

**BOARD MINUTES
JULY - DECEMBER 2013**

DECEMBER

0802

ADVANTAGE



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

STATE OF ILLINOIS

COUNTY OF COOK)

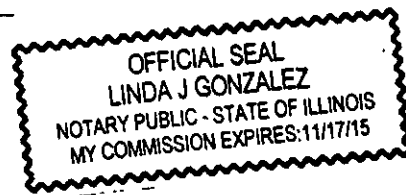
I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 17th day of December 2013, pursuant to written and posted notice, at the Des Plaines Public Library, that Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was Graack, Perez, Pope, Rangel, Sarlo, voting Aye. Fregetto, Kendrick, Nay In Witness Whereof, I do set hereunder my name this 19 day of December 2013.

Signed *Carol Kidd*
Secretary

Subscribed and sworn by me

This 19 day of December 2013.

Linda J Gonzalez
Notary Public





RESOLUTION

2014 appropriation and 2013 Levy for Library Purposes Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on September 17, 2013 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2014; and

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

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2013 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

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

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2013 annual tax levy ordinance and for collection and deposit in the library fund is \$6,169,754.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2014.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.



NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, DECEMBER 17, 2013

7:00 PM

Conference Room - Second Floor

Agenda:

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

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



DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting
December 17, 2013
7:00 PM

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman John Robinson.
- VII. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – November 19, 2013.
 - B. Acceptance of Financial Reports for November 2013.
 1. Treasurer’s Report as of November 30, 2013.
 - C. Acceptance of Reports.
 1. November 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. (7:20 p.m.)

- A. Approve Payment of Vendor Checks Report - \$331,722.95 and ACH Payments - \$57,542.17. [Action Item]
- B. Authorization to Begin Process for 2nd Floor Early Literacy Area Construction Project and Approve Selection of Construction Manager. [Action Item]
- C. 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 - \$48,728.00. [Action Item]
- D. Approve Payment to ProQuest - \$14,107.00. [Action Item]
- E. Approve Payment to Newsbank - \$14,905.00. [Action Item]
- F. Review and Approve Increase to Salary Schedule for 2014. [Action Item]
- G. Resolutions. [Action Item]
 - 1. Appropriation and Levy.

IX. Announcements.

X. Correspondence.

XI. Executive Session - To Discuss

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

XII. (Regular Session) Action.

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

XIII. Adjournment.

This meeting will be recorded for television broadcast.

DRAFT

VII.A.

BOARD OF TRUSTEES
Minutes of the Regular Meeting
November 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, November 19, 2013. President Sarlo called the meeting to order at 7:00 p.m.

II. ROLL CALL.

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

Absent: Eugene Fregetto, Rosemary Mulligan.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Heather Imhoff, Erica Morris, Marcus Henthorn, Gary Valente, Don Sofolo, Mike Ruter.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE - Alderman Jack Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

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

DRAFT

VII.A.

VIII. UNFINISHED BUSINESS.

- A. HVAC Maintenance Agreement - Three-year Pricing, Year One, \$32,292.00, Year Two, \$33,291.00, Year Three, \$34,319.00. [Action Item]

Director Sorensen stated that McQuay/Daikin was the second lowest bidder for the HVAC Maintenance Agreement. They submitted a proposal for three-year pricing, year one, \$32,292.00, year two, \$33,291.00 and year three, \$34,319.00.

Director Sorensen stated that Edwards Engineering agreed to rescind their proposal for the HVAC Maintenance Agreement, which did not include maintenance on the broken compressor for the chiller.

MOTION by Steve Mokry, seconded by Vince Rangel, to accept the HVAC Maintenance Agreement with Daikin with three-year pricing, year one, \$32,292.00, year two, \$33,291.00 and year three, \$34,319.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Proposal to Replace Failed Compressor in the Chiller - \$37,538.00 [Action Item]

Director Sorensen stated that the cost to replace the failed compressor in the chiller is \$37,538.00 and Daikin will begin the warranty the day of the start-up of the unit.

MOTION by Steve Mokry, seconded by Vince Rangel, to accept the proposal from Daikin to replace the failed compressor in the chiller in the amount of \$37,538.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$259,310.73 and ACH Payments - \$40,536.27. [Action Item]

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$259,310.73, and ACH Payments paid in the amount of \$40,536.27 as listed on the vendor checks report of October 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.

- B. Proposed Insurance Coverage through Libraries of Illinois Risk Agency (L.I.R.A.) and Proposed Pricing for 2013/2014 \$39,400.00 - Marcus Henthorn. [Action Item]

Director Sorensen introduced Marcus Henthorn, Account Executive, from Arthur J. Gallagher & Company, who explained the Libraries of Illinois Risk Agency (L.I.R.A.) program. Henthorn stated that reduction in costs for the library would be about 17% in

DRAFT

VII.A.

2014. If the program does not have enough library participation the Des Plaines library's increase in insurance premium for 2014 will be 12.24%.

MOTION by Dion Kendrick, seconded by Kristen Graack, to accept the proposal from Arthur J. Gallagher & Company to enter into the pool, Libraries of Illinois Risk Agency (L.I.R.A.), for the calendar year 2014 for an approximate cost of \$39,400.00 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Review and Approve Contract for IT Services - Outsource IT Solutions Group - Three-year Pricing, Year One, \$375,075.79, Year Two, \$386,328.07, Year Three, \$397,917.91. [Action Item]

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the contract with Outsource IT Solutions Group for IT services with three-year pricing, year one, \$375,075.79, year two, \$386,328.07, year three, \$397,917.91. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Lyngsoe System's Service Agreement - Two-year Pricing, Year One, \$26,120.00, Year Two, \$27,170.00. [Action Item]

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the Lyngsoe Systems Service Agreement, with two-year pricing, year one, \$26,120.00, year two, \$27,170.00. VOTE: AYES: All. NAYS: None MOTION CARRIED.

President Sarlo distributed to the board a draft of the Des Plaines Library Board Evaluation Form for the Position of the Library Director. The board was asked to review the document and bring suggestions for changes, if any, to the December board meeting.

IX. ANNOUNCEMENTS.

Heather Imhoff, Head of Public Information, stated that the library will run an advertising campaign in local newspapers promoting e-resources and library card sign-up. The goal is to introduce non library users to Des Plaines Public Library services. The campaign is paid for by the Illinois Public Library Per Capita grant.

Director Sorensen stated that the staff holiday party will be on December 13, 2013 at 8:00 a.m. and invited the board to attend.

X. CORRESPONDENCE.

- A. 2014 National Medal for Museum & Library Service Award.

Assistant Director Johnson reported that the library applied for the 2014 National Medal for Museum & Library Service Award and letters of support were included in the board packet.

DRAFT

VII.A.

Director Sorensen stated that the Des Plaines Public Library was named a 3 Star Library by *Library Journal* magazine.

XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 8:19 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
November 30, 2013

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

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

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 5,985,710.31	\$ 474,049.29	\$ 6,459,759.60
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Other Receivables	64,397.00	-	64,397.00
Due from other funds	-	-	-
Total Assets	<u>\$ 12,251,180.31</u>	<u>\$ 474,049.29</u>	<u>\$ 12,725,229.60</u>
LIABILITIES			
Accounts Payable	\$ 295,012.87	\$ 36,710.08	\$ 331,722.95
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	<u>577,372.18</u>	<u>36,710.08</u>	<u>614,082.26</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	<u>6,778,445.18</u>	<u>36,710.08</u>	<u>6,815,155.26</u>
FUND BALANCE			
Fund Balance - Unreserved	5,472,735.13	437,339.21	5,910,074.34
Total Fund Balance	<u>5,472,735.13</u>	<u>437,339.21</u>	<u>5,910,074.34</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 12,251,180.31</u>	<u>\$ 474,049.29</u>	<u>\$ 12,725,229.60</u>

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 11 Months Ended November 30, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,272,780.60	\$ -	\$ 6,272,780.60
Intergovernmental	133,718.46	-	133,718.46
Fines & Fees	147,718.10	-	147,718.10
Interest	4,873.27	300,052.47	304,925.74
Miscellaneous	22,813.25	-	22,813.25
Total Revenues	6,581,903.68	300,052.47	6,881,956.15
EXPENDITURES			
Personnel	\$ 3,307,796.00	\$ -	\$ 3,307,796.00
Operating	955,144.43	6,031.38	961,175.81
Library Materials	919,666.30	-	919,666.30
Capital Outlay	49,523.93	285,355.20	334,879.13
Other Expenditures	348,914.77	-	348,914.77
Total Expenditures	5,581,045.43	291,386.58	5,872,432.01
Net Change in Fund Balances	1,000,858.25	8,665.89	1,009,524.14
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
End of the period	<u>\$ 5,472,735.13</u>	<u>\$ 437,339.21</u>	<u>\$ 5,910,074.34</u>

0018

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>119,910.84</u>
	<u>119,910.84</u>
201-1102015 - First Midwest Operating #8100292260	233,307.06
202-1102015 - First Midwest Operating #8100292260	<u>9,879.84</u>
	<u>243,186.90</u>
201-1102028 - Cash Library Donations	<u>29,184.20</u>
	<u>29,184.20</u>
201-1102073 - Cash IL - Epay #151600222104	<u>122,829.75</u>
201-1102078 - Cash IL - Epay Library	<u>21,836.64</u>
201-1102079 - IL Funds - 151600222591	5,354,504.22
202-1102079 - IL Funds - 151600222591	<u>464,169.45</u>
	<u>5,818,673.67</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,637.60</u>
Total Invested	<u>6,459,759.60</u>

000000

December 9, 2013

Des Plaines Public Library
Balance Sheet as of November 30, 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	136,460.66	(16,549.82)	119,910.84
1102015 - First Midwest Operating #8100292260	455,834.09	(222,527.03)	233,307.06
1102028 - Cash Library Donations	28,083.05	1,101.15	29,184.20
1102073 - Cash IL - Epay 151600008073	118,919.87	3,909.88	122,829.75
1102078 - Cash IL - Epay Library	21,303.62	533.02	21,836.64
1102079 - IL Funds - 151600222591	5,900,957.89	(546,453.67)	5,354,504.22
1104006 - Investments - Certificates of Deposit	103,637.60	0.00	103,637.60
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
1119301 - Prepaid Expense	0.00	64,397.00	64,397.00
	<u>12,966,769.78</u>	<u>(715,589.47)</u>	<u>12,251,180.31</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	232,560.58	62,452.29	295,012.87
2401002 - Payroll Liabilities	20,161.97	(20,161.97)	0.00
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>6,736,154.86</u>	<u>42,290.32</u>	<u>6,778,445.18</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>11,208,031.74</u>	<u>42,290.32</u>	<u>11,250,322.06</u>
Excess Revenues Over Expenses	<u>1,758,738.04</u>	<u>(757,879.79)</u>	<u>1,000,858.25</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	19,194.99	(9,315.15)	9,879.84
1102079 - IL Funds - 151600222591	<u>164,164.77</u>	<u>300,004.68</u>	<u>464,169.45</u>
	<u>183,359.76</u>	<u>290,689.53</u>	<u>474,049.29</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>26,750.15</u>	<u>9,959.93</u>	<u>36,710.08</u>
	<u>26,750.15</u>	<u>9,959.93</u>	<u>36,710.08</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>455,423.47</u>	<u>9,959.93</u>	<u>465,383.40</u>
Excess Revenues Over Expenses	<u>(272,063.71)</u>	<u>280,729.60</u>	<u>8,665.89</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>

0022

December 9, 2013

Des Plaines Public Library
Balance Sheet as of November 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	(369,777.00)	0.00	(369,777.00)
	<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>

See Accountants' Compilation Report

Des Plaines Public Library Revenue Report For the 11 Months Ended November 30, 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	3,298.93	6,272,780.60	6,263,710.00	(9,070.60)	100.14
	<u>3,298.93</u>	<u>6,272,780.60</u>	<u>6,263,710.00</u>	<u>(9,070.60)</u>	<u>100.14</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	0.00	59,977.46	59,000.00	(977.46)	101.66
4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
4822095 - State Grant - Library	0.00	4,000.00	0.00	(4,000.00)	0.00
	<u>0.00</u>	<u>133,718.46</u>	<u>151,988.00</u>	<u>18,269.54</u>	<u>87.98</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	282.14	4,274.12	4,000.00	(274.12)	106.85
4850102 - Library Fines	3,596.32	49,760.96	72,000.00	22,239.04	69.11
4850103 - Library Fines / Credit Card	4,644.23	54,177.32	45,000.00	(9,177.32)	120.39
4850201 - Copying Fee	2,045.55	25,609.25	30,000.00	4,390.75	85.36
4850202 - Damaged Materials	155.93	1,422.33	700.00	(722.33)	203.19
4850203 - Lost Materials	399.54	7,135.63	6,500.00	(635.63)	109.78
4850205 - Bags	36.00	538.99	750.00	211.01	71.87
4850207 - Non-Res Cards	0.00	2,452.90	1,000.00	(1,452.90)	245.29
4850208 - Meeting Room Fees	15.00	2,346.60	2,000.00	(346.60)	117.33
	<u>11,174.71</u>	<u>147,718.10</u>	<u>161,950.00</u>	<u>14,231.90</u>	<u>91.21</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	0.00	4,468.70	0.00	(4,468.70)	0.00
	<u>0.00</u>	<u>4,468.70</u>	<u>0.00</u>	<u>(4,468.70)</u>	<u>0.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	139.40	1,799.27	4,000.00	2,200.73	44.98
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	493.07	18,344.55	20,000.00	1,655.45	91.72
4899920 - Library Donations	1,100.00	3,074.00	1,000.00	(2,074.00)	307.40
	<u>1,732.47</u>	<u>23,217.82</u>	<u>25,000.00</u>	<u>1,782.18</u>	<u>92.87</u>
Total Library Fund	<u>16,206.11</u>	<u>6,581,903.68</u>	<u>6,602,648.00</u>	<u>20,744.32</u>	<u>99.69</u>

**Des Plaines Public Library
Revenue Report
For the 11 Months Ended November 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	4.68	52.47	0.00	(52.47)	0.00
	<u>4.68</u>	<u>52.47</u>	<u>0.00</u>	<u>(52.47)</u>	<u>0.00</u>
<u>Other Financing Sources</u>					
4898902 - Transfer from Library Fund	300,000.00	300,000.00	300,000.00	0.00	100.00
	<u>300,000.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>	<u>100.00</u>
Total Capital Projects Fund	<u>300,004.68</u>	<u>300,052.47</u>	<u>300,000.00</u>	<u>(52.47)</u>	<u>100.02</u>
Total of All Funds	<u>316,210.79</u>	<u>6,881,956.15</u>	<u>6,902,648.00</u>	<u>20,691.85</u>	<u>99.70</u>

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 11 Months Ended November 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	155,897.26	1,841,646.46	2,098,574.00	256,927.54	87.76
5910200 - Temporary Wages	52,098.57	625,241.87	777,327.00	152,085.13	80.43
	<u>207,995.83</u>	<u>2,466,888.33</u>	<u>2,875,901.00</u>	<u>409,012.67</u>	<u>85.78</u>
Benefits					
5918010 - Unemployment Compensation	118.12	1,635.04	78,000.00	76,364.96	2.10
5918020 - Employer Contribution - FICA	15,686.51	186,178.96	216,328.00	30,149.04	86.06
5918021 - Employer Contribution - IMRF	40,691.71	319,550.29	363,636.00	44,085.71	87.88
5918040 - Life Insurance Premiums	171.00	1,404.00	4,100.00	2,696.00	34.24
5918050 - PPO Insurance Premiums	4,345.19	190,908.13	275,713.00	84,804.87	69.24
5918051 - HMO Insurance Premiums	12,155.63	101,639.78	99,504.00	(2,135.78)	102.15
5918055 - Dental Insurance Premiums	864.49	18,857.47	25,543.00	6,685.53	73.83
5918070 - Workers Compensation	4,182.00	20,734.00	13,500.00	(7,234.00)	153.59
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>78,214.65</u>	<u>840,907.67</u>	<u>1,077,824.00</u>	<u>236,916.33</u>	<u>78.02</u>
Contractual Services					
5920100 - Legal Fees	947.50	2,789.08	9,000.00	6,210.92	30.99
5920110 - Professional Services	38,032.38	364,829.78	362,000.00	(2,829.78)	100.78
5920120 - Communication Services	1,087.46	30,171.84	34,100.00	3,928.16	88.48
5920140 - Data Processing Services	9,761.66	81,974.98	98,500.00	16,525.02	83.22
5920202 - Conferences	262.17	4,823.18	5,000.00	176.82	96.46
5920204 - Training	157.50	5,506.60	5,000.00	(506.60)	110.13
5920220 - Membership Dues	340.00	3,610.00	7,000.00	3,390.00	51.57
5920230 - Publication of Notices	0.00	991.35	2,000.00	1,008.65	49.57
5920990 - Property/Liability Insurance	2,123.00	33,406.00	33,000.00	(406.00)	101.23
5930010 - R&M Equipment	1,979.19	93,823.59	112,650.00	18,826.41	83.29
5930020 - R&M Buildings & Structures	15,727.12	107,374.28	132,150.00	24,775.72	81.25
5930030 - R&M Vehicles	0.00	700.37	1,000.00	299.63	70.04
5930195 - Book Binding & Repair	0.00	264.25	500.00	235.75	52.85
5930210 - Rental of Equipment	1,488.13	23,893.18	31,300.00	7,406.82	76.34
5930320 - Cleaning/Custodial Services	4,122.00	51,152.00	47,400.00	(3,752.00)	107.92
5930490 - Refuse Contract	474.25	4,431.39	6,000.00	1,568.61	73.86
5960040 - Pre-Employment Testing	409.85	1,726.55	250.00	(1,476.55)	690.62
5960065 - Bank Fees	204.50	2,260.18	1,800.00	(460.18)	125.57
5960070 - Mileage	0.00	417.76	500.00	82.24	83.55
5960210 - Special Event Programming	1,084.03	38,497.54	38,800.00	302.46	99.22
5960990 - Misc. Contractual Services	10,277.81	102,500.53	84,300.00	(18,200.53)	121.59
	<u>88,478.55</u>	<u>955,144.43</u>	<u>1,012,250.00</u>	<u>57,105.57</u>	<u>94.36</u>
Commodities					
5970100 - Office Supplies	3,691.10	81,917.52	105,300.00	23,382.48	77.79
5970110 - Meals	134.74	1,109.40	2,000.00	890.60	55.47
5970115 - Supplies - Dept/Other	303.87	6,546.68	5,200.00	(1,346.68)	125.90
5970170 - Janitorial	8,918.32	21,424.95	28,300.00	6,875.05	75.71
5970260 - Postage & Parcel	1,028.00	10,444.24	15,000.00	4,555.76	69.63
5970270 - Printing -Reproduction-Binding	0.00	10,010.40	6,500.00	(3,510.40)	154.01
5970500 - Purchase of Water	0.00	3,665.60	6,000.00	2,334.40	61.09
5970600 - Books	51,346.62	325,463.76	342,000.00	16,536.24	95.16

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report**

For the 11 Months Ended November 30, 2013

	<u>M.T.D. Expended</u>	<u>Y.T.D Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prc. Expend.</u>
5970610 - Audio Materials	11,632.85	64,682.70	72,000.00	7,317.30	89.84
5970620 - Subscriptions & Books	1,222.67	68,026.97	68,000.00	(26.97)	100.04
5970630 - Visual Materials	6,666.19	101,345.58	106,000.00	4,654.42	95.61
5970640 - Automated Reference Materials	6,078.70	162,925.89	185,000.00	22,074.11	88.07
5970650 - Downloadable Materials	1,413.38	44,917.44	45,000.00	82.56	99.82
5970810 - Natural Gas	101.69	16,635.32	26,000.00	9,364.68	63.98
5970850 - Gasoline	0.00	549.85	1,000.00	450.15	54.99
	<u>92,538.13</u>	<u>919,666.30</u>	<u>1,013,300.00</u>	<u>93,633.70</u>	<u>90.76</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	0.00	7,710.44	7,300.00	(410.44)	105.62
5980420 - Computer Software	4,800.04	35,871.51	39,770.00	3,898.49	90.20
5980600 - Furniture & Fixtures	(4,576.80)	5,941.98	15,200.00	9,258.02	39.09
	<u>223.24</u>	<u>49,523.93</u>	<u>62,270.00</u>	<u>12,746.07</u>	<u>79.53</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	6,635.50	46,022.67	58,000.00	11,977.33	79.35
5990901 - Grant Expenditures	0.00	2,892.10	0.00	(2,892.10)	0.00
5990940 - Trans to Library Capital Proj. Fund	300,000.00	300,000.00	300,000.00	0.00	100.00
5993000 - Contingency Reserve	0.00	0.00	75,000.00	75,000.00	0.00
	<u>306,635.50</u>	<u>348,914.77</u>	<u>433,000.00</u>	<u>84,085.23</u>	<u>80.58</u>
Total Library Fund Expenditures	<u>774,085.90</u>	<u>5,581,045.43</u>	<u>6,474,545.00</u>	<u>893,499.57</u>	<u>86.20</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	0.00	5,885.00	15,000.00	9,115.00	39.23
5960990 - Misc. Contractual Services	146.38	146.38	0.00	(146.38)	0.00
	<u>146.38</u>	<u>6,031.38</u>	<u>15,000.00</u>	<u>8,968.62</u>	<u>40.21</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	96,069.51	96,000.00	(69.51)	100.07
5980400 - Equipment	9,815.04	37,759.32	60,000.00	22,240.68	62.93
5980410 - Computer Hardware	0.00	44,633.67	45,000.00	366.33	99.19
5980420 - Computer Software	17,316.66	45,356.66	55,000.00	9,643.34	82.47
5980600 - Furniture & Fixtures	(8,003.00)	61,536.04	82,000.00	20,463.96	75.04
	<u>19,128.70</u>	<u>285,355.20</u>	<u>338,000.00</u>	<u>52,644.80</u>	<u>84.42</u>
Total Capital Projects Fund Expenditures	<u>19,275.08</u>	<u>291,386.58</u>	<u>353,000.00</u>	<u>61,613.42</u>	<u>82.55</u>
Total of All Funds	<u>793,360.98</u>	<u>5,872,432.01</u>	<u>6,827,545.00</u>	<u>955,112.99</u>	<u>86.01</u>

See Accountants' Compilation Report

0027

All checkbooks
November 2013Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
Checks			
13186	11/20/13	THE HAUSER GROUP, LTD.	-22,408.21
13191	12/18/13	BAKER & TAYLOR	596.35
13192	12/18/13	BAKER & TAYLOR	24,636.15
13193	12/18/13	BAKER & TAYLOR	14,417.41
13194	12/18/13	BANKCARD SERVICES	20,997.99
13195	12/18/13	MIDWEST TAPE	13,753.47
13196	12/18/13	3BRANCH PRODUCTS, INC.	308.50
13197	12/18/13	3D BRICK PAVING	125.00
13198	12/18/13	ACE DES PLAINES INCORPORATED	36.71
13199	12/18/13	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
13200	12/18/13	AMAZON	853.59
13201	12/18/13	AMERICAN BANKERS INSURANCE CO. of FL	2,123.00
13202	12/18/13	BARNES & NOBLE, INC.	324.77
13203	12/18/13	BRODIE AUSTIN	175.00
13204	12/18/13	BUILDERS UNITED SALES COMPANY INC	575.00
13205	12/18/13	CAPSTONE PRESS INCORPORATED	6,362.97
13206	12/18/13	CERAMICA, INC.	173.75
13207	12/18/13	CHICAGO OFFICE TECHNOLOGY GROUP	366.59
13208	12/18/13	CHILDREN'S PLUS, INC.	76.79
13209	12/18/13	CICERO PUBLIC LIBRARY	10.00
13210	12/18/13	COOPERATIVE COMPUTER SERVICES	2,761.66
13211	12/18/13	CRYSTAL MAINTENANCE SERVICES CORP	12,674.00
13212	12/18/13	D & Z HOUSE OF BOOKS INCORPORATED	2,021.67
13213	12/18/13	D.K. AGENCIES (P) LTD.	749.80
13214	12/18/13	DEMCO EDUCATIONAL CORP	37.98
13215	12/18/13	EBSCO SUBSCRIPTION SVC	49.65
13216	12/18/13	EDWARDS ENGINEERING SERVICE	2,615.65
13217	12/18/13	EDWARDS ENGINEERING SERVICE	2,555.65
13218	12/18/13	ERICA GANNETT	2,615.05
13219	12/18/13	FEDERAL EXPRESS	28.00
13220	12/18/13	FINDAWAY WORLD LLC	234.97
13221	12/18/13	GALE	3,388.58
13222	12/18/13	HUNTLEY ARE PUBLIC LIBRARY	68.98
13223	12/18/13	ILLINOIS LIGHTING, INC.	1,034.68
13224	12/18/13	ILLINOIS PUBLIC RISK FUND	4,182.00
13225	12/18/13	IMPACT NETWORKING, LLC.	823.60
13226	12/18/13	INNOVATION EXPERTS	275.00
13227	12/18/13	KELLY MARON HORVATH	84.39
13228	12/18/13	LAUTERBACH & AMEN, LLP.	2,860.00
13229	12/18/13	LAW OFFICES OF ANCEL, GLINK	947.50
13230	12/18/13	LEXISNEXIS ACADEMIC & LIB SOLUTIONS	226.10
13231	12/18/13	LIMRicc	38,300.95
13232	12/18/13	LOHAN ANDERSON LLC	7,255.00
13233	12/18/13	METHODTREE, INC.	10,750.00
13234	12/18/13	METHODTREE, INC.	2,000.00
13235	12/18/13	MICROSYSTEMS, INC.	146.38
13236	12/18/13	MIGHTYBYTES, INC.	2,000.00
13237	12/18/13	NORMAN ELECTRICAL CONSTRUCTION CO	8,390.00
13238	12/18/13	NOVAK & PARKER	789.00
13239	12/18/13	OFFICE DEPOT	461.74
13240	12/18/13	OUTSOURCE SOLUTIONS GROUP, INC.	28,613.45
13241	12/18/13	OVERDRIVE, INC.	2,461.91
13242	12/18/13	PADDOCK PUBLICATIONS, INC.	199.00
13243	12/18/13	PRODUCT ARCHITECTURE & DESIGN	1,500.00
13244	12/18/13	Program One Prof Building Servc, Inc	662.00
13245	12/18/13	PS PRINT, LLC	2,400.00
13246	12/18/13	RANDOM HOUSE INCORPORATED	56.25
13247	12/18/13	RECORDED BOOKS, LLC	181.14
13248	12/18/13	REPUBLIC SERVICES	474.25
13249	12/18/13	ROTARY CLUB OF DES PLAINES	190.00
13250	12/18/13	RUNCO OFFICE SUPPLY	271.97

