Invoice # 90921522	292.91	
201-5970610	Invoice # 90909647	425.87	
201-5970610	Invoice # 90889079	29.99	
201-5970610	Invoice # 90870835	129.97	
201-5970610	Invoice # 90885884	229.94	
201-5970610	Invoice # 90875880	1.85	
201-5970610	Invoice # 90889260	11.24	
201-5970610	Invoice # 90885882	61.45	
201-5970610	Invoice # 90895614	460.59	
201-5970610	Invoice # 90903062	278.31	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 90944463		74.98
201-5970610	Invoice # 90873721		74.23
201-5970610	Invoice # 90890465		547.90
201-5970610	Invoice # 90906252		155.97
201-5970610	Invoice # 90925216		119.98
201-5970610	Invoice # 90926528		200.92
201-5970610	Invoice # 90875882		11.24
201-5970610	Invoice # 90931456		144.96
201-5970610	Invoice # 90903064		256.93
201-5970610	Invoice # 90903061		9.74
201-5970610	Invoice # 90892581		530.85
201-5970610	Invoice # 90892569		512.13
201-5970630	Invoice # 90870837		51.72
201-5970630	Invoice # 90889077		82.46
201-5970630	Invoice # 90903066		59.98
201-5970630	Invoice # 90931459		71.97
201-5970630	Invoice # 90933569		401.86
201-5970630	Invoice # 90933881		415.30
201-5970630	Invoice # 90926542		19.99
201-5970630	Invoice # 90926540		108.68
201-5970630	Invoice # 90921525		1,030.02
201-5970630	Invoice # 90921526		260.31
201-5970630	Invoice # 90885883		221.92
201-5970630	Invoice # 90885880		500.00
201-5970630	Invoice # 90903065		687.39
201-5970630	Invoice # 90892582		293.06
201-5970630	Invoice # 90895613		1,252.56
201-5970630	Invoice # 90925218		16.99
201-5970630	Invoice # 90944461		29.80
201-5970630	Invoice # 90944460		11.24
201-5970630	Invoice # 90940283		123.98
201-5970630	Invoice # 90931670		110.93
MY HERITAGE (USA) INC.	12726	05/21/13	2,000.00
Account No.	Description	Amount	
201-5970640	Invoice # 2013-1061	2,000.00	
OFFICE DEPOT	12727	05/21/13	1,089.50
Account No.	Description	Amount	
201-5970100	Invoice # 654320241001	37.99	
201-5970100	Invoice # 653983256001	24.38	
201-5970100	Invoice # 654036176001	824.70	
201-5970100	Invoice # 652058625001	73.43	
201-5970100	Invoice # 652939527001	74.78	
201-5970100	Invoice # 652094392001	38.73	
201-5970100	Invoice # 654320242001	15.49	
OUTSOURCE SOLUTIONS GROUP, INC.	12728	05/21/13	29,157.78
Account No.	Description	Amount	
201-5920110	Invoice # 17269	27,083.33	
201-5960990	Invoice # 17116	1,250.00	
201-5960990	Invoice # 17276	280.00	
201-5980410	Invoice # 17208	418.46	
201-5980420	Invoice # 17166	125.99	
PADDOCK PUBLICATIONS, INC.	12729	05/21/13	175.00
Account No.	Description	Amount	
201-5970620	Account # 898489	175.00	
PARK RIDGE PUBLIC LIBRARY	12730	05/21/13	44.99
Account No.	Description	Amount	
201-5970630	Invoice # 041513	44.99	

First Midwest Bank
05/21/13-05/21/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Program One Prof Building Servc, Inc	12731	05/21/13	772.00
Account No. Description		Amount	
201-5930320 Invoice # 49027		772.00	
PROQUEST LLC	12732	05/21/13	2,300.00
Account No. Description		Amount	
201-5970620 Invoice # 70207670		1,900.00	
201-5970640 Invoice # 70202172		400.00	
RADIO DISNEY CHICAGO	12733	05/21/13	4,500.00
Account No. Description		Amount	
201-5960210 INVOICE #15206		4,500.00	
RANDOM HOUSE INCORPORATED	12734	05/21/13	128.25
Account No. Description		Amount	
201-5970610 Invoice # 1086720723		128.25	
REBECCA KAI DOTLICH	12735	05/21/13	157.90
Account No. Description		Amount	
201-5960210 Travel Reimbursement		157.90	
RECORD INFORMATION SERVICES INC	12736	05/21/13	652.00
Account No. Description		Amount	
201-5970640 Invoice # 33762		652.00	
RECORDED BOOKS, LLC	12737	05/21/13	1,017.20
Account No. Description		Amount	
201-5970610 Invoice # 74713528		111.37	
201-5970610 Invoice # 74709310		23.18	
201-5970610 Invoice # 74708638		14.99	
201-5970610 Invoice # 74702999		222.74	
201-5970610 Invoice # 74706489		74.26	
201-5970610 Invoice # 74704451		46.58	
201-5970610 Invoice # 74703154		97.44	
201-5970610 Invoice # 74704317		97.87	
201-5970610 Invoice # 74697359		6.95	
201-5970610 Invoice # 74701394		60.08	
201-5970610 Invoice # 74700546		111.37	
201-5970610 Invoice # 74701236		111.37	
201-5970620 Invoice # 74660710		39.00	
REPUBLIC SERVICES	12738	05/21/13	364.00
Account No. Description		Amount	
201-5930490 Invoice # 0551-010124709		364.00	
ROSEN PUBLISHING, INC.	12739	05/21/13	1,595.70
Account No. Description		Amount	
201-5970600 Invoice # 564257		1,595.70	
RUNCO OFFICE SUPPLY	12740	05/21/13	973.69
Account No. Description		Amount	
201-5970100 Invoice # 541843-0		50.61	
201-5970100 Credit # 540664-0		-7.99	
201-5970100 Credit # 540071-0		-7.99	
201-5970100 Invoice # 540765-0		7.99	
201-5970100 Invoice # 540664-0		7.99	
201-5970100 Invoice # 538779-0		355.40	
201-5970100 Invoice # 538479-0		567.68	
SCHOLASTIC LIBRARY PUBLISHING	12741	05/21/13	4,326.00
Account No. Description		Amount	
201-5970640 Invoice # 11408642		4,326.00	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
SIGN PALACE	12742	05/21/13	175.00
Account No. 201-5970270		Amount 175.00	
Description Invoice # 10652			
SPEED-E-KLEEN, INC.	12743	05/21/13	120.00
Account No. 201-5930320		Amount 120.00	
Description Invoice # 3777			
TELEVEND SERVICES INCORPORATED	12744	05/21/13	108.85
Account No. 201-5970100		Amount 108.85	
Description Invoice # 4376			
THE CHILD'S WORLD	12745	05/21/13	136.65
Account No. 201-5970600		Amount 136.65	
Description Invoice # NA119521			
THOMSON REUTERS-WEST	12746	05/21/13	63.60
Account No. 201-5970640		Amount 31.80	
Description Invoice # 826828823			
Account No. 201-5970640		Amount 31.80	
Description Invoice # 827035768			
TIMOTHY HASKELL	12747	05/21/13	125.00
Account No. 201-5960990		Amount 125.00	
Description Invoice # 052113			
VALDES ENTERPRISES	12748	05/21/13	1,173.32
Account No. 201-5970170		Amount 342.00	
Description Invoice # 2036			
Account No. 201-5970170		Amount 352.50	
Description Invoice # 1955			
Account No. 201-5970170		Amount 478.82	
Description Invoice # 2097			
VIKING PLUMBING SERVICES, LLC	12749	05/21/13	115.00
Account No. 201-5930020		Amount 115.00	
Description Invoice # 4674			
WAREHOUSE DIRECT, INC.	12750	05/21/13	65.32
Account No. 201-5970100		Amount 65.32	
Description Invoice # 1923698-0			
WAVE TEAM LLC	12751	05/21/13	1,345.00
Account No. 201-5930010		Amount 1,345.00	
Description Invoice # I3iNPL424			
WILLIAM BRUCE BIXLER	12752	05/21/13	175.00
Account No. 201-5960210		Amount 175.00	
Description Linkedin Workshop - 6/22			
WORLD TRADE PRESS	12753	05/21/13	694.58
Account No. 201-5970640		Amount 694.58	
Description Invoice # INV59689			
		TOTAL	<u>203,201.72</u>

**Des Plaines Public Library
ACH Report**

Vendor Name	Chk. No.	Check Date	Amount
CALL ONE	50416	04/30/13	656.73
Account No.		Amount	
201-5920120		ACH	328.40
201-5920120		ACH	328.33
AT&T	50417	04/30/13	594.97
Account No.		Amount	
201-5920120		ACH	594.97
McLeod USA, Inc	50418	04/30/13	293.27
Account No.		Amount	
201-5920120		ACH	293.27
VERIZON WIRELESS	50419	04/30/13	695.28
Account No.		Amount	
201-5920120		ACH	695.28
COMCAST CABLE	50420	04/30/13	212.20
Account No.		Amount	
201-5920120		ACH	212.20
LEVEL(3) COMMUNICATIONS, LLC.	50421	04/30/13	438.38
Account No.		Amount	
201-5920120		ACH	438.38
NEO-POST USA, INC.	50422	04/30/13	1,000.00
Account No.		Amount	
201-5970170		ACH	1,000.00
NICOR GAS	50423	04/30/13	2,602.45
Account No.		Amount	
201-5970810		ACH	2,602.45
GE CAPITAL	50424	04/30/13	1,488.13
Account No.		Amount	
201-5930210		ACH	1,488.13
WOW! INTERENT CABLE	50425	04/30/13	120.29
Account No.		Amount	
201-5920120		ACH	120.29
PRO DATA	50426	04/30/13	774.40
Account No.		Amount	
201-5920110		4/5 Payroll Process Fee	238.00
201-5920110		4/19 Payroll Process Fee	536.40
IMRF	50427	04/30/13	33,878.21
Account No.		Amount	
201-2401002		04/2013 EE IMRF Contrib	7,882.73
201-5918021		04/2013 ER IMRF Contrib	25,995.48
TOTAL			<u>42,754.31</u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2013

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 4,846,007	\$ 5,129,679	\$ 6,842,741	\$ 6,905,354	\$	\$	\$	\$	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626	435,503								
Other Revenue	15,762	12,970	23,118	37,674								
	15,762	824,322	2,174,744	473,177	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643								
Other Expense	348,979	162,895	148,263	171,316								
Change in A/P & AJE's	(84,393)	90,891	10,233	(33,396)								
	539,201	540,650	461,681	410,563	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	-	-	-	-	-	-	-	-

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Des Plaines Public Library
 Disbursement Reconciliation
 April 30, 2013

Total Expenses per Expense Report			<u>\$443,959.24</u>
Gross Payroll	\$202,034.62		
Benefits Expense	<u>70,608.83</u>		
Total Payroll Expenses		\$272,643.45	
Vendor Checks Report		\$203,201.72	
Vendor ACH Report		<u>42,754.31</u>	
Total expenses per payroll and vendor checks reports			<u>518,599.48</u>
		Variance	<u>74,640.24</u>
Less: (disbursements included above)			
IMRF April CK # 50427		(33,878.21)	
LIMRiCC April Insurance Premiums CK# 12719		(36,659.92)	
Void CK# 12627		(4,257.06)	
Void CK# 12671		<u>(58.00)</u>	
			(74,853.19)
Plus:			
IL Funds Epay Fees		212.95	
			212.95
		Variance	<u>0.00</u>

April 2013 Statistics Report

CIRCULATION - E-MATERIALS			
Includes downloadable books (MyMedia Mall), music (Freegal), movies (New World Cinema) and magazines (Zinio).			
THIS MONTH		YEAR TO DATE	
Apr 2013	3,167	YTD 2013	13,232
Apr 2012	414	YTD 2012	1,640
	% Change 664.98%		% Change 706.83%

Note: The views on Des Plaines Memory have been removed from the e-materials count.

CIRCULATION - GENERAL			
Includes circulation of physically checked-out books, audio books, dvds, music, art and other resources that are physically checked out.			
THIS MONTH		YEAR TO DATE	
Apr 2013		YTD 2013	
Youth Services	35,197	Youth Services	148,504
Adult Services	58,289	Adult Services	239,588
TOTAL	93,486	TOTAL	388,092
Apr 2012		YTD 2012	
Youth Services	35,589	Youth Services	150,200
Adult Services	59,149	Adult Services	245,704
TOTAL	94,738	TOTAL	395,904
	% Change -1.32%		% Change -1.97%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Apr 2013		YTD 2013	
Youth Services	4,287	Youth Services	14,012
Adult Services	7,938	Adult Services	32,150
TOTAL	12,225	TOTAL	46,162
Apr 2012		YTD 2012	
Youth Services	3,537	Youth Services	6,607
Adult Services	7,911	Adult Services	31,954
TOTAL	11,448	TOTAL	38,561
	% Change 6.79%		% Change 19.71%
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Apr 2013	7,432	YTD 2013	29,400
Apr 2012	6,516	YTD 2012	25,406
	% Change 14.06%		% Change 15.72%

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Apr 2013		YTD 2013	
From Internal IP's	3,787	From Internal IP's	14,721
From External IP's	37,686	From External IP's	158,072
TOTAL	41,473	TOTAL	172,793
Apr 2012		YTD 2012	
From Internal IP's	3,456	From Internal IP's	14,274
From External IP's	40,427	From External IP's	166,205
TOTAL	43,883	TOTAL	180,479
% Change	-5.49%	% Change	-4.26%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
April 2013 Unique Visitors	15,804	YTD 2013 Unique Visitors	66,909
April 2012 Unique Visitors	24,859	YTD 2012 Unique Visitors	106,012
% Change	-36.43%	% Change	-36.89%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Apr 2013	21,523	YTD 2013	77,422
Apr 2012	16,952	YTD 2012	72,855
% Change	26.96%	% Change	6.27%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013	34,425	% of Population 2013	59.00%
YTD 2012	33,914	% of Population 2012	58.10%
% Change	1.51%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Apr 2013		YTD 2013	
Library Sponsored Prog	2,643	Library Sponsored Prog	8,548
Outside Groups	2,637	Outside Groups	7,198
Public Study Rooms	1,331	Public Study Rooms	4,944
Internal Meetings	100	Internal Meetings	300
TOTAL	6,711	TOTAL	20,990
Apr 2012		YTD 2012	
Library Sponsored Prog	2,514	Library Sponsored Prog	11,941
Outside Groups	2,457	Outside Groups	8,930
Public Study Rooms	1,221	Public Study Rooms	4,794
Internal Meetings	100	Internal Meetings	400
TOTAL	6,292	TOTAL	26,065
% Change	6.66%	% Change	-19.47%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Apr 2013		YTD 2013	
Library Sponsored Prog	134	Library Sponsored Prog	504
Outside Groups	62	Outside Groups	232
Public Study Rooms	629	Public Study Rooms	2,489
Internal Meetings	10	Internal Meetings	40
TOTAL	835	TOTAL	3,265
Apr 2012		YTD 2012	
Library Sponsored Prog	166	Library Sponsored Prog	569
Outside Groups	57	Outside Groups	213
Public Study Rooms	599	Public Study Rooms	2,434
Internal Meetings	10	Internal Meetings	40
TOTAL	832	TOTAL	3,256
% Change	0.36%	% Change	0.28%

OUTREACH			
Number of residents served by DPPL staff at DPPL events, programs and activities in the community, outside of the DPPL building, ie. school visits, homebound delivery, etc.			
THIS MONTH		YEAR TO DATE	
Apr 2013		YTD 2013	
Youth Services	441	Youth Services	3,149
Adult Services	405	Adult Services	1,006
TOTAL	846	TOTAL	4,155
Apr 2012		YTD 2012	
Youth Services	404	Youth Services	3,125
Adult Services	210	Adult Services	745
TOTAL	614	TOTAL	3,870
% Change	38%	% Change	7%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Apr 2013		YTD 2013	
Youth Services	2,347	Youth Services	10,819
Adult Services	12,390	Adult Services	52,375
Circulation	10,299	Circulation	37,873
TOTAL	25,036	TOTAL	101,067
Apr 2012		YTD 2012	
Youth Services	3,148	Youth Services	10,398
Adult Services	13,906	Adult Services	55,348
Circulation	7,836	Circulation	32,699
TOTAL	24,890	TOTAL	98,445
% Change	1%	% Change	3%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Apr 2013		YTD 2013	
	47,162		192,223
Apr 2012		YTD 2012	
	46,499		198,480
% Change	1.43%	% Change	-3.15%

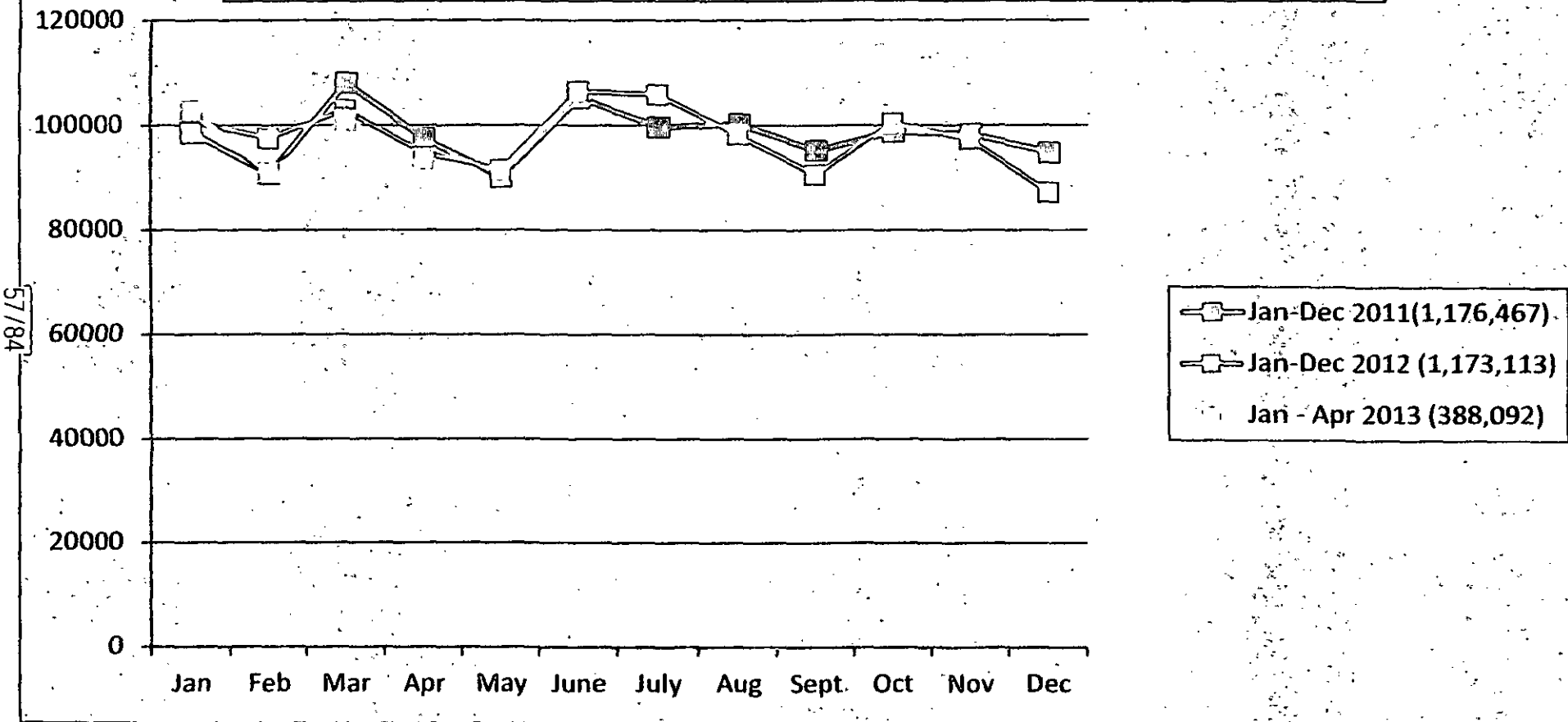
2013 CIRCULATION BY MONTH

VOC.2. 2013

CHILDREN													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	186									923
CD-ROMs	268	193	219	153									833
CDs	917	990	1,010	1,097									4,014
DVDs	10,392	8,744	10,255	9,437									38,828
Fiction	17,985	16,373	17,195	15,858									67,411
Foreign language	1,832	2,383	1,913	1,695									7,823
Games	49	64	71	41									225
Holiday	727	538	722	285									2,272
Home school	359	366	271	246									1,242
Large type	23	23	28	25									99
Magazines	159	134	148	203									644
Nonfiction	5,913	5,492	6,355	5,802									23,562
Parent collection	175	143	141	169									628
CHILDREN TOTAL	39,050	35,680	38,577	35,197	0	0	0	0	0	0	0	0	148,504
ADULT													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11	10									38
Audiobooks	2,055	1,794	2,020	1,904									7,773
CD-ROMs	672	619	684	674									2,649
CDs	6,495	5,595	6,456	6,121									24,667
DVDs	30,212	26,394	29,110	27,287									113,003
Fiction	7,733	6,597	7,263	6,924									28,517
Foreign language	1,349	1,126	1,242	1,213									4,930
High school	1,176	885	1,071	972									4,104
Large type	1,265	1,122	1,285	1,187									4,859
Literacy	171	177	163	183									694
Magazines	2,641	2,247	2,669	2,439									9,996
Nonfiction	9,963	8,678	10,342	9,375									38,358
ADULT TOTAL	63,743	55,240	62,316	58,289	0	0	0	0	0	0	0	0	239,588
SUBTOTAL	102,793	90,920	100,893	93,486	0	0	0	0	0	0	0	0	388,092
eMaterials	3,576	2,893	3,596	3,167									13,232
ILL (non consortial)	385	333	357	361									1,436
Miscellaneous	512	392	415	458									1,777
GRAND TOTAL	107,266	94,538	105,261	97,472	0	0	0	0	0	0	0	0	404,537
Days closed	1			1	2		1		2		1	2	10

Circulation Statistics 2011 - 2013

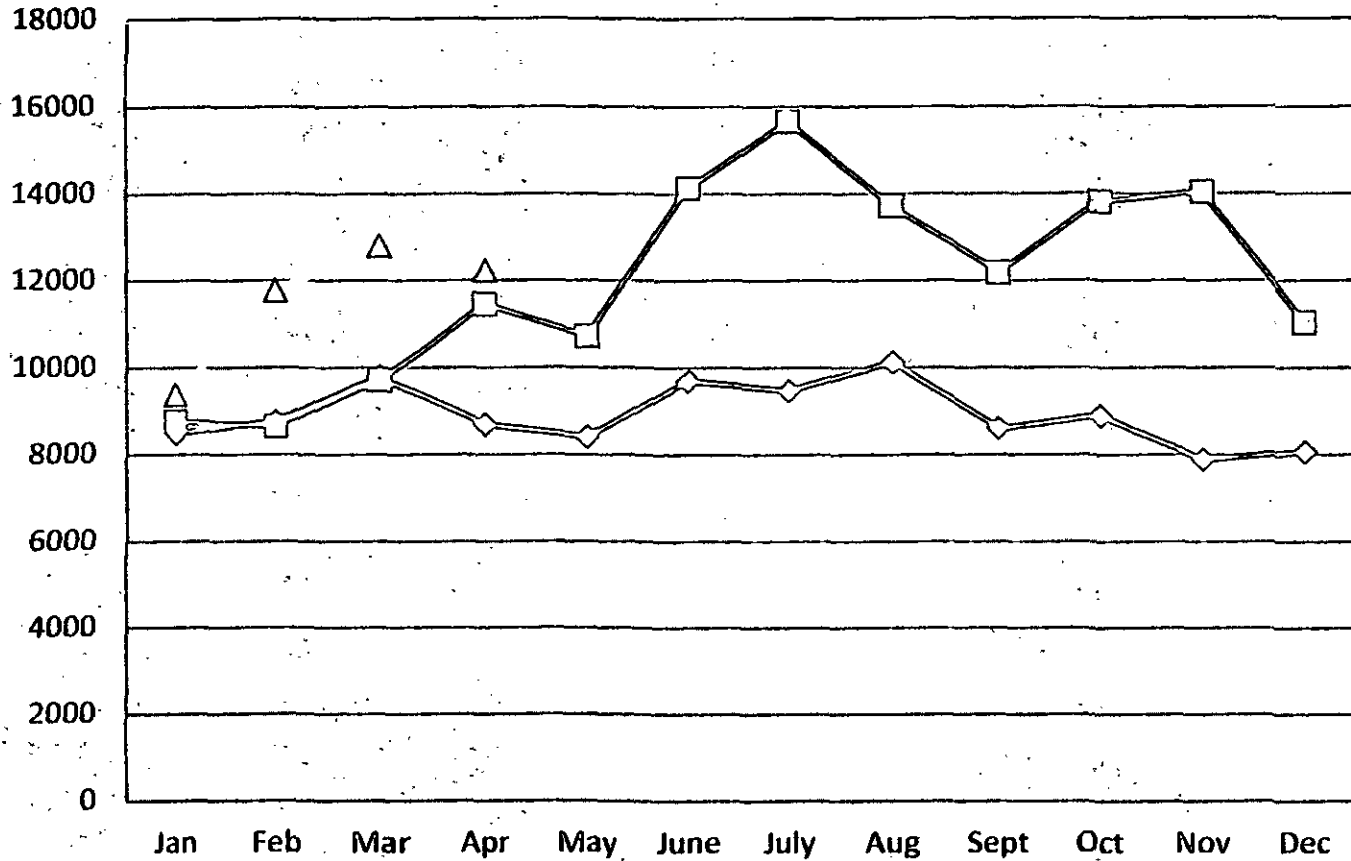
VII.C.3.



Computer Use - Wired

VII.C.4.

58/84

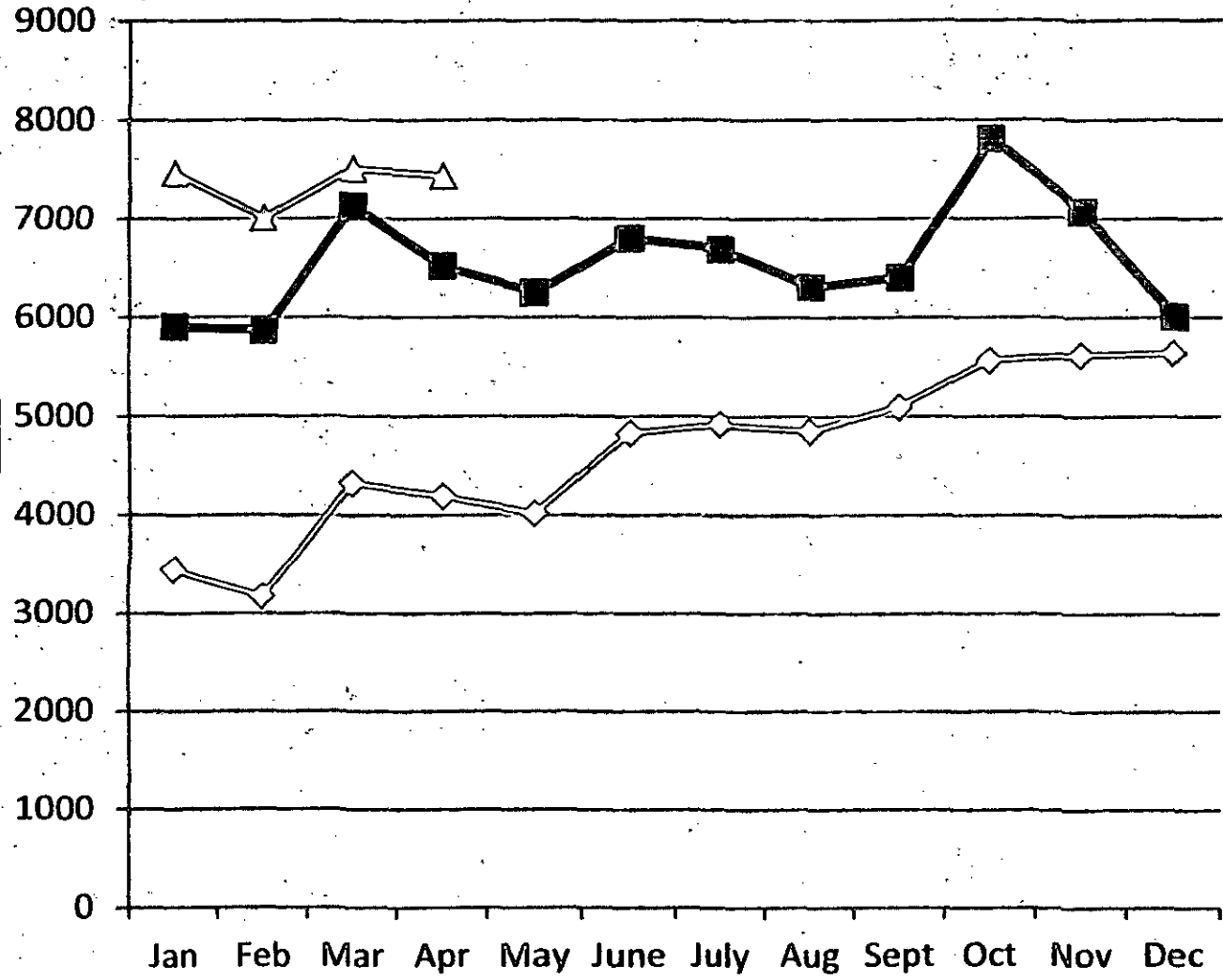


- ◆ Jan-Dec 2011 (121,272)
- Jan-Dec 2012 (143,814)
- △ Jan - Apr 2013 (46,162)

Computer Use - Wireless

VII.C.5.

59/84



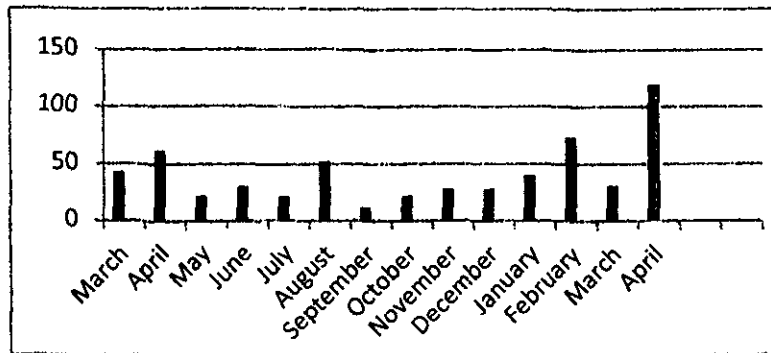
◆ Jan-Dec 2011 (55,673)
■ Jan-Dec 2012 (75,091)
▲ Jan - Apr 2013 (29,400)

Director's Report on Strategic Goals May, 2013

Collection Development Highlights – Goal #1

In April we focused on promoting our *Weiss Financial Ratings Series Online* database via Social Media and marketing to tie in with *Money Smart Week*. Using Facebook, Twitter, Pinterest, the e-newsletter, the library blogs and website as well as submissions to the local press we promoted this great resource which offers a single source for financial strength ratings and financial planning tools covering Insurance, Banks, Mutual Funds and Stocks. The chart below shows the increase in usage during the April promotion.

Financial Ratings - March 2012- April 2013 – Promotion month April 2013



eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class three times in April which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 5 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class two times in April to show the public how to download eaudiobooks and ebooks. 9 people attended.

Community Networking Highlights – Goal #2

Here are programs that were offered to the public in partnership with local organizations, arranged for and scheduled by DPPL librarians and staffers.

World Book Night. This is the second year we participated in this national event. Each year, 30 books are chosen by an independent panel of librarians and booksellers. The authors of the books waive their royalties and the publishers agree to pay the costs of producing specially-printed World Book Night U.S. editions. Bookstores and libraries sign up to be community host locations for the volunteer book givers.

After the book titles are announced, members of the public apply to personally hand out 20 copies of a particular title in their community. World Book Night U.S. vets the applications, and the givers are chosen based on their ability to reach light and non-readers. The selected givers choose a local participating bookstore or library from which to pick up the 20 copies of their book, and World Book Night U.S. delivers the books to

these host locations.

Givers pick up their books in the week before World Book Night. On April 23rd, they give their books to those who don't regularly read and/or people who don't normally have access to printed books, for reasons of means or access. 10 library staffers from three different departments handed out over 200 books at Prairie Lakes Community Center, the Metra Station and Paradise Pup.

Power Employment Workshop: This workshop was presented by Illinois workNet and covered the following topics: job search techniques, writing resumes and cover letters, and interview preparation. 17 people attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in April to meet with the public and answer questions.

Basic Computers in Spanish. Oakton Community College offered a basic computer class in Spanish four times in April. 25 people attended.

Lifelong Learning Highlights – Goal #3

Six Adult Services librarians and three reference and readers' services assistants offered 23 computer classes in April teaching over 130 people.

Money Smart Week: Your Money Matters: Two workshops were offered the week of April 24th co-sponsored and presented by staff from the University of Illinois Consumer & Family Economics and the local office of Edward Jones Financial. Topics covered everything from investing in stocks, bonds and mutual funds to money management themes of setting financial goals, tracking spending, creating spending plans and identifying spending plan tools. 43 people attended.

April was *National Poetry Month* and all month long Youth Services had a Poetry Scavenger Hunt happening on the 2nd floor. Poems were posted all around the floor and 4th and 5th graders from Terrace, North and Central schools came to find the poems and answer questions about them to win prizes. Over 229 students came and participated. Sunday April 28th was the culmination of National Poetry Month activities when we held the Poetry Play Celebration for kids from K-8th grade and their families. Acclaimed children's author and poet Rebecca Kai Dotlich appeared and read her poetry, as well as the Central School young poets. There was a Do-it-yourself poetry class, poetry face painting and poetry bingo. Over 70 people attended.

Finding and Working with a Literary Agent and Book/Author Publicity & social Media: These two programs were offered as a part of the *Inside Writing & Publishing Series* which is cosponsored by participating north suburban libraries. Top literary agents from the Chicago area spoke about what literary agents do, how to get an agent and offered tips and ideas on how to get published. The second program covered how authors can promote themselves and their books online using virtual tours, blogging, ebooks and strategies on using all the major social networking sites. 47 people attended.

Early Literacy: Getting Your Child Ready to Read: Using the Association of Library Service to Children's guide *Every Child Ready to Read* participants learned the five main skills children need to have before they reach Kindergarten and how parents can foster those skills at home. Two youth services librarians taught 33 participants.

Frugal Friends Coupon Club-Point, Click, and Save!: Rachel Gordon Singer, Mashup Mom, presented her guide to saving and making money online using Internet resources and online shopping. 30 people attended.

National Library Week

National Library Week was April 14th through the 20th. We celebrated the week on our Facebook page and on the *Plaintalk* blog where we promoted *Five Ways to Show Your Library*. Also, the *Food for Fines* promotion was held where the public could bring in non-perishable food to get money subtracted from their fines. One food item equaled \$1 deducted from your fines. All collected food was donated to the Self-Help Closet and Pantry of Des Plaines. This year we collected 1,934 food items compared to 2012 when we collected 1,451.

2013 Cash Budget Projection

2810

VII. C. 7.

DES PLAINES PUBLIC LIBRARY
CASH BUDGET PROJECTION
For the Year Ended December 31, 2013

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	\$ 5,269,447	\$ 4,846,004	\$ 5,129,674	\$ 6,842,722	\$ 6,905,337	\$ 6,303,313	\$ 5,797,499	\$ 5,022,050	\$ 4,521,236	\$ 4,069,422	\$ 6,468,837	\$ 5,869,023			
Restricted cash donations	129,481	129,483	129,673	129,675	129,675	129,675	129,675	129,675	129,675	129,675	129,675	129,675			129,675
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			1,500,000
	5,239,966	4,716,521	5,000,001	6,713,047	6,775,662	6,173,658	5,667,824	4,892,375	4,391,561	3,939,747	6,339,162	5,739,348			
Revenue (M-T-D)															
Property Taxes	811,352	811,352	2,151,626	435,503						2,865,229			\$6,263,710	6,263,710	
Other Revenue	15,759	12,968	23,105	37,674	31,179	31,179	31,179	31,179	31,179	31,179	31,179	31,179	338,938	338,938	
Total Revenue	15,759	824,320	2,174,731	473,177	31,179	31,179	31,179	31,179	31,179	2,896,408	31,179	31,179	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	469,210	313,000	313,000	313,000	313,000	313,000	313,000	469,208	3,953,725	3,953,725	
Contractual Services	164,138	88,509	73,481	86,021	75,263	75,263	75,263	75,263	75,263	75,263	75,263	75,260	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	64,641	82,674	82,674	82,674	82,674	82,674	82,674	82,674	82,674	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	6,056	6,056	6,056	6,056	6,056	6,056	6,056	6,058	62,270	62,270	
Other	24,198		1,064	3,720		300,000	300,000				75,000	50,216	430,000	430,000	
202			14,596	12,000	29,635	60,000	29,635	55,000	6,000	20,000	79,000	52,571	353,000	353,000	
Adjustments	(84,293)	90,891	10,233	(33,396)											
Total Expenses	539,202	540,650	461,683	410,562	633,203	536,993	806,628	531,993	482,993	496,993	630,993	735,987			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	62,615	(602,024)	(508,814)	(773,449)	(500,814)	(451,814)	2,399,415	(599,814)	(704,808)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,303,313	5,797,499	5,022,050	4,521,236	4,069,422	6,468,837	5,869,023	5,164,215			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,275,662	4,673,638	4,167,824	3,392,375	2,891,561	2,439,747	4,839,162	4,239,348	3,534,540			

2013 Contracts

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								\$21,500.00 Annual	
	2/20/2013	12479	201-5930010		\$17,241.23		\$17,241.23		
	3/20/2013	12545	201-5930010		\$659.00		\$659.00		
	4/17/2013	12620	201-5930010		\$1,795.00		\$1,795.00		
				\$0.00	\$19,695.23	\$19,695.23	\$19,695.23		
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,700.00 Annual \$2,666.75 Quarterly	
	2/20/2013	12484	201-5930020		\$2,666.75		\$2,666.75		
	5/21/2013	12687	201-5930020		\$2,666.75		\$2,666.75		
				\$0.00	\$5,333.50	\$5,333.50	\$5,333.50		
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual	
				\$0.00	\$0.00	\$0.00	\$0.00		
64/84	IC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	2/20/2013	12485	201-5930210		\$2,005.00		\$2,005.00		
	3/20/2013	12550	201-5930210		\$2,005.00		\$2,005.00		
	4/17/2013	50411	201-5930210		\$650.75		\$650.75		
				\$0.00	\$4,010.00	\$4,010.00	\$4,010.00		
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for Kyocera printers. Includes toner.								.007 per print B/W (copiers)	
	2/20/2013	12458	201-5930010		\$999.64		\$999.64		
	2/20/2013	12489	201-5930010		\$3,707.85		\$3,707.85		
	3/20/2013	12554	201-5930010		\$895.15		\$895.15		
	4/17/2013	12620	201-5930010		\$2,314.67		\$2,314.67		
	5/21/2013	12695	201-5930010		\$570.52		\$570.52		
				\$0.00	\$8,487.83	\$8,487.83	\$8,487.83		
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES - Cleaning service								\$40,080.00 Annual	
	2/20/2013	12492	201-5930320		\$3,340.00		\$3,340.00		
	3/20/2013	12561	201-5930320		\$3,340.00		\$3,340.00		
	3/20/2013	12561	201-5960990	\$1,304.00			\$4,644.00		
	4/17/2013	12623	201-5930320		\$3,340.00		\$3,340.00		
	5/21/2013	12700	201-5930320		\$3,340.00		\$3,340.00		
	5/21/2013	12700	201-5960990	\$3,248.00			\$3,248.00		
	5/21/2013	12700	201-5930020	\$6,190.00			\$12,778.00		

VII. C. B.

2013 Contracts

V E I O

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.	
				\$10,742.00	\$13,360.00	\$24,102.00	\$24,102.00		
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual	
					\$0.00	\$0.00	\$0.00		
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual	
				\$0.00	\$0.00	\$0.00	\$0.00		
GE CAPITAL-Lease for Copy Machines								\$20,000.00 Annual	
	4/17/2013	50415	201-5930210		\$1,638.13		\$1,638.13		
	4/30/2013	50424	201-5930210		\$1,488.13		\$1,488.13		
					\$3,126.26	\$3,126.26	\$3,126.26		
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,495.47 Annual	
				\$0.00	\$0.00				
65/84	ACT NETWORKING, LLC. - Service Agreement for Copy Machines								\$15,000 Annual
	5/21/2013	12712	201-5930010		\$1,444.02		\$1,444.02		
				\$0.00	\$1,444.02		\$1,444.02		
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual	
	3/20/2013	12574	201-5920110		\$2,860.00		\$2,860.00		
	4/17/2013	12641	201-5920110		\$1,830.00		\$1,830.00		
	5/21/2013	12717	201-5920110		\$1,430.00		\$1,430.00		
				\$0.00	\$6,120.00	\$6,120.00	\$6,120.00		
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013	
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00		
				\$0.00	\$24,170.00	\$24,170.00	\$24,170.00		
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual	
	2/20/2013	12518	201-5930020	\$977.50			\$977.50		
				\$977.50	\$0.00	\$977.50	\$977.50		
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual	
	1/31/2013	50387	201-5970260	\$1,000.00			\$1,000.00		
	2/20/2013	12515	201-5930210		\$177.00		\$177.00		

2013 Contracts

S E I O

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	3/20/2013	50398	201-5970260	\$1,000.00			\$1,000.00	
	3/20/2013	12578	201-5970100	\$36.08			\$36.08	
	4/17/2013	50409	201-5970170	\$50.00			\$50.00	
	5/21/2013	12721	201-5930210		\$177.00		\$177.00	
	4/30/2013	50422	201-5970170	\$1,000.00			\$1,000.00	
				<u>\$3,086.08</u>	<u>\$354.00</u>	<u>\$3,440.08</u>	<u>\$3,440.08</u>	

OUTSOURCE SOLUTIONS GROUP - IT Services

\$325,000.00 Annual
\$27,083.33 Monthly

	2/20/2013	12523	201-5920110		\$27,083.33			
	2/20/2013	12523	202-5980410	\$9,365.11				
	2/20/2013	12523	201-5960990	\$280.00				
	2/21/2012	12523	201-5960990	\$34.73				
	2/21/2012	12523	201-5960990	\$1,250.00			\$38,013.17	
	3/20/2013	12580	201-5920110		\$27,083.33			
	3/20/2013	12580	201-5980410	\$3,345.98				
	3/20/2013	12580	201-5960990	\$1,810.00			\$32,239.31	
	4/17/2013	12656	201-5920110		\$27,083.33			
	4/17/2013	12656	202-5980410	\$2,416.88				
	4/17/2013	12656	201-5960990	\$1,570.00			\$31,070.21	
	5/21/2013	12728	201-5920110		\$27,083.33			
	5/21/2013	12728	201-5960990	\$1,530.00				
	5/21/2013	12728	201-5980410	\$418.46				
	5/21/2013	12728	201-5980420	\$125.99			\$29,157.78	
				<u>\$16,085.82</u>	<u>\$54,166.66</u>	<u>\$70,252.48</u>	<u>\$70,252.48</u>	

PRO DATA - Payroll Services

\$9,575.00 Annual

	1/11/2013		201-5920110		\$867.47		\$867.47	
	1/25/2013		201-5920110		\$222.36		\$222.36	
	2/15/2013	50401	201-5920110		\$426.20			
	2/28/2013	50401	201-5920110		\$216.72		\$642.92	
	4/17/2013	50414	201-5920110		\$635.20		\$635.20	
	4/30/2013	50426	201-5920110		\$774.40		\$774.40	
				<u>\$0.00</u>	<u>\$3,142.35</u>	<u>\$3,142.35</u>	<u>\$3,142.35</u>	

REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System

\$305.28 Annual

	2/20/2013	12471	201-5960990		\$76.32		\$76.32	
	4/17/2013	12663	201-5960990		\$76.32		\$76.32	
					<u>\$152.64</u>	<u>\$152.64</u>	<u>\$152.64</u>	

REPUBLIC SERVICES - Garbage and recycling collection

\$5,000.00 Annual

66/84

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/20/2013	12530	201-5930490		\$362.03		\$362.03	
	3/20/2013	12590	201-5930490		\$360.23		\$360.23	
	4/17/2013	12664	201-5930490		\$364.36		\$364.36	
	5/21/2013	12738	201-5930490		\$364.00		\$364.00	
					\$1,450.62	\$1,450.62	\$1,450.62	
SCHINDLER ELEVATOR CORPORATION								\$7,500.00 Annual
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	
				\$0.00	\$7,262.76	\$7,262.76	\$7,262.76	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
	2/20/2013	12533	201-5960990	\$71.88				
	2/20/2013	12533	201-5960990	\$11.98			\$83.86	
				\$83.86	\$0.00	\$83.86	\$83.86	
TONAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,500.00 Annual
	3/20/2013	12601	201-5930010		\$5,712.00		\$5,712.00	
	4/17/2013	12675	201-5930010		\$580.00		\$580.00	
				\$0.00	\$6,292.00	\$6,292.00	\$6,292.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
						\$188,099.11		

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Chapter 10

Marketing, Promotion, and Collaboration

Today's library users are no longer satisfied with the status quo, traditional library. The library clientele's bar of expectations for public library services and programs has surged so high that today's libraries are challenged and forced to promote and market their services at levels that were never before conceived. With the emergence of large bookstores, coffee cafés, the Internet, downloadable devices, and widening access to information, libraries are being placed in a competitive environment; therefore, in order to compete, survive, and thrive, libraries must determine what their library patrons want and need. The library patron must be the center of every program or service that the library provides. The library staff must be orientated to all of the library services and programs. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of life—this is the ideal achieved through an effective public relations and marketing program.

Applicable Core Standards—Please see Core Standards 1, 7, 13, 14, 17, 22, and 23 in Chapter 1.

Marketing Standards

1. The library board develops and adopts a marketing plan that supports the library's long-range and strategic plan.
2. The library board and administration participates in three or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, brochures, library Web site, posters, banners, displays, presentations and speeches, and newspaper ads.
4. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
5. The library's Web site is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
6. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
7. The board, administration, and appropriate staff visit other libraries at least once a year, learning what services and programs other libraries offer their patrons.
8. The operating budget includes funds for public relations and marketing.
9. The library considers persons with special needs when developing and delivering information about the library's collections and services.
10. The library develops strategies to reach those groups that do not use the library.
11. One member of the staff coordinates the library's marketing efforts, but all staff receives customer service and marketing training.

12. When reviewing and setting library policies, the board evaluates how the policies affect persons within the jurisdictional population.
13. The library includes public relations and customer service as part of the orientation of all new staff and board members.
14. The library regularly evaluates patron and community awareness of the library's programs and services through focus groups, surveys (in-house and Web-based), interviews, etc.
15. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range plan, and services.
16. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

Marketing Checklist

- ___ The library has a marketing plan that supports the library's long-range, strategic plan.
- ___ The library board and administration participates in three or more cooperative activities with other community organizations.
- ___ The library's services and programs were promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - Web site
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - newspaper ads
 - other
- ___ The library invited local, state, and federal officials to visit the library.
- ___ The library's Web site was updated at least monthly.
- ___ The board, administration, and staff conducted a library walk-through.
- ___ The board, administration, and appropriate staff visited other libraries.
- ___ The budget includes funds for public relations and marketing activities.
- ___ The library's promotional methods and services are ADA compliant.
- ___ A designated staff member coordinates the library's marketing efforts.
- ___ The library's staff received customer service and marketing training.
- ___ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range plan.
- ___ The library surveyed patrons and the community to judge awareness of the library's programs and services.
- ___ The library's statistics are effectively used to compare the library's progress in reaching its community.

Bibliography

Fisher, Patricia H. and Marseille M. Price. *Blueprint for Your Library Marketing Plan: A Guide to Help You Survive and Thrive*. Chicago: ALA, 2005.

Hernon, Peter and Robert E. Dugan. *Action Plan for Outcomes Assessment in Your Library*. Chicago: ALA, 2002.

Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.

Underhill, Paco. *Why We Buy: The Science of Shopping*. New York: Simon & Schuster, 1999.

Web sites

Library Success: A Best Practices Wiki.

<http://www.libsuccess.org>

The "M" Word—Marketing Libraries: a blog designed to bring the wonderful world of marketing to libraries. <http://themwordblog.blogspot.com/>

Marketing the Library—Web-based Training for Public Libraries, Ohio Library Foundation, 2003.

<http://www.olic.org/marketing>



WHAT IS ENVIRONMENTAL SCANNING?

Illinois State Per Capita for Public Libraries

Trustees – The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

Presented by the ILLINOIS STATE LIBRARY Staff:

Mary Downing
Vandella Brown
Cyndy Colletti

What Is Environmental Scanning?

An Environment is the surroundings, conditions, circumstances and influences affecting the development of a library community, group, organization, etc.

Environmental scanning:

Is the careful monitoring of an organization's internal and external environments for detecting early signs of opportunities and threats that may influence its current and future plans. In comparison, surveillance is confined to a specific objective or a narrow sector.

Benefits of an Environmental Scan

- Allows you to understand better the trends, changes, and drivers that impact or may impact the library community
- Favorable
- Unfavorable
- Internal
- External

Environmental Scanning Using SWOT

- An environmental assessment may be completed by doing a SWOT Analysis
- Strengths
- Weaknesses
- Opportunities for the community in the coming years
- Threats for the community in the coming years

Who is Involved in SWOT?

- Select a focus group to assist you in compiling the SWOT Analysis
- Trustees
- Library Board and Directors
- Library Staff
- Library Community Members
- Other Stakeholders

What is a SWOT Analysis?

A SWOT Analysis generally lists external factors that may be inside or outside of your control, but what you need to consider in providing services and service through your library. An easy way to do this is to list factors by favorable and unfavorable using SWOT's terms:

For Example:

STRENGTHS

Favorable

1. Professional staff
2. Updated computers

OPPORTUNITIES

1. Back to Books grant award
2. WHAT'S YOURS ?

WEAKNESSES

Unfavorable

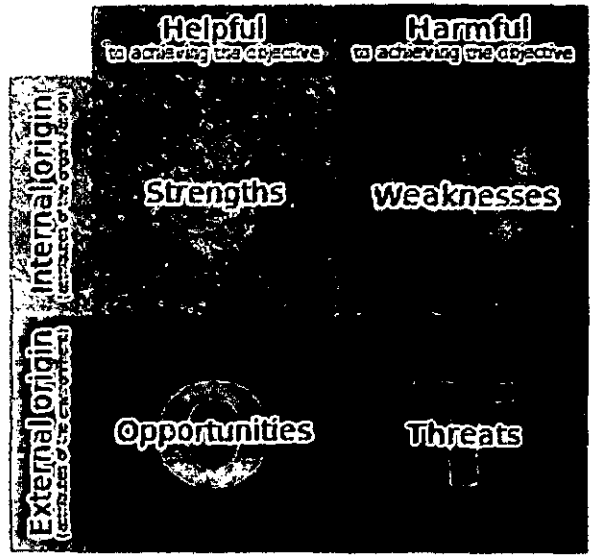
- Small staff
- Lacks Internet presence

THREATS

- Elementary school library closing
- WHAT'S YOURS?

SWOT Examples on the Internet

SWOT ANALYSIS



77/84

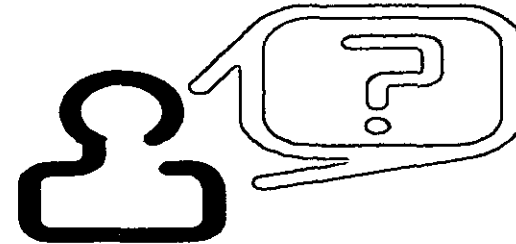
- http://en.wikipedia.org/wiki/File:SWOT_en.svg
- <http://www.mindtools.com/pages/article/worksheets/SWOTAnalysisWorksheet.pdf>

Completing the SWOT Analysis

- Compile the list of SWOT and review
- Compare and discuss the internal and external focuses
- Decide on sectors or create objectives that are doable
- Get started on executing your plan/objectives

THANK YOU FOR JOINING US

- **QUESTIONS/COMMENTS:** You may enter your question in the chat box now



- This session will be recorded. Look for information to the link in the weekly E-NEWS.
- The next session is scheduled for **April 5th**
- For more information contact:

Mary Downing at mdowning@ilsos.net

Current Surplus				
Box #	Make & Model	Quantity	Service Tag / Serial Number	Location
1	Dell Optiplex 745	25	1GYQ5D1	Storage
	Dell Optiplex 745		HXZ64D1	Storage
	Dell Optiplex 745		74074D1	Storage
	Dell Optiplex 745		C1074D1	Storage
	Dell Optiplex 745		G0074D1	Storage
	Dell Optiplex 745		CFYQ5D1	Storage
	Dell Optiplex 745		DFYQ5D1	Storage
	Dell Optiplex 745		BFYQ5D1	Storage
	Dell Optiplex 745		16074D1	Storage
	Dell Optiplex 745		75Q3TC1	Storage
	Dell Optiplex 745		76074D1	Storage
	Dell Optiplex 745		G4074D1	Storage
	Dell Optiplex 745		6GYQ5D1	Storage
	Dell Optiplex 745		73074D1	Storage
	Dell Optiplex 745		2ZZ64D1	Storage
	Dell Optiplex 745		7DYQ5D1	Storage
	Dell Optiplex 745		C3074D1	Storage
	Dell Optiplex 745		5FYQ5D1	Storage
	Dell Optiplex 745		2GYQ5D1	Storage
	Dell Optiplex 745		JDYQ5D1	Storage
	Dell Optiplex 745		44074D1	Storage
	Dell Optiplex 745		H44XYC1	Storage
Dell Optiplex 745	9FYQ5D1	Storage		
Dell Optiplex 745	HTZ64D1	Storage		
Dell Optiplex 745	7GYQ5D1	Storage		
2	Dell Monitor 15in	11	4CJ-AAFN	Storage
	Dell Monitor 15in		562-GDTS	Storage
	Dell Monitor 15in w/ Dell Power Supply		27F-BOT3	Storage
	Dell Monitor 15in w/ Dell Power Supply		27F-BOCK	Storage
	Dell Monitor 17in		765-12NS	Storage
	Dell Monitor 17in		76J-6F7S	Storage
	Dell Monitor 17in		76J-6FOS	Storage
	Dell Monitor 17in		75D-3LRS	Storage
	Dell Monitor 17in		53U-2TPA	Storage
	Dell Monitor 17in		761-21EL	Storage
	Dell Monitor 17in		758-2TVL	Storage
3	HP Color LaserJet 2840	1	MY721111Y4	Storage
4	HP Large Format Graphics - C7770B (Old/Retired)	1	SG28632029	Storage
5	Dymo LabelWriter 400 Turbo	1	7110293176	Storage
6	Dell 1710N LaserPrinter	1	56H2N71	Storage

7	Kyocera FS-3820N	1	ABV4804646	Storage
	Kyocera DU-61 Duplexer	1	GPK4927940	Storage
8	Kyocera FSC5200DN	1	00C0EE434D76	Storage
	Kyocera PF-500 Additional Tray	1	WGN8Z02182	Storage
9	Dell Laser Printer 1710n	1	B2J2N71	Storage
	Wired Keyboard	21		IT Office
	ORINOCO AP-700	1	05UT48560107	IT Office
	Dell Wireless 1450 USB Adapter	4	D1450U	IT Office
	Cisco WAP4410N	1	SER1345036R	IT Office
	Wired Mouse	20		IT Office
	Wireless Mouse Logitech	1	M-RAG97	IT Office
	Nortel Telephone	1	NNTM60G37CXA	IT Office
	DVD-ROM DRIVE	1		IT Office
	NetGear LAN Card	1	00A0CC57047E	IT Office
	Miscellaneous Circuit Board	3		IT Office
	Epson Workforce 600	1	KXLY006957	Storage
	Panasonic KX-B430 (Whiteboard)	2		Storage
	Thomas the Train Wood Containers on Wheels	4		Youth Svcs
	Optelec 20/20 (CCTV) (Power cord missing)	1		Storage
	CCTV all-in one unit Voyager VR-1	1	1855	Storage
	Adapt-a-Lap Book & Magazine Holder	1	3642	AS Workroom
	The Reading Edge: a Kurzweil reader	1		AS Workroom
	Closed -caption decoder	1		AS Workroom

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

May 3, 2013

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

Dear Ms. Sorensen:

Holly

Many thanks for the library's most generous continued support of the Self-Help Closet & Pantry of Des Plaines through your April 2013 "Food For Fines" collection. Your food donations have gone a long way towards restocking our pantry shelves, and I am grateful.

In a letter I recently received from a former pantry client who no longer needs our services, she included the following: *I was coming there during 2011 and 2012 for bags of food...I wanted to officially thank you for all your help and for the kind and patient attitude everyone there always showed.* I'm sharing this excerpt to show that our clients really do appreciate all they receive through donations like yours!

Our volunteer staff inventories, packages, displays and distributes food, clothing and paper products at our facility. We are a not-for-profit 501-C-(3) organization. *No goods or services were provided in exchange for your donation.* It is no exaggeration to say we couldn't do our work without the support of caring community members such as yourself, your staff and the patrons of the Des Plaines Public Library.

With gratitude and best wishes,

Debra

Debra Walusiak
Executive Director
847/337-1443

*Thank you
= 2*

Check out our Facebook page!

Serving Des Plaines Residents Since 1971

600 East Algonquin Road, Des Plaines, Illinois 60016

Phone: 847.375.1443 Fax: 847.337.1880 www.selfhelppantry.org



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

To:

Des Plaines Public Library

Attn: Stephanie Spetter

1501 Ellinwood Street

Des Plaines, IL 60016

5/1/2013

Dear Stephanie,

On behalf of the Lattof YMCA, we would like to thank you for helping us celebrate the 22nd anniversary of Healthy Kids Day. With childhood obesity on the rise and financial burdens limiting opportunities that encourage physical activity for kids, our work has never been more important.

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

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

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

Sincerely,

David Rodriguez
Executive Director

Katy Socha
Health & Wellness Director



Boy Scout Troop 38

Iroquois Community School
1836 Touhy Avenue
Des Plaines, IL. 60018

Des Plaines Public Library
Community Relations
1501 Ellinwood St.
Des Plaines, IL. 60016

April 21, 2013

Dear Library Management and Staff,

On behalf of Boy Scout Troop 38, we would like to thank you for allowing us to post a sign on your premises advertising our February 9th, 2013 Spaghetti Dinner Fundraiser. Your allowing us to get the word out to your patrons helped make the dinner a successful fundraiser.


We are happy to report that, with the help of you and the local community, it appears we have reached our financial goal for this fundraiser. The funds raised will be used to purchase at least 15 new Troop Scout Tents to replace our current tents. Our current tents are more than 10 years old and have seen well over 100 days & nights of camping in all types of weather. The tents are showing signs of wear and damage.

Thank you again for supporting Boy Scouting and our Troop.

Sincerely,

Tom Rooney
Troop 38 Committee Chairman

Bryan Hedstrom
Scoutmaster, Troop 38



Boy Scout Troop 38
Iroquois Community School
is having a

Spaghetti Dinner Fundraiser


Saturday, February 9th, 2013

At
Our Lady of Hope Catholic Church
9711 Devon Ave. Rosemont, IL.
(at the corner of Devon & Higgins)



From 6:00p.m. to 8:00p.m.

\$6.00 for ages 12 - 59
\$5.00 for ages 3 - 11 & 60+
ages 2 and under free



Advance tickets are available
or may be purchased at the door at the time of the dinner.

Troop 38 is raising funds to purchase new Troop camping equipment to replace older, worn-out equipment.

For Tickets or more Information contact:
Randy Adams at 847-635-6453 or randyadams@troop38.org

Orion
Troop 38 Senior Patrol Leader



**Des Plaines
Public Library**

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

NOTICE

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
MONDAY, MAY 20, 2013
7:00 PM
Conference Room – Second Floor**

Agenda:

- **Discuss Library Fund Balance**

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 Meeting of the Finance Committee
May 20, 2013
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Discuss Library Fund Balance.
- V. Adjournment.

DPPL Board Meeting
April 16, 2013

As of March 31, 2013 this library had \$6.8 million in its bank account. That is 120% of the three year average annual total expenses to operate the library. In other words the library could completely eliminate your property tax levy for one year, remain open, and have \$1.1 million left over.

That \$6.8 million balance contains \$1.5 million in reserves that were established over a year ago. This is to fund operations when the County doesn't remit our taxes in a timely fashion. Recognizing that possibility, ongoing operations, and 2013 tax collections, still results in the library holding on to \$3 million more of your money that it needs.

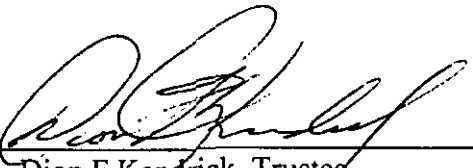
The following figures are taken from the City audits and the library financials:
In 2010 income was \$6.7 million; expenses \$5.9 million = \$800,000 profit
In 2011 income was \$6.9 million; expenses \$5.6 million = \$1,300,000 profit
In 2012 income was \$6.7 million; expenses \$5.6 million = \$1,100,000 profit

That's a three year profit of \$3.2 million and an average "return on income" of 16%. Clearly this puts your library among the upper echelon of profit making enterprises in the country. By contrast, the always evil Exxon-Mobile had a three year average return of 8.6%. The library has become a "fat cat" corporate profiteer; twice as greedy as Big Oil!

A 2010 national government survey of 9,000 public libraries disclosed average library per capita expenses at \$36; the Illinois average was \$59 (BTW; the highest State in the Union); the Des Plaines library was \$100 in FY 2010. Today, under the 2013 budget, the per capita expense is \$108. Using the Illinois average our current tax levy should be \$3.5 million. The 2013 levy is \$6.3 million. Clearly we are a statistical outlier; on the wrong side of the bell curve. There is much room for improvement.

+++++

The above observations were delivered at the 4/16/13 Board meeting of the DPPL under the Financial Reports section of the Consent Agenda by Dion F Kendrick, Trustee. This document has been turned over to the Board secretary for inclusion in the formal written Minutes of said Board meeting.

X 
Dion F Kendrick, Trustee
Finance Committee Member
Past Library Treasurer

0157

APRIL 1957

APRIL



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, APRIL 16, 2013

7:00 P.M.

Conference Room – Second Floor

Agenda –

- **Award Bid for Payroll Service**

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



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
April 16, 2013
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – March 19, 2013.
 - B. Acceptance of Financial Reports for March 2013.
 - C. Acceptance of Reports.
 1. March 2013 Statistics Report
 2. 2013 Circulation by Month
 3. Chart - Circulation Statistics 2011-2013
 4. Chart - Computer Use Wired
 5. Chart - Computer Use Wireless
 6. Director's Report on Strategic Goals
 7. 2013 Cash Budget Projection
 8. 2013 Contracts

IV.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report - \$169,805.66 and ACH Payments - \$49,131.96. [Action Item]
- B. Authorization to Request Proposals for Library Telephone System. [Action Item]
- C. Award Bid for Payroll Service. [Action Item]
- D. Award Bid for Website Redesign Proposal. [Action Item]

IX. Announcements.

X. Correspondence.

XI. Other.

XII. Adjournment.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
March 19, 2013

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, March 19, 2013. President Rich Pope called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Vince Rangel, Jennifer Tsalapatani.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

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

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

VII. CONSENT AGENDA

Trustee Kendrick asked to remove from the Consent Agenda A. Approval of the Minutes of the Regular Board Meeting – February 19, 2013 and C. Acceptance of Financial Reports for February 2013.

Trustee Fregetto asked to remove from the Consent Agenda D.1 February 2013 Statistics Report, D.2 2013 Circulation by Month, D.4 Chart- Computer Use Wired, D-5 Chart- Computer Use Wireless, D-6 Director's Report on Strategic Goals.

VII.A.

Trustee Kendrick stated that he would like the motion for approval of the Illinois Public Library Annual Report to be changed to the following:

"MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve Illinois Public Library Annual Report, as modified."

MOTION by Dion Kendrick, seconded by Rich Pope, to expand Trustee Kendrick's comments on page 5 regarding his opinion on how to reduce the levy amount to reduce the fund balance and to change the motion approving the Illinois Public Annual Report to "to approve Illinois Public Library Annual Report, as modified." VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to change the comments in the February 19, 2013 board of trustees minutes to the following:

"Trustee Fregetto asked that Director Sorensen explain the duties of the 21 librarian positions."

and to correct the motion for the Illinois Public Library Annual Report to the following: "to approve Illinois Public Library Annual Report, as modified."

VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Rich Pope, seconded by Steve Mokry, to approve the minutes, as corrected.

VOTE: AYES: Fregetto, Kendrick, Moylan Krey, Mokry, Perez, Sarlo. NAYS: None. Abstain: Moylan Krey. MOTION CARRIED.

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to refund \$2,000,000 to the taxpayers.

President Pope stated that the motion was out of order and that the item was not on the agenda and there would be no discussion and no vote would be taken.

No discussion took place on this motion and no action was taken because this item was not on the agenda.

Trustee Fregetto asked that the motion be included in the minutes.

Director Sorensen will contact the library attorney to ask if the motion must be included in the minutes.

MOTION by Rich Pope, seconded by Susan Moylan Krey, to approve the Financial Reports for February 2013. VOTE: AYES: Moylan Krey, Mokry, Perez, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

VII.A.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve D. Acceptance of Reports, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$194,795.02 and ACH Payments - \$44,081.65. [Action Item]

MOTION by Rich Pope , seconded by Susan Moylan Krey, to approve the payment of vendor checks in the amount of \$194,795.02 and ACH Payments paid in the amount of \$44,081.65 as listed on the vendor checks report of February 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. ANNOUNCEMENTS

Director Sorensen explained what the requirements were for the 2014 Per Capita Grant application. Director Sorensen stated that the Per Capita Grant application is not due until October 2013.

- A. 2014 Per Capita Requirements for Trustees –
 1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009
 2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

IX. CORRESPONDENCE

No correspondence.