**Des Plaines Public Library
Check Register**

Check Number	Check Date	Payee	Amount
13251	12/18/13	SCHOOL HEALTH CORPORATION	110.23
13252	12/18/13	SPEED-E-KLEEN, INC.	120.00
13253	12/18/13	STANLEY ACCESS TECH	1,615.82
13254	12/18/13	STAPLES ADVANTAGE	1,636.14
13255	12/18/13	STATELINE SHRM	150.00
13256	12/18/13	THE CHILD'S WORLD	1,091.10
13257	12/18/13	THE HAUSER GROUP, LTD.	396.41
13258	12/18/13	THE HAUSER GROUP, LTD.	17,754.00
13259	12/18/13	THOMSON REUTERS-WEST	31.80
13260	12/18/13	TIMOTHY HASKELL	125.00
13261	12/18/13	VALDES ENTERPRISES	947.50
13262	12/18/13	WORLD BOOK INCORPORATED	3,021.96
13263	12/18/13	BAKER & TAYLOR	2,560.00
13264	12/18/13	BRAINFUSE INCORPORATED	8,000.00
13265	12/18/13	EVANCED SOULTIONS, LLC.	657.00
13266	12/18/13	INDUSTRY WEAPON, INC.	7,500.00
13267	12/18/13	INNOVATION EXPERTS	10,578.00
13268	12/18/13	Lyngsoe Systems, Inc	26,120.00
13269	12/18/13	MORNINGSTAR INCORPORATED	5,862.00
13270	12/18/13	PROQUEST LLC	3,120.00
50488	11/30/13	PRO DATA	833.93
50489	11/30/13	IMRF	53,030.96
50490	11/30/13	McLeod USA, Inc	294.90
50491	11/30/13	VERIZON WIRELESS	225.15
50492	11/30/13	LEVEL(3) COMMUNICATIONS, LLC.	443.12
50493	11/30/13	NEO-POST USA, INC.	1,000.00
50494	11/30/13	NICOR GAS	101.69
50495	11/30/13	GE CAPITAL	1,488.13
50496	11/30/13	WOW! INTERENT CABLE	124.29
Total checks	90	Total	<u>366,856.91</u>

010
010
010

First Midwest Bank
12/01/13-12/31/13

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
3BRANCH PRODUCTS, INC.	13196	12/18/13	308.50
Account No.		Amount	
201-5990900		308.50	
Description			
INV#712			
3D BRICK PAVING	13197	12/18/13	125.00
Account No.		Amount	
201-5970100		125.00	
Description			
INV#4135			
ACE DES PLAINES INCORPORATED	13198	12/18/13	36.71
Account No.		Amount	
201-5970115		36.71	
Description			
Cust #204173			
ALEXIAN BROTHERS CORP HEALTH SER	13199	12/18/13	75.00
Account No.		Amount	
201-5960040		75.00	
Description			
INV#503764			
AMAZON	13200	12/18/13	853.59
Account No.		Amount	
201-5970600		654.36	
201-5970610		114.36	
201-5970630		84.87	
Description			
AMERICAN BANKERS INSURANCE CO. of	13201	12/18/13	2,123.00
Account No.		Amount	
201-5920990		2,123.00	
Description			
Policy#AB00132235			
BAKER & TAYLOR	13191	12/18/13	596.35
Account No.		Amount	
201-5960990		30.16	
201-5970600		532.12	
201-5970640		34.07	
Description			
INV #5012870352			
INV #5012870352			
INV #5012870352			
BAKER & TAYLOR	13192	12/18/13	24,636.15
Account No.		Amount	
201-5960990		28.15	
201-5960990		87.05	
201-5960990		32.30	
201-5960990		28.95	
201-5960990		27.50	
201-5960990		50.85	
201-5960990		42.40	
201-5960990		47.85	
201-5960990		7.70	
201-5960990		58.60	
201-5960990		85.40	
201-5960990		35.00	
201-5960990		34.10	
201-5960990		0.70	
201-5960990		55.45	
201-5960990		52.90	
201-5960990		0.70	
201-5960990		97.35	
201-5960990		25.65	
201-5960990		8.40	
201-5960990		24.25	
201-5960990		2.10	
201-5960990		2.80	
201-5960990		47.05	
201-5960990		32.35	
201-5960990		26.95	
201-5960990		34.50	
201-5960990		44.20	
201-5960990		34.60	
Description			
INV #2028821333			
INV #2028832715			
INV #2028821641			
INV#2028780423			
INV#2028786011			
INV#2028756327			
INV#2028779821			
INV#2028743870			
INV#2028741643			
INV#2028718650			
INV#2028728961			
INV#2028723697			
INV#2028728058			
INV#2028741780			
INV#2028751842			
INV#2028742870			
INV#2028758396			
INV #2028806261			
INV #2028816496			
INV #2028813669			
INV #2028805698			
INV #2028803537			
INV #2028782398			
INV#2028794749			
INV #2028791921			
INV#2028795241			
INV#2028787296			
INV#2028762336			
INV#2028762934			

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	INV#2028766655		34.85
201-5960990	INV#2028771172		53.65
201-5970600	INV #2028821332		491.27
201-5970600	INV #2028832714		1,679.85
201-5970600	INV #2028821640		663.41
201-5970600	INV #2028811833		2,034.11
201-5970600	INV #2028806260		2,476.11
201-5970600	INV#2028780422		488.42
201-5970600	INV#2028786010		448.15
201-5970600	INV#2028756326		789.44
201-5970600	INV#2028779820		791.89
201-5970600	INV#2028743869		744.46
201-5970600	INV#2028741642		95.58
201-5970600	INV#2028718649		1,197.11
201-5970600	INV#2028728960		1,558.04
201-5970600	INV#2028723696		817.93
201-5970600	INV#2028728057		858.99
201-5970600	INV#2028741779		8.96
201-5970600	INV#2028751841		1,030.23
201-5970600	INV#2028751778		101.20
201-5970600	INV#2028766646		54.51
201-5970600	INV#2028788870		206.19
201-5970600	INV#2023762929		27.82
201-5970600	INV #2028816495		551.90
201-5970600	INV #2028813668		114.71
201-5970600	INV #2028805697		502.05
201-5970600	INV #2028803536		18.51
201-5970600	INV #2028782397		28.07
201-5970600	INV #2028811426		726.19
201-5970600	INV #2028794748		588.25
201-5970600	INV #2028791920		556.35
201-5970600	INV#2028795240		777.81
201-5970600	INV#2028787295		826.49
201-5970600	INV#2028762335		685.19
201-5970600	INV#2028758395		6.57
201-5970600	INV#2028766165		7.38
201-5970600	INV#2028771171		1,538.71

BAKER & TAYLOR

13193

12/18/13

14,417.41

Account No.	Description	Amount
201-5960990	INV#2028818809	12.85
201-5960990	INV#2028818801	4.05
201-5960990	INV#2028806990	4.00
201-5960990	INV#2028815449	9.20
201-5960990	INV#2028807003	10.62
201-5960990	INV#2028808959	16.20
201-5960990	INV#2028817684	5.38
201-5960990	INV#2028807052	8.10
201-5960990	INV#2028807169	45.14
201-5960990	INV#2028818604	17.40
201-5960990	INV#2028811615	8.07
201-5960990	INV#2028803586	46.76
201-5960990	INV#2028794732	8.07
201-5960990	INV#2028792998	5.55
201-5960990	INV#2028807150	66.00
201-5960990	INV#2028803505	1.61
201-5960990	INV#2028809054	4.50
201-5960990	INV#2028809057	3.00
201-5960990	INV#2028798092	73.35
201-5960990	INV#2028789511	13.28
201-5960990	INV#2028789339	14.99
201-5960990	INV#2028783217	17.74
201-5960990	INV#2028781237	4.60

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	INV#2028781315		5.31
201-5960990	INV#2028772825		3.85
201-5960990	INV#2028789446		11.84
201-5960990	INV#2028764938		1.62
201-5960990	INV#2028785263		1.40
201-5960990	INV#2028792827		70.85
201-5960990	INV#2028769514		2.55
201-5960990	INV#2028793369		4.50
201-5960990	INV#2028792797		34.35
201-5960990	INV#2028793035		18.35
201-5960990	INV#2028741095		7.90
201-5960990	INV#2028733775		15.70
201-5960990	INV#2028746305		12.00
201-5960990	INV#2028733650		40.50
201-5960990	INV#2028733538		12.20
201-5960990	INV#2028733588		6.20
201-5960990	INV#2028733560		19.44
201-5960990	INV#2028735988		22.80
201-5960990	INV#2028731292		19.47
201-5960990	INV#2028726749		55.20
201-5960990	INV#2028731337		10.88
201-5960990	INV#2028717557		10.40
201-5960990	INV#2028721335		2.25
201-5960990	INV#2028726081		8.10
201-5960990	INV#2028733555		1.40
201-5960990	INV#2028741091		6.60
201-5960990	INV#2028735850		6.20
201-5960990	INV#2028731105		13.45
201-5960990	INV#2028749020		12.48
201-5960990	INV#2028740726		16.59
201-5960990	INV#2028746029		24.12
201-5960990	INV#2028756716		30.00
201-5960990	INV#2028750085		13.93
201-5960990	INV#2028749968		7.70
201-5960990	INV#2028762931		26.90
201-5960990	INV#2028756769		82.36
201-5960990	INV#2028749105		29.30
201-5960990	INV#2028759365		24.80
201-5960990	INV#2028762933		257.94
201-5960990	INV#2028763936		10.90
201-5960990	INV#2028781308		21.65
201-5960990	INV#2028756885		4.50
201-5960990	INV#2028769409		24.30
201-5960990	INV#2028778634		16.85
201-5960990	INV#2028750145		4.50
201-5960990	INV#2028769287		5.20
201-5960990	INV#2028764920		0.97
201-5960990	INV#2028766654		79.46
201-5960990	INV#2028781292		13.50
201-5960990	INV#2028783272		34.35
201-5960990	INV#2028740964		0.85
201-5960990	INV#2028763939		3.40
201-5960990	INV#2028797834		3.00
201-5960990	INV#2028818753		1.70
201-5970600	INV#2028818809		139.65
201-5970600	INV#2028818801		41.75
201-5970600	INV#2028806990		38.88
201-5970600	INV#2028815449		52.53
201-5970600	INV#2028807003		92.76
201-5970600	INV#2028808959		157.58
201-5970600	INV#2028817684		18.44
201-5970600	INV#2028807052		74.32
201-5970600	INV#2028807169		146.20

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	INV#2028818604		483.38
201-5970600	INV#2028811615		21.44
201-5970600	INV#2028803586		129.29
201-5970600	INV#2028794732		17.91
201-5970600	INV#2028792998		52.77
201-5970600	INV#2028807150		718.99
201-5970600	INV#2028803505		36.83
201-5970600	INV#2028809054		28.94
201-5970600	INV#2028809057		19.30
201-5970600	INV#2028798092		573.82
201-5970600	INV#2028789511		120.92
201-5970600	INV#2028789339		226.64
201-5970600	INV#2028783217		67.44
201-5970600	INV#2028781237		70.89
201-5970600	INV#2028781315		39.73
201-5970600	INV#2028772825		33.09
201-5970600	INV#2028789446		34.23
201-5970600	INV#2028764938		14.76
201-5970600	INV#2028785263		14.75
201-5970600	INV#2028792827		231.89
201-5970600	INV#2028769514		25.54
201-5970600	INV#2028793369		51.01
201-5970600	INV#2028792797		347.70
201-5970600	INV#2028793035		167.31
201-5970600	INV#5012850238		552.89
201-5970600	INV#2028741095		72.53
201-5970600	INV#2028733775		327.87
201-5970600	INV#2028746305		186.97
201-5970600	INV#2028733650		408.89
201-5970600	INV#2028733538		104.23
201-5970600	INV#2028733588		79.30
201-5970600	INV#2028733560		171.21
201-5970600	INV#2028735988		418.40
201-5970600	INV#2028731292		153.29
201-5970600	INV#2028726749		439.54
201-5970600	INV#2028731337		137.39
201-5970600	INV#2028717557		72.64
201-5970600	INV#2028721335		37.76
201-5970600	INV#2028726081		122.18
201-5970600	INV#2028733555		18.99
201-5970600	INV#2028741091		86.84
201-5970600	INV#2028735850		41.47
201-5970600	INV#2028731105		55.10
201-5970600	INV#2028749020		174.30
201-5970600	INV#2028740726		88.11
201-5970600	INV#2028746029		370.74
201-5970600	INV#2028756716		326.42
201-5970600	INV#2028750085		133.26
201-5970600	INV#2028749968		47.76
201-5970600	INV#2028762931		59.70
201-5970600	INV#2028756769		167.18
201-5970600	INV#2028749105		75.31
201-5970600	INV#2028759365		172.94
201-5970600	INV#2028762933		882.06
201-5970600	INV#2028763936		127.13
201-5970600	INV#2028781308		578.51
201-5970600	INV#2028756885		28.94
201-5970600	INV#2028769409		236.38
201-5970600	INV#2028778634		142.68
201-5970600	INV#2028750145		30.07
201-5970600	INV#2028769287		107.79
201-5970600	INV#2028764920		16.12
201-5970600	INV#2028766654		615.75

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	INV#2028781292	12/18/13	139.87
201-5970600	INV#2028783272	12/18/13	369.02
201-5970600	INV#2028740964	12/18/13	6.02
201-5970600	INV#2028763939	12/18/13	27.76
201-5970600	INV#2028797834	12/18/13	22.13
201-5970600	INV#2028818753	12/18/13	27.08
201-5970640	INV#5012850238	12/18/13	89.19
BAKER & TAYLOR	13263	12/18/13	2,560.00
Account No.	Description	Amount	
201-1119301	2014 exp 201-5960990	2,560.00	
BANKCARD SERVICES	13194	12/18/13	20,997.99
Account No.	Description	Amount	
201-5920202	Acct#4865225945162468	262.17	
201-5920204	Acct#4865225945162468	157.50	
201-5960040	Acct#4865225945162468	334.85	
201-5960210	Acct#4865225945162468	1,084.03	
201-5960990	Acct#4865225945162468	267.23	
201-5970100	Acct#4865225945162468	2,684.18	
201-5970110	Acct#4865225945162468	134.74	
201-5970115	Acct#4865225945162468	182.77	
201-5970600	Acct#4865225945162468	2,172.24	
201-5970610	Acct#4865225945162468	4,833.78	
201-5970620	Acct#4865225945162468	974.02	
201-5970630	Acct#4865225945162468	328.79	
201-5980420	Acct#4865225945162468	9.99	
201-5990900	Acct#4865225945162468	1,512.00	
202-5980400	Acct#4865225945162468	1,493.04	
202-5980420	Acct#4865225945162468	4,566.66	
BARNES & NOBLE, INC.	13202	12/18/13	324.77
Account No.	Description	Amount	
201-5970600	INV#9717459849	226.98	
201-5970600	INV#9717459848	97.79	
BRAINFUSE INCORPORATED	13264	12/18/13	8,000.00
Account No.	Description	Amount	
201-1119301	2014 exp 201-5970640	8,000.00	
BRODIE AUSTIN	13203	12/18/13	175.00
Account No.	Description	Amount	
201-5980420	Mileage Reimbursement	105.00	
201-5980420	Mileage Reimbursement	70.00	
BUILDERS UNITED SALES COMPANY INC	13204	12/18/13	575.00
Account No.	Description	Amount	
201-5930020	INV#01013010	575.00	
CAPSTONE PRESS INCORPORATED	13205	12/18/13	6,362.97
Account No.	Description	Amount	
201-5970600	INV#CI0353286	399.35	
201-5970600	INV#CI0353420	621.57	
201-5970600	INV#CI10353410	405.69	
201-5970600	INV#CI10311627	4,936.36	
CERAMICA, INC.	13206	12/18/13	173.75
Account No.	Description	Amount	
201-5960990	INV#IN-13-48765	173.75	
CHICAGO OFFICE TECHNOLOGY GROUP	13207	12/18/13	366.59
Account No.	Description	Amount	
201-5930010	Invoice # 269733	366.59	

0034

First Midwest Bank
12/01/13-12/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
CHILDREN'S PLUS, INC.	13208	12/18/13	76.79
Account No. Description		Amount	
201-5970600	INV#096433	34.89	
201-5970600	INV#096564	41.90	
CICERO PUBLIC LIBRARY	13209	12/18/13	10.00
Account No. Description		Amount	
201-5970600	Learning to Feel-Feeling	10.00	
COOPERATIVE COMPUTER SERVICES	13210	12/18/13	9,761.66
Account No. Description		Amount	
201-5920140	INV#CCS10/1/13	8,392.91	
201-5920140	INV#CCS10/1/13, Nov. 2013	1,368.75	
CRYSTAL MAINTENANCE SERVICES COR	13211	12/18/13	12,674.00
Account No. Description		Amount	
201-5930020	INV#21679	6,190.00	
201-5930320	INV#21695	3,340.00	
201-5960990	INV#21618	1,704.00	
201-5960990	INV#21680	1,440.00	
D & Z HOUSE OF BOOKS INCORPORATED	13212	12/18/13	2,021.67
Account No. Description		Amount	
201-5970600	INV#2013/I047955	509.69	
201-5970610	INV#2013-I047771	1,511.98	
D.K. AGENCIES (P) LTD.	13213	12/18/13	749.80
Account No. Description		Amount	
201-5970600	INV#DKBF-1491-13	499.90	
201-5970600	INV#DKBF-1484-13	249.90	
DEMCO EDUCATIONAL CORP	13214	12/18/13	37.98
Account No. Description		Amount	
201-5970100	INV#5133654	37.98	
EBSCO SUBSCRIPTION SVC	13215	12/18/13	49.65
Account No. Description		Amount	
201-5970620	INV#1454463	19.95	
201-5970620	INV#0095686	29.70	
EDWARDS ENGINEERING SERVICE	13216	12/18/13	2,615.65
Account No. Description		Amount	
201-5930020	INV#28868	2,615.65	
EDWARDS ENGINEERING SERVICE	13217	12/18/13	2,555.65
Account No. Description		Amount	
201-5930020	INV#28867	2,555.65	
ERICA GANNETT	13218	12/18/13	2,615.05
Account No. Description		Amount	
201-5980420	INV#110813	2,615.05	
EVANCED SOULTIONS, LLC.	13265	12/18/13	657.00
Account No. Description		Amount	
201-1119301	2014 exp 201-5930010	657.00	
FEDERAL EXPRESS	13219	12/18/13	28.00
Account No. Description		Amount	
201-5970260	INV#2-478-13663	28.00	
FINDAWAY WORLD LLC	13220	12/18/13	234.97
Account No. Description		Amount	

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	INV#107416	84.99	
201-5970610	INV#112941	149.98	
GALE	13221	12/18/13	3,388.58
Account No.	Description	Amount	
201-5970640	INV#50799596	626.82	
201-5970640	INV#50737051	2,761.76	
HUNTLEY ARE PUBLIC LIBRARY	13222	12/18/13	68.98
Account No.	Description	Amount	
201-5970630	JERICHO & FORETOLD	68.98	
ILLINOIS LIGHTING, INC.	13223	12/18/13	1,034.68
Account No.	Description	Amount	
201-5970170	INV#15264	1,034.68	
ILLINOIS PUBLIC RISK FUND	13224	12/18/13	4,182.00
Account No.	Description	Amount	
201-5918070	INV#19003	4,182.00	
IMPACT NETWORKING, LLC.	13225	12/18/13	823.60
Account No.	Description	Amount	
201-5930010	INV#309572	823.60	
INDUSTRY WEAPON, INC.	13266	12/18/13	7,500.00
Account No.	Description	Amount	
201-1119301	2014 exp 201-5930010	7,500.00	
INNOVATION EXPERTS	13226	12/18/13	275.00
Account No.	Description	Amount	
201-5970640	INV#GVRL1314F25	275.00	
INNOVATION EXPERTS	13267	12/18/13	10,578.00
Account No.	Description	Amount	
201-1119301	2014 exp 201-5980420	3,528.00	
201-1119301	2014 exp 201-5970640	7,050.00	
KELLY MARON HORVATH	13227	12/18/13	84.39
Account No.	Description	Amount	
201-5970115	MILEAGE REIMBURSEMENT	84.39	
LAUTERBACH & AMEN, LLP.	13228	12/18/13	2,860.00
Account No.	Description	Amount	
201-5920110	Invoice No. 3863	1,430.00	
201-5920110	Invoice No. 3387	1,430.00	
LAW OFFICES OF ANCEL, GLINK	13229	12/18/13	947.50
Account No.	Description	Amount	
201-5920100	Statement # 36981	947.50	
LEXISNEXIS ACADEMIC & LIB SOLUTION	13230	12/18/13	226.10
Account No.	Description	Amount	
201-5970640	INV#52097684	226.10	
LIMRiCC	13231	12/18/13	38,300.95
Account No.	Description	Amount	
201-2401002		38,300.95	
LOHAN ANDERSON LLC	13232	12/18/13	7,255.00
Account No.	Description	Amount	
201-5920110	INV#2082A	7,255.00	
Lyngsoe Systems, Inc	13268	12/18/13	26,120.00

0000

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-1119301	Description 2014 exp 201-5930010	Amount 26,120.00	
METHODTREE, INC.	13233	12/18/13	10,750.00
Account No. 202-5980420	Description INV#3115	Amount 10,000.00	
202-5980420	INV#3117	750.00	
METHODTREE, INC.	13234	12/18/13	2,000.00
Account No. 202-5980420	Description INV#3116	Amount 2,000.00	
MICROSYSTEMS, INC.	13235	12/18/13	146.38
Account No. 202-5960990	Description Invoice # I000001119	Amount 146.38	
MIDWEST TAPE	13195	12/18/13	13,753.47
Account No. 201-5960990	Description INV#91458182	Amount 3.25	
201-5960990	INV#91458181	9.75	
201-5960990	INV#91452746	5.55	
201-5960990	INV#91452749	3.25	
201-5960990	INV#91457939	5.55	
201-5960990	INV#91457071	50.55	
201-5960990	INV#91457070	25.90	
201-5960990	INV#91457069	48.75	
201-5960990	INV#91447943	3.25	
201-5960990	INV#91452800	34.65	
201-5960990	INV#91452748	45.50	
201-5960990	INV#91394045	5.55	
201-5960990	INV#91394047	77.75	
201-5960990	INV#91397705	30.80	
201-5960990	INV#91397702	11.10	
201-5960990	INV#91397704	64.90	
201-5960990	INV#91400955	12.95	
201-5960990	INV#91401075	22.75	
201-5960990	INV#91401077	16.25	
201-5960990	INV#91401078	1.85	
201-5960990	INV#91400956	385.55	
201-5960990	INV#91400957	23.10	
201-5960990	INV#91415425	74.15	
201-5960990	INV#91415422	96.00	
201-5960990	INV#91415424	13.00	
201-5960990	INV#91415421	11.10	
201-5960990	INV#91417805	6.50	
201-5960990	INV#91417804	15.40	
201-5960990	INV#91417803	35.75	
201-5960990	INV#91417801	1.85	
201-5960990	INV#91425838	540.25	
201-5960990	INV#91425838	31.05	
201-5960990	INV#91426249	1.85	
201-5960990	INV#91425870	19.50	
201-5960990	INV#91425871	11.10	
201-5960990	INV#91430672	3.25	
201-5960990	INV#91430639	16.65	
201-5960990	INV#91430671	251.50	
201-5960990	INV#91433057	50.80	
201-5960990	INV#91433056	32.50	
201-5960990	INV#91433054	149.60	
201-5960990	INV#91433053	5.55	
201-5960990	INV#91441295	3.70	
201-5960990	INV#91441298	3.85	
201-5960990	INV#91441297	22.95	

0000
7537

First Midwest Bank
12/01/13-12/31/13

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	INV#91406527	66.72	
201-5970600	INV#91415422	516.48	
201-5970610	INV#91452746	124.97	
201-5970610	INV#91457939	89.97	
201-5970610	INV#91457071	139.22	
201-5970610	INV#91457070	474.86	
201-5970610	INV#91452800	109.56	
201-5970610	INV#91449790	9.99	
201-5970610	INV#91406525	71.99	
201-5970610	INV#91422832	19.98	
201-5970610	INV#91422834	22.49	
201-5970610	INV#91438992	147.98	
201-5970610	INV#91394045	149.97	
201-5970610	INV#91394047	239.50	
201-5970610	INV#91397705	124.12	
201-5970610	INV#91397702	279.94	
201-5970610	INV#91400955	232.93	
201-5970610	INV#91401078	29.99	
201-5970610	INV#91400957	65.64	
201-5970610	INV#91415425	291.86	
201-5970610	INV#91415421	191.94	
201-5970610	INV#91417804	63.11	
201-5970610	INV#91417801	29.99	
201-5970610	INV#91425837	98.92	
201-5970610	INV#91426249	19.99	
201-5970610	INV#91425871	219.94	
201-5970610	INV#91430639	327.91	
201-5970610	INV#91430671	779.95	
201-5970610	INV#91433057	152.72	
201-5970610	INV#91433053	109.97	
201-5970610	INV#91441295	68.98	
201-5970610	INV#91441298	11.99	
201-5970630	INV#91458182	23.99	
201-5970630	INV#91458181	35.22	
201-5970630	INV#91452749	23.99	
201-5970630	INV#91457069	212.85	
201-5970630	INV#91447943	6.74	
201-5970630	INV#91452748	222.64	
201-5970630	CREDIT MEMO	-77.22	
201-5970630	INV#91397704	336.56	
201-5970630	INV#91401075	89.93	
201-5970630	INV#91401077	94.96	
201-5970630	INV#91400956	1,377.47	
201-5970630	INV#91415424	59.98	
201-5970630	INV#91417805	26.99	
201-5970630	INV#91417803	204.64	
201-5970630	INV#91425838	2,211.68	
201-5970630	INV#91425870	134.95	
201-5970630	INV#91430672	23.99	
201-5970630	INV#91433056	144.95	
201-5970630	INV#91433054	901.81	
201-5970630	INV#91441297	127.43	
MIGHTYBYTES, INC.	13236	12/18/13	2,000.00
Account No.	Description	Amount	
201-5980420	INV#DPPL-120613	2,000.00	
MORNINGSTAR INCORPORATED	13269	12/18/13	5,862.00
Account No.	Description	Amount	
201-1119301	2014 exp 201-5970640	5,862.00	
NORMAN ELECTRICAL CONSTRUCTION C	13237	12/18/13	8,390.00
Account No.	Description	Amount	

13
13
13

First Midwest Bank
12/01/13-12/31/13

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5930020	INV#22209	885.00	
201-5930020	INV#22210	1,290.00	
201-5970170	INV#22206	2,850.00	
201-5970170	INV#22207	2,450.00	
201-5990900	INV#22208	915.00	
NOVAK & PARKER	13238	12/18/13	789.00
Account No.	Description	Amount	
201-5930010	INV#144195	789.00	
OFFICE DEPOT	13239	12/18/13	461.74
Account No.	Description	Amount	
201-5970100	INV#680953330001	132.29	
201-5970100	INV#683033156001	50.26	
201-5970100	INV#683032921001	279.19	
OUTSOURCE SOLUTIONS GROUP, INC.	13240	12/18/13	28,613.45
Account No.	Description	Amount	
201-5920110	INV#19358	27,083.45	
201-5960990	INV#19392	280.00	
201-5960990	INV#19039	1,250.00	
OVERDRIVE, INC.	13241	12/18/13	2,461.91
Account No.	Description	Amount	
201-5970600	INV#1018-164652860-112413	1,048.53	
201-5970650	INV#1018-140704960-111613	1,413.38	
PADDOCK PUBLICATIONS, INC.	13242	12/18/13	199.00
Account No.	Description	Amount	
201-5970620	ACCT#898489	199.00	
PRODUCT ARCHITECTURE & DESIGN	13243	12/18/13	1,500.00
Account No.	Description	Amount	
201-5990900	INV#1320.02	1,500.00	
Program One Prof Building Servc, Inc	13244	12/18/13	662.00
Account No.	Description	Amount	
201-5930320	INV#54950	662.00	
PROQUEST LLC	13270	12/18/13	3,120.00
Account No.	Description	Amount	
201-1119301	2014 EXP 201-5970620	3,120.00	
PS PRINT, LLC	13245	12/18/13	2,400.00
Account No.	Description	Amount	
201-5990900	INV#1876180	2,400.00	
RANDOM HOUSE INCORPORATED	13246	12/18/13	56.25
Account No.	Description	Amount	
201-5970610	INV#1088549644	22.50	
201-5970610	INV#1088570099	33.75	
RECORDED BOOKS, LLC	13247	12/18/13	181.14
Account No.	Description	Amount	
201-5970610	INV#74825399	60.08	
201-5970610	INV#74826825	42.08	
201-5970610	INV#74834814	78.98	
REPUBLIC SERVICES	13248	12/18/13	474.25
Account No.	Description	Amount	
201-5930490	INV#3-0551-0089256	474.25	
ROTARY CLUB OF DES PLAINES	13249	12/18/13	190.00

12/13

First Midwest Bank
12/01/13-12/31/13

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
Account No. Description		Amount	
201-5920220 INV#3241		190.00	
RUNCO OFFICE SUPPLY	13250	12/18/13	271.97
Account No. Description		Amount	
201-5970100 INV#561321-0		44.11	
201-5970100 INV#561414-0		23.92	
201-5970100 INV#55593-0		203.94	
SCHOOL HEALTH CORPORATION	13251	12/18/13	110.23
Account No. Description		Amount	
201-5970100 INV#2757014-00		110.23	
SPEED-E-KLEEN, INC.	13252	12/18/13	120.00
Account No. Description		Amount	
201-5930320 INV#3820		120.00	
STANLEY ACCESS TECH	13253	12/18/13	1,615.82
Account No. Description		Amount	
201-5930020 INV#0903050577		1,615.82	
STAPLES ADVANTAGE	13254	12/18/13	1,636.14
Account No. Description		Amount	
201-5970170 INV#8027502698		1,427.55	
201-5970170 INV#8027679104		287.00	
201-5970170 INV#8027599632		-78.41	
STATELINE SHRM	13255	12/18/13	150.00
Account No. Description		Amount	
201-5920220 ANNUAL FEE		150.00	
THE CHILD'S WORLD	13256	12/18/13	1,091.10
Account No. Description		Amount	
201-5970600 INV#NA122227		125.65	
201-5970600 INV#NA122228		53.85	
201-5970600 INV#NA122207		911.60	
THE HAUSER GROUP, LTD.	13257	12/18/13	396.41
Account No. Description		Amount	
201-5980600 INV#13-7025		321.41	
201-5980600 INV#13-7040		75.00	
THE HAUSER GROUP, LTD.	13258	12/18/13	17,754.00
Account No. Description		Amount	
202-5980400 INV #PF-13-5517 -		17,754.00	
THOMSON REUTERS-WEST	13259	12/18/13	31.80
Account No. Description		Amount	
201-5970640 INV#828412774		31.80	
TIMOTHY HASKELL	13260	12/18/13	125.00
Account No. Description		Amount	
201-5960990 INV#112013		125.00	
VALDES ENTERPRISES	13261	12/18/13	947.50
Account No. Description		Amount	
201-5970170 INV#2624		723.50	
201-5970170 INV#2543		224.00	
WORLD BOOK INCORPORATED	13262	12/18/13	3,021.96
Account No. Description		Amount	
201-5970600 INV#1476498		819.00	
201-5970600 INV#1477360		169.00	

0000

First Midwest Bank
12/01/13-12/31/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

<u>Vendor Name</u>	<u>Chk. No.</u>	<u>Check Date</u>	<u>Amount</u>
201-5970640	INV#1476498	819.00	
201-5970640	INV#1475202	1,214.96	
		TOTAL	<u>331,722.95</u>

**Des Plaines Public Library
ACH Report**

Vendor Name	Chk. No.	Check Date	Amount
PRO DATA	50488	11/30/13	833.93
Account No.		Description	Amount
201-5920110		11/15 Payroll Processing	551.80
201-5920110		11/29 Payroll Processing	237.00
201-5920110		Payroll Processing	45.13
IMRF	50489	11/30/13	53,030.96
Account No.		Description	Amount
201-2401002		11/2013 EE IMRF Contrib	12,339.25
201-5918021		11/2013 ER IMRF Contrib	40,691.71
McLeod USA, Inc	50490	11/30/13	294.90
Account No.		Description	Amount
201-5920120		ACH	294.90
VERIZON WIRELESS	50491	11/30/13	225.15
Account No.		Description	Amount
201-5920120		ACH	225.15
LEVEL(3) COMMUNICATIONS, LLC.	50492	11/30/13	443.12
Account No.		Description	Amount
201-5920120		ACH	443.12
NEO-POST USA, INC.	50493	11/30/13	1,000.00
Account No.		Description	Amount
201-5970260		ACH	1,000.00
NICOR GAS	50494	11/30/13	101.69
Account No.		Description	Amount
201-5970810		ACH	101.69
GE CAPITAL	50495	11/30/13	1,488.13
Account No.		Description	Amount
201-5930210		ACH	1,488.13
WOW! INTERENT CABLE	50496	11/30/13	124.29
Account No.		Description	Amount
201-5920120		ACH	124.29
		TOTAL	<u><u>57,542.17</u></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	\$ 6,023,258	\$ 6,437,953	\$ 7,765,677	\$ 7,450,615	\$ 6,949,057	\$ 6,459,760	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626	435,503	41,639	-	945,205	1,756,511	105,688	21,958	3,299	
Other Revenue	15,762	12,970	23,118	37,674	14,915	45,284	17,055	17,035	96,776	15,676	12,912	
	15,762	824,322	2,174,744	473,177	56,554	45,284	962,259	1,773,546	202,464	37,633	16,211	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	279,871	397,981	286,210	
Other Expense	348,979	162,895	148,263	171,316	183,641	248,707	185,365	210,392	184,973	212,953	207,151	
Change in A/P & AJE's	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)	52,683	(71,742)	12,146	
	539,201	540,650	461,681	410,563	571,696	412,238	547,564	445,822	517,527	539,192	505,507	-
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)	(366,954)	414,695	1,327,724	(315,062)	(501,558)	(489,297)	-

November 2013 Statistics Report

CIRCULATION - E-MATERIALS			
Includes downloadable books (MyMedia Mall), music (Freemal), movies (New World Cinema) and magazines (Zinio).			
THIS MONTH		YEAR TO DATE	
Nov 2013	3,225	YTD 2013	36,391
Nov 2012	11,601	YTD 2012	56,452
	% Change		% Change
	-72.20%		-35.54%

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

CIRCULATION - GENERAL			
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.			
THIS MONTH		YEAR TO DATE	
Nov 2013		YTD 2013	
Youth Services	35,415	Youth Services	397,769
Adult Services	55,126	Adult Services	654,687
TOTAL	90,541	TOTAL	1,052,456
Nov 2012		YTD 2012	
Youth Services	38,675	Youth Services	417,787
Adult Services	58,574	Adult Services	668,224
TOTAL	97,249	TOTAL	1,086,011
	% Change		% Change
	-6.90%		-3.09%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Nov 2013		YTD 2013	
Youth Services	3,948	Youth Services	44,205
Adult Services	6,554	Adult Services	82,764
TOTAL	10,502	TOTAL	126,969
Nov 2012		YTD 2012	
Youth Services	6,351	Youth Services	40,621
Adult Services	7,684	Adult Services	92,169
TOTAL	14,035	TOTAL	132,790
	% Change		% Change
	-25.17%		-4.38%
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Nov 2013	7,600	YTD 2013	84,489
Nov 2012	7,068	YTD 2012	69,085
	% Change		% Change
	7.53%		22.30%

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Nov 2013		YTD 2013	
From Internal IP's	3,308	From Internal IP's	38,623
From External IP's	45,396	From External IP's	452,065
TOTAL	48,704	TOTAL	490,688
Nov 2012		YTD 2012	
From Internal IP's	3,581	From Internal IP's	39,574
From External IP's	41,727	From External IP's	453,161
TOTAL	45,308	TOTAL	492,735
% Change	7.50%	% Change	-0.42%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
November 2013 Unique Visitors		YTD 2013 Unique Visitors	
	26,728		216,131
November 2012 Unique Visitors		YTD 2012 Unique Visitors	
	22,413		227,061
% Change	19.25%	% Change	-4.81%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Nov 2013	28,552	YTD 2013	192,045
Nov 2012	15,659	YTD 2012	177,672
% Change	82.34%	% Change	8.09%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013		% of Population 2013	
	34,780		59.59%
YTD 2012		% of Population 2012	
	34,414		58.96%
% Change	1.06%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Nov 2013		YTD 2013	
Library Sponsored Prog	2,257	Library Sponsored Prog	24,492
Outside Groups	1,254	Outside Groups	16,945
Public Study Rooms	1,233	Public Study Rooms	11,201
Internal Meetings	100	Internal Meetings	1,000
TOTAL	4,844	TOTAL	53,638
Nov 2012		YTD 2012	
Library Sponsored Prog	1,969	Library Sponsored Prog	29,114
Outside Groups	1,525	Outside Groups	18,994
Public Study Rooms	1,036	Public Study Rooms	12,326
Internal Meetings	100	Internal Meetings	1,100
TOTAL	4,630	TOTAL	61,534
% Change	4.62%	% Change	-12.83%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Nov 2013		YTD 2013	
Library Sponsored Prog	125	Library Sponsored Prog	1,224
Outside Groups	46	Outside Groups	551
Public Study Rooms	581	Public Study Rooms	6,180
Internal Meetings	10	Internal Meetings	110
TOTAL	762	TOTAL	8,065
Nov 2012		YTD 2012	
Library Sponsored Prog	126	Library Sponsored Prog	1,341
Outside Groups	50	Outside Groups	510
Public Study Rooms	550	Public Study Rooms	6,488
Internal Meetings	10	Internal Meetings	110
TOTAL	736	TOTAL	8,449
% Change	3.53%	% Change	-4.54%

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	
Nov 2013		YTD 2013	
Youth Services	1,200	Youth Services	11,245
Adult Services	437	Adult Services	3,645
TOTAL	1,637	TOTAL	14,890
Nov 2012		YTD 2012	
Youth Services	287	Youth Services	10,079
Adult Services	226	Adult Services	3,352
TOTAL	513	TOTAL	13,431
% Change	219%	% Change	11%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Nov 2013		YTD 2013	
Youth Services	3,190	Youth Services	30,410
Adult Services	12,381	Adult Services	142,182
Circulation	9,008	Circulation	108,235
TOTAL	24,579	TOTAL	280,827
Nov 2012		YTD 2012	
Youth Services	3,078	Youth Services	35,872
Adult Services	13,018	Adult Services	151,018
Circulation	8,986	Circulation	85,083
TOTAL	25,082	TOTAL	271,973
% Change	-2%	% Change	3%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Nov 2013		YTD 2013	
	42,689		526,028
Nov 2012		YTD 2012	
	46,005		533,752
% Change	-7.21%	% Change	-1.45%

2013 CIRCULATION BY MONTH

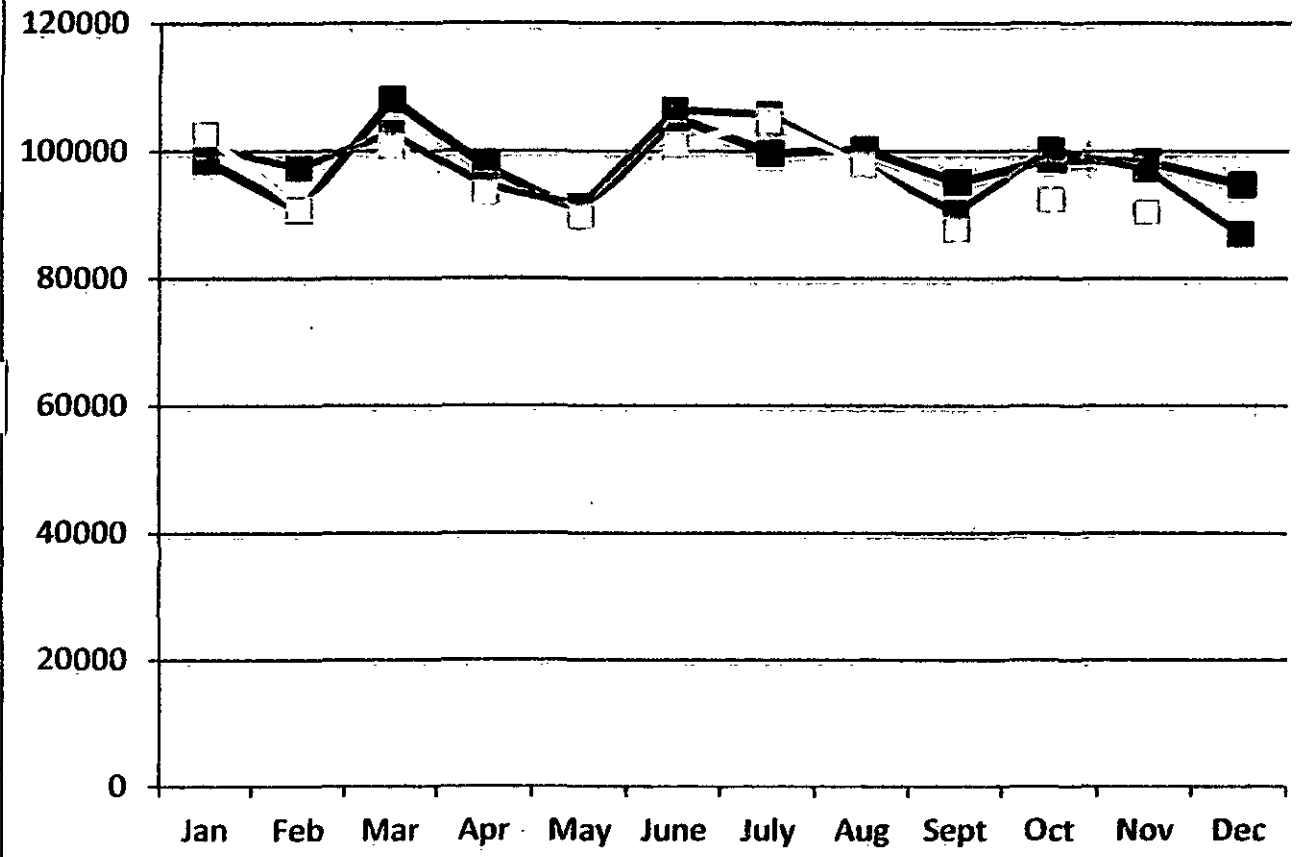
VII.02. 9100

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	186	215	275	280	186	170	272	217		2,538
CD-ROMs	268	193	219	153	255	376	395	325	261	322	356		3,123
CDs	917	990	1,010	1,097	878	1,127	921	970	742	861	953		10,466
DVDs	10,392	8,744	10,255	9,437	8,404	10,324	10,476	9,308	7,964	8,446	8,674		102,424
Fiction	17,985	16,373	17,195	15,858	15,241	20,617	18,967	15,523	15,379	15,744	15,824		184,706
Foreign language	1,832	2,383	1,913	1,695	1,287	1,457	1,459	1,270	1,841	1,971	2,044		19,152
Games	49	64	71	41	44	64	69	52	51	50	60		615
Holiday	727	538	722	285	215	304	195	180	403	1,228	1,269		6,066
Homeschool	359	366	271	246	235	291	324	280	229	244	223		3,068
Large type	23	23	28	25	27	40	44	27	25	16	18		296
Magazines	159	134	148	203	143	189	224	233	210	202	144		1,989
Nonfiction	5,913	5,492	6,355	5,802	5,154	6,049	5,771	5,184	5,024	5,544	5,511		61,799
Parent collection	175	143	141	169	114	123	146	120	124	150	122		1,527
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	41,236	39,271	33,658	32,423	35,050	35,415	0	397,769
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11	10	11	6	16	6	6	14	7		104
Audiobooks	2,055	1,794	2,020	1,904	1,919	2,086	2,190	2,140	1,847	1,940	1,722		21,617
CDs	672	619	684	674	535	561	627	584	500	646	709		6,811
DVDs	6,495	5,595	6,456	6,121	6,416	6,433	6,690	6,935	5,421	5,778	5,491		67,831
Fiction	30,212	26,394	29,110	27,287	26,201	27,023	30,748	30,788	26,618	27,518	26,650		308,549
Foreign language	7,733	6,597	7,263	6,924	7,041	7,826	8,024	8,059	6,790	6,910	6,401		79,568
High school	1,349	1,126	1,242	1,213	1,072	1,315	1,378	1,155	985	1,005	1,049		12,889
Literacy	1,176	885	1,071	972	1,155	1,593	1,757	1,294	1,039	871	982		12,795
Magazines	1,265	1,122	1,285	1,187	1,246	1,271	1,405	1,389	1,248	1,380	1,352		14,150
Nonfiction	171	177	163	183	167	135	174	217	210	214	140		1,951
Large type	2,641	2,247	2,669	2,439	2,650	2,531	2,667	2,304	2,332	2,561	2,453		27,494
Parent collection	9,963	8,678	10,342	9,375	9,135	9,064	9,805	9,431	8,367	8,598	8,170		100,928
ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	59,844	65,481	64,302	55,363	57,435	55,126	0	654,687
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	101,080	104,752	97,960	87,786	92,485	90,541	0	1,052,456
eMaterials	3,576	2,893	3,596	3,167	3,486	3,189	3,533	3,438	3,216	3,072	3,225		36,391
ILL (non consortial)	385	333	357	361	307	347	268	291	269	301	275		3,494
Miscellaneous	612	392	415	458	396	424	362	412	366	480	492		4,719
GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	105,050	108,915	102,101	91,637	96,338	94,533	0	1,097,060
Days closed	1			1	2		1		2		1	2	10

Circulation Statistics 2011 - 2013

VII.C.3.

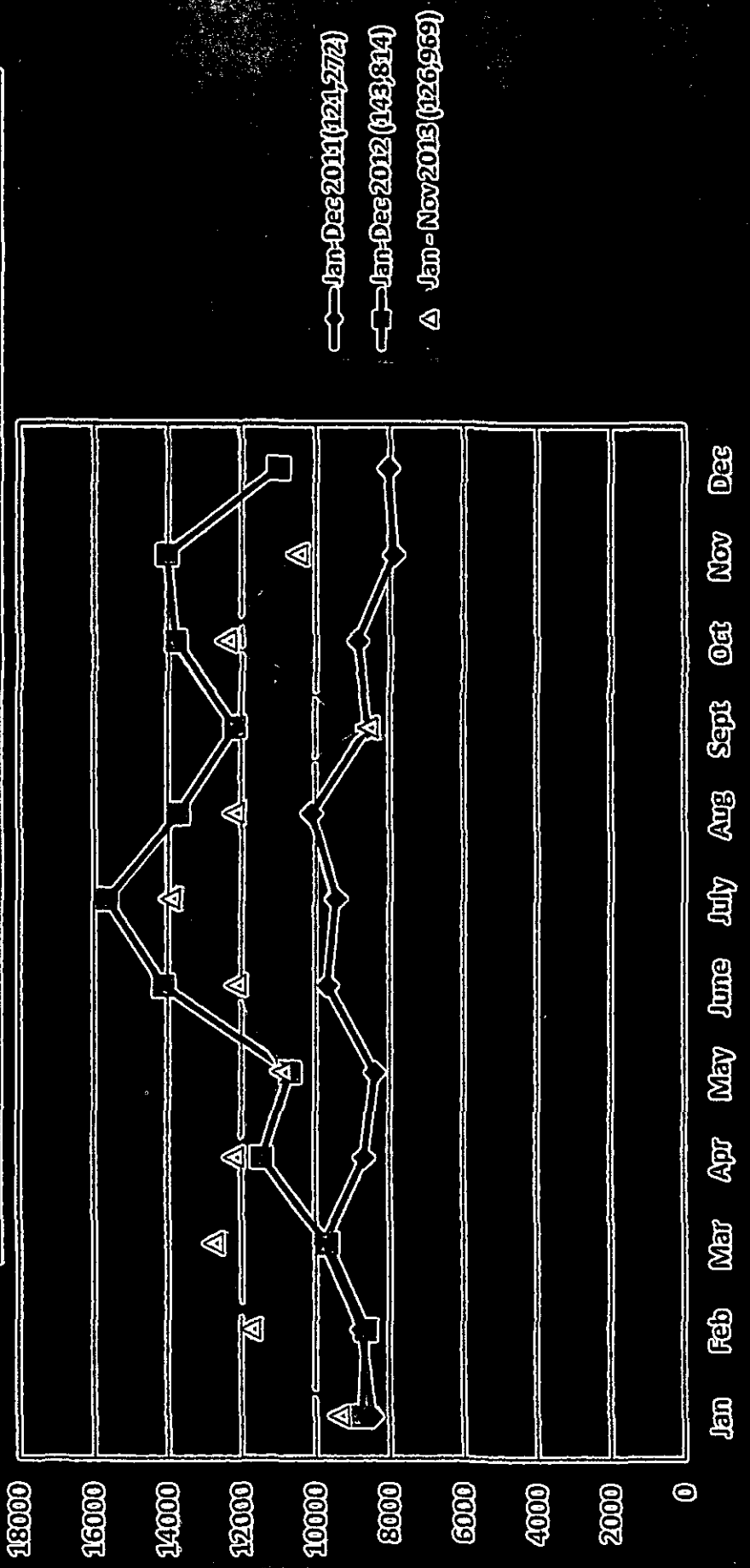
P. 43



■ Jan-Dec 2011 (1,176,467)
■ Jan-Dec 2012 (1,173,113)
□ Jan - Nov 2013 (1,052,456)

Computer Use - Wired

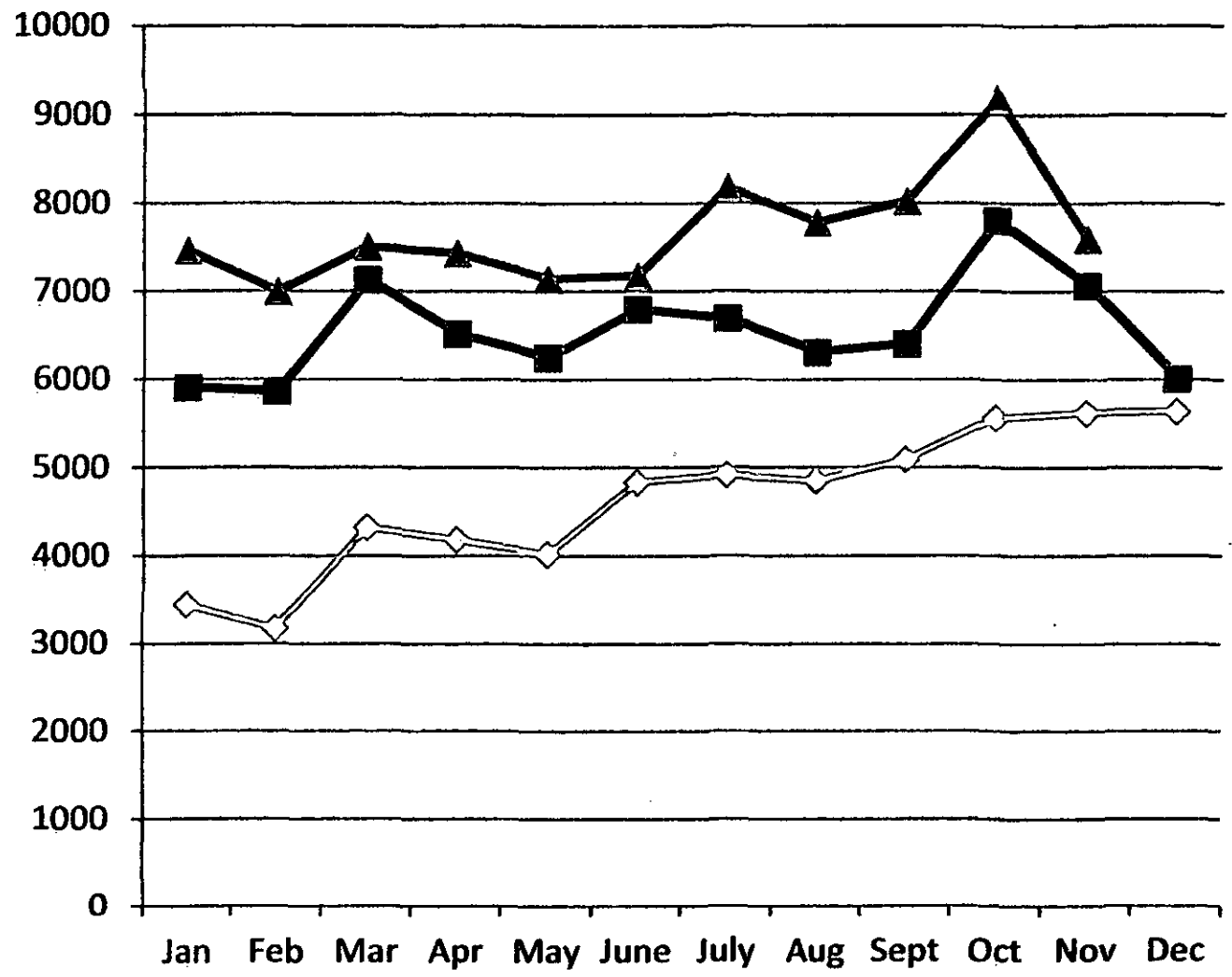
VII.C.4.