XIII. ADJOURNMENT

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

Meeting adjourned at 8:29p.m.

Minutes prepared Carol Kidd.

VII.B.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
March 31, 2013

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion

April 9, 2013

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of March 31, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the three months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of March 31, 2013

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,441,593.77	\$ 401,146.87	\$ 6,842,740.64
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	\$ 12,642,666.77	\$ 401,146.87	\$ 13,043,813.64
LIABILITIES			
Accounts Payable	\$ 158,555.78	\$ 11,249.88	\$ 169,805.66
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	440,915.09	11,249.88	452,164.97
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	6,641,988.09	11,249.88	6,653,237.97
FUND BALANCE			
Fund Balance - Unreserved	6,000,678.68	389,896.99	6,390,575.67
Total Fund Balance	6,000,678.68	389,896.99	6,390,575.67
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 12,642,666.77	\$ 401,146.87	\$ 13,043,813.64

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 3 Months Ended March 31, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 2,962,977.55	\$ -	\$ 2,962,977.55
Intergovernmental	-	-	-
Fines & Fees	39,770.69	-	39,770.69
Interest	975.47	17.68	993.15
Miscellaneous	11,086.04	-	11,086.04
Total Revenues	3,014,809.75	17.68	3,014,827.43
EXPENDITURES			
Personnel	\$ 864,663.83	\$ -	\$ 864,663.83
Operating	324,127.95	-	324,127.95
Library Materials	283,265.82	-	283,265.82
Capital Outlay	12,886.78	38,794.01	51,680.79
Other Expenditures	1,063.57	-	1,063.57
Total Expenditures	1,486,007.95	38,794.01	1,524,801.96
Net Change in Fund Balances	1,528,801.80	(38,776.33)	1,490,025.47
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
End of the period	\$ 6,000,678.68	\$ 389,896.99	\$ 6,390,575.67

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of March 31, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>102,539.19</u> <u>102,539.19</u>
201-1102015 - First Midwest Operating #8100292260	203,776.97
202-1102015 - First Midwest Operating #8100292260	<u>50,665.00</u> <u>254,441.97</u>
201-1102028 - Cash Library Donations	<u>26,191.12</u> <u>26,191.12</u>
201-1102073 - Cash IL - Epay #151600222104	<u>88,724.95</u>
201-1102078 - Cash IL - Epay Library	<u>17,859.81</u>
201-1102079 - IL Funds - 151600222591	5,898,519.36
202-1102079 - IL Funds - 151600222591	<u>350,481.87</u> <u>6,249,001.23</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>6,842,740.64</u></u>

01772

April 9, 2013

**Des Plaines Public Library
Balance Sheet as of March 31, 2013**

	<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	65,691.62	36,847.57	102,539.19
1102015 - First Midwest Operating #8100292260	436,286.17	(232,509.20)	203,776.97
1102028 - Cash Library Donations	26,000.08	191.04	26,191.12
1102073 - Cash IL - Epay 151600008073	84,850.15	3,874.80	88,724.95
1102078 - Cash IL - Epay Library	17,249.99	609.82	17,859.81
1102079 - IL Funds - 151600222591	4,191,138.36	1,707,381.00	5,898,519.36
1104006 - Investments - Certificates of Deposit	103,482.37	0.00	103,482.37
1118000 - Receivable - Property Taxes	6,295,505.00	(94,432.00)	6,201,073.00
1119301 - Prepaid Expense	12,096.00	(12,096.00)	0.00
	<u>11,232,799.74</u>	<u>1,409,867.03</u>	<u>12,642,666.77</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	194,795.02	(36,239.24)	158,555.78
2430707 - Due to Library Comp Abs	272,091.08	(53,221.14)	218,869.94
2450040 - Accrued Payroll	50,800.12	12,689.25	63,489.37
2470000 - Deferred Revenue - Property Tax	<u>6,295,505.00</u>	<u>(94,432.00)</u>	<u>6,201,073.00</u>
	<u>6,813,191.22</u>	<u>(171,203.13)</u>	<u>6,641,988.09</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>4,628,685.19</u>	<u>(156,808.31)</u>	<u>4,471,876.88</u>
	<u>4,628,685.19</u>	<u>(156,808.31)</u>	<u>4,471,876.88</u>
Total Liabilities and Fund Balance	<u>11,441,876.41</u>	<u>(328,011.44)</u>	<u>11,113,864.97</u>
Excess Revenues Over Expenses	<u>(209,076.67)</u>	<u>1,737,878.47</u>	<u>1,528,801.80</u>

0173

April 9, 2013

Des Plaines Public Library Balance Sheet as of March 31, 2013

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	4,010.98	46,654.02	50,665.00
1102079 - IL Funds - 151600222591	200,469.03	150,012.84	350,481.87
	204,480.01	196,666.86	401,146.87

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	0.00	11,249.88	11,249.88
	0.00	11,249.88	11,249.88

Fund Balance

3730000 - Fund Balance - Unreserved	228,673.32	200,000.00	428,673.32
Total Liabilities and Fund Balance	228,673.32	211,249.88	439,923.20
Excess Revenues Over Expenses	(24,193.31)	(14,583.02)	(38,776.33)

Compensated Absences Fund

Assets

1120201 - Due From Library	272,091.08	(53,221.14)	218,869.94
	272,091.08	(53,221.14)	218,869.94

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	120,238.87	(42,589.03)	77,649.84
2490010 - Compensated Absences Payable	151,852.21	(10,632.11)	141,220.10
	272,091.08	(53,221.14)	218,869.94

Fund Balance

3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	272,091.08	(53,221.14)	218,869.94
Excess Revenues Over Expenses	0.00	0.00	0.00

0171

April 9, 2013

**Des Plaines Public Library
Balance Sheet as of March 31, 2013**

	<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>	<u>(36,532.00)</u>	<u>(369,777.00)</u>
	<u>839,232.39</u>	<u>(36,532.00)</u>	<u>802,700.39</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>(36,532.00)</u>	<u>802,700.39</u>
	<u>839,232.39</u>	<u>(36,532.00)</u>	<u>802,700.39</u>
Total Liabilities and Net Capital Assets	<u>839,232.39</u>	<u>(36,532.00)</u>	<u>802,700.39</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 3 Months Ended March 31, 2013

<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 2010	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2011	0.00	0.00	0.00	0.00	0.00
4810027 - Property Taxes 2012	<u>2,151,625.96</u>	<u>2,962,977.55</u>	<u>6,263,710.00</u>	<u>3,300,732.45</u>	<u>47.30</u>
	<u>2,151,625.96</u>	<u>2,962,977.55</u>	<u>6,263,710.00</u>	<u>3,300,732.45</u>	<u>47.30</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	59,000.00	59,000.00	0.00
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>0.00</u>	<u>151,988.00</u>	<u>151,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	634.49	1,232.49	4,000.00	2,767.51	30.81
4850102 - Library Fines	4,556.12	13,885.20	72,000.00	58,114.80	19.29
4850103 - Library Fines / Credit Card	4,666.78	14,424.93	45,000.00	30,575.07	32.06
4850201 - Copying Fee	2,833.96	8,012.28	30,000.00	21,987.72	26.71
4850202 - Damaged Materials	122.92	238.69	700.00	461.31	34.10
4850203 - Lost Materials	658.97	1,591.10	6,500.00	4,908.90	24.48
4850205 - Bags	74.00	170.00	750.00	580.00	22.67
4850207 - Non-Res Cards	72.00	216.00	1,000.00	784.00	21.60
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>13,619.24</u>	<u>39,770.69</u>	<u>161,950.00</u>	<u>122,179.31</u>	<u>24.56</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	<u>3,500.00</u>	<u>3,500.00</u>	<u>0.00</u>	<u>(3,500.00)</u>	<u>0.00</u>
	<u>3,500.00</u>	<u>3,500.00</u>	<u>0.00</u>	<u>(3,500.00)</u>	<u>0.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	281.31	635.47	4,000.00	3,364.53	15.89
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	5,514.57	7,586.04	20,000.00	12,413.96	37.93
4899920 - Library Donations	<u>190.00</u>	<u>340.00</u>	<u>1,000.00</u>	<u>660.00</u>	<u>34.00</u>
	<u>5,985.88</u>	<u>8,561.51</u>	<u>25,000.00</u>	<u>16,438.49</u>	<u>34.25</u>
Total Library Fund	<u><u>2,174,731.08</u></u>	<u><u>3,014,809.75</u></u>	<u><u>6,602,648.00</u></u>	<u><u>3,587,838.25</u></u>	<u><u>45.66</u></u>

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2013**

	<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	12.84	17.68	0.00	(17.68)	0.00
	<u>12.84</u>	<u>17.68</u>	<u>0.00</u>	<u>(17.68)</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	300,000.00	300,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>12.84</u>	<u>17.68</u>	<u>300,000.00</u>	<u>299,982.32</u>	<u>0.01</u>
Total of All Funds	<u>2,174,743.92</u>	<u>3,014,827.43</u>	<u>6,902,648.00</u>	<u>3,887,820.57</u>	<u>43.68</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2013**

<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	167,211.73	479,158.85	2,098,574.00	1,619,415.15	22.83
5910200 - Temporary Wages	<u>56,143.22</u>	<u>158,999.23</u>	<u>777,327.00</u>	<u>618,327.77</u>	<u>20.45</u>
	<u>223,354.95</u>	<u>638,158.08</u>	<u>2,875,901.00</u>	<u>2,237,742.92</u>	<u>22.19</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	78,000.00	78,000.00	0.00
5918020 - Employer Contribution - FICA	17,024.61	49,701.56	216,328.00	166,626.44	22.98
5918021 - Employer Contribution - IMRF	28,980.13	83,006.81	363,636.00	280,629.19	22.83
5918040 - Life Insurance Premiums	9.00	27.00	4,100.00	4,073.00	0.66
5918050 - PPO Insurance Premiums	19,675.37	55,416.28	275,713.00	220,296.72	20.10
5918051 - HMO Insurance Premiums	8,223.30	24,669.90	99,504.00	74,834.10	24.79
5918055 - Dental Insurance Premiums	1,779.68	5,406.20	25,543.00	20,136.80	21.17
5918070 - Workers Compensation	4,138.00	8,278.00	13,500.00	5,222.00	61.32
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>79,830.09</u>	<u>226,505.75</u>	<u>1,077,824.00</u>	<u>851,318.25</u>	<u>21.02</u>
Contractual Services					
5920100 - Legal Fees	0.00	34.50	9,000.00	8,965.50	0.38
5920110 - Professional Services	29,606.03	115,448.77	362,000.00	246,551.23	31.89
5920120 - Communication Services	3,351.84	12,884.44	34,100.00	21,215.56	37.78
5920140 - Data Processing Services	(656.14)	18,759.52	98,500.00	79,740.48	19.05
5920202 - Conferences	1,344.80	1,909.80	5,000.00	3,090.20	38.20
5920204 - Training	103.50	936.00	5,000.00	4,064.00	18.72
5920220 - Membership Dues	165.00	665.00	7,000.00	6,335.00	9.50
5920230 - Publication of Notices	39.15	39.15	2,000.00	1,960.85	1.96
5920990 - Property/Liability Insurance	2,121.00	28,983.00	33,000.00	4,017.00	87.83
5930010 - R&M Equipment	14,739.67	68,524.90	112,650.00	44,125.10	60.83
5930020 - R&M Buildings & Structures	3,017.46	17,522.39	132,150.00	114,627.61	13.26
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	0.00	0.00	500.00	500.00	0.00
5930210 - Rental of Equipment	2,288.88	8,480.88	31,300.00	22,819.12	27.10
5930320 - Cleaning/Custodial Services	3,460.00	13,600.00	47,400.00	33,800.00	28.69
5930490 - Refuse Contract	364.36	1,086.62	6,000.00	4,913.38	18.11
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	187.39	570.04	1,800.00	1,229.96	31.67
5960070 - Travel Expense	292.22	292.22	500.00	207.78	58.44
5960210 - Special Event Programming	7,187.27	13,830.26	38,800.00	24,969.74	35.64
5960990 - Misc. Contractual Services	<u>5,868.27</u>	<u>20,560.46</u>	<u>84,300.00</u>	<u>63,739.54</u>	<u>24.39</u>
	<u>73,480.70</u>	<u>324,127.95</u>	<u>1,012,250.00</u>	<u>688,122.05</u>	<u>32.02</u>
Commodities					
5970100 - Office Supplies	5,373.08	15,355.13	105,300.00	89,944.87	14.58
5970110 - Meals	323.71	506.43	2,000.00	1,493.57	25.32
5970115 - Supplies - Dept/Other	31.26	625.91	5,200.00	4,574.09	12.04
5970170 - Janitorial	602.56	3,026.70	28,300.00	25,273.30	10.70
5970260 - Postage & Parcel	291.48	1,521.17	15,000.00	13,478.83	10.14
5970270 - Printing -Reproduction-Binding	2,333.53	8,021.39	6,500.00	(1,521.39)	123.41
5970500 - Purchase of Water	0.00	647.35	6,000.00	5,352.65	10.79
5970600 - Books	23,217.50	68,740.58	342,000.00	273,259.42	20.10

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 3 Months Ended March 31, 2013

	M.T.D. <u>Expended</u>	Y.T.D <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - Audio Materials	6,077.23	13,282.64	72,000.00	58,717.36	18.45
5970620 - Subscriptions & Books	5,522.05	19,485.72	68,000.00	48,514.28	28.66
5970630 - Visual Materials	10,369.59	35,574.69	106,000.00	70,425.31	33.56
5970640 - Automated Reference Materials	1,760.41	97,973.92	185,000.00	87,026.08	52.96
5970650 - Downloadable Materials	253.99	9,199.86	45,000.00	35,800.14	20.44
5970810 - Natural Gas	5,038.07	9,202.35	26,000.00	16,797.65	35.39
5970850 - Gasoline	60.21	101.98	1,000.00	898.02	10.20
	<u>61,254.67</u>	<u>283,265.82</u>	<u>1,013,300.00</u>	<u>730,034.18</u>	<u>27.95</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	(3,300.99)	2,888.66	7,300.00	4,411.34	39.57
5980420 - Computer Software	988.89	6,729.97	39,770.00	33,040.03	16.92
5980600 - Furniture & Fixtures	180.73	3,268.15	15,200.00	11,931.85	21.50
	<u>(2,131.37)</u>	<u>12,886.78</u>	<u>62,270.00</u>	<u>49,383.22</u>	<u>20.70</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	1,063.57	1,063.57	58,000.00	56,936.43	1.83
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>1,063.57</u>	<u>1,063.57</u>	<u>433,000.00</u>	<u>431,936.43</u>	<u>0.25</u>
Total Library Fund Expenditures	<u><u>436,852.61</u></u>	<u><u>1,486,007.95</u></u>	<u><u>6,474,545.00</u></u>	<u><u>4,988,537.05</u></u>	<u><u>22.95</u></u>
 _____ Capital Projects Fund _____					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	96,000.00	96,000.00	0.00
5980400 - Equipment	0.00	0.00	60,000.00	60,000.00	0.00
5980410 - Computer Hardware	14,595.86	23,960.97	45,000.00	21,039.03	53.25
5980420 - Computer Software	0.00	0.00	55,000.00	55,000.00	0.00
5980600 - Furniture & Fixtures	0.00	14,833.04	82,000.00	67,166.96	18.09
	<u>14,595.86</u>	<u>38,794.01</u>	<u>338,000.00</u>	<u>299,205.99</u>	<u>11.48</u>
Total Capital Projects Fund Expenditures	<u><u>14,595.86</u></u>	<u><u>38,794.01</u></u>	<u><u>353,000.00</u></u>	<u><u>314,205.99</u></u>	<u><u>10.99</u></u>
Total of All Funds	<u><u>451,448.47</u></u>	<u><u>1,524,801.96</u></u>	<u><u>6,827,545.00</u></u>	<u><u>5,302,743.04</u></u>	<u><u>22.33</u></u>

See Accountants' Compilation Report

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All checkbooks
March 2013Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
12607	04/17/13	BAKER & TAYLOR	21,119.53
12608	04/17/13	BANKCARD SERVICES	6,142.30
12609	04/17/13	MIDWEST TAPE	15,988.74
12610	04/17/13	3m, Inc.	1,795.00
12611	04/17/13	ACCUITY INC	460.00
12612	04/17/13	ACE DES PLAINES INCORPORATED	132.55
12613	04/17/13	ALPHA-GRAPHS	309.50
12614	04/17/13	AMAZON	1,945.57
12615	04/17/13	APPLIANCE, CARPET, PARTS LLC.	600.00
12616	04/17/13	AUDIOGO	155.02
12617	04/17/13	C C H, INCORPORATED	81.49
12618	04/17/13	C D W GOVERNMENT INCORPORATED	651.97
12619	04/17/13	CASH REGISTER SERVICES	89.95
12620	04/17/13	CHICAGO OFFICE TECHNOLOGY GROUP	2,314.67
12621	04/17/13	CITY OF DES PLAINES	60.21
12622	04/17/13	COOPERATIVE COMPUTER SERVICES	6,792.94
12623	04/17/13	CRYSTAL MAINTENANCE SERVICES CORP	3,340.00
12624	04/17/13	D & Z HOUSE OF BOOKS INCORPORATED	1,047.61
12625	04/17/13	DEMCO EDUCATIONAL CORP	180.73
12626	04/17/13	DIANE A. HARDY	150.00
12627	04/17/13	EBSCO SUBSCRIPTION SVC	4,257.06
12628	04/17/13	EVOLUTION MARKETING GROUP INC	1,466.02
12629	04/17/13	FARONICS TECHNOLOGIES USA, INC.	388.89
12630	04/17/13	FEDERAL EXPRESS	92.48
12631	04/17/13	GALE, INC.	670.23
12632	04/17/13	GHA TECHNOLOGIES, INC.	8,833.00
12633	04/17/13	GRAINGER	342.46
12634	04/17/13	HEATHER SHERWOOD	250.00
12635	04/17/13	ILLINOIS LIGHTING, INC.	1,050.00
12636	04/17/13	JACK WADDICK	250.00
12637	04/17/13	JOHN LAVALIE	32.32
12638	04/17/13	KASCO PRINTING	425.00
12639	04/17/13	KELLY MARON HORVATH	157.50
12640	04/17/13	LAURINE CLARK	150.00
12641	04/17/13	LAUTERBACH & AMEN, LLP.	1,830.00
12642	04/17/13	LAW OFFICES OF ANCEL, GLINK	57.50
12643	04/17/13	LIMRiCC	37,460.53
12644	04/17/13	MENARDS	141.50
12645	04/17/13	MESSAGE MOVERS	256.81
12646	04/17/13	MICHAEL BRODIE AUSTIN	1,045.80
12647	04/17/13	MICHAEL BROUILLETTE	234.02
12648	04/17/13	MICHELLE MEYER-EDLEY	25.88
12649	04/17/13	MICROSYSTEMS, INC.	750.23
12650	04/17/13	MID-AMERICA CHARTER LINES, INC.	533.00
12651	04/17/13	MULTICULTURAL BOOKS & VIDEOS	24.95
12652	04/17/13	NORMAN ELECTRICAL CONSTRUCTION CO	1,025.00
12653	04/17/13	NUMBERS AUTOMATION	75.00
12654	04/17/13	OCLC, INC.	600.00
12655	04/17/13	OFFICE DEPOT	653.23
12656	04/17/13	OUTSOURCE SOLUTIONS GROUP, INC.	31,070.21
12657	04/17/13	OVERDRIVE, INC.	253.99
12658	04/17/13	PADDOCK PUBLICATIONS, INC.	39.15
12659	04/17/13	PADDOCK PUBLICATIONS, INC. #898489	175.00
12660	04/17/13	RANDOM HOUSE INCORPORATED	78.75
12661	04/17/13	REBECCA KAI DOTLICH	4,000.00
12662	04/17/13	RECORDED BOOKS, LLC	379.23
12663	04/17/13	RED HAWK FIRE SECURTY SYSTEMS, LLC.	76.32
12664	04/17/13	REPUBLIC SERVICES	364.36
12665	04/17/13	RESEARCH TECHNOLOGY INTERNATIONAL	191.31
12666	04/17/13	RUNCO OFFICE SUPPLY	2,474.29
12667	04/17/13	RUNGE PAPER COMPANY, INC.	278.51

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030All checkbooks
March 2013Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
12668	04/17/13	RUSSIAN PUBLISHING HOUSE LTD	1,028.24
12669	04/17/13	SALEM PRESS, INC.	420.00
12670	04/17/13	SIGN PALACE	867.51
12671	04/17/13	SMART COMPUTING	58.00
12672	04/17/13	SPEED-E-KLEEN, INC.	120.00
12673	04/17/13	TELEVEND SERVICES INCORPORATED	90.60
12674	04/17/13	TIMOTHY HASKELL	125.00
12675	04/17/13	TODAY'S BUSINESS SOLUTIONS INC	580.00
12676	04/17/13	TODD GUSTAFSON	200.00
12677	04/17/13	TUMBLEWEED PRESS INC.	499.00
50403	03/31/13	CALL ONE	329.70
50404	03/31/13	AT&T	594.57
50405	03/31/13	McLeod USA, Inc	293.27
50406	03/31/13	VERIZON WIRELESS	1,365.58
50407	03/31/13	COMCAST CABLE	212.20
50408	03/31/13	LEVEL(3) COMMUNICATIONS, LLC.	436.23
50409	03/31/13	NEO-POST USA, INC.	50.00
50410	03/31/13	NICOR GAS	5,038.07
50411	03/31/13	BANC OF AMERICA LEASING	650.75
50412	03/31/13	GE CAPITAL	1,638.13
50413	03/31/13	WOW! INTERENT CABLE	120.29
50414	03/31/13	PRO DATA	635.20
50415	03/31/13	IMRF	37,767.97
Total checks	84		<u>218,937.62</u>
		Total	

**Des Plaines Public Library
 Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
3m, Inc.	12610	04/17/13	1,795.00
Account No. 201-5930010	Description Invoice # OF55765	Amount 1,795.00	
ACCUITY INC	12611	04/17/13	460.00
Account No. 201-5970640	Description Invoice # 2607153	Amount 460.00	
ACE DES PLAINES INCORPORATED	12612	04/17/13	132.55
Account No. 201-5970170	Description Invoice # 227798	Amount 132.55	
ALPHA-GRAPHS	12613	04/17/13	309.50
Account No. 201-5960210	Description Invoice # 38127	Amount 309.50	
AMAZON	12614	04/17/13	1,945.57
Account No. 201-5970600	Description Amazon - 3.31.13	Amount 370.75	
Account No. 201-5970610	Description Amazon - 3.31.13	Amount 1,215.96	
Account No. 201-5970620	Description Amazon - 3.31.13	Amount 24.95	
Account No. 201-5970630	Description Amazon - 3.31.13	Amount 333.91	
APPLIANCE, CARPET, PARTS LLC.	12615	04/17/13	600.00
Account No. 201-5930020	Description Invoice # 879643	Amount 600.00	
AUDIOGO	12616	04/17/13	155.02
Account No. 201-5970610	Description Invoice # 482642	Amount 155.02	
BAKER & TAYLOR	12607	04/17/13	21,119.53
Account No. 201-5960990	Description Invoice # 2027950848	Amount 27.40	
Account No. 201-5960990	Description Invoice # 2027963919	Amount 81.00	
Account No. 201-5960990	Description Invoice # 2027967187	Amount 1.40	
Account No. 201-5960990	Description Invoice # 2027972450	Amount 29.60	
Account No. 201-5960990	Description Invoice # 2027997337	Amount 3.50	
Account No. 201-5960990	Description Invoice # 2027990832	Amount 43.00	
Account No. 201-5960990	Description Invoice # 2027981353	Amount 64.80	
Account No. 201-5960990	Description Invoice # 2027984063	Amount 1.40	
Account No. 201-5960990	Description Invoice # 2027989029	Amount 0.70	
Account No. 201-5960990	Description Invoice # 2027994921	Amount 41.15	
Account No. 201-5960990	Description Invoice # 2028003941	Amount 36.45	
Account No. 201-5960990	Description Invoice # 2027999597	Amount 35.70	
Account No. 201-5960990	Description Invoice # 2028010600	Amount 22.05	
Account No. 201-5960990	Description Invoice # 2028034353	Amount 0.70	
Account No. 201-5960990	Description Invoice # 2028032110	Amount 3.50	
Account No. 201-5960990	Description Invoice # 2028020364	Amount 4.20	
Account No. 201-5960990	Description Invoice # 2028018606	Amount 73.85	
Account No. 201-5960990	Description Invoice # 2028014227	Amount 53.25	
Account No. 201-5960990	Description Invoice # 2028036862	Amount 1.40	
Account No. 201-5960990	Description Invoice # 2028034630	Amount 53.30	
Account No. 201-5960990	Description Invoice # 2028028509	Amount 2.75	
Account No. 201-5960990	Description Invoice # 2027972252	Amount 1.50	
Account No. 201-5960990	Description Invoice # 2027972253	Amount 7.70	
Account No. 201-5960990	Description Invoice # 2027805189	Amount 28.45	
Account No. 201-5960990	Description Invoice # 2027805534	Amount 17.07	
Account No. 201-5960990	Description Invoice # 2027976162	Amount 4.70	
Account No. 201-5960990	Description Invoice # 2027964515	Amount 1.77	
Account No. 201-5960990	Description Invoice # 2027966459	Amount 1.77	
Account No. 201-5960990	Description Invoice # 2027966752	Amount 13.50	
Account No. 201-5960990	Description Invoice # 2027958216	Amount 15.00	

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First Midwest Bank
04/17/13-04/17/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027961213		26.19
201-5960990	Invoice # 2027960966		19.44
201-5960990	Invoice # 2027961075		11.55
201-5960990	Invoice # 2027976178		3.00
201-5960990	Invoice # 2028003903		139.28
201-5960990	Invoice # 2027997122		5.35
201-5960990	Invoice # 2027998044		5.55
201-5960990	Invoice # 2027997070		8.10
201-5960990	Invoice # 2027979228		55.20
201-5960990	Invoice # 2027980224		110.85
201-5960990	Invoice # 2027988464		2.96
201-5960990	Invoice # 2027988480		7.08
201-5960990	Invoice # 2027988473		4.86
201-5960990	Invoice # 2027988448		7.30
201-5960990	Invoice # 2027983287		3.00
201-5960990	Invoice # 2027986518		1.50
201-5960990	Invoice # 0000138366		11.44
201-5960990	Invoice # 2027986590		26.10
201-5960990	Invoice # 2027966577		16.74
201-5960990	Invoice # 2027964586		29.45
201-5960990	Invoice # 2027993036		3.24
201-5960990	Invoice # 2027986297		2.20
201-5960990	Invoice # 2027994059		13.50
201-5960990	Invoice # 2027986653		67.86
201-5960990	Invoice # 2028001293		17.04
201-5960990	Invoice # 2028002623		16.50
201-5960990	Invoice # 2028008567		3.24
201-5960990	Invoice # 2028010929		8.70
201-5960990	Invoice # 2028008480		3.40
201-5960990	Invoice # 2028010898		12.96
201-5960990	Invoice # 2028004975		45.20
201-5960990	Invoice # 2028028863		9.00
201-5960990	Invoice # 2028027538		8.10
201-5960990	Invoice # 2028027653		12.96
201-5960990	Invoice # 2028016723		11.21
201-5960990	Invoice # 2028016789		4.50
201-5960990	Invoice # 2028016606		1.50
201-5960990	Invoice # 2028020740		24.40
201-5960990	Invoice # 2028027618		28.25
201-5960990	Invoice # 2028024675		28.65
201-5960990	Invoice # 2028024751		53.81
201-5960990	Invoice # 2028016352		7.00
201-5960990	Invoice # 2028016550		0.85
201-5960990	Invoice # 2028020559		1.40
201-5960990	Invoice # 2028019543		3.40
201-5960990	Invoice # 2028016616		1.55
201-5960990	Invoice # 2027987517		2.80
201-5960990	Invoice # 2028010869		2.96
201-5960990	Invoice # 2028019424		3.54
201-5960990	Invoice # 2028039078		3.24
201-5960990	Invoice # 2028039028		3.00
201-5960990	Invoice # 2028033085		8.50
201-5960990	Invoice # 2028039066		11.40
201-5960990	Invoice # 2028038937		24.75
201-5960990	Invoice # 2028033046		9.05
201-5960990	Invoice # 2028033095		11.06
201-5960990	Invoice # 2028031195		2.55
201-5960990	Invoice # 2028024777		18.00
201-5960990	Invoice # 2028033084		1.77
201-5960990	Invoice # 2028033038		2.81
201-5960990	Invoice # 2028033048		3.85
201-5960990	Invoice # 2028050320		2.10
201-5960990	Invoice # 2028052458		17.10

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028049331		39.00
201-5970600	Invoice # 2027974500		876.37
201-5970600	Invoice # 2027961160		50.11
201-5970600	Invoice # 2027950847		418.01
201-5970600	Invoice # 2027963918		1,258.55
201-5970600	Invoice # 2027967186		19.92
201-5970600	Invoice # 2027972449		606.63
201-5970600	Invoice # 2027979993		26.83
201-5970600	Invoice # 2027997336		56.18
201-5970600	Invoice # 2027997559		188.47
201-5970600	Invoice # 2027990831		929.57
201-5970600	Invoice # 2027981352		793.16
201-5970600	Invoice # 2027984062		17.90
201-5970600	Invoice # 2027989028		7.77
201-5970600	Invoice # 2027993378		87.77
201-5970600	Invoice # 2027994920		570.13
201-5970600	Invoice # 2028003940		594.46
201-5970600	Invoice # 2027999596		473.91
201-5970600	Invoice # 2028010599		451.11
201-5970600	Invoice # 2028034352		19.82
201-5970600	Invoice # 2028020363		40.02
201-5970600	Invoice # 2028032109		43.81
201-5970600	Invoice # 2028018605		1,270.91
201-5970600	Invoice # 2028008436		372.94
201-5970600	Invoice # 2028014226		677.01
201-5970600	Invoice # 2028041426		203.69
201-5970600	Invoice # 2028036861		16.74
201-5970600	Invoice # 2028034629		828.00
201-5970600	Invoice # 2028028508		36.74
201-5970600	Invoice # 2028024454		212.85
201-5970600	Invoice # 2027972252		9.65
201-5970600	Invoice # 2027972253		75.32
201-5970600	Invoice # 2027805189		104.97
201-5970600	Invoice # 2027805534		66.76
201-5970600	Invoice # 2027976162		69.55
201-5970600	Invoice # 2027964515		15.90
201-5970600	Invoice # 2027966459		19.87
201-5970600	Invoice # 2027966752		112.34
201-5970600	Invoice # 2027958216		157.28
201-5970600	Invoice # 2027961213		72.24
201-5970600	Invoice # 2027960966		192.51
201-5970600	Invoice # 2027961075		75.07
201-5970600	Invoice # 2027976178		30.13
201-5970600	Invoice # 2028003903		115.70
201-5970600	Invoice # 2027997122		35.71
201-5970600	Invoice # 2027998044		81.22
201-5970600	Invoice # 2027997070		72.07
201-5970600	Invoice # 2027979228		389.26
201-5970600	Invoice # 2027980224		1,048.14
201-5970600	Invoice # 2027988464		4.18
201-5970600	Invoice # 2027988480		59.00
201-5970600	Invoice # 2027988473		44.82
201-5970600	Invoice # 2027988448		74.63
201-5970600	Invoice # 2027983287		20.42
201-5970600	Invoice # 2027986518		9.65
201-5970600	Invoice # 0000138366		102.33
201-5970600	Invoice # 2027986590		260.43
201-5970600	Invoice # 2027966577		41.80
201-5970600	Invoice # 2027964586		383.52
201-5970600	Invoice # 2027993036		30.61
201-5970600	Invoice # 2027986297		27.23
201-5970600	Invoice # 2027994059		132.12
201-5970600	Invoice # 2027986653		137.21

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2028001293	38.23	
201-5970600	Invoice # 2028002623	165.64	
201-5970600	Invoice # 2028008567	27.24	
201-5970600	Invoice # 2028010929	74.27	
201-5970600	Invoice # 2028008480	135.53	
201-5970600	Invoice # 2028010898	116.92	
201-5970600	Invoice # 2028004975	428.00	
201-5970600	Invoice # 2028028863	90.99	
201-5970600	Invoice # 2028027538	71.49	
201-5970600	Invoice # 2028027653	128.15	
201-5970600	Invoice # 2028016723	20.29	
201-5970600	Invoice # 2028016789	42.51	
201-5970600	Invoice # 2028016606	12.77	
201-5970600	Invoice # 2028020740	247.81	
201-5970600	Invoice # 2028027618	255.88	
201-5970600	Invoice # 2028024675	291.86	
201-5970600	Invoice # 2028024751	137.38	
201-5970600	Invoice # 2028016352	66.92	
201-5970600	Invoice # 2028016550	9.50	
201-5970600	Invoice # 2028020559	26.30	
201-5970600	Invoice # 2028019543	40.86	
201-5970600	Invoice # 2028016616	17.33	
201-5970600	Invoice # 2027987517	11.94	
201-5970600	Invoice # 2028010869	13.37	
201-5970600	Invoice # 2028019424	38.06	
201-5970600	Invoice # 2028039078	28.38	
201-5970600	Invoice # 2028039028	19.26	
201-5970600	Invoice # 2028033085	78.94	
201-5970600	Invoice # 2028039066	102.02	
201-5970600	Invoice # 2028038937	250.92	
201-5970600	Invoice # 2028033046	59.32	
201-5970600	Invoice # 2028033095	23.89	
201-5970600	Invoice # 2028031195	28.49	
201-5970600	Invoice # 2028024777	175.59	
201-5970600	Invoice # 2028033084	14.20	
201-5970600	Invoice # 2028033038	5.97	
201-5970600	Invoice # 2028033048	27.80	
201-5970600	Invoice # 2028050320	10.73	
201-5970600	Invoice # 2028052458	269.21	
201-5970600	Invoice # 2028049331	406.24	
201-5970630	Invoice # M10130070	85.38	
201-5970630	Invoice # M10602970	19.84	
201-5970630	Invoice # M10456460	4.39	
201-5970630	Invoice # 2027974501	53.30	

BANKCARD SERVICES 12608 04/17/13 6,142.30

Account No.	Description	Amount
201-5920202	March - VISA	299.00
201-5920204	March - VISA	103.50
201-5920220	March - VISA	165.00
201-5960210	March - VISA	1,344.77
201-5960990	March - VISA	758.90
201-5970100	March - VISA	841.72
201-5970110	March - VISA	323.71
201-5970115	March - VISA	31.26
201-5970260	March - VISA	199.00
201-5970600	March - VISA	1,169.37
201-5990900	Equipment - March VISA	906.07

C C H, INCORPORATED 12617 04/17/13 81.49

Account No.	Description	Amount
201-5970640	Invoice # 89331222	81.49

Vendor Name	Chk. No.	Check Date	Amount
C D W GOVERNMENT INCORPORATED	12618	04/17/13	651.97
Account No. Description		Amount	
201-5970100 Invoice # BC17360		145.70	
201-5970100 Invoice # BD27043		461.28	
201-5980410 Invoice # Z623646		18.99	
201-5980410 Invoice # BC39805		26.00	
CASH REGISTER SERVICES	12619	04/17/13	89.95
Account No. Description		Amount	
201-5970100 Invoice # 8810		89.95	
CHICAGO OFFICE TECHNOLOGY GROUP	12620	04/17/13	2,314.67
Account No. Description		Amount	
201-5930010 Invoice # 197819		726.00	
201-5930010 Invoice # 199109		583.21	
201-5930010 Invoice # 206135		482.95	
201-5930010 Invoice # 204939		349.13	
201-5930010 Invoice # 199103		164.49	
201-5930010 Invoice # 199084		8.89	
CITY OF DES PLAINES	12621	04/17/13	60.21
Account No. Description		Amount	
201-5970850 Invoice Fuel # 2-13		60.21	
COOPERATIVE COMPUTER SERVICES	12622	04/17/13	6,792.94
Account No. Description		Amount	
201-5920140 Invoice # CCS 3/1/13		5,382.23	
201-5920140 OCLC - March 2013		1,410.71	
CRYSTAL MAINTENANCE SERVICES COR	12623	04/17/13	3,340.00
Account No. Description		Amount	
201-5930320 Invoice # 21163		3,340.00	
D & Z HOUSE OF BOOKS INCORPORATED	12624	04/17/13	1,047.61
Account No. Description		Amount	
201-5970600 Invoice # 2013/1041188		1,047.61	
DEMCO EDUCATIONAL CORP	12625	04/17/13	180.73
Account No. Description		Amount	
201-5980600 Invoice # 4915327		180.73	
DIANE A. HARDY	12626	04/17/13	150.00
Account No. Description		Amount	
201-5960210 Invoice # 103		150.00	
EBSCO SUBSCRIPTION SVC	12627	04/17/13	4,257.06
Account No. Description		Amount	
201-5970620 Invoice # 1431711		4,086.07	
201-5970620 Invoice # 1429668		104.00	
201-5970620 Invoice # 1429384		81.95	
201-5970620 Invoice # 1430467		23.94	
201-5970620 Credit # 0018021		-38.90	
EVOLUTION MARKETING GROUP INC	12628	04/17/13	1,466.02
Account No. Description		Amount	
201-5970270 Invoice # 613980		1,466.02	
FARONICS TECHNOLOGIES USA, INC.	12629	04/17/13	388.89
Account No. Description		Amount	
201-5980420 Invoice # INUS0123794		388.89	
FEDERAL EXPRESS	12630	04/17/13	92.48
Account No. Description		Amount	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970260 Invoice # 2-219-95953		92.48	
GALE, INC.	12631	04/17/13	670.23
Account No. Description		Amount	
201-5970600 Invoice # 98787483		246.81	
201-5970600 Invoice # 98890738		123.50	
201-5970640 Invoice # 98944640		299.92	
GHA TECHNOLOGIES, INC.	12632	04/17/13	8,833.00
Account No. Description		Amount	
202-5980410 Invoice # 761918		1,112.00	
202-5980410 Invoice # 759164		7,721.00	
GRAINGER	12633	04/17/13	342.46
Account No. Description		Amount	
201-5930020 Invoice # 9085075720		342.46	
HEATHER SHERWOOD	12634	04/17/13	250.00
Account No. Description		Amount	
201-5960210 Program on 5.8.2013		250.00	
ILLINOIS LIGHTING, INC.	12635	04/17/13	1,050.00
Account No. Description		Amount	
201-5930020 Invoice # 14770		1,050.00	
JACK WADDICK	12636	04/17/13	250.00
Account No. Description		Amount	
201-5960210 Program on 7.9.2013		250.00	
JOHN LAVALIE	12637	04/17/13	32.32
Account No. Description		Amount	
201-5960070 Travel - Lavalie		32.32	
KASCO PRINTING	12638	04/17/13	425.00
Account No. Description		Amount	
201-5970100 Invoice # 6337		425.00	
KELLY MARON HORVATH	12639	04/17/13	157.50
Account No. Description		Amount	
201-5990900		157.50	
LAURINE CLARK	12640	04/17/13	150.00
Account No. Description		Amount	
201-5960210 Program on 5.14.2013		150.00	
LAUTERBACH & AMEN, LLP.	12641	04/17/13	1,830.00
Account No. Description		Amount	
201-5920110 Invoice No. 815		400.00	
201-5920110 Invoice No. 1022		1,430.00	
LAW OFFICES OF ANCEL, GLINK	12642	04/17/13	57.50
Account No. Description		Amount	
201-5920110 Statement # 33521		57.50	
LIMRiCC	12643	04/17/13	37,460.53
Account No. Description		Amount	
201-2401002 March Insurance		37,460.53	
MENARDS	12644	04/17/13	141.50
Account No. Description		Amount	
201-5970170 Invoice # 13066		141.50	
MESSAGE MOVERS	12645	04/17/13	256.81

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5970620		Amount 256.81	
Description Invoice # 1211004			
MICHAEL BRODIE AUSTIN	12646	04/17/13	1,045.80
Account No. 201-5920202		Amount 1,045.80	
Description Expense Reimbursement			
MICHAEL BROUILLETTE	12647	04/17/13	234.02
Account No. 201-5960070		Amount 234.02	
Description Travel - Brouillette			
MICHELLE MEYER-EDLEY	12648	04/17/13	25.88
Account No. 201-5960070		Amount 25.88	
Description Travel - Meyer-Edley			
MICROSYSTEMS, INC.	12649	04/17/13	750.23
Account No. 201-5970620		Amount 750.23	
Description Invoice # 1000068112			
MID-AMERICA CHARTER LINES, INC.	12650	04/17/13	533.00
Account No. 201-5960210		Amount 533.00	
Description Invoice # 28694			
MIDWEST TAPE	12609	04/17/13	15,988.74
Account No. 201-5960990		Amount 12.95	
Description Invoice # 90823726			
201-5960990		30.80	
201-5960990		42.35	
201-5960990		5.55	
201-5960990		15.40	
201-5960990		73.15	
201-5960990		9.25	
201-5960990		3.70	
201-5960990		0.00	
201-5960990		30.80	
201-5960990		11.10	
201-5960990		47.70	
201-5960990		7.40	
201-5960990		16.65	
201-5960990		3.85	
201-5960990		150.00	
201-5960990		16.25	
201-5960990		48.75	
201-5960990		155.10	
201-5960990		35.75	
201-5960990		165.40	
201-5960990		49.35	
201-5960990		162.85	
201-5960990		7.70	
201-5960990		42.25	
201-5960990		32.50	
201-5960990		3.25	
201-5960990		16.25	
201-5960990		9.75	
201-5960990		117.10	
201-5960990		6.50	
201-5960990		26.00	
201-5960990		113.35	
201-5960990		13.00	
201-5960990		84.20	
201-5960990		105.65	
201-5960990		3.25	
201-5960990		24.05	

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First Midwest Bank
 04/17/13-04/17/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90849711		11.55
201-5960990	Invoice # 90842965		1.85
201-5960990	Invoice # 90842964		7.70
201-5960990	Invoice # 90849649		19.50
201-5960990	Invoice # 90842962		55.65
201-5960990	Invoice # 90849712		97.50
201-5970610	Invoice # 90836406		79.99
201-5970610	Invoice # 90820009		486.92
201-5970610	Invoice # 90854676		7.49
201-5970610	Invoice # 90854678		55.99
201-5970610	Invoice # 90864462		560.76
201-5970610	Invoice # 90823726		284.93
201-5970610	Invoice # 90835656		92.02
201-5970610	Invoice # 90823728		138.79
201-5970610	Invoice # 90806244		101.97
201-5970610	Invoice # 90806243		41.96
201-5970610	Invoice # 90813098		211.76
201-5970610	Invoice # 90813171		198.95
201-5970610	Invoice # 90798028		74.98
201-5970610	Invoice # 90802680		287.95
201-5970610	Invoice # 90853327		100.42
201-5970610	Invoice # 90853324		247.94
201-5970610	Invoice # 90853870		196.38
201-5970610	Invoice # 90853873		122.96
201-5970610	Invoice # 90866327		324.91
201-5970610	Invoice # 90859752		10.49
201-5970610	Invoice # 90849710		539.87
201-5970610	Invoice # 90849711		35.67
201-5970610	Invoice # 90842965		19.99
201-5970610	Invoice # 90842964		25.18
201-5970630	Credit # 1400058847		-18.74
201-5970630	Credit # 1400047650		-134.02
201-5970630	Credit # 1400043947		-6.00
201-5970630	Invoice # 90802682		182.17
201-5970630	Invoice # 90650770		25.74
201-5970630	Invoice # 90442505		60.48
201-5970630	Invoice # 90823724		895.80
201-5970630	Invoice # 90835655		121.95
201-5970630	Invoice # 90823727		386.65
201-5970630	Invoice # 90835653		886.80
201-5970630	Invoice # 90806241		183.64
201-5970630	Invoice # 90813170		1,237.03
201-5970630	Invoice # 90813172		361.85
201-5970630	Invoice # 90798027		1,027.81
201-5970630	Invoice # 90798029		20.98
201-5970630	Invoice # 90798025		313.47
201-5970630	Invoice # 90796510		227.90
201-5970630	Invoice # 90796478		23.99
201-5970630	Invoice # 90807977		137.95
201-5970630	Invoice # 90806240		44.97
201-5970630	Invoice # 90853326		780.40
201-5970630	Invoice # 90853328		39.98
201-5970630	Invoice # 90853871		127.12
201-5970630	Invoice # 90853829		598.92
201-5970630	Invoice # 90846982		119.96
201-5970630	Invoice # 90864464		520.25
201-5970630	Invoice # 90866325		640.96
201-5970630	Invoice # 90859750		14.99
201-5970630	Invoice # 90849649		109.54
201-5970630	Invoice # 90842962		345.58
201-5970630	Invoice # 90849712		569.70

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5970630			Description Invoice # 7017B Amount 24.95
NORMAN ELECTRICAL CONSTRUCTION (12652	04/17/13	1,025.00
Account No. 201-5930020			Description Invoice # 21985 Amount 345.00
201-5930020			Invoice # 21984 Amount 680.00
NUMBERS AUTOMATION	12653	04/17/13	75.00
Account No. 201-5930010			Description Invoice # 151905 Amount 75.00
OCLC, INC.	12654	04/17/13	600.00
Account No. 201-5980420			Description Invoice # 0000236922 Amount 600.00
OFFICE DEPOT	12655	04/17/13	653.23
Account No. 201-5970100			Description Invoice # 646649870001 Amount 62.64
201-5970100			Invoice # 649193076001 Amount 590.59
OUTSOURCE SOLUTIONS GROUP, INC.	12656	04/17/13	31,070.21
Account No. 201-5920110			Description Invoice # 17006 Amount 27,083.33
201-5960990			Invoice # 16884 Amount 1,250.00
201-5960990			Invoice # 17024 Amount 280.00
201-5960990			Invoice # 16862 Amount 40.00
202-5980410			Invoice # 16844 Amount 2,416.88
OVERDRIVE, INC.	12657	04/17/13	253.99
Account No. 201-5970650			Description Inv 1018-182132837-032613 Amount 253.99
PADDOCK PUBLICATIONS, INC.	12658	04/17/13	39.15
Account No. 201-5920230			Description Amount 39.15
PADDOCK PUBLICATIONS, INC. #898489	12659	04/17/13	175.00
Account No. 201-5970620			Description Amount 175.00
RANDOM HOUSE INCORPORATED	12660	04/17/13	78.75
Account No. 201-5970610			Description Invoice # 1086626709 Amount 45.00
201-5970610			Invoice # 1086536328 Amount 33.75
REBECCA KAI DOTLICH	12661	04/17/13	4,000.00
Account No. 201-5960210			Description Presentations 4/28 & 29 Amount 4,000.00
RECORDED BOOKS, LLC	12662	04/17/13	379.23
Account No. 201-5970610			Description Invoice # 74695642 Amount 222.74
201-5970610			Invoice # 74686348 Amount 111.37
201-5970610			Invoice # 74695495 Amount 23.18
201-5970610			Invoice # 74683445 Amount 14.99
201-5970610			Invoice # 74683476 Amount 6.95
RED HAWK FIRE SECURITY SYSTEMS, LI	12663	04/17/13	76.32
Account No. 201-5960990			Description Invoice # 24486 RX Amount 76.32
REPUBLIC SERVICES	12664	04/17/13	364.36

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5930490 Inv # 0551-010063095		Amount 364.36	
RESEARCH TECHNOLOGY INTERNATION	12665	04/17/13	191.31
Account No. Description 201-5970100 Invoice # 173589		Amount 191.31	
RUNCO OFFICE SUPPLY	12666	04/17/13	2,474.29
Account No. Description 201-5970100 Invoice # 540074-0 201-5970100 Invoice # 540071-0 201-5970100 Invoice # 538592-0 201-5970100 Invoice # 537806-0 201-5970100 Invoice # 537255-0		Amount 13.37 577.34 19.99 164.59 1,699.00	
RUNGE PAPER COMPANY, INC.	12667	04/17/13	278.51
Account No. Description 201-5970170 Invoice # 783359 201-5970170 Invoice # 783360		Amount 180.08 98.43	
RUSSIAN PUBLISHING HOUSE LTD	12668	04/17/13	1,028.24
Account No. Description 201-5970600 Invoice # 147289		Amount 1,028.24	
SALEM PRESS, INC.	12669	04/17/13	420.00
Account No. Description 201-5970640 Invoice # 0412958-IN		Amount 420.00	
SIGN PALACE	12670	04/17/13	867.51
Account No. Description 201-5970270 Invoice # 10520		Amount 867.51	
SMART COMPUTING	12671	04/17/13	58.00
Account No. Description 201-5970620 Invoice # 2603231		Amount 58.00	
SPEED-E-KLEEN, INC.	12672	04/17/13	120.00
Account No. Description 201-5930320 Invoice # 3772		Amount 120.00	
TELEVEND SERVICES INCORPORATED	12673	04/17/13	90.60
Account No. Description 201-5970100 Invoice # 4271		Amount 90.60	
TIMOTHY HASKELL	12674	04/17/13	125.00
Account No. Description 201-5960990 Invoice # 041613		Amount 125.00	
TODAY'S BUSINESS SOLUTIONS INC	12675	04/17/13	580.00
Account No. Description 201-5930010 Invoice # 030413-9		Amount 580.00	
TODD GUSTAFSON	12676	04/17/13	200.00
Account No. Description 201-5960210 Program on 5.15.2013		Amount 200.00	
TUMBLEWEED PRESS INC.	12677	04/17/13	499.00
Account No. Description 201-5970640 Invoice # 46424		Amount 499.00	
		TOTAL	<u>169,805.66</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
CALL ONE	50403	03/31/13	329.70
Account No. 201-5920120	Description ACH	Amount 329.70	
AT&T	50404	03/31/13	594.57
Account No. 201-5920120	Description ACH	Amount 594.57	
McLeod USA, Inc	50405	03/31/13	293.27
Account No. 201-5920120	Description ACH	Amount 293.27	
VERIZON WIRELESS	50406	03/31/13	1,365.58
Account No. 201-5920120	Description ACH	Amount 1,365.58	
COMCAST CABLE	50407	03/31/13	212.20
Account No. 201-5920120	Description ACH	Amount 212.20	
LEVEL(3) COMMUNICATIONS, LLC.	50408	03/31/13	436.23
Account No. 201-5920120	Description ACH	Amount 436.23	
NEO-POST USA, INC.	50409	03/31/13	50.00
Account No. 201-5970170	Description ACH	Amount 50.00	
NICOR GAS	50410	03/31/13	5,038.07
Account No. 201-5970810	Description NICOR	Amount 5,038.07	
BANC OF AMERICA LEASING	50411	03/31/13	650.75
Account No. 201-5930210	Description ACH	Amount 650.75	
GE CAPITAL	50412	03/31/13	1,638.13
Account No. 201-5930210	Description ACH	Amount 1,638.13	
WOW! INTERENT CABLE	50413	03/31/13	120.29
Account No. 201-5920120	Description ACH	Amount 120.29	
PRO DATA	50414	03/31/13	635.20
Account No. 201-5920110	Description March Payroll Process Fee	Amount 418.48	
Account No. 201-5920110	Description March Payroll Process Fee	Amount 216.72	
IMRF	50415	03/31/13	37,767.97
Account No. 201-2401002	Description mm/2012 EE IMRF Contrib	Amount 8,787.84	
Account No. 201-5918021	Description 03/2013 ER IMRF Contrib	Amount 28,980.13	
		TOTAL	<u>49,131.96</u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2013

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 4,846,007	\$ 5,129,679	\$ 6,842,741	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626									
Other Revenue	15,762	12,970	23,118									
	15,762	824,322	2,174,744	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185									
Other Expense	348,979	162,895	148,263									
Change in A/P & AJE's	(84,393)	90,891	10,233									
	539,201	540,650	461,681	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 March 31, 2013

Total Expenses per Expense Report			<u>\$451,448.47</u>
Gross Payroll	\$223,354.95		
Benefits Expense	<u>79,830.09</u>		
Total Payroll Expenses		\$303,185.04	
Vendor Checks Report		\$169,805.66	
Vendor ACH Report		<u>49,131.96</u>	
Total expenses per payroll and vendor checks reports			<u>522,122.66</u>
		Variance	<u>70,674.19</u>
Less: (disbursements included above)			
IMRF March CK# 50415		(37,767.97)	
LIMRiCC February Insurance Premiums CK# 12575		<u>(37,460.53)</u>	
			(75,228.50)
Plus:			
IL Funds Epay Fees		187.39	
Year End Adjustments		<u>4,366.92</u>	
			4,554.31
		Variance	<u>0.00</u>

March 2013 Statistics Report

CIRCULATION - E-MATERIALS			
Includes downloadable books (MyMedia Mall), music (Freegal), movies (New World Cinema) and			
THIS MONTH		YEAR TO DATE	
Mar 2013	3,596	YTD 2013	10,065
Mar 2012	2,126	YTD 2012	4,946
	% Change 69.14%		% Change 103.50%

Note: The views on Des Plaines Memory have been removed from the e-materials count.

CIRCULATION - GENERAL			
Includes circulation of physically checked-out books, audio books, dvds, music, art and other			
THIS MONTH		YEAR TO DATE	
Mar 2013		YTD 2013	
Youth Services	38,577	Youth Services	113,307
Adult Services	62,316	Adult Services	181,299
TOTAL	100,893	TOTAL	294,606
Mar 2012		YTD 2012	
Youth Services	38,895	Youth Services	114,611
Adult Services	64,006	Adult Services	186,555
TOTAL	102,901	TOTAL	301,166
	% Change -1.95%		% Change -2.18%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Mar 2013		YTD 2013	
Youth Services	4,457	Youth Services	9,725
Adult Services	8,335	Adult Services	24,212
TOTAL	12,792	TOTAL	33,937
Mar 2012		YTD 2012	
Youth Services	1,074	Youth Services	3,070
Adult Services	8,629	Adult Services	24,043
TOTAL	9,703	TOTAL	27,113
	% Change 31.84%		% Change 25.17%

WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Mar 2013	7,506	YTD 2013	21,968
Mar 2012	7,127	YTD 2012	18,890
	% Change 5.32%		% Change 16.29%

VISITS TO WEBSITE			
Number of hits to dppl.org from both IP's within the library and outside of the library.			
Mar 2013		YTD 2013	
From Internal IP's	3,627	From Internal IP's	10,934
From External IP's	38,938	From External IP's	120,386
TOTAL	42,565	TOTAL	131,320
Mar 2012		YTD 2012	
From Internal IP's	3,589	From Internal IP's	10,818
From External IP's	43,047	From External IP's	125,778
TOTAL	46,636	TOTAL	136,596
	% Change -8.73%		% Change -3.86%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org			
THIS MONTH		YEAR TO DATE	
March 2013 Unique Visitors	15,948	YTD 2013 Unique Visitors	51,105
March 2012 Unique Visitors	27,662	YTD 2012 Unique Visitors	81,153
% Change	-42.35%	% Change	-37.03%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Mar 2013	21,192	YTD 2013	55,899
Mar 2012	23,714	YTD 2012	55,903
% Change	-10.64%	% Change	-0.01%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
THIS MONTH		YEAR TO DATE	
YTD 2013	34,439	% of Population 2013	59.00%
YTD 2012	33,937	% of Population 2012	58.10%
% Change	1.48%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms			
THIS MONTH		YEAR TO DATE	
Mar 2013		YTD 2013	
Library Sponsored Prog	2,787	Library Sponsored Prog	5,905
Outside Groups	1,434	Outside Groups	4,561
Public Study Rooms	1,160	Public Study Rooms	3,613
Internal Meetings	100	Internal Meetings	200
TOTAL	5,481	TOTAL	14,279
Mar 2012		YTD 2012	
Library Sponsored Prog	3,673	Library Sponsored Prog	9,427
Outside Groups	2,421	Outside Groups	6,473
Public Study Rooms	1,189	Public Study Rooms	3,573
Internal Meetings	100	Internal Meetings	300
TOTAL	7,383	TOTAL	19,773
% Change	-25.76%	% Change	-27.79%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Mar 2013		YTD 2013	
Library Sponsored Prog	118	Library Sponsored Prog	370
Outside Groups	58	Outside Groups	170
Public Study Rooms	617	Public Study Rooms	1,860
Internal Meetings	10	Internal Meetings	30
TOTAL	803	TOTAL	2,430
Mar 2012		YTD 2012	
Library Sponsored Prog	138	Library Sponsored Prog	403
Outside Groups	54	Outside Groups	156
Public Study Rooms	632	Public Study Rooms	1,835
Internal Meetings	10	Internal Meetings	30
TOTAL	834	TOTAL	2,424
% Change	-3.72%	% Change	0.25%

OUTREACH				
Number of residents served by DPPL staff at DPPL events, programs and activities in the community, outside of the DPPL building, ie. school visits, homebound delivery, etc.				
THIS MONTH		YEAR TO DATE		
Mar 2013		YTD 2013		
Youth Services	444	Youth Services	2,708	
Adult Services	192	Adult Services	601	
TOTAL	636	TOTAL	3,309	
Mar 2012		YTD 2012		
Youth Services	444	Youth Services	2,721	
Adult Services	162	Adult Services	535	
TOTAL	606	TOTAL	3,256	
% Change	5%	% Change	2%	

PATRON ASSISTANCE				
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.				
THIS MONTH		YEAR TO DATE		
Mar 2013		YTD 2013		
Youth Services	2,520	Youth Services	8,472	
Adult Services	13,102	Adult Services	39,985	
Circulation	9,566	Circulation	27,574	
TOTAL	25,188	TOTAL	76,031	
Mar 2012		YTD 2012		
Youth Services	3,384	Youth Services	7,250	
Adult Services	13,429	Adult Services	41,442	
Circulation	8,470	Circulation	24,863	
TOTAL	25,283	TOTAL	73,555	
% Change	0%	% Change	3%	

Note: The Youth Services Patron Assistance total for February 2013 was reported incorrectly as 3742; the correct total is 2625 and the difference of 1117 has been deducted from the year to date total.

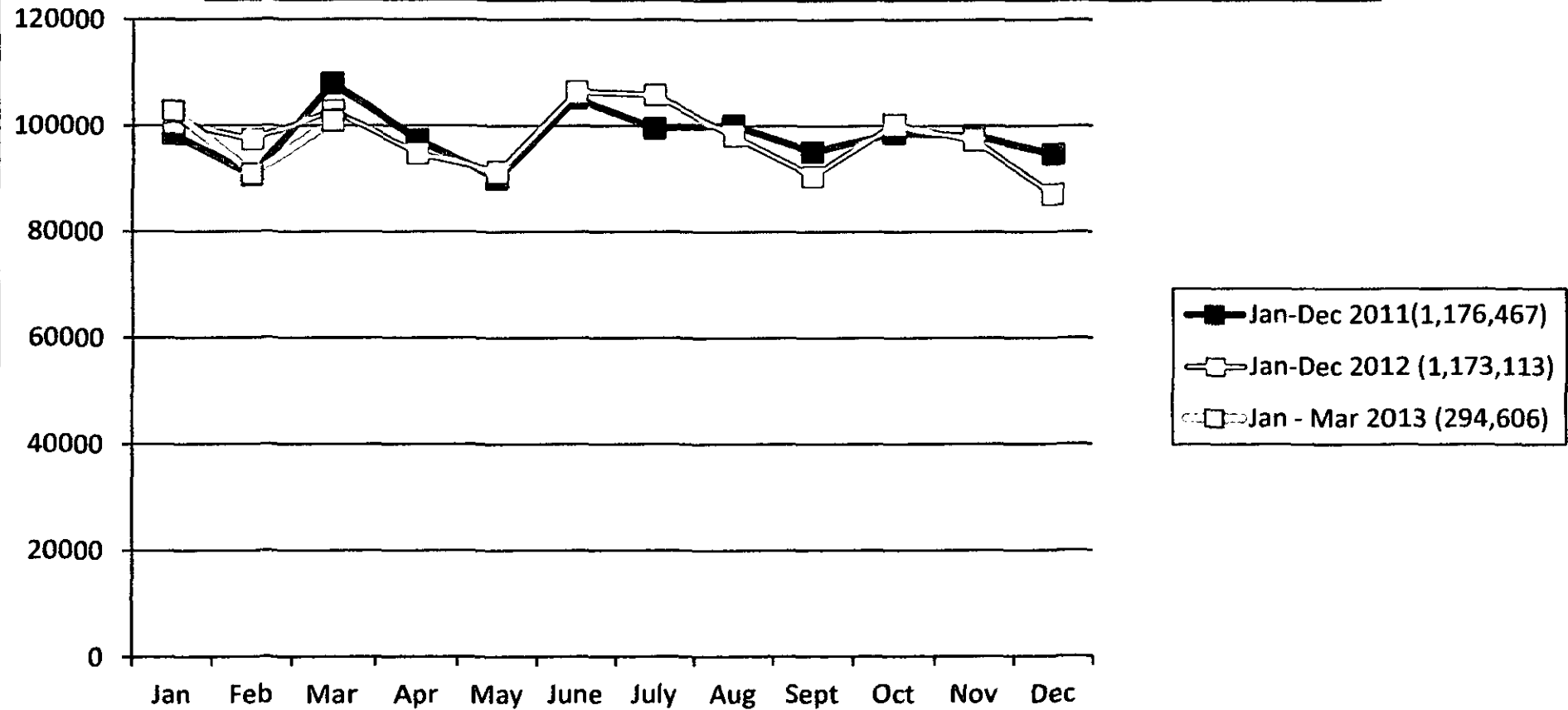
PATRON ATTENDANCE				
DPPL gate count, divided by two.				
THIS MONTH		YEAR TO DATE		
Mar 2013	50,006	YTD 2013	145,061	
Mar 2012	53,608	YTD 2012	151,987	
% Change	-6.72%	% Change	-4.56%	

2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249										737
CD-ROMs	268	193	219										680
CDs	917	990	1,010										2,917
DVDs	10,392	8,744	10,255										29,391
Fiction	17,985	16,373	17,195										51,553
Foreign language	1,832	2,383	1,913										6,128
Games	49	64	71										184
Holiday	727	538	722										1,987
Homeschool	359	366	271										996
Large type	23	23	28										74
Magazines	159	134	148										441
Nonfiction	5,913	5,492	6,355										17,760
Parent collection	175	143	141										459
CHILDREN TOTAL	39,050	35,680	38,577	0	0	0	0	0	0	0	0	0	113,307
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11										28
Audiobooks	2,055	1,794	2,020										5,869
CD-ROMs	672	619	684										1,975
CDs	6,495	5,595	6,456										18,546
DVDs	30,212	26,394	29,110										85,716
Fiction	7,733	6,597	7,263										21,593
Foreign language	1,349	1,126	1,242										3,717
High school	1,176	885	1,071										3,132
Large type	1,265	1,122	1,285										3,672
Literacy	171	177	163										511
Magazines	2,641	2,247	2,669										7,557
Nonfiction	9,963	8,678	10,342										28,983
ADULT TOTAL	63,743	55,240	62,316	0	0	0	0	0	0	0	0	0	181,299
SUBTOTAL	102,793	90,920	100,893	0	0	0	0	0	0	0	0	0	294,606
eMaterials	3,576	2,893	3,596										10,065
ILL (non consortial)	385	333	357										1,075
Miscellaneous	512	392	415										1,319
GRAND TOTAL	107,266	94,538	105,261	0	0	0	0	0	0	0	0	0	307,065
Days closed	1			1	2		1		2		1	2	10

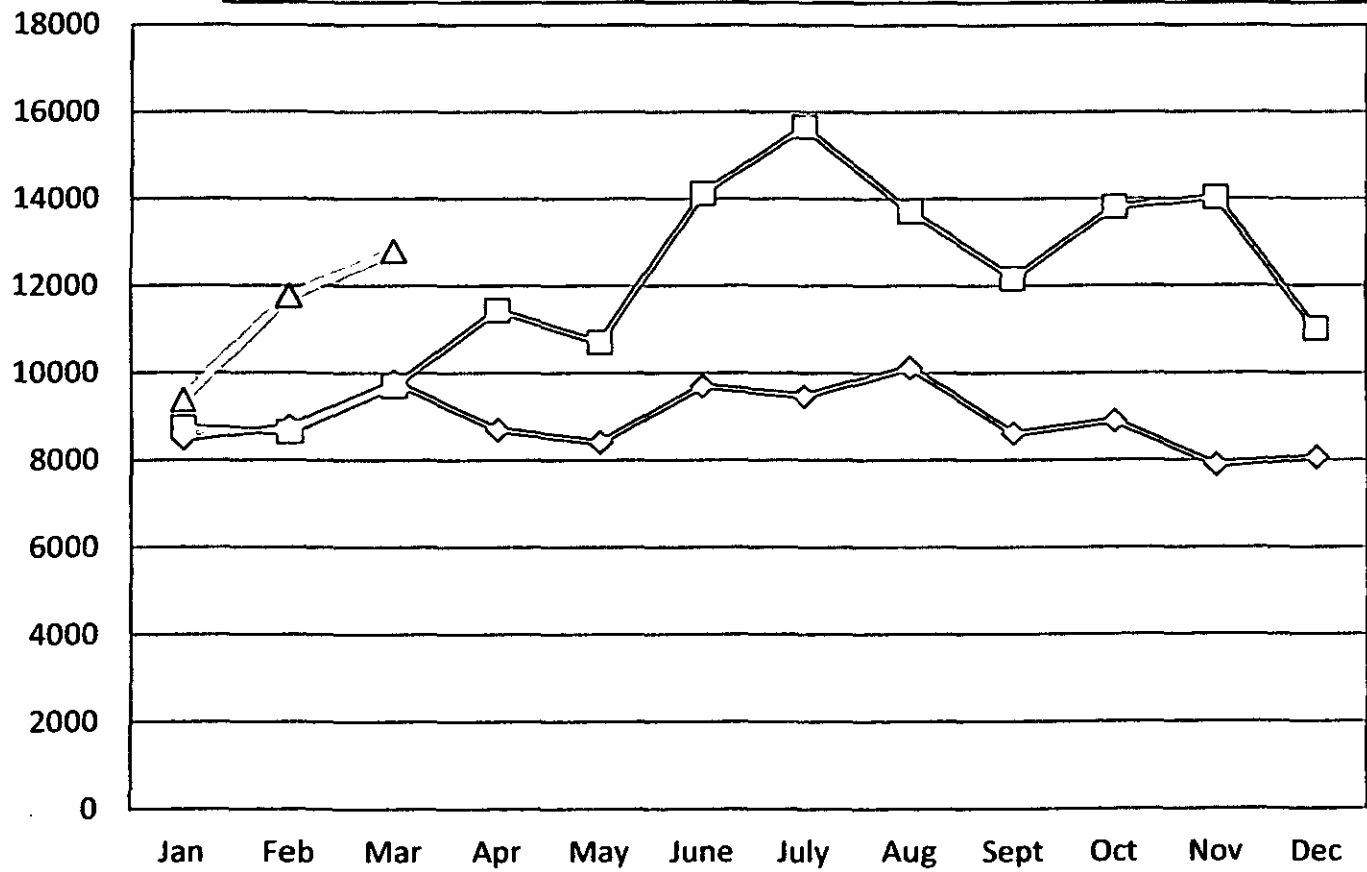
Circulation Statistics 2011 - 2013

VII.C.3.