Computer Use - Wireless

VII.C.5

P. 45



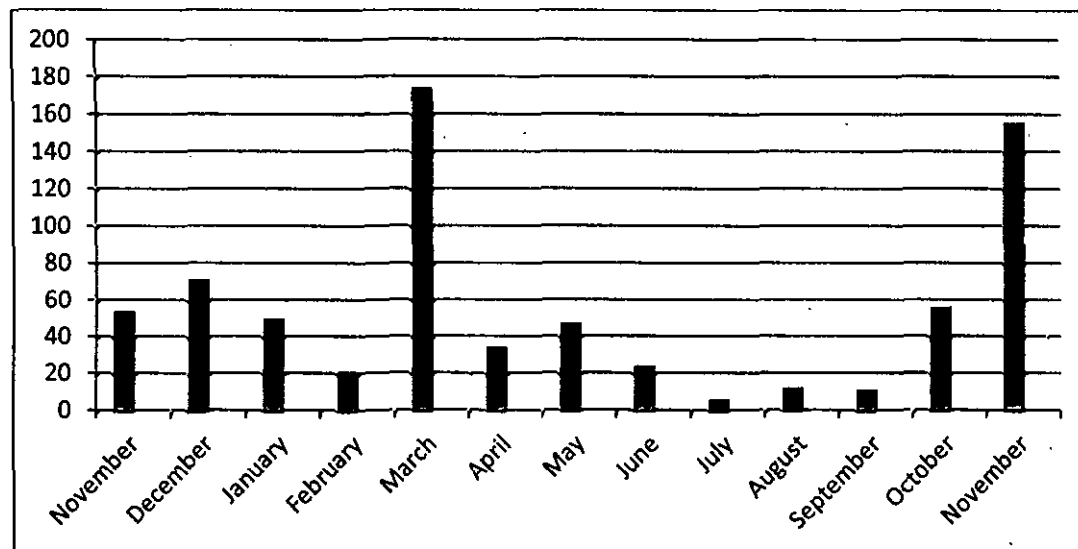
- Jan-Dec 2011(55,673)
- Jan-Dec 2012 (75,091)
- Jan - Nov 2013 (84,489)

Director's Report on Strategic Goals December, 2013

Collection Development Highlights - Goal #1

In November we focused on promoting *World Book Online* via Social Media and banners and fliers in the library. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted this great resource. *World Book Online* is a suite of online research tools that includes encyclopedia articles, primary source collections, educator tools, student activities, pictures, audio, and video, complemented by current periodicals and related Web sites. The chart below shows the increase in usage during the November promotion.

World Book Online (# of searches) November 2012 - November 2013



eDPPL and the Tablet Revolution. One DPPL librarian offered this class one time in November which teaches using library eResources on tablets, phones and other mobile devices. 8 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class two times in November to show the public how to download eaudiobooks and ebooks. 6 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.

Veteran's Day Letter Writing: This program is in collaboration with the local VFW. Materials to write encouraging and heartfelt letters were available on the second floor on November 11th. Children and their parents could stop by and write a letter of support to a veteran or current member of the armed forces. Letters were given to the VFW post to be sent along with care packages for the holidays. 43 letters were written.

Student Art Exhibit Reception: The library held an opening night reception to celebrate a student art exhibit. Artwork from students at Maine West, Iroquois, Chippewa and Algonquin are on display in the first floor meeting room hallway. The exhibit runs through December 13th. 75 pieces of artwork are on display and 95 people attended the reception.

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. 8 people attended.

Cards for Hospitalized Kids: Teens had fun and expressed their artistic side for a great cause. *Cards for Hospitalized Kids* is where teens make cards for hospitalized children. Teens can not only put a smile on the face of a child in the hospital they can also earn Community Service Hours. Cards are delivered to Lurie Children's Hospital and St. Jude Children's Hospital. 18 teens attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in September to meet with the public and answer questions. 4 people attended.

Lifelong Learning Highlights - Goal #3

Adult Computer Classes: Six adult services librarians and three reference and readers' services assistants offered 22 computer classes in November teaching 97 people.

NaNoWriMo: National Novel Writing Month. This national event encourages all would be writers to write a 50,000 word novel during the month of November. This is the second year the library has participated. Our Web Services Librarian Brodie Austin runs this event. Each Tuesday night, we invited NaNoWriMo participants to the library for three hour long "write-ins." We had 54 total participants (on average 11 to 12 per week). 7 of our participants finished their novels by the end of the month.

You Can Brew It: Scott Pointon, Midwest Homebrewer of the Year 2012, presented a program covering the history of home brewing, styles of beer that can be brewed at home, equipment, ingredients and the basic steps of the beer brewing process. Over 13 people attended.

Frugal Friends Coupon Club-Frugal Gift Giving: In November the Frugal Friends Coupon Club learned some super-creative, easy and thoughtful gift ideas that can be easily

created. Offered were loads of suggestions for ways to save money and give the perfect gift. 22 people attended.

Tea for the Holidays: Sheila Duda, owner of TeaLula tea shop in Park Ridge, explored the world of tea, highlighting varieties that would be perfect to serve at holiday parties. A tea tasting was included. 46 people attended.

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	\$ 6,390,195	\$ 6,023,241	\$ 6,437,937	\$ 7,765,661	\$ 7,450,598	\$ 6,949,040	\$ 6,459,744			
Restricted cash donations	129,481	129,483	129,673	129,675	130,100	130,257	130,508	130,508	130,970	131,721	132,822	133,822			
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	6,775,237	6,259,938	5,892,733	6,507,429	7,634,741	7,318,877	6,816,218	6,323,922			
Revenue (M-T-D)															
Property Taxes	15,759	17,968	23,105	37,674	14,915	45,284	17,855	17,855	96,776	15,876	13,913	38,105	\$6,272,781	6,263,710	9,071
Other Revenue	15,759	824,320	2,174,731	473,177	56,554	45,284	962,260	1,773,546	202,464	37,634	16,211	28,705	6,610,045	6,602,648	7,397
Total Revenue	31,518	842,288	2,197,836	510,851	71,469	90,568	1,855,093	3,211,481	299,240	53,510	30,124	66,810	12,882,826	12,866,358	16,468
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	279,871	397,981	286,210	300,700	3,608,496	3,593,725	14,771
Contractual Services	162,138	88,509	73,481	86,021	67,180	72,601	59,888	119,218	79,802	57,828	88,479	57,705	1,012,250	1,012,250	0
Commodities	157,824	64,188	61,255	68,641	67,500	115,509	76,787	57,284	56,638	101,703	92,538	93,633	1,013,300	1,013,300	0
Capital Expenditures	4,820	10,198	(2,131)	933	1,176	10,394	8,832	1,012	4,520	9,547	223	12,746	62,270	62,270	0
Other	24,198	14,596	1,064	3,720	4,550	13,243	2,625	494	14	16,570	6,636	50,000	98,916	433,000	334,084
202															
Adjustments	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)	52,683	(71,742)	12,146	42,000	333,386	333,386	0
Total Expenses	539,202	540,650	461,683	410,562	571,696	412,338	547,564	445,822	517,527	539,192	505,507	556,784	5,993,877	6,302,648	308,771
Net Increase/(Decrease)	(523,443)	285,670	1,713,048	62,615	(515,142)	(366,954)	414,696	1,327,724	(315,063)	(501,558)	(489,296)	(528,079)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,390,195	6,023,241	6,437,937	7,765,661	7,450,598	6,949,040	6,459,744	5,931,665			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,275,662	4,760,095	4,392,984	4,807,429	6,135,153	5,819,678	5,317,319	4,826,922	4,291,843			

2013 Contracts

VII.C.8
7500

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	
	7/17/2013	12827	201-5970100	\$6,211.54			\$6,211.54	
	11/20/2013	13108	201-5970100	\$6,325.22			\$6,325.22	
				\$12,536.76	\$19,695.23	\$32,231.99	\$32,231.99	
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	
	8/21/2013	12903	201-5930020		\$2,666.75		\$2,666.75	
	11/20/2013	13117	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$10,667.00	\$10,667.00	\$10,667.00	
P.50 - 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	\$4,660.75	\$4,660.75	\$4,660.75	
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	
	7/17/2013	12840	201-5930010		\$349.13		\$349.13	
	8/21/2012	12912	201-5930010		\$1,178.69		\$1,178.69	
	9/18/2013	12979	201-5930010		\$366.59		\$366.59	
	10/16/2013	13054	201-5930010		\$366.59		\$366.59	

2013 Contracts

VII.C.8
5100

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	11/20/2013	13121	201-5930010		\$1,143.16		\$1,143.16	
	12/18/2013	13207	201-5930010		\$366.59		\$366.59	
				\$0.00	\$14,773.20	\$14,773.20	\$14,773.20	

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	
5/21/2013	12700	201-5930320			\$3,340.00			
5/21/2013	12700	201-5960990		\$3,248.00				
5/21/2013	12700	201-5930320		\$6,190.00			\$12,778.00	
6/7/2013	12774	201-5930320			\$3,340.00			
6/7/2013	12774	201-5930020		\$140.00			\$3,480.00	
7/17/2013	12845	201-5930320			\$3,340.00			
7/17/2013	12845	201-5960990		\$1,872.00			\$5,212.00	
8/21/2013	12916	201-5930320			\$3,538.00			
8/21/2013	12916	201-5960990		\$1,272.00			\$4,810.00	
9/18/2013	12987	201-5930320			\$3,340.00			
9/18/2013	12987	201-5960990		\$1,072.00				
9/18/2013	12987	201-5930320		\$5,700.00			\$10,112.00	
10/16/2013	13058	201-5930320			\$3,340.00			
10/16/2013	13058	201-5960990		\$2,224.00			\$5,564.00	
11/20/2013	13127	201-5960990			\$3,340.00			
11/20/2013	13127	201-5930320		\$2,078.00			\$5,418.00	
12/18/2013	13211	201-5930320			\$3,340.00			
12/18/2013	13211	201-5930020		\$6,190.00				
12/18/2013	13211	201-5960990		\$3,144.00			\$12,674.00	
				\$23,022.00	\$30,258.00	\$53,280.00	\$53,280.00	

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

\$2,696.00 Annual

					\$0.00	\$0.00	\$0.00	
--	--	--	--	--	--------	--------	--------	--

EDWARDS ENGINEERING - HVAC Annual Maintenance Contract

\$17,421.71 Annual

10/16/2013	13063	201-5930020		\$883.40			\$883.40	
10/16/2013	13062	201-5930020			\$17,421.71		\$17,421.71	
				\$883.40	\$17,421.71	\$18,305.11	\$18,305.11	

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

P. 51

2013 Contracts

VII.C.8.
9500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.	
	10/16/2013	13068	201-5930020		\$1,697.00		\$1,697.00	\$1,697.00 Annual	
				\$0.00	\$1,697.00	\$1,697.00	\$1,697.00		
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		
	8/21/2013	50453	201-5930210		\$1,488.13		\$1,488.13		
	9/18/2013	50462	201-5930210		\$1,488.13		\$1,488.13		
	10/16/2013	50473	201-5930210		\$1,488.13		\$1,488.13		
	10/31/2013	50484	201-5930210		\$1,488.13		\$1,488.13		
	11/30/2013	50496	201-5930210		\$1,488.13		\$1,488.13		
					\$12,055.04	\$12,055.04	\$12,055.04		
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		
P. 52	ACT NETWORKING, LLC. - Service Agreement for Copy Machines								\$15,000 Annual
	5/21/2013	12712	201-5930010		\$1,444.02		\$1,444.02		
	7/17/2013	12855	201-5930010		\$909.78		\$909.78		
	8/21/2013	12927	201-5930010		\$825.30		\$825.30		
	9/18/2013	12999	201-5930010		\$586.12		\$586.12		
	10/19/2013	13070	201-5930010		\$793.94		\$793.94		
	11/20/2013	13144	201-5930010		\$772.62		\$772.62		
	12/18/2013	13225	201-5930010		\$823.60		\$823.60		
				\$0.00	\$6,155.38	\$6,155.38	\$6,155.38		
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		
	7/17/2013	12862	201-5920110		\$3,340.00		\$3,340.00		
	9/18/2013	13008	201-5920110		\$2,860.00		\$2,860.00		
	10/16/2013	13077	201-5920110		\$3,010.00		\$3,010.00		
	12/18/2013	13228	201-5920110		\$2,860.00		\$2,860.00		
				\$0.00	\$18,190.00	\$18,190.00	\$18,190.00		
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$25,125.00 Annual 2013	

2013 Contracts

VII.C.8.
2500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
								\$26,120.00 Annual 2014
	1/21/2013		201-5930010		\$25,125.00		\$25,125.00	
	12/18/2013	13268	201-5930010		\$26,120.00		\$26,120.00	
				\$0.00	\$25,125.00	\$25,125.00	\$25,125.00	

MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50	
	8/21/2013	12935	201-5930020	\$1,669.28			\$1,669.28	
				\$2,646.78	\$0.00	\$2,646.78	\$2,646.78	

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	
	7/17/2013	50445	201-5970260	\$1,000.00			\$1,000.00	
	8/21/2013	12934	201-5930210		\$177.00		\$177.00	
	9/18/2013	50461	201-5970260	\$1,000.00			\$1,000.00	
	10/16/2013	50472	201-5970260	\$1,000.00			\$1,000.00	
	11/20/2013	13160	201-5970260		\$177.00		\$177.00	
	10/31/2013	50482	201-5970260	\$1,000.00			\$1,000.00	
				\$8,086.08	\$708.00	\$8,794.08	\$8,794.08	

OUTSOURCE SOLUTIONS GROUP - IT Services								\$325,000.00 Annual \$27,083.33 Monthly
	2/20/2013	12523	201-5920110		\$27,083.33		\$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	\$1,530.00			\$31,030.21	
	5/21/2013	12728	201-5920110		\$27,083.33			

P. 53

2013 Contracts

VII.C.8.
8500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/17/2013	12871	201-5920110		\$27,083.33			
	7/17/2013	12871	201-5960990	\$1,530.00				
	7/17/2013	12871	201-5980420	\$2,835.00			\$31,448.33	
	8/21/2013	12939	201-5920110		\$27,083.33			
	8/21/2013	12939	201-5920110	\$280.00				
	8/21/2013	12939	201-5960990	\$1,250.00			\$28,613.33	
	9/18/2013	13014	201-5920110	\$1,250.00	\$27,083.33			
	9/18/2013	13014	201-5920110	\$280.00				
	9/18/2013	13014	202-5980410	\$11,250.73			\$39,864.06	
	10/16/2013	13082	201-5920110		\$27,083.33			
	10/16/2013	13082	201-5960990	\$1,530.00			\$28,613.33	
	11/20/2013	13170	201-5920110		\$27,083.33			
	11/20/2013	13170	201-5960990	\$1,530.00				
	11/20/2013	13170	201-5980420	\$990.16			\$29,603.49	
	12/18/2013	13240	201-5920110		\$27,083.33			
	12/18/2013	13240	201-5960990	\$1,530.00			\$28,613.45	
				\$46,363.04	\$270,833.30	\$317,196.34	\$317,196.34	

P. 54

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		\$216.92		\$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	
	7/17/2013	50449	201-5920110		\$672.00		\$672.00	
	7/31/2013	50455	201-5920110		\$701.92		\$701.92	
	8/31/2013	50465	201-5920110		\$671.92		\$671.92	
	10/16/2013	50475	201-5920110		\$769.20		\$769.20	
	10/31/2013	50487	201-5920110		\$1,022.20		\$1,022.20	
	12/18/2013	50488	201-5920110		\$833.93		\$833.93	
				\$0.00	\$8,697.20	\$8,697.20	\$8,697.20	

REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System

\$305.28 Annual

2013 Contracts

VII.C.8.
6500

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid (under contract)	Vendor Transaction Total	Period Total	Contract Amt.
	2/20/2013	12471	201-5960990		\$76.32		\$76.32	
	4/17/2013	12663	201-5960990		\$76.32		\$76.32	
	7/17/2013	12876	201-5960990		\$76.32		\$76.32	
					\$228.96	\$228.96	\$228.96	
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	
	7/17/2013	12877	201-5930490		\$359.71		\$359.71	
	8/21/2013	12902	201-5930490		\$359.17		\$359.17	
	9/18/2013	13021	201-5930490		\$474.77		\$474.77	
	10/16/2013	13087	201-5930490		\$474.77		\$474.77	
	11/20/2013	13179	201-5930490		\$476.62		\$476.62	
	12/18/2013	13248	201-5930490		\$474.25		\$474.25	
					\$4,431.39	\$4,431.39	\$4,431.39	
INDLER ELEVATOR CORPORATION								\$7,500.00 Annual
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	
	9/18/2013	13024	201-5930020	\$1,237.30			\$1,237.30	
	10/16/2013	13092	201-5930020	\$645.47			\$645.47	
				\$1,882.77	\$7,262.76	\$9,145.53	\$9,145.53	
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
	10/16/2013	13100	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	

P. 55

2013 Contracts

VII.C.8.
0900

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
						\$564,271.95		

Des Plaines Public Library

Premiums/Fees Comparison: Expiring to Recommended Carriers

Line of Coverage	Carrier Name	Incumbent Carrier Premium	Proposed Carrier Premium	% of Change
1. Commercial Package with Umbrella	Sentinel Insurance Company	\$20,170	\$22,917	13.6%
2. Inland Marine	Hartford Fire	1,501	2,500	66.6%
3. Automobile	Sentinel Insurance Company	2,507	2,988	19.2%
4. Directors & Officers	Philadelphia Indemnity Insurance Company	2,184	3,104	42.1%
5. Volunteer Accident	AIG	500	500	0.0%
6. Workers Compensation	IPRF	16,552	16,719	1.0%
7. Recommended Renewal Premium		\$43,414	\$48,728	142.5%

DRAFT

**Des Plaines Public Library
Salary and Classification Schedule**

Proposed 1.5% Increase effective on 01/01/2014

Group	Title	Minimum	Midpoint	Maximum
12	Library Director			Set by Board
11	Assistant Director	\$64,427	\$80,535	\$96,641
10	Head of Adult Services Head of Public Information Services Head of Youth Services Human Resources Manager	\$56,023	\$70,030	\$84,036
9	Head of Circulation Services Reference Services Librarian II School Liaison Librarian Technical Services Manager Teen Services Librarian Web Services Librarian	\$48,716	\$60,896	\$73,075
8	Circulation Services Manager Head of Building & Security Services Metadata and Cataloging Specialist Manager of Creative Services Part-time Youth Services Librarian Part-time Reference Librarian Reference Librarian Youth Services Librarian	\$42,362 \$21.72	\$52,954 \$27.16	\$63,543 \$32.59
7	Graphic Artist Readers' Services Supervisor	\$36,836 \$18.89	\$46,045 \$23.61	\$55,255 \$28.34
6	Circulation Services Assistant Full-time Administrative Services Clerk Part-time Circulation Services Assistant Readers' Services Assistant References Services Assistant Youth Services Assistant	\$32,031 \$16.43	\$40,040 \$20.53	\$48,048 \$24.64
5	Technical Services Assistant Acquisition & Receiving Technical Services Assistant Copy Cataloger	\$27,854 \$14.28	\$34,818 \$17.86	\$41,781 \$21.43
4	Building & Security Services Assistant Circulation Services Clerk Monitor, Full-time Monitor, Part-time	\$24,220 \$12.42	\$30,275 \$15.53	\$36,331 \$18.63
3	Processing Clerk	\$10.81	\$13.50	\$16.20
2	Page II	\$9.39	\$11.73	\$14.09
1	Page	\$8.45	\$10.21	\$12.25

Des Plaines Public Library Salary and Classification Schedule

VIII. E.

(Effective June 21, 2011)

Group	Title	Minimum	Midpoint	Maximum
12	Library Director			Set by Board
11	Assistant Director	\$63,475	\$79,345	\$95,213
10	Head of Adult Services Head of Public Information Services Head of Youth Services Human Resources Manager	\$55,195	\$68,995	\$82,794
9	Head of Circulation Services Reference Services Librarian II School Liaison Librarian Technical Services Manager Teen Services Librarian Web Services Librarian	\$47,996	\$59,996	\$71,995
8	Circulation Services Manager Head of Building & Security Services Metadata and Cataloging Specialist Manager of Creative Services Part-time Youth Services Librarian Part-time Reference Librarian Reference Librarian Youth Services Librarian	\$41,736 \$21.40	\$52,171 \$26.75	\$62,604 \$32.10
7	Graphic Artist Readers' Services Supervisor	\$36,292 \$18.61	\$45,365 \$23.26	\$54,438 \$27.92
6	Circulation Services Assistant Full-time Administrative Services Clerk Part-time Circulation Services Assistant Readers' Services Assistant References Services Assistant Youth Services Assistant	\$31,558 \$16.18	\$39,448 \$20.23	\$47,338 \$24.28
5	Technical Services Assistant Acquisition & Receiving Technical Services Assistant Copy Cataloger	\$27,442 \$14.07	\$34,303 \$17.59	\$41,164 \$21.11
4	Building & Security Services Assistant Circulation Services Clerk Monitor, Full-time Monitor, Part-time	\$23,862 \$12.24	\$29,828 \$15.30	\$35,794 \$18.36
3	Processing Clerk	\$10.65	\$13.30	\$15.96
2	Page II	\$9.25	\$11.56	\$13.88
1	Page	\$8.33	\$10.06	\$12.07

Adopted 06/21/2011



Des Plaines
Public Library

VIII.G.

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

STATE OF ILLINOIS)
)
COUNTY OF COOK)

I, Carol Kidd, Secretary of the Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, do hereby certify that the foregoing resolutions were duly adopted by the Board of Library Trustees of the said Des Plaines Public Library, at a regular and scheduled meeting of the said Board, at which meeting a quorum was present, held on the 17th day of December 2013, pursuant to written and posted notice, at the Des Plaines Public Library, that Trustees were present and voting and that the roll call vote of the question of adopting the foregoing resolutions was voting Aye. Nay In Witness Whereof, I do set hereunder my name this _____ day of _____ 2013.

Signed _____
Secretary

Subscribed and sworn by me

This _____ day of _____ 2013.

Notary Public



RESOLUTION

2014 appropriation and 2013 Levy for Library Purposes Des Plaines Public Library, Des Plaines, Illinois

WHEREAS, The Board of Library Trustees of the Des Plaines Public Library of Des Plaines, Illinois, has at an open and public meeting held on September 17, 2013 considered the financial requirements of the said Public library for the fiscal year commencing January 1, 2014; and

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

WHEREAS, said Board has further determined the amount of money of which, in its judgment, it will be necessary to levy for library purposes in the 2013 annual tax levy ordinance to be enacted by the City Council of the City of Des Plaines.

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

1. THAT the amount of money, which in its judgment it will be necessary to levy for library purposes in the 2013 annual tax levy ordinance and for collection and deposit in the library fund is \$6,169,754.
2. AND THAT the Library will control its expenditures so that the expenditures do not exceed actual income during FY2014.
3. THAT the Secretary of the Board file a certified copy of this resolution with the City Clerk of the City of Des Plaines, Illinois.

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2012 Actual	2013 Budget	2013 Projected	2014 Proposed
TAXES					
810025	Property Taxes 2008				
810026	Property Taxes 2009				
810027	Property Taxes 2010	6,385,802			
810028	Property Taxes 2011				
810029	Property Taxes 2012		6,263,710	6,263,710	
810030	Property Taxes 2013				6,169,754
TOTAL TAXES		6,385,802	6,263,710	6,263,710	6,169,754
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	59,852	59,000	59,000	60,000
822095	State Grant: Library	0		4,000	
TOTAL INTERGOVERNMENTAL REVENUE		152,840	151,988	155,988	152,988
FINES & FEES					
850101	Library Fees	3,842	4,000	4,500	4,000
850102	Library Fines	67,290	72,000	54,000	50,000
850103	Library Fines Credit Card	48,861	45,000	59,000	65,000
850201	Copying Fees	25,548	30,000	30,000	30,000
850202	Damaged Materials	3,643	700	1,200	1,000
850203	Lost Materials	5,679	6,500	8,000	6,000
850205	Bags	729	750	750	750
850207	Non-Resident Cards	1,163	1,000	1,000	1,000
850208	Meeting Room Fees	0	2,000	1,500	1,500
TOTAL FINES		156,755	161,950	159,950	159,250
TOTAL TAXES		6,695,397	6,577,648	6,579,648	6,481,992
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events	0	0	3,500	1,000
TOTAL SPECIAL PROGRAMS & EVENTS		0	0	3,500	1,000
OTHER REVENUE					
890010	Interest Income	5,153	4,000	2,500	4,000
890050	Sale of Fixed Assets	15,390	0	0	0
899900	Miscellaneous Revenue	19,712	20,000	26,000	20,000
899920	Library Donations	1,471	1,000	1,500	1,200
TOTAL OTHER REVENUE		41,726	25,000	30,000	25,200
FUND TOTAL		6,737,123	6,602,648	6,613,148	6,508,192

2014 DPPL BUDGET

Fund 202	Des Plaines Public Library				
	Revenue - Capital Projects Fund				
	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed
OTHER REVENUE					
890010	Interest Income	212	0		
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		212	0		
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund		300,000	300,000	300,000
TOTAL OTHER FINANCING SOURCES		0	300,000	300,000	300,000
FUND TOTAL		212	300,000	300,000	300,000

2014 DPPL BUDGET

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	2,039,071	2,098,574	2,098,574	2,136,266		
910200	Part-time Salaries	693,370	777,327	777,327	750,888		
910400	Non-Supervisory Overtime		0				
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium		0				
910950	Excess Sick Hrs Pay out		0				
910970	Compensated Absences		0	0			
TOTAL SALARIES		2,732,441	2,875,901	2,875,901	2,887,154		
BENEFITS							
918010	Unemployment Compensation	25,898	78,000	2,000	2,000		
918020	Employer Contr - FICA	204,816	216,328	205,000	216,537		
918021	Employer Contr - IMRF	319,328	363,636	300,000	363,640		
918040	Life Ins Premiums	304	4,100	4,100	4,212		
918050	PPO Insurance Premiums	244,219	275,713	211,000	254,207		
918051	HMO Insurance Premiums	85,883	99,504	100,500	106,686		
918055	Dental Insurance Premiums	21,022	25,543	21,000	23,314		
918070	Workers Compensation	7,266	13,500	25,000	25,000		
918085	RHS Plan Payout	0	1,500	0	1,500		
TOTAL BENEFITS		908,736	1,077,824	868,600	997,096		
CONTRACTUAL SERVICES							
920100	Legal Fees	2,958	9,000	3,000	5,000	Legal Fees	5,000
920110	Professional Services	358,899	362,000	362,000	415,050	Accounting Service	20,500
						Audit	5,000
						IT Management Service	378,550
						Payroll Service	11,000
920120	Communication Services	30,382	34,100	41,400	39,910	AT&T	8,400
						Call One	3,600
						Comcast	5,850
						Level 3	6,000
						McLeod	4,680
						Verizon	9,000
						Wide Open West (WOW)	2,380
920140	Integrated Library System	82,326	98,500	98,500	98,500	CCS/Data Processing/OCLC	98,500
920202	Conferences	2,805	5,000	5,000	0		
920204	Training	1,749	5,000	5,000	5,000	Safety Training	500
						Staff Development	4,500
920220	Membership Dues	6,685	7,000	7,000	7,000		
920230	Publication of Notices	90	2,000	2,000	2,000		
920990	Property/Liab Insurance	31,878	33,000	43,200	43,500		
930010	R & M Equipment	108,291	112,650	112,650	106,260	3M Equipment (security/checkout/workstations)	22,200
						APC Air Removal Unit	150
						Appliance Repair	1,000
						AWE Annual Agreement	3,000
						Backflow Device Testing	1,500
						COTG Printer Support	6,800
						IDS Annual Agreement	11,500
						Impact Copier Support	11,250
						JT Packard UPS Annual Agreement	1,000
						Laminator Maintenance Contract	650
						Lyngsoe (sorter)	26,500
						Network Maintenance -Cisco Smartnet, Switches, Routers/Juniper	9,910
						Microfilm Reader Maintenance	2,000
						RTI Disc Cleaner Annual Agreement	1,500
						SARA Workstation Agreement	300
						TBS Annual Agreement	6,000
						Wireline (telephone repair service)	1,000

2014 DPPL BUDGET

	<u>Account</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>	<u>Details</u>	<u>Amount</u>
930020	R & M Bldgs & Structures	98,890	132,150	130,000	160,650	Carpeting	2,500
						Door Maintenance	6,000
						Elevator Maintenance	8,100
						Fire Protection Equipment Testing	8,800
						Furniture/Carpet/Draperly Cleaning	24,400
						HVAC Controls	60,000
						HVAC Maintenance Agreement	17,500
						HVAC Water Treatment	1,000
						Lighting/Electrical	9,100
						Meeting Room Partition Maintenance	750
						Painting	10,000
						Plumbing Repairs	4,000
						Security Camera Repair	3,500
						Woodwork Repair/Carpentry	5,000
930030	R & M Vehicles	1,396	1,000	0	250	Library Van Maintenance	250
930195	Book Binding & Repair	180	0	250	0	Binding Soft Cover and Hard Cover Books & Periodicals	0
930210	Rental of Equipment	27,479	31,300	31,300	21,085	Copier Lease	17,860
						Postage Machine	725
						Public Scan Station	2,500
930320	Cleaning: Custodial Services	52,348	47,400	47,400	48,100	Housekeeping Contract	40,100
						Additional Housekeeping	1,500
						Window/Glass Cleaning	6,500
930490	Refuse Contract	6,736	6,000	5,000	5,000	Waste Hauling	5,000
960040	Pre-Employment Testing	0	250	250	1,700		
960065	E-Pay Fees	2,036	1,800	2,380	2,400		
960070	Mileage	507	500	500	500		
960210	Spedal Event Programming	28,458	38,800	38,800	40,800	Adult Services Programming	19,000
						Community Outreach Activities	4,800
						Volunteers	500
						Youth Services Programming	16,500
960990	Misc. Contractual Services	76,763	84,300	90,000	90,495	Aquarium Service	5,000
						Backup Disaster Recovery Off-Site Storage	15,000
						Baker & Taylor Processing	21,000
						Baker & Taylor Title Source	2,600
						Building Alarm Monitoring	385
						Collection Agency Fees	5,200
						Constant Contact (eNewsletter)	750
						Furniture Recovering	6,000
						Invicta Webhosting	600
						Midwest Tape Processing	23,000
						Server Monitoring	3,360
						Shutterstock	2,600
						Van Delivery Service	5,000
TOTAL CONTRACTUAL SERVICES		920,856	1,011,750	1,025,630	1,093,200		

2014 DPPL BUDGET

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
COMMODITIES							
970100	Supplies	72,114	105,300	105,300	72,500	Debit Cards	1,000
						Disk Cleaning Supplies	1,500
						Headphones	2,000
						Library Cards	4,000
						Materials Processing	40,000
						Mice/Keyboards/Mousepads	3,500
						Supplies	15,000
						Toner	5,500
970110	Meals	4,534	2,000	2,000	1,500	Library Hosted Meetings & Public Programs, All Staff	1,500
970115	Supplies: Dept./Other	5,683	5,200	4,000	6,200	Building & Security Services	2,000
						IT Services	2,000
						Public Information Services	2,200
970170	Janitorial	17,981	28,300	25,000	25,300	Housekeeping Supplies	15,000
						HVAC Filters	2,500
						Lighting	7,800
970260	Postage and Parcel	8,642	15,000	15,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing	4,849	6,500	8,550	5,000	Printing (Public Information)	5,000
970500	Purchase of Water	4,179	4,500	4,300	4,500	Purchase of Water	4,500
970600	Ebooks/Books	306,548	342,000	342,000	368,000	Ebooks/Books	368,000
970610	Eaudio/Audio Materials	63,640	72,000	72,000	79,500	Eaudio/Audio Books/CD Roms	79,500
970620	Esubscriptions/Subscriptions	45,491	68,000	68,000	69,000	Esubscriptions/Magazines/Newspapers/Microfil	69,000
970630	Visual Materials	98,775	106,000	106,000	124,500	Streaming Movies/DVDs/Video Games	124,500
970640	Databases	163,261	185,000	185,000	200,000	Databases/Print Reference	200,000
970650	Downloadable Materials	34,882	45,000	50,000	0	Ebooks/Eaudiobooks/Music	
970810	Natural Gas	12,324	26,000	20,000	20,000		
970820	Electricity		0	0	0		
970840	Diesel		0	0	0		
970850	Gasoline	706	1,000	750	750		
970900	Equipment < \$5,000	3,717	0	0	11,400	RFID Pads (2 TS)	6,000
						HDTV (2), Study Rooms, mounts, wall ports	2,500
						Paper Cutters (2 PI)	2,900
TOTAL COMMODITIES		847,326	1,011,800	1,007,900	1,003,150		

2014 DPPL BUDGET

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
CAPITAL EXPENDITURES							
980300	Improvements			0	0		
980400	Equipment			0	0		
980410	Computer Hardware	10,117	7,300	7,300	13,000	27" iMac (PI)	2,400
						DVD Duplicator	350
						External HDDs (4)	1,000
						iPad 4 (PI)	800
						Laser Scanners (2)	750
						Printer Replacements	4,000
						Scan Doc (Digitization)	700
						Thin Clients (2)	1,000
						Touch Screen Monitors (2)	800
						Workstation (Web)	1,200
980420	Computer Software	52,535	39,770	39,000	41,405	3M CIMS	900
						Boopsie	3,700
						Cataloger Desk	685
						Deep Freeze	550
						Digitization Software	6,200
						ETRN (Domain name)	3,500
						Evanced Annual Agreement (Events/eRoom/summer reading)	1,500
						Graphics Software	3,600
						Jaws & Magic	820
						Mac Teen Software	1,000
						Microsoft Annual Licenses	10,400
						PC Reservation	1,000
						Public Web Browser	125
						SSL	150
						Trend Micro Office Scan	5,000
						Web Dewey	575
						Website Software	1,200
						Winselect	500
980600	Furniture & Fixtures	16,795	15,200	15,200	15,000	Chair Replacement	6,000
						Meeting Room Podiums	2,500
						Signage	2,000
						Youth Services Fixtures	4,500
TOTAL CAPITAL EXPENDITURES		79,447	62,270	61,500	69,405		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	51,111	58,000	59,000	60,000		
990901	Grant Expenditures	325	0	4,000	0		
990940	Trans to Lib Cap Proj FND		300,000	300,000	300,000		
993000	Contingency Reserve		75,000	0	75,000		
TOTAL OTHER FUNDING ACTIVITIES		51,436	433,000	363,000	435,000		
LIBRARY TOTALS		5,540,242	6,472,545	6,202,531	6,485,605		

2014 DPPL BUDGET

0072

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920202	Conferences	1,206			20,000		
920204	Training		0				
920210	In-Service Training		0				
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog		0				
960990	Misc Contractual Svcs	12,123	29,000	29,000	22,000	Early Literacy Intern	7,000
						Marketing Campaign	15,000
TOTAL CONTRACTUAL		13,329	29,000	29,000	42,000		
COMMODITIES							
970260	Postage and Parcel		0				
970270	Printing-Reprod-Binding	0	0				
TOTAL COMMODITIES		0	0				
CAPITAL EXPENDITURES							
980400	Equipment		30,000	30,000	18,000	CD Shelving Replacement	
980410	Computer Hardware	46,571					
TOTAL CAPITAL		46,571	30,000	30,000	18,000		
PER CAPITA TOTALS		59,900	59,000	59,000	60,000		

2014 DPPL BUDGET

0073

Fund 202		Des Plaines Public Library					
		Expenditures - Capital Projects Fund					
	<u>Account</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>	<u>Details</u>	<u>Amount</u>
CONTRACTUAL SERVICES							
920110	Professional Services		15,000	15,000	20,000	Space Audit	20,000
960990	Misc Contractual Svcs			0			
TOTAL CONTRACTUAL SERVICES				0			
CAPITAL EXPENDITURES							
980300	Improvements	40,969	96,000	96,000	258,000	3rd Floor E-Bar Project	12,500
						4th Floor Carpet	80,000
						Early Literacy Area	130,000
						Public Bathroom Partitions	17,000
						Staff Kitchen	18,500
980400	Equipment	12,019	60,000	50,000	4,500	Video Equipment & Lighting	4,500
980410	Computer Hardware		45,000	45,000	97,950	3M Self Check Upgrade	18,500
						Client Virtualization Server	14,250
						Digital Devices	14,300
						Monitors (Lifecycle)	15,600
						Nomadix (lifecycle)	6,500
						Virtual Server Replacements	28,800
980420	Computer Software		55,000	45,000	10,800	Fail Over for Virtual Servers	7,800
						Website App Development	3,000
980600	Furniture & Fixtures		82,000	82,000	30,000	Public Seating	30,000
990990	Vehicles	30,057	0				
TOTAL CAPITAL EXPENDITURES		52,988	353,000	333,000	421,250		
DIVISION TOTALS		52,988	353,000	333,000	421,250		



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701
217-782-2994

November 13, 2013

Mrs. Holly Sorensen
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016-4553

Dear Mrs. Sorensen:

On behalf of Secretary of State and State Librarian Jesse White, please accept my congratulations on being named a 3 Star Library by *Library Journal* magazine!

This prestigious designation is a testament to the outstanding service provided by you and your dedicated staff. Your commitment to doing everything possible to address the needs of your patrons should be an example for all of our libraries. You and I both know that our libraries remain the best and most reliable sources of information available to citizens.

Please extend my congratulations to your trustees and all of your staff, and here's hoping all of you have a joyous holiday season and a happy 2014!

Warmest regards,

A handwritten signature in cursive script that reads "Anne Craig".

Anne Craig
Director
Illinois State Library
acraig@ilsos.net

NOVEMBER

0075

2819:1010
11



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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, NOVEMBER 19, 2013

7:00 PM

Conference Room - Second Floor

Agenda: Review and Approve Contract for IT Services

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.



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

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

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

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Jack Robinson.
- VII. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – October 15, 2013.
 - B. Acceptance of Financial Reports for October 2013.
 - 1. Treasurer’s Report as of October 31, 2013.
 - C. Acceptance of Reports.
 - 1. October 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. Unfinished Business.
- A. HVAC Maintenance Agreement – Three-year Pricing, Year One, \$32,292.00, Year Two, \$33,291.00, Year Three, \$34,319.00. [Action Item]
 - B. Proposal to Replace Failed Compressor in the Chiller. \$37,538.00. [Action Item]
- IX. New Business. (7:30 PM)
- A. Approve Payment of Vendor Checks Report - \$259,310.73 and ACH Payments - \$40,536.27. [Action Item]
 - B. Proposed Insurance Coverage through Libraries of Illinois Risk Agency (L.I.R.A.) and Proposed Pricing for 2013/2014 \$39,400.00 – Marcus Henthorn. [Action Item]
 - C. Review and Approve Contract for IT Services – Outsource IT Solutions Group – Three-year Pricing, Year One, \$375,075.79, Year Two, \$386,328.07, Year Three, \$397,917.91. [Action Item]
 - D. Approve Lyngsoe Systems Service Agreement - Two-year Pricing, Year One, \$26,120.00, Year Two, \$27,170.00. [Action Item]
- X. Announcements. (8:15 PM)
- XI. Correspondence.
- A. 2014 National Medal for Museum & Library Service Award.
- XII. Other.
- XIII. Adjournment. (8:30 PM)

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

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 October 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, October 15, 2013. President Sarlo called the meeting to order at 7:01p.m.

II. ROLL CALL.

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

Absent: Kristen Kraack, Vince Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid.

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

VI. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Jack Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

MOTION by Steve Mokry, seconded by Alma Perez, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DRAFT

VII.A.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$260,707.36 and ACH Payments - \$39,691.20. [Action Item]

MOTION by Eugene Fregetto, seconded by Rich Pope, to approve the payment of vendor checks in the amount of \$260,707.36, and ACH Payments paid in the amount of \$39,691.20 as listed on the vendor checks report of September 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.

- B. Approval of Library Closings through January 2015. [Action Item]

MOTION by Eugene Fregetto, seconded by Rich Pope, to approve Library Closings through January 2015. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

President Sarlo stated that he wanted to address two items that were not on the agenda, but they would require no action taken.

President Sarlo stated that he received a certified letter from the Adler Law Office. The letter was a Notice of Attorney's Lien. Library Director Sorensen contacted the library attorney, Gerard Dempsey, who advised that the information received from Alder Law Office be sent to the library's insurance company. Director Sorensen stated that the insurance company was notified and she also notified Mike Bartholomew, Des Plaines City Manager.

Director Sorensen stated that at the August 20, 2013 board meeting the board approved Edwards Engineering as lowest responsible bidder for the HVAC maintenance. After the contract was approved a service technician came to the library to inspect the HVAC equipment. The technician stated that one of the three compressors for the chiller was broken and could not be repaired, because it was obsolete. Edwards Engineering advised that they would rewrite the maintenance agreement and remove maintenance for the chiller. Gary Valente, Head of Building and Security Services, then contacted McQuay International, who installed the HVAC equipment when the library was being built and has maintained the equipment. McQuay stated that they could replace the compressor at a cost of approximately \$37,000. Director Sorensen contacted library attorney, Gerard Dempsey, who advised Sorensen to send a letter to Edwards Engineering asking that the contract be rescinded, which would be in both parties best interest

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to re-open the check register. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DRAFT

VII.A.

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to void the check made payable to Edwards Engineering in the amount of \$17,421.71. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to reconsider the HVAC proposals and review the second lowest bid from McQuay International.

Trustee Fregetto asked to make a friendly amendment to the motion by adding "and to contact McQuay International to ask if they will honor their original proposal and if so, bring a signed contract to the November 19 Board of Trustees meeting.

The board consensus was to approve the amendment.

MOTION by Steve Mokry, seconded by Dion Kendrick, to reconsider the HVAC proposals and review the second lowest proposal from McQuay International and to contact McQuay International to ask if they will honor their original proposal and if so, bring a signed contract to the November 19 Board of Trustees meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

X. CORRESPONDENCE.

None.

XI. OTHER.

XII. ADJOURNMENT.

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

Meeting adjourned at 7:49 p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
October 31, 2013

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library

Table of Contents

	Page
Monthly Compilation Opinion.....	1-1
Financial Statements	
Governmental Funds Balance Sheet.....	2-1
Governmental Funds Income Statement.....	3-1
Supplementary Information	
Treasurers Report.....	4-1
Balance Sheet.....	5-x
Revenue Report.....	6-x
Expenditures Report.....	7-x
Check Register.....	8-x
Vendor Checks Report.....	9-x
ACH Payments.....	10-x
Cash Flow Summary.....	11-x

Monthly Compilation Opinion

November 13, 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 October 31, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the ten months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

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

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 6,765,696.78	\$ 183,359.76	\$ 6,949,056.54
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	<u>\$ 12,966,769.78</u>	<u>\$ 183,359.76</u>	<u>\$ 13,150,129.54</u>
LIABILITIES			
Accounts Payable	\$ 252,722.55	\$ 26,750.15	\$ 279,472.70
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	<u>535,081.86</u>	<u>26,750.15</u>	<u>561,832.01</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	<u>6,736,154.86</u>	<u>26,750.15</u>	<u>6,762,905.01</u>
FUND BALANCE			
Fund Balance - Unreserved	6,230,614.92	156,609.61	6,387,224.53
Total Fund Balance	<u>6,230,614.92</u>	<u>156,609.61</u>	<u>6,387,224.53</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 12,966,769.78</u>	<u>\$ 183,359.76</u>	<u>\$ 13,150,129.54</u>

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 10 Months Ended October 31, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 6,269,481.67	\$ -	\$ 6,269,481.67
Intergovernmental	133,718.46	-	133,718.46
Fines & Fees	136,543.39	-	136,543.39
Interest	3,633.87	47.79	3,681.66
Miscellaneous	22,320.18	-	22,320.18
Total Revenues	6,565,697.57	47.79	6,565,745.36
EXPENDITURES			
Personnel	\$ 3,021,585.52	\$ -	\$ 3,021,585.52
Operating	866,665.88	5,885.00	872,550.88
Library Materials	827,128.17	-	827,128.17
Capital Outlay	49,300.69	266,226.50	315,527.19
Other Expenditures	42,279.27	-	42,279.27
Total Expenditures	4,806,959.53	272,111.50	5,079,071.03
Net Change in Fund Balances	1,758,738.04	(272,063.71)	1,486,674.33
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
End of the period	\$ 6,230,614.92	\$ 156,609.61	\$ 6,387,224.53

Supplementary Information

Des Plaines Public Library

VII.B.1.