Computer Use - Wired

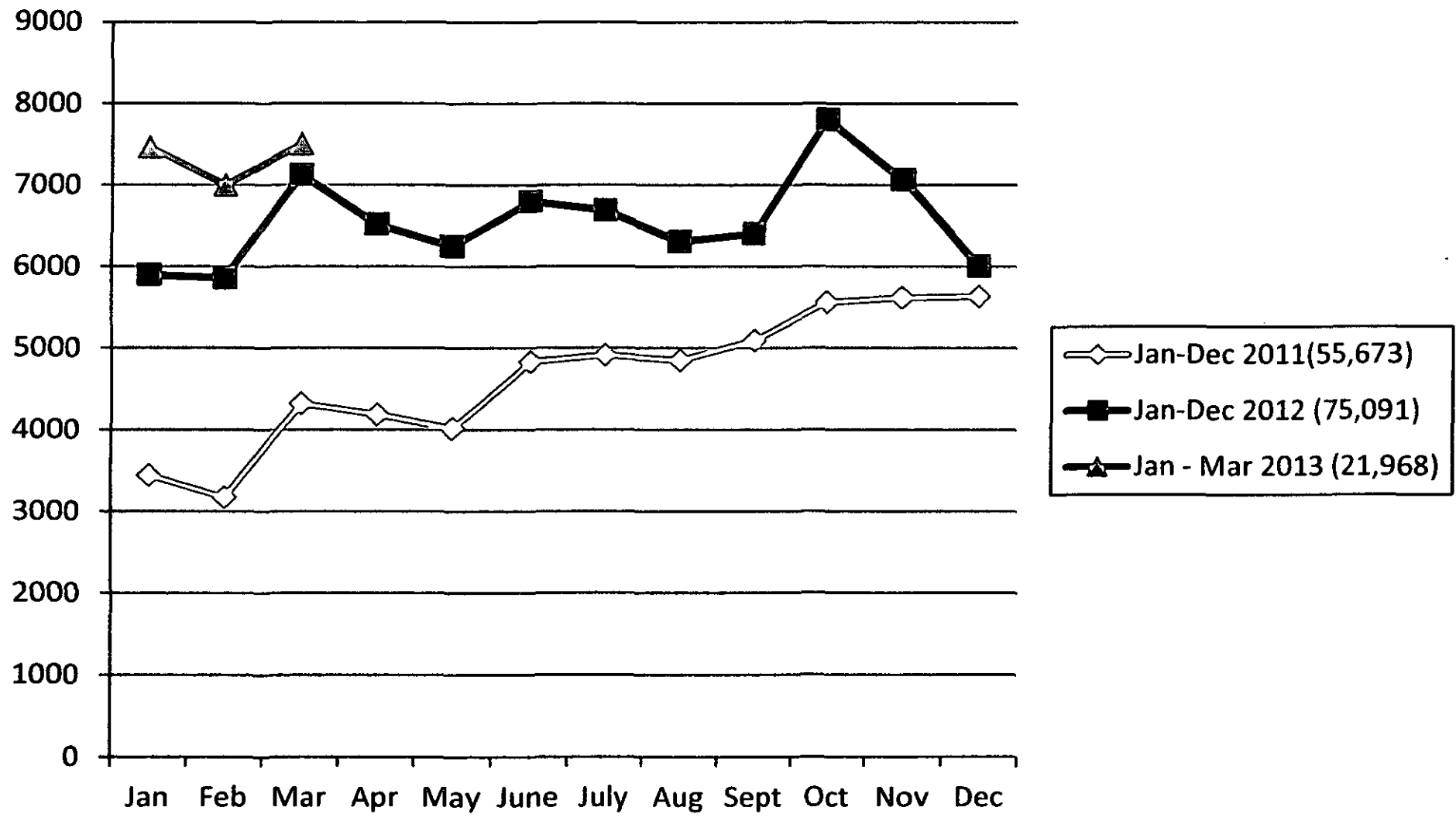
VII.C.4.



◆ Jan-Dec 2011(121,272)
□ Jan-Dec 2012 (143,814)
△ Jan - Mar 2013 (33,937)

Computer Use - Wireless

VII.C.5.



Director's Report on Strategic Goals April, 2013

Collection Development Highlights – Goal #1

In March we focused on promoting our new National Geographic Virtual Library and the Vogue Archives via Social Media. Using Facebook, Twitter, Pinterest, the library blogs and website as well as submissions to the local press we promoted these two great new resources which offers online access to over 100 years of these magazines including every page and photograph from 1888 to the present; and Zinnio which is the library's collection of downloadable magazines where you can read over 75 magazines on your computer, tablet or smartphone.

eDPPL: Books, Music and More 24/7. DPPL librarians offered this class in March which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders.

My MediaMall Lab. DPPL librarians offered this class three times in March to show the public how to download eaudiobooks and ebooks.

Community Networking Highlights – Goal #2

Here are programs that were offered to the public in partnership with local organizations, arranged for and scheduled by DPPL librarians and staffers.

Meet with Congresswoman Schakowsky's Office. Staff from the Congresswoman's office were at the library four times in March to meet with the public and answer questions.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in March to meet with the public and answer questions.

Maine West Art Exhibit and Reception. On March 21st the library hosted an opening night reception to celebrate an exhibit of art by Maine West High School students. The student's artwork was on displayed in the meeting room hallway through April 5th. This reception was developed with the library's teen librarian and our Teen Advisory Board.

Basic Computers in Spanish. Oakton Community College offered a basic computer class in Spanish three times in March.

Lifelong Learning Highlights – Goal #3

Adult Services librarians offered 22 computer classes in March teaching over 120 people.

ACT Strategy Workshop: This workshop was aimed at teens and their parents to review ACT practice test scores and learn specific areas where improvements could be made. Also covered were score-raising strategies using the Kaplan method and how ACT test scores figure into college admissions requirements. 92 attended.

Dual Language Storytimes: Spanish and Polish: Our youth services librarians offered several of these programs throughout the month that explored easy vocabulary and early literacy skills in a dual language environment.

Winter Reading Club

Chill Out and Read was the theme of the Winter Reading Club which was held from January through March. As in the past several years the library partnered with the Chicago Wolves and head of Youth Services Stephaine Spetter landed a new partner this year, Alliant Credit Union Foundation. The librarians, staff and volunteers in Youth Services developed programs that children from birth through 8th grade could participate in. When children signed up they received a pass to Des Plaines Park District's Mystic Waters Water Park and a reading log. All children, no matter their age, had to read or be read to a total of 16 hours. When they completed Winter Reading they received a certificate of completion, a grand prize raffle slip, and their choice of book as a prize. Alliant Credit Union Foundation sponsored the final prizes. The Chicago Wolves hockey team donated hats, tickets, pendants, and backpacks to be used as raffle prizes. Several children won grand prizes which ranged from Barnes and Noble gift cards to stuffed penguins. 487 children registered.

The Adult Services librarians offered a simple program of read a book and drop an entry form into a ballot box for a chance to win a Nook HD or several runner-up prizes from Panera, Starbucks, and other local businesses, with prizes provided by the Friends of the Library and VFW post #2992.

Teens were asked to write a short book review and had their own drawing for a Nook HD plus several iTunes and Starbucks gift cards. We had 763 adult entries and 81 teen entries.

2013 Cash Budget Projection

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION

For the Year Ended December 31, 2013

	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	\$ 5,369,447	\$ 4,846,004	\$ 5,129,674	\$ 6,842,722	\$ 6,385,599	\$ 5,945,476	\$ 5,291,160	\$ 4,521,402	\$ 4,026,279	\$ 3,580,156	\$ 6,425,765	\$ 5,831,642			
Restricted cash donations	129,481	129,483	129,673	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481			
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			
	5,239,966	4,716,521	5,000,001	6,713,241	6,256,118	5,815,995	5,161,679	4,391,921	3,896,798	3,450,675	6,296,284	5,702,161			
Revenue (M-T-D)															
Property Taxes		811,352	2,151,626							3,300,732			\$6,263,710	6,263,710	
Other Revenue	15,759	12,968	23,105	31,901	31,901	31,901	31,901	31,901	31,901	31,901	31,901	31,898	338,938	338,938	
Total Revenue	15,759	824,320	2,174,731	31,901	31,901	31,901	31,901	31,901	31,901	3,332,633	31,901	31,898	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	308,964	308,964	463,157	308,964	308,964	308,964	308,964	308,964	463,156	3,953,725	3,953,725	
Contractual Services	162,138	88,509	73,481	76,458	76,458	76,458	76,458	76,458	76,458	76,458	76,458	76,458	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	81,115	81,115	81,115	81,115	81,115	81,115	81,115	81,115	81,113	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	5,487	5,487	5,487	5,487	5,487	5,487	5,487	5,487	5,487	62,270	62,270	
Other			1,064				300,000					75,000	56,936	433,000	433,000
202	24,198		14,596	17,000		60,000	29,635	55,000	6,000	15,000	79,000	52,571	353,000	353,000	
Adjustments	(84,393)	90,891	10,233												
Total Expenses	539,202	540,650	461,683	489,024	472,024	686,217	801,659	527,024	478,024	487,024	626,024	735,721			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	(457,123)	(440,123)	(654,316)	(769,758)	(495,123)	(446,123)	2,845,609	(594,123)	(703,823)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,385,599	5,945,476	5,291,160	4,521,402	4,026,279	3,580,156	6,425,765	5,831,642	5,127,819			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	4,756,118	4,315,995	3,661,679	2,891,921	2,396,798	1,950,675	4,796,284	4,202,161	3,498,338			

2013 Contracts

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								\$21,500.00 Annual
	2/20/2013	12479	201-5930010		\$17,241.23		\$17,241.23	
	3/20/2013	12545	201-5930010		\$659.00		\$659.00	
	4/17/2013	12620	201-5930010		\$1,795.00		\$1,795.00	
				\$0.00	\$19,695.23	\$19,695.23	\$19,695.23	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,700.00 Annual \$2,666.75 Quarterly
	2/20/2013	12484	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$2,666.75	\$2,666.75	\$2,666.75	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	2/20/2013	12485	201-5930210		\$2,005.00		\$2,005.00	
	3/20/2013	12550	201-5930210		\$2,005.00		\$2,005.00	
	4/17/2013	50411	201-5930210		\$650.75		\$650.75	
				\$0.00	\$4,010.00	\$4,010.00	\$4,010.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers)
	2/20/2013	12458	201-5930010		\$999.64		\$999.64	
	2/20/2013	12489	201-5930010		\$3,707.85		\$3,707.85	
	3/20/2013	12554	201-5930010		\$895.15		\$895.15	
	4/17/2013	12620	201-5930010		\$2,314.67		\$2,314.67	
				\$0.00	\$7,917.31	\$7,917.31	\$7,917.31	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES- Cleaning service								\$40,080.00 Annual
	2/20/2013	12492	201-5930320		\$3,340.00		\$3,340.00	
	3/20/2013	12561	201-5930320		\$3,340.00			
	3/20/2013	12561	201-5960990	\$1,304.00			\$4,644.00	
	4/17/2013	12623	201-5930320		\$3,340.00		\$3,340.00	
				\$1,304.00	\$6,680.00	\$7,984.00	\$7,984.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
GE CAPITAL-Lease for Copy Machines								\$20,000.00 Annual
	4/17/2013	50412	50412		\$1,638.13		\$1,638.13	
					\$1,638.13		\$1,638.13	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,495.47 Annual
				\$0.00	\$0.00			
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
	3/20/2013	12574	201-5920110		\$2,860.00		\$2,860.00	
	4/17/2013	12641	201-5920110		\$1,830.00		\$1,830.00	
				\$0.00	\$2,860.00	\$2,860.00	\$2,860.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	
				\$0.00	\$24,170.00	\$24,170.00	\$24,170.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50	
				\$977.50	\$0.00	\$977.50	\$977.50	
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual
	1/31/2013	50387	201-5970260	\$1,000.00			\$1,000.00	
	2/20/2013	12515	201-5930210		\$177.00		\$177.00	
	3/20/2013	50398	201-5970260	\$1,000.00			\$1,000.00	
	3/20/2013	12578	201-5970100	\$36.08			\$36.08	
	4/17/2013	50409	201-5970170	\$50.00			\$50.00	
				\$2,086.08	\$177.00	\$2,263.08	\$2,263.08	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	2/20/2013	12523	201-5920110		\$27,083.33			
	2/20/2013	12523	202-5980410	\$9,365.11				
	2/20/2013	12523	201-5960990	\$280.00				
	2/21/2012	12523	201-5960990	\$34.73				

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/21/2012	12523	201-5960990	\$1,250.00			\$38,013.17	
	3/20/2013	12580	201-5920110		\$27,083.33			
	3/20/2013	12580	201-5980410	\$3,345.98				
	3/20/2013	12580	201-5960990	\$1,810.00			\$32,239.31	
	4/17/2013	12656	201-5920110		\$27,083.33			
	4/17/2013	12656	202-5980410	\$2,416.88				
	4/17/2013	12656		\$1,570.00			\$31,070.21	
				\$16,085.82	\$54,166.66	\$70,252.48	\$70,252.48	
PRO DATA - Payroll Services								
	1/11/2013		201-5920110		\$867.47		\$867.47	\$9,575.00 Annual
	1/25/2013		201-5920110		\$222.36		\$222.36	
	2/15/2013	50401	201-5920110		\$426.20			
	2/28/2013	50401	201-5920110		\$216.72		\$642.92	
	4/17/2013	50414	201-5920110		\$635.20		\$635.20	
				\$0.00	\$2,367.95	\$2,367.95	\$2,367.95	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								
	2/20/2013	12471	201-5960990		\$76.32		\$76.32	\$305.28 Annual
	4/17/2013	12663	201-5960990		\$76.32		\$76.32	
					\$152.64	\$152.64	\$152.64	
REPUBLIC SERVICES - Garbage and recycling collection								
	2/20/2013	12530	201-5930490		\$362.03		\$362.03	\$5,000.00 Annual
	3/20/2013	12590	201-5930490		\$360.23		\$360.23	
	4/17/2013	12664	201-5930490		\$364.36		\$364.36	
					\$722.26	\$722.26	\$722.26	
SCHINDLER ELEVATOR CORPORATION								
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	\$7,500.00 Annual
					\$0.00	\$7,262.76	\$7,262.76	
SOMETHING FISHY - Aquarium Services								
	2/20/2013	12533	201-5960990	\$71.88				\$1,440.00 Annual
	2/20/2013	12533	201-5960990	\$11.98			\$83.86	
				\$83.86	\$0.00	\$83.86	\$83.86	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								
								\$6,500.00 Annual

2013 Contracts

VII.C.8

P.500

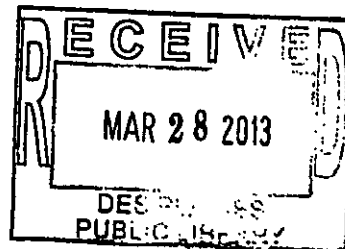
Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	3/20/2013	12601	201-5930010		\$5,712.00		\$5,712.00	
	4/17/2013	12675	201-5930010		\$580.00		\$580.00	
				\$0.00	\$6,292.00	\$6,292.00	\$6,292.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
						\$159,677.82		



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796



March 25, 2013

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

Dear Mrs. Sorensen:

As Secretary of State and State Librarian, I am pleased to award the Des Plaines Public Library a FY2013 Illinois Public Library Per Capita Grant in the amount of \$59,977.76. Nearly \$11.9 million is being awarded this year to Illinois public libraries serving nearly 11.7 million patrons at a rate of \$0.027 per resident. These funds must be obligated and expended by June 30, 2014.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming, and technology.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are the life saver of those who need help to better their lives and provide the best and most reliable resource Illinois citizens have to obtain information. I am extremely proud of the outstanding service you and all Illinois public libraries provide.

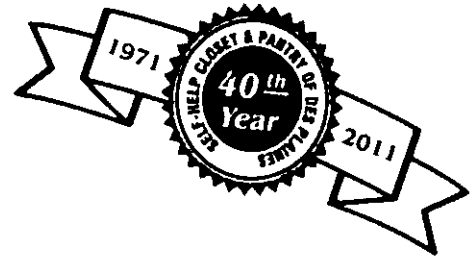
Sincerely,

Jesse White

JESSE WHITE, Secretary of State
and State Librarian

cc: Mr. Richard Pope, Board President
FY13 Des Plaines Per Capita File

W:isl

**SELF-HELP
CLOSET****PANTRY
OF DES PLAINES**

March 30, 2013

Holly Sorensen
Des Plaines Public Library
1501 Ellinwood
Des Plaines, Il 60016

Dear Ms. Sorensen:

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

This year's *Food Fight* brought in a total of 6,622 lbs. of food (slightly up over last year!), which will go a long way towards feeding the approximately 1,000 Des Plaines residents that utilize the pantry on a monthly basis.

Kiwanis Club - 3,799 lbs.
Camera Club - 850 lbs.
Des Plaines Chamber of Commerce - 663 lbs.
Rotary Club - 529 lbs.
Des Plaines Library Bd./Friends of Library - 255
Des Plaines Garden Club - 232 lbs.
Diplomat (condo) of Des Plaines - 158 lbs.
Bethesda Worship Center - 135 lbs.

Once again, thank you so much for your continued support and I look forward to your participation in the 2014 *Food Fight*.

Gratefully,


Debra Walustak

Executive Director
847/337-1443

Check Out Our Facebook Page!

Serving Des Plaines Residents Since 1971

600 East Algonquin Road, Des Plaines, Illinois 60016

Phone: 847.375.1443 Fax: 847.803.1880 www.selfhelppantry.org

STEE

ARMY

MARCH

1918



Des Plaines -
Public Library

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, MARCH 19, 2013

7:00 P.M.

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 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

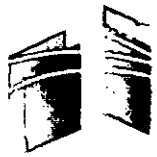
DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
March 19, 2013
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee.
- VII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – February 19, 2013.
 - C. Acceptance of Financial Reports for February 2013.
 - D. Acceptance of Reports.
 1. February 2013 Statistics Report
 2. 2013 Circulation by Month
 3. Chart - Circulation Statistics 2011-2013
 4. Chart - Computer Use Wired
 5. Chart - Computer Use Wireless
 6. Director's Report on Strategic Goals
 7. 2013 Cash Budget Projection
 8. 2013 Contracts
- VIII. New Business.
 - A. Approve Payment of Vendor Checks Report - \$194,795.02 and ACH Payments - \$44,081.65. [Action Item]

- IX. Announcements.
 - A. 2014 Per Capita Requirements for Trustees –
 - 1. Review Chapter 10, "Marketing Promotion and Collaboration" of Serving Our Public 2.0: Standard for Illinois Public Libraries, 2009
 - 2. The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.
- X. Correspondence.
- XI. Other.
- XII. Adjournment.

This meeting will be recorded for television broadcast.



BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 19, 2013

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, February 19, 2013. President Rich Pope called the meeting to order at 7:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Steve Mokry, Alma Perez, Rich Pope, Gregory Sarlo, Carol Kidd.

Absent: Susan Moylan Krey, Vince Rangel, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Brodie Austin, David Whittingham, Don Sofolo, Tim Haskell, Michael Rutter, Tom Pieters, Jason Rolloff, Dave Boelter, Jessica Galligan, Anthony Oliver, Wayne Serbin.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

MOTION by Steve Mokry, seconded by Gregory Sarlo, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. PUBLIC COMMENTS AND QUESTIONS

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

Alderman Wilson was not in attendance. He was at a City Council meeting.

VII. PRESENTATION – David Whittingham, Readers' Services.

David Whittingham, Readers' Advisor, gave his presentation on the library's homebound outreach program, which serves Des Plaines seniors.

VIII. CONSENT AGENDA

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve the Consent Agenda items A. Approval of the Minutes of the Regular Meeting – January 15, 2013 and B. Approval of the Minutes of the Management Committee meeting - December 18, 2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick asked to remove C. Acceptance of Financial Reports for January 2013. Eugene Fregetto asked to remove D. Acceptance of Reports. 1. Director's Report and 2. Contract List.

Trustee Kendrick stated that the Board should ask for a reduced levy amount to reduce the fund balance.

MOTION by Gregory Sarlo, seconded by Steve Mokry, to accept the Financial Reports for January 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto asked for more information in the Director's Report. Trustee Fregetto asked that Director Sorensen explain the duties of the librarian positions.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to reject the Director's Report, as presented. ROLL CALL VOTE: AYES: Fregetto, Kendrick. NAYS: Mokry, Perez, Sarlo, Pope. MOTION FAILS.

Trustee Sarlo complimented Director Sorensen on her performance as the Library Director.

Trustee Fregetto stated that the contract list should have a title.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to accept the Contracts List, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Gregory Sarlo, to accept the Director's Report, as written. ROLL CALL VOTE: AYES: Mokry, Perez, Sarlo, Pope. NAYS: Fregetto, Kendrick. MOTION CARRIED.

IX. UNFINISHED BUSINESS

A. Review and Approve Proposal for Copier Lease. [Action Item]

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to accept the 36 month copier lease proposal for the Des Plaines Public Library from Impact Networking. ROLL CALL VOTE: AYES: Kendrick, Mokry, Perez, Sarlo, Pope. NAYS: Fregetto. MOTION CARRIED.

X. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report - \$285,686.19 and ACH Payments - \$43,731.37. [Action Item]

MOTION by Rich Pope, seconded by Dion Kendrick., to approve the payment of vendor checks in the amount of \$285,686.19 and ACH Payments paid in the amount of \$43,731.37 as listed on the vendor checks report of January 2013 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Pope, Sarlo. NAYS: None. MOTION CARRIED.

B. Approve Illinois Public Library Annual Report. [Action Item]

MOTION by Eugene Fregetto, seconded by Steve Mokry, to approve Illinois Public Library Annual Report, as presented. VOTE. AYES: All. NAYS: None. MOTION CARRIED.

C. Authorization to Request Proposals for Payroll Services. [Action Item]

MOTION by Steve Mokry, seconded by Gregory Sarlo, to direct Library Director Sorensen to request proposals for Payroll Services. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Authorization to Request Proposals for Website Redesign. [Action Item]

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to direct Library Director Sorensen to request proposals for Website Redesign. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XI. ANNOUNCEMENTS

A. Board Committees.

President Pope announced committee assignments for 2012/2013.

XII. CORRESPONDENCE

No correspondence.

XIII. ADJOURNMENT

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

Meeting adjourned at 8:53p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
February 28, 2013

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion

March 12, 2013

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of February 28, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the two months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of February 28, 2013

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 4,925,198.74	\$ 204,480.01	\$ 5,129,678.75
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>\$ 11,232,799.74</u>	<u>\$ 204,480.01</u>	<u>\$ 11,437,279.75</u>
LIABILITIES			
Accounts Payable	\$ 194,795.02	\$ -	\$ 194,795.02
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>6,813,191.22</u>	<u>-</u>	<u>6,813,191.22</u>
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	4,419,608.52	204,480.01	4,624,088.53
Total Fund Balance	<u>4,419,608.52</u>	<u>204,480.01</u>	<u>4,624,088.53</u>
Total Liabilities and Fund Balance	<u>\$ 11,232,799.74</u>	<u>\$ 204,480.01</u>	<u>\$ 11,437,279.75</u>

Des Plaines Public Library

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

For the 2 Months Ended February 28, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 811,351.59	\$ -	\$ 811,351.59
Intergovernmental	-	-	-
Fines & Fees	26,151.45	-	26,151.45
Interest	504.16	4.84	509.00
Miscellaneous	2,071.47	-	2,071.47
Total Revenues	840,078.67	4.84	840,083.51
EXPENDITURES			
Personnel	\$ 561,478.79	\$ -	\$ 561,478.79
Operating	250,647.25	-	250,647.25
Library Materials	222,011.15	-	222,011.15
Capital Outlay	15,018.15	24,198.15	39,216.30
Other Expenditures	-	-	-
Total Expenditures	1,049,155.34	24,198.15	1,073,353.49
Net Change in Fund Balances	(209,076.67)	(24,193.31)	(233,269.98)
FUND BALANCE			
Beginning of the year	4,628,685.19	228,673.32	4,857,358.51
End of the period	\$ 4,419,608.52	\$ 204,480.01	\$ 4,624,088.53

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of February 28, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>65,691.62</u>
	<u>65,691.62</u>
201-1102015 - First Midwest Operating #8100292260	436,286.17
202-1102015 - First Midwest Operating #8100292260	<u>4,010.98</u>
	<u>440,297.15</u>
201-1102028 - Cash Library Donations	<u>26,000.08</u>
	<u>26,000.08</u>
201-1102073 - Cash IL - Epay #151600222104	<u>84,850.15</u>
201-1102078 - Cash IL - Epay Library	<u>17,249.99</u>
201-1102079 - IL Funds - 151600222591	4,191,138.36
202-1102079 - IL Funds - 151600222591	<u>200,469.03</u>
	<u>4,391,607.39</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u>5,129,678.75</u>

March 12, 2013

Des Plaines Public Library
Balance Sheet as of February 28, 2013

	<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	62,643.82	3,047.80	65,691.62
1102015 - First Midwest Operating #8100292260	376,216.49	60,069.68	436,286.17
1102028 - Cash Library Donations	25,999.08	1.00	26,000.08
1102073 - Cash IL - Epay 151600008073	81,498.80	3,351.35	84,850.15
1102078 - Cash IL - Epay Library	16,568.92	681.07	17,249.99
1102079 - IL Funds - 151600222591	3,950,421.79	240,716.57	4,191,138.36
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>10,924,932.27</u>	<u>307,867.47</u>	<u>11,232,799.74</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	261,488.04	(66,693.02)	194,795.02
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>6,879,884.24</u>	<u>(66,693.02)</u>	<u>6,813,191.22</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	4,628,685.19	0.00	4,628,685.19
	<u>4,628,685.19</u>	<u>0.00</u>	<u>4,628,685.19</u>
Total Liabilities and Fund Balance	<u>11,508,569.43</u>	<u>(66,693.02)</u>	<u>11,441,876.41</u>
Excess Revenues Over Expenses	<u>(583,637.16)</u>	<u>374,560.49</u>	<u>(209,076.67)</u>

March 12, 2013

Des Plaines Public Library
Balance Sheet as of February 28, 2013

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	18,209.13	(14,198.15)	4,010.98
1102079 - IL Funds - 151600222591	210,466.63	(9,997.60)	200,469.03
	228,675.76	(24,195.75)	204,480.01

Liabilities and Fund Balance**Liabilities**

2401000 - Accounts Payable	24,198.15	(24,198.15)	0.00
	24,198.15	(24,198.15)	0.00

Fund Balance

3730000 - Fund Balance - Unreserved	228,673.32	0.00	228,673.32
Total Liabilities and Fund Balance	252,871.47	(24,198.15)	228,673.32
Excess Revenues Over Expenses	(24,195.71)	2.40	(24,193.31)

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

Des Plaines Public Library
Balance Sheet as of February 28, 2013

	<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>

Des Plaines Public Library Revenue Report For the 2 Months Ended February 28, 2013

<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 2010	0.00	0.00	0.00	0.00	0.00
4810026 - Property Taxes 2011	0.00	0.00	0.00	0.00	0.00
4810027 - Property Taxes 2012	<u>811,351.59</u>	<u>811,351.59</u>	<u>6,263,710.00</u>	<u>5,452,358.41</u>	<u>12.95</u>
	<u>811,351.59</u>	<u>811,351.59</u>	<u>6,263,710.00</u>	<u>5,452,358.41</u>	<u>12.95</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
4822040 - State Grant - Per Capita	0.00	0.00	59,000.00	59,000.00	0.00
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>0.00</u>	<u>151,988.00</u>	<u>151,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	264.00	598.00	4,000.00	3,402.00	14.95
4850102 - Library Fines	4,067.62	9,329.08	72,000.00	62,670.92	12.96
4850103 - Library Fines / Credit Card	4,232.06	9,758.15	45,000.00	35,241.85	21.68
4850201 - Copying Fee	2,099.15	5,178.32	30,000.00	24,821.68	17.26
4850202 - Damaged Materials	102.78	115.77	700.00	584.23	16.54
4850203 - Lost Materials	393.29	932.13	6,500.00	5,567.87	14.34
4850205 - Bags	65.00	96.00	750.00	654.00	12.80
4850207 - Non-Res Cards	72.00	144.00	1,000.00	856.00	14.40
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>11,295.90</u>	<u>26,151.45</u>	<u>161,950.00</u>	<u>135,798.55</u>	<u>16.15</u>
<u>Other Revenue</u>					
4890010 - Interest Income	174.30	354.16	4,000.00	3,645.84	8.85
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,497.82	2,071.47	20,000.00	17,928.53	10.36
4899920 - Library Donations	<u>0.00</u>	<u>150.00</u>	<u>1,000.00</u>	<u>850.00</u>	<u>15.00</u>
	<u>1,672.12</u>	<u>2,575.63</u>	<u>25,000.00</u>	<u>22,424.37</u>	<u>10.30</u>
Total Library Fund	<u><u>824,319.61</u></u>	<u><u>840,078.67</u></u>	<u><u>6,602,648.00</u></u>	<u><u>5,762,569.33</u></u>	<u><u>12.72</u></u>

See Accountants' Compilation Report

**Des Plaines Public Library
 Revenue Report
 For the 2 Months Ended February 28, 2013**

	<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	2.40	4.84	0.00	(4.84)	0.00
	<u>2.40</u>	<u>4.84</u>	<u>0.00</u>	<u>(4.84)</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	0.00	0.00	300,000.00	300,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>2.40</u>	<u>4.84</u>	<u>300,000.00</u>	<u>299,995.16</u>	<u>0.00</u>
Total of All Funds	<u>824,322.01</u>	<u>840,083.51</u>	<u>6,902,648.00</u>	<u>6,062,564.49</u>	<u>12.17</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 2013**

<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	157,150.39	311,947.12	2,098,574.00	1,786,626.88	14.86
5910200 - Temporary Wages	55,027.77	102,856.01	777,327.00	674,470.99	13.23
	<u>212,178.16</u>	<u>414,803.13</u>	<u>2,875,901.00</u>	<u>2,461,097.87</u>	<u>14.42</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	78,000.00	78,000.00	0.00
5918020 - Employer Contribution - FICA	16,480.78	32,676.95	216,328.00	183,651.05	15.11
5918021 - Employer Contribution - IMRF	27,335.23	54,026.68	363,636.00	309,609.32	14.86
5918040 - Life Insurance Premiums	9.00	18.00	4,100.00	4,082.00	0.44
5918050 - PPO Insurance Premiums	16,684.13	35,740.91	275,713.00	239,972.09	12.96
5918051 - HMO Insurance Premiums	8,223.30	16,446.60	99,504.00	83,057.40	16.53
5918055 - Dental Insurance Premiums	1,813.26	3,626.52	25,543.00	21,916.48	14.20
5918070 - Workers Compensation	4,140.00	4,140.00	13,500.00	9,360.00	30.67
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>74,685.70</u>	<u>146,675.66</u>	<u>1,077,824.00</u>	<u>931,148.34</u>	<u>13.61</u>
Contractual Services					
5920100 - Legal Fees	34.50	34.50	9,000.00	8,965.50	0.38
5920110 - Professional Services	30,586.25	85,842.74	362,000.00	276,157.26	23.71
5920120 - Communication Services	4,071.89	9,532.60	34,100.00	24,567.40	27.95
5920140 - Data Processing Services	18,004.95	19,415.66	98,500.00	79,084.34	19.71
5920202 - Conferences	370.00	565.00	5,000.00	4,435.00	11.30
5920204 - Training	727.50	832.50	5,000.00	4,167.50	16.65
5920220 - Membership Dues	0.00	500.00	7,000.00	6,500.00	7.14
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920990 - Property/Liability Insurance	0.00	26,862.00	33,000.00	6,138.00	81.40
5930010 - R&M Equipment	7,711.15	53,785.23	112,650.00	58,864.77	47.75
5930020 - R&M Buildings & Structures	9,036.22	14,504.93	132,150.00	117,645.07	10.98
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	0.00	0.00	500.00	500.00	0.00
5930210 - Rental of Equipment	2,005.00	6,192.00	31,300.00	25,108.00	19.78
5930320 - Cleaning/Custodial Services	3,460.00	10,140.00	47,400.00	37,260.00	21.39
5930490 - Refuse Contract	360.23	722.26	6,000.00	5,277.74	12.04
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	203.64	382.65	1,800.00	1,417.35	21.26
5960070 - Travel Expense	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	4,789.07	6,642.99	38,800.00	32,157.01	17.12
5960990 - Misc. Contractual Services	7,149.01	14,692.19	84,300.00	69,607.81	17.43
	<u>88,509.41</u>	<u>250,647.25</u>	<u>1,012,250.00</u>	<u>761,602.75</u>	<u>24.76</u>
Commodities					
5970100 - Office Supplies	5,052.13	9,982.05	105,300.00	95,317.95	9.48
5970110 - Meals	55.41	182.72	2,000.00	1,817.28	9.14
5970115 - Supplies - Dept/Other	376.75	594.65	5,200.00	4,605.35	11.44
5970170 - Janitorial	573.82	2,424.14	28,300.00	25,875.86	8.57
5970260 - Postage & Parcel	1,099.77	1,229.69	15,000.00	13,770.31	8.20
5970270 - Printing -Reproduction-Binding	1,988.02	5,687.86	6,500.00	812.14	87.51
5970500 - Purchase of Water	647.35	647.35	6,000.00	5,352.65	10.79
5970600 - Books	22,416.67	45,523.08	342,000.00	296,476.92	13.31

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 2 Months Ended February 28, 2013**

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970610 - Audio Materials	3,704.57	7,205.41	72,000.00	64,794.59	10.01
5970620 - Subscriptions & Books	3,215.72	13,963.67	68,000.00	54,036.33	20.53
5970630 - Visual Materials	11,137.05	25,205.10	106,000.00	80,794.90	23.78
5970640 - Automated Reference Materials	10,947.34	96,213.51	185,000.00	88,786.49	52.01
5970650 - Downloadable Materials	188.57	8,945.87	45,000.00	36,054.13	19.88
5970810 - Natural Gas	2,742.62	4,164.28	26,000.00	21,835.72	16.02
5970850 - Gasoline	41.77	41.77	1,000.00	958.23	4.18
	<u>64,187.56</u>	<u>222,011.15</u>	<u>1,013,300.00</u>	<u>791,288.85</u>	<u>21.91</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	4,663.24	6,189.65	7,300.00	1,110.35	84.79
5980420 - Computer Software	2,447.63	5,741.08	39,770.00	34,028.92	14.44
5980600 - Furniture & Fixtures	3,087.42	3,087.42	15,200.00	12,112.58	20.31
	<u>10,198.29</u>	<u>15,018.15</u>	<u>62,270.00</u>	<u>47,251.85</u>	<u>24.12</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	58,000.00	58,000.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>433,000.00</u>	<u>433,000.00</u>	<u>0.00</u>
Total Library Fund Expenditures	<u>449,759.12</u>	<u>1,049,155.34</u>	<u>6,474,545.00</u>	<u>5,425,389.66</u>	<u>16.20</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	96,000.00	96,000.00	0.00
5980400 - Equipment	0.00	0.00	60,000.00	60,000.00	0.00
5980410 - Computer Hardware	0.00	9,365.11	45,000.00	35,634.89	20.81
5980420 - Computer Software	0.00	0.00	55,000.00	55,000.00	0.00
5980600 - Furniture & Fixtures	0.00	14,833.04	82,000.00	67,166.96	18.09
	<u>0.00</u>	<u>24,198.15</u>	<u>338,000.00</u>	<u>313,801.85</u>	<u>7.16</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>24,198.15</u>	<u>353,000.00</u>	<u>328,801.85</u>	<u>6.86</u>
Total of All Funds	<u>449,759.12</u>	<u>1,073,353.49</u>	<u>6,827,545.00</u>	<u>5,754,191.51</u>	<u>15.72</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
1015	02/10/13	CHRIS VALLILLO	550.00
11902	02/01/13	CALIFORNIA LANGUAGE LABORATORIES	-335.72
12542	03/20/13	BAKER & TAYLOR	23,560.26
12543	03/20/13	BANKCARD SERVICES	8,085.13
12544	03/20/13	MIDWEST TAPE	15,416.65
12545	03/20/13	3m, Inc.	659.00
12546	03/20/13	ADULT READING ROUND TABLE	15.00
12547	03/20/13	ALARM SECURITY INCORPORATED	1,453.46
12548	03/20/13	ALPHA-GRAPHS	522.00
12549	03/20/13	AMAZON	1,794.43
12550	03/20/13	BANC OF AMERICA LEASING	2,005.00
12551	03/20/13	C D W GOVERNMENT INCORPORATED	2,719.32
12552	03/20/13	CAPSTONE PRESS INCORPORATED	145.43
12553	03/20/13	CAROL KIDD	32.50
12554	03/20/13	CHICAGO OFFICE TECHNOLOGY GROUP	895.15
12555	03/20/13	Chromatech, Inc.	182.00
12556	03/20/13	CITY OF DES PLAINES,	647.35
12557	03/20/13	CITY OF DES PLAINES,	1.00
12558	03/20/13	CITY OF DES PLAINES, PUBLIC WORKS	41.77
12559	03/20/13	COOPERATIVE COMPUTER SERVICES	18,004.95
12560	03/20/13	CRIMSON MULTIMEDIA DIST., INC.	46.29
12561	03/20/13	CRYSTAL MAINTENANCE SERVICES CORP	4,644.00
12562	03/20/13	D & Z HOUSE OF BOOKS INCORPORATED	239.70
12563	03/20/13	D.K. AGENCIES (P) LTD.	77.60
12564	03/20/13	DEMCO EDUCATIONAL CORP	2,605.34
12565	03/20/13	EBSCO SUBSCRIPTION SVC	3,019.73
12566	03/20/13	EVOLUTION MARKETING GROUP INC	1,466.02
12567	03/20/13	FEDERAL EXPRESS	68.98
12568	03/20/13	GALE, INC.	1,538.54
12569	03/20/13	HOLLY RICHARDS SORENSEN	34.50
12570	03/20/13	ILLINOIS PUBLIC RISK FUND	4,140.00
12571	03/20/13	JANWAY COMPANY USA, INC.	675.25
12572	03/20/13	JO BONELL	37.87
12573	03/20/13	LACONI	45.00
12574	03/20/13	LAUTERBACH & AMEN, LLP.	2,860.00
12575	03/20/13	LIMRiCC	36,635.11
12576	03/20/13	LUISA BUEHLER	200.00
12577	03/20/13	MENARDS	174.25
12578	03/20/13	NEO-POST	36.08
12579	03/20/13	OFFICE DEPOT	1,619.06
12580	03/20/13	OUTSOURCE SOLUTIONS GROUP, INC.	32,239.31
12581	03/20/13	OVERDRIVE, INC.	43.98
12582	03/20/13	PADDOCK PUBLICATIONS, INC.	725.00
12583	03/20/13	PADDOCK PUBLICATIONS, INC.	88.00
12584	03/20/13	PAULA KRAPP	200.00
12585	03/20/13	PC Nation, Inc	445.00
12586	03/20/13	PRESTIGE DISTRIBUTION, INC.	384.57
12587	03/20/13	PROQUEST LLC	1,180.00
12588	03/20/13	RACHEL SINGOR GORDON	225.00
12589	03/20/13	RANDOM HOUSE INCORPORATED	20.25
12590	03/20/13	REPUBLIC SERVICES	360.23
12591	03/20/13	RESEARCH TECHNOLOGY INTERNATIONAL	364.80
12592	03/20/13	ROUND LAKE ARE PUBLIC LIBRARY	14.95
12593	03/20/13	RUNCO OFFICE SUPPLY	123.70
12594	03/20/13	SANGHAMAM PUBLICATIONS, INC.	35.00
12595	03/20/13	SCHINDLER ELEVATOR CORPORATION	7,262.76
12596	03/20/13	SMART COMPUTING	58.00
12597	03/20/13	SPEED-E-KLEEN, INC.	120.00
12598	03/20/13	SRDS	3,597.00
12599	03/20/13	SUBURBAN LAW ENFORCEMENT ACADEMY	25.00
12600	03/20/13	TIMOTHY HASKELL	125.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
12601	03/20/13	TODAY'S BUSINESS SOLUTIONS INC	5,712.00
12602	03/20/13	VAHE GHAZARIAN	90.00
12603	03/20/13	VALUE LINE PUBLISHING INCORPORATED	4,600.00
12604	03/20/13	VIKING PLUMBING SERVICES, LLC	320.00
12605	03/20/13	WEST GROUP	31.80
12606	03/20/13	WESTON WOODS STUDIOS	59.95
50392	02/28/13	CALL ONE	350.79
50393	02/28/13	AT&T	594.57
50394	02/28/13	McLeod USA, Inc	293.27
50395	02/28/13	VERIZON WIRELESS	1,126.32
50396	02/28/13	COMCAST CABLE	212.20
50397	02/28/13	LEVEL(3) COMMUNICATIONS, LLC.	1,374.45
50398	02/28/13	NEO-POST	1,000.00
50399	02/28/13	NICOR GAS	2,742.62
50400	02/28/13	WOW! INTERENT CABLE	120.29
50401	02/28/13	PRO DATA	642.92
50402	02/28/13	IMRF	35,624.22
Total checks	78		<u>239,090.95</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3m, Inc.	12545	03/20/13	659.00
Account No.	Description	Amount	
201-5930010	Invoice # OF55545	659.00	
ADULT READING ROUND TABLE	12546	03/20/13	15.00
Account No.	Description	Amount	
201-5970600		15.00	
ALARM SECURITY INCORPORATED	12547	03/20/13	1,453.46
Account No.	Description	Amount	
201-5930020	Invoice # S108593	610.96	
201-5930020	Invoice # S108802	842.50	
ALPHA-GRAPHICS	12548	03/20/13	522.00
Account No.	Description	Amount	
201-5970270	Invoice # 38031	522.00	
AMAZON	12549	03/20/13	1,794.43
Account No.	Description	Amount	
201-5970600	Amazon - February	362.75	
201-5970610	Amazon - February	277.30	
201-5970620	Amazon - February	14.99	
201-5970630	Amazon - February	1,139.39	
BAKER & TAYLOR	12542	03/20/13	23,560.26
Account No.	Description	Amount	
201-5960990	Invoice # 2027957771	2.80	
201-5960990	Invoice # 2027955582	48.05	
201-5960990	Invoice # 2027946386	2.75	
201-5960990	Invoice # 2027946263	110.55	
201-5960990	Invoice # 2027918102	2.10	
201-5960990	Invoice # 2027923466	115.50	
201-5960990	Invoice # 2027921756	0.70	
201-5960990	Invoice # 2027921752	0.70	
201-5960990	Invoice # 2027912569	6.25	
201-5960990	Invoice # 2027899051	47.65	
201-5960990	Invoice # 2027907827	56.00	
201-5960990	Invoice # 2027883780	43.80	
201-5960990	Invoice # 2027879223	26.15	
201-5960990	Invoice # 2027847207	2.80	
201-5960990	Invoice # 2027882761	8.40	
201-5960990	Invoice # 2027884596	15.85	
201-5960990	Invoice # 2027893052	5.45	
201-5960990	Invoice # 2027898747	23.40	
201-5960990	Invoice # 2027938319	0.70	
201-5960990	Invoice # 2027932451	3.50	
201-5960990	Invoice # 2027943643	94.35	
201-5960990	Invoice # 2027949530	7.70	
201-5960990	Invoice # 2027952590	39.76	
201-5960990	Invoice # 2027949309	4.50	
201-5960990	Invoice # 2027949229	22.05	
201-5960990	Invoice # 2027960940	15.85	
201-5960990	Invoice # 2027943129	2.96	
201-5960990	Invoice # 2027943112	5.53	
201-5960990	Invoice # 2027943114	9.72	
201-5960990	Invoice # 2027953576	38.65	
201-5960990	Invoice # 2027893709	34.60	
201-5960990	Invoice # 2027914641	13.90	
201-5960990	Invoice # 2027905400	6.05	
201-5960990	Invoice # 2027918277	0.97	
201-5960990	Invoice # 2027915064	17.35	
201-5960990	Invoice # 2027919823	7.50	
201-5960990	Invoice # 2027915024	4.86	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027928834		3.24
201-5960990	Invoice # 2027928841		3.09
201-5960990	Invoice # 2027928835		7.08
201-5960990	Invoice # M09001250		2.99
201-5960990	Invoice # 2027917593		6.48
201-5960990	Invoice # 2027917534		11.69
201-5960990	Invoice # 2027919775		3.40
201-5960990	Invoice # 2027925695		19.58
201-5960990	Invoice # 2027928789		31.40
201-5960990	Invoice # 2027928791		2.96
201-5960990	Invoice # 2027915481		10.50
201-5960990	Invoice # 0000138325		102.33
201-5960990	Invoice # 2027917376		1.62
201-5960990	Invoice # 2027895342		3.24
201-5960990	Invoice # 2027901371		4.50
201-5960990	Invoice # 2027901240		7.08
201-5960990	Invoice # 2027900945		13.25
201-5960990	Invoice # 2027887338		16.74
201-5960990	Invoice # 2027890350		24.00
201-5960990	Invoice # 2027895323		4.86
201-5960990	Invoice # 2027904770		30.10
201-5960990	Invoice # 2027895295		11.05
201-5960990	Invoice # 2027895289		5.35
201-5960990	Invoice # 2027893003		18.60
201-5960990	Invoice # 2027890035		68.16
201-5960990	Invoice # 2027885936		52.68
201-5960990	Invoice # 2027886852		3.50
201-5960990	Invoice # 2027869851		9.00
201-5960990	Invoice # 2027878247		1.40
201-5960990	Invoice # 2027644183		28.45
201-5960990	Invoice # 2027867431		9.72
201-5960990	Invoice # 2027870890		1.29
201-5960990	Invoice # 2027846622		24.00
201-5960990	Invoice # 2027844434		20.05
201-5960990	Invoice # 2027866022		11.00
201-5960990	Invoice # 2027869902		39.15
201-5960990	Invoice # 2027866983		21.30
201-5960990	Invoice # 2027857943		14.35
201-5960990	Invoice # 2027872088		7.50
201-5960990	Invoice # 2027871964		2.55
201-5960990	Invoice # 2027871971		11.34
201-5960990	Invoice # 2027871982		23.55
201-5960990	Invoice # 2027882281		30.00
201-5960990	Invoice # 2027869837		5.10
201-5960990	Invoice # 2027882079		9.30
201-5960990	Invoice # 2027890127		4.50
201-5960990	Invoice # 2027917576		22.05
201-5960990	Invoice # 2027937451		9.00
201-5960990	Invoice # 2027937372		3.00
201-5960990	Invoice # 2027942017		4.20
201-5960990	Invoice # 2027925521		2.35
201-5960990	Invoice # 2027917542		3.40
201-5960990	Invoice # 2027917501		7.50
201-5960990	Invoice # 2027937432		23.35
201-5960990	Invoice # 2027919751		4.90
201-5960990	Invoice # 2027932797		1.70
201-5960990	Invoice # 2027943127		11.20
201-5970600	Invoice # 2027957770		23.88
201-5970600	Invoice # 2027955581		819.05
201-5970600	Invoice # 2027946385		62.31
201-5970600	Invoice # 2027946262		1,722.39
201-5970600	Invoice # 2027912210		97.51
201-5970600	Invoice # 2027918101		37.05

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027923465		1,723.94
201-5970600	Invoice # 2027921751		10.16
201-5970600	Invoice # 2027921755		7.17
201-5970600	Invoice # 2027912568		231.16
201-5970600	Invoice # 2027899050		719.43
201-5970600	Invoice # 2027907826		825.28
201-5970600	Invoice # 2027893002		524.15
201-5970600	Invoice # 2027879222		585.34
201-5970600	Invoice # 2027871998		44.29
201-5970600	Invoice # 2027883779		724.83
201-5970600	Invoice # 2027870208		72.35
201-5970600	Invoice # 2027870207		1,196.92
201-5970600	Invoice # 2027847206		31.66
201-5970600	Invoice # 2027882760		138.05
201-5970600	Invoice # 2027884595		340.06
201-5970600	Invoice # 2027893051		58.37
201-5970600	Invoice # 2027898746		502.87
201-5970600	Invoice # 2027938318		10.16
201-5970600	Invoice # 2027932450		44.21
201-5970600	Invoice # 2027946189		761.98
201-5970600	Invoice # 2027943642		1,623.58
201-5970600	Invoice # 2027871998		5.31
201-5970600	Invoice # 2027949530		120.30
201-5970600	Invoice # 2027952590		90.78
201-5970600	Invoice # 2027949309		38.41
201-5970600	Invoice # 2027949229		144.72
201-5970600	Invoice # 2027960940		111.73
201-5970600	Invoice # 2027943129		13.37
201-5970600	Invoice # 2027943112		19.35
201-5970600	Invoice # 2027943114		88.48
201-5970600	Invoice # 2027953576		372.92
201-5970600	Invoice # 2027893709		888.93
201-5970600	Invoice # 2027914641		119.03
201-5970600	Invoice # 2027905400		61.63
201-5970600	Invoice # 2027918277		9.63
201-5970600	Invoice # 2027915064		182.92
201-5970600	Invoice # 2027919823		78.64
201-5970600	Invoice # 2027915024		44.82
201-5970600	Invoice # 2027928834		29.47
201-5970600	Invoice # 2027928841		28.93
201-5970600	Invoice # 2027928835		60.65
201-5970600	Invoice # 2027917593		57.91
201-5970600	Invoice # 2027917534		19.10
201-5970600	Invoice # 2027919775		58.14
201-5970600	Invoice # 2027925695		41.76
201-5970600	Invoice # 2027928789		1,045.58
201-5970600	Invoice # 2027928791		14.32
201-5970600	Invoice # 2027915481		110.10
201-5970600	Invoice # 0000138325		11.44
201-5970600	Invoice # 2027917376		14.19
201-5970600	Invoice # 2027895342		31.74
201-5970600	Invoice # 2027901371		30.63
201-5970600	Invoice # 2027901240		59.60
201-5970600	Invoice # 2027900945		136.21
201-5970600	Invoice # 2027887338		28.00
201-5970600	Invoice # 2027890350		249.84
201-5970600	Invoice # 2027895323		53.93
201-5970600	Invoice # 2027904770		149.66
201-5970600	Invoice # 2027895295		87.51
201-5970600	Invoice # 2027895289		48.52
201-5970600	Invoice # 2027893003		0.00
201-5970600	Invoice # 2027890035		144.51
201-5970600	Invoice # 2027885936		109.52

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2027886852		20.90	
201-5970600 Invoice # 2027869851		57.73	
201-5970600 Invoice # 2027878247		22.53	
201-5970600 Invoice # 2027644183		104.97	
201-5970600 Invoice # 2027867431		94.55	
201-5970600 Invoice # 2027870890		21.26	
201-5970600 Invoice # 2027846622		241.09	
201-5970600 Invoice # 2027844434		217.94	
201-5970600 Invoice # 2027866022		108.62	
201-5970600 Invoice # 2027869902		348.15	
201-5970600 Invoice # 2027866983		251.01	
201-5970600 Invoice # 2027857943		155.62	
201-5970600 Invoice # 2027872088		75.83	
201-5970600 Invoice # 2027871964		59.85	
201-5970600 Invoice # 2027871971		108.40	
201-5970600 Invoice # 2027871982		242.29	
201-5970600 Invoice # 2027882281		326.22	
201-5970600 Invoice # 2027869837		97.42	
201-5970600 Invoice # 2027882079		109.35	
201-5970600 Invoice # 2027890127		26.80	
201-5970600 Invoice # 2027917576		229.54	
201-5970600 Invoice # 2027937451		74.91	
201-5970600 Invoice # 2027937372		79.86	
201-5970600 Invoice # 2027942017		42.63	
201-5970600 Invoice # 2027925521		18.95	
201-5970600 Invoice # 2027917542		44.38	
201-5970600 Invoice # 2027917501		60.01	
201-5970600 Invoice # 2027937432		427.20	
201-5970600 Invoice # 2027919751		78.74	
201-5970600 Invoice # 2027932797		64.90	
201-5970600 Invoice # 2027943127		97.43	
201-5970610 Invoice # M09001250		15.73	
BANC OF AMERICA LEASING	12550	03/20/13	2,005.00
Account No. Description		Amount	
201-5930210 Invoice # 012246580		2,005.00	
BANKCARD SERVICES	12543	03/20/13	8,085.13
Account No. Description		Amount	
201-5920202 VISA - February 2013		325.00	
201-5920204 VISA - February 2013		670.00	
201-5960210 VISA - February 2013		2,889.07	
201-5970100 VISA - February 2013		1,578.85	
201-5970110 VISA - February 2013		17.54	
201-5970115 VISA - February 2013		202.50	
201-5970170 VISA - February 2013		189.25	
201-5970260 VISA - February 2013		30.79	
201-5970600 VISA - February 2013		37.50	
201-5970650 VISA - February 2013		144.59	
201-5980410 VISA - February 2013		159.99	
201-5980420 VISA - February 2013		-114.37	
201-5980600 VISA - February 2013		1,954.42	
C D W GOVERNMENT INCORPORATED	12551	03/20/13	2,719.32
Account No. Description		Amount	
201-5980410 Invoice # Z090104		157.32	
201-5980420 Invoice # Z179977		2,562.00	
CAPSTONE PRESS INCORPORATED	12552	03/20/13	145.43
Account No. Description		Amount	
201-5970600 Invoice # CI10299050		145.43	
CAROL KIDD	12553	03/20/13	32.50

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5920204			Amount 32.50
Description Expense Reimbursement			
CHICAGO OFFICE TECHNOLOGY GROUP	12554	03/20/13	895.15
Account No. 201-5930010			Amount 9.66
Description Invoice # 191335			
201-5930010			295.37
Description Invoice # 191372			
201-5930010			240.99
Description Invoice # 191363			
201-5930010			349.13
Description Invoice # 196943			
Chromatech, Inc.	12555	03/20/13	182.00
Account No. 201-5970100			Amount 182.00
Description Job # 23010			
CITY OF DES PLAINES,	12556	03/20/13	647.35
Account No. 201-5970500			Amount 647.35
Description			
CITY OF DES PLAINES,	12557	03/20/13	1.00
Account No. 201-5960990			Amount 1.00
Description Lease Payment			
CITY OF DES PLAINES, PUBLIC WORKS	12558	03/20/13	41.77
Account No. 201-5970850			Amount 41.77
Description Invoice Fuel # 1-13			
COOPERATIVE COMPUTER SERVICES	12559	03/20/13	18,004.95
Account No. 201-5920140			Amount 7,449.08
Description Invoice # CCS 11/1/12			
201-5920140			1,410.71
Description OCLC JEd Profile February			
201-5920140			4,906.37
Description Invoice # CCS 1/1/13			
201-5920140			4,238.79
Description Invoice # CCS 2/1/13			
CRIMSON MULTIMEDIA DIST., INC.	12560	03/20/13	46.29
Account No. 201-5960990			Amount 14.29
Description Invoice # 20241A			
201-5970610			32.00
Description Invoice # 20176B			
CRYSTAL MAINTENANCE SERVICES COR	12561	03/20/13	4,644.00
Account No. 201-5930320			Amount 3,340.00
Description Invoice # 21099			
201-5960990			1,304.00
Description Invoice # 21086			
D & Z HOUSE OF BOOKS INCORPORATED	12562	03/20/13	239.70
Account No. 201-5970600			Amount 59.70
Description Invoice # 2012/1038607			
201-5970600			180.00
Description			
D.K. AGENCIES (P) LTD.	12563	03/20/13	77.60
Account No. 201-5970600			Amount 77.60
Description Invoice # DKBA-3282-12			
DEMCO EDUCATIONAL CORP	12564	03/20/13	2,605.34
Account No. 201-5970100			Amount 1,396.34
Description Invoice # 4878263			
201-5970100			76.00
Description Invoice # 4891294			
201-5980600			1,133.00
Description Invoice # 4876565			
EBSCO SUBSCRIPTION SVC	12565	03/20/13	3,019.73
Account No. 201-5970620			Amount 230.17
Description Invoice # 1426524			
201-5970620			157.99
Description Invoice # 1426899			
201-5970620			127.00
Description Invoice # 1427163			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970620 Invoice # 1425389		57.00	
201-5970620 Credit # 0004266		-19.41	
201-5970620 Invoice # 0098999		2,231.25	
201-5970620 Invoice # 0038628		5.56	
201-5970620 Invoice # 1426524		230.17	
EVOLUTION MARKETING GROUP INC	12566	03/20/13	1,466.02
Account No. Description		Amount	
201-5970270 Invoice # 613980		1,466.02	
FEDERAL EXPRESS	12567	03/20/13	68.98
Account No. Description		Amount	
201-5970260 Invoice # 2-189-78598		68.98	
GALE, INC.	12568	03/20/13	1,538.54
Account No. Description		Amount	
201-5970640 Invoice # 98723394		938.70	
201-5970640 Invoice # 98780783		599.84	
HOLLY RICHARDS SORENSEN	12569	03/20/13	34.50
Account No. Description		Amount	
201-5920100 Expense Reimbursement		34.50	
ILLINOIS PUBLIC RISK FUND	12570	03/20/13	4,140.00
Account No. Description		Amount	
201-5918070 Invoice # 17008		4,137.00	
201-5918070 Invoice # 17007		3.00	
JANWAY COMPANY USA, INC.	12571	03/20/13	675.25
Account No. Description		Amount	
201-5970100 Invoice # 107988		675.25	
JO BONELL	12572	03/20/13	37.87
Account No. Description		Amount	
201-5970110 Expense Reimbursement -Jo		37.87	
LACONI	12573	03/20/13	45.00
Account No. Description		Amount	
201-5920202		45.00	
LAUTERBACH & AMEN, LLP.	12574	03/20/13	2,860.00
Account No. Description		Amount	
201-5920110 Invoice No. 209 - Dec		1,430.00	
201-5920110 Invoice No. 449 - Jan		1,430.00	
LIMRiCC	12575	03/20/13	36,635.11
Account No. Description		Amount	
201-2401002 PHIP Billing February 201		36,635.11	
LUISA BUEHLER	12576	03/20/13	200.00
Account No. Description		Amount	
201-5960210 Program on 5/16/13		200.00	
MENARDS	12577	03/20/13	174.25
Account No. Description		Amount	
201-5970115 Invoice # 12595		3.96	
201-5970115 Invoice # 12592		170.29	
MIDWEST TAPE	12544	03/20/13	15,416.65
Account No. Description		Amount	
201-5960990 Invoice # 90792205		11.55	
201-5960990 Invoice # 90792207		7.40	
201-5960990 Invoice # 90788250		1.85	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90788251		3.85
201-5960990	Invoice # 90761543		15.40
201-5960990	Invoice # 90770552		12.95
201-5960990	Invoice # 90770551		1.85
201-5960990	Invoice # 90764978		7.70
201-5960990	Invoice # 90764975		1.85
201-5960990	Invoice # 90770556		42.85
201-5960990	Invoice # 90774265		70.30
201-5960990	Invoice # 90774267		25.90
201-5960990	Invoice # 90777413		1.85
201-5960990	Invoice # 90777412		7.70
201-5960990	Invoice # 90743408		46.45
201-5960990	Invoice # 90743409		7.40
201-5960990	Invoice # 90752818		1.85
201-5960990	Invoice # 90733991		23.10
201-5960990	Invoice # 90737972		3.85
201-5960990	Invoice # 90738730		27.75
201-5960990	Invoice # 90792201		19.50
201-5960990	Invoice # 90792200		3.25
201-5960990	Invoice # 90792202		6.50
201-5960990	Invoice # 90792203		221.85
201-5960990	Invoice # 90788229		54.95
201-5960990	Invoice # 90788227		13.00
201-5960990	Invoice # 90761542		13.40
201-5960990	Invoice # 90761489		6.50
201-5960990	Invoice # 90792206		73.40
201-5960990	Invoice # 90761540		132.90
201-5960990	Invoice # 90770554		158.65
201-5960990	Invoice # 90764979		45.50
201-5960990	Invoice # 90764977		16.25
201-5960990	Invoice # 90770553		6.50
201-5960990	Invoice # 90770557		74.95
201-5960990	Invoice # 90776467		135.50
201-5960990	Invoice # 90777338		3.25
201-5960990	Invoice # 90777339		136.30
201-5960990	Invoice # 90777411		19.50
201-5960990	Invoice # 90745050		16.25
201-5960990	Invoice # 90743406		80.75
201-5960990	Invoice # 90743405		21.75
201-5960990	Invoice # 90753042		19.50
201-5960990	Invoice # 90753040		3.25
201-5960990	Invoice # 90753720		58.60
201-5960990	Invoice # 90753722		41.25
201-5960990	Invoice # 90737970		277.00
201-5960990	Invoice # 90733869		6.50
201-5960990	Invoice # 90736769		6.50
201-5960990	Invoice # 90734084		84.25
201-5960990	Invoice # 90737973		39.00
201-5970610	Invoice # 90792207		131.96
201-5970610	Invoice # 90788250		59.99
201-5970610	Invoice # 90788251		12.59
201-5970610	Invoice # 90761543		49.46
201-5970610	Invoice # 90770552		267.93
201-5970610	Invoice # 90770551		22.99
201-5970610	Invoice # 90764978		25.48
201-5970610	Invoice # 90764975		34.99
201-5970610	Invoice # 90770556		129.79
201-5970610	Invoice # 90774265		215.22
201-5970610	Invoice # 90774267		513.86
201-5970610	Invoice # 90777413		44.99
201-5970610	Invoice # 90777412		26.08
201-5970610	Invoice # 90743408		164.58
201-5970610	Invoice # 90743409		128.96

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 90752818		29.99
201-5970610	Invoice # 90733991		91.59
201-5970610	Invoice # 90737972		13.49
201-5970610	Invoice # 90738730		604.85
201-5970610	Invoice # 90783751		311.94
201-5970610	Invoice # 90765739		35.99
201-5970610	Invoice # 90765737		47.99
201-5970610	Invoice # 90747718		103.98
201-5970610	Invoice # 90728318		18.74
201-5970610	Invoice # 90728318		18.74
201-5970610	Credit # 2000007022		-10.00
201-5970610	Invoice # 90743128		9.99
201-5970610	Invoice # 90792206		223.91
201-5970610	Invoice # 90792205		29.22
201-5970630	Invoice # 90792201		164.94
201-5970630	Invoice # 90792200		15.99
201-5970630	Invoice # 90792202		89.98
201-5970630	Invoice # 90792203		1,130.40
201-5970630	Invoice # 90788229		274.34
201-5970630	Invoice # 90788227		103.96
201-5970630	Invoice # 90761542		107.96
201-5970630	Invoice # 90761489		29.98
201-5970630	Invoice # 90761540		742.91
201-5970630	Invoice # 90705568		7.99
201-5970630	Invoice # 90770554		708.38
201-5970630	Invoice # 90764979		271.36
201-5970630	Invoice # 90764977		126.95
201-5970630	Invoice # 90770553		89.98
201-5970630	Invoice # 90770557		384.57
201-5970630	Invoice # 90776467		808.87
201-5970630	Invoice # 90777338		112.49
201-5970630	Invoice # 90777339		811.10
201-5970630	Invoice # 90777411		147.79
201-5970630	Invoice # 90745050		139.95
201-5970630	Invoice # 90743406		458.01
201-5970630	Invoice # 90743405		108.70
201-5970630	Invoice # 90753042		74.23
201-5970630	Invoice # 90753040		22.49
201-5970630	Invoice # 90753720		305.08
201-5970630	Invoice # 90753722		335.89
201-5970630	Invoice # 90737970		1,463.98
201-5970630	Invoice # 90733869		59.98
201-5970630	Invoice # 90736769		89.98
201-5970630	Invoice # 90734084		458.80
201-5970630	Invoice # 90737973		290.68
NEO-POST	12578	03/20/13	36.08
Account No.	Description	Amount	
201-5970100	Invoice # 9128322	36.08	
OFFICE DEPOT	12579	03/20/13	1,619.06
Account No.	Description	Amount	
201-5970100	Invoice # 643949183001	129.99	
201-5970100	Invoice # 645054671002	5.49	
201-5970100	Invoice # 645418810001	14.75	
201-5970100	Invoice # 641801666001	47.49	
201-5970100	Invoice # 645136695001	96.06	
201-5970100	Invoice # 645054671001	241.14	
201-5970100	Invoice # 645054900001	11.97	
201-5970100	Invoice # 645050509001	72.22	
201-5980410	Invoice # 645418454001	999.95	
OUTSOURCE SOLUTIONS GROUP, INC.	12580	03/20/13	32,239.31

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5920110	Invoice # 16764	27,083.33	
201-5960990	Invoice # 16777	280.00	
201-5960990	Invoice # 16624	1,250.00	
201-5960990	Invoice # 15912	280.00	
201-5980410	Invoice # 16680	3,345.98	
OVERDRIVE, INC.	12581	03/20/13	43.98
Account No.	Description	Amount	
201-5970650	1018-162400053-022813	13.99	
201-5970650	1018-163133673-022813	29.99	
PADDOCK PUBLICATIONS, INC.	12582	03/20/13	725.00
Account No.	Description	Amount	
201-5960210	SLM # 289	725.00	
PADDOCK PUBLICATIONS, INC.	12583	03/20/13	88.00
Account No.	Description	Amount	
201-5970620		88.00	
PAULA KRAPP	12584	03/20/13	200.00
Account No.	Description	Amount	
201-5960210	Program on 4/11/13	200.00	
PC Nation, Inc	12585	03/20/13	445.00
Account No.	Description	Amount	
201-5930010	Invoice # P051884901015	445.00	
PRESTIGE DISTRIBUTION, INC.	12586	03/20/13	384.57
Account No.	Description	Amount	
201-5970170	Invoice # 6058	384.57	
PROQUEST LLC	12587	03/20/13	1,180.00
Account No.	Description	Amount	
201-5970640	Renewal # US1644260	875.00	
201-5970640	Renewal # US10015310	305.00	
RACHEL SINGOR GORDON	12588	03/20/13	225.00
Account No.	Description	Amount	
201-5960210	Program on 4/13/13	225.00	
RANDOM HOUSE INCORPORATED	12589	03/20/13	20.25
Account No.	Description	Amount	
201-5970610	Invoice # 1086145337	20.25	
REPUBLIC SERVICES	12590	03/20/13	360.23
Account No.	Description	Amount	
201-5930490	Invoice # 0551-009984311	360.23	
RESEARCH TECHNOLOGY INTERNATION	12591	03/20/13	364.80
Account No.	Description	Amount	
201-5970100	Invoice # 172729	364.80	
ROUND LAKE ARE PUBLIC LIBRARY	12592	03/20/13	14.95
Account No.	Description	Amount	
201-5970600	Invoice # 020813	14.95	
RUNCO OFFICE SUPPLY	12593	03/20/13	123.70
Account No.	Description	Amount	
201-5970100	Invoice # 536467-0	23.90	
201-5970100	Invoice # 536986-0	99.80	
SANGHAMAM PUBLICATIONS, INC.	12594	03/20/13	35.00

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5970620			Amount 35.00
Description Invoice # 24257			
SCHINDLER ELEVATOR CORPORATION	12595	03/20/13	7,262.76
Account No. 201-5930020			Amount 7,262.76
Description Invoice #8103415994			
SMART COMPUTING	12596	03/20/13	58.00
Account No. 201-5970620			Amount 58.00
Description Subscription # 4633117			
SPEED-E-KLEEN, INC.	12597	03/20/13	120.00
Account No. 201-5930320			Amount 120.00
Description Invoice # 3767			
SRDS	12598	03/20/13	3,597.00
Account No. 201-5970640			Amount 3,597.00
Description Invoice # 03587014			
SUBURBAN LAW ENFORCEMENT ACADE	12599	03/20/13	25.00
Account No. 201-5920204			Amount 25.00
Description 4/30/13 Training			
TIMOTHY HASKELL	12600	03/20/13	125.00
Account No. 201-5960990			Amount 125.00
Description Invoice # 11613			
TODAY'S BUSINESS SOLUTIONS INC	12601	03/20/13	5,712.00
Account No. 201-5930010			Amount 3,240.00
Description Invoice # 814			
Account No. 201-5930010			Amount 2,472.00
Description Invoice # 856			
VAHE GHAZARIAN	12602	03/20/13	90.00
Account No. 201-5960990			Amount 90.00
Description Invoice # 677261			
VALUE LINE PUBLISHING INCORPORATE	12603	03/20/13	4,600.00
Account No. 201-5970640			Amount 4,600.00
Description			
VIKING PLUMBING SERVICES, LLC	12604	03/20/13	320.00
Account No. 201-5930020			Amount 320.00
Description Invoice # 4592			
WEST GROUP	12605	03/20/13	31.80
Account No. 201-5970640			Amount 31.80
Description Invoice # 826640399			
WESTON WOODS STUDIOS	12606	03/20/13	59.95
Account No. 201-5970630			Amount 59.95
Description Invoice # 6178299			
		TOTAL	<u>194,795.02</u>

Des Plaines Public Library
Vendor ACH Report

Vendor Name	Chk. No.	Check Date	Amount
CALL ONE	50392	02/28/13	350.79
Account No. 201-5920120	Description ACH	Amount 350.79	
AT&T	50393	02/28/13	594.57
Account No. 201-5920120	Description ACH	Amount 594.57	
McLeod USA, Inc	50394	02/28/13	293.27
Account No. 201-5920120	Description ACH	Amount 293.27	
VERIZON WIRELESS	50395	02/28/13	1,126.32
Account No. 201-5920120	Description ACH	Amount 1,126.32	
COMCAST CABLE	50396	02/28/13	212.20
Account No. 201-5920120	Description ACH	Amount 212.20	
LEVEL(3) COMMUNICATIONS, LLC.	50397	02/28/13	1,374.45
Account No. 201-5920120	Description ACH	Amount 1,374.45	
NEO-POST	50398	02/28/13	1,000.00
Account No. 201-5970260	Description ACH	Amount 1,000.00	
NICOR GAS	50399	02/28/13	2,742.62
Account No. 201-5970810	Description ACH	Amount 2,742.62	
WOW! INTERENT CABLE	50400	02/28/13	120.29
Account No. 201-5920120	Description ACH	Amount 120.29	
PRO DATA	50401	02/28/13	642.92
Account No. 201-5920110	Description PRO DATA 2/15/13	Amount 426.20	
Account No. 201-5920110	Description PRO DATA 2/28/13	Amount 216.72	
IMRF	50402	02/28/13	35,624.22
Account No. 201-2401002	Description 02/2013 EE IMRF Contrib	Amount 8,288.99	
Account No. 201-5918021	Description 02/2013 ER IMRF Contrib	Amount 27,335.23	
		TOTAL	<u>44,081.65</u>

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY
For the Year Ended December 31, 2013

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 4,846,007	\$ 5,129,679	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352										
Other Revenue	15,762	12,970										
	15,762	824,322	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864										
Other Expense	348,979	162,895										
Change in A/P & AJE's	(84,393)	90,891										
	539,201	540,650	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(523,440)	283,672	-	-	-	-	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 February 28, 2013

Total Expenses per Expense Report			<u>\$449,759.12</u>
Gross Payroll	\$212,178.16		
Benefits Expense	<u>74,685.70</u>		
Total Payroll Expenses		\$286,863.86	
Vendor Checks Report		\$194,795.02	
Manual Check issued by the Library #1015		\$550.00	
Vendor ACH Report		<u>44,081.65</u>	
Total expenses per payroll and vendor checks reports			<u>526,290.53</u>
		Variance	<u>76,531.41</u>
Less: (disbursements included above)			
IMRF February CK# 50402		(35,624.22)	
LIMRiCC February Insurance Premiums CK# 12575		(36,635.11)	
VOID CK# 11902		(335.72)	
IPRF Workers Comp CK# 12570		(4,140.00)	
			(76,735.05)
Plus:			
IL Funds Epay Fees		<u>203.64</u>	
			203.64
		Variance	<u>0.00</u>

2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237											488
CD-ROMs	268	193											461
CDs	917	990											1,907
DVDs	10,392	8,744											19,136
Fiction	17,985	16,373											34,358
Foreign language	1,832	2,383											4,215
Games	49	64											113
Holiday	727	538											1,265
Homeschool	359	366											725
Large type	23	23											46
Magazines	159	134											293
Nonfiction	5,913	5,492											11,405
Parent collection	175	143											318
CHILDREN TOTAL	39,050	35,680	0	0	0	0	0	0	0	0	0	0	74,730
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6											17
Audiobooks	2,055	1,794											3,849
CD-f s	672	619											1,291
CDs	6,495	5,595											12,090
DVDs	30,212	26,394											56,606
Fiction	7,733	6,597											14,330
Foreign language	1,349	1,126											2,475
High school	1,176	885											2,061
Large type	1,265	1,122											2,387
Literacy	171	177											348
Magazines	2,641	2,247											4,888
Nonfiction	9,963	8,678											18,641
ADULT TOTAL	63,743	55,240	0	0	0	0	0	0	0	0	0	0	118,983
SUBTOTAL	102,793	90,920	0	0	0	0	0	0	0	0	0	0	193,713
eMaterials	3,576	2,893											6,469
ILL (non consortial)	385	333											718
Miscellaneous	512	392											904
GRAND TOTAL	107,266	94,538	0	0	0	0	0	0	0	0	0	0	201,804
Days closed	1			1	2		1		2		1	2	10

February 2013 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Feb 2013	2,893	YTD 2013	6,469
Feb 2012	1,907	YTD 2012	2,820
	% Change		% Change
	51.70%		129.40%

Note: The views on Des Plaines Memory have been removed from the e-materials count.

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Feb 2013		YTD 2013	
Youth Services	35,680	Youth Services	74,730
Adult Services	55,240	Adult Services	118,983
TOTAL	90,920	TOTAL	193,713
Feb 2012		YTD 2012	
Youth Services	37,571	Youth Services	75,716
Adult Services	59,909	Adult Services	122,549
TOTAL	97,480	TOTAL	198,265
	% Change		% Change
	-6.73%		-2.30%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Feb 2013		YTD 2013	
Youth Services	3,909	Youth Services	5,268
Adult Services	7,854	Adult Services	15,877
TOTAL	11,763	TOTAL	21,145
Feb 2012		YTD 2012	
Youth Services	898	Youth Services	1,996
Adult Services	7,755	Adult Services	15,414
TOTAL	8,653	TOTAL	17,410
	% Change		% Change
	35.94%		21.45%
WIRELESS			
THIS MONTH		YEAR TO DATE	
Feb 2013	6,999	YTD 2013	14,462
Feb 2012	5,862	YTD 2012	11,763
	% Change		% Change
	19.40%		22.94%
VISITS TO WEBSITE			
Feb 2013		YTD 2013	
From Internal IP's	3,578	From Internal IP's	7,307
From External IP's	37,549	From External IP's	81,448
TOTAL	41,127	TOTAL	88,755
Feb 2012		YTD 2012	
From Internal IP's	3,643	From Internal IP's	7,229
From External IP's	40,423	From External IP's	82,731
TOTAL	44,066	TOTAL	89,960
	% Change		% Change
	-6.67%		-1.34%

UNIQUE VISITORS TO WEBSITE			
February 2013 Unique Visitors	14,684	YTD 2013 Unique Visitors	35,157
February 2012 Unique Visitors	26,236	YTD 2012 Unique Visitors	53,491
% Change	-44.03%	% Change	-34.27%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Feb 2013	18,958	YTD 2013	34,707
Feb 2012	17,851	YTD 2012	32,189
% Change	6.20%	% Change	7.82%

LIBRARY CARD OWNERSHIP			
YTD 2013	34,413	% of Population 2013	58.96%
YTD 2012	33,922	% of Population 2012	58.10%
% Change	1.45%		

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Feb 2013		YTD 2013	
Library Sponsored Prog	1,559	Library Sponsored Prog	3,118
Outside Groups	1,826	Outside Groups	3,127
Public Study Rooms	1,154	Public Study Rooms	2,453
Internal Meetings	100	Internal Meetings	100
TOTAL	4,639	TOTAL	8,798
Feb 2012		YTD 2012	
Library Sponsored Prog	3,486	Library Sponsored Prog	5,754
Outside Groups	2,367	Outside Groups	4,052
Public Study Rooms	1,189	Public Study Rooms	2,384
Internal Meetings	100	Internal Meetings	200
TOTAL	7,142	TOTAL	12,390
% Change	-35.05%	% Change	-28.99%

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Feb 2013		YTD 2013	
Library Sponsored Prog	122	Library Sponsored Prog	252
Outside Groups	66	Outside Groups	112
Public Study Rooms	600	Public Study Rooms	1,243
Internal Meetings	10	Internal Meetings	20
TOTAL	798	TOTAL	1,627
Feb 2012		YTD 2012	
Library Sponsored Prog	136	Library Sponsored Prog	201
Outside Groups	57	Outside Groups	102
Public Study Rooms	632	Public Study Rooms	1,203
Internal Meetings	10	Internal Meetings	20
TOTAL	835	TOTAL	1,526
% Change	-4.43%	% Change	6.62%

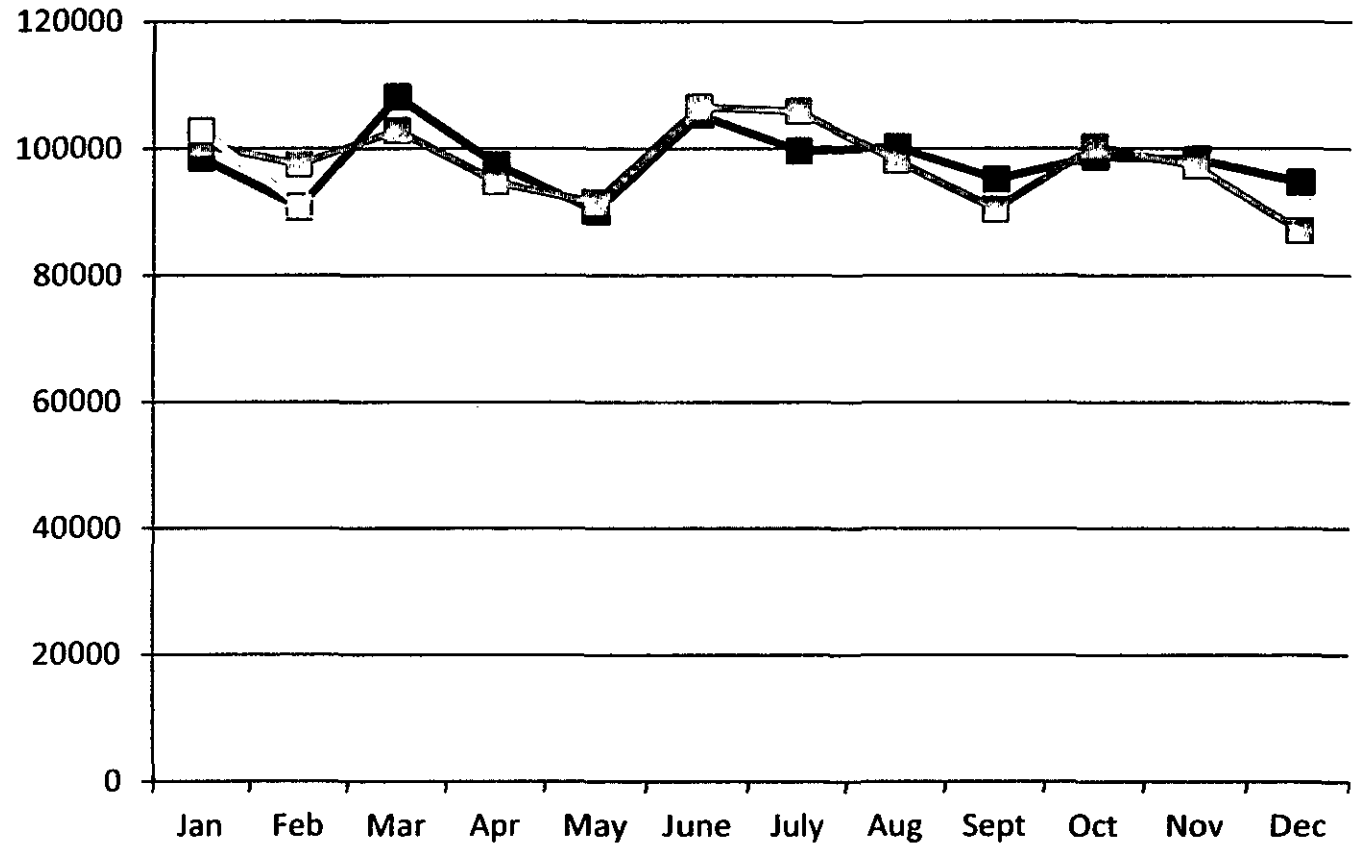
OUTREACH			
THIS MONTH		YEAR TO DATE	
Feb 2013		YTD 2013	
Youth Services	2,072	Youth Services	2,264
Adult Services	190	Adult Services	409
TOTAL	2,262	TOTAL	2,673
Feb 2012		YTD 2012	
Youth Services	1,661	Youth Services	2,277
Adult Services	162	Adult Services	373
TOTAL	1,823	TOTAL	2,650
% Change	24%	% Change	1%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Feb 2013		YTD 2013	
Youth Services	3,742	Youth Services	7,069
Adult Services	12,749	Adult Services	26,883
Circulation	8,304	Circulation	18,008
TOTAL	24,795	TOTAL	51,960
Feb 2012		YTD 2012	
Youth Services	3,458	Youth Services	6,938
Adult Services	13,429	Adult Services	28,013
Circulation	8,242	Circulation	16,393
TOTAL	25,129	TOTAL	51,344
% Change	-1%	% Change	1%

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Feb 2013		YTD 2013	
	45,600		95,055
Feb 2012		YTD 2012	
	48,174		98,379

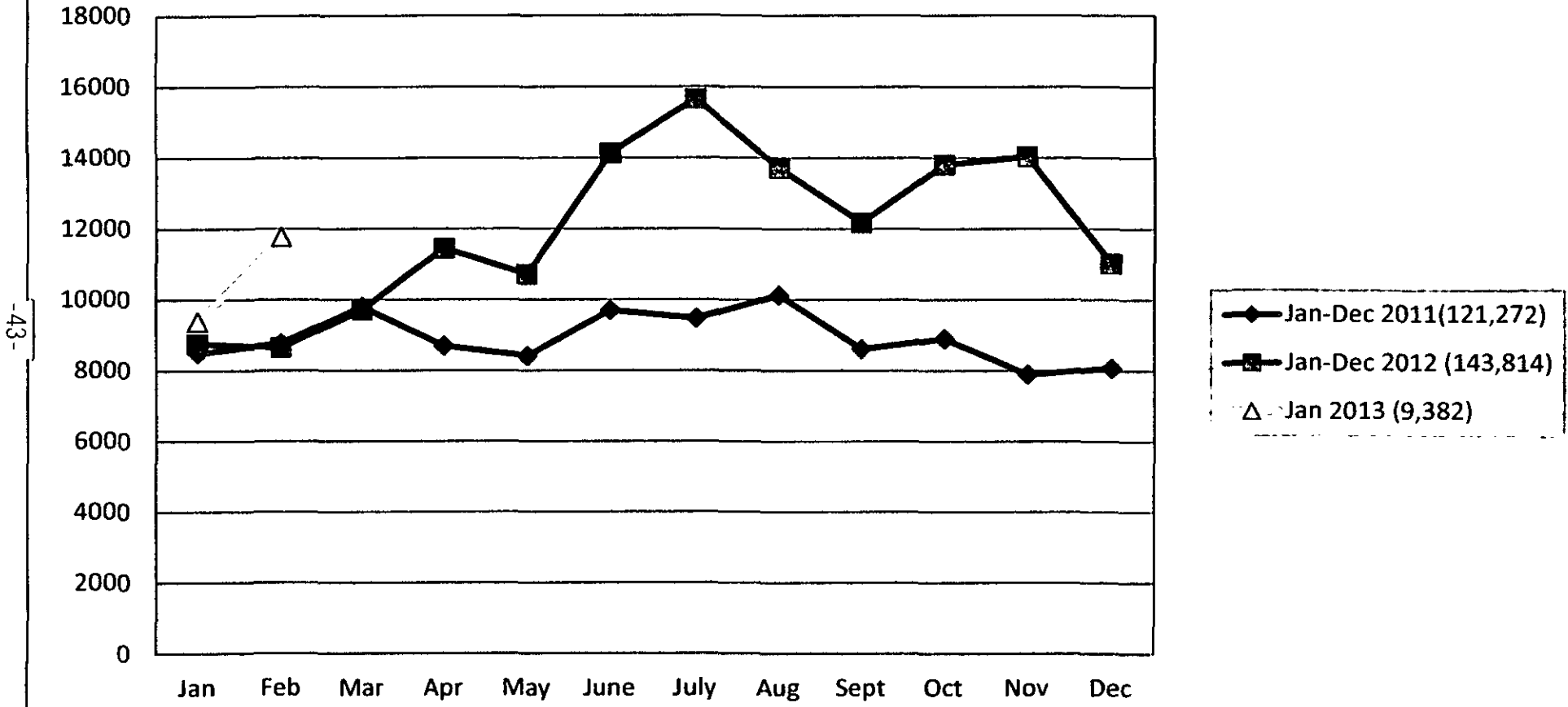
Circulation Statistics 2011 - 2013

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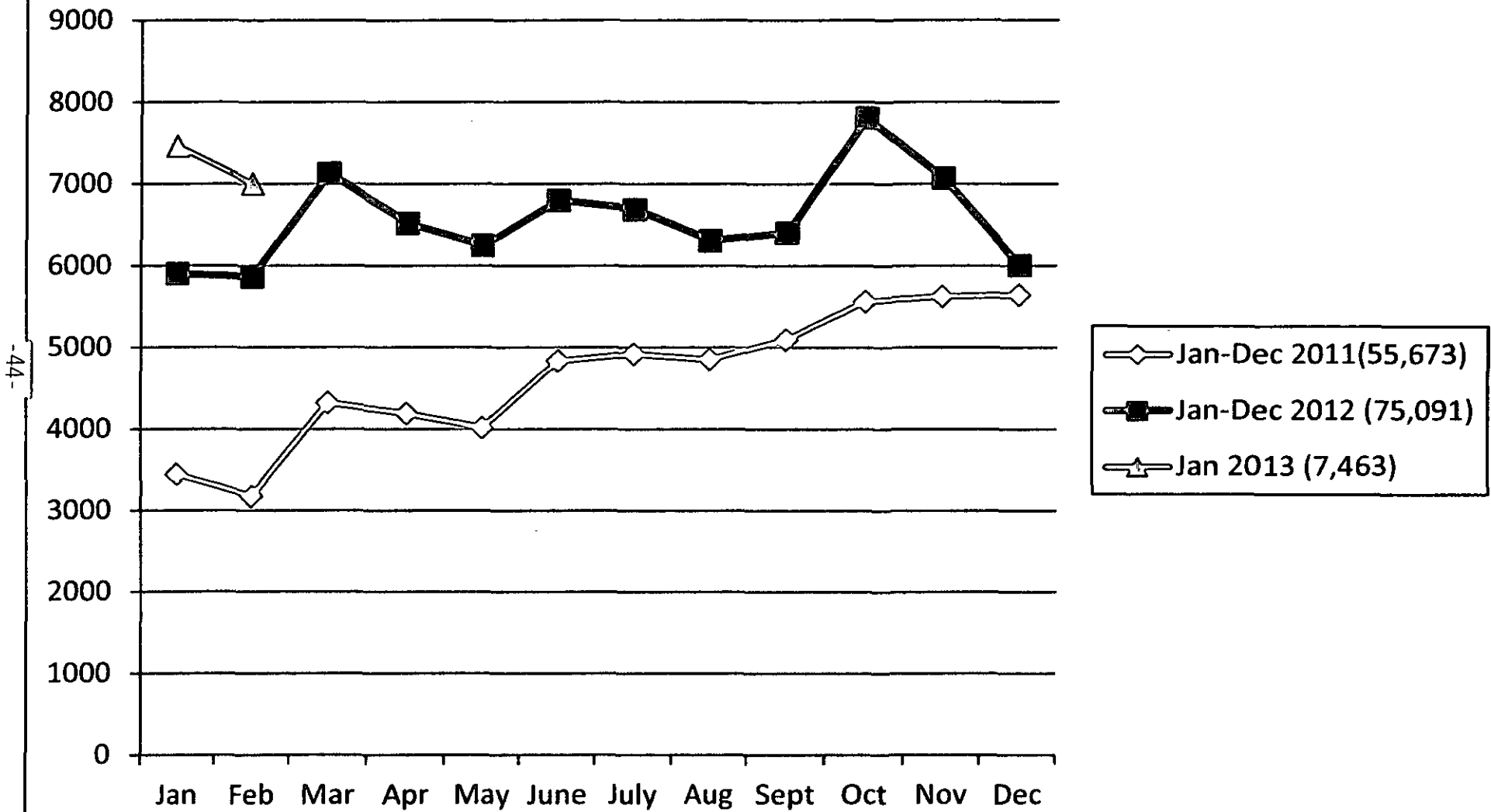
■ Jan-Dec 2011(1,176,467)
□ Jan-Dec 2012 (1,173,113)
□ Jan 2013 (102,793)

Computer Use - Wired



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Computer Use - Wireless



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Director's Report on Strategic Goals March, 2013

Collection Development Highlights – Goal #1

In February we focused on promoting three key databases via Social Media. Using Facebook, Twitter, Pinterest, the library blogs and website as well as submissions to the local press we promoted online access to: New World Cinema which features award winning films from around the world; the Newspaper Databases which include Library Press Display with newspapers from 97 countries in 54 languages, the Wall Street Journal from 1984 to the present, the New York Times from 1851 to the present, the Chicago Tribune from 1849 to the present; and Freegal which is the library's collection of downloadable music.

eDPPL: Books, Music and More 24/7. DPPL librarians offered this class twice in February which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders.

My MediaMall Lab. DPPL librarians offered this class four times in February to show the public how to download eaudiobooks and ebooks.

Community Networking Highlights – Goal #2

Here are programs that were offered to the public in partnership with local organizations, arranged for and scheduled by DPPL librarians and staffers.

Meet with Congresswoman Schakowsky's Office. Staff from the Congresswoman's office were at the library four times in February to meet with the public and answer questions.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in February to meet with the public and answer questions.

HIAS Citizenship Workshop. At this workshop, presented by HIAS Chicago & New Americans Initiative, eligible immigrants received citizenship applications assistance, legal assistance and information about ESL and citizenship classes offered in the area.

Basic Computers in Spanish. Oakton Community College offered a basic computer class in Spanish.

Lifelong Learning Highlights – Goal #3

DPPL's two school liaison librarians visited elementary school and preschools in Des Plaines 63 times reaching over 2,000 students.

Adult Services librarians offered 18 computer classes in February teaching over 100 people.

Lyric Opera Lecture: Rigoletto. Kip Kelley of the Lyric Opera Lecture Corps discussed Verdi's *Rigoletto*. The lecture included musical excerpts from the opera.

DPPL Creative Writing Group. In February the librarians and staffers from the Adult Services department launched this bi-monthly creative writing group that meets to write and critique the works created by the group.

2013 Cash Budget Projection

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DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2013

	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	\$ 5,369,447	\$ 4,846,004	\$ 5,129,674	\$ 6,945,631	\$ 6,491,252	\$ 6,053,873	\$ 5,402,301	\$ 4,635,287	\$ 4,142,908	\$ 3,699,529	\$ 6,379,005	\$ 5,787,626			
Restricted cash donations	129,481	129,483	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481			
	5,239,966	4,716,521	5,000,193	6,816,150	6,361,771	5,924,392	5,272,820	4,505,806	4,013,427	3,570,048	6,249,524	5,658,145			
Revenue (M-T-D)															
Property Taxes		811,352	2,320,503							3,131,855			\$6,263,710	6,263,710	
Other Revenue	15,759	12,968	31,021	31,021	31,021	31,021	31,021	31,021	31,021	31,021	31,021	31,022	338,938	338,938	
Total Revenue	15,759	824,320	2,351,524	31,021	31,021	31,021	31,021	31,021	31,021	3,162,876	31,021	31,022	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	308,386	308,386	308,386	462,579	308,386	308,386	308,386	308,386	308,386	462,579	3,953,725	3,953,725	
Contractual Services	162,138	88,509	76,160	76,160	76,160	76,160	76,160	76,160	76,160	76,160	76,160	76,163	1,012,250	1,012,250	
Commodities	157,824	64,188	79,129	79,129	79,129	79,129	79,129	79,129	79,129	79,129	79,129	79,127	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	4,725	4,725	4,725	4,725	4,725	4,725	4,725	4,725	4,725	4,727	62,270	62,270	
Other							300,000				75,000	58,000	433,000	433,000	
202	24,198		67,167	17,000		60,000	29,635	55,000	6,000	15,000	79,000	-	353,000	353,000	
Adjustments	(84,393)	90,891													
Total Expenses	539,202	540,650	535,567	485,400	468,400	682,593	798,035	523,400	474,400	483,400	622,400	680,596			0
Net Increase/(Decrease)	(523,443)	283,670	1,815,957	(454,379)	(437,379)	(651,572)	(767,014)	(492,379)	(443,379)	2,679,476	(591,379)	(649,574)			
Cash End of Month	4,846,004	5,129,674	6,945,631	6,491,252	6,053,873	5,402,301	4,635,287	4,142,908	3,699,529	6,379,005	5,787,626	5,138,052			
Cash End of Month less restricted cash donations	4,716,523	5,000,191	6,816,150	6,361,771	5,924,392	5,272,820	4,505,806	4,013,427	3,570,048	6,249,524	5,658,145	5,008,571			

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2013 Contracts

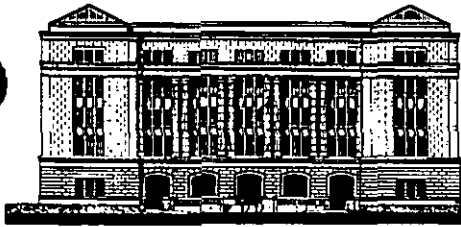
Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
3M - Service Agreement for self checks, security gates, checkout stations								\$21,500.00 Annual
	2/20/2013	12479	201-5930010		\$17,241.23		\$17,241.23	
	3/20/2013	12545	201-5930010		\$659.00		\$659.00	
				\$0.00	\$17,900.23	\$17,900.23	\$17,900.23	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,700.00 Annual
	2/20/2013	12484	201-5930020		\$2,666.75		\$2,666.75	\$2,666.75 Quarterly
				\$0.00	\$2,666.75	\$2,666.75	\$2,666.75	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	2/20/2013	12485	201-5930210		\$2,005.00		\$2,005.00	
	3/20/2013	12550	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$4,010.00	\$4,010.00	\$4,010.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers)
	2/20/2013	12458	201-5930010		\$999.64		\$999.64	
	2/20/2013	12489	201-5930010		\$3,707.85		\$3,707.85	
	3/20/2013	12554	201-5930010		\$895.15		\$895.15	
				\$0.00	\$5,602.64	\$5,602.64	\$5,602.64	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service								\$40,080.00 Annual
	2/20/2013	12492	201-5930320		\$3,340.00		\$3,340.00	
	3/20/2013	12561	201-5930320		\$3,340.00			
	3/20/2013	12561	201-5960990	\$1,304.00			\$4,644.00	
				\$1,304.00	\$6,680.00	\$7,984.00	\$7,984.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,495.47 Annual
				\$0.00	\$0.00			
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
	3/20/2013	12574	201-5920110		\$2,860.00		\$2,860.00	
				\$0.00	\$2,860.00	\$2,860.00	\$2,860.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	
				\$0.00	\$24,170.00	\$24,170.00	\$24,170.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50	
				\$977.50	\$0.00	\$977.50	\$977.50	
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual
-49-	1/31/2013	50387	201-5970260	\$1,000.00			\$1,000.00	
	2/20/2013	12515	201-5930210		\$177.00		\$177.00	
	3/20/2013	50398	201-5970260	\$1,000.00			\$1,000.00	
	3/20/2013	12578	201-5970100	\$36.08			\$36.08	
				\$2,036.08	\$177.00	\$2,213.08	\$2,213.08	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	2/20/2013	12523	201-5920110		\$27,083.33			
	2/20/2013	12523	202-5980410	\$9,365.11				
	2/20/2013	12523	201-5960990	\$280.00				
	2/21/2012	12523	201-5960990	\$34.73				
	2/21/2012	12523	201-5960990	\$1,250.00			\$38,013.17	
	3/20/2013	12580	201-5920110		\$27,083.33			
	3/20/2013	12580	201-5980410	\$3,345.98				
	3/20/2013	12580	201-5960990	\$1,810.00			\$32,239.31	
				\$16,085.82	\$54,166.66	\$70,252.48	\$70,252.48	
PRO DATA - Payroll Services								\$9,575.00 Annual
	1/11/2013		201-5920110		\$867.47		\$867.47	
	1/25/2013		201-5920110		\$222.36		\$222.36	
	2/15/2013	50401	201-5920110		\$426.20			
	2/28/2013	50401	201-5920110		\$216.72		\$642.92	

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$0.00	\$1,732.75	\$1,732.75	\$1,732.75	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
	2/20/2013	12471	201-5960990		\$76.32		\$76.32	
					\$76.32	\$76.32	\$76.32	
REPUBLIC SERVICES - Garbage and recycling collection								\$5,000.00 Annual
	2/20/2013	12530	201-5930490		\$362.03		\$362.03	
	3/20/2013	12590	201-5930490		\$360.23		\$360.23	
					\$722.26	\$722.26	\$722.26	
SCHINDLER ELEVATOR CORPORATION								\$7,500.00 Annual
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	
				\$0.00	\$7,262.76	\$7,262.76	\$7,262.76	
SMETHING FISHY - Aquarium Services								\$1,440.00 Annual
	2/20/2013	12533	201-5960990		\$71.88			
	2/20/2013	12533	201-5960990		\$11.98		\$83.86	
				\$83.86	\$0.00	\$83.86	\$83.86	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,065.00 Annual
	3/20/2013	12601	201-5930010		\$5,712.00		\$5,712.00	
				\$0.00	\$5,712.00	\$5,712.00	\$5,712.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
						\$154,226.63		



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Illinois State Library
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS
FY2012 – FY2014 REQUIREMENTS

FY2012 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — The library must review and report on progress in meeting Chapter 2, "Governance and Administration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

Collaboration and Cooperation — Determine how the library can inspire a stronger community through collaboration and cooperation. Identify and describe partnerships the library has formed or will consider forming within the community.

Library's Promotion and Programming — Describe how funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program has enabled the library to initiate or enhance library services.

Trustees — Analyze the library's revenues and determine if those monies are sufficient to meet the needs of the community. If revenues are insufficient, investigate and identify potential funding sources.

FY2013 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, town, township, and village) libraries, the deadline is within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — The library must review and report on progress in meeting Chapter 9, "Programming," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

Collaboration and Cooperation — Describe how diverse populations within the service area collaborate with library staff in serving the library community. Examples may include, but are not limited to, serving as trustees or volunteers; assisting with strategic planning; providing programming; or forming partnerships.

Illinois State Library
FY2012 – FY2014 PER-CAPITA GRANT REQUIREMENTS

Library's Promotion and Programming – Identify segments of the population that do not use or underuse library services. Describe how the library reaches out or plans to reach out to those populations.

Trustees – The library board will review *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants*. The board will then review a list of supplemental taxes and identify potential supplemental tax funding for the library.

FY2014 Requirements

Annual Report – The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes [hereinafter referred to as ILCS]:

- For municipal (city, town, township, and village) libraries, the deadline is within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review – The library must review and report on progress in meeting Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

Collaboration and Cooperation – Describe what the library is doing to promote itself as a vital service to the community.

Library's Promotion And Programming – Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to: various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

Trustees – The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

CHAPTER 10

**MARKETING,
PROMOTION, AND
COLLABORATION**

Chapter 10

Marketing, Promotion, and Collaboration

Today's library users are no longer satisfied with the status quo, traditional library. The library clientele's bar of expectations for public library services and programs has surged so high that today's libraries are challenged and forced to promote and market their services at levels that were never before conceived. With the emergence of large bookstores, coffee cafés, the Internet, downloadable devices, and widening access to information, libraries are being placed in a competitive environment; therefore, in order to compete, survive, and thrive, libraries must determine what their library patrons want and need. The library patron must be the center of every program or service that the library provides. The library staff must be orientated to all of the library services and programs. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of life—this is the ideal achieved through an effective public relations and marketing program.

Applicable Core Standards—Please see Core Standards 1, 7, 13, 14, 17, 22, and 23 in Chapter 1.

Marketing Standards

1. The library board develops and adopts a marketing plan that supports the library's long-range and strategic plan.
2. The library board and administration participates in three or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, brochures, library Web site, posters, banners, displays, presentations and speeches, and newspaper ads.
4. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
5. The library's Web site is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
6. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
7. The board, administration, and appropriate staff visit other libraries at least once a year, learning what services and programs other libraries offer their patrons.
8. The operating budget includes funds for public relations and marketing.
9. The library considers persons with special needs when developing and delivering information about the library's collections and services.
10. The library develops strategies to reach those groups that do not use the library.
11. One member of the staff coordinates the library's marketing efforts, but all staff receives customer service and marketing training.

12. When reviewing and setting library policies, the board evaluates how the policies affect persons within the jurisdictional population.
13. The library includes public relations and customer service as part of the orientation of all new staff and board members.
14. The library regularly evaluates patron and community awareness of the library's programs and services through focus groups, surveys (in-house and Web-based), interviews, etc.
15. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range plan, and services.
16. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

Marketing Checklist

- ___ The library has a marketing plan that supports the library's long-range, strategic plan.
- ___ The library board and administration participates in three or more cooperative activities with other community organizations.
- ___ The library's services and programs were promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - Web site
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - newspaper ads
 - other
- ___ The library invited local, state, and federal officials to visit the library.
- ___ The library's Web site was updated at least monthly.
- ___ The board, administration, and staff conducted a library walk-through.
- ___ The board, administration, and appropriate staff visited other libraries.
- ___ The budget includes funds for public relations and marketing activities.
- ___ The library's promotional methods and services are ADA compliant.
- ___ A designated staff member coordinates the library's marketing efforts.
- ___ The library's staff received customer service and marketing training.
- ___ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range plan.
- ___ The library surveyed patrons and the community to judge awareness of the library's programs and services.
- ___ The library's statistics are effectively used to compare the library's progress in reaching its community.

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<http://www.libsuccess.org>

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Marketing the Library—Web-based Training for Public Libraries, Ohio Library Foundation, 2003.

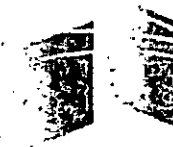
<http://www.olc.org/marketing>

FEBRUARY

0267

ARMY

36 Month Copier Lease Proposals for the Des Plaines Public Library



Des Plaines
Public Library

Vendor	3 Year FMV Lease	3 Year 1\$ Buyout	Brand of Copier Fleet	Overage Per Page B&W/Color
Genesis Technologies	\$98,721.82	\$111,100.06	Kyocera	.0089/.039
Illinois Business Systems	\$111,541.68	\$121,855.68	Kyocera	.0055/.052
Image Systems Business Solutions	\$88,239.24	\$91,839.24	Kyocera	.0055/.035
Impact Networking	\$83,596.68	\$91,067.76	Kyocera	.0085/.039
ImageTec	No Response	No Response	Richo Aficio	No Response
Chicago Office Technology Group	\$88,827.56	\$92,787.56	Xerox	.0054/.050

*All costs are assuming that the library averages 21,793 black & white and 16,635 color copies per month.

TASKalfa 3500i

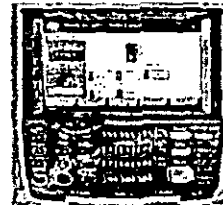
A3 MONOCHROME MULTIFUNCTIONAL

▶ print ▶ copy ▶ scan ▶ fax

THE SIMPLER ROUTE TO A PRODUCTIVE FUTURE

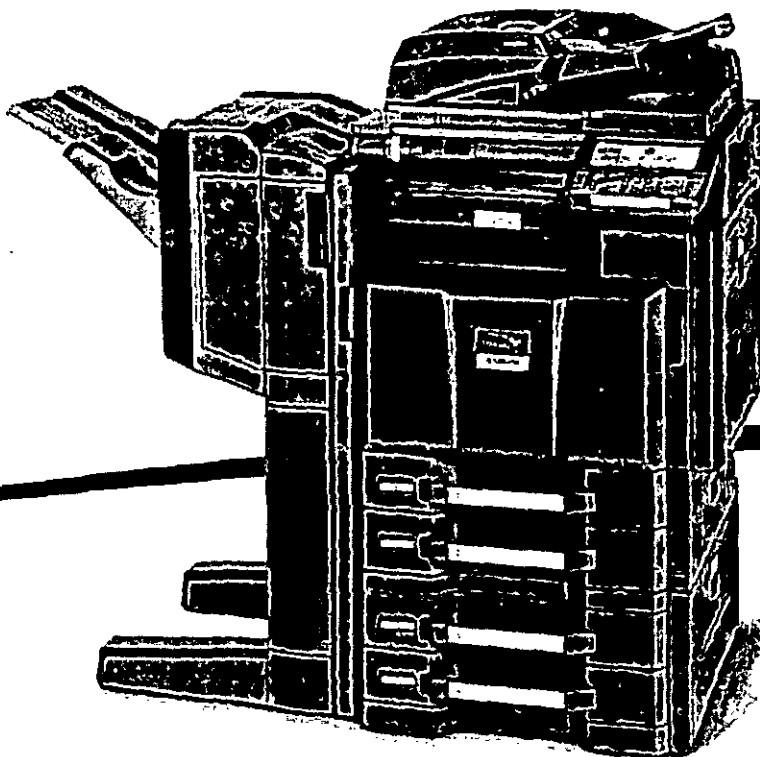
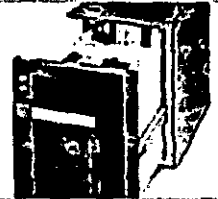
The TASKalfa 3500i is a perfect combination of simplicity and productivity. The colour touch-screen control panel features a logical menu structure and illustrations to help you easily perform a breathtaking range of functions, including scanning to email, servers, USB and fax*, integrating into document management systems, producing booklets, tri-folded letters, and much more.

- ▶ Up to 35 A4 pages per minute
 - ▶ 1GB RAM & 160GB hard disk memory
 - ▶ Network printing and colour scanning as standard
 - ▶ 1,150-sheet paper capacity as standard, expandable to 7,150 sheets
 - ▶ Single-pass or reversing double-sided document processors*
 - ▶ Wide range of media support: up to 300 gsm, oversized A3 and 1.2m banners
 - ▶ Flexible paper handling (up to 6 media sources)
 - ▶ Expandable fax functions* – dual-line fax, network fax and Internet fax
 - ▶ Productive finishing options including booklet printing and tri-folding
 - ▶ Long-life components provide unprecedented efficiency and reliability
- * optional



The customisable touch-screen control panel makes advanced scanning and copying tasks easily accessible to all users.

The 3,000-sheet A4 paper deck allows high-volume printing and supports multiple media types.



TASKalfa 

 KYOCERA

TASKalfa 3500i

A3 MONOCHROME MULTIFUNCTIONAL



The TASKalfa 3500i incorporates extremely durable components that guarantee efficient and reliable operation to meet the demanding requirements of busy office environments. It provides effective productivity and maximum flexibility whilst ensuring minimal impact on the environment.

Technology

KYOCERA Laser Monochrome, HyPAS™ solution platform

Engine speed (pages per minute)
Up to 35/17 ppm A4/A3

Resolution
600 x 600 dpi, Multi-bit technology for print quality of 9,600 dpi equivalent x 600 dpi

Warm-up time from power on
Approx. 23 seconds or less

Time to first page
Approx. 5.6 seconds or less

CPU
IBM PowerPC 750CL/600 MHz

Memory
1 GB RAM + 160 GB HDD

Standard interfaces
USB 2.0 (Hi-Speed), USB Host 2.0, Fast Ethernet 10Base-T/100Base-TX/1000Base-T, slot for optional print server, slot for optional CompactFlash™ card, slot for optional Fax System

Dimensions (W x D x H)
Main unit: 668 x 767 x 747 mm

Weight: Main unit approx. 82 kg

Power source: AC 220 V - 240 V, 50/60 Hz

Power consumption
Printing: 740 W
Ready mode: 170 W
Sleep mode: 15 W

Noise (ISO 7779/ISO 9296)
Printing: 75 dBA
Stand-by (Ready mode): 58 dBA

Safety standards: CE, TUV, CE
This unit is manufactured according to ISO 9001 quality standard and ISO 14001 environmental standard.
RoHS compatibility

All paper capacities quoted are based on paper thickness of max. 0.11 mm. Please use paper recommended by KYOCERA under normal environmental conditions.

Input capacity
150-sheet multi-purpose tray, 60-300 gsm
A6R-304.8 x 457.2 mm, banner max. 304.8 x 1,219.2 mm;
2 x 500-sheet universal paper cassette, 60-220 gsm, A5R-304.8 x 457.2 mm
Max. input capacity with options: 7,150 sheets A4

Duplex unit: Duplex as standard supports A5R-304.8 x 457.2 mm, 60-220 gsm

Output capacity
250 sheets face-down, max. output capacity 320 sheets

Controller language: PRESCRIBE IIe

Emulations: PCL6 (PCL5c/PCL-XL), KPDL3 (PostScript 3 compatible), PDF Direct Print, XPS Direct Print

Operating systems: All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other operating systems on request.

Fonts/barcodes: 93 outline fonts (PCL), 136 fonts (KPDL3), 8 fonts (Windows Vista), 1 Bitmap font, 45 types of one-dimensional barcodes plus two-dimensional barcode (PDF-417)

Print features: Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec, S/MIME, Quick copy, proof and hold, Private Print, job storage and job management functionality

Max. original size: A3

Continuous copying: 1-999

Zoom range: 25-400% in 1% steps

Preset magnification ratios: SR / SE

Digital features: Scan-once-copy-many, electronic sort, 2 in 1 and 4 in 1 function, image repeat copy, page numbering, cover mode, booklet copy, interrupt copy, form overlay

Exposure mode: Auto, manual; 7 or 13 steps

Image adjustments: Text + photo, text, photo, map

Functionality: Scan-to-email, Scan-to-FTP, Scan-to-SMB, Scan-to-USB Host, Scan-to-box, Network TWAIN, WSD scan

Scan speed (A4, 300 dpi, Dual Scan with DP-771)
b/w 160 images per minute, colour 80 images per minute

Scan resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi, (256 greyscale)

Max. scan size: A3

Original recognition: Text, photo, text + photo, OCR

Network protocol: TCP/IP

File types: PDF (high compressive, encrypted, PDF/A), JPEG, TIFF, XPS

Compatibility: ITU-T Super G3

Modem speed: Max. 33.6 kbps

Transmission speed: Max. 3 seconds (IBIG)

Scanning density
Normal: 8 dot/mm x 3.85 line/mm
Fine: 8 dot/mm x 7.7 line/mm
Superline: 8 dot/mm x 15.4 line/mm
Ultraline: 16 dot/mm x 15.4 line/mm halftone

Max. original size: A3

Compression method: IBIG, MMR, MR, MH

Memory: Standard 12 MB, max. 120 MB

Features: Opt. Internet-fax, network faxing, rotate transmission, rotate reception, duplex fax reception, memory reception, mailbox, remote diagnostics, dual fax with second fax system

TK-6305 Toner-Kit
Average continuous toner yield 35,000 pages in accordance with 6% coverage A4

WT-860 Waste Toner Bottle
100,000 sheets (in accordance with 6% coverage)

Staple cartridge
SH-10 for DF-770, BF-730
SH-12 for DF-790

Fax System (V)

Internet Fax Kit (A)

Paper handling

DP-770 Document processor (reversing document processor), 100 sheets, 45-160 gsm, A5R-A3, folio

DP-771 Document processor (one-path duplex scanning) 175 sheets; 35-220 gsm (simplex), 50-220 gsm (duplex); A5R-A3, folio (requires MDDR200-1GB)

PF-730 Paper feeder

2 x 500 sheets, 60-256 gsm, A5R-304.8 x 457.2 mm, folio

PF-740 Paper feeder

3,000 sheets, 60-256 gsm, A4, B5, letter

PF-770 A4 side deck

3,000 sheets, 60-300 gsm, A4, B5

DT-730 Document tray

DF-790 Document finisher + AK-730

Main tray: max. 4,000 sheets A4 (3,000 sheets with attachment

BF-730); max. 60-300 gsm; max. 85R-304.8 x 457.2 mm

Sub tray: 200 sheets A4; 60-300 gsm; A6R-A3

Sub tray (top): 100 sheets; 60-300 gsm; A6R-A4

Stapling up to 65 sheets A4 or 30 sheets A3 at 3 positions, 85-304.8 x 457.2 mm

DF-770 Document finisher + AK-730

Main tray: 1,000 sheets A4, 60-300 gsm, B5E-A3, 3 positions

stapling up to 50 sheets A4 or 30 sheets A3

Sub tray: 100 sheets A4, 60-300 gsm, A4-A6R,

PH-7C Punch unit for DF-790/DF-770

2-hole/4-hole, 60-300 gsm, A5R-A3

MT-730 Mailbox sorter for DF-790

7 bins x 100 sheets A4, 50 sheets A3/B4, 60-163 gsm

BF-730 Booklet and tri-folding unit for DF-790

Max. 64 pages (16 sheets) booklet folding and stapling

60-256 gsm, A3, B4, A4R, cover sheet 60-220 gsm (simplex),

tri-folding: 60-120 gsm, multi tri-folding: 5 sheets (60-90gsm),

3 sheets (91-120gsm)

JS-730 Job separator

30-sheet internal job separator, 60-256 gsm, A5R-A3

JS-731 Job separator

50-sheet external job separator, 60-256 gsm, A5R-A3

*Bridge unit AK-730 is required for the use of DF-790 and DF-770.

Memory

CompactFlash™ card

1 slot (up to 4 GB) for printing forms, fonts, logos, macro storage

MDDR200-1GB:

Optional memory (1 GB) for DP-771, overlay copy, bates stamp

Fax memory

MM-16-128: Image memory (120 MB)

Security

Data security kit (E)

ISO 15408 (Common Criteria) with security level EAL3

Printed Document Guard Kit (A)

USB IC Card Reader

UG-33: ThinPrint support

UG-34: Emulation (IBM Proprinter/EPSON LQ-850/Diablo 630)

Optional interface

IB-50: Gigabit-Ethernet board 10BaseT/100BaseTX/1000BaseT

Platen cover (E)

CB-730 Wooden cabinet

CB-731 Metal cabinet

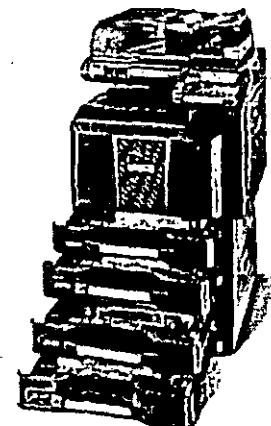


HyPAS

Your KYOCERA Business Partner:

Kyocera Mita (UK) Ltd, 8 Beacontree Plaza, Gillette Way, Reading, RG2 0BS
Tel: 0118 931 1500, Fax: 0118 931 1108
www.kyoceramita.co.uk, info@kyoceramita.co.uk

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Product depicted includes optional extras.

KYOCERA

TASKalfa 3050ci

▶ print ▶ copy ▶ scan ▶ fax

A3 COLOUR MULTIFUNCTIONAL

THE POWER BEHIND YOUR DOCUMENT PROCESSES

The TASKalfa 3050ci goes beyond basic functionality, normally reserved for premium devices. Its BYPASS data stream platform gives it the flexibility to communicate with advanced software solutions. Its remarkable finishing options let you produce the documents business partners want: booklets, hole-punch or stapled reports and folders. Its print is dependable and consistent every quality will never fail to impress.

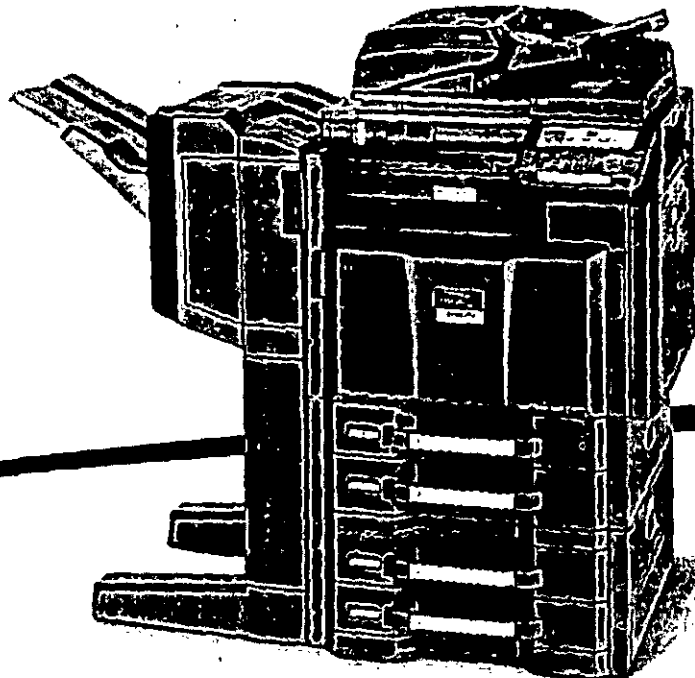
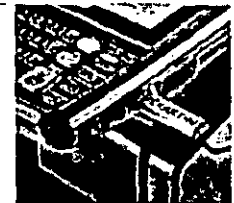
- ▶ Up to 30 A4 pages per minute in colour and monochrome
- ▶ Time to first copy: 8.0 seconds in colour
- ▶ 2GB RAM & 160GB hard disk memory
- ▶ Wide range of media support: up to 300gsm, oversized A3 and 1.2m banners
- ▶ Flexible paper handling (up to 6 media sources)
- ▶ Productive finishing options including booklet printing and tri-folding
- ▶ Single-pass or reversing double-sided document processors*
- ▶ Long-life components provide unprecedented efficiency and reliability
- ▶ Security-ready*: Data Security Kit, Copy Guard Kit and support for ID card authentication

* optional



Full-colour, 1.2m banners will add impact and distinction to key messages.

A convenient USB port delivers convenience and security in portable printing or scanning.



TASKalfa 

 KYOCERA

TASKalfa 3050ci A3 COLOUR MULTIFUNCTIONAL



The TASKalfa 3050ci incorporates extremely durable components that guarantee the levels of efficiency and reliability required in busy office environments. It provides effective productivity and maximum flexibility whilst ensuring minimal impact on the environment.

Technology: KYOCERA Colour, HyPAS solution platform

Engine speed (pages per minute)
Up to 30/15 ppm A4/A3 in colour and monochrome

Resolution
600 x 600 dpi, Multi-bit technology for print quality of 9,600 dpi equivalent x 600 dpi

Warm-up time from power on
Approx. 25 seconds or less

Time to first page
Approx. 6.1 sec. or less in monochrome; 8.0 sec. or less in colour

CPU
IBM PowerPC 750CL/600 MHz

Memory (standard, max.)
2 GB RAM + 160 GB HDD

Standard interfaces
USB 2.0 (Hi-Speed), USB Host 2.0, Fast Ethernet 10Base-T/100BaseTx/1000BaseT, slot for optional print server, slot for optional CompactFlash-Card, slot for optional Fax System

Dimensions (W x D x H)
Main unit: 668 x 767 x 747 mm

Weight: Main unit approx. 114 kg

Power source: AC 220 V ~ 240 V, 50/60 Hz

Power consumption
Printing: 900 W (in colour), 750 W (in monochrome)
Ready mode: 200 W
Sleep mode: 17 W

Noise (ISO 7779) (ISO 9296)
Printing: 68 dB(A) in colour, 68 dB(A) in monochrome
Stand-by (Ready mode): 58 dB(A)

Safety standards: GS, TÜV, CE
This unit is manufactured according to ISO 9001 quality standard and ISO 14001 environmental standard.
RoHS compatibility

All paper capacities quoted are based on paper thickness of max. 0.11 mm. Please use paper recommended by KYOCERA under normal environmental conditions.

Input capacity
150-sheet multi-purpose tray, 60-300 gsm,
A6R-304.8 x 457.2 mm, banner max. 304.8 x 1,219.2 mm;
2 x 500-sheet universal paper cassette, 60-220 gsm,
A5R-304.8 x 457.2 mm
Max. input capacity with options: 7,150 sheets A4

Duplex unit: Duplex as standard supports A5R-304.8 x 457.2 mm, 60-220 gsm

Output capacity
250 sheets face-down, max. output capacity 320 sheets

Controller language: PRESCRIBE IIc

Emulations: PCL6 (PCL5c / PCL-XL), KPDL3/PostScript 3 compatible, PDF Direct Print, XPS Direct Print

Operating systems: All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other operating systems on request.

Fonts/barcodes: 93 outline fonts (PCL), 136 fonts (KPDL3), 8 fonts (Windows Vista), 1 Bitmap font,
45 types of one-dimensional barcodes plus two-dimensional barcode (PDF-417)

Print features: Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec, SNMPv3, quick copy, proof and hold, private print, job storage and job management functionality

Max. original size: A3

Continuous copying: 1-999

Zoom range: 25-400% in 1% steps

Preset magnification ratios: SR / SE

Digital features: Scan-once-copy-many, electronic sort, 2in) and 4in) function, image repeat copy, page numbering, cover mode, booklet copy, interrupt copy, form overlay, stamp function

Exposure mode: Auto, manual: 7 or 13 steps

Image adjustments: Text + photo, text, photo, map

Functionality: Scan-to-Email, Scan-to-FTP, Scan-to-SMB, Scan-to-USB Host, Scan-to-box, Network TWAIN, WSD scan

Scan speed (A4, 300 dpi with DP-771)
monochrome 100 images per minute, colour 80 images per minute

Scan resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi, (256 greyscales)

Max. scan size: A3

Original recognition: Text, photo, text + photo, OCR

Network protocol: TCP/IP

File types: PDF (high compressive, encrypted, PDF/A), JPEG, TIFF, XPS

Compatibility: ITU-T Super G3

Modem speed: Max. 33.6 kbps

Transmission speed: Max. 3 seconds (BIG)

Scanning density
Normal: 8 dot/mm x 3.85 line/mm
Fine: 8 dot/mm x 7.7 line/mm
Superfine: 8 dot/mm x 15.4 line/mm
Ultrafine: 16 dot/mm x 15.4 line/mm halftone

Max. original size: A3

Compression method: JBIG, MMR, MR, MH

Memory: Standard 12 MB, max. 120 MB

Features: Opt. internet-fax, network faxing, rotate transmission, rotate reception, duplex fax reception, memory reception, mailbox, remote diagnostics, dual fax with second fax system

Average continuous toner yield in accordance with 5% coverage A4.

TK-8305K Toner-Kit: Toner Black for 25,000 pages
TK-8305C, TK-8305M, TK-8305Y Toner-Kits: Toner Cyan, Magenta, Yellow for 15,000 pages

WT-860 Waste Toner Bottle: 25,000 sheets (in accordance with 5% coverage monochrome: colour=7:3)

Staple cartridge:
SH-10 for DF-770, BF-730
SH-12 for DF-790

Fax System (V)

Internet Fax Kit (A)

Printing System (11): Fiery Controller

Printing System Interface Kit (A): Interface board for Fiery

Paper handling

DP-770 Document processor (reversing document processor), 100 sheets, 45-160 gsm, A5R-A3, folio

DP-771 Document processor (one-path duplex scanning) 175 sheets: 35-220 gsm (simplex), 50-220 gsm (duplex); A5R-A3, folio

PF-730 Paper feeder 2 x 500 sheets, 60-256 gsm, A5R-304.8 x 457.2 mm, folio

PF-740 Paper feeder 3,000 sheets, 60-256 gsm, A4, B5, letter

PF-770 A4 side deck 3,000 sheets, 60-300 gsm, A4, B5

DT-730 Document tray

DF-790 Document finisher + AK-730 Main tray: max. 4,000 sheets A4 (3,000 sheets with attachment BF-730); max. 60-300 gsm; max. A5R-304.8 x 457.2 mm

Sub tray: 200 sheets A4; 60-300 gsm; A6R-A3

Sub tray (top): 100 sheets: 60-300 gsm; A6R-A4

Stapling up to 65 sheets A4 or 30 sheets A3 at 3 positions, B5-304.8 x 457.2 mm

DF-770 Document finisher + AK-730 Main tray: 1,000 sheets A4, 60-300 gsm, B5E-A3, 3 positions

stapling up to 50 sheets A4 or 30 sheets A3

Sub tray: 100 sheets A4, 60-300 gsm, A4-A6R

PM-7C Punch unit for DF-790/DF-770

2-hole/A-hole, 60-300 gsm, A5R-A3

MT-730 Mailbox sorter for DF-790

7 bins x 100 sheets A4, 50 sheets A3/B4, 60-163 gsm

BF-730 Booklet and tri-folding unit for DF-790

Max. 64 pages (16 sheets) booklet folding and stapling 60-256 gsm, A3, B4, A4R, cover sheet 60-220 gsm (simplex), tri-folding: 60-120 gsm, multi tri-folding: 5 sheets (60-90gsm), 3 sheets (91-120gsm)

JS-730 Job separator

30-sheet internal job separator, 60-256 gsm, A5R-A3

JS-731 Job separator

70-sheet external job separator, 60-256 gsm, A5R-A3

*Bridge unit AK-730 is required for the use of DF-790 and DF-770.

Memory

CompactFlash card

1 slot (up to 4 GB) for printing forms, fonts, logos, macro storage

Fax memory

MM-16-128: Image memory (120 MB)

Security

Data security kit (E)

(ISO 15408 (Common Criteria) with security level EAL3)

Printed Document Guard Kit (A)

USB IC Card Reader

UC-33: ThinPrint support

UC-34: Emulation (IBM Proprinter) EPSON LQ-850/Diablo 630)

Optional interface

IB-30: Gigabit-Ethernet board 10BaseT/100BaseTX/1000BaseT

Platen cover (E)

CB-730 Wooden cabinet

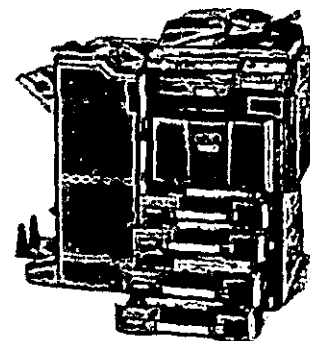
CB-731 Metal cabinet



Your KYOCERA Business Partner:

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Tel: 0118 931 1500, Fax: 0118 931 1108
www.kyoceramita.co.uk, info@kyoceramita.co.uk

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Product depicted includes optional extras.

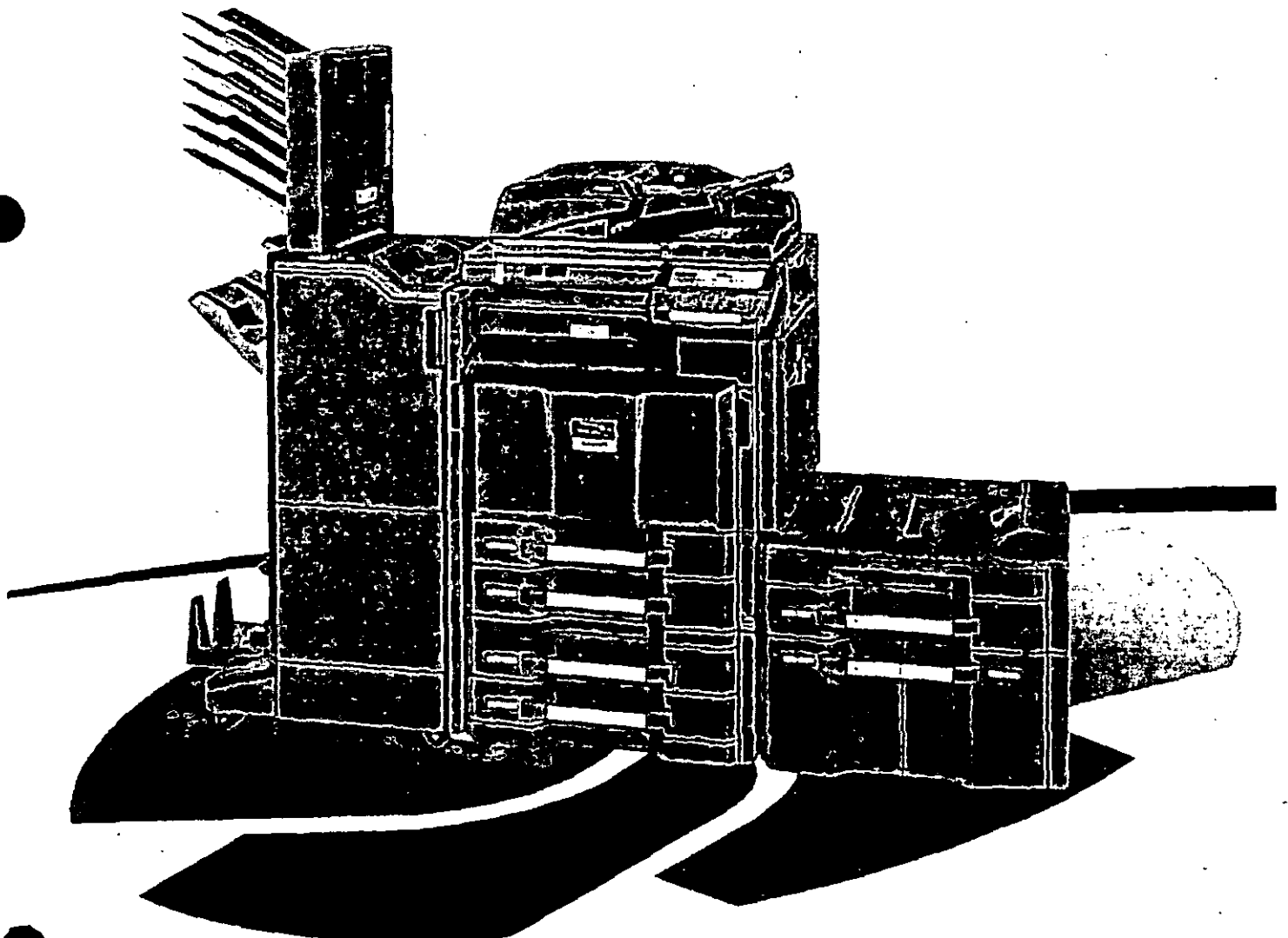
KYOCERA

TASKalfa 3050ci/3550ci TASKalfa 4550ci/5550ci

A3 COLOUR MULTIFUNCTIONALS

► print ► copy ► scan ► fax

IF YOU CAN DREAM IT,
WE CAN PRINT IT.