Treasurer's Report as of October 31, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>136,460.66</u> <u>136,460.66</u>
201-1102015 - First Midwest Operating #8100292260	455,834.09
202-1102015 - First Midwest Operating #8100292260	<u>19,194.99</u> <u>475,029.08</u>
201-1102028 - Cash Library Donations	<u>28,083.05</u> <u>28,083.05</u>
201-1102073 - Cash IL - Epay #151600222104	<u>118,919.87</u>
201-1102078 - Cash IL - Epay Library	<u>21,303.62</u>
201-1102079 - IL Funds - 151600222591	5,900,957.89
202-1102079 - IL Funds - 151600222591	<u>164,164.77</u> <u>6,065,122.66</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,637.60</u>
Total Invested	<u><u>6,949,056.54</u></u>

**Des Plaines Public Library
Balance Sheet as of October 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	117,255.88	19,204.78	136,460.66
1102015 - First Midwest Operating #8100292260	356,802.12	99,031.97	455,834.09
1102028 - Cash Library Donations	27,282.87	800.18	28,083.05
1102073 - Cash IL - Epay 151600008073	114,587.62	4,332.25	118,919.87
1102078 - Cash IL - Epay Library	20,642.00	661.62	21,303.62
1102079 - IL Funds - 151600222591	6,493,998.87	(593,040.98)	5,900,957.89
1104006 - Investments - Certificates of Deposit	103,637.60	0.00	103,637.60
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
	<u>13,435,779.96</u>	<u>(469,010.18)</u>	<u>12,966,769.78</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	175,731.88	56,828.70	232,560.58
2401002 - Payroll Liabilities	0.00	20,161.97	20,161.97
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>6,659,164.19</u>	<u>76,990.67</u>	<u>6,736,154.86</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>11,131,041.07</u>	<u>76,990.67</u>	<u>11,208,031.74</u>
Excess Revenues Over Expenses	<u>2,304,738.89</u>	<u>(546,000.85)</u>	<u>1,758,738.04</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	1,749.27	17,445.72	19,194.99
1102079 - IL Funds - 151600222591	<u>214,159.17</u>	<u>(49,994.40)</u>	<u>164,164.77</u>
	<u>215,908.44</u>	<u>(32,548.68)</u>	<u>183,359.76</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>31,999.28</u>	<u>(5,249.13)</u>	<u>26,750.15</u>
	<u>31,999.28</u>	<u>(5,249.13)</u>	<u>26,750.15</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>460,672.60</u>	<u>(5,249.13)</u>	<u>455,423.47</u>
Excess Revenues Over Expenses	<u>(244,764.16)</u>	<u>(27,299.55)</u>	<u>(272,063.71)</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>

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 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>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	21,957.68	6,269,481.67	6,263,710.00	(5,771.67)	100.09
	<u>21,957.68</u>	<u>6,269,481.67</u>	<u>6,263,710.00</u>	<u>(5,771.67)</u>	<u>100.09</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	0.00	59,977.46	59,000.00	(977.46)	101.66
4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
4822095 - State Grant - Library	0.00	4,000.00	0.00	(4,000.00)	0.00
	<u>0.00</u>	<u>133,718.46</u>	<u>151,988.00</u>	<u>18,269.54</u>	<u>87.98</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	352.00	3,991.98	4,000.00	8.02	99.80
4850102 - Library Fines	4,997.93	46,164.64	72,000.00	25,835.36	64.12
4850103 - Library Fines / Credit Card	5,187.71	49,533.09	45,000.00	(4,533.09)	110.07
4850201 - Copying Fee	2,264.37	23,563.70	30,000.00	6,436.30	78.55
4850202 - Damaged Materials	243.89	1,266.40	700.00	(566.40)	180.91
4850203 - Lost Materials	453.18	6,736.09	6,500.00	(236.09)	103.63
4850205 - Bags	62.99	502.99	750.00	247.01	67.07
4850207 - Non-Res Cards	68.99	2,452.90	1,000.00	(1,452.90)	245.29
4850208 - Meeting Room Fees	135.00	2,331.60	2,000.00	(331.60)	116.58
	<u>13,766.06</u>	<u>136,543.39</u>	<u>161,950.00</u>	<u>25,406.61</u>	<u>84.31</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	0.00	4,468.70	0.00	(4,468.70)	0.00
	<u>0.00</u>	<u>4,468.70</u>	<u>0.00</u>	<u>(4,468.70)</u>	<u>0.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	182.27	1,659.87	4,000.00	2,340.13	41.50
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	922.66	17,851.48	20,000.00	2,148.52	89.26
4899920 - Library Donations	799.00	1,974.00	1,000.00	(974.00)	197.40
	<u>1,903.93</u>	<u>21,485.35</u>	<u>25,000.00</u>	<u>3,514.65</u>	<u>85.94</u>
Total Library Fund	<u>37,627.67</u>	<u>6,565,697.57</u>	<u>6,602,648.00</u>	<u>36,950.43</u>	<u>99.44</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 10 Months Ended October 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>5.60</u>	<u>47.79</u>	<u>0.00</u>	<u>(47.79)</u>	<u>0.00</u>
	<u>5.60</u>	<u>47.79</u>	<u>0.00</u>	<u>(47.79)</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>5.60</u>	<u>47.79</u>	<u>300,000.00</u>	<u>299,952.21</u>	<u>0.02</u>
Total of All Funds	<u>37,633.27</u>	<u>6,565,745.36</u>	<u>6,902,648.00</u>	<u>336,902.64</u>	<u>95.12</u>

See Accountants' Compilation Report

Des Plaines Public Library

Expense Report

For the 10 Months Ended October 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	231,641.26	1,685,749.20	2,098,574.00	412,824.80	80.33
5910200 - Temporary Wages	<u>73,954.57</u>	<u>573,143.30</u>	<u>777,327.00</u>	<u>204,183.70</u>	<u>73.73</u>
	<u>305,595.83</u>	<u>2,258,892.50</u>	<u>2,875,901.00</u>	<u>617,008.50</u>	<u>78.55</u>
Benefits					
5918010 - Unemployment Compensation	170.00	1,516.92	78,000.00	76,483.08	1.94
5918020 - Employer Contribution - FICA	22,873.52	170,492.45	216,328.00	45,835.55	78.81
5918021 - Employer Contribution - IMRF	26,298.70	278,858.58	363,636.00	84,777.42	76.69
5918040 - Life Insurance Premiums	508.50	1,233.00	4,100.00	2,867.00	30.07
5918050 - PPO Insurance Premiums	26,898.28	186,562.94	275,713.00	89,150.06	67.67
5918051 - HMO Insurance Premiums	13,059.45	89,484.15	99,504.00	10,019.85	89.93
5918055 - Dental Insurance Premiums	2,576.68	17,992.98	25,543.00	7,550.02	70.44
5918070 - Workers Compensation	0.00	16,552.00	13,500.00	(3,052.00)	122.61
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>92,385.13</u>	<u>762,693.02</u>	<u>1,077,824.00</u>	<u>315,130.98</u>	<u>70.76</u>
Contractual Services					
5920100 - Legal Fees	312.00	1,841.58	9,000.00	7,158.42	20.46
5920110 - Professional Services	28,105.53	326,797.40	362,000.00	35,202.60	90.28
5920120 - Communication Services	2,498.87	29,084.38	34,100.00	5,015.62	85.29
5920140 - Data Processing Services	9,492.62	72,213.32	98,500.00	26,286.68	73.31
5920202 - Conferences	30.00	4,561.01	5,000.00	438.99	91.22
5920204 - Training	0.00	5,349.10	5,000.00	(349.10)	106.98
5920220 - Membership Dues	350.00	3,270.00	7,000.00	3,730.00	46.71
5920230 - Publication of Notices	40.50	991.35	2,000.00	1,008.65	49.57
5920990 - Property/Liability Insurance	0.00	31,283.00	33,000.00	1,717.00	94.80
5930010 - R&M Equipment	2,579.78	91,844.40	112,650.00	20,805.60	81.53
5930020 - R&M Buildings & Structures	(4,672.88)	91,647.16	132,150.00	40,502.84	69.35
5930030 - R&M Vehicles	0.00	700.37	1,000.00	299.63	70.04
5930195 - Book Binding & Repair	0.00	264.25	500.00	235.75	52.85
5930210 - Rental of Equipment	1,665.13	22,405.05	31,300.00	8,894.95	71.58
5930320 - Cleaning/Custodial Services	4,040.00	47,030.00	47,400.00	370.00	99.22
5930490 - Refuse Contract	476.62	3,957.14	6,000.00	2,042.86	65.95
5960040 - Pre-Employment Testing	206.70	1,316.70	250.00	(1,066.70)	526.68
5960065 - Bank Fees	197.61	2,055.68	1,800.00	(255.68)	114.20
5960070 - Mileage	40.57	417.76	500.00	82.24	83.55
5960210 - Special Event Programming	3,755.82	37,413.51	38,800.00	1,386.49	96.43
5960990 - Misc. Contractual Services	<u>8,708.85</u>	<u>92,222.72</u>	<u>84,300.00</u>	<u>(7,922.72)</u>	<u>109.40</u>
	<u>57,827.72</u>	<u>866,665.88</u>	<u>1,012,250.00</u>	<u>145,584.12</u>	<u>85.62</u>
Commodities					
5970100 - Office Supplies	21,583.38	78,226.42	105,300.00	27,073.58	74.29
5970110 - Meals	0.00	974.66	2,000.00	1,025.34	48.73
5970115 - Supplies - Dept/Other	848.06	6,242.81	5,200.00	(1,042.81)	120.05
5970170 - Janitorial	380.00	12,506.63	28,300.00	15,793.37	44.19
5970260 - Postage & Parcel	1,068.88	9,416.24	15,000.00	5,583.76	62.77
5970270 - Printing -Reproduction-Binding	0.00	10,010.40	6,500.00	(3,510.40)	154.01
5970500 - Purchase of Water	584.09	3,665.60	6,000.00	2,334.40	61.09
5970600 - Books	46,333.77	274,117.14	342,000.00	67,882.86	80.15

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 10 Months Ended October 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	6,522.78	53,049.85	72,000.00	18,950.15	73.68
5970620 - Subscriptions & Books	376.85	66,804.30	68,000.00	1,195.70	98.24
5970630 - Visual Materials	7,827.71	94,679.39	106,000.00	11,320.61	89.32
5970640 - Automated Reference Materials	5,012.41	156,847.19	185,000.00	28,152.81	84.78
5970650 - Downloadable Materials	11,103.33	43,504.06	45,000.00	1,495.94	96.68
5970810 - Natural Gas	61.91	16,533.63	26,000.00	9,466.37	63.59
5970850 - Gasoline	0.00	549.85	1,000.00	450.15	54.99
	<u>101,703.17</u>	<u>827,128.17</u>	<u>1,013,300.00</u>	<u>186,171.83</u>	<u>81.63</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	786.25	7,710.44	7,300.00	(410.44)	105.62
5980420 - Computer Software	3,787.46	31,071.47	39,770.00	8,698.53	78.13
5980600 - Furniture & Fixtures	4,973.21	10,518.78	15,200.00	4,681.22	69.20
	<u>9,546.92</u>	<u>49,300.69</u>	<u>62,270.00</u>	<u>12,969.31</u>	<u>79.17</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	16,569.75	39,387.17	58,000.00	18,612.83	67.91
5990901 - Grant Expenditures	0.00	2,892.10	0.00	(2,892.10)	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>16,569.75</u>	<u>42,279.27</u>	<u>433,000.00</u>	<u>390,720.73</u>	<u>9.76</u>
Total Library Fund Expenditures	<u>583,628.52</u>	<u>4,806,959.53</u>	<u>6,474,545.00</u>	<u>1,667,585.47</u>	<u>74.24</u>
<u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
5920110 - Professional Services	5,885.00	5,885.00	15,000.00	9,115.00	39.23
	<u>5,885.00</u>	<u>5,885.00</u>	<u>15,000.00</u>	<u>9,115.00</u>	<u>39.23</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	12,862.15	96,069.51	96,000.00	(69.51)	100.07
5980400 - Equipment	555.00	27,944.28	60,000.00	32,055.72	46.57
5980410 - Computer Hardware	0.00	44,633.67	45,000.00	366.33	99.19
5980420 - Computer Software	0.00	28,040.00	55,000.00	26,960.00	50.98
5980600 - Furniture & Fixtures	8,003.00	69,539.04	82,000.00	12,460.96	84.80
	<u>21,420.15</u>	<u>266,226.50</u>	<u>338,000.00</u>	<u>71,773.50</u>	<u>78.77</u>
Total Capital Projects Fund Expenditures	<u>27,305.15</u>	<u>272,111.50</u>	<u>353,000.00</u>	<u>80,888.50</u>	<u>77.09</u>
Total of All Funds	<u>610,933.67</u>	<u>5,079,071.03</u>	<u>6,827,545.00</u>	<u>1,748,473.97</u>	<u>74.39</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
13061	10/16/13	EBS CO SUBSCRIPTION SVC	-221.96
13062	10/16/13	EDWARDS ENGINEERING SERVICE	-17,421.71
13104	11/20/13	BAKER & TAYLOR	22,499.75
13105	11/20/13	BAKER & TAYLOR	22,896.78
13106	11/20/13	BANKCARD SERVICES	5,586.00
13107	11/20/13	MIDWEST TAPE	12,098.29
13108	11/20/13	3M, INC	6,325.22
13109	11/20/13	ALEXANDER STREET PRESS, LLC.	1,165.00
13110	11/20/13	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
13111	11/20/13	ALLDATA LLC	1,500.00
13112	11/20/13	AMAZON	5,406.15
13113	11/20/13	ANDERSON LOCK CO LTD	3,308.00
13114	11/20/13	APPLIANCE, CARPET, PARTS LLC.	12,862.15
13115	11/20/13	ASI	1,427.00
13116	11/20/13	AURICO REPORTS, INC.	95.00
13117	11/20/13	AUTOMATED LOGIC, INC.	2,666.75
13118	11/20/13	BARBARA RINELLA	600.00
13119	11/20/13	BARNES & NOBLE, INC.	39.95
13120	11/20/13	C D W GOVERNMENT INCORPORATED	535.79
13121	11/20/13	CHICAGO OFFICE TECHNOLOGY GROUP	1,143.16
13122	11/20/13	CHILDREN'S PLUS, INC.	18.95
13123	11/20/13	CHRISTINE THORNTON	300.00
13124	11/20/13	CITY OF DES PLAINES,	584.09
13125	11/20/13	COLIBRI SYSTEMS N.A., INC.	1,370.00
13126	11/20/13	COOPERATIVE COMPUTER SERVICES	9,492.62
13127	11/20/13	CRYSTAL MAINTENANCE SERVICES CORP	5,418.00
13128	11/20/13	D & Z HOUSE OF BOOKS INCORPORATED	1,273.09
13129	11/20/13	DAIKIN APPLIED	466.50
13130	11/20/13	DEMCO EDUCATIONAL CORP	9,617.07
13131	11/20/13	DES PLAINES CHAMBER OF COMMERCE	210.00
13132	11/20/13	DES PLAINS ART COUNCIL	100.00
13133	11/20/13	EDIE KLEINMAN	500.00
13134	11/20/13	EDUCATIONAL DIRECTORIES INC.	105.00
13135	11/20/13	ELA AREA PUBLIC LIBRARY	7.99
13136	11/20/13	FEDERAL EXPRESS	68.88
13137	11/20/13	FINDAWAY WORLD LLC	84.99
13138	11/20/13	FREEDOM SCIENTIFIC	260.00
13139	11/20/13	GALE	504.61
13140	11/20/13	GRAINGER	513.69
13141	11/20/13	GUMDROP BOOKS	976.50
13142	11/20/13	H.O.H WATER TECHNOLOGY, INC.	1,368.88
13143	11/20/13	ILLINOIS LIGHTING, INC.	2,865.70
13144	11/20/13	IMPACT NETWORKING, LLC.	772.62
13145	11/20/13	INFOGROUP, LIBRARY DIVISION	830.00
13146	11/20/13	INNOVATION EXPERTS	55.00
13147	11/20/13	INVICTA SERVICES LLC	143.85
13148	11/20/13	JACK WADDICK	500.00
13149	11/20/13	JOHN LAVALIE	40.57
13150	11/20/13	JOHN PAULETT	200.00
13151	11/20/13	KASCO PRINTING	174.25
13152	11/20/13	KLEIN, THORPE & JENKINS, LTD.	312.00
13153	11/20/13	KSIEGARNIA QUO VADIS	98.12
13154	11/20/13	LACONI	15.00
13155	11/20/13	LACONI	15.00
13156	11/20/13	LIBRARY FURNITURE INTERNTL	1,769.00
13157	11/20/13	LIMRicc	36,912.07
13158	11/20/13	LINCOLN STORY LEAGUE	40.00
13159	11/20/13	LOHAN ANDERSON LLC	5,885.00
13160	11/20/13	MAIL FINANCE	177.00
13161	11/20/13	MATTHEW BENDER & COMPANY INC	245.76
13162	11/20/13	MDR	103.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
13163	11/20/13	MENARDS	159.80
13164	11/20/13	MICROSYSTEMS, INC.	3,994.75
13165	11/20/13	MULTICULTURAL BOOKS & VIDEOS	850.00
13166	11/20/13	NOVAK & PARKER	129.00
13167	11/20/13	OCLC, Inc.	2,465.00
13168	11/20/13	OFFICE DEPOT	174.19
13169	11/20/13	OMNIGRAPHICS	267.50
13170	11/20/13	OUTSOURCE SOLUTIONS GROUP, INC.	29,603.49
13171	11/20/13	OVERDRIVE, INC.	1,259.65
13172	11/20/13	OVERHEAD DOOR SOLUTIONS, INC.	625.00
13173	11/20/13	PADDOCK PUBLICATIONS, INC.	40.50
13174	11/20/13	PRESTIGE DISTRIBUTION, INC.	380.00
13175	11/20/13	Program One Prof Building Servc, Inc	110.00
13176	11/20/13	RANDOM HOUSE INCORPORATED	93.75
13177	11/20/13	RANDOM RINGERS	300.00
13178	11/20/13	RECORDED BOOKS, LLC	9,121.78
13179	11/20/13	REPUBLIC SERVICES	476.62
13180	11/20/13	RESEARCH TECHNOLOGY INTERNATIONAL	644.80
13181	11/20/13	RUNCO OFFICE SUPPLY	532.04
13182	11/20/13	SCHMAUS CASH REGISTER COMPANY	275.00
13183	11/20/13	SCHOOL HEALTH CORPORATION	109.08
13184	11/20/13	SCOTT E. POINTON	175.00
13185	11/20/13	SPEED-E-KLEEN, INC.	120.00
13186	11/20/13	THE HAUSER GROUP, LTD.	22,408.21
13187	11/20/13	THOMSON REUTERS-WEST	31.80
13188	11/20/13	TIMOTHY HASKELL	125.00
13189	11/20/13	ULINE	123.98
13190	11/20/13	VAHE GHAZARIAN	90.00
50477	10/31/13	CALL ONE	706.98
50478	10/31/13	McLeod USA, Inc	294.56
50479	10/31/13	VERIZON WIRELESS	713.92
50480	10/31/13	COMCAST CABLE	225.15
50481	10/31/13	LEVEL(3) COMMUNICATIONS, LLC.	433.99
50482	10/31/13	NEO-POST USA, INC.	1,000.00
50483	10/31/13	NICOR GAS	61.91
50484	10/31/13	GE CAPITAL	1,488.13
50485	10/31/13	WOW! INTERENT CABLE	124.27
50486	10/31/13	IMRF	34,465.16
50487	10/31/13	PRO DATA	1,022.20
Total checks	100		<u>282,203.33</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3M, INC	13108	11/20/13	6,325.22
Account No.	Description	Amount	
201-5970100	Invoice # UM16265	1,685.22	
201-5970100	Invoice # UM16263	4,640.00	
ALEXANDER STREET PRESS, LLC.	13109	11/20/13	1,165.00
Account No.	Description	Amount	
201-5970650	Invoice # 045354	1,165.00	
ALEXIAN BROTHERS CORP HEALTH SER	13110	11/20/13	75.00
Account No.	Description	Amount	
201-5960040	Invoice # 498477	75.00	
ALLDATA LLC	13111	11/20/13	1,500.00
Account No.	Description	Amount	
201-5970640		1,500.00	
AMAZON	13112	11/20/13	5,406.15
Account No.	Description	Amount	
201-5970600	AMAZON October	2,273.19	
201-5970610	AMAZON October	1,135.42	
201-5970630	AMAZON October	1,997.54	
ANDERSON LOCK CO LTD	13113	11/20/13	3,308.00
Account No.	Description	Amount	
201-5930020	Invoice # 7041330	352.80	
201-5930020	Invoice # 7041329	2,955.20	
APPLIANCE, CARPET, PARTS LLC.	13114	11/20/13	12,862.15
Account No.	Description	Amount	
202-5980300	Invoice # 883331	12,487.15	
202-5980300	Invoice # 883332	375.00	
ASI	13115	11/20/13	1,427.00
Account No.	Description	Amount	
201-5930020	Invoice # S108881	1,427.00	
AURICO REPORTS, INC.	13116	11/20/13	95.00
Account No.	Description	Amount	
201-5960990	Invoice # 199283	95.00	
AUTOMATED LOGIC, INC.	13117	11/20/13	2,666.75
Account No.	Description	Amount	
201-5930020	Invoice # 038099	2,666.75	
BAKER & TAYLOR	13104	11/20/13	22,499.75
Account No.	Description	Amount	
201-5960990	Invoice # 2028705961	1.40	
201-5960990	Invoice # 2028704076	52.00	
201-5960990	Invoice # 2028705368	3.50	
201-5960990	Invoice # 2028708714	41.60	
201-5960990	Invoice # 2028682474	50.55	
201-5960990	Invoice # 2028687184	1.40	
201-5960990	Invoice # 2028680767	3.50	
201-5960990	Invoice # 2028689059	101.35	
201-5960990	Invoice # 2028690437	28.75	
201-5960990	Invoice # 2028691160	4.20	
201-5960990	Invoice # 2028699402	104.65	
201-5960990	Invoice # 2028667466	4.20	
201-5960990	Invoice # 2028668587	35.60	
201-5960990	Invoice # 2028669521	38.85	
201-5960990	Invoice # 2028669069	113.65	
201-5960990	Invoice # 2028673875	44.25	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028665056		54.25
201-5960990	Invoice # 2028658531		156.15
201-5960990	Invoice # 2028653206		100.20
201-5960990	Invoice # 2028631322		69.25
201-5960990	Invoice # 2028637056		16.40
201-5960990	Invoice # 2028634355		2.10
201-5960990	Invoice # 2028617647		77.45
201-5960990	Invoice # 2028622013		29.40
201-5960990	Invoice # 2028612495		1.40
201-5960990	Invoice # 2028608549		32.75
201-5960990	Invoice # 2028602327		72.15
201-5960990	Invoice # 2028651695		2.10
201-5960990	Invoice # 2028647632		29.45
201-5960990	Invoice # 2028639560		41.35
201-5960990	Invoice # 2028638369		77.70
201-5960990	Invoice # 2028719583		37.05
201-5960990	Invoice # 2028717884		2.10
201-5960990	Invoice # 2028642786		0.70
201-5970600	Invoice # 2028717883		17.91
201-5970600	Invoice # 2028743847		448.44
201-5970600	Invoice # 2028705960		19.12
201-5970600	Invoice # 2028704075		734.67
201-5970600	Invoice # 2028705367		29.85
201-5970600	Invoice # 2028708713		611.12
201-5970600	Invoice # 2028682473		661.04
201-5970600	Invoice # 2028687183		22.08
201-5970600	Invoice # 2028680766		36.45
201-5970600	Invoice # 2028689058		1,672.69
201-5970600	Invoice # 2028690436		602.30
201-5970600	Invoice # 2028691159		51.38
201-5970600	Invoice # 2028699401		1,713.43
201-5970600	Invoice # 2028684417		7.38
201-5970600	Invoice # 2028667465		52.00
201-5970600	Invoice # 2028668586		466.85
201-5970600	Invoice # 2028669520		538.45
201-5970600	Invoice # 2028669068		1,676.03
201-5970600	Invoice # 2028673874		582.26
201-5970600	Invoice # 2028665055		859.63
201-5970600	Invoice # 2028658530		1,755.62
201-5970600	Invoice # 2028653205		1,674.56
201-5970600	Invoice # 2028631321		908.11
201-5970600	Invoice # 2028637055		215.68
201-5970600	Invoice # 2028634354		40.04
201-5970600	Invoice # 2028638377		89.06
201-5970600	Invoice # 2028617646		1,783.09
201-5970600	Invoice # 2028612494		19.11
201-5970600	Invoice # 2028608548		354.61
201-5970600	Invoice # 2028602326		1,012.53
201-5970600	Invoice # 2028689342		47.72
201-5970600	Invoice # 2028651694		36.89
201-5970600	Invoice # 2028647631		475.27
201-5970600	Invoice # 2028639559		582.69
201-5970600	Invoice # 2028638368		1,262.52
201-5970600	Invoice # 2028642785		7.77

BAKER & TAYLOR

13105

11/20/13

22,896.78

Account No.	Description	Amount
201-5960990	Invoice # 2028604055	14.00
201-5960990	Invoice # 2028604241	37.50
201-5960990	Invoice # 2028604046	22.05
201-5960990	Invoice # 2028604214	14.10
201-5960990	Invoice # 2028604048	15.65
201-5960990	Invoice # 2028608085	12.16

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028622012		45.50
201-5960990	Invoice # 2028608325		6.78
201-5960990	Invoice # 2028557939		48.28
201-5960990	Invoice # 2028616374		25.05
201-5960990	Invoice # 2028620078		15.85
201-5960990	Invoice # 2028610680		5.10
201-5960990	Invoice # 2028608224		81.80
201-5960990	Invoice # 2028616278		6.48
201-5960990	Invoice # 2028608072		8.70
201-5960990	Invoice # 2028624857		2.10
201-5960990	Invoice # 2028610672		4.05
201-5960990	Invoice # 2028628138		26.05
201-5960990	Invoice # 2028620811		2.35
201-5960990	Invoice # 2028616311		3.40
201-5960990	Invoice # 2028620798		4.86
201-5960990	Invoice # 2028642353		11.55
201-5960990	Invoice # 2028635830		43.55
201-5960990	Invoice # 2028711544		11.59
201-5960990	Invoice # 2028693240		3.00
201-5960990	Invoice # 2028726661		15.30
201-5960990	Invoice # 2028726690		34.30
201-5960990	Invoice # 0000138805		11.44
201-5960990	Invoice # 2028667703		1.55
201-5960990	Invoice # 2028667467		9.80
201-5960990	Invoice # 2028667468		12.30
201-5960990	Invoice # M24435380		2.99
201-5960990	Invoice # 2028679980		15.05
201-5960990	Invoice # 2028684081		28.50
201-5960990	Invoice # 2028671847		5.31
201-5960990	Invoice # 2028689028		53.80
201-5960990	Invoice # 2028679837		12.40
201-5960990	Invoice # 2028676021		24.70
201-5960990	Invoice # 2028676426		25.45
201-5960990	Invoice # 2028679983		6.20
201-5960990	Invoice # 2028683985		6.90
201-5960990	Invoice # 2028679862		12.40
201-5960990	Invoice # 2028683972		14.40
201-5960990	Invoice # 2028686340		47.90
201-5960990	Invoice # 2028693324		10.50
201-5960990	Invoice # 2028692991		15.30
201-5960990	Invoice # 2028685058		8.07
201-5960990	Invoice # 2028693323		10.90
201-5960990	Invoice # 2028686380		30.40
201-5960990	Invoice # 2028686366		75.85
201-5960990	Invoice # 0000138846		11.44
201-5960990	Invoice # 2028686335		2.10
201-5960990	Invoice # 2028683998		7.30
201-5960990	Invoice # 2028686336		2.84
201-5960990	Invoice # 2028697663		19.70
201-5960990	Invoice # 2028667526		22.42
201-5960990	Invoice # 2028661652		19.55
201-5960990	Invoice # 2028661519		15.15
201-5960990	Invoice # 2028659572		9.45
201-5960990	Invoice # 2028667638		8.10
201-5960990	Invoice # 2028659275		7.90
201-5960990	Invoice # 2028662262		4.20
201-5960990	Invoice # 2028659622		2.74
201-5960990	Invoice # 2028696257		26.00
201-5960990	Invoice # 2028693329		6.20
201-5960990	Invoice # 2028711525		21.17
201-5960990	Invoice # 2028705813		19.05
201-5960990	Invoice # 2028705958		11.34
201-5960990	Invoice # 2028707025		84.60