BUILT WITH THE INTELLIGENCE TO SUIT YOUR ORGANISATION

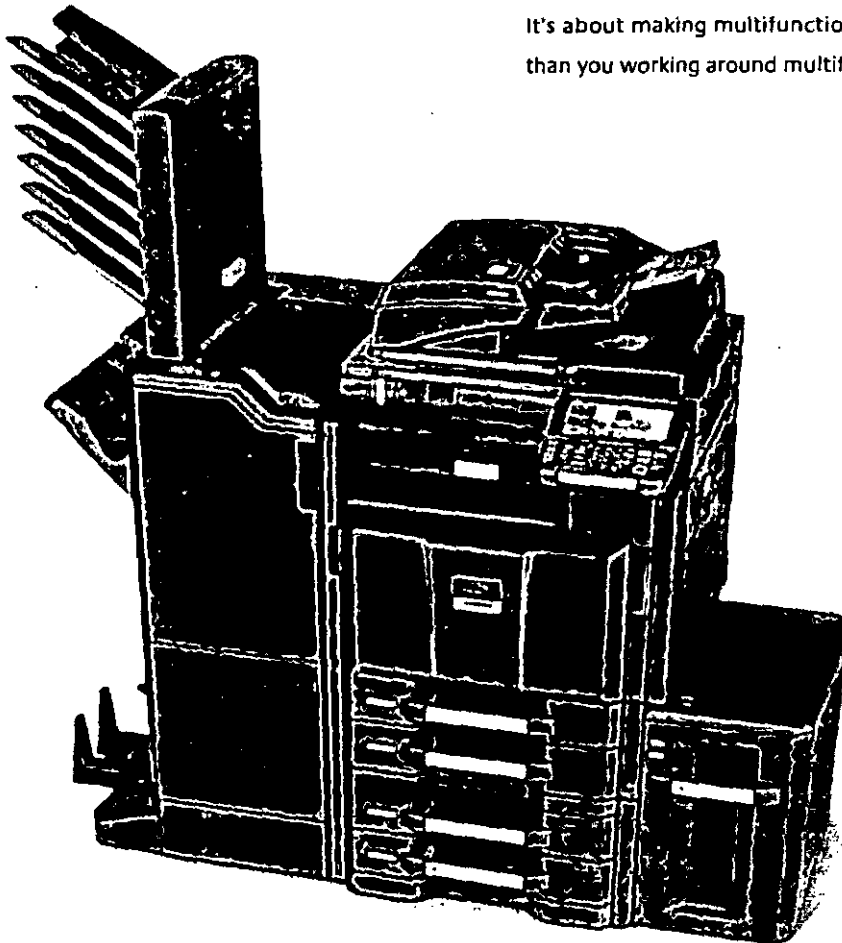
The days when multifunctionals only had to print, copy, scan and fax are long gone. To be effective, today's multifunctional has to be able to work with the software applications that drive your business in ways that suit your staff.

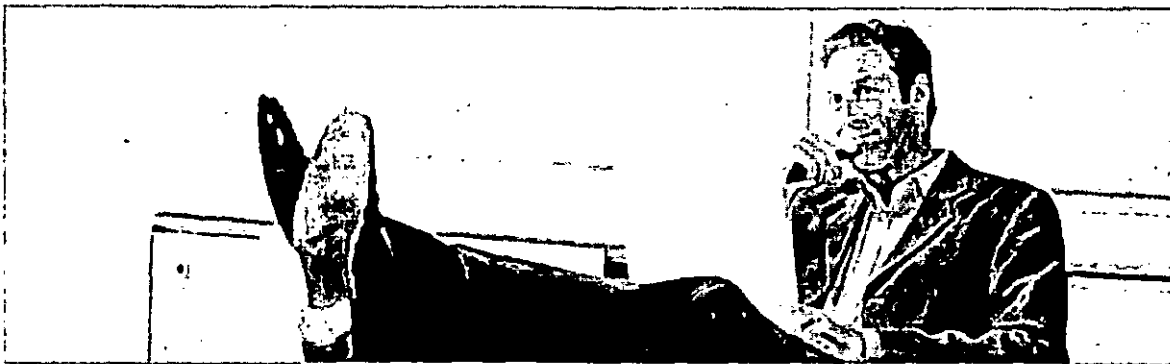
Kyocera multifunctionals have the intelligence and compatibility to work with leading document management, security, cost control and fleet management software suites. As a part of an advanced document-handling environment, they will enhance and accelerate your business processes.

These multifunctionals' intelligence makes your life easier. Features such as 'job skip' stop the needless wait for print jobs that require intervention. For example, if there is no A3 paper available to print a booklet other jobs will jump the queue ahead of it, keeping the multifunctional working productively until the A3 paper cassette is refilled.

The weekly timer can be used to switch the multifunctionals to sleep mode automatically when you know the office is going to be empty, saving both energy and money. These devices do not depend on your staff remembering to switch them off.

It's about making multifunctionals work for you rather than you working around multifunctionals.

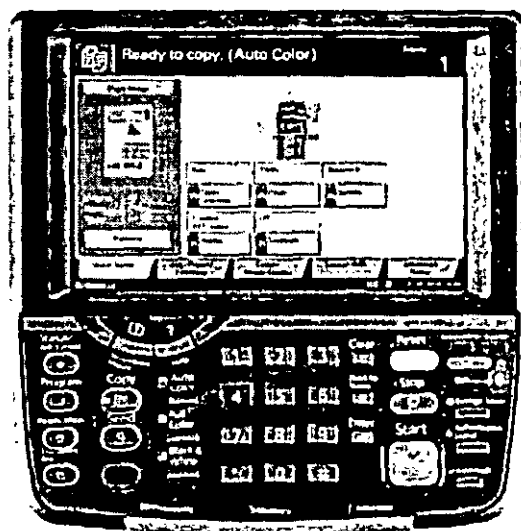




POWER AND POTENTIAL

TASKalfa multifunctionals can transform the way you do business.

- ▶ Imagine your sales staff being able to view a competitor's documentation at a touch of a button.
- ▶ Imagine your legal department being able to retrieve any contract instantly, no matter how old it is.
- ▶ Imagine being able to publish vital documents safe in the knowledge that security settings ensure only appropriate staff members can print them.
- ▶ Imagine the simplicity of a document system that independently tracks activity and allocates costs fairly and unequivocally.
- ▶ Imagine having systems that behave so consistently that staff can move from office to office and instantly know how to perform their duties.
- ▶ Imagine a world where multifunctionals change to suit the person using them, from the capabilities they offer to the language they use.



TASKalfa multifunctionals give you that power.

Kyocera's TASKalfa multifunctionals form the foundation on which this world of potential is built. They offer high-speed, double-sided printing and scanning, high-capacity paper feeding and finishing, superb colour quality, the latest energy-saving technology and a level of reliability for which the Kyocera brand is famous.

BUILT WITH THE FLEXIBILITY TO SIMPLIFY YOUR WORKING DAY

Flexibility does more than protect you against an unpredictable future. It delivers real advantages today.

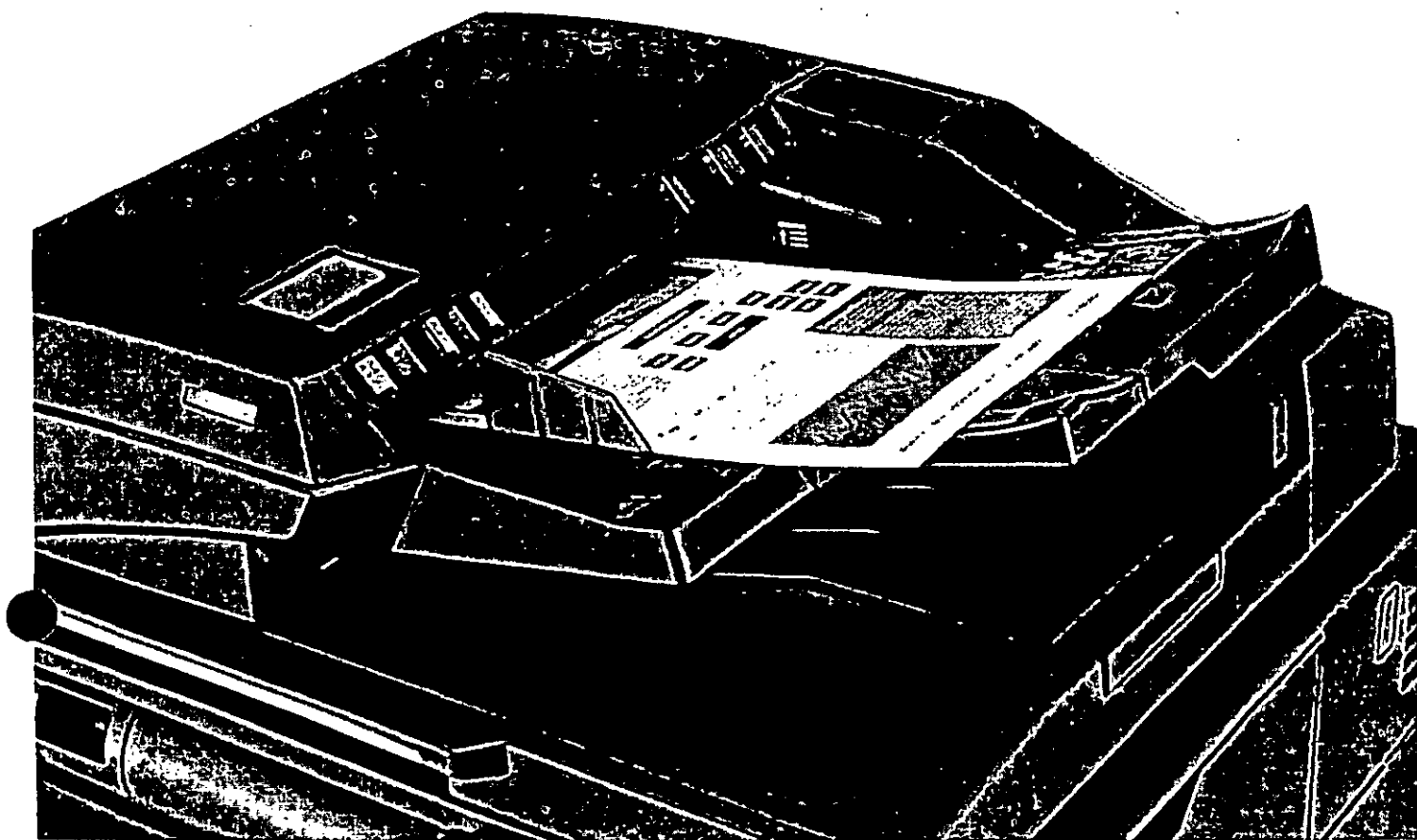
The TASKalfas' paper input capacity is a perfect example. These powerful multifunctionals support up to 8 paper sources. That's a useful safety net in case your daily business changes dramatically next year - but it could also help you right now.

How often do you arrive at the multifunctional to find that your job, instead of sitting, complete, in the collection tray, is waiting for you to rotate the paper? Extra paper cassettes can eliminate this, making every booklet, hole-punched or folded document instantly available.

COLOUR THE WAY YOU NEED IT

The TASKalfas' optional Fiery controller rejuvenates your in-house colour production. Its advantages go far beyond the superior colour accuracy and consistency for which Fiery is famous.

The Fiery controller dramatically reduces the time taken to print colour documents. Even seemingly simple documents and presentations can be slow to print if they contain photographs - but not with a Fiery controller. Its speed and quality make in-house document production practical. The Fiery controller also brings with it a superbly simple print driver that makes complex tasks and device options instantly accessible to all users.





IS YOUR BUSINESS JUST A LITTLE BIT DIFFERENT?

HyPAS™ HyPAS™, KYOCERA's open software development platform, allows you to integrate your multifunctionals into your existing business practices in exactly the way you need. By combining Java and Web Services technologies, HyPAS™ is able to communicate with a broad range of line-of-business applications such as DMS or ERP. HyPAS™ places these applications right on the multifunctional's control panel, making them as much a part of its operation as copying and scanning.

DOES YOUR MULTIFUNCTIONAL PROTECT YOUR CONFIDENTIALITY?

The ability to share information is powerful and beneficial but there are legitimate business reasons for restricting access to sensitive documents. TASKalfa multifunctionals support IPsec, IPv6 and PDF encryption as standard. They can be incorporated into your business' existing network authentication process for simple and effective user management.

User access to the TASKalfas can be streamlined further using optional Card Authentication systems, bypassing lengthy logon procedures without compromising security. Kyocera's optional Data Security Kit securely deletes data from the TASKalfa's hard disk. And the optional Document Guard Kit prevents controlled documents being copied without authority.

Used collectively, these features protect sensitive data and documents from unauthorised access.

PRODUCT HIGHLIGHTS TO MEET YOUR REQUIREMENTS:

- ▶ Print 5-150 ppm per page (monochrome/colour)
- ▶ Built-in, excellent image quality due to our unique technology
- ▶ Control management through the control panel
- ▶ Up to 200 pages per minute (copying)
- ▶ Up to 200 ppm (copying) per page
- ▶ All page sizes up to A4 (copying) and A3 (printing)
- ▶ High capacity paper (up to 300 sheets) and high capacity toner
- ▶ Security-ready (IPsec, IPv6, PDF encryption) and secure printing using a variety of card technologies
- ▶ Easy-to-use and easy-to-maintain, fast and reliable

BUILT FOR THE PERFECT FINISH

THE FLEXIBILITY TO SUIT YOUR CUSTOMERS AND YOUR STAFF

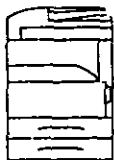
The effectiveness of your documentation depends on your ability to deliver impressive materials in a short space of time. TASKalfa multifunctionals have the finishing flexibility to produce documents the way your business

partners prefer them: stapled, hole-punched, stapled booklets or tri-folded letters - the choice is yours.

To boost staff productivity, TASKalfa multifunctionals also support a 7-bin mailbox sorter to separate one user's output from another plus high-capacity feeders to print up to 7,650 pages without interruption.

Base version

Two 500-sheet cassettes and a 150-sheet multi-purpose tray provide a generous paper reserve. The optional DP-770 document processor automatically reverses paper for double-sided scanning and copying.



Basic configuration with DP-770

Extended base functionality

An additional storage cabinet with rollers protects your paper and is convenient when paper or toner storage rooms are far away.



CB-730/731

Flexibility

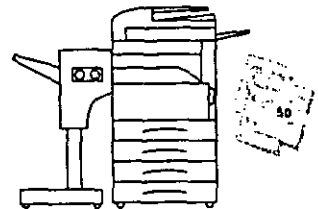
Two additional 500-sheet paper cassettes (60-256gsm, 304.8 x 457.2mm) enable fast, convenient access to multiple paper types.



PF-730

Simple finishing solution

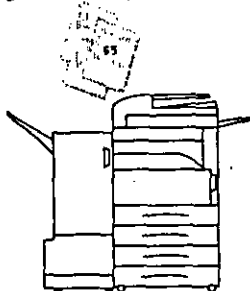
For professional document finishing add the 1,000-sheet finisher that staples and punches (bridge unit required). An external job separator with a capacity of up to 100 sheets keeps your output well organised.



JS-731, AK-730, DF-770, PH-7C

High-volume document finishing

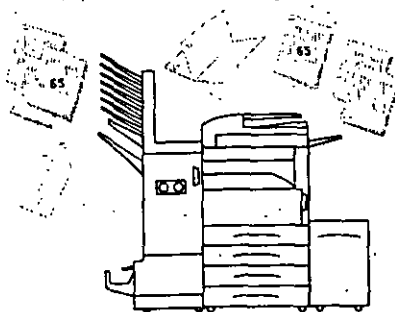
The high-capacity DP-771 document processor scans double-sided documents quickly by scanning both sides of the document in one pass. Add a 4,000-sheet finisher (bridge unit required) that supports your large-volume output.



DP-771, DF-790, AK-730

Advanced finishing solution

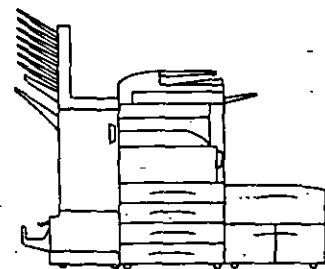
Add to the 3,000-sheet finisher with stapling, a punch unit and the booklet and tri-folding unit. To separate different users' output, add a convenient mailbox with 7 trays. The 3,000-sheet paper feeder is ideal for large print runs.



MT-730, AK-730, DF-790, BF-730, PH-7C, PF-770

Flexible, high-capacity solution for multiple media types

Several different media types are supported, providing a paper capacity of up to 7,650 sheets when the PF-780** and the PF-740 are fitted.



PF-780**, PF-740

* 3,000 sheets when BF-730 is attached to DF-790

** optional for TASKalfa 4550ci/5550ci.

MT-730, 7 bin Mailbox sorter

DP-771 Document processor

for single-pass double-sided scanning

User-friendly colour touch panel

JS-731 External job separator

up to 100 sheets

Multi purpose tray

up to 150 sheets

PF-780 Multimedia tray**

and paper pass unit for up to 500 sheets

DF-790 Document finisher

up to 4,000 sheets*

BF-730 Booklet and

tri-folding unit

PF-730 Paper feeder

2 cassettes with 500 sheets each

PF-740 Paper feeder

up to 3,000 sheets

*3,000 sheets when BF-730 is attached to DF-790. **Only for TASKalfa 4550ci/5550ci.

NEED A HIGHLY EFFICIENT AND PRODUCTIVE COLOUR DEVICE FOR HIGH-QUALITY DOCUMENT OUTPUT?

Since the early days of office document production, Xerox has committed to delivering consistently high quality products and services. We not only provide the most reliable hardware and software, but also offer exceptional service, comprehensive training, and a proven support system. Whatever your needs, you can count on Xerox for the most efficient and productive solutions.

TASKalfa 3050ci/3550ci/4550ci/5550ci COLOUR A3 MULTIFUNCTIONALS

TASKalfa The TASKalfa 3050ci/3550ci and TASKalfa 4550ci/5550ci incorporate extremely durable components that guarantee efficient and reliable operation to meet the demanding requirements of busy office environments. The TASKalfa 3050ci/3550ci and TASKalfa 4550ci/5550ci provide effective productivity and maximum flexibility whilst ensuring minimal impact on the environment.

Technology: KYOCERA Laser Colour, HyPAS solution platform

Engine speed (pages per minute)
 TASKalfa 3050ci: Up to 30/15 ppm A4/A3 in colour and monochrome
 TASKalfa 3550ci: Up to 35/17 ppm A4/A3 in colour and monochrome
 TASKalfa 4550ci: Up to 45/22 ppm A4/A3 in colour and monochrome
 TASKalfa 5550ci: Up to 50/25 ppm A4/A3 in colour, up to 55/27 A4/A3 in monochrome

Resolution
 600 x 600 dpi. Multi-bit technology for print quality of 9,600 dpi equivalent x 600 dpi

Warm-up time from power on
 TASKalfa 3050ci: Approx. 25 seconds or less
 TASKalfa 3550ci: Approx. 25 seconds or less
 TASKalfa 4550ci: Approx. 30 seconds or less
 TASKalfa 5550ci: Approx. 30 seconds or less

Time to first page
 TASKalfa 3050ci: Approx. 6.2 sec. or less in monochrome; 8.1 sec. or less in colour.
 TASKalfa 3550ci: Approx. 5.8 sec. or less in monochrome; 7.4 sec. or less in colour.
 TASKalfa 4550ci: Approx. 4.7 sec. or less in monochrome; 6.0 sec. or less in colour.
 TASKalfa 5550ci: Approx. 4.4 sec. or less in monochrome; 5.7 sec. or less in colour

CPU
 TASKalfa 3050ci/3550ci: IBM PowerPC 750CL/600 MHz.
 TASKalfa 4550ci/5550ci: IBM PowerPC 750GL/750 MHz

Memory (standard, max.)
 TASKalfa 3050ci/3550ci: 2 GB RAM + 160 GB x 1 HDD.
 TASKalfa 4550ci/5550ci: 2 GB RAM + 320 GB HDD

Standard interfaces
 USB 2.0 (Hi-Speed), USB Host 2.0, Fast Ethernet 10Base-T/100BaseTX/1000BaseT, slot for optional print server, slot for optional CompactFlash-Card, slot for optional Fax System

Dimensions (W x D x H)
 Main unit 664 x 767 x 747 mm

Weight: Main unit approx. 114 kg

Power source: AC 220 V - 240 V, 50/60 Hz

Power consumption
 TASKalfa 3050ci - Printing: 900 W (in colour), 750 W (in monochrome). Ready mode: 200 W. Sleep mode: 17 W
 TASKalfa 3550ci - Printing: 910 W (in colour), 780 W (in monochrome). Ready mode: 200 W. Sleep mode: 17 W
 TASKalfa 4550ci - Printing: 1,070 W (in colour), 980 W (in monochrome). Ready mode: 200 W. Sleep mode: 21 W
 TASKalfa 5550ci - Printing: 1,230 W (in colour), 1,040 W (in monochrome). Ready mode: 200 W. Sleep mode: 21 W

Noise (ISO 7779 / ISO 9296)
 TASKalfa 3050ci - Printing: 68 dB(A) in colour, 68 dB(A) in monochrome
 TASKalfa 3550ci - Printing: 69.5 dB(A) in colour, 69.5 dB(A) in monochrome
 TASKalfa 4550ci - Printing: 72.5 dB(A) in colour, 72.5 dB(A) in monochrome
 TASKalfa 5550ci - Printing: 74 dB(A) in colour, 75 dB(A) in monochrome
 Stand-by (Ready mode): 58 dB(A)

Safety standards: GS, TÜV, CE
 This unit is manufactured according to ISO 9001 quality standard and ISO 14001 environmental standard.
 RoHS compatibility

All paper capacities quoted are based on paper thickness of max. 0.11 mm. Please use paper recommended by KYOCERA under normal environmental conditions.

Input capacity
 150-sheet multi-purpose tray, 60-300 gsm,
 A6R-304.8 x 457.2 mm, banner max. 304.8 x 1,219.2 mm;
 2 x 500-sheet universal paper cassette, 60-220 gsm
 (TASKalfa 3050ci/3550ci), 60-256 gsm (TASKalfa 4550ci/5550ci)
 A5R-304.8 x 457.2 mm
 Max. input capacity with options:
 TASKalfa 3050ci/3550ci: 7,150 sheets A4
 TASKalfa 4550ci/5550ci: 7,650 sheets A4

Duplex unit: Duplex as standard supports A5R-304.8 x 457.2 mm, from standard cassette: 60-220 gsm (TASKalfa 3050ci/3550ci), 60-256 gsm (TASKalfa 4550ci/5550ci) from optional paper feeder: 60-256 gsm

Output capacity: 250 sheets face-down, max. output capacity 320 sheets

Your KYOCERA Business Partner:

KYOCERA MITA (UK) Ltd, 8 Beacontree Plaza, Gillette Way, Reading RG2 0BS
 Tel: 0118 931 1500, Fax: 0118 931 1108
 www.kyoceramita.co.uk, info@kyoceramita.co.uk-europe.com

* KYOCERA does not warrant that any specifications mentioned will be error-free. Specifications are subject to change without notice. Information is correct at time of going to press. All other brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

Controller language: PRESCRIBE IIC

Emulations: PCL6 (PCL5c / PCL-XL), KPDL3 (PostScript 3 compatible), PDF Direct Print, XPS Direct Print

Operating systems: All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other operating systems on request.

Fonts / barcodes: 93 outline fonts (PCL), 136 fonts (KPDL3), 8 fonts (Windows Vista), 1 BitMap font, 45 types of one-dimensional barcodes plus two-dimensional barcode (PDF-417)

Print features: Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec, S/MIMEv3, Quick copy, proof and hold, private print, job storage and job management functionality

Max. original size: A3

Continuous copying: 1-999

Zoom range: 25-400% in 1% steps

Preset magnification ratios: 5R / 5E

Digital features: Scan-once-copy-many, electronic sort, 2in1 and 4in1-function, image repeat copy, page numbering, cover mode, booklet copy, interrupt copy, form overlay, stamp function

Exposure mode: Auto, manual: 7 or 13 steps

Image adjustments: Text + photo, text, photo, map

Functionality: Scan-to-Email, Scan-to-FTP, Scan-to-SMB, Scan-to-USB Host, Scan-to-box, Network TWAIN, WSD scan

Scan speed (A4, 300 dpi with DP-771)
 TASKalfa 3050ci/3550ci: monochrome 100 images per minute, colour 80 images per minute
 TASKalfa 4550ci/5550ci: monochrome 140 images per minute, colour 110 images per minute

Scan resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi (256 greyscales)

Max. scan size: A3

Original recognition: Text, photo, text + photo, OCR

Network protocol: TCP/IP

File types: PDF (high compressive, encrypted), PDF/A, JPEG, TIFF, XPS

Compatibility: ITU-T Super G3

Modem speed: Max. 33.6 kbps

Transmission speed: Max. 3 seconds (IBIG)

Scanning density
 Normal: 8 dot/mm x 3.85 line/mm
 Fine: 8 dot/mm x 7.7 line/mm
 Superfine: 8 dot/mm x 15.4 line/mm
 Ultrafine: 16 dot/mm x 15.4 line/mm halftone

Max. original size: A3

Compression method: IBIG, MMR, MR, MH

Memory: Standard 12 MB, max. 120 MB

Features: Opt. Internet-fax, network faxing, rotate transmission, rotate reception, duplex fax reception, memory reception, mailbox, remote diagnostics, dual fax with second fax system

Average continuous toner yield in accordance with 5% coverage A4

TASKalfa 3050ci/3550ci
 TK-850K Toner-Kit: Toner Black for 25,000 pages
 TK-830C, TK-830M, TK-830Y Toner-Kits: Toner Cyan, Magenta, Yellow for 15,000 pages

TASKalfa 4550ci/5550ci
 TK-850K Toner-Kit: Toner Black for 30,000 pages
 TK-850C, TK-850M, TK-850Y Toner-Kits: Toner Cyan, Magenta, Yellow for 20,000 pages

WT-860 Waste toner bottle: 25,000 sheets (in accordance with 5% coverage monochrome: colour = 7:3)

Staple cartridge:
 SM-10 for DF-770, BF-730
 SM-12 for DF-790

Fax System (V)

Internet Fax Kit (A)

Printing System (11): Fiery Controller

Printing System Interface Kit (A): Interface board for Fiery

Fiery Box Kit: Attachment cover for Printing System (11)

Paper handling

DP-770 Document processor (reversing document processor), 100 sheets, 45-160 gsm, A5R-A3, folio

DP-771 Document processor (one-path duplex scanning) 175 sheets: 35-220 gsm (simplex), 50-220 gsm (duplex); A5R-A3, folio

PF-730 Paper feeder
 2 x 500 sheets, 60-256 gsm, A5R-304.8 x 457.2 mm, folio

PF-740 Paper feeder
 3,000 sheets, 60-256 gsm, A4, B5, letter

PF-770 A4 side deck
 3,000 sheets, 60-300 gsm, A4, B5

PF-780 Multimedia tray and paper pass unit (for TASKalfa 4550ci/5550ci)
 500 sheets, 60-256 gsm, A5R-304.8 x 457.2 mm

DT-730 Document tray

DF-790 Document finisher + AK-730

Main tray: 4,000 sheets A4 (3,000 sheets with attachment BF-730); 60-300 gsm; B5R-304.8 x 457.2 mm

Sub tray: 200 sheets A4; 60-300 gsm; A6R-A3

Sub tray (top): 100 sheets; 60-300 gsm; A6R-A4

Stapling up to 65 sheets A4 or 30 sheets A3 at 3 positions, B5-304.8 x 457.2 mm

DF-770 Document finisher + AK-730

Main tray: 1,000 sheets A4, 60-300 gsm, B5E-A3, 3 positions stapling up to 50 sheets A4 or 30 sheets A3

Sub tray: 100 sheets A4, 60-300 gsm, A4-A6R

PH-7C Punch unit for DF-790/DF-770

2-hole/4-hole, 60-300 gsm, A5R-A3

MT-730 Mailbox sorter for DF-790

7 bins x 100 sheets A4, 50 sheets A3/B4, 60-163 gsm

BF-730 Booklet and tri-folding unit for DF-790

Max. 64 pages (16 sheets) booklet folding and stapling
 60-256 gsm, A3, B4, A4R, cover sheet 60-220 gsm (simplex), tri-folding: 60-120 gsm, multi tri-folding: 5 sheets (60-90 gsm), 3 sheets (91-120 gsm)

JS-730 Job separator

30-sheet internal job separator, 60-256 gsm, A5R-A3

JS-731 Job separator

70-sheet external job separator, 60-256 gsm, A5R-A3

* Bridge unit AK-730 is required for the use of DF-790 and DF-770.

Memory

CompactFlash card
 1 slot (up to 4 GB) for printing forms, fonts, logos, macro storage

Fax memory

MM-16-128: Image memory (120 MB)

Security

Data security kit (E)
 ISO 15408 (Common Criteria) with security level EAL3

Printed Document Guard Kit (A)

Others

USB IC Card Reader

UG-33: Thin Print support

UG-34: Emulation (IBM Proprinter/EPSON LQ-850/Diablo 630)

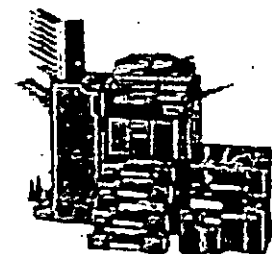
Optional Interface

IB-50: Gigabit-Ethernet board 10BaseT/100BaseTX/1000BaseT

Platen cover (E)

CB-730: Wooden cabinet

CB-731: Metal cabinet



Product depicted includes optional extras.

KYOCERA

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: _____

1. Name *Anthony OLIVER*
 Address *COLDORIAN CLARK PARTS ARCHITECTS*
 Telephone *630 533 1301*
 Email *anoliver@coldorian.com*
 Topic _____
2. Name _____
 Address _____
 Telephone _____
 Email _____
 Topic _____
3. Name _____
 Address _____
 Telephone _____
 Email _____
 Topic _____

If we cannot answer your question at this meeting, we will reply as soon as possible.
 Thank you for your interest in the Des Plaines Public Library.


Approved 3/16/93
 Reviewed and Approved 3/20/95
 Reviewed and Approved 04/20/99
 Reviewed and Approved 01/15/02
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: _____

1. Name *TOM PIETERS / IMPACT NETWORKING*
 Address _____
 Telephone *847 812 2094*
 Email *tpieters@impactnetworking.com*
 Topic *COPIERS / OFFICE EQUIPMENT*
2. Name *JASON ROLL OFF*
 Address _____
 Telephone *847 852-2324*
 Email *Jroll off@psbcorp.com*
 Topic _____

3. Name *DAVE BRETHER*
 Address _____
 Telephone *847-822-7500*
 Email _____
 Topic _____

If we cannot answer your question at this meeting, we will reply as soon as possible.
Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93
 Reviewed and Approved 3/20/95
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DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: _____

1. Name Jessica Galligan
 Address _____
 Telephone _____
 Email _____
 Topic COPIERS
2. Name WAYNE R SERBIN
 Address 835 PEARSON ST OP 60711
 Telephone _____
 Email _____
 Topic _____
3. Name _____
 Address _____
 Telephone _____
 Email _____
 Topic _____

If we cannot answer your question at this meeting, we will reply as soon as possible.
Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93
 Reviewed and Approved 3/20/95
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 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08



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

NOTICE
DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
TUESDAY, FEBRUARY 19, 2013
7:00 P.M.
Conference Room – Second Floor

Agenda:

- **Approve Illinois Public Library Annual Report**
- **Authorization to Request Proposals for Payroll Services**
- **Authorization to Request Proposals for Website Design**

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



**Des Plaines
Public Library**

1501 Elginwood 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
February 19, 2013
7:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee.
- VII. Presentation – David Whittingham, Readers Services.
- VIII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – January 15, 2013.
 - B. Approval of the Minutes of the Management Committee Meeting – December 18, 2012.
 - C. Acceptance of Financial Reports for January 2013.
 - D. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List
- IX. Unfinished Business.
 - A. Review and Approve Proposal for Copier Lease. [Action Item]

- X. New Business.
 - A. Approve Payment of Vendor Checks Report - \$285,686.19 and ACH Payments - \$43,731.37. [Action Item]
 - B. Approve Illinois Public Library Annual Report. [Action Item]
 - C. Authorization to Request Proposals for Payroll Services. [Action Item]
 - D. Authorization to Request Proposals for Website Redesign. [Action item]

- XI. Announcements.
 - A. Board Committees.

- XII. Correspondence.

- XIII. Other.

- XIV. Adjournment.

This meeting will be recorded for television broadcast.



1501 Ellinwood Street
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847-827-7974 fax

BOARD OF TRUSTEES
Minutes of the Regular Meeting
January 15, 2013

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, January 15, 2013. Vice President Susan Moylan Krey called the meeting to order at 4:00 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Gregory Sarlo, Jennifer Tsalapatanis, Carol Kidd.

Absent: Eugene Fregetto, Rich Pope, Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Brodie Austin, Ralph Dellar, Susan Stucka, Don Sofolo, Tim Haskell, Michael Rutter, Matt Ferris, Rob Nelson, Alderman Dan Wilson, Jessica Galligan.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

Susan Moylan Krey asked to remove XI. Announcements, D. Board Committees.

V. OATH OF OFFICE.

Jennifer Tsalapatanis took the Oath of Office.

VI. PUBLIC COMMENTS AND QUESTIONS

Ralph Dellar, Park Ridge, Des Plaines Toastmasters, asked the following questions in regards to possible meeting room fees:

- Will IT services be included in the room reservation fees?
- Will non-profit organizations be given preferential treatment over for profit organizations or will it be first come, first served?
- Will fees be paid online or some other method and can an organization pay for dates for the year?
- Will credit/debit card processing fees apply and if so, who will pay the fee?
- If a meeting room reservation is cancelled, will the fee be refunded?

Susan Stucka, Des Plaines, Des Plaines Toastmasters, asked if the library would offer iPads to the meeting room users.

Kevin Chapman, Mount Prospect, Des Plaines Toastmasters President, stated that they value the meeting room and that the Toastmasters previously made donations to the library for meeting room use.

Vince Rangel entered the meeting at 4:14 p.m.

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

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

VIII. CONSENT AGENDA

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

IX. PRESENTATION – Brodie Austin, Web Services Librarian.

Brodie Austin, Web Services Librarian, explained his work at the library.

X. NEW BUSINESS

- A. Approve Payment of Vendor Checks Report - 2012 \$170,113.48 and Approve Payment of Vendor Checks Report -2013 \$122,117.15 and ACH Payments - \$37,939.66. [Action Item]

MOTION by Jennifer Tsalapatani, seconded by Gregory Sarlo, to approve the payment of vendor checks for 2012 in the amount of \$170,113.48 and payment of vendor checks for 2013 in the amount of \$122,117.15 and ACH Payments in the amount of \$37,939.66 as listed on the vendor checks report of December 2012 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Tsalapatani. NAYS: None. MOTION CARRIED.

B. Review and Approve Proposal for Copier Lease. [Action Item]

Director Sorensen stated that the current copier lease expires March 1, 2013. The library currently leases 9 copy machines. Proposals were received from six vendors for the lease of 9 copy machines. The lowest proposal was from Impact Networking, in the amount of \$82,115.64 for a 36-month contract. Director Sorensen stated that the library would raise the price for black and white copies from 10 cents to 15 cents, which will increase revenue approximately \$12,000/yr.

Rob Nelson, Genesis Technologies, stated that the proposal submitted by Genesis was incorrectly stated in the copier lease proposal document.

MOTION by Jennifer Tsalapatani, seconded by Dion Kendrick, to table the discussion for copiers leases until the February 19, 2013 Board of Trustees meeting. ROLL CALL VOTE: AYES: Kendrick, Mokry, Perez, Rangel, Sarlo, Tsalapatani. NAYS: Moylan Krey. MOTION CARRIED.

C. Report Out Management Committee Action, December 18, 2012 – Susan Moylan Krey.

MOTION by Committee, to approve revisions to Library Policy, Section A, General Policies, as follows:

- A-2 Confidentiality of Records
- A-3A Citizen's Opinion
- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-5 Library System Membership
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9A Donor Form
- A-10A Ethics Statement for Public Library Trustees
- A-14 Board of Trustees Email Communications

and to approve the following Library Policies, Section A, General Policies, as presented:

- A-1 General Policy
- A-2A Officer's Request for Confidential Library Information
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-4B Guidelines for Hearings Concerning Library Materials
- A-4C Materials Reconsideration Hearing
- A-6 Vision Statement
- A-7 Statement on Professional Ethics
- A-9 Gifts and Endowments
- A-10 Bylaws of the Board of Trustees
- A-11 Organization and Operation
- A-12 Public Participation at Board Meetings
- A-12A Visitor Registration
- A-13 Internet Access Policy
- A-15 Identity Protection

VOTE: AYES: All. NAYS: All. MOTION CARRIED.

The board discussed C-7 Public Meeting Room Use.

MOTION by Gregory Sarlo, seconded by Jennifer Tsalapatani, to charge a \$15.00 set-up fee for all groups.

AMENDED MOTION by Gregory Sarlo to charge a \$30.00 fee for for-profit outside groups, free for residents and a \$15.00 set-up fee across the board.

SUBSTITUTE MOTION by Dion Kendrick, to charge a \$30.00 set-up fee across the board. MOTION WITHDRAWN.

SUBSTITUTE MOTION by Dion Kendrick, seconded by Steve Mokry, to charge a \$30.00 set-up fee for outside not-for-profit groups and not offer meeting rooms to profit groups. ROLL CALL VOTE: AYES: Kendrick, Mokry. NAYS: Moylan Krey, Perez, Rangel, Sarlo, Tsalapatani. MOTION FAILED.

MOTION by Jennifer Tsalapatani, to charge no fee for non-profit groups and keep the status quo for any other groups. MOTION DIED FOR LACK OF A SECOND

SUBSTITUTE MOTION by Dion Kendrick, seconded by Steven Mokry, to not charge a fee for rental of meeting room, but charge a \$30.00 set-up fee, for profit and non-profit. ROLL CALL VOTE: AYES: Kendrick, Mokry. NAYS: Moylan Krey, Perez, Rangel, Sarlo, Tsalapatani. MOTION FAILED.

AMENDED MOTION by Gregory Sarlo, seconded Susan Moylan Krey, to charge a \$15.00 set-up fee for meeting room use, for non-profit organizations. VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo. NAYS: Tsalapatani. MOTION CARRIED.

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to keep the status quo and not offer meeting room use to for-profit groups. VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Rangel, Sarlo, Tsalapatani. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve revisions to Library Policy, Section C, General Regulations, as follows:

- C-2 Material Loan Periods
- C-5 Displays and Exhibits
- C-5A Exhibit Proposal
- C-5B Letter of Acceptance
- C-5C Waiver of Responsibility
- C-5D Community Exhibit Case Guidelines
- C-6 Use of Public Bulletin Board
- C-8 Rules of Conduct

and to approve the following Library Policies, Section C, General Regulations, as presented:

- C-1 Registration Eligibility
 - C-3 Overdue Fines
 - C-4 Lost or Damaged Materials
 - C-9 Library Hours
 - C-10 Disposition of Library Materials
 - C-11 ADA Grievance Procedure
 - C-11A Disability Discrimination Compliance Complaint Form
 - C-12 Pass Through Costs
- VOTE: AYES: All. NAYS: None. MOTION CARRIED.

D. Approve Payment to 3M - \$17,241.23. [Action Item]

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve payment to 3M in the amount of \$17,241.23. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Declaration of Surplus Property. [Action Item]

MOTION by Jennifer Tsalapatani, seconded by Gregory Sarlo, to declare the list of chairs, surplus property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XI. ANNOUNCEMENTS

A. The board will participate in the Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."

B. Vice President Moylan Krey invited the board to attend the 23rd President's Day Library Legislative Breakfast on Monday, February 18, 2013, 8:30 a.m., Arboretum Club in Buffalo Grove.

C. Vice President Moylan Krey invited the board to attend a Trustee Forum Workshop on February 2, 2013.

XII. CORRESPONDENCE

The Des Plaines Public Library was featured in an article about Wii bowling in the Wall Street Journal.

XIII. ADJOURNMENT

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

Meeting adjourned at 6:11 p.m.

Minutes prepared Carol Kidd.



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

BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
December 18, 2012

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Tuesday, December 18, 2012. Chair Susan Moylan Krey called the meeting to order at 5:05 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Susan Moylan Krey, Alma Perez.

Absent: Gregory Sarlo.

Also Present: Rich Pope, Dion Kendrick, Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Carol Kidd

III. CONSIDERATION OF THE AGENDA.

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

IV. REVIEW JOB DESCRIPTIONS.

The Committee discussed minor changes to the following job descriptions:

Building & Security Services Assistant
Monitor
Part-time Monitor
Circulation Services Assistant
Part-time Circulation Services Assistant
Graphic Artist
Reference Services Assistant
Reference Services Librarian
Reference Services Librarian II

MOTION by Susan Moylan Krey, seconded by Alma Perez, to approve revisions to the following job descriptions:

1. Building & Security Services Assistant
2. Monitor
3. Part-time Monitor
4. Circulation Services Assistant
5. Part-time Circulation Services Assistant
6. Graphic Artist
7. Reference Services Assistant
8. Reference Services Librarian
9. Reference Services Librarian II

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

V. LIBRARY POLICY REVIEW – SECTION A, GENERAL POLICIES AND SECTION C, GENERAL REGULATIONS.

The Committee discussed changes to the following policies:

- A-2 Confidentiality of Records
- A-3A Citizen's Opinion
- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-5 Library System Membership
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9A Donor Form
- A-10A Ethics Statement for Public Library Trustees
- A-14 Board of Trustees Email Communications

The Committee also reviewed current policies and proposed no changes to the following policies:

- A-1 General Policy
- A-2A Officer's Request for Confidential Library Information
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-4B Guidelines for Hearings Concerning Library Materials
- A-4C Materials Reconsideration Hearing
- A-6 Vision Statement
- A-7 Statement on Professional Ethics
- A-9 Gifts and Endowments
- A-10 Bylaws of the Board of Trustees
- A-11 Organization and Operation
- A-12 Public Participation at Board Meetings
- A-12A Visitor Registration
- A-13 Internet Access Policy
- A-15 Identity Protection

MOTION by Susan Moylan Krey, seconded by Alma Perez, to approve revisions to Library Policy, Section A, General Policies, as follows:

- A-2 Confidentiality of Records
- A-3A Citizen's Opinion
- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-5 Library System Membership
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9A Donor Form
- A-10A Ethics Statement for Public Library Trustees
- A-14 Board of Trustees Email Communications

and to approve the following Library Policies, Section A, General Policies, as presented:

- A-1 General Policy
- A-2A Officer's Request for Confidential Library Information
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-4B Guidelines for Hearings Concerning Library Materials
- A-4C Materials Reconsideration Hearing
- A-6 Vision Statement
- A-7 Statement on Professional Ethics
- A-9 Gifts and Endowments
- A-10 Bylaws of the Board of Trustees
- A-11 Organization and Operation
- A-12 Public Participation at Board Meetings
- A-12A Visitor Registration
- A-13 Internet Access Policy
- A-15 Identity Protection

VOTE: AYES: All. NAYS: All. MOTION CARRIED.

The Committee discussed changes to the following policies:

- C-2 Material Loan Periods
- C-5 Displays and Exhibits
- C-5A Exhibit Proposal
- C-5B Letter of Acceptance
- C-5C Waiver of Responsibility
- C-5D Community Exhibit Case Guidelines
- C-6 Use of Public Bulletin Board
- C-7 Public Meeting Room Use
- C-8 Rules of Conduct

The Committee also reviewed current policies and proposed no changes to these policies, as follows:

- C-1 Registration Eligibility
- C-3 Overdue Fines
- C-4 Lost or Damaged Materials
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-11A Disability Discrimination Compliance Complaint Form
- C-12 Pass Through Costs

MOTION by Susan Moylan Krey, seconded by Alma Perez, to approve revisions to Library Policy, Section C, General Regulations, as follows:

- C-2 Material Loan Periods
- C-5 Displays and Exhibits
- C-5A Exhibit Proposal
- C-5B Letter of Acceptance
- C-5C Waiver of Responsibility
- C-5D Community Exhibit Case Guidelines
- C-6 Use of Public Bulletin Board
- C-7 Public Meeting Room Use
- C-8 Rules of Conduct

and to approve the following Library Policies, Section C, General Regulations, as presented:

- C-1 Registration Eligibility
- C-3 Overdue Fines
- C-4 Lost or Damaged Materials
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-11A Disability Discrimination Compliance Complaint Form
- C-12 Pass Through Costs

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

MOTION by Alma Perez, seconded by Susan Moylan Krey, to adjourn the meeting.

The meeting adjourned at 6:29 p.m.

Minutes prepared by Carol Kidd

0297

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
January 31, 2013

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library

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Monthly Compilation Opinion

February 11, 2013

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

We have compiled the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of January 31, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the one month then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of January 31, 2013

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 4,617,331.27	\$ 228,675.76	\$ 4,846,007.03
Receivables			
Property Taxes	6,295,505.00	-	6,295,505.00
Other Receivables	12,096.00	-	12,096.00
Due from other funds	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$ 10,924,932.27</u>	<u>\$ 228,675.76</u>	<u>\$ 11,153,608.03</u>
LIABILITIES			
Accounts Payable	\$ 261,488.04	\$ 24,198.15	\$ 285,686.19
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
	<u> </u>	<u> </u>	<u> </u>
Total Liabilities	<u>6,879,884.24</u>	<u>24,198.15</u>	<u>6,904,082.39</u>
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	4,045,048.03	204,477.61	4,249,525.64
	<u> </u>	<u> </u>	<u> </u>
Total Fund Balance	<u>4,045,048.03</u>	<u>204,477.61</u>	<u>4,249,525.64</u>
	<u> </u>	<u> </u>	<u> </u>
Total Liabilities and Fund Balance	<u>\$ 10,924,932.27</u>	<u>\$ 228,675.76</u>	<u>\$ 11,153,608.03</u>

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fines & Fees	14,855.55	-	14,855.55
Interest	329.86	2.44	332.30
Miscellaneous	573.65	-	573.65
Total Revenues	15,759.06	2.44	15,761.50
EXPENDITURES			
Personnel	\$ 274,614.93	\$ -	\$ 274,614.93
Operating	162,137.84	-	162,137.84
Library Materials	157,823.59	-	157,823.59
Capital Outlay	4,819.86	24,198.15	29,018.01
Other Expenditures	-	-	-
Total Expenditures	599,396.22	24,198.15	623,594.37
Net Change in Fund Balances	(583,637.16)	(24,195.71)	(607,832.87)
FUND BALANCE			
Beginning of the year	4,628,685.19	228,673.32	4,857,358.51
End of the period	\$ 4,045,048.03	\$ 204,477.61	\$ 4,249,525.64

Supplementary Information

Des Plaines Public Library
Treasurer's Report as of January 31, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>62,643.82</u> <u>62,643.82</u>
201-1102015 - First Midwest Operating #8100292260	376,216.49
202-1102015 - First Midwest Operating #8100292260	<u>18,209.13</u> <u>394,425.62</u>
201-1102028 - Cash Library Donations	<u>25,999.08</u> <u>25,999.08</u>
201-1102073 - Cash IL - Epay #151600222104	<u>81,498.80</u>
201-1102078 - Cash IL - Epay Library	<u>16,568.92</u>
201-1102079 - IL Funds - 151600222591	3,950,421.79
202-1102079 - IL Funds - 151600222591	<u>210,466.63</u> <u>4,160,888.42</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>4,846,007.03</u></u>

February 11, 2013

Des Plaines Public Library
Balance Sheet as of January 31, 2013

	<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	303,153.76	(240,509.94)	62,643.82
1102015 - First Midwest Operating #8100292260	662,969.06	(286,752.57)	376,216.49
1102028 - Cash Library Donations	25,847.99	151.09	25,999.08
1102073 - Cash IL - Epay 151600008073	76,713.23	4,785.57	81,498.80
1102078 - Cash IL - Epay Library	16,003.60	565.32	16,568.92
1102079 - IL Funds - 151600222591	3,950,257.12	164.67	3,950,421.79
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>11,446,528.13</u>	<u>(521,595.86)</u>	<u>10,924,932.27</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	168,266.53	93,221.51	261,488.04
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>6,786,662.73</u>	<u>93,221.51</u>	<u>6,879,884.24</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	4,659,865.40	(31,180.21)	4,628,685.19
	<u>4,659,865.40</u>	<u>(31,180.21)</u>	<u>4,628,685.19</u>
Total Liabilities and Fund Balance	<u>11,446,528.13</u>	<u>62,041.30</u>	<u>11,508,569.43</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(583,637.16)</u>	<u>(583,637.16)</u>

See Accountants' Compilation Report

February 11, 2013

Des Plaines Public Library
Balance Sheet as of January 31, 2013

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	20,056.08	(1,846.95)	18,209.13
1102079 - IL Funds - 151600222591	<u>210,464.19</u>	<u>2.44</u>	<u>210,466.63</u>
	<u>230,520.27</u>	<u>(1,844.51)</u>	<u>228,675.76</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>1,846.95</u>	<u>22,351.20</u>	<u>24,198.15</u>
	<u>1,846.95</u>	<u>22,351.20</u>	<u>24,198.15</u>

Fund Balance

3730000 - Fund Balance - Unreserved	<u>228,673.32</u>	<u>0.00</u>	<u>228,673.32</u>
Total Liabilities and Fund Balance	<u>230,520.27</u>	<u>22,351.20</u>	<u>252,871.47</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(24,195.71)</u>	<u>(24,195.71)</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>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>

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of January 31, 2013

	<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 1 Month Ended January 31, 2013**

	<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>2.44</u>	<u>2.44</u>	<u>0.00</u>	<u>(2.44)</u>	<u>0.00</u>
	<u>2.44</u>	<u>2.44</u>	<u>0.00</u>	<u>(2.44)</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>2.44</u></u>	<u><u>2.44</u></u>	<u><u>300,000.00</u></u>	<u><u>299,997.56</u></u>	<u><u>0.00</u></u>
Total of All Funds	<u><u>15,761.50</u></u>	<u><u>15,761.50</u></u>	<u><u>6,902,648.00</u></u>	<u><u>6,886,886.50</u></u>	<u><u>0.23</u></u>

See Accountants' Compilation Report

Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2013

<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	154,796.73	154,796.73	2,098,574.00	1,943,777.27	7.38
5910200 - Temporary Wages	<u>47,828.24</u>	<u>47,828.24</u>	<u>777,327.00</u>	<u>729,498.76</u>	<u>6.15</u>
	<u>202,624.97</u>	<u>202,624.97</u>	<u>2,875,901.00</u>	<u>2,673,276.03</u>	<u>7.05</u>
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	78,000.00	78,000.00	0.00
5918020 - Employer Contribution - FICA	16,196.17	16,196.17	216,328.00	200,131.83	7.49
5918021 - Employer Contribution - IMRF	26,691.45	26,691.45	363,636.00	336,944.55	7.34
5918040 - Life Insurance Premiums	9.00	9.00	4,100.00	4,091.00	0.22
5918050 - PPO Insurance Premiums	19,056.78	19,056.78	275,713.00	256,656.22	6.91
5918051 - HMO Insurance Premiums	8,223.30	8,223.30	99,504.00	91,280.70	8.26
5918055 - Dental Insurance Premiums	1,813.26	1,813.26	25,543.00	23,729.74	7.10
5918070 - Workers Compensation	0.00	0.00	13,500.00	13,500.00	0.00
5918085 - RHS Plan Payout	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>
	<u>71,989.96</u>	<u>71,989.96</u>	<u>1,077,824.00</u>	<u>1,005,834.04</u>	<u>6.68</u>
Contractual Services					
5920100 - Legal Fees	0.00	0.00	9,000.00	9,000.00	0.00
5920110 - Professional Services	55,256.49	55,256.49	362,000.00	306,743.51	15.26
5920120 - Communication Services	5,460.71	5,460.71	34,100.00	28,639.29	16.01
5920140 - Data Processing Services	1,410.71	1,410.71	98,500.00	97,089.29	1.43
5920202 - Conferences	195.00	195.00	5,000.00	4,805.00	3.90
5920204 - Training	105.00	105.00	5,000.00	4,895.00	2.10
5920220 - Membership Dues	500.00	500.00	7,000.00	6,500.00	7.14
5920230 - Publication of Notices	0.00	0.00	2,000.00	2,000.00	0.00
5920990 - Property/Liability Insurance	26,862.00	26,862.00	33,000.00	6,138.00	81.40
5930010 - R&M Equipment	46,074.08	46,074.08	112,650.00	66,575.92	40.90
5930020 - R&M Buildings & Structures	5,468.71	5,468.71	132,150.00	126,681.29	4.14
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	0.00	0.00	500.00	500.00	0.00
5930210 - Rental of Equipment	4,187.00	4,187.00	31,300.00	27,113.00	13.38
5930320 - Cleaning/Custodial Services	6,680.00	6,680.00	47,400.00	40,720.00	14.09
5930490 - Refuse Contract	362.03	362.03	6,000.00	5,637.97	6.03
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	179.01	179.01	1,800.00	1,620.99	9.95
5960070 - Travel Expense	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	1,853.92	1,853.92	38,800.00	36,946.08	4.78
5960990 - Misc. Contractual Services	<u>7,543.18</u>	<u>7,543.18</u>	<u>84,300.00</u>	<u>76,756.82</u>	<u>8.95</u>
	<u>162,137.84</u>	<u>162,137.84</u>	<u>1,012,250.00</u>	<u>850,112.16</u>	<u>16.02</u>
Commodities					
5970100 - Office Supplies	4,929.92	4,929.92	105,300.00	100,370.08	4.68
5970110 - Meals	127.31	127.31	2,000.00	1,872.69	6.37
5970115 - Supplies - Dept/Other	217.90	217.90	5,200.00	4,982.10	4.19
5970170 - Janitorial	1,850.32	1,850.32	28,300.00	26,449.68	6.54
5970260 - Postage & Parcel	129.92	129.92	15,000.00	14,870.08	0.87
5970270 - Printing -Reproduction-Binding	3,699.84	3,699.84	6,500.00	2,800.16	56.92
5970500 - Purchase of Water	0.00	0.00	6,000.00	6,000.00	0.00
5970600 - Books	23,106.41	23,106.41	342,000.00	318,893.59	6.76

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2013**

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>
5970610 - Audio Materials	3,500.84	3,500.84	72,000.00	68,499.16	4.86
5970620 - Subscriptions & Books	10,747.95	10,747.95	68,000.00	57,252.05	15.81
5970630 - Visual Materials	14,068.05	14,068.05	106,000.00	91,931.95	13.27
5970640 - Automated Reference Materials	85,266.17	85,266.17	185,000.00	99,733.83	46.09
5970650 - Downloadable Materials	8,757.30	8,757.30	45,000.00	36,242.70	19.46
5970810 - Natural Gas	1,421.66	1,421.66	26,000.00	24,578.34	5.47
5970850 - Gasoline	0.00	0.00	1,000.00	1,000.00	0.00
	<u>157,823.59</u>	<u>157,823.59</u>	<u>1,013,300.00</u>	<u>855,476.41</u>	<u>15.58</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	1,526.41	1,526.41	7,300.00	5,773.59	20.91
5980420 - Computer Software	3,293.45	3,293.45	39,770.00	36,476.55	8.28
5980600 - Furniture & Fixtures	0.00	0.00	15,200.00	15,200.00	0.00
	<u>4,819.86</u>	<u>4,819.86</u>	<u>62,270.00</u>	<u>57,450.14</u>	<u>7.74</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	58,000.00	58,000.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	300,000.00	300,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>433,000.00</u>	<u>433,000.00</u>	<u>0.00</u>
Total Library Fund Expenditures	<u><u>599,396.22</u></u>	<u><u>599,396.22</u></u>	<u><u>6,474,545.00</u></u>	<u><u>5,875,148.78</u></u>	<u><u>9.26</u></u>
 _____ Capital Projects Fund _____					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	15,000.00	15,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	96,000.00	96,000.00	0.00
5980400 - Equipment	0.00	0.00	60,000.00	60,000.00	0.00
5980410 - Computer Hardware	9,365.11	9,365.11	45,000.00	35,634.89	20.81
5980420 - Computer Software	0.00	0.00	55,000.00	55,000.00	0.00
5980600 - Furniture & Fixtures	14,833.04	14,833.04	82,000.00	67,166.96	18.09
	<u>24,198.15</u>	<u>24,198.15</u>	<u>338,000.00</u>	<u>313,801.85</u>	<u>7.16</u>
Total Capital Projects Fund Expenditures	<u><u>24,198.15</u></u>	<u><u>24,198.15</u></u>	<u><u>353,000.00</u></u>	<u><u>328,801.85</u></u>	<u><u>6.86</u></u>
Total of All Funds	<u><u>623,594.37</u></u>	<u><u>623,594.37</u></u>	<u><u>6,827,545.00</u></u>	<u><u>6,203,950.63</u></u>	<u><u>9.13</u></u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12436	01/16/13	ALEXANDER STREET PRESS, LLC.	1,098.00
12437	01/16/13	AMY ALESSIO	350.00
12438	01/16/13	BANC OF AMERICA LEASING	2,005.00
12439	01/16/13	BRAINFUSE INCORPORATED	9,000.00
12440	01/16/13	CRYSTAL MAINTENANCE SERVICES CORP	3,340.00
12441	01/16/13	EARLY ADVANTAGE	2,000.00
12442	01/16/13	EVANCED SOLUTIONS, INC.	657.00
12443	01/16/13	INNOVATION EXPERTS	12,156.00
12444	01/16/13	JOSEPH STEFANTIS	200.00
12445	01/16/13	Lyngsoe Systems, Inc	25,125.00
12446	01/16/13	NEWSBANK	13,675.00
12447	01/16/13	OUTSOURCE SOLUTIONS GROUP, INC.	27,363.33
12448	01/16/13	PROQUEST LLC	22,549.50
12449	01/16/13	RED HAWK FIRE SECURTY SYSTEMS, LLC.	76.32
12450	01/16/13	TIMOTHY HASKELL	125.00
12451	01/16/13	WORLD BOOK INCORPORATED	2,397.00
12452	02/20/13	AMAZON	5,103.18
12453	02/20/13	BAKER & TAYLOR	3,786.91
12454	02/20/13	MARGE SCHOLL - PETTY CASH	290.26
12455	02/20/13	MIDWEST TAPE	949.10
12456	02/20/13	AUTOKRAFTERS OF DES PLAINES	240.00
12457	02/20/13	CALIFORNIA LANGUAGE LABORATORIES	335.72
12458	02/20/13	CHICAGO OFFICE TECHNOLOGY GROUP	999.64
12459	02/20/13	CITY OF DES PLAINES	46.45
12460	02/20/13	COOPERATIVE COMPUTER SERVICES	4,277.58
12461	02/20/13	GALE, INC.	251.67
12462	02/20/13	LAMP RECYCLERS	160.00
12463	02/20/13	LAW OFFICES OF ANCEL, GLINK	287.50
12464	02/20/13	MANUFACTURERS' NEWS, INC.	216.45
12465	02/20/13	MATTHEW BENDER & COMPANY INC	147.08
12466	02/20/13	MERGENT INCORPORATED	7,000.00
12467	02/20/13	MULTICULTURAL BOOKS & VIDEOS	850.00
12468	02/20/13	NATIONAL HIGHLIGHTS, INC.	146.88
12469	02/20/13	PRESTIGE DISTRIBUTION, INC.	1,179.52
12470	02/20/13	RED BOOKS LLC	1,659.55
12471	02/20/13	RED HAWK FIRE SECURTY SYSTEMS, LLC.	76.32
12472	02/20/13	SCHOLASTIC LIBRARY PUBLISHING, INC.	2,017.89
12473	02/20/13	SPEED-E-KLEEN, INC.	320.00
12474	02/20/13	THE RISK MANAGEMENT ASSOC.	357.63
12475	02/20/13	VALDES ENTERPRISES	480.88
12476	02/20/13	BAKER & TAYLOR	21,899.39
12477	02/20/13	BANKCARD SERVICES	4,577.25
12478	02/20/13	MIDWEST TAPE	20,170.16
12479	02/20/13	3m, Inc.	17,241.23
12480	02/20/13	ACCUITY INC	1,157.00
12481	02/20/13	ACE DES PLAINES INCORPORATED	145.74
12482	02/20/13	ALPHA-GRAPHS	3,699.84
12483	02/20/13	ARTHUR J. GALLAGHER RISK MANAGEMENT	26,862.00
12484	02/20/13	AUTOMATED LOGIC, INC.	2,666.75
12485	02/20/13	BANC OF AMERICA LEASING	2,005.00
12486	02/20/13	BROWNE & MILLER LITERACY ASSOCIATES	100.00
12487	02/20/13	C D W GOVERNMENT INCORPORATED	1,586.44
12488	02/20/13	CASH REGISTER SERVICES	1,339.85
12489	02/20/13	CHICAGO OFFICE TECHNOLOGY GROUP	3,707.85
12490	02/20/13	CHILDREN'S PLUS, INC.	74.83
12491	02/20/13	COOPERATIVE COMPUTER SERVICES	1,410.71
12492	02/20/13	CRYSTAL MAINTENANCE SERVICES CORP	3,340.00
12493	02/20/13	D & Z HOUSE OF BOOKS INCORPORATED	208.52
12494	02/20/13	DEMCO EDUCATIONAL CORP	1,039.36
12495	02/20/13	EBSCO SUBSCRIPTION SVC	10,513.45
12496	02/20/13	ENVIRONMENTS THAT WORK	68.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
12497	02/20/13	FEDERAL EXPRESS	69.97
12498	02/20/13	FOREIGN POLICY ASSOCIATION	249.21
12499	02/20/13	GALE, INC.	552.26
12500	02/20/13	GAYLORD BROS., INC.	53.91
12501	02/20/13	GREY HOUSE PUBLISHING	3,795.00
12502	02/20/13	ILLINOIS LIGHTING, INC.	262.00
12503	02/20/13	INFOGROUP, LIBRARY DIVISION	995.00
12504	02/20/13	INVICTA SERVICES LLC	143.85
12505	02/20/13	IRISH AMERICAN HERITAGE CENTER	600.00
12506	02/20/13	KASCO PRINTING	291.00
12507	02/20/13	LACONI	45.00
12508	02/20/13	LACONI	15.00
12509	02/20/13	LACONI	15.00
12510	02/20/13	LACONI TSS	30.00
12511	02/20/13	LIBRARY FURNITURE INTERNTL	77.00
12512	02/20/13	LIBRARY IDEAS LLC	6,950.00
12513	02/20/13	LIMRiCC	36,794.90
12514	02/20/13	LYNN RYMARZ	300.00
12515	02/20/13	MAIL FINANCE	177.00
12516	02/20/13	MANGO LANGUAGES	3,150.00
12517	02/20/13	MANUFACTURERS' NEWS, INC.	220.45
12518	02/20/13	McQuay Service, Inc	977.50
12519	02/20/13	MENARDS	332.67
12520	02/20/13	MORNINGSTAR INCORPORATED	5,074.25
12521	02/20/13	MULTICULTURAL BOOKS & VIDEOS	113.88
12522	02/20/13	OFFICE DEPOT	214.11
12523	02/20/13	OUTSOURCE SOLUTIONS GROUP, INC.	38,013.17
12524	02/20/13	OVERDRIVE, INC.	709.30
12525	02/20/13	OVERHEAD DOOR SOLUTIONS, INC.	1,190.00
12526	02/20/13	PROQUEST LLC	7,380.00
12527	02/20/13	RANDOM HOUSE INCORPORATED	20.25
12528	02/20/13	RECORDED BOOKS, LLC	106.97
12529	02/20/13	RED BOOKS LLC	1,928.05
12530	02/20/13	REPUBLIC SERVICES	362.03
12531	02/20/13	RUNCO OFFICE SUPPLY	433.93
12532	02/20/13	SCHOLASTIC LIBRARY PUBLISHING, INC.	2,497.00
12533	02/20/13	SOMETHING FISHY INC	83.86
12534	02/20/13	TELEVEND SERVICES INCORPORATED	172.35
12535	02/20/13	THE HAUSER GROUP, LTD.	8,791.74
12536	02/20/13	THE HAUSER GROUP, LTD.	2,942.60
12537	02/20/13	THE HAUSER GROUP, LTD.	3,098.70
12538	02/20/13	TIMOTHY HASKELL	125.00
12539	02/20/13	VAHE GHAZARIAN	90.00
12540	02/20/13	VALDES ENTERPRISES	508.52
12541	02/20/13	WAREHOUSE DIRECT	740.18
50382	01/31/13	CALL ONE	277.68
50383	01/31/13	AT&T	594.57
50384	01/31/13	McLeod USA, Inc	592.29
50385	01/31/13	VERIZON WIRELESS	3,663.68
50386	01/31/13	COMCAST CABLE	212.20
50387	01/31/13	NEO-POST	1,000.00
50388	01/31/13	NICOR GAS	1,421.66
50389	01/31/13	WOW! INTERENT CABLE	120.29
50390	01/31/13	IMRF	34,759.17
50391	01/31/13	PRO DATA	1,089.83
Total checks	116	Total	<u>451,534.71</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3m, Inc.	12479	02/20/13	17,241.23
Account No.		Amount	
201-5930010		17,241.23	
Description			
Invoice # OF55091			
ACCUTY INC	12480	02/20/13	1,157.00
Account No.		Amount	
201-5970640		1,157.00	
Description			
Invoice # 2606664			
ACE DES PLAINES INCORPORATED	12481	02/20/13	145.74
Account No.		Amount	
201-5970115		65.94	
201-5970170		19.94	
201-5970170		59.86	
Description			
DOC# 227119			
DOC# 227390			
DOC# 227389			
ALPHA-GRAPHICS	12482	02/20/13	3,699.84
Account No.		Amount	
201-5970270		2,630.22	
201-5970270		503.20	
201-5970270		566.42	
Description			
Invoice # 38007			
Invoice # 37928			
Invoice # 37898			
AMAZON	12452	02/20/13	5,103.18
Account No.		Amount	
201-5960210		438.22	
201-5960990		153.87	
201-5970600		856.30	
201-5970610		220.10	
201-5970630		1,984.70	
201-5980420		1,449.99	
Description			
AMAZON			
AMAZON			
AMAZON			
AMAZON			
AMAZON			
AMAZON			
ARTHUR J. GALLAGHER RISK MANAGEM.	12483	02/20/13	26,862.00
Account No.		Amount	
201-5920990		2,507.00	
201-5920990		2,184.00	
201-5920990		1,501.00	
201-5920990		100.00	
201-5920990		21,008.00	
201-5920990		500.00	
201-5920990		-938.00	
Description			
Invoice # 661929			
Invoice # 661959			
Invoice # 661919			
Invoice # 661943			
Invoice # 661942			
Invoice # 661921			
Credit # 661945			
AUTOKRAFTERS OF DES PLAINES	12456	02/20/13	240.00
Account No.		Amount	
201-5960990		240.00	
Description			
DECAL REMOVAL			
AUTOMATED LOGIC, INC.	12484	02/20/13	2,666.75
Account No.		Amount	
201-5930020		2,666.75	
Description			
Invoice # 017901			
BAKER & TAYLOR	12453	02/20/13	3,786.91
Account No.		Amount	
201-5960990		2.96	
201-5960990		1.77	
201-5960990		1.94	
201-5960990		5.35	
201-5960990		3.20	
201-5960990		6.60	
201-5960990		5.35	
201-5960990		45.95	
201-5960990		6.30	
201-5960990		11.20	
201-5960990		11.90	
201-5960990		30.80	
201-5970600		8.37	
201-5970600		4.77	
Description			
Invoice # 2027736028			
Invoice # 2027738053			
Invoice # 2027736141			
Invoice # 2027731384			
Invoice # 2027731380			
Invoice # 2027656197			
Invoice # 2027736048			
Invoice # 2027735857			
Invoice # 2027733194			
Invoice # 5012311227			
Invoice # 5012359382			
Invoice # 5012337455			
Invoice # 2027702715			
Invoice # 2027736028			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027738053		19.87
201-5970600	Invoice # 2027736141		59.17
201-5970600	Invoice # 2027731384		80.32
201-5970600	Invoice # 2027731380		42.80
201-5970600	Invoice # 2027656197		175.28
201-5970600	Invoice # 2027736048		54.39
201-5970600	Invoice # 2027735857		574.17
201-5970600	Invoice # 2027733193		55.53
201-5970600	Invoice # 2027725439		440.65
201-5970600	Invoice # 2027741089		184.03
201-5970600	Invoice # 5012311227		340.29
201-5970600	Invoice # 5012359382		317.02
201-5970600	Invoice # 5012337455		536.88
201-5970640	Invoice # 5012311227		451.58
201-5970640	Invoice # 5012359382		45.40
201-5970640	Invoice # 5012337455		263.07

BAKER & TAYLOR

12476

02/20/13

21,899.39

Account No.	Description	Amount
201-5960990	Invoice # 2027813854	11.55
201-5960990	Invoice # 2027832465	1.40
201-5960990	Invoice # 2027833523	15.00
201-5960990	Invoice # 2027829177	112.95
201-5960990	Invoice # 2027773873	34.25
201-5960990	Invoice # 2027765896	20.60
201-5960990	Invoice # 2027797817	2.05
201-5960990	Invoice # 2027799729	21.40
201-5960990	Invoice # 2027787515	2.80
201-5960990	Invoice # 2027809707	13.70
201-5960990	Invoice # 2027805211	38.05
201-5960990	Invoice # 2027803442	1.40
201-5960990	Invoice # 2027811821	11.90
201-5960990	Invoice # 2027773383	1.90
201-5960990	Invoice # 2027749690	19.20
201-5960990	Invoice # 2027761448	2.80
201-5960990	Invoice # 2027784210	19.15
201-5960990	Invoice # 2027774764	23.05
201-5960990	Invoice # 2027767260	21.15
201-5960990	Invoice # 2027766214	0.70
201-5960990	Invoice # 2027849313	78.10
201-5960990	Invoice # 2027863962	84.35
201-5960990	Invoice # M08005690	2.99
201-5960990	Invoice # M08002360	2.99
201-5960990	Invoice # M06297550	2.99
201-5960990	Invoice # M06966290	2.99
201-5960990	Invoice # M07162040	2.99
201-5960990	Invoice # M07041890	2.99
201-5960990	Invoice # M07161970	2.99
201-5960990	Invoice # 2027736144	0.85
201-5960990	Invoice # 2027748471	3.80
201-5960990	Invoice # 2027769293	0.85
201-5960990	Invoice # 2027791271	9.20
201-5960990	Invoice # 2027811451	18.56
201-5960990	Invoice # 2027822371	12.21
201-5960990	Invoice # 2027822299	3.24
201-5960990	Invoice # 2027822309	5.77
201-5960990	Invoice # 2027822294	6.28
201-5960990	Invoice # 2027820360	6.20
201-5960990	Invoice # 2027816442	8.90
201-5960990	Invoice # 2027822452	39.10
201-5960990	Invoice # 2027816373	7.05
201-5960990	Invoice # 2027817481	5.60
201-5960990	Invoice # 2027816749	177.60

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027827357		7.50
201-5960990	Invoice # 2027831635		3.00
201-5960990	Invoice # 2027836019		12.85
201-5960990	Invoice # 2027817712		24.00
201-5960990	Invoice # 2027827366		6.85
201-5960990	Invoice # 2027820347		10.54
201-5960990	Invoice # 2027848474		4.90
201-5960990	Invoice # 2027837252		9.72
201-5960990	Invoice # 2027840363		66.10
201-5960990	Invoice # 2027840677		16.65
201-5960990	Invoice # 2027831621		1.70
201-5960990	Invoice # 5012380242		8.40
201-5960990	Invoice # 2027840800		4.50
201-5960990	Invoice # 2027831645		4.86
201-5960990	Invoice # 2027840785		4.66
201-5960990	Invoice # 2027771240		3.54
201-5960990	Invoice # 2027769310		25.25
201-5960990	Invoice # 2027777522		2.80
201-5960990	Invoice # 2027766375		9.72
201-5960990	Invoice # 2027781874		30.00
201-5960990	Invoice # 2027777608		7.50
201-5960990	Invoice # 2027777604		3.24
201-5960990	Invoice # 2027780797		4.86
201-5960990	Invoice # 2027780809		11.36
201-5960990	Invoice # 2027780807		83.75
201-5960990	Invoice # 2027780952		51.15
201-5960990	Invoice # 2027807947		6.20
201-5960990	Invoice # 2027803401		6.00
201-5960990	Invoice # 2027803317		0.85
201-5960990	Invoice # 2027802530		8.75
201-5960990	Invoice # 2027803287		17.85
201-5960990	Invoice # 2027551162		0.70
201-5960990	Invoice # 2027797262		6.85
201-5960990	Invoice # 2027797815		0.97
201-5960990	Invoice # 2027794517		8.95
201-5960990	Invoice # 2027811775		103.09
201-5960990	Invoice # 2027777364		13.75
201-5960990	Invoice # 2027811791		41.50
201-5960990	Invoice # 2027803350		5.68
201-5960990	Invoice # 2027803333		5.55
201-5960990	Invoice # 2027748463		7.95
201-5960990	Invoice # 2027757369		1.77
201-5960990	Invoice # 2027757355		2.81
201-5960990	Invoice # 2027757357		1.50
201-5960990	Invoice # 2027748444		3.95
201-5960990	Invoice # 2027754964		17.10
201-5960990	Invoice # 2027745074		4.50
201-5960990	Invoice # 2027755039		3.00
201-5960990	Invoice # 2027754948		2.84
201-5960990	Invoice # 2027748464		4.50
201-5960990	Invoice # 2027745181		5.60
201-5960990	Invoice # 2027749632		2.80
201-5960990	Invoice # 2027766046		3.40
201-5960990	Invoice # 2027771363		52.35
201-5960990	Invoice # 2027769273		1.47
201-5960990	Invoice # 2027771239		11.84
201-5960990	Invoice # 2027771464		8.75
201-5960990	Invoice # 2027769225		2.35
201-5960990	Invoice # 2027771416		5.53
201-5960990	Invoice # 2027853063		6.00
201-5960990	Invoice # 2027844488		3.40
201-5960990	Invoice # 2027844268		5.35
201-5960990	Invoice # 2027857901		9.85

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027853033		6.00
201-5960990	Invoice # 2027857837		0.85
201-5960990	Invoice # 2027852953		4.05
201-5960990	Invoice # 2027857462		5.68
201-5960990	Invoice # 2027846634		6.48
201-5960990	Invoice # 2027846602		8.37
201-5960990	Invoice # 2027852665		17.85
201-5960990	Invoice # 2027840694		2.55
201-5970600	Invoice # 2027813853		170.20
201-5970600	Invoice # 2027832464		13.15
201-5970600	Invoice # 2027833522		183.80
201-5970600	Invoice # 2027829176		1,943.09
201-5970600	Invoice # 2027773872		487.00
201-5970600	Invoice # 2027765895		342.27
201-5970600	Invoice # 2027803437		4.76
201-5970600	Invoice # 2027809473		76.82
201-5970600	Invoice # 2027794527		42.38
201-5970600	Invoice # 2027797816		16.81
201-5970600	Invoice # 2027799728		468.27
201-5970600	Invoice # 2027787514		41.23
201-5970600	Invoice # 2027809706		265.51
201-5970600	Invoice # 2027805210		582.71
201-5970600	Invoice # 2027803441		25.10
201-5970600	Invoice # 2027811820		288.95
201-5970600	Invoice # 2027773382		29.88
201-5970600	Invoice # 2027761447		30.47
201-5970600	Invoice # 2027749689		307.63
201-5970600	Invoice # 2027784209		314.96
201-5970600	Invoice # 2027774763		295.20
201-5970600	Invoice # 2027767259		442.93
201-5970600	Invoice # 2027766213		14.94
201-5970600	Invoice # 2027849312		1,463.97
201-5970600	Invoice # 2027863961		1,526.32
201-5970600	Invoice # 0000138288		113.77
201-5970600	Invoice # 2027791271		116.51
201-5970600	Invoice # 2027811451		261.88
201-5970600	Invoice # 2027822371		46.87
201-5970600	Invoice # 2027822299		29.53
201-5970600	Invoice # 2027822309		9.55
201-5970600	Invoice # 2027822294		64.96
201-5970600	Invoice # 2027820360		44.01
201-5970600	Invoice # 2027816442		146.12
201-5970600	Invoice # 2027822452		849.47
201-5970600	Invoice # 2027816373		54.73
201-5970600	Invoice # 2027817481		29.86
201-5970600	Invoice # 2027816749		1,738.18
201-5970600	Invoice # 2027827357		65.50
201-5970600	Invoice # 2027831635		29.51
201-5970600	Invoice # 2027836019		121.92
201-5970600	Invoice # 2027817712		252.13
201-5970600	Invoice # 2027827366		10.91
201-5970600	Invoice # 2027820347		111.31
201-5970600	Invoice # 2027848474		20.89
201-5970600	Invoice # 2027837252		85.72
201-5970600	Invoice # 2027840363		509.66
201-5970600	Invoice # 2027840677		177.39
201-5970600	Invoice # 2027831621		38.57
201-5970600	Invoice # 5012380242		523.75
201-5970600	Invoice # 2027840800		45.98
201-5970600	Invoice # 2027831645		43.13
201-5970600	Invoice # 2027840785		40.29
201-5970600	Invoice # 2027771240		43.69
201-5970600	Invoice # 2027769310		176.12

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027777522		14.31
201-5970600	Invoice # 2027766375		94.37
201-5970600	Invoice # 2027781874		314.97
201-5970600	Invoice # 2027777608		78.74
201-5970600	Invoice # 2027777604		29.51
201-5970600	Invoice # 2027780797		54.28
201-5970600	Invoice # 2027780809		36.43
201-5970600	Invoice # 2027780807		835.98
201-5970600	Invoice # 2027780952		7.50
201-5970600	Invoice # 2027807947		40.81
201-5970600	Invoice # 2027803401		57.32
201-5970600	Invoice # 2027803317		18.08
201-5970600	Invoice # 2027802530		116.35
201-5970600	Invoice # 2027803287		205.20
201-5970600	Invoice # 2027551162		20.93
201-5970600	Invoice # 2027797262		63.20
201-5970600	Invoice # 2027797815		26.49
201-5970600	Invoice # 2027794517		73.94
201-5970600	Invoice # 2027811775		223.98
201-5970600	Invoice # 2027777364		121.20
201-5970600	Invoice # 2027811791		410.59
201-5970600	Invoice # 2027803350		19.70
201-5970600	Invoice # 2027803333		46.59
201-5970600	Invoice # 2027748463		93.05
201-5970600	Invoice # 2027757369		14.75
201-5970600	Invoice # 2027757355		20.00
201-5970600	Invoice # 2027757357		28.90
201-5970600	Invoice # 2027748444		56.93
201-5970600	Invoice # 2027754964		138.53
201-5970600	Invoice # 2027745074		45.98
201-5970600	Invoice # 2027755039		22.69
201-5970600	Invoice # 2027754948		14.27
201-5970600	Invoice # 2027748464		29.37
201-5970600	Invoice # 2027745181		42.47
201-5970600	Invoice # 2027749632		14.31
201-5970600	Invoice # 2027766046		52.22
201-5970600	Invoice # 2027771363		440.95
201-5970600	Invoice # 2027769273		14.19
201-5970600	Invoice # 2027771239		23.29
201-5970600	Invoice # 2027771464		211.28
201-5970600	Invoice # 2027769225		13.83
201-5970600	Invoice # 2027771416		17.78
201-5970600	Invoice # 2027853063		63.56
201-5970600	Invoice # 2027844488		70.19
201-5970600	Invoice # 2027844268		40.28
201-5970600	Invoice # 2027857901		77.72
201-5970600	Invoice # 2027853033		51.15
201-5970600	Invoice # 2027857837		18.17
201-5970600	Invoice # 2027852953		32.50
201-5970600	Invoice # 2027857462		23.30
201-5970600	Invoice # 2027846634		59.01
201-5970600	Invoice # 2027846602		14.33
201-5970600	Invoice # 2027852665		158.19
201-5970600	Invoice # 2027840694		28.94
201-5970610	Invoice # M08005690		14.96
201-5970610	Invoice # M08002360		10.18
201-5970610	Invoice # M06297550		20.29
201-5970610	Invoice # M06966290		37.79
201-5970610	Invoice # M07162040		18.19
201-5970610	Invoice # M07041890		14.23
201-5970610	Invoice # M07161970		13.48
201-5970610	Invoice # 2027736144		2.38
201-5970610	Invoice # 2027748471		11.93

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610 Invoice # 2027769293		02/20/13	2.98
BANC OF AMERICA LEASING	12485	02/20/13	2,005.00
Account No. Description		Amount	
201-5930210 Invoice # 012234391		2,005.00	
BANKCARD SERVICES	12477	02/20/13	4,577.25
Account No. Description		Amount	
201-5920202 VISA - January		195.00	
201-5930020 VISA - January		453.75	
201-5960210 VISA - January		303.92	
201-5960990 VISA - January		127.00	
201-5970100 VISA - January		440.20	
201-5970110 VISA - January		127.31	
201-5970260 VISA - January		59.95	
201-5970600 VISA - January		233.67	
201-5980420 VISA - January		2,636.45	
BROWNE & MILLER LITERACY ASSOCIA'	12486	02/20/13	100.00
Account No. Description		Amount	
201-5960210 Program on 4/25/13		100.00	
C D W GOVERNMENT INCORPORATED	12487	02/20/13	1,586.44
Account No. Description		Amount	
201-5970100 Invoice # V849522		1,243.35	
201-5970100 Invoice # W043235		156.53	
201-5980410 Invoice # V833725		186.56	
CALIFORNIA LANGUAGE LABORATORIE	12457	02/20/13	335.72
Account No. Description		Amount	
201-5970600 Invoice # 15116		335.72	
CASH REGISTER SERVICES	12488	02/20/13	1,339.85
Account No. Description		Amount	
201-5980410 Invoice # 8810		1,339.85	
CHICAGO OFFICE TECHNOLOGY GROUP	12489	02/20/13	3,707.85
Account No. Description		Amount	
201-5930010 Invoice # 189581		349.13	
201-5930010 Invoice # 189580		451.14	
201-5930010 Invoice # 190392		1,023.07	
201-5930010 Invoice # 50W00A		1,376.55	
201-5930010 Invoice # 184019		193.70	
201-5930010 Invoice # 184021		314.26	
CHICAGO OFFICE TECHNOLOGY GROUP	12458	02/20/13	999.64
Account No. Description		Amount	
201-5930010 Invoice # 182984		43.12	
201-5930010 Invoice # 182993		607.39	
201-5930010 Invoice # 181248		349.13	
CHILDREN'S PLUS, INC.	12490	02/20/13	74.83
Account No. Description		Amount	
201-5970600 Invoice # 089833		74.83	
CITY OF DES PLAINES	12459	02/20/13	46.45
Account No. Description		Amount	
201-5970850 Invoice Fuel #12-12		46.45	
COOPERATIVE COMPUTER SERVICES	12491	02/20/13	1,410.71
Account No. Description		Amount	
201-5920140 OCLC JED Profile January		1,410.71	

All Checkbooks
All check dates

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Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
COOPERATIVE COMPUTER SERVICES	12460	02/20/13	4,277.58
Account No. Description		Amount	
201-5920140 Invoice # CCS 12/1/12		4,277.58	
CRYSTAL MAINTENANCE SERVICES COR	12492	02/20/13	3,340.00
Account No. Description		Amount	
201-5930320 Invoice # 21036		3,340.00	
D & Z HOUSE OF BOOKS INCORPORATED	12493	02/20/13	208.52
Account No. Description		Amount	
201-5970630 Invoice # 2012/I039512		208.52	
DEMCO EDUCATIONAL CORP	12494	02/20/13	1,039.36
Account No. Description		Amount	
201-5970100 Invoice # 4862683		35.52	
201-5970100 Invoice # 4851055		372.29	
201-5970100 Invoice # 4850516		631.55	
EBSCO SUBSCRIPTION SVC	12495	02/20/13	10,513.45
Account No. Description		Amount	
201-5970620 Invoice # 1424339		312.00	
201-5970620 Invoice # 0070440		13.20	
201-5970620 Invoice # 0089928		488.25	
201-5970640 Invoice # 1422335		9,700.00	
ENVIRONMENTS THAT WORK	12496	02/20/13	68.00
Account No. Description		Amount	
201-5970100 Invoice # 13-6865		68.00	
FEDERAL EXPRESS	12497	02/20/13	69.97
Account No. Description		Amount	
201-5970260 Invoice # 2-153-12244		69.97	
FOREIGN POLICY ASSOCIATION	12498	02/20/13	249.21
Account No. Description		Amount	
201-5970600 Order ID: FPA-10561		249.21	
GALE, INC.	12499	02/20/13	552.26
Account No. Description		Amount	
201-5970600 Invoice # 98474543		128.84	
201-5970640 Invoice # 98279628		123.50	
201-5970640 Invoice # 98466288		299.92	
GALE, INC.	12461	02/20/13	251.67
Account No. Description		Amount	
201-5970600 Invoice # 98137612		251.67	
GAYLORD BROS., INC.	12500	02/20/13	53.91
Account No. Description		Amount	
201-5970100 Invoice # 2129008		53.91	
GREY HOUSE PUBLISHING	12501	02/20/13	3,795.00
Account No. Description		Amount	
201-5970640 Order # 860436		3,795.00	
ILLINOIS LIGHTING, INC.	12502	02/20/13	262.00
Account No. Description		Amount	
201-5970170 Invoice # 14644		262.00	
INFOGROUP, LIBRARY DIVISION	12503	02/20/13	995.00
Account No. Description		Amount	
201-5970640 Invoice # 10002277087		995.00	

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Vendor Name	Chk. No.	Check Date	Amount
INVICTA SERVICES LLC	12504	02/20/13	143.85
Account No. Description		Amount	
201-5960990 Invoice # 1618		143.85	
IRISH AMERICAN HERITAGE CENTER	12505	02/20/13	600.00
Account No. Description		Amount	
201-5960210 Program on 3/3/13		600.00	
KASCO PRINTING	12506	02/20/13	291.00
Account No. Description		Amount	
201-5970100 Invoice # 6327		291.00	
LACONI	12507	02/20/13	45.00
Account No. Description		Amount	
201-5920204 2/15 Training - FARID		15.00	
201-5920204 2/15 Training - SORENSEN		15.00	
201-5920204 2/15 Training - JOHNSON		15.00	
LACONI	12508	02/20/13	15.00
Account No. Description		Amount	
201-5920204		15.00	
LACONI	12509	02/20/13	15.00
Account No. Description		Amount	
201-5920204		15.00	
LACONI TSS	12510	02/20/13	30.00
Account No. Description		Amount	
201-5920204 Program on 2/8/13		30.00	
LAMP RECYCLERS	12462	02/20/13	160.00
Account No. Description		Amount	
201-5970170 Invoice # 62704		160.00	
LAW OFFICES OF ANCEL, GLINK	12463	02/20/13	287.50
Account No. Description		Amount	
201-5920100 Statement # 32725		287.50	
LIBRARY FURNITURE INTERNTL	12511	02/20/13	77.00
Account No. Description		Amount	
201-5970100 Invoice # 4117		77.00	
LIBRARY IDEAS LLC	12512	02/20/13	6,950.00
Account No. Description		Amount	
201-5970650 Invoice # 29694		6,950.00	
LIMRiCC	12513	02/20/13	36,794.90
Account No. Description		Amount	
201-2401002 PHIP Billing Jan 2013		36,794.90	
LYNN RYMARZ	12514	02/20/13	300.00
Account No. Description		Amount	
201-5960210 Program on 3/20/13		300.00	
MAIL FINANCE	12515	02/20/13	177.00
Account No. Description		Amount	
201-5930210 Invoice # N3791503		177.00	
MANGO LANGUAGES	12516	02/20/13	3,150.00
Account No. Description		Amount	
201-5970640 Invoice # L5370		3,150.00	
MANUFACTURERS' NEWS, INC.	12517	02/20/13	220.45

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description		Amount	
201-5970640 Invoice # 527552-00		220.45	
MANUFACTURERS' NEWS, INC.	12464	02/20/13	216.45
Account No. Description		Amount	
201-5970640 Invoice # 851737-00		216.45	
MARGE SCHOLL - PETTY CASH	12454	02/20/13	290.26
Account No. Description		Amount	
201-5960070 Petty Cash Reimbursement		115.01	
201-5960210 Petty Cash Reimbursement		45.31	
201-5970100 Petty Cash Reimbursement		82.92	
201-5970110 Petty Cash Reimbursement		35.10	
201-5970260 Petty Cash Reimbursement		6.92	
201-5970850 Petty Cash Reimbursement		5.00	
MATTHEW BENDER & COMPANY INC	12465	02/20/13	147.08
Account No. Description		Amount	
201-5970600 Invoice # 42030749		147.08	
McQuay Service, Inc	12518	02/20/13	977.50
Account No. Description		Amount	
201-5930020 Invoice # 2587436		977.50	
MENARDS	12519	02/20/13	332.67
Account No. Description		Amount	
201-5930020 Invoice # 11418		56.68	
201-5930020 Invoice # 5349		124.03	
201-5970115 Invoice # 10538		151.96	
MERGENT INCORPORATED	12466	02/20/13	7,000.00
Account No. Description		Amount	
201-5970640 Invoice # 110678		7,000.00	
MIDWEST TAPE	12455	02/20/13	949.10
Account No. Description		Amount	
201-5960990 Invoice # 90645943		45.50	
201-5960990 Invoice # 90645944		6.50	
201-5960990 Invoice # 90648884		13.00	
201-5960990 Invoice # 90648885		22.95	
201-5960990 Invoice # 90654554		9.75	
201-5960990 Invoice # 90648882		1.85	
201-5960990 Invoice # 90645941		1.85	
201-5960990 Invoice # 90645942		16.25	
201-5970610 Invoice # 90648882		34.99	
201-5970610 Invoice # 90645941		34.99	
201-5970630 Invoice # 90645944		53.80	
201-5970630 Invoice # 90648884		44.96	
201-5970630 Invoice # 90648885		161.93	
201-5970630 Invoice # 90654554		67.47	
201-5970630 Invoice # 90645942		110.95	
201-5970630 Invoice # 90645943		322.36	
MIDWEST TAPE	12478	02/20/13	20,170.16
Account No. Description		Amount	
201-5960990 Invoice # 90703519		7.40	
201-5960990 Invoice # 90711301		23.10	
201-5960990 Invoice # 90678219		1.85	
201-5960990 Invoice # 90674735		3.70	
201-5960990 Invoice # 90672086		73.40	
201-5960990 Invoice # 90672087		3.85	
201-5960990 Invoice # 90672088		7.40	
201-5960990 Invoice # 90645929		7.70	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90660975		3.85
201-5960990	Invoice # 90657925		130.05
201-5960990	Invoice # 90664304		247.15
201-5960990	Invoice # 90664303		19.50
201-5960990	Invoice # 90687513		11.80
201-5960990	Invoice # 90687516		14.80
201-5960990	Invoice # 90690091		1.85
201-5960990	Invoice # 90690090		3.70
201-5960990	Invoice # 90685089		3.85
201-5960990	Invoice # 90685601		1.85
201-5960990	Invoice # 90699554		1.85
201-5960990	Invoice # 90703518		42.85
201-5960990	Invoice # 90703517		7.70
201-5960990	Invoice # 90721484		7.70
201-5960990	Invoice # 90721485		31.30
201-5960990	Invoice # 90725904		62.10
201-5960990	Invoice # 90725903		3.85
201-5960990	Invoice # 90725900		1.85
201-5960990	Invoice # 90725859		3.70
201-5960990	Invoice # 90703621		150.65
201-5960990	Invoice # 90709146		185.15
201-5960990	Invoice # 90715235		6.50
201-5960990	Invoice # 90709145		19.00
201-5960990	Invoice # 90711302		13.20
201-5960990	Invoice # 90711300		55.25
201-5960990	Invoice # 90711218		1.85
201-5960990	Invoice # 90678217		12.00
201-5960990	Invoice # 90669437		55.45
201-5960990	Invoice # 90669435		6.50
201-5960990	Invoice # 90669434		3.25
201-5960990	Invoice # 90674739		6.50
201-5960990	Invoice # 90674736		58.80
201-5960990	Invoice # 90674737		90.40
201-5960990	Invoice # 90672085		16.25
201-5960990	Invoice # 90672084		29.85
201-5960990	Invoice # 90672082		9.75
201-5960990	Invoice # 90660973		45.60
201-5960990	Invoice # 90660972		16.65
201-5960990	Invoice # 90657923		145.45
201-5960990	Invoice # 90664305		38.00
201-5960990	Invoice # 90664008		3.25
201-5960990	Invoice # 90664301		176.45
201-5960990	Invoice # 90664300		25.00
201-5960990	Invoice # 90662646		32.50
201-5960990	Invoice # 90662647		26.00
201-5960990	Invoice # 90687515		9.75
201-5960990	Invoice # 90687511		6.50
201-5960990	Invoice # 90687512		25.70
201-5960990	Invocie # 90690093		59.25
201-5960990	Invocie # 90690094		67.95
201-5960990	Invocie # 90690095		42.25
201-5960990	Invocie # 90699558		3.25
201-5960990	Invocie # 90699556		6.50
201-5960990	Invocie # 90699557		83.20
201-5960990	Invocie # 90703622		35.95
201-5960990	Invocie # 90725902		110.20
201-5960990	Invocie # 90721486		87.95
201-5960990	Invocie # 90725906		44.00
201-5960990	Invocie # 90725901		21.75
201-5960990	Invocie # 90721488		634.15
201-5970610	Invoice # 90680897		43.33
201-5970610	Invoice # 90703519		154.96
201-5970610	Invoice # 90711301		72.09

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 90678219		34.99
201-5970610	Invoice # 90674735		59.98
201-5970610	Invoice # 90672086		257.06
201-5970610	Invoice # 90672087		11.24
201-5970610	Invoice # 90672088		174.96
201-5970610	Invoice # 90645929		24.73
201-5970610	Invoice # 90660975		14.24
201-5970610	Invoice # 90657925		434.52
201-5970610	Invoice # 90664304		805.16
201-5970610	Invoice # 90664303		66.70
201-5970610	Invoice # 90687513		53.07
201-5970610	Invoice # 90687516		238.92
201-5970610	Invoice # 90690091		38.99
201-5970610	Invoice # 90690090		79.88
201-5970610	Invoice # 90685089		10.49
201-5970610	Invoice # 90685601		29.99
201-5970610	Invoice # 90699554		34.99
201-5970610	Invoice # 90703518		146.74
201-5970610	Invoice # 90703517		22.48
201-5970610	Invoice # 90721484		19.48
201-5970610	Invoice # 90721485		92.32
201-5970610	Invoice # 90725904		196.19
201-5970610	Invoice # 90725903		9.74
201-5970610	Invoice # 90725900		39.99
201-5970610	Invoice # 90725859		59.98
201-5970630	Invoice # 90703621		829.89
201-5970630	Invoice # 90709146		1,194.94
201-5970630	Invoice # 90715235		11.99
201-5970630	Invoice # 90709145		93.70
201-5970630	Invoice # 90711302		69.71
201-5970630	Invoice # 90711300		463.83
201-5970630	Invoice # 90711218		38.99
201-5970630	Invoice # 90678217		87.98
201-5970630	Invoice # 90669437		331.03
201-5970630	Invoice # 90669435		26.23
201-5970630	Invoice # 90669434		18.74
201-5970630	Invoice # 90674739		53.98
201-5970630	Invoice # 90674736		266.08
201-5970630	Invoice # 90674737		476.02
201-5970630	Invoice # 90672085		78.70
201-5970630	Invoice # 90672084		136.41
201-5970630	Invoice # 90672082		59.97
201-5970630	Invoice # 90660973		286.37
201-5970630	Invoice # 90660972		74.95
201-5970630	Invoice # 90657923		745.07
201-5970630	Invoice # 90664305		304.90
201-5970630	Invoice # 90664008		25.49
201-5970630	Invoice # 90664301		1,166.50
201-5970630	Invoice # 90664300		136.44
201-5970630	Invoice # 90662646		164.90
201-5970630	Invoice # 90662647		154.42
201-5970630	Invoice # 90687515		43.97
201-5970630	Invoice # 90687511		59.98
201-5970630	Invoice # 90687512		129.68
201-5970630	Invocie # 90690093		318.61
201-5970630	Invocie # 90690094		386.80
201-5970630	Invocie # 90690095		316.87
201-5970630	Invocie # 90699558		23.99
201-5970630	Invocie # 90699556		26.23
201-5970630	Invocie # 90699557		19.00
201-5970630	Invocie # 90703622		269.49
201-5970630	Invocie # 90725902		679.92
201-5970630	Invocie # 90721486		488.53

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invocie # 90725906	321.49	
201-5970630	Invocie # 90725901	86.20	
201-5970630	Invocie # 90721488	3,208.69	
201-5970630	Invocie # 90696743	68.97	
MORNINGSTAR INCORPORATED	12520	02/20/13	5,074.25
Account No.	Description	Amount	
201-5970640	Subscription ID 32374259	5,074.25	
MULTICULTURAL BOOKS & VIDEOS	12521	02/20/13	113.88
Account No.	Description	Amount	
201-5970630	Order # 7017A	113.88	
MULTICULTURAL BOOKS & VIDEOS	12467	02/20/13	850.00
Account No.	Description	Amount	
201-5970600	Order# 6926A	850.00	
NATIONAL HIGHLIGHTS, INC.	12468	02/20/13	146.88
Account No.	Description	Amount	
201-5970600	Invoice # 1085264	146.88	
OFFICE DEPOT	12522	02/20/13	214.11
Account No.	Description	Amount	
201-5970100	Invoice # 642580175001	5.22	
201-5970100	Invoice # 642580174001	104.99	
201-5970100	Invoice # 642580009001	103.90	
OUTSOURCE SOLUTIONS GROUP, INC.	12523	02/20/13	38,013.17
Account No.	Description	Amount	
201-5920110	Invoice # 16531	27,083.33	
201-5960990	Invoice # 16545	280.00	
201-5960990	Invoice # 16356	34.73	
201-5960990	Invoice # 16470	1,250.00	
202-5980410	Invoice # 16423	9,365.11	
OVERDRIVE, INC.	12524	02/20/13	709.30
Account No.	Description	Amount	
201-5970650	1018-185744583-011013	198.93	
201-5970650	1018-153136930-012013	74.95	
201-5970650	1018-191935910-012413	435.42	
OVERHEAD DOOR SOLUTIONS, INC.	12525	02/20/13	1,190.00
Account No.	Description	Amount	
201-5930020	Invoice # 6696	1,190.00	
PRESTIGE DISTRIBUTION, INC.	12469	02/20/13	1,179.52
Account No.	Description	Amount	
201-5970170	Invoice # 5867	1,116.12	
201-5970170	Invoice # 5856	63.40	
PROQUEST LLC	12526	02/20/13	7,380.00
Account No.	Description	Amount	
201-5970620	Order # US1001194	3,000.00	
201-5970640	Renewal # US10014780	4,380.00	
RANDOM HOUSE INCORPORATED	12527	02/20/13	20.25
Account No.	Description	Amount	
201-5970610	Invoice # 1086040664	20.25	
RECORDED BOOKS, LLC	12528	02/20/13	106.97
Account No.	Description	Amount	
201-5970610	Order # 16724721	106.97	

All Checkbooks
All check dates

Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
RED BOOKS LLC	12529	02/20/13	1,928.05
Account No. 201-5970640		Description Invoice # 320359	Amount 1,928.05
RED BOOKS LLC	12470	02/20/13	1,659.55
Account No. 201-5970640		Description Invoice # 320227	Amount 1,659.55
RED HAWK FIRE SECURTY SYSTEMS, LI	12471	02/20/13	76.32
Account No. 201-5960990		Description Invoice # 158758	Amount 76.32
REPUBLIC SERVICES	12530	02/20/13	362.03
Account No. 201-5930490		Description Invoice # 0551-009947073	Amount 362.03
RUNCO OFFICE SUPPLY	12531	02/20/13	433.93
Account No. 201-5970100		Description Invoice # 535215-0	Amount 345.66
Account No. 201-5970100		Description Invoice # 533400-0	Amount 88.27
SCHOLASTIC LIBRARY PUBLISHING, INC	12532	02/20/13	2,497.00
Account No. 201-5970640		Description Invoice # 11404950	Amount 2,497.00
SCHOLASTIC LIBRARY PUBLISHING, INC	12472	02/20/13	2,017.89
Account No. 201-5960210		Description Invoice # 5832764	Amount 2,017.89
SOMETHING FISHY INC	12533	02/20/13	83.86
Account No. 201-5960990		Description Invoice # 0141	Amount 71.88
Account No. 201-5960990		Description Invoice # 0140	Amount 11.98
SPEED-E-KLEEN, INC.	12473	02/20/13	320.00
Account No. 201-5930320		Description Invoice # 3761	Amount 120.00
Account No. 201-5930320		Description Invoice # 3762	Amount 200.00
TELEVEND SERVICES INCORPORATED	12534	02/20/13	172.35
Account No. 201-5970100		Description Invoice # 4145	Amount 172.35
THE HAUSER GROUP, LTD.	12535	02/20/13	8,791.74
Account No. 202-5980600		Description Deposit Inv. # PF-13-5244	Amount 8,791.74
THE HAUSER GROUP, LTD.	12536	02/20/13	2,942.60
Account No. 202-5980600		Description Deposit Inv. # PF-13-5246	Amount 2,942.60
THE HAUSER GROUP, LTD.	12537	02/20/13	3,098.70
Account No. 202-5980600		Description Deposit Inv. # PF-13-5243	Amount 3,098.70
THE RISK MANAGEMENT ASSOC.	12474	02/20/13	357.63
Account No. 201-5970640		Description Order # 1000492385	Amount 357.63
TIMOTHY HASKELL	12538	02/20/13	125.00
Account No. 201-5960990		Description Invoice # 11613	Amount 125.00

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
VAHE GHAZARIAN	12539	02/20/13	90.00
Account No. 201-5960990		Amount 90.00	
Description Invoice # 677253			
VALDES ENTERPRISES	12540	02/20/13	508.52
Account No. 201-5970170		Amount 508.52	
Description Invoice # 1843			
VALDES ENTERPRISES	12475	02/20/13	480.88
Account No. 201-5970170		Amount 480.88	
Description Invoice # 1729			
WAREHOUSE DIRECT	12541	02/20/13	740.18
Account No. 201-5970100		Amount 619.20	
Description Invoice # 1827340-0			
Account No. 201-5970100		Amount 120.98	
Description Invoice # 1820978-0			
		TOTAL	<u>285,686.19</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
AT&T	50383	01/31/13	594.57
Account No. 201-5920120		Description ACH	Amount 594.57
CALL ONE	50382	01/31/13	277.68
Account No. 201-5920120		Description ACH	Amount 277.68
COMCAST CABLE	50386	01/31/13	212.20
Account No. 201-5920120		Description ACH	Amount 212.20
IMRF	50390	01/31/13	34,759.17
Account No. 201-2401002		Description 01/2013 EE IMRF Contrib	Amount 8,067.72
Account No. 201-5918021		Description 01/2013 ER IMRF Contrib	Amount 26,691.45
McLeod USA, Inc	50384	01/31/13	592.29
Account No. 201-5920120		Description ACH	Amount 592.29
NEO-POST	50387	01/31/13	1,000.00
Account No. 201-5970170		Description ACH	Amount 1,000.00
NICOR GAS	50388	01/31/13	1,421.66
Account No. 201-5970810		Description ACH	Amount 1,421.66
PRO DATA	50391	01/31/13	1,089.83
Account No. 201-5920110		Description Payroll Processing 1/11	Amount 867.47
Account No. 201-5920110		Description Payroll Processing 1/25	Amount 222.36
VERIZON WIRELESS	50385	01/31/13	3,663.68
Account No. 201-5920120		Description ACH	Amount 3,663.68
WOW! INTERENT CABLE	50389	01/31/13	120.29
Account No. 201-5920120		Description ACH	Amount 120.29
		TOTAL	<u>43,731.37</u>

DES PLAINES PUBLIC LIBRARY
CASH FLOW SUMMARY
For the Year Ended December 31, 2013

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 4,846,007	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-											
Other Revenue	15,762											
	15,762	-	-	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615											
Other Expense	348,979											
Change in A/P & AJE's	(84,393)											
	539,201	-	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(523,440)	-	-	-	-	-	-	-	-	-	-	-

DES PLAINES PUBLIC LIBRARY

CASH BUDGET PROJECTION
For the Year Ended December 31, 2013

	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	\$ 5,369,447	\$ 4,846,004	\$ 4,378,880	\$ 7,006,079	\$ 6,551,590	\$ 6,114,101	\$ 5,463,316	\$ 4,725,827	\$ 4,233,338	\$ 3,789,849	\$ 6,469,215	\$ 5,877,726			
Restricted cash donations	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481	129,481			
	5,239,966	4,716,523	4,249,399	6,876,598	6,422,109	5,984,620	5,333,835	4,596,346	4,103,857	3,660,368	6,339,734	5,748,245			
Revenue (M-T-D)															
Property Taxes			3,131,855							3,131,855			\$6,263,710	6,263,710	
Other Revenue	15,759	29,380	29,380	29,380	29,380	29,380	29,380	29,380	29,380	29,380	29,380	29,379	338,938	338,938	
Total Revenue	15,759	29,380	3,161,235	29,380	29,380	29,380	29,380	29,380	29,380	3,161,235	29,380	29,379	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	306,592	306,592	306,592	306,592	459,888	306,592	306,592	306,592	306,592	306,592	459,894	3,953,725	3,953,725	
Contractual Services	162,138	77,283	77,283	77,283	77,283	77,283	77,283	77,283	77,283	77,283	77,283	77,282	1,012,250	1,012,250	
Commodities	157,824	77,771	77,771	77,771	77,771	77,771	77,771	77,771	77,771	77,771	77,771	77,766	1,013,300	1,013,300	
Capital Expenditures	4,820	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,220	62,270	62,270	
Other							300,000				75,000	58,000	433,000	433,000	
202	24,198	29,635	67,167	17,000		60,000		55,000	6,000	15,000	79,000		353,000	353,000	
Adjustments	(84,393)														
Total Expenses	539,202	496,504	534,036	483,869	466,869	680,165	766,869	521,869	472,869	481,869	620,869	678,162			0
Net Increase/(Decrease)	(523,443)	(467,124)	2,627,199	(454,489)	(437,489)	(650,785)	(737,489)	(492,489)	(443,489)	2,679,366	(591,489)	(648,783)			
Cash End of Month	4,846,004	4,378,880	7,006,079	6,551,590	6,114,101	5,463,316	4,725,827	4,233,338	3,789,849	6,469,215	5,877,726	5,228,943			
Cash End of Month less restricted cash donations	4,716,523	4,249,399	6,876,598	6,422,109	5,984,620	5,333,835	4,596,346	4,103,857	3,660,368	6,339,734	5,748,245	5,099,462			

January 2013 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Jan 2013	13,079	YTD 2013	13,079
Jan 2012	913	YTD 2012	913
	% Change	1332.53%	% Change
			1332.53%

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

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Jan 2013		YTD 2013	
Youth Services	39,050	Youth Services	39,050
Adult Services	63,743	Adult Services	63,743
TOTAL	102,793	TOTAL	102,793
Jan 2012		YTD 2012	
Youth Services	38,145	Youth Services	38,145
Adult Services	62,640	Adult Services	62,640
TOTAL	100,785	TOTAL	100,785
	% Change	1.99%	% Change
			1.99%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Jan 2013		YTD 2013	
Youth Services	1,359	Youth Services	1,359
Adult Services	8,023	Adult Services	8,023
TOTAL	9,382	TOTAL	9,382
Jan 2012		YTD 2012	
Youth Services	1,098	Youth Services	1,098
Adult Services	7,659	Adult Services	7,659
TOTAL	8,757	TOTAL	8,757
	% Change	7.14%	% Change
			7.14%
WIRELESS			
THIS MONTH		YEAR TO DATE	
Jan 2013	7,463	YTD 2013	7,463
Jan 2012	5,901	YTD 2012	5,901
	% Change	26.47%	% Change
			26.47%
VISITS TO WEBSITE			
Jan 2013		YTD 2013	
From Internal IP's	3,729	From Internal IP's	3,729
From External IP's	43,899	From External IP's	43,899
TOTAL	47,628	TOTAL	47,628
Jan 2012		YTD 2012	
From Internal IP's	3,586	From Internal IP's	3,586
From External IP's	42,308	From External IP's	42,308
TOTAL	45,894	TOTAL	45,894
	% Change	3.78%	% Change
			3.78%

UNIQUE VISITORS TO WEBSITE

January 2013 Unique Visitors	20,473	YTD 2013 Unique Visitors	20,473
January 2012 Unique Visitors	27,255	YTD 2012 Unique Visitors	27,255
% Change	-24.88%	% Change	-24.88%

DATABASE USAGE

THIS MONTH		YEAR TO DATE	
Jan 2013	15,749	YTD 2013	15,749
Jan 2012	14,338	YTD 2012	14,338
% Change	9.84%	% Change	9.84%

LIBRARY CARD OWNERSHIP

YTD 2013	34,432	% of Population 2013	59.00%
YTD 2012	33,856	% of Population 2012	58.00%
% Change	1.70%		

MEETING ROOM ATTENDANCE

THIS MONTH		YEAR TO DATE	
Jan 2013		YTD 2013	
Library Sponsored Prog	1,559	Library Sponsored Prog	1,559
Outside Groups	1,301	Outside Groups	1,301
Public Study Rooms	1,299	Public Study Rooms	1,299
Internal Meetings	100	Internal Meetings	100
TOTAL	4,259	TOTAL	4,259
Jan 2012		YTD 2012	
Library Sponsored Prog	2,268	Library Sponsored Prog	2,268
Outside Groups	583	Outside Groups	583
Public Study Rooms	1,195	Public Study Rooms	1,195
Internal Meetings	100	Internal Meetings	100
TOTAL	4,146	TOTAL	4,146
% Change	2.73%	% Change	2.73%

MEETING ROOM BOOKINGS

THIS MONTH		YEAR TO DATE	
Jan 2013		YTD 2013	
Library Sponsored Prog	130	Library Sponsored Prog	130
Outside Groups	46	Outside Groups	46
Public Study Rooms	643	Public Study Rooms	643
Internal Meetings	10	Internal Meetings	10
TOTAL	829	TOTAL	829
Jan 2012		YTD 2012	
Library Sponsored Prog	65	Library Sponsored Prog	65
Outside Groups	45	Outside Groups	45
Public Study Rooms	571	Public Study Rooms	571
Internal Meetings	10	Internal Meetings	10
TOTAL	691	TOTAL	691
% Change	19.97%	% Change	19.97%

OUTREACH			
THIS MONTH		YEAR TO DATE	
Jan 2013		YTD 2013	
Youth Services	192	Youth Services	192
Adult Services	219	Adult Services	219
TOTAL	411	TOTAL	411
Jan 2012		YTD 2012	
Youth Services	616	Youth Services	616
Adult Services	211	Adult Services	211
TOTAL	827	TOTAL	827
% Change	-50%	% Change	-50%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Jan 2013		YTD 2013	
Youth Services	3,327	Youth Services	3,327
Adult Services	14,134	Adult Services	14,134
Circulation	9,704	Circulation	9,704
TOTAL	27,165	TOTAL	27,165
Jan 2012		YTD 2012	
Youth Services	3,480	Youth Services	3,480
Adult Services	14,584	Adult Services	14,584
Circulation	8,151	Circulation	8,151
TOTAL	26,215	TOTAL	26,215
% Change	4%	% Change	4%

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Jan 2013		YTD 2013	
	49,455		49,455
Jan 2012		YTD 2012	
	50,205		50,205

Director's Report February, 2013

Collection Development Highlights – Goal #1

New World Cinema – In January we purchased and made available to the public this new online product which has hundreds of downloadable independent full-length and short subject films.

Mango Languages – January promotion. The promotion included a large banner in the atrium and a spot on our homepage marquee. Mango is an online language-learning system that helps users learn Spanish, French, Japanese, Brazilian Portuguese, German, Mandarin Chinese, Greek and Italian

Community Networking Highlights – Goal #2

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

Preschool Fair for Parents – In January, a fair for parents to meet representatives from 26 area preschools and gather information on the different preschools in the area, was held. The first 50 families to enter the fair received a Des Plaines Public Library tote bag and a copy of the 2012 Monarch Illinois Book Award winning picture book compliments of the Friends of the Library. 124 people attended.

Lego WeDo Robotics Workshop: Smart Spinner – In partnership with NorthShore University HealthSystem children were able to build and program a smart spinner using the Lego WeDo Robotics Construction Set. 25 children and their parents attended.

Lifelong Learning Highlights – Goal #3

Boldly Beethoven – Pianist Joesph Stefanits performed a concert of Beethoven and related pieces from other classical composers. 66 people attended.

Discover Traditional Chinese Culture – A celebration of the upcoming Year of the Snake included a traditional Chinese tea ceremony, a calligraphy demonstration and a slide lecture on Chinese classical dance and music. 25 people attended.

How to Use Pinterest – We added a new class to our computer class repertoire. 9 people attended.

Over 100 people attended 26 computer classes the Adult Services staff offered for the public in January.

Personnel Highlights

Retired:

Patricia Horn, 1/25/2013

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								\$17,500.00 Annual
	2/20/2013	12479	201-5930010		\$17,241.23		\$17,241.23	
				\$0.00	\$17,241.23	\$17,241.23	\$17,241.23	
AUTOMATED LOGIC - Maintenance Agreement for HVAC software and hardware controls								\$10,700.00 Annual \$2,666.75 Quarterly
	2/20/2013	12484	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$2,666.75	\$2,666.75	\$2,666.75	
AWE - Service Agreement for Early Learning Literacy Stations								\$2,100.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
BANC OF AMERICA LEASING - Lease for Copy Machines								\$24,060.00 Annual
	2/20/2013	12485	201-5930210		\$2,005.00		\$2,005.00	
				\$0.00	\$2,005.00	\$2,005.00	\$2,005.00	
CHICAGO OFFICE TECHNOLOGY GROUP - Service Agreement for copy machines and Kyocera printers. Includes toner.								.007 per print B/W (copiers)
	2/20/2013	12458	201-5930010		\$999.64		\$999.64	
	2/20/2013	12489	201-5930010		\$3,707.85		\$3,707.85	
				\$0.00	\$4,707.49	\$4,707.49	\$4,707.49	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES- Cleaning service								\$40,080.00 Annual
	2/20/2013	12492	201-5930320	\$3,340.00			\$3,340.00	
				\$3,340.00	\$0.00	\$3,340.00	\$3,340.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
					\$0.00	\$0.00	\$0.00	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,664.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
IMAGING OFFICE SYSTEMS, INC. - Service Agreement for Microfilm Reader/Printers								\$1,495.47 Annual
				\$0.00	\$0.00			

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012
	2/21/2012	11747	201-5930010		\$24,170.00		\$24,170.00	\$25,125.00 Annual 2013
				\$0.00	\$24,170.00	\$24,170.00	\$24,170.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50	
				\$977.50	\$0.00	\$977.50	\$977.50	
NEO-POST (Mail Finance)-Postage Machine contract								\$708.00 Annual
	1/31/2013	50387		\$1,000.00			\$1,000.00	
	2/20/2013	12515	201-5930210		\$177.00		\$177.00	
				\$1,000.00	\$177.00		\$1,177.00	
OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual
	2/20/2013	12523	201-5920110		\$27,083.33			\$27,083.33 Monthly
	2/20/2013	12523	202-5980410	\$9,365.11				
	2/20/2013	12523	201-5960990	\$280.00				
	2/21/2012	12523	201-5960990	\$34.73				
	2/21/2012	12523	201-5960990	\$1,250.00			\$38,013.17	
				\$10,929.84	\$27,083.33	\$38,013.17	\$38,013.17	
PRO DATA - Payroll Services								\$9,575.00 Annual
	1/11/2013		201-5920110		\$867.47		\$867.47	
	1/25/2013		201-5920110		\$222.36		\$222.36	
				\$0.00	\$1,089.83	\$1,089.83	\$1,089.83	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								\$305.28 Annual
	2/20/2013	12471	201-5960990		\$76.32		\$76.32	
					\$76.32	\$76.32	\$76.32	
SCHINDLER ELEVATOR CORPORATION								\$6,860.00 Annual

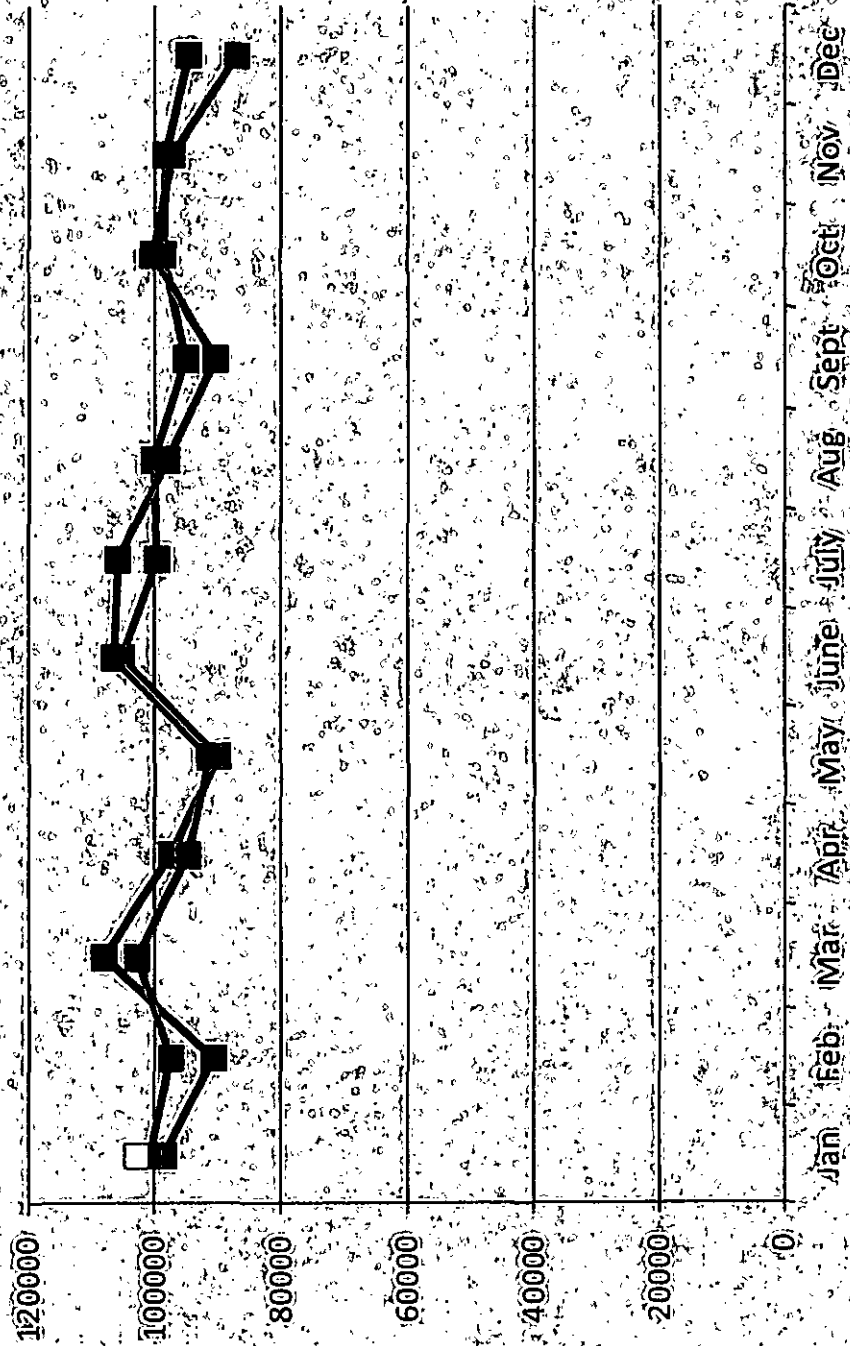
Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$0.00	\$0.00	\$0.00	\$0.00	
SOMETHING FISHY - Aquarium Services								\$1,440.00 Annual
	2/20/2013	12533	201-5960990	\$71.88				
	2/20/2013	12533	201-5960990	\$11.98			\$83.86	
				\$83.86	\$0.00	\$83.86	\$83.86	
TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system								\$6,065.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
WASTE MANAGEMENT - Garbage Collection Services								\$4,004.76 Annual
				\$0.00	\$0.00	\$0.00	\$0.00	
						\$94,371.15		

P55

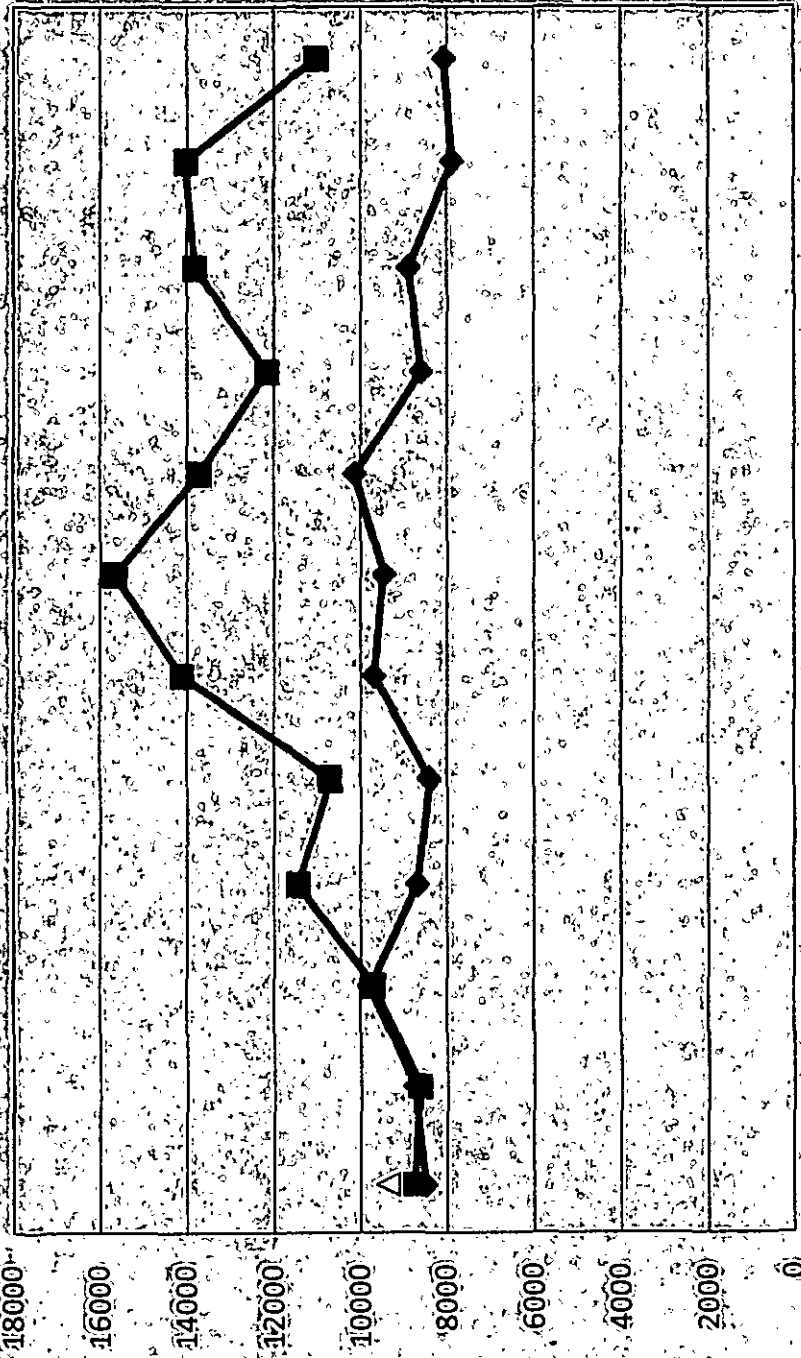
2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251												251
CD-ROMs	268												268
CDs	917												917
DVDs	10,392												10,392
Fiction	17,985												17,985
Foreign language	1,832												1,832
Games	49												49
Holiday	727												727
Homeschool	359												359
Large type	23												23
Magazines	159												159
Nonfiction	5,913												5,913
Parent collection	175												175
CHILDREN TOTAL	39,050	0	0	0	0	0	0	0	0	0	0	0	39,050
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	11												11
CD-ROMs	2,055												2,055
CDs	672												672
DVDs	6,495												6,495
DVDs	30,212												30,212
Fiction	7,733												7,733
Foreign language	1,349												1,349
High school	1,176												1,176
Large type	1,265												1,265
Literacy	171												171
Magazines	2,641												2,641
Nonfiction	9,963												9,963
ADULT TOTAL	63,743	0	0	0	0	0	0	0	0	0	0	0	63,743
SUBTOTAL	102,793	0	0	0	0	0	0	0	0	0	0	0	102,793
eMaterials	13,079												13,079
ILL (non consortial)	385												385
Miscellaneous	512												512
GRAND TOTAL	116,769	0	0	0	0	0	0	0	0	0	0	0	116,769
Days closed	1			1	2		1		2		1	2	10

Circulation Statistics 2011 - 2013

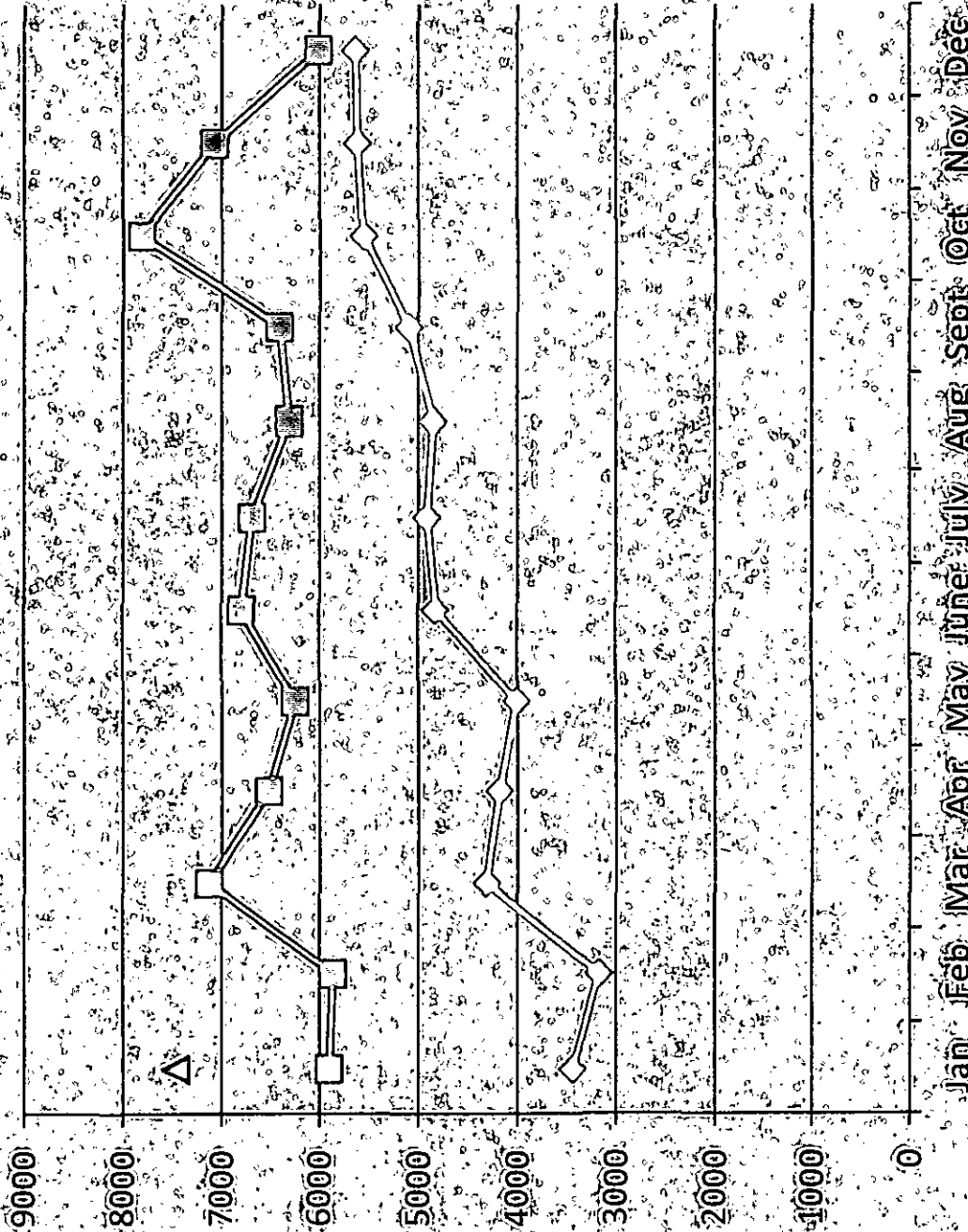


Computer Use - Wired



◆ Jan-Dec 2011 (121,272)
 ■ Jan-Dec 2012 (143,814)
 ▲ Jan 2013 (9,382)

Computer Use = Wireless





City of Des Plaines
City Manager's Office
Division of Health and Human Services
1420 Miner Street
Des Plaines, IL 60016
Tel: 847-391-5480
Fax: 847-391-5484

January 8, 2013

Des Plaines Public Library
Attn: Stephanie Spetter
1501 Ellinwood St.
Des Plaines, IL. 60016

Dear Des Plaines Public Library,

Thank you for your contribution of mittens, hats and scarves for the residents of Des Plaines! Your collection helped us gather over 700 items to distribute to 8 local schools and to the local food pantry, Self-Help, the PADS site at Saint Mary's Catholic Church and Catholic Charities. Thanks to all of you, Des Plaines residents will be wrapped in the warmth of your generosity! Thank you for reaching out to our community!

Wishing each of you a joyous New Year's!



Sincerely,

Jeanine Stricker, Community Social Worker

Kathy Puetz, Community Social Worker

Madeline May, Community Health Nurse

Alexandra Salaiza, Intern



Dear Cheryl & Joanie,
Thank you both for hosting the January
YALD meeting at the Des Plaines Library.
It has been a while since I have been there
and it was wonderful to see how much the
YA & High School Collections, areas & programming
have grown under both your direction. It is great
having both of you as part of YALD as you both
always bring new & exciting programming ideas
to share. Thank you again! Lesley

DES PLAINES PUBLIC LIBRARY 2013

IDENTIFICATION (1.1 - 1.37)

1.1 ISL Control # [PLSC 151, PLSC 701]	30226
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0138
1.3b FSCS SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Des Plaines Public Library
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	1501 Ellinwood Street
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Des Plaines
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60016
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	4553
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	1501 Ellinwood Street
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Des Plaines
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	60016
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	4553
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	847-827-5551
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	847-827-7974
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http://www.dppl.org

Library Director's Information

1.16 Name	Holly Richards Sorensen
1.17 Title	Library Director
1.18 Library Director's E-mail	hsorensen@dppl.org

DES PLAINES PUBLIC LIBRARY 2013

Library Information

1.19a Type of library	City
1.19b If this locked question's answer has changed, then enter the updated answer here.	
1.19c Legal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19d Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20 Is your library a combined public and school library?	No
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
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Administrative Information

1.23a County in which the administrative entity is located [PLSC 161]	Cook
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	58,364
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	
1.28a This library is currently a member of what Illinois library system?	RAILS
1.28b If this locked question's answer has changed, then enter the updated answer here.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30 Does this library have paid staff?	Yes
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33 Is this library supported in whole or in part with public funds?	Yes
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35 Number of Central Libraries [PLSC 209]	1
1.36 Outlet Type Code [PLSC 709]	Central Library
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

DES PLAINES PUBLIC LIBRARY 2013

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	-1
2.2 Total number of branch libraries [PLSC 210]	0

Branch Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If this locked question's answer has changed, then enter the updated answer here.
DES PLAINES P.L.		
DES PLAINES P.L.		