Des Plaines Public Library
 Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028701450		154.25
201-5960990	Invoice # 2028692963		1.62
201-5960990	Invoice # 2028642552		1.35
201-5960990	Invoice # 2028651865		190.30
201-5960990	Invoice # 2028642192		15.20
201-5960990	Invoice # 2028646811		3.40
201-5960990	Invoice # 2028642452		4.50
201-5960990	Invoice # 2028635750		0.85
201-5960990	Invoice # 2028655431		19.44
201-5960990	Invoice # 2028656799		30.00
201-5960990	Invoice # 2028645665		6.38
201-5960990	Invoice # 2028659591		13.98
201-5960990	Invoice # 2028661691		13.10
201-5960990	Invoice # 2028469923		11.38
201-5960990	Invoice # 2028604202		5.53
201-5960990	Invoice # 2028608385		18.00
201-5960990	Invoice # 2028607820		9.85
201-5960990	Invoice # 2028635705		27.00
201-5960990	Invoice # 2028642473		14.28
201-5960990	Invoice # 2028632780		4.50
201-5960990	Invoice # 2028632777		3.54
201-5960990	Invoice # 2028632831		10.91
201-5960990	Invoice # 2028632844		1.50
201-5960990	Invoice # 2028642125		11.30
201-5960990	Invoice # 2028646929		17.95
201-5960990	Invoice # 2028635789		37.05
201-5960990	Invoice # 2028645707		21.80
201-5960990	Invoice # 2028653190		34.97
201-5960990	Invoice # 2028646941		25.50
201-5960990	Invoice # 2028650554		15.35
201-5960990	Invoice # 2028712184		0.70
201-5960990	Invoice # 2028719582		10.09
201-5960990	Invoice # 2028721339		8.92
201-5960990	Invoice # 2028709448		5.95
201-5970600	Invoice # 2028604055		357.40
201-5970600	Invoice # 2028604241		386.38
201-5970600	Invoice # 2028604046		160.08
201-5970600	Invoice # 2028604214		165.16
201-5970600	Invoice # 2028604048		150.61
201-5970600	Invoice # 2028608085		127.64
201-5970600	Invoice # 2028622012		367.32
201-5970600	Invoice # 2028608325		62.44
201-5970600	Invoice # 2028557939		166.60
201-5970600	Invoice # 2028616374		308.02
201-5970600	Invoice # 2028620078		218.13
201-5970600	Invoice # 2028610680		34.61
201-5970600	Invoice # 2028608224		733.69
201-5970600	Invoice # 2028616278		68.02
201-5970600	Invoice # 2028608072		53.92
201-5970600	Invoice # 2028624857		31.33
201-5970600	Invoice # 2028610672		37.24
201-5970600	Invoice # 2028628138		204.67
201-5970600	Invoice # 2028620811		24.67
201-5970600	Invoice # 2028616311		38.21
201-5970600	Invoice # 2028620798		43.13
201-5970600	Invoice # 2028642353		181.02
201-5970600	Invoice # 2028635830		375.83
201-5970600	Invoice # 2028635705		275.80
201-5970600	Invoice # 2028711544		100.38
201-5970600	Invoice # 2028693240		21.57
201-5970600	Invoice # 2028726661		129.69
201-5970600	Invoice # 2028726690		482.84
201-5970600	Invoice # 0000138805		102.33

Des Plaines Public Library
 Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2028667703		11.71
201-5970600	Invoice # 2028667467		178.93
201-5970600	Invoice # 2028667468		116.62
201-5970600	Invoice # 5012830012		396.68
201-5970600	Invoice # 5012808694		459.14
201-5970600	Invoice # 2028679980		186.18
201-5970600	Invoice # 2028684081		270.00
201-5970600	Invoice # 2028671847		44.26
201-5970600	Invoice # 2028689028		138.65
201-5970600	Invoice # 2028679837		104.28
201-5970600	Invoice # 2028676021		175.86
201-5970600	Invoice # 2028676426		170.25
201-5970600	Invoice # 2028679983		74.24
201-5970600	Invoice # 2028683985		113.92
201-5970600	Invoice # 2028679862		91.94
201-5970600	Invoice # 2028683972		143.69
201-5970600	Invoice # 2028686340		345.10
201-5970600	Invoice # 2028693324		114.04
201-5970600	Invoice # 2028692991		522.77
201-5970600	Invoice # 2028685058		29.29
201-5970600	Invoice # 2028693323		204.72
201-5970600	Invoice # 2028686380		293.64
201-5970600	Invoice # 2028686366		696.26
201-5970600	Invoice # 0000138846		102.33
201-5970600	Invoice # 2028686335		75.71
201-5970600	Invoice # 2028683998		76.57
201-5970600	Invoice # 2028686336		14.32
201-5970600	Invoice # 2028697663		317.63
201-5970600	Invoice # 2028667526		93.27
201-5970600	Invoice # 2028661652		194.17
201-5970600	Invoice # 2028661519		119.16
201-5970600	Invoice # 2028659572		207.61
201-5970600	Invoice # 2028667638		77.75
201-5970600	Invoice # 2028659275		54.14
201-5970600	Invoice # 2028662262		17.91
201-5970600	Invoice # 2028659622		27.25
201-5970600	Invoice # 2028696257		216.56
201-5970600	Invoice # 2028693329		56.33
201-5970600	Invoice # 2028711525		301.81
201-5970600	Invoice # 2028705813		141.57
201-5970600	Invoice # 2028705958		99.73
201-5970600	Invoice # 2028707025		177.39
201-5970600	Invoice # 2028701450		1,266.84
201-5970600	Invoice # 2028692963		13.63
201-5970600	Invoice # 2028642552		11.26
201-5970600	Invoice # 2028651865		1,655.32
201-5970600	Invoice # 2028642192		101.59
201-5970600	Invoice # 2028646811		52.18
201-5970600	Invoice # 2028642452		88.12
201-5970600	Invoice # 2028635750		5.38
201-5970600	Invoice # 2028655431		175.24
201-5970600	Invoice # 2028656799		325.82
201-5970600	Invoice # 2028645665		32.84
201-5970600	Invoice # 2028659591		141.13
201-5970600	Invoice # 2028661691		190.73
201-5970600	Invoice # 2028469923		22.72
201-5970600	Invoice # 2028604202		24.60
201-5970600	Invoice # 2028608385		121.56
201-5970600	Invoice # 2028607820		32.71
201-5970600	Invoice # 2028642473		128.61
201-5970600	Invoice # 2028632780		84.18
201-5970600	Invoice # 2028632777		30.09
201-5970600	Invoice # 2028632831		39.64

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Invoice # 2028632844		10.21	
201-5970600 Invoice # 2028642125		61.58	
201-5970600 Invoice # 2028646929		231.05	
201-5970600 Invoice # 2028635789		383.85	
201-5970600 Invoice # 2028645707		174.96	
201-5970600 Invoice # 2028653190		108.11	
201-5970600 Invoice # 2028646941		245.75	
201-5970600 Invoice # 2028650554		95.12	
201-5970600 Invoice # 2028712184		5.72	
201-5970600 Invoice # 2028719582		463.86	
201-5970600 Invoice # 2028721339		109.17	
201-5970600 Invoice # 2028709448		241.48	
201-5970610 Invoice # M24435380		14.98	
201-5970640 Invoice # 5012830012		443.25	
201-5970640 Invoice # 5012808694		1,086.49	
BANKCARD SERVICES	13106	11/20/13	5,586.00
Account No. Description		Amount	
201-5930020 VISA - October		21.00	
201-5960040 VISA - October		131.70	
201-5960210 VISA - October		1,180.82	
201-5970100 VISA - October		1,720.31	
201-5970115 VISA - October		764.22	
201-5970600 VISA - October		423.54	
201-5970620 VISA - October		598.81	
201-5980410 VISA - October		453.25	
201-5980420 VISA - October		292.35	
BARBARA RINELLA	13118	11/20/13	600.00
Account No. Description		Amount	
201-5960210 Program 12/4/13		600.00	
BARNES & NOBLE, INC.	13119	11/20/13	39.95
Account No. Description		Amount	
201-5980420		39.95	
C D W GOVERNMENT INCORPORATED	13120	11/20/13	535.79
Account No. Description		Amount	
201-5970100 Invoice # GH72780		202.79	
201-5980410 Invoice # GH62945		333.00	
CHICAGO OFFICE TECHNOLOGY GROUP	13121	11/20/13	1,143.16
Account No. Description		Amount	
201-5930010 Invoice # 262453 4		776.57	
201-5930010 Invoice # 262454 1		366.59	
CHILDREN'S PLUS, INC.	13122	11/20/13	18.95
Account No. Description		Amount	
201-5970600 Invoice # 096086		18.95	
CHRISTINE THORNTON	13123	11/20/13	300.00
Account No. Description		Amount	
201-5960210 Program on 12/19/13		300.00	
CITY OF DES PLAINES,	13124	11/20/13	584.09
Account No. Description		Amount	
201-5970500		584.09	
COLIBRI SYSTEMS N.A., INC.	13125	11/20/13	1,370.00
Account No. Description		Amount	
201-5970100 Invoice # 8073		1,370.00	
COOPERATIVE COMPUTER SERVICES	13126	11/20/13	9,492.62

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5920140	OCLC - October	1,368.75	
201-5920140	Invoice # CCS 9/1/13	8,123.87	
CRYSTAL MAINTENANCE SERVICES COR	13127	11/20/13	5,418.00
Account No.	Description	Amount	
201-5930320	Invoice # 21631	3,340.00	
201-5930320	Invoice # 21556	470.00	
201-5960990	Invoice # 21555	1,608.00	
D & Z HOUSE OF BOOKS INCORPORATED	13128	11/20/13	1,273.09
Account No.	Description	Amount	
201-5970600	Invoice # 2013/1046692	1,273.09	
DAIKIN APPLIED	13129	11/20/13	466.50
Account No.	Description	Amount	
201-5930020	Invoice # 2606633	466.50	
DEMCO EDUCATIONAL CORP	13130	11/20/13	9,617.07
Account No.	Description	Amount	
201-5970100	Invoice # 5130086	7,811.54	
201-5970100	Invoice # 5125331	1,074.75	
201-5970100	Invoice # 5126832	244.00	
201-5970100	Invoice # 5111299	82.40	
201-5970100	Invoice # 5111306	334.21	
201-5970100	Invoice # 5111294	70.17	
DES PLAINES CHAMBER OF COMMERCE	13131	11/20/13	210.00
Account No.	Description	Amount	
201-5920220	Membership Dues	210.00	
DES PLAINS ART COUNCIL	13132	11/20/13	100.00
Account No.	Description	Amount	
201-5920220	Patron Membership	100.00	
EDIE KLEINMAN	13133	11/20/13	500.00
Account No.	Description	Amount	
201-5960210		500.00	
EDUCATIONAL DIRECTORIES INC.	13134	11/20/13	105.00
Account No.	Description	Amount	
201-5970600	Invoice # 99150	105.00	
ELA AREA PUBLIC LIBRARY	13135	11/20/13	7.99
Account No.	Description	Amount	
201-5970600	Invoice # 175	7.99	
FEDERAL EXPRESS	13136	11/20/13	68.88
Account No.	Description	Amount	
201-5970260	Invoice # 2-441-29293	68.88	
FINDAWAY WORLD LLC	13137	11/20/13	84.99
Account No.	Description	Amount	
201-5970610	Invoice # 107416	84.99	
FREEDOM SCIENTIFIC	13138	11/20/13	260.00
Account No.	Description	Amount	
201-5930010	Invoice # STDINV315465	260.00	
GALE	13139	11/20/13	504.61
Account No.	Description	Amount	
201-5970640	Invoice # 50595837	313.41	
201-5970640	Invoice # 50535771	191.20	

010
707

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
GRAINGER Account No. 201-5970100 Description Invoice # 8264561060	13140	11/20/13 Amount 513.69	513.69
GUMDROP BOOKS Account No. 201-5970600 Description Invoice # PINV66173	13141	11/20/13 Amount 976.50	976.50
H.O.H WATER TECHNOLOGY, INC. Account No. 201-5930020 Description Invoice # 409138	13142	11/20/13 Amount 1,368.88	1,368.88
ILLINOIS LIGHTING, INC. Account No. 201-5930020 Description Invoice # 15189	13143	11/20/13 Amount 2,865.70	2,865.70
IMPACT NETWORKING, LLC. Account No. 201-5930010 Description Invoice # 301053	13144	11/20/13 Amount 772.62	772.62
INFOGROUP, LIBRARY DIVISION Account No. 201-5970640 Description Invoice # 10002410045	13145	11/20/13 Amount 830.00	830.00
INNOVATION EXPERTS Account No. 201-5960990 Description Invoice # LSS257	13146	11/20/13 Amount 55.00	55.00
INVICTA SERVICES LLC Account No. 201-5960990 Description Invoice # 1640	13147	11/20/13 Amount 143.85	143.85
JACK WADDICK Account No. 201-5960210 Description eBay Programs	13148	11/20/13 Amount 500.00	500.00
JOHN LAVALIE Account No. 201-5960070 Description Mileage Reimbursement	13149	11/20/13 Amount 40.57	40.57
JOHN PAULETT Account No. 201-5960210 Description Program on 12/7/13	13150	11/20/13 Amount 200.00	200.00
KASCO PRINTING Account No. 201-5970100 Description Invoice # 6356	13151	11/20/13 Amount 174.25	174.25
KLEIN, THORPE & JENKINS, LTD. Account No. 201-5920100 Description Statement # 166055	13152	11/20/13 Amount 312.00	312.00
KSIEGARNIA QUO VADIS Account No. 201-5970610 Description	13153	11/20/13 Amount 98.12	98.12
LACONI Account No. 201-5920202 Description	13154	11/20/13 Amount 15.00	15.00
LACONI Account No. Description	13155	11/20/13 Amount 15.00	15.00

**Des Plaines Public Library
 Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5920202		11/20/13	15.00
LIBRARY FURNITURE INTERNTL	13156	11/20/13	1,769.00
Account No. Description		Amount	
201-5990900 Invoice # 4336		1,769.00	
LIMRICC	13157	11/20/13	36,912.07
Account No. Description		Amount	
201-2401002 PHIP October 2013		36,912.07	
LINCOLN STORY LEAGUE	13158	11/20/13	40.00
Account No. Description		Amount	
201-5920220 Annual Membership		40.00	
LOHAN ANDERSON LLC	13159	11/20/13	5,885.00
Account No. Description		Amount	
202-5920110 Invoice # 1975		5,885.00	
MAIL FINANCE	13160	11/20/13	177.00
Account No. Description		Amount	
201-5930210 Invoice # N4292264		177.00	
MATTHEW BENDER & COMPANY INC	13161	11/20/13	245.76
Account No. Description		Amount	
201-5970640 Invoice # 51335239		147.43	
201-5970640 Invoice # 50001892		98.33	
MDR	13162	11/20/13	103.00
Account No. Description		Amount	
201-5970640 Invoice # 1386521		103.00	
MENARDS	13163	11/20/13	159.80
Account No. Description		Amount	
201-5970100 Invoice # 26590		75.96	
201-5970115 Invoice # 25383		91.76	
201-5970115 Credit # 12595		-7.92	
MICROSYSTEMS, INC.	13164	11/20/13	3,994.75
Account No. Description		Amount	
201-5990900 Invoice # 1105		3,994.75	
MIDWEST TAPE	13107	11/20/13	12,098.29
Account No. Description		Amount	
201-5960990 Invoice # 91331760		3.70	
201-5960990 Invoice # 91314805		3.85	
201-5960990 Invoice # 91346418		38.50	
201-5960990 Invoice # 91346415		12.95	
201-5960990 Invoice # 91339496		3.85	
201-5960990 Invoice # 91339498		5.55	
201-5960990 Invoice # 91337430		19.50	
201-5960990 Invoice # 91314804		5.55	
201-5960990 Invoice # 91374396		7.70	
201-5960990 Invoice # 91374398		1.85	
201-5960990 Invoice # 91382356		7.40	
201-5960990 Invoice # 91382358		34.65	
201-5960990 Invoice # 91367760		1.85	
201-5960990 Invoice # 91361279		19.25	
201-5960990 Invoice # 91361278		7.40	
201-5960990 Invoice # 91354632		11.10	
201-5960990 Invoice # 91296119		1.85	
201-5960990 Invoice # 91311060		18.50	
201-5960990 Invoice # 91311064		84.95	
201-5960990 Invoice # 91385092		1.85	

Des Plaines Public Library
 Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 91361276		39.00
201-5960990	Invoice # 91361350		92.15
201-5960990	Invoice # 91354634		6.50
201-5960990	Invoice # 91296117		9.25
201-5960990	Invoice # 91311063		6.50
201-5960990	Invoice # 91311062		48.85
201-5960990	Invoice # 91318922		51.10
201-5960990	Invoice # 91318921		3.25
201-5960990	Invoice # 91331288		19.50
201-5960990	Invoice # 91327597		61.65
201-5960990	Invoice # 91346417		29.45
201-5960990	Invoice # 91339499		6.50
201-5960990	Invoice # 91337432		25.00
201-5960990	Invoice # 91333532		6.50
201-5960990	Invoice # 91314802		38.00
201-5960990	Invoice # 91296397		6.50
201-5960990	Invoice # 91374394		16.65
201-5960990	Invoice # 91382411		13.00
201-5960990	Invoice # 91382353		194.65
201-5960990	Invoice # 91382355		3.25
201-5960990	Invoice # 91378694		361.10
201-5960990	Invoice # 91367762		39.00
201-5960990	Invoice # 91384576		78.00
201-5960990	Invoice # 91331761		7.70
201-5960990	Invoice # 91318924		69.80
201-5960990	Invoice # 91327598		57.75
201-5960990	Invoice # 91318923		12.95
201-5960990	Invoice # 91327595		20.35
201-5970610	Invoice # 91314805		10.79
201-5970610	Invoice # 91346418		126.05
201-5970610	Invoice # 91346415		257.93
201-5970610	Invoice # 91339496		12.59
201-5970610	Invoice # 91339498		89.97
201-5970610	Invoice # 91337430		62.20
201-5970610	Invoice # 91314804		124.97
201-5970610	Invoice # 91374396		25.18
201-5970610	Invoice # 91374398		22.99
201-5970610	Invoice # 91382356		139.96
201-5970610	Invoice # 91382358		117.51
201-5970610	Invoice # 91367760		29.99
201-5970610	Invoice # 91349766		9.99
201-5970610	Invoice # 91298533		9.99
201-5970610	Invoice # 91298535		295.95
201-5970610	Invoice # 91316059		471.92
201-5970610	Invoice # 91385229		219.97
201-5970610	Invoice # 91367184		251.96
201-5970610	Invoice # 91361279		61.75
201-5970610	Invoice # 91361278		170.96
201-5970610	Invoice # 91354632		255.94
201-5970610	Invoice # 91296119		34.99
201-5970610	Invoice # 91311060		364.90
201-5970610	Invoice # 91311064		257.48
201-5970610	Invoice # 91385092		29.99
201-5970610	Invoice # 91331761		23.98
201-5970610	Invoice # 91318924		227.07
201-5970610	Invoice # 91327598		193.65
201-5970610	Invoice # 91318923		254.93
201-5970610	Invoice # 91327595		436.89
201-5970610	Invoice # 91331760		59.98
201-5970630	Credit # 1400094471		-60.00
201-5970630	Credit # 1400090385		-20.00
201-5970630	Credit # 91311740		-14.49
201-5970630	Invoice # 91331052		16.99

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Invoice # 91361276		177.94	
201-5970630 Invoice # 91361350		549.51	
201-5970630 Invoice # 91354634		44.98	
201-5970630 Invoice # 91296117		52.48	
201-5970630 Invoice # 91311063		37.98	
201-5970630 Invoice # 91311062		263.86	
201-5970630 Invoice # 91318922		302.12	
201-5970630 Invoice # 91318921		23.99	
201-5970630 Invoice # 91331288		97.96	
201-5970630 Invoice # 91327597		368.62	
201-5970630 Invoice # 91346417		194.91	
201-5970630 Invoice # 91339499		29.98	
201-5970630 Invoice # 91337432		89.19	
201-5970630 Invoice # 91333532		32.23	
201-5970630 Invoice # 91314802		247.40	
201-5970630 Invoice # 91296397		37.98	
201-5970630 Invoice # 91374394		56.21	
201-5970630 Invoice # 91382411		75.96	
201-5970630 Invoice # 91382353		1,113.22	
201-5970630 Invoice # 91382355		22.99	
201-5970630 Invoice # 91378694		1,467.50	
201-5970630 Invoice # 91367762		233.13	
201-5970630 Invoice # 91384576		387.53	
MULTICULTURAL BOOKS & VIDEOS	13165	11/20/13	850.00
Account No. Description		Amount	
201-5970600 Invoice # 8435A		850.00	
NOVAK & PARKER	13166	11/20/13	129.00
Account No. Description		Amount	
201-5930010 Invoice # 144130		129.00	
OCLC, Inc.	13167	11/20/13	2,465.00
Account No. Description		Amount	
201-5980420 Invoice # GK810/15/2013BT		2,465.00	
OFFICE DEPOT	13168	11/20/13	174.19
Account No. Description		Amount	
201-5970100 Inv# 677901192001		53.07	
201-5970100 Inv# 677901192002		3.21	
201-5970100 Inv# 679036003001		91.49	
201-5970100 Inv# 679036063001		26.42	
OMNIGRAPHICS	13169	11/20/13	267.50
Account No. Description		Amount	
201-5970640 Invoice # 10829493-3412		267.50	
OUTSOURCE SOLUTIONS GROUP, INC.	13170	11/20/13	29,603.49
Account No. Description		Amount	
201-5920110 Invoice # 18942		27,083.33	
201-5960990 Invoice # 18704		1,250.00	
201-5960990 Invoice # 18980		280.00	
201-5980420 Invoice # 18745		990.16	
OVERDRIVE, INC.	13171	11/20/13	1,259.65
Account No. Description		Amount	
201-5970650 1018-163839370-101513		458.65	
201-5970650 1018-213108017-101113		430.13	
201-5970650 1018-213449803-100813		370.87	
OVERHEAD DOOR SOLUTIONS, INC.	13172	11/20/13	625.00
Account No. Description		Amount	
201-5930020 Invoice # 7451		625.00	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
PADDOCK PUBLICATIONS, INC.	13173	11/20/13	40.50
Account No. Description		Amount	
201-5920230		40.50	
PRESTIGE DISTRIBUTION, INC.	13174	11/20/13	380.00
Account No. Description		Amount	
201-5970170 Invoice # 6617		380.00	
Program One Prof Building Servc, Inc	13175	11/20/13	110.00
Account No. Description		Amount	
201-5930320 Invoice # 54318		110.00	
RANDOM HOUSE INCORPORATED	13176	11/20/13	93.75
Account No. Description		Amount	
201-5970610 Invoice # 1088371155		26.25	
201-5970610 Invoice # 1088198542		67.50	
RANDOM RINGERS	13177	11/20/13	300.00
Account No. Description		Amount	
201-5960210 Program on 12/13/13		300.00	
RECORDED BOOKS, LLC	13178	11/20/13	9,121.78
Account No. Description		Amount	
201-5970610 Invoice # 74825441		46.58	
201-5970610 Invoice # 74818227		203.25	
201-5970610 Invoice # 74819274		88.66	
201-5970610 Invoice # 74817459		6.95	
201-5970610 Invoice # 74821916		14.18	
201-5970610 Invoice # 74812100		83.48	
201-5970650 Invoice # 74807528		8,678.68	
REPUBLIC SERVICES	13179	11/20/13	476.62
Account No. Description		Amount	
201-5930490 Inv. 0551-010485712		476.62	
RESEARCH TECHNOLOGY INTERNATION	13180	11/20/13	644.80
Account No. Description		Amount	
201-5970100 Invoice # 178353		644.80	
RUNCO OFFICE SUPPLY	13181	11/20/13	532.04
Account No. Description		Amount	
201-5970100 Invoice # 557626-0		192.14	
201-5970100 Invoice # 558421-0		339.90	
SCHMAUS CASH REGISTER COMPANY	13182	11/20/13	275.00
Account No. Description		Amount	
201-5930010 Invoice # R2534		275.00	
SCHOOL HEALTH CORPORATION	13183	11/20/13	109.08
Account No. Description		Amount	
201-5970100 Invoice # 2735380-01		109.08	
SCOTT E. POINTON	13184	11/20/13	175.00
Account No. Description		Amount	
201-5960210 Program on 11/20/13		175.00	
SPEED-E-KLEEN, INC.	13185	11/20/13	120.00
Account No. Description		Amount	
201-5930320 Invoice # 3815		120.00	
THE HAUSER GROUP, LTD.	13186	11/20/13	22,408.21
Account No. Description		Amount	

0113

First Midwest Bank
11/01/13-11/30/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5980600 Invoice # PF-13-7025		321.41	
201-5980600 Invoice # PF-13-5546		775.80	
201-5980600 Invoice # PF-13-5544		3,876.00	
202-5980400 Invoice # PF-13-5554		555.00	
202-5980400 Invoice # PF-13-5517		8,877.00	
202-5980600 Invoice # PF-13-5555		8,003.00	
THOMSON REUTERS-WEST	13187	11/20/13	31.80
Account No. Description		Amount	
201-5970640 Invoice # 828214842		31.80	
TIMOTHY HASKELL	13188	11/20/13	125.00
Account No. Description		Amount	
201-5960990 Invoice # 71713		125.00	
ULINE	13189	11/20/13	123.98
Account No. Description		Amount	
201-5970100 Invoice # 54617277		123.98	
VAHE GHAZARIAN	13190	11/20/13	90.00
Account No. Description		Amount	
201-5960990 Invoice # 677293		90.00	
		TOTAL	<u>259,310.73</u>