ISL

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
DES PLAINES P.L.		
DES PLAINES P.L.		

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If this locked question's answer has changed, then enter the updated answer here.
DES PLAINES P.L.		
DES PLAINES P.L.		

Address

Location	2.7a City [PLSC 704]	2.7b If this locked question's answer has changed, then enter the updated answer here.	2.8a Zip [PLSC 705]	2.8b If this locked question's answer has changed, then enter the updated answer here.	2.9a Zip +4 [PLSC 706]	2.9b If this locked question's answer has changed, then enter the updated answer here.
DES PLAINES P.L.						
DES PLAINES P.L.						

DES PLAINES PUBLIC LIBRARY 2013

County & Phone

Location	2.10a County [PLSC 707]	2.10b If this locked question's answer has changed, then enter the updated answer here.	2.11a Telephone [PLSC 708]	2.11b If this locked question's answer has changed, then enter the updated answer here.
DES PLAINES P.L.				
DES PLAINES P.L.				

Square Feet

Location	2.12a Square Footage [PLSC 711]	2.12b If this locked question's answer has changed, then enter the updated answer here.	2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
DES PLAINES P.L.			
DES PLAINES P.L.	116	0	

IDs

Location	2.13 Outlet Type Code [PLSC 709]	2.14 Metropolitan Status Code [PLSC 710]	2.15 FSCS ID [PLSC 700]	2.16 FSCS_SEQ [PLSC 700]
DES PLAINES P.L.				
DES PLAINES P.L.				

Hours

Location	2.17 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.18 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]
DES PLAINES P.L.		
DES PLAINES P.L.	0	0

DES PLAINES PUBLIC LIBRARY 2013

ANNUAL REPORT DATA (3.1 - 3.7)

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2012
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Carol Kidd
3.5 Telephone Number	847-376-2803
3.6 FAX Number	847-827-4161
3.7 E-Mail Address	ckidd@dppl.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2012/2013?	No
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Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1
4.8 Annexation - Effective Date (mm/dd/year)	-1
4.9 Other (please specify)	-1
4.10 Other - Effective Date (mm/dd/year)	-1
4.11 Other (please specify)	-1
4.12 Other - Effective Date (mm/dd/year)	-1

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

Members

5.5 Name	Jennifer Tsalapatani
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	847-612-1419
5.9 E-mail Address	greek97@wideopenwest.com
5.10 Home Address	702 Howard Avenue
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60018
5.14 Zip +4	

DES PLAINES PUBLIC LIBRARY 2013

Second member

5.5 Name	Eugene Fregetto
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2014
5.8 Telephone Number	224-595-5237
5.9 E-mail Address	fregetto1@yahoo.com
5.10 Home Address	800 Laurel
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60016
5.14 Zip +4	0

Third member

5.5 Name	Dion Kendrick
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2013
5.8 Telephone Number	847-298-2848
5.9 E-mail Address	kskdfk@comcast.net
5.10 Home Address	943 Webster Lane
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60016
5.14 Zip +4	0

Fourth member

5.5 Name	Susan Moylan Krey
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2013
5.8 Telephone Number	847-977-8710
5.9 E-mail Address	c21smoylan@msn.com
5.10 Home Address	1461 Wicke Avenue
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60018
5.14 Zip +4	0

Fifth member

5.5 Name	Gregory Sarlo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	773-880-2235
5.9 E-mail Address	gsarlo@aol.com
5.10 Home Address	600 Jarvis Avenue
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60018
5.14 Zip +4	0

DES PLAINES PUBLIC LIBRARY 2013

Sixth member

5.5 Name	Steven Mokry
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2013
5.8 Telephone Number	847-951-1738
5.9 E-mail Address	stevenmokry@aol.com
5.10 Home Address	656 Pearson Street #606
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60016
5.14 Zip +4	0

Seventh member

5.5 Name	Richard Pope
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2014
5.8 Telephone Number	773-510-4983
5.9 E-mail Address	rpope5000@yahoo.com
5.10 Home Address	647 Metropolitan Way #501
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60016
5.14 Zip +4	0

Eighth member

5.5 Name	Vincent Rangel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2014
5.8 Telephone Number	847-635-7597
5.9 E-mail Address	ver916@gmail.com
5.10 Home Address	129 Windsor Drive
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60018
5.14 Zip +4	0

Ninth member

5.5 Name	Alma Perez
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	847-334-9009
5.9 E-mail Address	alma_perez@msn.com
5.10 Home Address	2626 Eisenhower Drove
5.11 City	Des Plaines
5.12 State	IL
5.13 Zip	60018
5.14 Zip +4	0

DES PLAINES PUBLIC LIBRARY 2013

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	Yes
6.2 Does your library have a library foundation?	No

FACILITY/FACILITIES (7.1 - 7.2)

7.1a Total square footage of the main library building (PLSC 711)	82,500
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
7.2 Total square footage of the branch library building(s), if applicable	-3
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$17,244,740
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$14,697,230
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FISCAL ACCUMULATIONS

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	At the October 18, 2005 Board of Trustees meeting, the board voted "to build up an operating fund balance to cover two and one-half months of operating expenses by the end of the year 2010." As of 12/31/2012 the unaudited fund balance for all funds was \$4,888,538.72.

DES PLAINES PUBLIC LIBRARY 2013**LIABILITIES**

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	No
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	
8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$6,392,002
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STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$59,852
9.3 Equalization aid grant	
9.4 Personal property replacement tax	\$92,988
9.5 Educate and Automate grants (an IL State Library grant)	
9.6 Other	
9.7 If Other, please specify	
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$152,840

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$0
9.10 E-Rate funds received	\$0
9.11 Other federal funds received	\$0
9.12 If Other, please specify	
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$0

DES PLAINES PUBLIC LIBRARY 2013

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$198,482
9.15b Other non-capital receipts placed in reserve funds	\$0
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$198,482

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$6,743,324
9.18 The library safeguards its funds using which option?	Surety Bond
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,250,000
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	-1
9.21 The designated custodian of the library's funds is:	Other
9.22 Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$2,732,441
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$908,738
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$3,641,179
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	

DES PLAINES PUBLIC LIBRARY 2013**MATERIALS EXPENDITURES (11.1 - 11.4)**

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	\$352,040
11.2 Electronic Materials [PLSC 354]	\$163,261
11.3 Other Materials [PLSC 355]	\$162,415
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$677,716

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$1,304,397
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$5,623,292
12.3 Children's Materials Expenditures	\$168,300

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$0
13.1b Local Government: Other	\$0
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$0
13.2 State Government [PLSC 401]	\$0
13.3 Federal Government [PLSC 402]	\$0
13.4 Other [PLSC 403]	\$0
13.5 If Other, please specify	
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$0

CAPITAL EXPENDITURES

13.7 Total Capital Expenditures [PLSC 405]	\$83,045
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

DES PLAINES PUBLIC LIBRARY 2013

Group A

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	10. Library Director
14.2 Primary Work Area Code	Library Director
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$56.00
14.7 Total Hours/Week	37.50
14.1 Position Title	Assistant Library Director
14.2 Primary Work Area Code	Assistant Library Director
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$40.47
14.7 Total Hours/Week	37.50
14.1 Position Title	Head of Adult Services
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$28.31
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference Librarian II
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$35.62
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference Librarian II
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$35.89
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference Librarian II
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$35.52
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference Librarian II
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$35.47
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)

DES PLAINES PUBLIC LIBRARY 2013

14.5 Sex	Male
14.6 Hourly Rate	\$23.46
14.7 Total Hours/Week	37.50
14.1 Position Title	Part-time Reference Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$31.75
14.7 Total Hours/Week	15.00
14.1 Position Title	Part-time Reference Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$31.20
14.7 Total Hours/Week	7.00
14.1 Position Title	Part-time Teen Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$30.34
14.7 Total Hours/Week	20.00
14.1 Position Title	Part-time Reference Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.60
14.7 Total Hours/Week	6.00
14.1 Position Title	Head of Circulation Services
14.2 Primary Work Area Code	Circulation
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$38.13
14.7 Total Hours/Week	37.50
14.1 Position Title	Technical Services Manager
14.2 Primary Work Area Code	Other Type of Librarian
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$36.92
14.7 Total Hours/Week	37.50
14.1 Position Title	Cataloger
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$31.26
14.7 Total Hours/Week	37.50
14.1 Position Title	Web Services Librarian
14.2 Primary Work Area Code	Automation/Technology/Systems
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$25.90

DES PLAINES PUBLIC LIBRARY 2013

14.7 Total Hours/Week	37.50
14.1 Position Title	Head of Youth Services
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$36.77
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$31.30
14.7 Total Hours/Week	37.50
14.1 Position Title	School Liaison Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.65
14.7 Total Hours/Week	37.50
14.1 Position Title	School liaison Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$32.82
14.7 Total Hours/Week	37.50
14.1 Position Title	Part-time Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$28.11
14.7 Total Hours/Week	10.00
14.1 Position Title	Part-time Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.18
14.7 Total Hours/Week	10.00

Group A Total

14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	16.70
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DES PLAINES PUBLIC LIBRARY 2013**Group B**

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	
14.10 Primary Work Area Code	
14.11 Secondary Work Area Code [OPTIONAL]	
14.12 Education Code	
14.13 Sex	
14.14 Hourly Rate	
14.15 Total Hours/Week	

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	16.70

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	1,194.25
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.65
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$35.01
14.21 Total FTE Group C employees (14.18 / 40)	29.86

Group D

Full-time/part-time pages or shelveers.

14.22 Total hours worked in a typical week by all Group D employees	323.50
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.33
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$12.07
14.25 Total FTE Group D employees (14.22 / 40)	8.09

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	162.00
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$12.24
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	32.10
14.29 Total FTE Group E employees (14.26 / 40)	4.05
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	41.99
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	58.69

DES PLAINES PUBLIC LIBRARY 2013**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	
14.33 Primary Work Area Code	
14.34 Education Code	
14.35 Total Hours/Week	
14.36 Number of Weeks Vacant during FY2010/11	
14.37a Annual Salary Range Minimum	
14.37b Annual Salary Range Maximum	

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2012/2013.

14.38 Position Title	
14.39 Primary Work Area Code	
14.40 Education Code	
14.41 Total Hours/Week	
14.42 Current Status: Filled or Unfilled	
14.43 Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2011/12 but was not in the budget for FY2012/13.

14.44 Position Title	
14.45 Primary Work Area Code	
14.46 Education Code	
14.47 Total Hours/Week	
14.48 Date Eliminated (mm/year)	
14.49 Last Annual Salary Paid	
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	

DES PLAINES PUBLIC LIBRARY 2013

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	12.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday Open?	Yes
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	0
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,744
15.19 Total annual visits/attendance in the library [PLSC 501]	575,017
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

DES PLAINES PUBLIC LIBRARY 2013

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	894
16.2 Adult Program Attendance	14,400
16.3 Total Number of Young Adult Programs [PLSC 602]	
16.4 Young Adult Program Attendance	
16.5 Total Number of Children's Programs [PLSC 601]	577
16.6 Children's Program Attendance [PLSC 604]	15,785
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,471
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	30,185

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	34,440
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	25
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$948.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	34,465
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

DES PLAINES PUBLIC LIBRARY 2013

RESOURCES OWNED (18.1 - 18.15)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of FY2012/13 [PLSC 450]	256,690
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of FY2012/13	22
18.3 Are these counts a volume count OR a title count	Title
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13	694
18.5 Are these counts a volume count OR a title count	Title
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	257,406
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13 [PLSC 460]	694
18.8 E-books Held at end of FY2012/13 [PLSC 451]	10,170
18.9a Audio Recordings: Physical Units Held at end of FY2012/13 [PLSC 452]	26,081
18.9b Audio Recordings: Downloadable Titles Held at end of FY2012/13 [PLSC 453]	6,996
18.10a DVDs/Videos: Physical Units Held at end of FY2012/13 [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	32,302
18.10b DVDs/Videos: Downloadable Titles Held at end of FY2012/13 [PLSC 455]	1,000

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	61
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22
18.13 Other consortia within the state or region	
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	83

Children's Holdings

18.15 Children's Holdings	122,916
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USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	722,955
19.2 Number of children's materials loaned [PLSC 551]	450,158
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,173,113

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Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	707,971
19.5 Videos/DVDs	456,220
19.6 Audios (include music)	112,239
19.7 Magazines/Periodicals	33,070
19.8 Other Formats	8,403
19.9 TOTAL (Sum of 19.4-19.8)	1,317,903
19.10 Number of interlibrary loans loaned to other libraries [PLSC 552]	50,800
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 553]	35,462
19.12 Does your library participate in reciprocal borrowing?	Yes
19.13 IF YES, report the number of materials loaned	188,402

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	116,095
20.2 Children's Department	40,070
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	156,165

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	200
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	90
21.3 Is your library's catalog automated?	Yes
21.4 Is your library's catalog accessible via the web?	Yes
21.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes
22.2 Does your library have wireless Internet access?	Yes

What Internet provider(s) does your library use? (Check all that apply)

22.3 Illinois Century Network (ICN)	Yes
22.4 Other	Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	

DES PLAINES PUBLIC LIBRARY 2013

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6 DSL	
22.6 Cable	Yes
22.6 Wireless	Yes
22.6 Satellite	
22.6 Fiber	
22.6 Leased Line	Yes
22.6 Network (State, Regional, Municipal)	
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
22.8 If Other, please specify	
22.9 Has your library board adopted an Internet public access policy?	Yes
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	74
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	108,318
22.12 Report the annual number of views of your library's homepage	531,714
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14 Does your library utilize Internet filters?	Yes
22.15 IF YES, when did your library start using filters? (mm/year)	09/2004

IF YES, which Internet stations have filters?

	All	Some
Staff	Yes	
Public	Yes	
Children	Yes	
Young Adult	Yes	
Adult	Yes	

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2012/13?	No
23.2 IF YES, what is the dollar amount that your library was awarded for FY2012/13?	
23.3 Why did your library NOT participate in the E-rate program?	Negligible benefit

DES PLAINES PUBLIC LIBRARY 2013**STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)**

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$5,760
24.2 Does this include travel expenses?	No
24.3 How many hours of training did employees receive this year?	144.00

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	
---	--

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2012/2013."
NOTE: If there ARE any errors or discrepancies, please list and explain fully.
3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CERTIFICATION PAGE

FISCAL YEAR 2011/2

INSTRUCTIONS:

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

http://il.countingopinions.com/docs/il/IPLAR_Certification_copy.pdf

Name of Community	Des Plaines
Name of Library	Des Plaines Public Library
Fiscal Year State Date:	01/01/2012
Fiscal Year End Date:	12/31/2012

DES PLAINES PUBLIC LIBRARY 2013**Certification:**

This Illinois Public Library Annual Report (IPLAR is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

¹, The Des Plaines Public Library discontinued bookmobile service 12/31/2011. (3022600-2013-01-29)

², The Des Plaines Public Library discontinued bookmobile service 12/31/2011. (3022600-2013-02-06)

³, The Des Plaines Public Library discontinued bookmobile service 12/31/2011. (3022600-2013-02-06)

⁴, The Des Plaines Public Library discontinued bookmobile service 12/31/2011. (3022600-2013-02-06)

⁵, The Des Plaines Public Library discontinued bookmobile service as of 12/31/2011. (3022600-2013-02-06)

⁶, Bookmobile services discontinued 12/31/2011. (3022600-2013-02-06)

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: _____

1. Name: Ralph Dellar, Des Plaines Toastmasters
 Address: 401 Asot Dr #1A Park Ridge
 Telephone: 847-823-1777
 Email: desplainestoastrasters@yahoo.com
 Topic: Meeting room fees -
2. Name: Susan Stucka
 Address: 6520 S. River Rd #512
 Telephone: 847-391-9321
 Email: susanstucka@sbcglobal.net
 Topic: desplainestoastrasters
3. Name: Jessica Galligan
 Address: 2942 MacArthur Blvd Northbrook, IL
 Telephone: 847-897-7234
 Email: jgalligan@gentechol.com
 Topic: Copier bid

If we cannot answer your question at this meeting, we will reply as soon as possible.
 Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93
 Reviewed and Approved 3/20/95
 Reviewed and Approved 04/20/99
 Reviewed and Approved 01/15/02
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: 11/15/13

1. Name MICHAEL RUTER
 Address 1730 PARK STREET NAPERVILLE IL
 Telephone 630-236-6625
 Email MRUTER@OSGUSA.COM
 Topic COPIER
2. Name MATT FERRELL
 Address 4 Teetland Ct
 Telephone 630 525 0479
 Email mferrell@cts.com
 Topic Print Solutions
3. Name ROB NELSON
 Address 2942 MacArthur Blvd. Northbrook, IL
 Telephone 847-436-6000
 Email rnelson@gentechol.com
 Topic Copier bid

If we cannot answer your question at this meeting, we will reply as soon as possible.
 Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93
 Reviewed and Approved 3/20/95
 Reviewed and Approved 04/20/99
 Reviewed and Approved 01/15/02
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08

DES PLAINES PUBLIC LIBRARY BOARD

VISITOR REGISTRATION

The Board President will set and announce the time limits and other guidelines for public participation immediately before the public comment session begins.

Date: 1/15/2013

1. Name J. Kevin Chapman
 Address 612 S. LOUIS Mt Prospect
 Telephone 847-778-6743
 Email madpipe@dk.nwsl.org
 Topic Meeting room charges
2. Name
 Address
 Telephone
 Email
 Topic
3. Name
 Address
 Telephone
 Email
 Topic

If we cannot answer your question at this meeting, we will reply as soon as possible.
 Thank you for your interest in the Des Plaines Public Library.

Approved 3/16/93
 Reviewed and Approved 3/20/95
 Reviewed and Approved 04/20/99
 Reviewed and Approved 01/15/02
 Reviewed and Approved 07/20/04
 Reviewed and Approved 06/20/06
 Revised and Approved 04/15/08

JANUARY

1924

1

9372

2024 1/1 10:00 AM

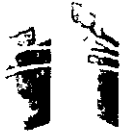
36 Month Copier Lease Proposals for the Des Plaines Public Library



Des Plaines
Public Library

Vendor	Estimated Cost for Fair Market Value*	Brand of Copier Fleet	Overage Per Page B&W/Color
Genesis Technologies	<i>disregard with pricing</i> \$104,596.92 \$99052.00	Kyocera	.0080/.030
Illinois Business Systems (IBS)	\$106,581.42	Kyocera	.0055/.049
Image Systems Business Solutions (ISBS)	\$103,918.50	Kyocera	.0055/.055
Impact Networking	\$82,115.64 <i>below cost</i>	Kyocera	.0085/.039
ImageTec	\$103,320.03	Richo Aficio	.0070/.040
Chicago Office Technology Group (COTG)	\$117,315.00	Xerox	.0050/.050

*All costs are assuming that the library uses 27,000 black & white and 17,875 color copies per month over 36 months. Currently, the library averages 21,793 black & white and 16,635 color copies per month.



Des Plaines
Public Library

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, JANUARY 15, 2013

4:00 PM*

Conference Room – Second Floor

- **Review and Approve Proposal for Copier Lease**
- **Report Out Management Committee Action,
December 18, 2012**

***Note: Special Time**

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



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
January 15, 2013
4:00 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.
- VIII. Consent Agenda. [Action Item]
 - A. Approval of the Minutes of the Regular Board Meeting – December 18, 2012.
 - B. Acceptance of Financial Reports for December 2012.
 - C. Acceptance of Reports.
 1. Director's Report – Holly Richards Sorensen.
 2. Contract List
- IX. Presentation – Brodie Austin, Web Services Librarian.
- X. New Business.
 - A. Approve Payment of Vendor Checks Report - 2012 \$170,113.48 and Approve Payment of Vendor Checks Report - 2013 \$292,230.63 and ACH Payments - \$37,939.66 . [Action Item]
 - B. Review and Approve Proposal for Copier Lease. [Action Item]
 - C. Report Out Management Committee Action, December 18, 2012 – Susan Moylan Krey. [Action Item]
 - D. Approve Payment to 3M - \$17,241.23. [Action Item]
 - E. Declaration of Surplus Property. [Action Item]

- XI. Announcements.
 - A. Des Plaines Chamber of Commerce & Industry February "FOOD FIGHT."
 - B. 23rd President's Day Library Legislative Breakfast, Monday, February 18, 2013, 8:30 a.m. – 10:30 a.m., Arboretum Club, Buffalo Grove.
 - C. Trustee Forum Workshop, February 2, 2013.
 - D. Board Committees.

- XII. Correspondence.
 - A. Wall Street Journal Article Featuring Des Plaines Public Library.

- XIII. Other

- XIV. Adjournment.

This meeting will be recorded for television broadcast.



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

BOARD OF TRUSTEES
Minutes of the Regular Meeting
December 18, 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, December 18, 2012. President Rich Pope called the meeting to order at 7:03 p.m.

II. ROLL CALL

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

Absent: Eugene Fregetto, Vince Rangel, Jennifer Tsalapatani.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Stephanie Spetter, Susan Farid, Marcus Henthorn, Erika Morris.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA

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

V. PUBLIC COMMENTS AND QUESTIONS
None.

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

Alderman Wilson was not in attendance.

VII. CONSENT AGENDA

Trustee Kendrick asked to remove A. Approval of the Minutes of the Regular Board Meeting – November 20, 2012, B. Acceptance of Financial Reports for November 2012, C. Director's Report – Holly Richards Sorensen.

MOTION by Rich Pope, seconded by Steve Mokry, to approve VIII. Consent Agenda. C. Acceptance of Reports. 2. Contract List, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Greg Sarlo, to approve the minutes, as presented. ROLL CALL VOTE: AYES: Pope. NAYS: Kendrick, Mokry, Perez, Sarlo. Abstain. Moylan Krey. MOTION FAILS.

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to amend the minutes to include the statement "the accounting proposal was a no bid contract." VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve the Financial Reports for November 2012, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve the Director's Report, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS

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

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$197,999.58 and ACH Payments in the amount of \$53,976.44 as listed on the vendor checks report of November 2012 and authorize Library Director Sorensen to have transferred the amount required to the library's operating account. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: None. MOTION CARRIED.

- 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]

MOTION by Dion Kendrick , seconded by Susan Moylan Krey , to approve the 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 in the amount of \$45,469.00, as presented. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: None. MOTION CARRIED.

C. Approve Payment ProQuest - \$15,615.00. [Action Item]

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve payment to ProQuest in the amount of \$15,615.00. ROLL CALL VOTE: AYES: Kendrick, Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: None. MOTION CARRIED.

D. Approve Payment to Newsbank in the amount of \$13,675.00.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve payment to Newsbank in the amount of \$13,675.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

E. Approve Payment to Ebsco - \$27,930.83. [Action Item]

MOTION by Gregory Sarlo, seconded by Susan Moylan Krey, to approve payment to Ebsco in the amount of \$27,930.83. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

F. Resolutions. [Action Item]

1. Appropriation and Levy.

MOTION by Rich Pope, seconded by Gregory Sarlo, to approve the 2013 Appropriation and 2012 Levy resolution, as presented. ROLL CALL VOTE: AYES: Moylan Krey, Mokry, Perez, Sarlo, Pope. NAYS: Kendrick. MOTION CARRIED.

G. Report Out Management Committee Action, December 18, 2012 – Susan Moylan Krey. [Action Item]

Chair of the Management Committee, Susan Moylan Krey, reported that the Management Committee met to discuss changes to the following job descriptions:

1. Building & Security Services Assistant
2. Monitor
3. Part-time Monitor
4. Circulation Services Assistant
5. Part-time Circulation Services Assistant
6. Graphic Artist
7. Reference Services Assistant
8. Reference Services Librarian
9. Reference Services Librarian II

MOTION by Committee, to approve revisions to the following job descriptions:

1. Building & Security Services Assistant
2. Monitor
3. Part-time Monitor
4. Circulation Services Assistant
5. Part-time Circulation Services Assistant
6. Graphic Artist
7. Reference Services Assistant
8. Reference Services Librarian
9. Reference Services Librarian II

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

Susan Moylan Krey asked to postpone the discussion of revisions to policy until the January board meeting.

H. Food for Fines Program Dates. (Action Item)

Director Sorensen asked for board approval to host a Food for Fines Program from April 14 – 27.

MOTION by Gregory Sarlo, seconded by Susan Moylan Krey, to host a Food for Fines Program from April 14 -27, 2013. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

The board will meet at 4:00 p.m. on January 15, 2013.

X. CORRESPONDENCE.

No correspondence.

XI. EXECUTIVE SESSION

Motion by Susan Moylan Krey, seconded by Steve Mokry, to enter into an Executive Session at 8:23 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:35 p.m. and was called to order by President Pope.

XII. EXECUTIVE SESSION ACTION

MOTION by Steve Mokry, 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 26, 2012 – Review of Executive Session Minutes and Pending or Imminent Litigation.

October 16, 2012 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

And to concur with the consensus in Executive Session that the following minutes will be retained:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

XIII. ADJOURNMENT

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

Meeting adjourned at 8:37 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
December 31, 2012

Prepared by:
Lauterbach & Amen, LLP

0383

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

January 7, 2013

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

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Supplementary Information

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

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 5,138,927.13	\$ 230,520.27	\$ 5,369,447.40
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	\$ 11,446,528.13	\$ 230,520.27	\$ 11,677,048.40
LIABILITIES			
Accounts Payable	\$ 168,266.53	\$ 1,846.95	\$ 170,113.48
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	6,786,662.73	1,846.95	6,788,509.68
FUND BALANCE			
Fund Balance - Reserved for Prepaid Items	-	-	-
Fund Balance - Unreserved	4,659,865.40	228,673.32	4,888,538.72
Total Fund Balance	4,659,865.40	228,673.32	4,888,538.72
Total Liabilities and Fund Balance	\$ 11,446,528.13	\$ 230,520.27	\$ 11,677,048.40

Des Plaines Public Library

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

For the 12 Months Ended December 31, 2012

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,392,002.26	\$ -	\$ 6,392,002.26
Intergovernmental	152,840.28	-	152,840.28
Fines & Fees	156,755.08	-	156,755.08
Interest	22,014.20	211.61	22,225.81
Miscellaneous	19,712.47	-	19,712.47
Total Revenues	6,743,324.29	211.61	6,743,535.90
EXPENDITURES			
Personnel	\$ 3,641,178.81	\$ -	\$ 3,641,178.81
Operating	920,856.64	-	920,856.64
Library Materials	847,328.00	-	847,328.00
Capital Outlay	79,447.18	52,987.92	132,435.10
Other Expenditures	51,436.37	30,057.34	81,493.71
Total Expenditures	5,540,247.00	83,045.26	5,623,292.26
Net Change in Fund Balances	1,203,077.29	(82,833.65)	1,120,243.64
FUND BALANCE			
Beginning of the year	3,456,788.11	311,506.97	3,768,295.08
End of the period	\$ 4,659,865.40	\$ 228,673.32	\$ 4,888,538.72

Financial Statements

Des Plaines Public Library

Treasurer's Report as of December 31, 2012

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>303,153.76</u> <u>303,153.76</u>
201-1102015 - First Midwest Operating #8100292260	662,969.06
202-1102015 - First Midwest Operating #8100292260	<u>20,056.08</u> <u>683,025.14</u>
201-1102028 - Cash Library Donations	<u>25,847.99</u> <u>25,847.99</u>
201-1102073 - Cash IL - Epay #151600222104	<u>76,713.23</u>
201-1102078 - Cash IL - Epay Library	<u>16,003.60</u>
201-1102079 - IL Funds - 151600222591	3,950,257.12
202-1102079 - IL Funds - 151600222591	<u>210,464.19</u> <u>4,160,721.31</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,482.37</u>
Total Invested	<u><u>5,369,447.40</u></u>

January 7, 2013

Des Plaines Public Library
Balance Sheet as of December 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	54,586.85	248,566.91	303,153.76
1102015 - First Midwest Operating #8100292260	365,411.59	297,557.47	662,969.06
1102028 - Cash Library Donations	25,821.89	26.10	25,847.99
1102073 - Cash IL - Epay 151600008073	72,923.23	3,790.00	76,713.23
1102078 - Cash IL - Epay Library	15,325.51	678.09	16,003.60
1102079 - IL Funds - 151600222591	4,860,315.78	(910,058.66)	3,950,257.12
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>11,805,968.22</u>	<u>(359,440.09)</u>	<u>11,446,528.13</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	159,739.58	8,526.95	168,266.53
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>6,778,135.78</u>	<u>8,526.95</u>	<u>6,786,662.73</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>10,234,923.89</u>	<u>8,526.95</u>	<u>10,243,450.84</u>
Excess Revenues Over Expenses	<u>1,571,044.33</u>	<u>(367,967.04)</u>	<u>1,203,077.29</u>

January 7, 2013

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	8,316.08	11,740.00	20,056.08
1102079 - IL Funds - 151600222591	<u>260,443.28</u>	<u>(49,979.09)</u>	<u>210,464.19</u>
	<u>268,759.36</u>	<u>(38,239.09)</u>	<u>230,520.27</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>38,260.00</u>	<u>(36,413.05)</u>	<u>1,846.95</u>
	<u>38,260.00</u>	<u>(36,413.05)</u>	<u>1,846.95</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>349,766.97</u></u>	<u><u>(36,413.05)</u></u>	<u><u>313,353.92</u></u>
Excess Revenues Over Expenses	<u><u>(81,007.61)</u></u>	<u><u>(1,826.04)</u></u>	<u><u>(82,833.65)</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>

January 7, 2013

Des Plaines Public Library
Balance Sheet as of December 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	<u>(333,245.00)</u>	<u>0.00</u>	<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>	<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>

January 7, 2013

**Des Plaines Public Library
Revenue Report
For the 12 Months Ended December 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	17,305.73	6,385,801.60	6,359,096.00	(26,705.80)	100.42
	<u>17,305.73</u>	<u>6,392,002.26</u>	<u>6,409,096.00</u>	<u>17,093.74</u>	<u>99.73</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	23,247.00	92,988.00	92,988.00	0.00	100.00
4822040 - State Grant - Per Capita	0.00	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	0.00	0.00	0.00	0.00	0.00
	<u>23,247.00</u>	<u>152,840.28</u>	<u>150,988.00</u>	<u>(1,852.28)</u>	<u>101.23</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	279.65	3,842.17	4,000.00	157.83	96.05
4850102 - Library Fines	3,891.48	67,290.01	77,000.00	9,709.99	87.39
4850103 - Library Fines / Credit Card	4,647.61	48,861.36	43,000.00	(5,861.36)	113.63
4850201 - Copying Fee	1,654.88	25,548.39	30,000.00	4,451.61	85.16
4850202 - Damaged Materials	41.95	3,642.61	700.00	(2,942.61)	520.37
4850203 - Lost Materials	573.26	5,678.57	7,000.00	1,321.43	81.12
4850205 - Bags	44.00	729.47	750.00	20.53	97.26
4850207 - Non-Res Cards	72.00	1,162.50	1,000.00	(162.50)	116.25
4850208 - Meeting Room Fees	0.00	0.00	2,000.00	2,000.00	0.00
	<u>11,204.83</u>	<u>156,755.08</u>	<u>165,450.00</u>	<u>8,694.92</u>	<u>94.74</u>
<u>Other Revenue</u>					
4890010 - Interest Income	408.41	5,153.09	3,000.00	(2,153.09)	171.77
4890050 - Sale of Fixed Assets	1,140.00	15,390.00	5,000.00	(10,390.00)	307.80
4899900 - Miscellaneous Revenue	1,461.08	19,712.47	18,000.00	(1,712.47)	109.51
4899920 - Library Donations	25.00	1,471.11	3,500.00	2,028.89	42.03
	<u>3,034.49</u>	<u>41,726.67</u>	<u>29,500.00</u>	<u>(12,226.67)</u>	<u>141.45</u>
Total Library Fund	<u><u>54,792.05</u></u>	<u><u>6,743,324.29</u></u>	<u><u>6,755,534.00</u></u>	<u><u>12,209.71</u></u>	<u><u>99.82</u></u>

See Accountants' Compilation Report

January 7, 2013

**Des Plaines Public Library
Revenue Report
For the 12 Months Ended December 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>20.91</u>	<u>211.61</u>	<u>2,500.00</u>	<u>2,288.39</u>	<u>8.46</u>
	<u>20.91</u>	<u>211.61</u>	<u>2,500.00</u>	<u>2,288.39</u>	<u>8.46</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>20.91</u></u>	<u><u>211.61</u></u>	<u><u>202,500.00</u></u>	<u><u>202,288.39</u></u>	<u><u>0.10</u></u>
Total of All Funds	<u><u>54,812.96</u></u>	<u><u>6,743,535.90</u></u>	<u><u>6,958,034.00</u></u>	<u><u>214,498.10</u></u>	<u><u>96.92</u></u>

January 7, 2013

Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2012

<u>Library Fund</u>	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Salaries</u>					
5910100 - Salaries	156,855.42	2,039,071.21	2,073,069.00	33,997.79	98.36
5910200 - Temporary Wages	57,030.29	693,369.68	781,639.00	88,269.32	88.71
	<u>213,885.71</u>	<u>2,732,440.89</u>	<u>2,854,708.00</u>	<u>122,267.11</u>	<u>95.72</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	25,898.25	35,000.00	9,101.75	74.00
5918020 - Employer Contribution - FICA	15,970.72	204,815.91	214,925.00	10,109.09	95.30
5918021 - Employer Contribution - IMRF	25,324.69	319,328.48	342,979.00	23,650.52	93.10
5918040 - Life Insurance Premiums	9.00	304.40	4,104.00	3,799.60	7.42
5918050 - PPO Insurance Premiums	21,381.83	244,219.20	275,713.00	31,493.80	88.58
5918051 - HMO Insurance Premiums	6,886.38	85,883.45	99,504.00	13,620.55	86.31
5918055 - Dental Insurance Premiums	1,846.84	21,022.03	25,543.00	4,520.97	82.30
5918070 - Workers Compensation	0.00	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>71,399.46</u>	<u>908,737.92</u>	<u>1,012,769.00</u>	<u>104,030.08</u>	<u>89.73</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	2,957.82	9,000.00	6,042.18	32.86
5920110 - Professional Services	2,092.92	358,899.32	360,000.00	1,100.68	99.69
5920120 - Communication Services	1,579.74	30,382.28	39,100.00	8,717.72	77.70
5920140 - Data Processing Services	1,410.71	82,325.91	100,250.00	17,924.09	82.12
5920202 - Conferences	50.00	2,804.95	3,000.00	195.05	93.50
5920204 - Training	520.00	1,749.00	5,000.00	3,251.00	34.98
5920220 - Membership Dues	4,081.00	6,685.00	7,000.00	315.00	95.50
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	1,820.07	108,290.87	118,100.00	9,809.13	91.69
5930020 - R&M Buildings & Structures	20,110.80	98,890.59	128,100.00	29,209.41	77.20
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	0.00	27,479.00	29,000.00	1,521.00	94.76
5930320 - Cleaning/Custodial Services	150.00	52,348.00	47,700.00	(4,648.00)	109.74
5930490 - Refuse Contract	591.20	6,736.07	7,200.00	463.93	93.56
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	187.28	2,035.96	500.00	(1,535.96)	407.19
5960070 - Travel Expense	0.00	506.81	500.00	(6.81)	101.36
5960210 - Special Event Programming	786.58	28,457.67	31,250.00	2,792.33	91.06
5960990 - Misc. Contractual Services	4,528.22	76,762.76	76,425.00	(337.76)	100.44
	<u>37,908.52</u>	<u>920,856.64</u>	<u>898,375.00</u>	<u>77,518.36</u>	<u>92.24</u>
<u>Commodities</u>					
5970100 - Office Supplies	10,514.29	72,114.04	102,500.00	30,385.96	70.36
5970110 - Meals	63.47	4,533.54	2,000.00	(2,533.54)	226.68
5970115 - Supplies - Dept/Other	940.24	5,683.29	7,000.00	1,316.71	81.19
5970170 - Janitorial	1,837.12	17,981.42	30,300.00	12,318.58	59.34
5970260 - Postage & Parcel	25.82	8,642.36	15,000.00	6,357.64	57.62
5970270 - Printing -Reproduction-Binding	0.00	4,848.95	4,000.00	(848.95)	121.22
5970500 - Purchase of Water	690.72	4,179.22	6,000.00	1,820.78	69.65
5970600 - Books	19,311.27	308,548.22	350,000.00	43,451.78	87.59

See Accountants' Compilation Report

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January 7, 2013

Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 2012

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
5970610 - Audio Materials	1,560.17	63,640.39	74,000.00	10,359.61	86.00
5970620 - Subscriptions & Books	29,674.37	45,491.44	68,000.00	22,508.56	66.90
5970630 - Visual Materials	7,055.09	98,774.94	111,000.00	12,225.06	88.99
5970640 - Automated Reference Materials	6,533.68	163,261.45	165,000.00	1,738.55	98.95
5970650 - Downloadable Materials	964.24	34,881.79	33,000.00	(1,881.79)	105.70
5970810 - Natural Gas	1,044.19	12,323.94	26,000.00	13,676.06	47.40
5970850 - Gasoline	0.00	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>80,214.67</u>	<u>847,328.00</u>	<u>998,800.00</u>	<u>151,472.00</u>	<u>84.83</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	348.67	10,117.16	11,700.00	1,582.84	86.47
5980420 - Computer Software	12,012.30	52,535.45	61,205.00	8,669.55	85.84
5980500 - Furniture & Fixtures	6,989.76	16,794.57	16,500.00	(294.57)	101.79
	<u>19,350.73</u>	<u>79,447.18</u>	<u>89,405.00</u>	<u>9,957.82</u>	<u>88.86</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	0.00	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>0.00</u>	<u>51,436.37</u>	<u>333,000.00</u>	<u>281,533.63</u>	<u>15.45</u>
Total Library Fund Expenditures	<u>422,759.09</u>	<u>5,540,247.00</u>	<u>6,287,056.00</u>	<u>746,809.00</u>	<u>88.12</u>
 _____ Capital Projects Fund _____					
<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	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	1,846.95	30,057.34	43,000.00	12,942.66	69.90
	<u>0.00</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>1,846.95</u>	<u>83,045.26</u>	<u>99,300.00</u>	<u>16,254.74</u>	<u>83.63</u>
Total of All Funds	<u>424,606.04</u>	<u>5,623,292.26</u>	<u>6,386,356.00</u>	<u>763,063.74</u>	<u>88.05</u>

See Accountants' Compilation Report
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Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12385	01/16/13	BAKER & TAYLOR	17,988.53
12386	01/16/13	BANKCARD SERVICES	10,499.97
12387	01/16/13	MIDWEST TAPE	9,954.88
12388	01/16/13	3m, Inc.	4,148.31
12389	01/16/13	ANDERSON LOCK CO LTD	516.00
12390	01/16/13	ARCADIA PUBLISHING	1,398.56
12391	01/16/13	BARCODE GIANT	61.62
12392	01/16/13	C D W GOVERNMENT INCORPORATED	2,432.14
12393	01/16/13	CHICAGO OFFICE TECHNOLOGY GROUP	405.07
12394	01/16/13	CHILDREN'S PLUS, INC.	152.44
12395	01/16/13	CITY OF DES PLAINES	690.72
12396	01/16/13	COOPERATIVE COMPUTER SERVICES	1,410.71
12397	01/16/13	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,750.00
12398	01/16/13	CYBOR FIRE PROTECTION CO.	615.00
12399	01/16/13	D & Z HOUSE OF BOOKS INCORPORATED	1,517.49
12400	01/16/13	D.K. AGENCIES (P) LTD.	249.90
12401	01/16/13	DEMCO EDUCATIONAL CORP	2,024.00
12402	01/16/13	EBSCO SUBSCRIPTION SVC	28,012.81
12403	01/16/13	ENVIRONMENTS THAT WORK	6,776.00
12404	01/16/13	FEDERAL EXPRESS	25.82
12405	01/16/13	GALE, INC.	1,154.80
12406	01/16/13	ILLINOIS LIGHTING, INC.	2,107.00
12407	01/16/13	ILLINOIS PUMP, INC.	1,293.05
12408	01/16/13	KOS HOME IMPROVEMENT	4,860.00
12409	01/16/13	LAUTERBACH & AMEN, LLP.	1,430.00
12410	01/16/13	LIMRICC	35,266.74
12411	01/16/13	McQuay Service, Inc	1,089.75
12412	01/16/13	MDR	103.00
12413	01/16/13	MENARDS	247.61
12414	01/16/13	NORMAN ELECTRICAL CONSTRUCTION CO	2,900.00
12415	01/16/13	OFFICE DEPOT	206.49
12416	01/16/13	OUTSOURCE SOLUTIONS GROUP, INC.	11,442.01
12417	01/16/13	OVERDRIVE, INC.	964.24
12418	01/16/13	OVERHEAD DOOR SOLUTIONS, INC.	960.00
12419	01/16/13	PADDOCK PUBLICATIONS, INC.	263.00
12420	01/16/13	PRESTIGE DISTRIBUTION, INC.	1,237.12
12421	01/16/13	RECORDED BOOKS, LLC	69.51
12422	01/16/13	REPUBLIC SERVICES	229.00
12423	01/16/13	REPUBLIC SERVICES	362.20
12424	01/16/13	RESEARCH TECHNOLOGY INTERNATIONAL	2,059.55
12425	01/16/13	ROSEN PUBLISHING, INC.	79.80
12426	01/16/13	RUNCO OFFICE SUPPLY	933.63
12427	01/16/13	SHEET MUSIC PLUS	566.37
12428	01/16/13	SOMETHING FISHY INC	46.00
12429	01/16/13	SPEED-E-KLEEN, INC.	150.00
12430	01/16/13	STANDARD & POOR'S	4,265.84
12431	01/16/13	STANDBY ELECTRICAL SYSTEMS	1,620.00
12432	01/16/13	STAR BRIGHT BOOKS, INC.	102.10
12433	01/16/13	WAREHOUSE DIRECT	209.62
12434	01/16/13	WORLD BOOK DIRECT MARKETING	47.08
12435	01/16/13	WORLD BOOK INCORPORATED	1,218.00
50372	12/31/12	NEXTEL	193.68
50373	12/31/12	CALL ONE	277.32
50374	12/31/12	AT&T	516.33
50375	12/31/12	COMCAST CABLE	1.65
50376	12/31/12	LEVEL(3) COMMUNICATIONS, LLC.	470.47
50377	12/31/12	NEO-POST	1,000.00
50378	12/31/12	NICOR GAS	1,044.19
50379	12/31/12	WOW! INTERENT CABLE	120.29
50380	12/31/12	PRO DATA	662.92
50381	12/31/12	IMRF	33,652.81

0399

All checkbooks
December 2012

Des Plaines Public Library
Check Register

DESPLANSLIB
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Check Number	Check Date	Payee	Amount
Total checks	61	Total	<u>208,053.14</u>

All Checkbooks
All check dates

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB
Page 1

Vendor Name	Chk. No.	Check Date	Amount
3m, Inc.	12388	01/16/13	4,148.31
Account No.	Description	Amount	
201-5970100	Invoice # UM10662	4,148.31	
ANDERSON LOCK CO LTD	12389	01/16/13	516.00
Account No.	Description	Amount	
201-5930020	Invoice # 0699119	51.00	
201-5930020	Invoice # 7036538	465.00	
ARCADIA PUBLISHING	12390	01/16/13	1,398.56
Account No.	Description	Amount	
201-5970620	Invoice # 20392934	1,398.56	
BAKER & TAYLOR	12385	01/16/13	17,988.53
Account No.	Description	Amount	
201-5960990	Invoice # M05839490	8.97	
201-5960990	Invoice # M02274210	2.99	
201-5960990	Invoice # 2027670208	25.77	
201-5960990	Invoice # 2027731375	11.55	
201-5960990	Invoice # 2027724857	1.77	
201-5960990	Invoice # 2027721524	9.00	
201-5960990	Invoice # 2027716669	8.52	
201-5960990	Invoice # 2027731561	14.20	
201-5960990	Invoice # 2027731333	9.60	
201-5960990	Invoice # 2027704047	1.50	
201-5960990	Invoice # 2027711971	4.50	
201-5960990	Invoice # 2027704009	5.77	
201-5960990	Invoice # 2027697961	9.00	
201-5960990	Invoice # 2027716683	1.70	
201-5960990	Invoice # 2027724772	20.40	
201-5960990	Invoice # 2027660044	1.62	
201-5960990	Invoice # 2027649385	2.84	
201-5960990	Invoice # 2027669915	11.74	
201-5960990	Invoice # 2027669914	116.29	
201-5960990	Invoice # 2027670269	0.32	
201-5960990	Invoice # 2027670246	21.80	
201-5960990	Invoice # 2027683121	2.55	
201-5960990	Invoice # 2027675799	3.00	
201-5960990	Invoice # 2027683119	3.00	
201-5960990	Invoice # 2027675821	1.70	
201-5960990	Invoice # 2027683150	1.47	
201-5960990	Invoice # 2027669853	26.64	
201-5960990	Invoice # 2027704050	9.12	
201-5960990	Invoice # 2027701026	5.20	
201-5960990	Invoice # 2027687909	5.68	
201-5960990	Invoice # 2027683066	3.00	
201-5960990	Invoice # 2027683169	3.85	
201-5960990	Invoice # 2027715332	2.80	
201-5960990	Invoice # 2027701087	24.90	
201-5960990	Invoice # 2027701024	20.30	
201-5960990	Invoice # 2027703955	4.70	
201-5960990	Invoice # 2027711936	0.32	
201-5960990	Invoice # 2027721531	9.00	
201-5960990	Invoice # 2027725064	22.68	
201-5960990	Invoice # 2027721522	19.44	
201-5960990	Invoice # 2027716780	49.65	
201-5960990	Invoice # 2027716758	89.90	
201-5960990	Invoice # 2027635254	8.37	
201-5960990	Invoice # 2027635384	9.00	
201-5960990	Invoice # 2027630657	2.75	
201-5960990	Invoice # 2027644101	6.00	
201-5960990	Invoice # 2027647466	1.50	
201-5960990	Invoice # 2027647451	2.55	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027647344		22.50
201-5960990	Invoice # 2027647469		45.55
201-5960990	Invoice # 2027726142		5.55
201-5960990	Invoice # 2027728331		65.05
201-5960990	Invoice # 2027733190		2.80
201-5960990	Invoice # 2027666934		10.25
201-5960990	Invoice # 2027682960		2.10
201-5960990	Invoice # 2027699739		2.80
201-5960990	Invoice # 2027695209		30.00
201-5960990	Invoice # 2027687567		20.70
201-5960990	Invoice # 2027708860		27.45
201-5960990	Invoice # 2027698987		8.20
201-5960990	Invoice # 2027648628		43.63
201-5960990	Invoice # 2027648629		2.80
201-5960990	Invoice # 2027641096		150.75
201-5960990	Invoice # 2027661336		178.55
201-5960990	Invoice # 2027657018		40.50
201-5960990	Invoice # 2027700448		24.00
201-5960990	Invoice # 2027644140		9.30
201-5960990	Invoice # 2027659126		3.00
201-5960990	Invoice # 2027660038		3.00
201-5960990	Invoice # 2027657017		822.76
201-5960990	Invoice # 2027670230		20.10
201-5960990	Invoice # 2027670436		65.60
201-5960990	Invoice # 2027659132		3.40
201-5960990	Invoice # 2027703988		12.60
201-5960990	Invoice # 2027704059		8.85
201-5970600	Invoice # 2027695208		625.61
201-5970600	Invoice # 2027687566		350.06
201-5970600	Invoice # 2027708859		448.73
201-5970600	Invoice # 2027698986		188.28
201-5970600	Invoice # 2027700447		490.80
201-5970600	Invoice # 2027661305		380.90
201-5970600	Invoice # 2027641095		2,318.95
201-5970600	Invoice # 2027661335		1,906.76
201-5970600	Invoice # 2027670208		253.27
201-5970600	Invoice # 2027731375		95.30
201-5970600	Invoice # 2027724857		21.95
201-5970600	Invoice # 2027721524		90.99
201-5970600	Invoice # 2027716669		25.19
201-5970600	Invoice # 2027731561		40.62
201-5970600	Invoice # 2027731333		104.02
201-5970600	Invoice # 2027704047		14.20
201-5970600	Invoice # 2027711971		46.01
201-5970600	Invoice # 2027704009		9.55
201-5970600	Invoice # 2027697961		94.37
201-5970600	Invoice # 2027716683		17.02
201-5970600	Invoice # 2027724772		88.51
201-5970600	Invoice # 2027660044		14.19
201-5970600	Invoice # 2027649385		4.77
201-5970600	Invoice # 2027669915		95.93
201-5970600	Invoice # 2027669914		260.05
201-5970600	Invoice # 2027670269		14.92
201-5970600	Invoice # 2027670246		422.24
201-5970600	Invoice # 2027683121		90.67
201-5970600	Invoice # 2027675799		19.30
201-5970600	Invoice # 2027683119		23.86
201-5970600	Invoice # 2027675821		36.34
201-5970600	Invoice # 2027683150		31.42
201-5970600	Invoice # 2027669853		65.70
201-5970600	Invoice # 2027704050		99.81
201-5970600	Invoice # 2027701026		29.66
201-5970600	Invoice # 2027687909		10.74

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Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027683066		14.75
201-5970600	Invoice # 2027683169		33.09
201-5970600	Invoice # 2027715332		11.94
201-5970600	Invoice # 2027701087		273.89
201-5970600	Invoice # 2027701024		179.12
201-5970600	Invoice # 2027703955		42.16
201-5970600	Invoice # 2027711936		19.42
201-5970600	Invoice # 2027721531		90.99
201-5970600	Invoice # 2027725064		220.48
201-5970600	Invoice # 2027721522		188.74
201-5970600	Invoice # 2027716780		417.25
201-5970600	Invoice # 2027716758		783.24
201-5970600	Invoice # 2027635254		25.09
201-5970600	Invoice # 2027635384		91.11
201-5970600	Invoice # 2027630657		16.23
201-5970600	Invoice # 2027644101		43.46
201-5970600	Invoice # 2027647466		9.65
201-5970600	Invoice # 2027647451		54.51
201-5970600	Invoice # 2027647344		193.55
201-5970600	Invoice # 2027647469		389.30
201-5970600	Invoice # 2027726141		81.57
201-5970600	Invoice # 2027728330		1,115.96
201-5970600	Invoice # 2027733189		41.83
201-5970600	Invoice # 0000138212		113.77
201-5970600	Invoice # 2027666933		224.35
201-5970600	Invoice # 2027682959		34.06
201-5970600	Invoice # 2027699738		44.77
201-5970600	Invoice # 2027644140		193.37
201-5970600	Invoice # 2027659126		18.15
201-5970600	Invoice # 2027660038		19.30
201-5970600	Invoice # 2027657017		822.76
201-5970600	Invoice # 2027670230		153.13
201-5970600	Invoice # 2027670436		625.21
201-5970600	Invoice # 2027659132		52.22
201-5970600	Invoice # 2027703988		135.68
201-5970600	Invoice # 2027704059		77.18
201-5970610	Invoice # M05839490		34.81
201-5970610	Invoice # M02274210		11.04

BANKCARD SERVICES

12386 01/16/13 10,499.97

Account No.	Description	Amount
201-5920202	VISA - December	50.00
201-5920204	VISA - December	520.00
201-5920220	VISA - December	4,081.00
201-5960210	VISA - December	289.37
201-5960210	VISA - December	351.08
201-5960210	VISA - December	146.13
201-5960990	VISA - December	53.85
201-5970100	VISA - December	402.68
201-5970100	VISA - December	1,433.25
201-5970110	VISA - December	63.47
201-5970115	VISA - December	500.00
201-5970115	VISA - December	131.01
201-5970600	VISA - December	285.44
201-5970600	VISA - December	206.77
201-5970600	VISA - December	213.95
201-5970630	VISA - December	83.97
202-5990990	VISA - December	1,688.00

BARCODE GIANT

12391 01/16/13 61.62

Account No.	Description	Amount
201-5970115	Invoice # 510710	61.62

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Vendor Name	Chk. No.	Check Date	Amount
C D W GOVERNMENT INCORPORATED	12392	01/16/13	2,432.14
Account No.	Description	Amount	
201-5970100	Invoice # T849186	150.87	
201-5970100	Invoice # T662432	164.53	
201-5970100	Invoice # V365698	167.05	
201-5970100	Invoice # V047567	402.02	
201-5980410	Invoice # T853008	190.58	
201-5980410	Invoice # V236021	158.09	
201-5980420	Invoice # V778574	1,199.00	
CHICAGO OFFICE TECHNOLOGY GROUP	12393	01/16/13	405.07
Account No.	Description	Amount	
201-5930010	Invoice # 175250	117.55	
201-5930010	Invoice # 175263	244.40	
201-5930010	Invoice # 174239	43.12	
CHILDREN'S PLUS, INC.	12394	01/16/13	152.44
Account No.	Description	Amount	
201-5970600	Invoice # 088879	17.81	
201-5970600	Invoice # 089164	134.63	
CITY OF DES PLAINES	12395	01/16/13	690.72
Account No.	Description	Amount	
201-5970500	Bill Dated 12/17/12	690.72	
COOPERATIVE COMPUTER SERVICES	12396	01/16/13	1,410.71
Account No.	Description	Amount	
201-5920140	OCLC JED Profile December	1,410.71	
CRYSTAL MANAGEMENT & MAINT. SERV	12397	01/16/13	3,750.00
Account No.	Description	Amount	
201-5930020	Invoice # 20970	3,750.00	
CYBOR FIRE PROTECTION CO.	12398	01/16/13	615.00
Account No.	Description	Amount	
201-5930020	Invoice # 56635	615.00	
D & Z HOUSE OF BOOKS INCORPORATED	12399	01/16/13	1,517.49
Account No.	Description	Amount	
201-5970600	Invoice # 2012/1039179	1,014.40	
201-5970600	Invoice # 2012/1038465	503.09	
D.K. AGENCIES (P) LTD.	12400	01/16/13	249.90
Account No.	Description	Amount	
201-5970600	Invoice # DKBF-2872-12	249.90	
DEMCO EDUCATIONAL CORP	12401	01/16/13	2,024.00
Account No.	Description	Amount	
201-5970100	Invoice # 4824315	33.38	
201-5970100	Invoice # 4827757	1,776.86	
201-5980600	Invoice # 4819347	213.76	
EBSCO SUBSCRIPTION SVC	12402	01/16/13	28,012.81
Account No.	Description	Amount	
201-5970620	Invoice # 1420081	27.95	
201-5970620	Invoice # 0054576	11.00	
201-5970620	Invoice # 0054577	43.03	
201-5970620	Invoice # 1384295	27,930.83	
ENVIRONMENTS THAT WORK	12403	01/16/13	6,776.00
Account No.	Description	Amount	
201-5980600	Invoice # 12-6838	3,216.00	
201-5980600	Invoice # 12-6839	3,560.00	

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Vendor Name	Chk. No.	Check Date	Amount
FEDERAL EXPRESS	12404	01/16/13	25.82
Account No. Description		Amount	
201-5970260 Invoice # 2-125-34261		25.82	
GALE, INC.	12405	01/16/13	1,154.80
Account No. Description		Amount	
201-5970600 Invoice # 97973618		255.04	
201-5970640 Invoice # 98103805		299.92	
201-5970640 Invoice # 97969750		599.84	
ILLINOIS LIGHTING, INC.	12406	01/16/13	2,107.00
Account No. Description		Amount	
201-5930020 Invoice # 14543		2,107.00	
ILLINOIS PUMP, INC.	12407	01/16/13	1,293.05
Account No. Description		Amount	
201-5930020 Invoice # S-8464		295.00	
201-5930020 Invoice # S-8465		998.05	
KOS HOME IMPROVEMENT	12408	01/16/13	4,860.00
Account No. Description		Amount	
201-5930020 Invoice # 19		4,860.00	
LAUTERBACH & AMEN, LLP.	12409	01/16/13	1,430.00
Account No. Description		Amount	
201-5920110 Invoice No. 29908		1,430.00	
LIMRICC	12410	01/16/13	35,266.74
Account No. Description		Amount	
201-2401002 December 2012		35,266.74	
McQuay Service, Inc	12411	01/16/13	1,089.75
Account No. Description		Amount	
201-5930020 Invoice # 2586171		1,089.75	
MDR	12412	01/16/13	103.00
Account No. Description		Amount	
201-5970640 Invoice # 1375877		103.00	
MENARDS	12413	01/16/13	247.61
Account No. Description		Amount	
201-5970115 Invoice # 9371		247.61	
MIDWEST TAPE	12387	01/16/13	9,954.88
Account No. Description		Amount	
201-5960990 Invoice # 90612595		31.05	
201-5960990 Invoice # 90602004		11.55	
201-5960990 Invoice # 90601963		7.70	
201-5960990 Invoice # 90601961		3.70	
201-5960990 Invoice # 90634290		19.25	
201-5960990 Invoice # 90634137		5.55	
201-5960990 Invoice # 90635802		7.70	
201-5960990 Invoice # 90628599		482.40	
201-5960990 Invoice # 90612387		9.75	
201-5960990 Invoice # 90612598		6.50	
201-5960990 Invoice # 90598269		35.65	
201-5960990 Invoice # 90630223		35.75	
201-5960990 Invoice # 90586582		35.75	
201-5960990 Invoice # 90602002		39.00	
201-5960990 Invoice # 90602005		6.50	
201-5960990 Invoice # 90598340		152.85	
201-5960990 Invoice # 90590707		208.65	

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Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 90634139		38.00
201-5960990	Invoice # 90634291		6.50
201-5960990	Invoice # 90631507		215.75
201-5960990	Invoice # 90635800		3.45
201-5960990	Invoice # 90630220		139.35
201-5960990	Invoice # 90630221		1.85
201-5960990	Invoice # 90612597		3.70
201-5960990	Invoice # 90612595		31.05
201-5970610	Invoice # 90612595		102.97
201-5970610	Invoice # 90602004		42.72
201-5970610	Invoice # 90601963		25.18
201-5970610	Invoice # 90601961		64.98
201-5970610	Invoice # 90634290		43.45
201-5970610	Invoice # 90634137		121.97
201-5970610	Invoice # 90635802		25.33
201-5970610	Invoice # 90606343		173.97
201-5970610	Invoice # 90606341		67.48
201-5970610	Invoice # 90637975		143.18
201-5970610	Invoice # 90630220		452.64
201-5970610	Invoice # 90630221		39.99
201-5970610	Invoice # 90612597		35.98
201-5970610	Invoice # 90612595		102.97
201-5970630	Invoice # 90628599		2,610.96
201-5970630	Invoice # 90612387		59.97
201-5970630	Invoice # 90612598		38.48
201-5970630	Invoice # 90598269		253.90
201-5970630	Invoice # 90630223		251.89
201-5970630	Invoice # 90586582		173.91
201-5970630	Invoice # 90602002		269.88
201-5970630	Invoice # 90602005		53.98
201-5970630	Invoice # 90598340		864.29
201-5970630	Invoice # 90590707		1,149.23
201-5970630	Invoice # 90634139		172.40
201-5970630	Invoice # 90634291		45.98
201-5970630	Invoice # 90631507		1,003.76
201-5970630	Invoice # 90635800		22.49
NORMAN ELECTRICAL CONSTRUCTION	12414	01/16/13	2,900.00
Account No.	Description	Amount	
201-5930020	Invoice # 21912	2,280.00	
201-5930020	Invoice # 21913	620.00	
OFFICE DEPOT	12415	01/16/13	206.49
Account No.	Description	Amount	
201-5970100	Invoice # 63533888001	47.54	
202-5990990	Invoice # 63522258001	158.95	
OUTSOURCE SOLUTIONS GROUP, INC.	12416	01/16/13	11,442.01
Account No.	Description	Amount	
201-5960990	Invoice # 16149	628.71	
201-5980420	Invoice # 16230	8,432.50	
201-5980420	Invoice # 16210	2,380.80	
OVERDRIVE, INC.	12417	01/16/13	964.24
Account No.	Description	Amount	
201-5970650	Inv1018-105947883-122012	103.95	
201-5970650	Inv1018-183949087-121812	648.35	
201-5970650	Inv1018-170418600-122612	10.00	
201-5970650	Inv1018170322130-122612	201.94	
OVERHEAD DOOR SOLUTIONS, INC.	12418	01/16/13	960.00
Account No.	Description	Amount	
201-5930020	Invoice # 6628	960.00	

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Vendor Name	Chk. No.	Check Date	Amount
PADDOCK PUBLICATIONS, INC.	12419	01/16/13	263.00
Account No.	Description	Amount	
201-5970620		175.00	
201-5970620		88.00	
PRESTIGE DISTRIBUTION, INC.	12420	01/16/13	1,237.12
Account No.	Description	Amount	
201-5930020	Invoice # 5848	400.00	
201-5970170	Invoice # 5872	272.00	
201-5970170	Invoice # 5811	565.12	
RECORDED BOOKS, LLC	12421	01/16/13	69.51
Account No.	Description	Amount	
201-5970610	Invoice # 74644979	41.84	
201-5970610	Invoice # 74645493	27.67	
REPUBLIC SERVICES	12422	01/16/13	229.00
Account No.	Description	Amount	
201-5930490	Invoice# 0551-009879085	229.00	
REPUBLIC SERVICES	12423	01/16/13	362.20
Account No.	Description	Amount	
201-5930490	Invoice # 0551-009885499	362.20	
RESEARCH TECHNOLOGY INTERNATION	12424	01/16/13	2,059.55
Account No.	Description	Amount	
201-5930010	Invoice # 171333	990.00	
201-5930010	Invoice # 171332	425.00	
201-5970100	Invoice # 171585	644.55	
ROSEN PUBLISHING, INC.	12425	01/16/13	79.80
Account No.	Description	Amount	
201-5970600	Invoice # 555021	79.80	
RUNCO OFFICE SUPPLY	12426	01/16/13	933.63
Account No.	Description	Amount	
201-5970100	Invoice # 530746-1	9.72	
201-5970100	Invoice # 529464-1	37.94	
201-5970100	Invoice # C 529464-1	-37.94	
201-5970100	Invoice # 530746-0	47.14	
201-5970100	Invoice # 530926-0	563.18	
201-5970100	Invoice # 528615-0	116.19	
201-5970100	Invoice # 529775-0	37.94	
201-5970100	Invoice # 529464-0	159.46	
SHEET MUSIC PLUS	12427	01/16/13	566.37
Account No.	Description	Amount	
201-5970600	Invoice # 12930	555.34	
201-5970600	Invoice 3 12936	11.03	
SOMETHING FISHY INC	12428	01/16/13	46.00
Account No.	Description	Amount	
201-5960990	Invoice # 0139	46.00	
SPEED-E-KLEEN, INC.	12429	01/16/13	150.00
Account No.	Description	Amount	
201-5930320	Invoice # 3756	150.00	
STANDARD & POOR'S	12430	01/16/13	4,265.84
Account No.	Description	Amount	
201-5970640	Invoice # 30542360	4,265.84	

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Vendor Name	Chk. No.	Check Date	Amount
STANDBY ELECTRICAL SYSTEMS	12431	01/16/13	1,620.00
Account No. Description		Amount	
201-5930020 Invoice # 12-1625		1,620.00	
STAR BRIGHT BOOKS, INC.	12432	01/16/13	102.10
Account No. Description		Amount	
201-5970600 Invoice # 43451		102.10	
WAREHOUSE DIRECT	12433	01/16/13	209.62
Account No. Description		Amount	
201-5970100 Invoice # 1789109-0		103.34	
201-5970100 Invoice # 1774815-0		106.28	
WORLD BOOK DIRECT MARKETING	12434	01/16/13	47.08
Account No. Description		Amount	
201-5970640		47.08	
WORLD BOOK INCORPORATED	12435	01/16/13	1,218.00
Account No. Description		Amount	
201-5970640 Invoice # 0001456886		1,218.00	
		TOTAL	<u>170,113.48</u>

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Vendor Name	Chk. No.	Check Date	Amount
NEXTEL	50372	12/31/12	193.68
Account No. 201-5920120		Description ACH	Amount 193.68
CALL ONE	50373	12/31/12	277.32
Account No. 201-5920120		Description ACH	Amount 277.32
AT&T	50374	12/31/12	516.33
Account No. 201-5920120		Description ACH	Amount 516.33
COMCAST CABLE	50375	12/31/12	1.65
Account No. 201-5920120		Description ACH	Amount 1.65
LEVEL(3) COMMUNICATIONS, LLC.	50376	12/31/12	470.47
Account No. 201-5920120		Description ACH	Amount 470.47
NEO-POST	50377	12/31/12	1,000.00
Account No. 201-5970170		Description ACH	Amount 1,000.00
NICOR GAS	50378	12/31/12	1,044.19
Account No. 201-5970810		Description	Amount 1,044.19
WOW! INTERENT CABLE	50379	12/31/12	120.29
Account No. 201-5920120		Description ACH	Amount 120.29
PRO DATA	50380	12/31/12	662.92
Account No. 201-5920110		Description PRO DATA FEES 12/15	Amount 422.44
Account No. 201-5920110		Description PRO DATA FEES 12/31	Amount 240.48
IMRF	50381	12/31/12	33,652.81
Account No. 201-2401002		Description 12/2012 EE IMRF Contrib	Amount 8,328.12
Account No. 201-5918021		Description 12/2012 ER IMRF Contrib	Amount 25,324.69
		TOTAL.	<u>37,939.66</u>

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Check Number	Check Date	Payee	Amount
Checks			
12385	01/16/13	BAKER & TAYLOR	17,988.53
12386	01/16/13	BANKCARD SERVICES	10,499.97
12387	01/16/13	MIDWEST TAPE	9,954.88
12388	01/16/13	3m, Inc.	4,148.31
12389	01/16/13	ANDERSON LOCK CO LTD	516.00
12390	01/16/13	ARCADIA PUBLISHING	1,398.56
12391	01/16/13	BARCODE GIANT	61.62
12392	01/16/13	C D W GOVERNMENT INCORPORATED	2,432.14
12393	01/16/13	CHICAGO OFFICE TECHNOLOGY GROUP	405.07
12394	01/16/13	CHILDREN'S PLUS, INC.	152.44
12395	01/16/13	CITY OF DES PLAINES	690.72
12396	01/16/13	COOPERATIVE COMPUTER SERVICES	1,410.71
12397	01/16/13	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,750.00
12398	01/16/13	CYBOR FIRE PROTECTION CO.	615.00
12399	01/16/13	D & Z HOUSE OF BOOKS INCORPORATED	1,517.49
12400	01/16/13	D.K. AGENCIES (P) LTD.	249.90
12401	01/16/13	DEMCO EDUCATIONAL CORP	2,024.00
12402	01/16/13	EBS CO SUBSCRIPTION SVC	28,012.81
12403	01/16/13	ENVIRONMENTS THAT WORK	6,776.00
12404	01/16/13	FEDERAL EXPRESS	25.82
12405	01/16/13	GALE, INC.	1,154.80
12406	01/16/13	ILLINOIS LIGHTING, INC.	2,107.00
12407	01/16/13	ILLINOIS PUMP, JNC.	1,293.05
12408	01/16/13	KOS HOME IMPROVEMENT	4,860.00
12409	01/16/13	LAUTERBACH & AMEN, LLP.	1,430.00
12410	01/16/13	LIMRICC	35,266.74
12411	01/16/13	McQuay Service, Inc	1,089.75
12412	01/16/13	MDR	103.00
12413	01/16/13	MENARDS	247.61
12414	01/16/13	NORMAN ELECTRICAL CONSTRUCTION CO	2,900.00
12415	01/16/13	OFFICE DEPOT	206.49
12416	01/16/13	OUTSOURCE SOLUTIONS GROUP, INC.	11,442.01
12417	01/16/13	OVERDRIVE, INC.	964.24
12418	01/16/13	OVERHEAD DOOR SOLUTIONS, INC.	960.00
12419	01/16/13	PADDOCK PUBLICATIONS, INC.	263.00
12420	01/16/13	PRESTIGE DISTRIBUTION, INC.	1,237.12
12421	01/16/13	RECORDED BOOKS, LLC	69.51
12422	01/16/13	REPUBLIC SERVICES	229.00
12423	01/16/13	REPUBLIC SERVICES	362.20
12424	01/16/13	RESEARCH TECHNOLOGY INTERNATIONAL	2,059.55
12425	01/16/13	ROSEN PUBLISHING, INC.	79.80
12426	01/16/13	RUNCO OFFICE SUPPLY	933.63
12427	01/16/13	SHEET MUSIC PLUS	566.37
12428	01/16/13	SOMETHING FISHY INC	46.00
12429	01/16/13	SPEED-E-KLEEN, INC.	150.00
12430	01/16/13	STANDARD & POOR'S	4,265.84
12431	01/16/13	STANDBY ELECTRICAL SYSTEMS	1,620.00
12432	01/16/13	STAR BRIGHT BOOKS, INC.	102.10
12433	01/16/13	WAREHOUSE DIRECT	209.62
12434	01/16/13	WORLD BOOK DIRECT MARKETING	47.08
12435	01/16/13	WORLD BOOK INCORPORATED	1,218.00
12436	01/16/13	ALEXANDER STREET PRESS, LLC.	1,098.00
12437	01/16/13	AMY ALESSIO	350.00
12438	01/16/13	BANC OF AMERICA LEASING	2,005.00
12439	01/16/13	BRAINFUSE INCORPORATED	9,000.00
12440	01/16/13	CRYSTAL MANAGEMENT & MAINT. SERVICES	3,340.00
12441	01/16/13	EARLY ADVANTAGE	2,000.00
12442	01/16/13	EVANCED SOLUTIONS, INC.	657.00
12443	01/16/13	INNOVATION EXPERTS	12,155.00
12444	01/16/13	JOSEPH STEFANTIS	200.00
12445	01/16/13	Lyngsoe Systems, Inc	25,125.00

All checkbooks
01/16/13-01/16/13

Des Plaines Public Library
Check Register

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Check Number	Check Date	Payee	Amount
12446	01/16/13	NEWSBANK	13,675.00
12447	01/16/13	OUTSOURCE SOLUTIONS GROUP, INC.	27,363.33
12448	01/16/13	PROQUEST LLC	22,549.50
12449	01/16/13	RED HAWK FIRE SECURTY SYSTEMS, LLC.	76.32
12450	01/16/13	TIMOTHY HASKELL	125.00
12451	01/16/13	WORLD BOOK INCORPORATED	2,397.00
Total checks	67		<u>292,230.63</u>
		Total	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3m, Inc.	12388	01/16/13	4,148.31
Account No.	Description	Amount	
201-5970100	Invoice # UM10662	4,148.31	
ALEXANDER STREET PRESS, LLC.	12436	01/16/13	1,098.00
Account No.	Description	Amount	
201-5970650	Invoice # 034997	1,098.00	
AMY ALESSIO	12437	01/16/13	350.00
Account No.	Description	Amount	
201-5960210	Program on 2/28/13	350.00	
ANDERSON LOCK CO LTD	12389	01/16/13	516.00
Account No.	Description	Amount	
201-5930020	Invoice # 0699119	51.00	
201-5930020	Invoice # 7036538	465.00	
ARCADIA PUBLISHING	12390	01/16/13	1,398.56
Account No.	Description	Amount	
201-5970620	Invoice # 20392934	1,398.56	
BAKER & TAYLOR	12385	01/16/13	17,988.53
Account No.	Description	Amount	
201-5960990	Invoice # M05839490	8.97	
201-5960990	Invoice # M02274210	2.99	
201-5960990	Invoice # 2027670208	25.77	
201-5960990	Invoice # 2027731375	11.55	
201-5960990	Invoice # 2027724857	1.77	
201-5960990	Invoice # 2027721524	9.00	
201-5960990	Invoice # 2027716669	8.52	
201-5960990	Invoice # 2027731561	14.20	
201-5960990	Invoice # 2027731333	9.60	
201-5960990	Invoice # 2027704047	1.50	
201-5960990	Invoice # 2027711971	4.50	
201-5960990	Invoice # 2027704009	5.77	
201-5960990	Invoice # 2027697961	9.00	
201-5960990	Invoice # 2027716683	1.70	
201-5960990	Invoice # 2027724772	20.40	
201-5960990	Invoice # 2027660044	1.62	
201-5960990	Invoice # 2027649385	2.84	
201-5960990	Invoice # 2027669915	11.74	
201-5960990	Invoice # 2027669914	116.29	
201-5960990	Invoice # 2027670269	0.32	
201-5960990	Invoice # 2027670246	21.80	
201-5960990	Invoice # 2027683121	2.55	
201-5960990	Invoice # 2027675799	3.00	
201-5960990	Invoice # 2027683119	3.00	
201-5960990	Invoice # 2027675821	1.70	
201-5960990	Invoice # 2027683150	1.47	
201-5960990	Invoice # 2027669853	26.64	
201-5960990	Invoice # 2027704050	9.12	
201-5960990	Invoice # 2027701026	5.20	
201-5960990	Invoice # 2027687909	5.68	
201-5960990	Invoice # 2027683066	3.00	
201-5960990	Invoice # 2027683169	3.85	
201-5960990	Invoice # 2027715332	2.80	
201-5960990	Invoice # 2027701087	24.90	
201-5960990	Invoice # 2027701024	20.30	
201-5960990	Invoice # 2027703955	4.70	
201-5960990	Invoice # 2027711936	0.32	
201-5960990	Invoice # 2027721531	9.00	
201-5960990	Invoice # 2027725064	22.68	
201-5960990	Invoice # 2027721522	19.44	

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2027716780		49.65
201-5960990	Invoice # 2027716758		89.90
201-5960990	Invoice # 2027635254		8.37
201-5960990	Invoice # 2027635384		9.00
201-5960990	Invoice # 2027630657		2.75
201-5960990	Invoice # 2027644101		6.00
201-5960990	Invoice # 2027647466		1.50
201-5960990	Invoice # 2027647451		2.55
201-5960990	Invoice # 2027647344		22.50
201-5960990	Invoice # 2027647469		45.55
201-5960990	Invoice # 2027726142		5.55
201-5960990	Invoice # 2027728331		65.05
201-5960990	Invoice # 2027733190		2.80
201-5960990	Invoice # 2027666934		10.25
201-5960990	Invoice # 2027682960		2.10
201-5960990	Invoice # 2027699739		2.80
201-5960990	Invoice # 2027695209		30.00
201-5960990	Invoice # 2027687567		20.70
201-5960990	Invoice # 2027708860		27.45
201-5960990	Invoice # 2027698987		8.20
201-5960990	Invoice # 2027648628		43.63
201-5960990	Invoice # 2027648629		2.80
201-5960990	Invoice # 2027641096		150.75
201-5960990	Invoice # 2027661336		178.55
201-5960990	Invoice # 2027657018		40.50
201-5960990	Invoice # 2027700448		24.00
201-5960990	Invoice # 2027644140		9.30
201-5960990	Invoice # 2027659126		3.00
201-5960990	Invoice # 2027660038		3.00
201-5960990	Invoice # 2027657017		822.76
201-5960990	Invoice # 2027670250		20.10
201-5960990	Invoice # 2027670436		65.60
201-5960990	Invoice # 2027659132		3.40
201-5960990	Invoice # 2027703988		12.60
201-5960990	Invoice # 2027704059		8.85
201-5970600	Invoice # 2027695208		625.61
201-5970600	Invoice # 2027687566		350.06
201-5970600	Invoice # 2027708859		448.73
201-5970600	Invoice # 2027698986		188.28
201-5970600	Invoice # 2027700447		490.80
201-5970600	Invoice # 2027661305		380.90
201-5970600	Invoice # 2027641095		2,318.95
201-5970600	Invoice # 2027661335		1,906.76
201-5970600	Invoice # 2027670208		253.27
201-5970600	Invoice # 2027731375		95.30
201-5970600	Invoice # 2027724857		21.95
201-5970600	Invoice # 2027721524		90.99
201-5970600	Invoice # 2027716669		25.19
201-5970600	Invoice # 2027731561		40.62
201-5970600	Invoice # 2027731333		104.02
201-5970600	Invoice # 2027704047		14.20
201-5970600	Invoice # 2027711971		46.01
201-5970600	Invoice # 2027704009		9.55
201-5970600	Invoice # 2027697961		94.37
201-5970600	Invoice # 2027716683		17.02
201-5970600	Invoice # 2027724772		88.51
201-5970600	Invoice # 2027660044		14.19
201-5970600	Invoice # 2027649385		4.77
201-5970600	Invoice # 2027669915		95.93
201-5970600	Invoice # 2027669914		260.05
201-5970600	Invoice # 2027670269		14.92
201-5970600	Invoice # 2027670246		422.24
201-5970600	Invoice # 2027683121		90.67

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2027675799		19.30
201-5970600	Invoice # 2027683119		23.86
201-5970600	Invoice # 2027675821		36.34
201-5970600	Invoice # 2027683150		31.42
201-5970600	Invoice # 2027669853		65.70
201-5970600	Invoice # 2027704050		99.81
201-5970600	Invoice # 2027701026		29.66
201-5970600	Invoice # 2027687909		10.74
201-5970600	Invoice # 2027683066		14.75
201-5970600	Invoice # 2027683169		33.09
201-5970600	Invoice # 2027715332		11.94
201-5970600	Invoice # 2027701087		273.89
201-5970600	Invoice # 2027701024		179.12
201-5970600	Invoice # 2027703955		42.16
201-5970600	Invoice # 2027711936		19.42
201-5970600	Invoice # 2027721531		90.99
201-5970600	Invoice # 2027725064		220.48
201-5970600	Invoice # 2027721522		188.74
201-5970600	Invoice # 2027716780		417.25
201-5970600	Invoice # 2027716758		783.24
201-5970600	Invoice # 2027635254		25.09
201-5970600	Invoice # 2027635384		91.11
201-5970600	Invoice # 2027630657		16.23
201-5970600	Invoice # 2027644101		43.46
201-5970600	Invoice # 2027647466		9.65
201-5970600	Invoice # 2027647451		54.51
201-5970600	Invoice # 2027647344		193.55
201-5970600	Invoice # 2027647469		389.30
201-5970600	Invoice # 2027726141		81.57
201-5970600	Invoice # 2027728330		1,115.96
201-5970600	Invoice # 2027733189		41.83
201-5970600	Invoice # 0000138212		113.77
201-5970600	Invoice # 2027666933		224.35
201-5970600	Invoice # 2027682959		34.06
201-5970600	Invoice # 2027699738		44.77
201-5970600	Invoice # 2027644140		193.37
201-5970600	Invoice # 2027659126		18.15
201-5970600	Invoice # 2027660038		19.30
201-5970600	Invoice # 2027657017		822.76
201-5970600	Invoice # 2027670230		153.13
201-5970600	Invoice # 2027670436		625.21
201-5970600	Invoice # 2027659132		52.22
201-5970600	Invoice # 2027703988		135.68
201-5970600	Invoice # 2027704059		77.18
201-5970610	Invoice # M05839490		34.81
201-5970610	Invoice # M02274210		11.04
BANC OF AMERICA LEASING			
	12438	01/16/13	2,005.00
Account No.	Description	Amount	
201-5930210	Invoice # 012223412	2,005.00	
BANKCARD SERVICES			
	12386	01/16/13	10,499.97
Account No.	Description	Amount	
201-5920202	VISA - December	50.00	
201-5920204	VISA - December	520.00	
201-5920220	VISA - December	4,081.00	
201-5960210	VISA - December	289.37	
201-5960210	VISA - December	351.08	
201-5960210	VISA - December	146.13	
201-5960990	VISA - December	53.85	
201-5970100	VISA - December	402.68	
201-5970100	VISA - December	1,433.25	
201-5970110	VISA - December	63.47	

Vendor Name	Chk. No.	Check Date	Amount
201-5970115	VISA - December	500.00	
201-5970115	VISA - December	131.01	
201-5970600	VISA - December	285.44	
201-5970600	VISA - December	206.77	
201-5970600	VISA - December	213.95	
201-5970630	VISA - December	83.97	
202-5990990	VISA - December	1,688.00	
BARCODE GIANT	12391	01/16/13	61.62
Account No.	Description	Amount	
201-5970115	Invoice # 510710	61.62	
BRAINFUSE INCORPORATED	12439	01/16/13	9,000.00
Account No.	Description	Amount	
201-5970640	Invoice # 2005041	9,000.00	
C D W GOVERNMENT INCORPORATED	12392	01/16/13	2,432.14
Account No.	Description	Amount	
201-5970100	Invoice # T849186	150.87	
201-5970100	Invoice # T662432	164.53	
201-5970100	Invoice # V365698	167.05	
201-5970100	Invoice # V047567	402.02	
201-5980410	Invoice # T853008	190.58	
201-5980410	Invoice # V236021	158.09	
201-5980420	Invoice # V778574	1,199.00	
CHICAGO OFFICE TECHNOLOGY GROUP	12393	01/16/13	405.07
Account No.	Description	Amount	
201-5930010	Invoice # 175250	117.55	
201-5930010	Invoice # 175263	244.40	
201-5930010	Invoice # 174239	43.12	
CHILDREN'S PLUS, INC.	12394	01/16/13	152.44
Account No.	Description	Amount	
201-5970600	Invoice # 088879	17.81	
201-5970600	Invoice # 089164	134.63	
CITY OF DES PLAINES	12395	01/16/13	690.72
Account No.	Description	Amount	
201-5970500	Bill Dated 12/17/12	690.72	
COOPERATIVE COMPUTER SERVICES	12396	01/16/13	1,410.71
Account No.	Description	Amount	
201-5920140	OCLC JED Profile December	1,410.71	
CRYSTAL MANAGEMENT & MAINT. SERA	12397	01/16/13	3,750.00
Account No.	Description	Amount	
201-5930020	Invoice # 20970	3,750.00	
CRYSTAL MANAGEMENT & MAINT. SERA	12440	01/16/13	3,340.00
Account No.	Description	Amount	
201-5930320	Invoice # 20982	3,340.00	
CYBOR FIRE PROTECTION CO.	12398	01/16/13	615.00
Account No.	Description	Amount	
201-5930020	Invoice # 56635	615.00	
D & Z HOUSE OF BOOKS INCORPORATED	12399	01/16/13	1,517.49
Account No.	Description	Amount	
201-5970600	Invoice # 2012/1039179	1,014.40	
201-5970600	Invoice # 2012/1038465	503.09	
D.K. AGENCIES (P) LTD.	12400	01/16/13	249.90

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description 201-5970600 Invoice # DKBF-2872-12		Amount 249.90	
DEMCO EDUCATIONAL CORP	12401	01/16/13	2,024.00
Account No. Description 201-5970100 Invoice # 4824315 201-5970100 Invoice # 4827757 201-5980600 Invoice # 4819347		Amount 33.38 1,776.86 213.76	
EARLY ADVANTAGE	12441	01/16/13	2,000.00
Account No. Description 201-5970640 Invoice # 315458R01		Amount 2,000.00	
EBSCO SUBSCRIPTION SVC	12402	01/16/13	28,012.81
Account No. Description 201-5970620 Invoice # 1420081 201-5970620 Invoice # 0054576 201-5970620 Invoice # 0054577 201-5970620 Invoice # 1384295		Amount 27.95 11.00 43.03 27,930.83	
ENVIRONMENTS THAT WORK	12403	01/16/13	6,776.00
Account No. Description 201-5980600 Invoice # 12-6838 201-5980600 Invoice # 12-6839		Amount 3,216.00 3,560.00	
EVANCED SOLUTIONS, INC.	12442	01/16/13	657.00
Account No. Description 201-5980420 Invoice # 8697		Amount 657.00	
FEDERAL EXPRESS	12404	01/16/13	25.82
Account No. Description 201-5970260 Invoice # 2-125-34261		Amount 25.82	
GALE, INC.	12405	01/16/13	1,154.80
Account No. Description 201-5970600 Invoice # 97973618 201-5970640 Invoice # 98103805 201-5970640 Invoice # 97969750		Amount 255.04 299.92 599.84	
ILLINOIS LIGHTING, INC.	12406	01/16/13	2,107.00
Account No. Description 201-5930020 Invoice # 14543		Amount 2,107.00	
ILLINOIS PUMP, INC.	12407	01/16/13	1,293.05
Account No. Description 201-5930020 Invoice # S-8464 201-5930020 Invoice # S-8465		Amount 295.00 998.05	
INNOVATION EXPERTS	12443	01/16/13	12,156.00
Account No. Description 201-5920220 Invoice # MAPP13F31 201-5970640 Invoice # GVRL131228 201-5970640 Invoice # LNI11512-4		Amount 500.00 4,606.00 7,050.00	
JOSEPH STEFANTIS	12444	01/16/13	200.00
Account No. Description 201-5960210 Program on 1/27/13		Amount 200.00	
KOS HOME IMPROVEMENT	12408	01/16/13	4,860.00
Account No. Description 201-5930020 Invoice # 19		Amount 4,860.00	
LAUTERBACH & AMEN, LLP.	12409	01/16/13	1,430.00

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Vendor Name	Chk. No.	Check Date	Amount
Account No. Description			Amount
201-5920110 Invoice No. 29908			1,430.00
LIMRICC	12410	01/16/13	35,266.74
Account No. Description			Amount
201-2401002 December 2012			35,266.74
Lyngsoe Systems, Inc	12445	01/16/13	25,125.00
Account No. Description			Amount
201-5930010 Invoice # 000774			25,125.00
McQuay Service, Inc	12411	01/16/13	1,089.75
Account No. Description			Amount
201-5930020 Invoice # 2586171			1,089.75
MDR	12412	01/16/13	103.00
Account No. Description			Amount
201-5970640 Invoice # 1375877			103.00
MENARDS	12413	01/16/13	247.61
Account No. Description			Amount
201-5970115 Invoice # 9371			247.61
MIDWEST TAPE	12387	01/16/13	9,954.88
Account No. Description			Amount
201-5960990 Invoice # 90612595			31.05
201-5960990 Invoice # 90602004			11.55
201-5960990 Invoice # 90601963			7.70
201-5960990 Invoice # 90601961			3.70
201-5960990 Invoice # 90634290			19.25
201-5960990 Invoice # 90634137			5.55
201-5960990 Invoice # 90635802			7.70
201-5960990 Invoice # 90628599			482.40
201-5960990 Invoice # 90612387			9.75
201-5960990 Invoice # 90612598			6.50
201-5960990 Invoice # 90598269			35.65
201-5960990 Invoice # 90630223			35.75
201-5960990 Invoice # 90586582			35.75
201-5960990 Invoice # 90602002			39.00
201-5960990 Invoice # 90602005			6.50
201-5960990 Invoice # 90598340			152.85
201-5960990 Invoice # 90590707			208.65
201-5960990 Invoice # 90634139			38.00
201-5960990 Invoice # 90634291			6.50
201-5960990 Invoice # 90631507			215.75
201-5960990 Invoice # 90635800			3.45
201-5960990 Invoice # 90630220			139.35
201-5960990 Invoice # 90630221			1.85
201-5960990 Invoice # 90612597			3.70
201-5960990 Invoice # 90612595			31.05
201-5970610 Invoice # 90612595			102.97
201-5970610 Invoice # 90602004			42.72
201-5970610 Invoice # 90601963			25.18
201-5970610 Invoice # 90601961			64.98
201-5970610 Invoice # 90634290			43.45
201-5970610 Invoice # 90634137			121.97
201-5970610 Invoice # 90635802			25.33
201-5970610 Invoice # 90606343			175.97
201-5970610 Invoice # 90606341			67.48
201-5970610 Invoice # 90637975			143.18
201-5970610 Invoice # 90630220			452.64
201-5970610 Invoice # 90630221			39.99
201-5970610 Invoice # 90612597			35.98

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 # 90612595		102.97	
201-5970630 Invoice # 90628599		2,610.96	
201-5970630 Invoice # 90612387		59.97	
201-5970630 Invoice # 90612598		38.48	
201-5970630 Invoice # 90598269		253.90	
201-5970630 Invoice # 90630223		251.89	
201-5970630 Invoice # 90586582		173.91	
201-5970630 Invoice # 90602002		269.88	
201-5970630 Invoice # 90602005		53.98	
201-5970630 Invoice # 90598340		864.29	
201-5970630 Invoice # 90590707		1,149.23	
201-5970630 Invoice # 90634139		172.40	
201-5970630 Invoice # 90634291		45.98	
201-5970630 Invoice # 90631507		1,003.76	
201-5970630 Invoice # 90635800		22.49	
NEWSBANK	12446	01/16/13	13,675.00
Account No. Description		Amount	
201-5970640 Invoice # RN675314		13,675.00	
NORMAN ELECTRICAL CONSTRUCTION	12414	01/16/13	2,900.00
Account No. Description		Amount	
201-5930020 Invoice # 21912		2,280.00	
201-5930020 Invoice # 21913		620.00	
OFFICE DEPOT	12415	01/16/13	206.49
Account No. Description		Amount	
201-5970100 Invoice # 63533888001		47.54	
202-5990990 Invoice # 63522258001		158.95	
OUTSOURCE SOLUTIONS GROUP, INC.	12416	01/16/13	11,442.01
Account No. Description		Amount	
201-5960990 Invoice # 16149		628.71	
201-5980420 Invoice # 16230		8,432.50	
201-5980420 Invoice # 16210		2,380.80	
OUTSOURCE SOLUTIONS GROUP, INC.	12447	01/16/13	27,363.33
Account No. Description		Amount	
201-5920110 Invoice # 16298		27,083.33	
201-5960990 Invoice # 16315		280.00	
OVERDRIVE, INC.	12417	01/16/13	964.24
Account No. Description		Amount	
201-5970650 Inv1018-105947883-122012		103.95	
201-5970650 Inv1018-183949087-121812		648.35	
201-5970650 Inv1018-170418600-122612		10.00	
201-5970650 Inv1018170322130-122612		201.94	
OVERHEAD DOOR SOLUTIONS, INC.	12418	01/16/13	960.00
Account No. Description		Amount	
201-5930020 Invoice # 6628		960.00	
PADDOCK PUBLICATIONS, INC.	12419	01/16/13	263.00
Account No. Description		Amount	
201-5970620		175.00	
201-5970620		88.00	
PRESTIGE DISTRIBUTION, INC.	12420	01/16/13	1,237.12
Account No. Description		Amount	
201-5930020 Invoice # 5848		400.00	
201-5970170 Invoice # 5872		272.00	
201-5970170 Invoice # 5811		565.12	

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Vendor Checks ReportDESPLANS LIB
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Vendor Name	Chk. No.	Check Date	Amount
PROQUEST LLC	12448	01/16/13	22,549.50
Account No.	Description	Amount	
201-5970620	Invoice # 70195609	3,350.00	
201-5970620	Invoice # 60491016	3,584.50	
201-5970640	Order # US1733682	15,615.00	
RECORDED BOOKS, LLC	12421	01/16/13	69.51
Account No.	Description	Amount	
201-5970610	Invoice # 74644979	41.84	
201-5970610	Invoice # 74645493	27.67	
RED HAWK FIRE SECURITY SYSTEMS, LL	12449	01/16/13	76.32
Account No.	Description	Amount	
201-5960990	Invoice # 23549 RX	76.32	
REPUBLIC SERVICES	12422	01/16/13	229.00
Account No.	Description	Amount	
201-5930490	Invoice# 0551-009879085	229.00	
REPUBLIC SERVICES	12423	01/16/13	362.20
Account No.	Description	Amount	
201-5930490	Invoice # 0551-009885499	362.20	
RESEARCH TECHNOLOGY INTERNATION	12424	01/16/13	2,059.55
Account No.	Description	Amount	
201-5930010	Invoice # 171333	990.00	
201-5930010	Invoice # 171332	425.00	
201-5970100	Invoice # 171585	644.55	
ROSEN PUBLISHING, INC.	12425	01/16/13	79.80
Account No.	Description	Amount	
201-5970600	Invoice # 555021	79.80	
RUNCO OFFICE SUPPLY	12426	01/16/13	933.63
Account No.	Description	Amount	
201-5970100	Invoice # 530746-1	9.72	
201-5970100	Invoice # 529464-1	37.94	
201-5970100	Invoice # C 529464-1	-37.94	
201-5970100	Invoice # 530746-0	47.14	
201-5970100	Invoice # 530926-0	563.18	
201-5970100	Invoice # 528615-0	116.19	
201-5970100	Invoice # 529775-0	37.94	
201-5970100	Invoice # 529464-0	159.46	
SHEET MUSIC PLUS	12427	01/16/13	566.37
Account No.	Description	Amount	
201-5970600	Invoice # 12930	555.34	
201-5970600	Invoice 3 12936	11.03	
SOMETHING FISHY INC	12428	01/16/13	46.00
Account No.	Description	Amount	
201-5960990	Invoice # 0139	46.00	
SPEED-E-KLEEN, INC.	12429	01/16/13	150.00
Account No.	Description	Amount	
201-5930320	Invoice # 3736	150.00	
STANDARD & POOR'S	12430	01/16/13	4,265.84
Account No.	Description	Amount	
201-5970640	Invoice # 30542360	4,265.84	
STANDBY ELECTRICAL SYSTEMS	12431	01/16/13	1,620.00
Account No.	Description	Amount	

All Checkbooks
01/16/13-01/16/13

Des Plaines Public Library
Vendor Checks Report

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Vendor Name	Chk. No.	Check Date	Amount
201-5930020 Invoice # 12-1625		01/16/13	1,620.00
STAR BRIGHT BOOKS, INC.	12432	01/16/13	102.10
Account No. Description		Amount	
201-5970600 Invoice # 43451		102.10	
TIMOTHY HASKELI.	12450	01/16/13	125.00
Account No. Description		Amount	
201-5960990 Invoice # 1152013		125.00	
WAREHOUSE DIRECT	12433	01/16/13	209.62
Account No. Description		Amount	
201-5970100 Invoice # 1789109-0		103.34	
201-5970100 Invoice # 1774813-0		106.28	
WORLD BOOK DIRECT MARKETING	12434	01/16/13	47.08
Account No. Description		Amount	
201-5970640		47.08	
WORLD BOOK INCORPORATED	12435	01/16/13	1,218.00
Account No. Description		Amount	
201-5970640 Invoice # 0001456886		1,218.00	
WORLD BOOK INCORPORATED	12451	01/16/13	2,397.00
Account No. Description		Amount	
201-5970600 Invoice # 0001457163		2,397.00	
		TOTAL	<u>292,230.63</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	\$ 6,212,471	\$ 5,879,997	\$ 5,424,577	\$ 4,984,633	\$ 5,857,775	\$ 6,522,047	\$ 6,597,056	\$ 6,293,882	\$ 5,767,127	\$ 5,369,447
Revenues (M-T-D)												
Property Taxes	56,653	869,228	2,459,917	60,335	65,541	33,247	1,288,797	1,485,653	24,829	38,972	17,618	17,305
Other Revenue	15,519	14,247	14,136	16,143	14,437	38,887	16,343	17,454	29,127	75,838	16,202	27,507
	52,372	883,474	2,474,053	76,477	79,978	51,334	1,505,141	1,503,507	115,956	114,810	33,821	54,813
Expenses (M-T-D)												
Payroll & Benefits	275,312	284,788	279,847	292,000	420,980	264,415	293,155	280,456	279,892	252,381	492,690	265,285
Other Expense	339,508	164,407	103,701	124,259	205,879	127,074	171,859	165,615	120,680	156,158	167,650	139,321
Change in A/P & A/E's	(105,188)	47,059	(14,874)	(7,368)	(91,451)	99,788	(33,014)	(7,018)	38,375	(20,553)	(5,765)	27,887
	508,632	496,254	368,674	408,891	535,398	451,277	431,999	439,035	438,547	417,984	649,575	432,493
Net Increase/(Decrease)	(456,260)	387,222	2,105,579	(332,414)	(455,420)	(435,943)	673,142	1,064,272	(324,991)	(308,174)	(526,753)	(797,680)

Des Plaines Public Library
 Disbursement Reconciliation
 December 31, 2012

Total Expenses per Expense Report			<u>\$424,606.04</u>
Gross Payroll	\$213,885.71		
Benefits Expense	<u>71,399.46</u>		
Total Payroll Expenses		\$285,285.17	
Vendor Checks Report		\$170,113.48	
Vendor ACH Report		<u>37,939.66</u>	
Total expenses per payroll and vendor checks reports			<u>493,338.31</u>
		Variance	<u>68,732.27</u>
Less: (disbursements included above)			
IMRF December CK# 50381		(33,652.81)	
LIMRiCC December Insurance Premiums CK# 12410		(35,266.74)	
			(68,919.55)
Plus:			
IL Funds Epay Fees		<u>187.28</u>	
			187.28
		Variance	<u>0.00</u>

Director's Report January, 2013

Collection Development Highlights – Goal #1

You Won't Find This on Google - was held in December in the computer lab. Library users learned about the many resources that they can access for free at the library or from home on the library's web site: Consumer Reports, newspaper articles (current and historical), obituaries, census records, resume assistance, one-on-one live tutoring, language instruction and more.

Finding Credible Online Health Information- This workshop instructed library user how to search for reliable consumer health information. They learned the trusted resources our librarians use.

Consumer Reports Online – December promotion. The promotion included a large banner in the atrium and a spot on our homepage marquee tying *Consumer Reports Online* to holiday shopping. Usage of *Consumer Reports Online* in December had a 99% increase and the number of sessions were significantly higher than all prior months. The spike in usage coincided with our promotion during a month (December) that is one of our slowest for database usage.

Community Networking Highlights – Goal #2

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

Energy Impact Illinois "Buy Your House a New Sweater for the Holidays" – this presentation by local Energy Impact Illinois representative Mary Edsey included an assessment and air flow demonstration by a program contractor, who also answered questions about home heating and cooling problems. 14 people attended.

Social Services Outreach at the Library – On the first Wednesday of every month the City of Des Plaines Community Social Worker is available to meet with residents to discuss their need and to work with them to find appropriate community resources.

Lego WeDo Robotics Workshop: Dancing Birds – In partnership with NorthShore University HealthSystem children were able to build and program a set of dancing birds using the Lego WeDo Robotics Construction Set. 25 children and their parents attended.

Lifelong Learning Highlights – Goal #3

Remembering Marshall Field's – This lavish slide presentation traced the store's history from its beginnings as a dry goods store into a world class fashion and service trendsetter. The presentation was based on Leslie Goddard's book of the same title. 53 people attended.

This is How Twitter Works - Much like Facebook, Twitter quickly has become a global phenomenon. Everyone from celebrities to revolutionaries use Twitter now. This class, delved into the many features that make Twitter a fun and engaging tool. Attendees learned what a status update is, what it means to follow someone and the difference between a tweet and a message and more.

Over 100 people attended 23 computer classes the Adult Services staff offered for the public in December.

Personnel Highlights

New Employees:

Jeremy Donald, Page, 12/17/2012

Elvita McInerney, Page, 12/20/2012

Retired:

Suzanne Pirie, Manager of Technical Services, 12/31/2012

DUS PLAINES PUBLIC LIBRARY
 CASH BUDGET PROJECTION
 For the Year Ending 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	\$ 4,176,970	\$ 3,719,810	\$ 4,107,031	\$ 6,212,410	\$ 5,279,997	\$ 5,470,873	\$ 4,984,631	\$ 6,971,045	\$ 6,971,045	\$ 6,971,045	\$ 6,293,880	\$ 5,767,125			
Restricted Cash: Donations	127,454	127,454	127,454	127,454	127,454	127,454	127,454	127,454	127,454	127,454	127,454	127,454			
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			
	4,841,416	3,992,115	3,979,299	6,094,522	5,751,645	5,342,480	4,555,838	5,728,644	5,728,644	6,467,251	6,444,276	5,637,293			
Revenue (M-T-D)															
Property Taxes	36,853	849,228	2,459,917	40,335	65,541	23,247	1,288,797	1,485,053	74,829	38,972	17,618	17,306	\$ 6,438,496	6,409,046	29,450
Other Revenue	15,519	14,247	14,136	16,143	14,457	28,697	16,343	17,654	39,127	35,835	16,202	37,507	305,040	340,438	35,398
Total Revenue	52,372	863,475	2,474,053	76,478	79,998	51,944	1,305,140	1,502,707	113,956	74,807	33,820	54,813	6,743,536	6,755,534	11,000
Expenses															
Payroll & Benefits	175,312	284,788	279,847	292,000	420,290	264,415	293,155	280,436	279,892	242,361	402,690	285,265	3,041,181	3,867,470	826,289
Commodities	125,840	81,556	53,814	49,872	81,444	65,076	57,036	59,222	54,397	79,016	53,243	80,245	847,311	998,800	151,489
Capital	6,345	7,613	1,459	1,301	3,855	4,805	6,106	8,179	2,726	9,860	7,847	19,351	79,447	59,405	19,992
Contracts	193,404	73,815	51,047	71,631	74,234	56,971	83,704	89,717	61,090	64,467	61,975	37,909	920,856	998,375	77,519
Other	7,619	1,423	(7,619)	1,835	46,571	46,571	56	1,206	1,206	2,615	36,260	1,847	251,436	333,000	81,564
2012	6,300	47,059	(14,874)	(7,168)	(91,461)	99,739	(33,014)	8,498	371	(20,555)	36,260	1,847	83,045	91,300	8,255
Adjustments	(106,183)	496,254	268,674	(7,168)	(91,461)	99,739	(33,014)	(7,015)	38,375	(20,555)	36,260	1,847	509,575	509,575	0
Total Expenses	503,632	496,254	268,674	(7,168)	(91,461)	99,739	(33,014)	(7,015)	38,375	(20,555)	36,260	1,847	509,575	509,575	0
Net Increase/Decrease	(456,260)	3,927,221	2,105,379	(332,415)	(409,124)	(456,262)	873,141	1,064,223	(224,921)	(203,174)	(52,675)	(597,681)			
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	6,971,045	6,971,045	5,767,125	5,169,444			
Cash End of Month less restricted cash donations and reserves	2,892,156	2,479,236	4,884,678	4,252,109	3,942,521	3,356,238	4,229,039	5,292,919	4,987,927	4,664,577	4,137,871	3,510,114			

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	
	1/16/2013	12388	201-5970100		\$4,148.31		\$4,148.31	
				\$20,435.66	\$23,725.31	\$44,160.97	\$44,160.97	
ARC DISPOSAL COMPANY- Garbage Collection Services								
	10/16/2012	12213	201-5930490		\$721.85		\$721.85	\$250.00 Monthly
	11/21/2012	12270	201-5930490		\$351.20		\$351.20	
	12/19/2012	12373	201-5930490		\$364.36		\$364.36	
	1/16/2013	12422	201-5930490		\$229.00		\$229.00	
	1/16/2013	12423	201-5930490		\$362.20		\$362.20	
				\$0.00	\$2,028.61	\$2,028.61	\$2,028.61	
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	

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

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	12/19/2012	12344	201-5930010		\$349.13		\$349.13	
	1/16/2013	12393	201-5930010		\$405.07		\$405.07	
				<u>\$3,525.00</u>	<u>\$23,623.58</u>	\$27,148.58	\$27,148.58	
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	12057	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	
	1/16/2013	12397	201-5930320	\$3,750.00			\$3,750.00	
				<u>\$22,824.00</u>	<u>\$40,080.00</u>	\$62,904.00	\$62,904.00	
								\$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 - Annual Maintenance for the Fire Extinguishers

PS4

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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								
	10/15/2012	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								
	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		\$290.00			\$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	
	11/21/2012	12304	201-5920110		\$2,870.00		\$2,870.00	
	12/19/2012	12362	201-5920110		\$1,385.00		\$1,385.00	
	1/16/2013	12409	201-5920110		\$1,430.00		\$1,430.00	
				\$0.00	\$21,050.00	\$21,050.00	\$21,050.00	
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	
MICQUAY 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	
	9/18/2012	12182	201-5930020		\$25,367.50		\$25,367.50	
	1/16/2013	12411	201-5930020	\$1,089.75			\$1,089.75	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$5,069.03	\$25,367.50	\$30,436.53	\$30,436.53	
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	
	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	
	1/16/2013	50377	201-5970170	\$1,000.00			\$1,000.00	
				\$9,000.00	\$783.00	\$9,783.00	\$9,783.00	
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				

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	\$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	
	12/19/2012	12369	201-5920110		\$27,083.33			
	12/19/2012	12369	201-5960990	\$899.96			\$27,983.29	
	1/16/2013	12416	201-5980420	\$10,813.30				
	1/16/2013	12416	201-5960990	\$628.71			\$11,442.01	
				<u>\$35,784.14</u>	<u>\$324,999.96</u>	\$360,784.10	\$360,784.10	

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	

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	12/31/2012	50380	201-5920110		\$662.92		\$662.92	
				\$0.00	\$8,246.59	\$8,246.59	\$8,246.59	
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	
	6/20/2012	12012	201-5960990	\$114.96			\$114.96	
	12/19/2012	12377	201-5960990	\$64.99			\$64.99	
	1/16/2013	12428	201-5960990	\$46.00			\$46.00	
				\$295.93	\$1,440.00	\$1,735.93	\$1,735.93	
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

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	1/17/2012	11698	201-5930490		\$406.35			\$333.73 Monthly
	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	
						\$661,514.36		

December 2012 Statistics Report

CIRCULATION - E-MATERIALS			
THIS MONTH		YEAR TO DATE	
Dec 2012	12,348	YTD 2012	68,800
Dec 2011	788	YTD 2011	6,022
	% Change 1467.01%		% Change 1042.48%

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

CIRCULATION - GENERAL			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
Youth Services	32,371	Youth Services	450,158
Adult Services	54,731	Adult Services	722,955
TOTAL	87,102	TOTAL	1,173,113
Dec 2011		YTD 2011	
Youth Services	33,636	Youth Services	437,849
Adult Services	61,059	Adult Services	738,628
TOTAL	94,695	TOTAL	1,176,477
	% Change -8.02%		% Change -0.29%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
Youth Services	3,740	Youth Services	44,361
Adult Services	7,284	Adult Services	99,453
TOTAL	11,024	TOTAL	143,814
Dec 2011		YTD 2011	
Youth Services	1,016	Youth Services	13,901
Adult Services	7,053	Adult Services	93,222
TOTAL	8,069	TOTAL	107,123
	% Change 36.62%		% Change 34.25%

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

WIRELESS			
THIS MONTH		YEAR TO DATE	
Dec 2012	6,006	YTD 2012	75,091
Dec 2011	5,637	YTD 2011	55,673
	% Change 6.55%		% Change 34.88%
VISITS TO WEBSITE			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
From Internal IP's	3,075	From Internal IP's	42,649
From External IP's	37,803	From External IP's	490,964
TOTAL	40,878	TOTAL	533,613
Dec 2011		YTD 2011	
From Internal IP's	3,225	From Internal IP's	57,723
From External IP's	36,950	From External IP's	484,410
TOTAL	40,175	TOTAL	542,133
	% Change 1.75%		% Change -1.57%

UNIQUE VISITORS TO WEBSITE			
December 2012 Unique Visitors	18,829	YTD 2012 Unique Visitors	284,293
December 2011 Unique Visitors	23,821	YTD 2011 Unique Visitors	288,366
% Change	-20.96%	% Change	-1.41%

DATABASE USAGE			
THIS MONTH		YEAR TO DATE	
Dec 2012	10,780	YTD 2012	188,452
Dec 2011	12,396	YTD 2011	176,308
% Change	-13.04%	% Change	6.89%

LIBRARY CARD OWNERSHIP			
YTD 2012	34,440	% of Population 2012	59.00%
YTD 2011	33,768	% of Population 2011	57.90%
% Change	1.99%		

MEETING ROOM ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
Library Sponsored Prog	1,567	Library Sponsored Prog	30,681
Outside Groups	1,577	Outside Groups	20,571
Public Study Rooms	948	Public Study Rooms	13,274
Internal Meetings	100	Internal Meetings	1,200
TOTAL	4,192	TOTAL	65,726
Dec 2011		YTD 2011	
Library Sponsored Prog	1,512	Library Sponsored Prog	17,273
Outside Groups	859	Outside Groups	11,200
Public Study Rooms	1,019	Public Study Rooms	11,221
Internal Meetings	100	Internal Meetings	1,587
TOTAL	3,490	TOTAL	41,281
% Change	20.11%	% Change	59.22%

MEETING ROOM BOOKINGS			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
Library Sponsored Prog	102	Library Sponsored Prog	1,443
Outside Groups	40	Outside Groups	550
Public Study Rooms	498	Public Study Rooms	6,985
Internal Meetings	10	Internal Meetings	120
TOTAL	650	TOTAL	9,099
Dec 2011		YTD 2011	
Library Sponsored Prog	75	Library Sponsored Prog	1,142
Outside Groups	34	Outside Groups	742
Public Study Rooms	552	Public Study Rooms	1,774
Internal Meetings	10	Internal Meetings	23
TOTAL	671	TOTAL	3,681
% Change	-3.13%	% Change	147.19%

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

OUTREACH			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
Youth Services	805	Youth Services	10,884
Adult Services	151	Adult Services	3,503
TOTAL	956	TOTAL	14,387
Dec 2011		YTD 2011	
Youth Services	570	Youth Services	8,859
Adult Services	134	Adult Services	2,634
TOTAL	704	TOTAL	11,493
% Change	36%	% Change	25%

PATRON ASSISTANCE			
THIS MONTH		YEAR TO DATE	
Dec 2012		YTD 2012	
Youth Services	2,500	Youth Services	38,372
Adult Services	11,920	Adult Services	162,938
Circulation	8,326	Circulation	93,409
TOTAL	22,746	TOTAL	294,719

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

PATRON ATTENDANCE			
THIS MONTH		YEAR TO DATE	
Dec 2012	41,265	YTD 2012	575,017
Dec 2011	44,012	YTD 2011	598,389
% Change	-6.24%	% Change	-3.91%

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	155	2,725
CD-ROMs	319	204	216	197	202	257	304	222	183	212	156	119	2,591
CDs	1,011	1,002	1,009	962	994	1,039	1,114	1,000	1,077	1,114	1,115	926	12,363
DVDs	10,618	10,211	11,180	9,765	9,409	11,692	12,346	10,815	9,167	10,540	10,645	9,606	125,994
Fiction	17,679	17,293	17,621	15,834	15,081	21,483	18,823	16,914	16,164	18,499	17,680	13,964	207,035
Foreign language	1,570	1,467	1,523	1,484	1,163	1,614	1,667	1,307	1,455	1,643	1,606	1,285	17,784
Games	49	44	58	48	40	82	66	41	53	53	56	48	638
Holiday	680	604	618	412	223	348	247	202	500	1,396	1,277	1,474	7,981
Homeschool	240	414	279	208	230	438	350	248	270	350	241	235	3,503
Large type	30	44	40	31	50	58	50	46	50	40	22	15	476
Magazines	139	119	84	119	133	186	151	142	158	139	123	180	1,673
Nonfiction	5,456	5,719	5,828	6,152	5,409	6,291	5,698	4,473	5,302	5,505	5,381	4,259	65,473
Parent collection	157	233	177	174	152	152	156	139	155	184	138	105	1,922
CHILDREN TOTAL	38,145	37,571	38,895	35,589	33,300	44,013	41,250	35,784	34,678	39,887	38,675	32,371	450,158
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	13	12	9	12	14	8	6	12	8	6	10	4	114
Audiobooks	2,119	1,977	2,123	2,070	1,949	2,174	2,192	2,280	1,989	2,149	2,081	1,658	24,761
CD-ROMs	548	469	503	436	442	445	465	454	412	499	585	554	5,812
CDs	6,905	6,449	6,690	6,088	5,958	5,830	5,528	5,694	4,978	5,867	6,340	6,063	72,390
DVDs	28,612	27,103	29,295	26,416	26,068	27,920	29,385	27,504	25,692	28,097	27,656	26,478	330,226
Fiction	8,001	7,460	8,008	7,510	7,780	8,603	8,972	8,766	7,550	7,724	7,043	6,805	94,222
Foreign language	1,429	1,436	1,514	1,315	1,300	1,391	1,509	1,532	1,198	1,158	1,118	1,031	15,931
High school	948	964	1,316	1,162	1,198	1,741	1,955	1,539	1,065	1,111	1,101	1,120	15,220
Large type	1,365	1,347	1,376	1,300	1,252	1,336	1,526	1,567	1,302	1,339	1,204	1,127	16,041
Literacy	168	197	166	146	164	150	186	239	181	169	152	162	2,080
Magazines	2,654	2,645	2,827	2,634	2,577	2,923	2,765	2,835	2,543	2,622	2,290	2,082	31,397
Nonfiction	9,878	9,850	10,179	10,060	9,459	10,000	10,152	9,935	8,859	9,748	8,994	7,647	114,761
ADULT TOTAL	62,640	59,909	64,006	59,149	58,161	62,521	64,641	62,357	55,777	60,489	58,574	54,731	722,955
SUBTOTAL	100,785	97,480	102,901	94,738	91,461	106,534	105,891	98,141	90,455	100,376	97,249	87,102	1,173,113
eMaterials	913	1,907	2,126	2,087	2,209	2,071	2,245	7,462	7,849	10,124	11,601	12,348	62,942
ILL (non consortial)	336	314	433	400	330	388	411	368	313	341	412	242	4,288
Miscellaneous	446	486	518	456	407	408	409	444	395	441	421	334	5,165
GRAND TOTAL	102,480	100,187	105,978	97,681	94,407	109,401	108,956	106,415	99,012	111,282	109,683	100,026	1,245,508
Days closed	1			1	2		1		2		1	2	10



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

BOARD OF TRUSTEES
 Minutes of the Management Committee Meeting
 December 18, 2012

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Tuesday, December 18, 2012. Chair Susan Moylan Krey called the meeting to order at 5:05 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Susan Moylan Krey, Alma Perez.

Absent: Gregory Sarlo.

Also Present: Rich Pope, Dion Kendrick, Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Carol Kidd

III. CONSIDERATION OF THE AGENDA.

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

IV. REVIEW JOB DESCRIPTIONS.

The Committee discussed minor changes to the following job descriptions:

Building & Security Services Assistant
 Monitor
 Part-time Monitor
 Circulation Services Assistant
 Part-time Circulation Services Assistant
 Graphic Artist
 Reference Services Assistant
 Reference Services Librarian
 Reference Services Librarian II

MOTION by Susan Moylan Krey, seconded by Alma Perez, to approve revisions to the following job descriptions:

1. Building & Security Services Assistant
2. Monitor
3. Part-time Monitor
4. Circulation Services Assistant
5. Part-time Circulation Services Assistant
6. Graphic Artist
7. Reference Services Assistant
8. Reference Services Librarian
9. Reference Services Librarian II

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

V. LIBRARY POLICY REVIEW – SECTION A, GENERAL POLICIES AND SECTION C, GENERAL REGULATIONS.

The Committee discussed changes to the following policies:

- A-2 Confidentiality of Records
- A-3A Citizen's Opinion
- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-5 Library System Membership
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9A Donor Form
- A-10A Ethics Statement for Public Library Trustees
- A-14 Board of Trustees Email Communications

The Committee also reviewed current policies and proposed no changes to the following policies:

- A-1 General Policy
- A-2A Officer's Request for Confidential Library Information
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-4B Guidelines for Hearings Concerning Library Materials
- A-4C Materials Reconsideration Hearing
- A-6 Vision Statement
- A-7 Statement on Professional Ethics
- A-9 Gifts and Endowments
- A-10 Bylaws of the Board of Trustees
- A-11 Organization and Operation
- A-12 Public Participation at Board Meetings
- A-12A Visitor Registration
- A-13 Internet Access Policy
- A-15 Identity Protection

MOTION by Susan Moylan Krey, seconded by Alma Perez, to approve revisions to Library Policy, Section A, General Policies, as follows:

- A-2 Confidentiality of Records
- A-3A Citizen's Opinion
- A-4 Complaints Concerning Library Materials
- A-4A Request for Reconsideration
- A-5 Library System Membership
- A-7 Statement on Professional Ethics
- A-8 Policy on Library Expenditures
- A-9A Donor Form
- A-10A Ethics Statement for Public Library Trustees
- A-14 Board of Trustees Email Communications

and to approve the following Library Policies, Section A, General Policies, as presented:

- A-1 General Policy
- A-2A Officer's Request for Confidential Library Information
- A-3 Complaints Concerning Specific Library Policies, Rules or Procedures
- A-4B Guidelines for Hearings Concerning Library Materials
- A-4C Materials Reconsideration Hearing
- A-6 Vision Statement
- A-7 Statement on Professional Ethics
- A-9 Gifts and Endowments
- A-10 Bylaws of the Board of Trustees
- A-11 Organization and Operation
- A-12 Public Participation at Board Meetings
- A-12A Visitor Registration
- A-13 Internet Access Policy
- A-15 Identity Protection

VOTE: AYES: All. NAYS: All. MOTION CARRIED.

The Committee discussed changes to the following policies:

- C-2 Material Loan Periods
- C-5 Displays and Exhibits
- C-5A Exhibit Proposal
- C-5B Letter of Acceptance
- C-5C Waiver of Responsibility
- C-5D Community Exhibit Case Guidelines
- C-6 Use of Public Bulletin Board
- C-7 Public Meeting Room Use
- C-8 Rules of Conduct

The Committee also reviewed current policies and proposed no changes to these policies, as follows:

- C-1 Registration Eligibility
- C-3 Overdue Fines
- C-4 Lost or Damaged Materials
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-11A Disability Discrimination Compliance Complaint Form
- C-12 Pass Through Costs

MOTION by Susan Moylan Krey, seconded by Alma Perez, to approve revisions to Library Policy, Section C, General Regulations, as follows:

- C-2 Material Loan Periods
- C-5 Displays and Exhibits
- C-5A Exhibit Proposal
- C-5B Letter of Acceptance
- C-5C Waiver of Responsibility
- C-5D Community Exhibit Case Guidelines
- C-6 Use of Public Bulletin Board
- C-7 Public Meeting Room Use
- C-8 Rules of Conduct

and to approve the following Library Policies, Section C, General Regulations, as presented:

- C-1 Registration Eligibility
- C-3 Overdue Fines
- C-4 Lost or Damaged Materials
- C-9 Library Hours
- C-10 Disposition of Library Materials
- C-11 ADA Grievance Procedure
- C-11A Disability Discrimination Compliance Complaint Form
- C-12 Pass Through Costs

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

MOTION by Alma Perez, seconded by Susan Moylan Krey, to adjourn the meeting.

The meeting adjourned at 6:29 p.m.

Minutes prepared by Carol Kidd

Mark Your Calendar for the 2013 ILA Trustee Forum Workshops

Saturday, February 2
Chicago Marriott Oak Brook

Saturday, March 23
Crowne Plaza Springfield

Agenda

- | | |
|-------------------------|--|
| 7:30 - 8:45 a.m. | Continental Breakfast and Networking |
| 8:45 - 9:00 a.m. | Welcome and Introductions |
| 9:00 - 10:30 a.m. | Succession and Replacement Planning
Lynn Elam, ILA Immediate Past President and
Administrative Librarian, Algonquin Area Public Library District |
| 10:30 - 10:45 a.m. | Break |
| 10:45 a.m. - 12:15 p.m. | Library Director Contracts
Kelly A. Hayden, Director, Employment Law Services/General
Counsel, Management Association |
| 12:15 - 1:30 p.m. | Lunch |
| 1:30 - 2:30 p.m. | Legislative Update
Kip Kolkmeier, ILA Legislative Consultant |
| 2:30 - 2:45 p.m. | Break |
| 2:45 - 3:45 p.m. | Legal Q&A
Phil Lenzini, Library Attorney |
| 3:45 - 4:00 p.m. | Wrap-up |

Hotel Information

Oak Brook Marriott The single/double rate is \$79, plus tax, per night. Please call 800-228-9290 or 630-573-8555 to make your reservation. Reservations must be made by Friday, January 11.

Crowne Plaza Springfield The single/double rate is \$109, plus tax, per night. Please call 877-834-3613 or 217-529-7777 to make your reservation. Reservations must be made by Friday, March 1.

Registration Information

ILA Member Registration: \$125*

Non-Member Registration: \$150*

Registration includes continental breakfast, lunch, and two snack breaks.

** Register multiple trustees and save! Register one trustee at the full price and each additional trustee from your institution will receive a \$10 registration discount. Please send a separate form to register each trustee.*

Name: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Please select your session:

Oak Brook, February 2: _____

Springfield, March 23: _____

Payment Information:

Registration Amount: _____

Method of Payment:

Check MasterCard VISA Discover AmEx

Credit Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

Deadline for registration is January 23, 2013 for Oak Brook and March 15, 2013 for Springfield. Cancellations must be received in writing before January 23 or March 15, respectively. Cancellations received after January 23/March 15 and before February 2/March 23, will receive a 50% refund. No refunds will be given for cancellations received after February 2/March 23. All cancellations are subject to a \$15 processing fee. Confirmations and additional information will be sent prior to the workshops. Send conference registration and payment to Illinois Library Association, 33 W. Grand Ave, Suite 401, Chicago, IL 60654; phone: 312-644-1896, fax: 312-644-1899.

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Des Plaines Chamber of Commerce & Industry

1401 Oakton Street • Des Plaines, IL 60018 • Telephone 847-824-4200 • Fax 847-824-7932
Email: info@dpchamber.com • www.DesPlainesChamber.com

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January 4, 2013

During February 2013, the Des Plaines Chamber of Commerce & Industry's Board of Directors *challenges* your Board of Directors to participate in the eleventh annual "FOOD FIGHT" benefiting the Des Plaines Self Help Closet and Food Pantry.

It is being held in conjunction with the Pantry's February "Have a Heart" food drive for the residents of the community. We ask your Board of Directors to encourage members to bring non-perishable food items to your regularly scheduled meetings *throughout* February.

The "Food Fight" will begin on February 1st and ends on March 1st, 2013. The organization that collects the most food (measured by weight) will have their name engraved on a special plaque. The Kiwanis Club of Des Plaines won last year. Over 6,355 pounds of food was collected in total with the participation of 11 organizations. The biggest winner will be the Des Plaines Self Help Closet & Food Pantry and those they serve.

Each organization is to contact the Food Pantry and make an appointment to schedule your time of delivery. For more information or questions please contact the Des Plaines Chamber of Commerce & Industry at 847-824-4200 or Debra Walusiak, Food Pantry Community Resource Director, at 847-337-1443.

Please complete the information below, and return to the Chamber Office, 1401 Oakton Street, Des Plaines 60018 or fax to 847-824-7932. The Chamber will provide the Food Pantry with a list of participating organizations.

Thank you!

Barbara Ryan
Executive Director

2013 February "FOOD FIGHT" Challenge

YES! Our organization will participate in the February 2013 "Food Fight" Challenge.

Organization Name _____

Contact Name _____

Address _____

Phone _____

RETURN to Des Plaines Chamber, 1401 Oakton St., Des Plaines 60018 or fax to 847-824-7932 by February 1, 2013.

23rd Annual Presidents' Day Legislative Breakfast

Monday, February 18, 2013, Arboretum Club, Buffalo Grove

The tradition continues for this highly popular breakfast with the Illinois legislative leadership for the north and northwest suburbs. Featured speakers will be: ILA President Pam Van Kirk, ILA Advocacy Committee chair Betsy Adamowski, ILA Legislative Consultant Kip Kolkmeier, and ILA Executive Director Robert P. Doyle.

Where: Monday, February 18, 2013, 8:30-10:30 am

When: Arboretum Club
Buffalo Grove, IL 60089
phone: 847-913-9112

Registration: \$25.00

Registration includes breakfast, speakers' expenses, handouts, and breakfast expenses for legislators and/or their staff.

Name: _____

Institution: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____

Method of payment:

Check or money order for \$ _____ (made payable to ILA) Amount: \$ _____

Credit Card: VISA MasterCard AMEX Discover

Account No. _____ **Expiration Date** _____

Amount: \$ _____ **Signature** _____

Registration deadline is **February 10, 2013**. Cancellations must be received in writing before February 10. No refunds will be given for cancellations received after February 10. Confirmations and additional information will be sent after the registration deadline. Send payment to the ILA Office, 33 W. Grand Ave., Suite 401, Chicago, IL 60654-6799, fax: 312-644-1899, <http://www.ila.org/events>.

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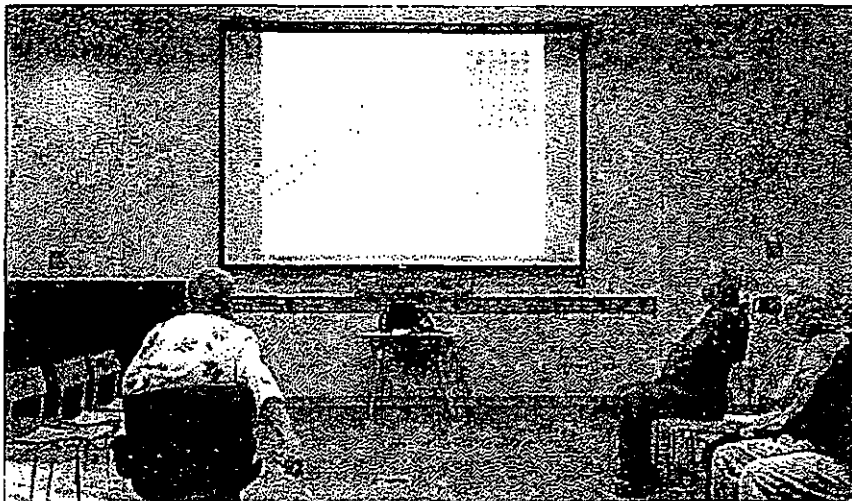
WSJ.com

THE A-HEAD | Updated January 7, 2013, 10:13 p.m. ET

Check These Out at the Library: Blacksmithing, Bowling, Butchering

To Draw Crowds, Some Facilities Offer Much More Than Books; Expanding the Tool Selection

By OWEN FLETCHER



Libraries are taking extreme measures to stay relevant in the digital era. To keep customers coming, they're hosting classes and seminars on everything from Wil to hog butchering. WSJ's Owen Fletcher reports.

Alex Pope had no qualms about the ruckus one of his employees made on a recent afternoon at the Central Resource Library in Overland Park, Kan. The fellow in a black apron and baseball cap sawed around the joint of a 120-pound pig carcass and snapped off the back leg.

"It was a pretty audible crack," said Mr. Pope. "We like to start with that one because it's pretty dramatic."



John Helling/Johnson County Library

Mr. Pope, owner of Local Pig, a butcher shop in nearby Kansas City, Mo., was at the library to give a hog-butchering demonstration to about 100 people in an event advertised as "Books and Butchers."

"If you can butcher a hog in a library, then all sorts of other things become possible," says Scan Casserley, a new county librarian for Overland Park, who dreamed up the idea.

A hogbutchering demonstration at the Overland Park, Kan., library in November.

Which raises the question: Have you checked out the library lately?

In an age where people use search engines instead of reference books and download novels on Kindles and iPads, some public libraries are taking extreme measures to stay relevant.

They are offering Zumba dance classes, seminars on landscaping and tips for holiday shopping. Besides hog-butchering, some have hosted demonstrations of blacksmithing and fly fishing. A library in Joliet, Ill., last summer held a "Star Wars Day" featuring games for kids, volunteers dressed as storm troopers and lemonade served at a mock-up of the famous Star Wars Cantina.

Ann Kuta, a 67-year-old former secretary in the financial services industry, swiftly swung her arm in an upward motion one recent Friday morning at a Des Plaines, Ill., public library. She stared intently at a giant screen as a virtual bowling ball rolled down a lane before knocking down most of the 10 virtual pins.

She pumped her fists in the air as about a dozen other seniors cheered.

Ms. Kuta is a top bowler in the biweekly Nintendo Wii bowling competitions for seniors here. She has won the admiration of her fellow players, and a trophy, for bowling two perfect games on the videogame system.



Joliet Public Library

'Star Wars Day' at the Joliet, Ill., library last summer.

"There have been ups and downs, but I always try to wear my lucky shoes," Ms. Kuta said, pointing to her white Keds.

Beyond the usual books, e-books, CDs and DVDs, some libraries are now lending out telescopes, musical instruments and electricity monitors.

The Berkeley Public Library in California, which has long offered tools like saws and demolition hammers for checkout, is expanding its selection in response to growing interest, library deputy director Doug Smith said.

"People will be coming in and getting some books or movies and then skipping over to the tool library and getting drill bits or drywall tools," he said.

Paul DeGeorge and his brother, Joe, are rarely quiet when they show up at a library. Performing as Harry and the Potters, the indie rock duo have played nearly 300 shows in libraries since 2004, with songs like "Voldemort Can't Stop the Rock" and other tunes in the key of Harry Potter.

Asked whether library patrons ever try to hush them during the band's loud shows, Paul DeGeorge said: "Usually patrons don't directly complain to us. I'm sure they complain to the librarians."

Bill Harmer, director of the district library in Chelsea, Mich., is trying to make it OK to laugh at libraries, too. In recent summers, he has hosted comedy shows on the library lawn in the small town.

"I put Chelsea in Mapquest and it was like—come on," comedian Horace H.B. Sanders told an audience seated in plastic chairs in 2010. "You go find it."

Now, Mr. Harmer is setting up a national tour of standup comics, trying to turn public libraries into new venues rivaling comedy clubs. "The only difference is that you couldn't drink and you can't smoke," he said.

Public libraries have long served as gathering places and offered a range of nonliterary programs. And those who predicted their demise "have been proved wrong," says historian Wayne Wiegand, emeritus professor of library and information studies at Florida State University.

Community-focused activities at libraries aren't new developments, he says, but rather "repetitions of what happened in the past."

Librarians say they are increasing the number and variety of programs they offer—and people seem to be responding.

Attendance at public library programs rose 29% from 2004 to 2010, as overall visits to libraries also rose, according to the most recent survey by the Institute of Museum and Library Services.



ALEX POPE

Some old-school types have mixed feelings about the push to diversify. "I hope the library doesn't turn into something that is a type of cooking-class meeting place with computers attached and no books," says Michael Gorman, former president of the American Library Association and university librarian emeritus at California State University, Fresno.

"If it appeals to youth and the youth are using the library...good luck to you," Mr. Gorman says, "though personally I would pay good money not to attend a standup comedy evening or a hog butchering."

Mr. Casserley, who organized the hog butchering in Kansas, says some staffers balked when he suggested it as part of his mission to expand the library's offerings. "You want to do what?" he says they asked.

Attendance at the demonstration surpassed his expectations, and he is now planning a card catalog of new activities: a home-brewing class, and a project to enter a car in a demolition derby under the library's name.

Mr. Casserley wants artists and kids to help decorate the car for the vehicle-ramming competition, and its driver will be a literary character—potentially The Cat in the Hat.

The hog-butchering demonstration lasted about two hours—including questions from farmers and curious city dwellers.

As his employee cut up the pig carcass, Mr. Pope pointed out which parts of the body produce different pork products.

"When he cut the piece where the bacon comes from, the crowd spontaneously went, 'ooh!' " Mr. Casserley said. "They're bacon lovers."

—Caroline Porter contributed to this article.

A version of this article appeared January 8, 2013, on page A1 in the U.S. edition of The Wall Street Journal, with the headline: Check These Out at the Library: Blacksmithing, Bowling, Butchering.