Des Plaines Public Library
ACH Report

Vendor Name	Chk. No.	Check Date	Amount
CALL ONE	50477	10/31/13	706.98
Account No.	Description	Amount	
201-5920120	ACH	353.90	
201-5920120	ACH	353.08	
McLeod USA, Inc	50478	10/31/13	294.56
Account No.	Description	Amount	
201-5920120	ACH	294.56	
VERIZON WIRELESS	50479	10/31/13	713.92
Account No.	Description	Amount	
201-5920120	ACH	713.92	
COMCAST CABLE	50480	10/31/13	225.15
Account No.	Description	Amount	
201-5920120	ACH	225.15	
LEVEL(3) COMMUNICATIONS, LLC.	50481	10/31/13	433.99
Account No.	Description	Amount	
201-5920120	ACH	433.99	
NEO-POST USA, INC.	50482	10/31/13	1,000.00
Account No.	Description	Amount	
201-5970260	ACH	1,000.00	
NICOR GAS	50483	10/31/13	61.91
Account No.	Description	Amount	
201-5970810		61.91	
GE CAPITAL	50484	10/31/13	1,488.13
Account No.	Description	Amount	
201-5930210	ACH	1,488.13	
WOW! INTERENT CABLE	50485	10/31/13	124.27
Account No.	Description	Amount	
201-5920120	ACH	124.27	
IMRF	50486	10/31/13	34,465.16
Account No.	Description	Amount	
201-2401002	10/2013 EE IMRF Contrib	8,166.46	
201-5918021	10/2013 ER IMRF Contrib	26,298.70	
PRO DATA	50487	10/31/13	1,022.20
Account No.	Description	Amount	
201-5920110	Payroll Processing 10/4	243.00	
201-5920110	Payroll Processing 10/18	540.20	
201-5920110	Payroll Processing 11/1	239.00	
TOTAL			<u>40,536.27</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	\$ 6,023,258	\$ 6,437,953	\$ 7,765,677	\$ 7,450,615	\$ 6,949,057	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626	435,503	41,639	-	945,205	1,756,511	105,688	21,958		
Other Revenue	15,762	12,970	23,118	37,674	14,915	45,284	17,055	17,035	96,776	15,676		
	15,762	824,322	2,174,744	473,177	56,554	45,284	962,259	1,773,546	202,464	37,633	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	279,871	397,981		
Other Expense	348,979	162,895	148,263	171,316	183,641	248,707	185,365	210,392	184,973	212,953		
Change in A/P & AJE's	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)	52,683	(71,742)		
	539,201	540,650	461,681	410,563	571,696	412,238	547,564	445,822	517,527	539,192	-	-
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)	(366,954)	414,695	1,327,724	(315,062)	(501,558)	-	-

October 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	
Oct 2013	3,072	YTD 2013	33,166
Oct 2012	10,124	YTD 2012	44,851
	% Change	-69.66%	% Change
			-26.05%

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

CIRCULATION - GENERAL			
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.			
THIS MONTH		YEAR TO DATE	
Oct 2013		YTD 2013	
Youth Services	35,050	Youth Services	362,354
Adult Services	57,435	Adult Services	599,561
TOTAL	92,485	TOTAL	961,915
Oct 2012		YTD 2012	
Youth Services	39,887	Youth Services	379,112
Adult Services	60,489	Adult Services	609,650
TOTAL	100,376	TOTAL	988,762
	% Change	-7.86%	% Change
			-2.72%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Oct 2013		YTD 2013	
Youth Services	4,424	Youth Services	40,257
Adult Services	8,022	Adult Services	76,210
TOTAL	12,446	TOTAL	116,467
Oct 2012		YTD 2012	
Youth Services	4,754	Youth Services	34,270
Adult Services	9,055	Adult Services	84,485
TOTAL	13,809	TOTAL	118,755
	% Change	-9.87%	% Change
			-1.93%
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Oct 2013	9,178	YTD 2013	76,889
Oct 2012	7,808	YTD 2012	62,017
	% Change	17.55%	% Change
			23.98%

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Oct 2013		YTD 2013	
From Internal IP's	3,554	From Internal IP's	35,315
From External IP's	43,928	From External IP's	406,669
TOTAL	47,482	TOTAL	441,984
Oct 2012		YTD 2012	
From Internal IP's	4,028	From Internal IP's	35,993
From External IP's	43,094	From External IP's	411,434
TOTAL	47,122	TOTAL	447,427
% Change	0.76%	% Change	-1.22%
UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
October 2013 Unique Visitors	22,756	YTD 2013 Unique Visitors	189,403
October 2012 Unique Visitors	23,291	YTD 2012 Unique Visitors	243,051
% Change	-2.30%	% Change	-22.07%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Oct 2013	22,001	YTD 2013	163,493
Oct 2012	18,754	YTD 2012	162,013
% Change	17.31%	% Change	0.91%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013	34,747	% of Population 2013	59.53%
YTD 2012	34,354		58.90%
% Change	1.14%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Oct 2013		YTD 2013	
Library Sponsored Prog	2,199	Library Sponsored Prog	22,235
Outside Groups	2,818	Outside Groups	15,691
Public Study Rooms	1,407	Public Study Rooms	9,968
Internal Meetings	100	Internal Meetings	900
TOTAL	6,524	TOTAL	48,794
Oct 2012		YTD 2012	
Library Sponsored Prog	3,818	Library Sponsored Prog	27,145
Outside Groups	1,820	Outside Groups	17,469
Public Study Rooms	1,245	Public Study Rooms	11,290
Internal Meetings	100	Internal Meetings	1,000
TOTAL	6,983	TOTAL	56,904
% Change	-6.57%	% Change	-14.25%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Oct 2013		YTD 2013	
Library Sponsored Prog	121	Library Sponsored Prog	1,099
Outside Groups	97	Outside Groups	505
Public Study Rooms	490	Public Study Rooms	5,599
Internal Meetings	10	Internal Meetings	100
TOTAL	718	TOTAL	7,303
Oct 2012		YTD 2012	
Library Sponsored Prog	115	Library Sponsored Prog	1,215
Outside Groups	52	Outside Groups	460
Public Study Rooms	649	Public Study Rooms	5,938
Internal Meetings	10	Internal Meetings	100
TOTAL	826	TOTAL	7,713
% Change	-13.08%	% Change	-5.32%

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	
Oct 2013		YTD 2013	
Youth Services	1,587	Youth Services	10,045
Adult Services	393	Adult Services	3,208
TOTAL	1,980	TOTAL	13,253
Oct 2012		YTD 2012	
Youth Services	855	Youth Services	9,792
Adult Services	334	Adult Services	3,126
TOTAL	1,189	TOTAL	12,918
% Change	67%	% Change	3%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Oct 2013		YTD 2013	
Youth Services	2,598	Youth Services	27,220
Adult Services	13,579	Adult Services	129,801
Circulation	10,767	Circulation	99,227
TOTAL	26,944	TOTAL	256,248
Oct 2012		YTD 2012	
Youth Services	3,768	Youth Services	32,794
Adult Services	15,505	Adult Services	138,000
Circulation	10,121	Circulation	76,097
TOTAL	29,394	TOTAL	246,891
% Change	-8%	% Change	4%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Oct 2013		YTD 2013	
	50,908		483,339
Oct 2012		YTD 2012	
	40,151		487,747
% Change	26.79%	% Change	-0.90%

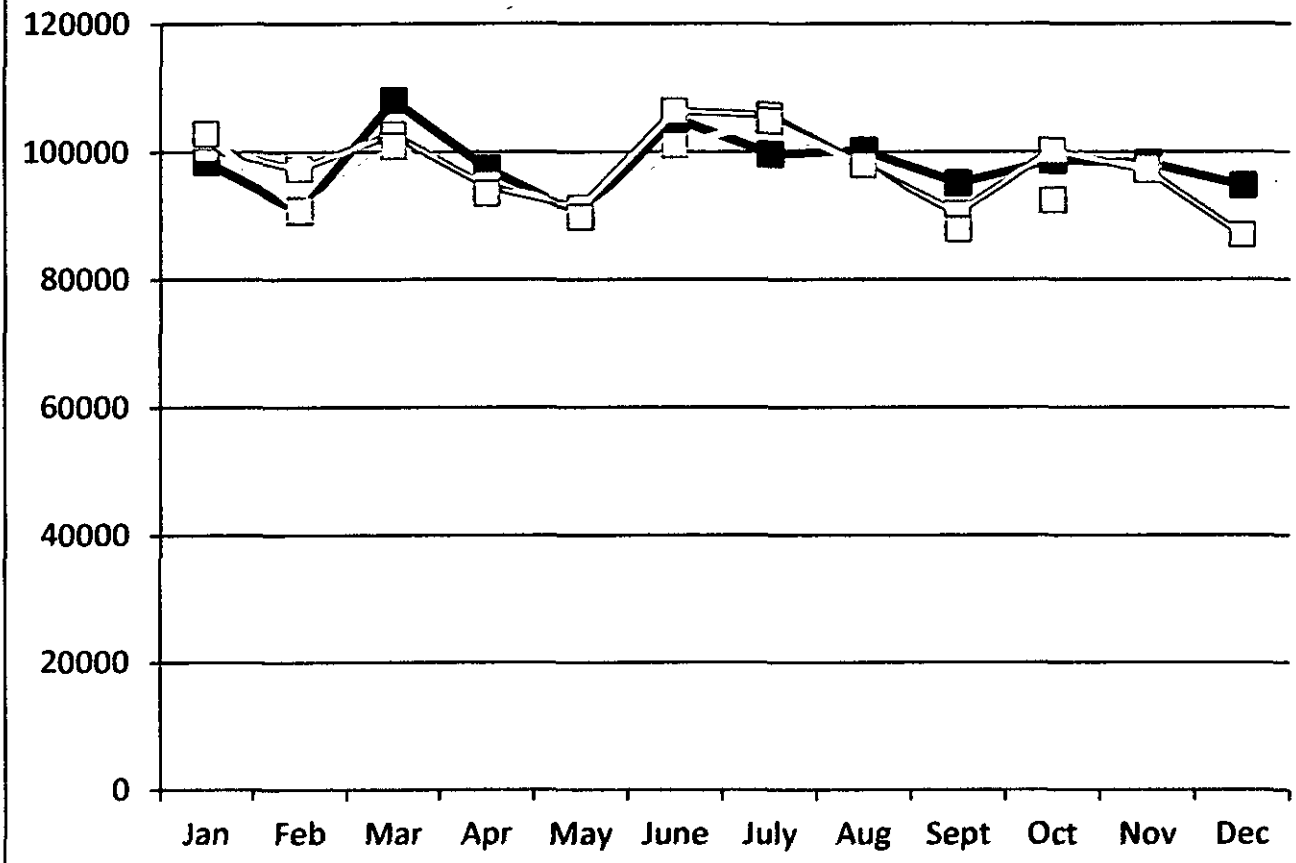
2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	186	215	275	280	186	170	272			2,321
CD-ROMs	268	193	219	153	255	376	395	325	261	322			2,767
CDs	917	990	1,010	1,097	878	1,127	921	970	742	861			9,513
DVDs	10,392	8,744	10,255	9,437	8,404	10,324	10,476	9,308	7,964	8,446			93,750
Fiction	17,985	16,373	17,195	15,858	15,241	20,617	18,967	15,523	15,379	15,744			168,882
Foreign language	1,832	2,383	1,913	1,695	1,287	1,457	1,459	1,270	1,841	1,971			17,108
Games	49	64	71	41	44	64	69	52	51	50			555
Holiday	727	538	722	285	215	304	195	180	403	1,228			4,797
Homeschool	359	366	271	246	235	291	324	280	229	244			2,845
Large type	23	23	28	25	27	40	44	27	25	16			278
Magazines	159	134	148	203	143	189	224	233	210	202			1,845
Nonfiction	5,913	5,492	6,355	5,802	5,154	6,049	5,771	5,184	5,024	5,544			56,288
Parent collection	175	143	141	169	114	123	146	120	124	150			1,405
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	41,236	39,271	33,658	32,423	35,050	0	0	362,354
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11	10	11	6	16	6	6	14			97
Audiobooks	2,055	1,794	2,020	1,904	1,919	2,086	2,190	2,140	1,847	1,940			19,895
CD-ROMs	672	619	684	674	535	561	627	584	500	646			6,102
CDs	6,495	5,595	6,456	6,121	6,416	6,433	6,690	6,935	5,421	5,778			62,340
DVDs	30,212	26,394	29,110	27,287	26,201	27,023	30,748	30,788	26,618	27,518			281,899
Fiction	7,733	6,597	7,263	6,924	7,041	7,826	8,024	8,059	6,790	6,910			73,167
Foreign language	1,349	1,126	1,242	1,213	1,072	1,315	1,378	1,155	985	1,005			11,840
High school	1,176	885	1,071	972	1,155	1,593	1,757	1,294	1,039	871			11,813
Large type	1,265	1,122	1,285	1,187	1,246	1,271	1,405	1,389	1,248	1,380			12,798
Literacy	171	177	163	183	167	135	174	217	210	214			1,811
Magazines	2,641	2,247	2,669	2,439	2,650	2,531	2,667	2,304	2,332	2,561			25,041
Nonfiction	9,963	8,678	10,342	9,375	9,135	9,064	9,805	9,431	8,367	8,598			92,758
ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	59,844	65,481	64,302	55,363	57,435	0	0	599,561
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	101,080	104,752	97,960	87,786	92,485	0	0	961,915
eMaterials	3,576	2,893	3,596	3,167	3,486	3,189	3,533	3,438	3,216	3,072			33,166
ILL (non consortial)	385	333	357	361	307	347	268	291	269	301			3,219
Miscellaneous	512	392	415	458	398	434	382	412	368	480			4,227
GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	105,050	108,915	102,101	91,637	96,338	0	0	1,002,527
Days closed	1			1	2		1		2		1	2	10

Circulation Statistics 2011 - 2013

VII.C.3.

-44-

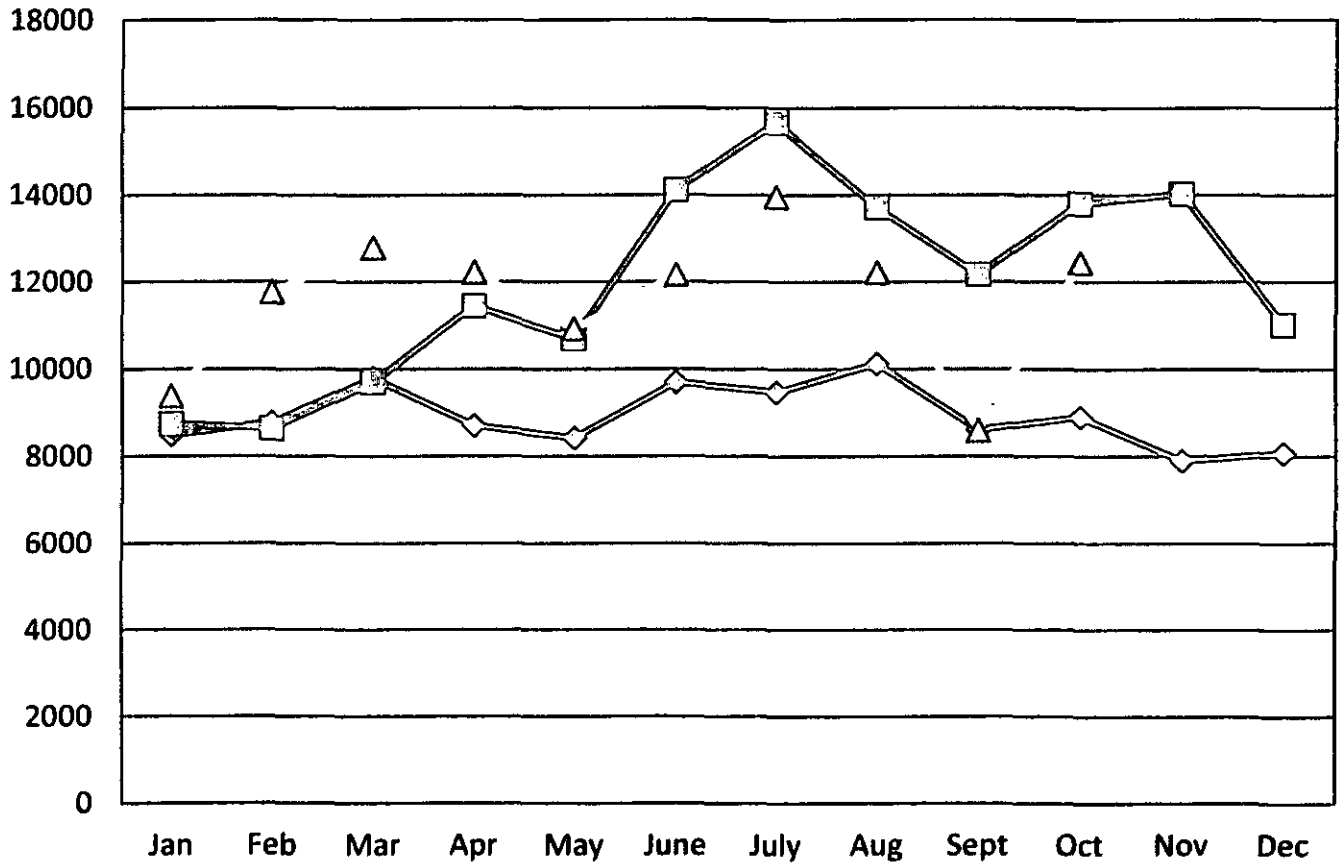


■ Jan-Dec 2011(1,176,467)
□ Jan-Dec 2012 (1,173,113)
□ Jan - Oct 2013 (961,915)

Computer Use - Wired

VII.C.4.

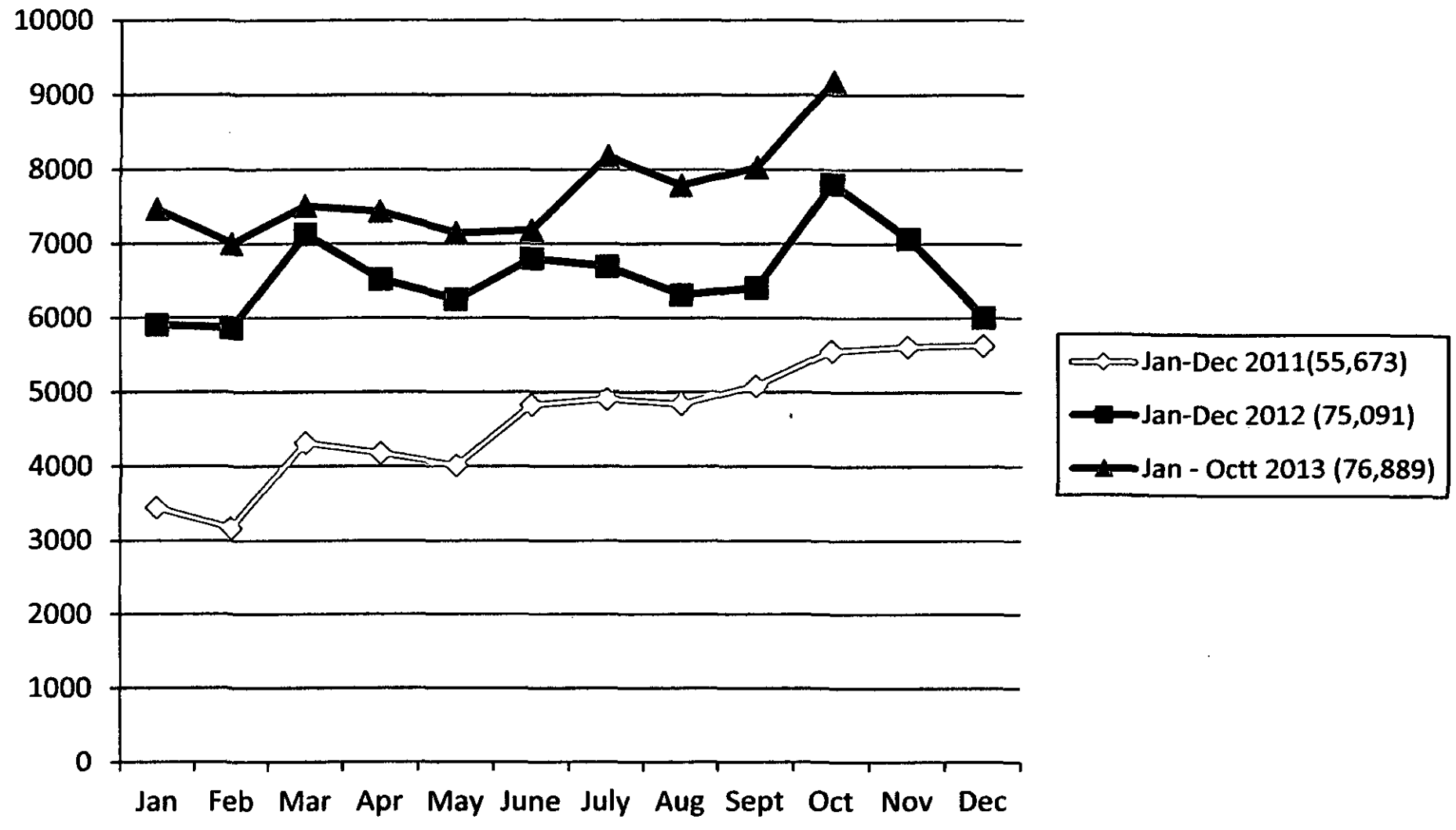
-45-



—◆— Jan-Dec 2011(121,272)
—□— Jan-Dec 2012 (143,814)
△ Jan - Oct 2013 (116,467)

Computer Use - Wireless VII.C.5

-46-

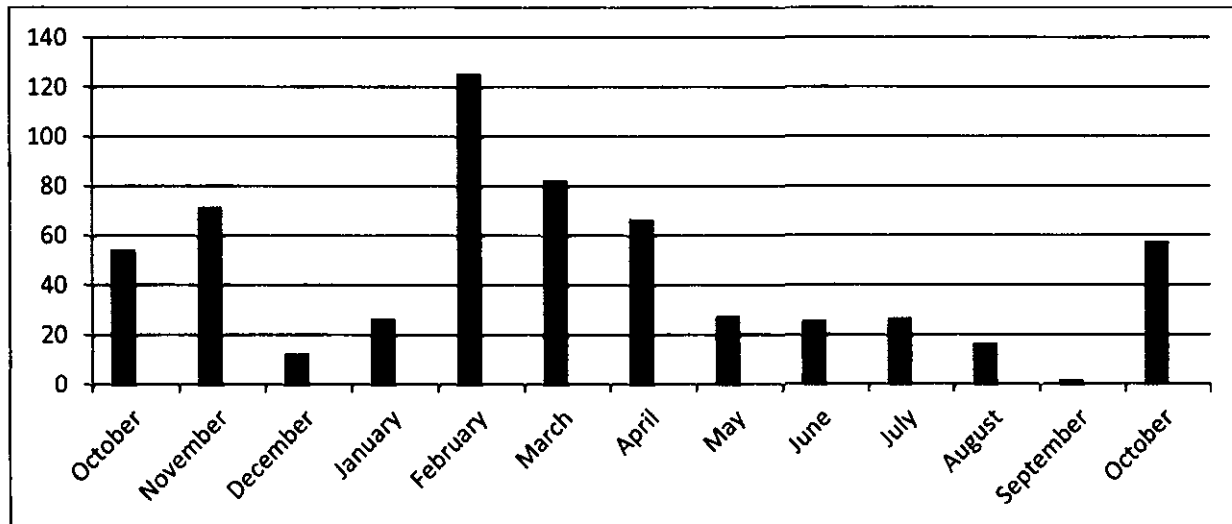


Director's Report on Strategic Goals November, 2013

Collection Development Highlights - Goal #1

In October we focused on promoting *Opposing Viewpoints In context* via Social Media and banners and fliers in the library. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted this great resource. *Opposing Viewpoints in Context* is an online resource covering today's hottest social issues and helps students research, analyze and organize a broad variety of data for conducting research, completing writing assignments, preparing for debates, creating presentations and more. The collection of content and curriculum-focused tools help students explore issues from all perspectives and contains more than 700 Greenhaven Press, Gale, Macmillan Reference USA™, Charles Scribner's Sons® and U·X·L titles. New reference content is added on an ongoing basis, and new full-text periodical and newspaper articles are added every day. The chart below shows the increase in usage during the October promotion.

Opposing Viewpoints (# of searches) October 2012 - October 2013



eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class three times in October which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 8 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class two times in October 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.

City of Des Plaines Blood Drive: This program is in collaboration with the City of Des Plaines Health and Human Services department. The community blood drive was held on Tuesday, October 15 and 61 people came and donated blood.

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. 12 people attended.

Halloween Hoopla Drop-In Craft: The library was part of the Des Plaines Chamber of Commerce's Halloween Hoopla celebration. Activities for children and their families were held all around town on Saturday, October 26. The library's drop-in craft activity had 145 people attended.

Des Arts Festival: The second Des Arts festival was on October 11 & 12. There were over 150 performers and artists representing Maine West, Artistry in Motion dance troupe, the Des Plaines History Center, The Northwest Choral Society, The Main Street Opera Company, AMA School of Dance and Music and many individual artists. Over 500 people attended the performances and voted in three art contests for adults, teens and children. The Des Arts festival is a partnership between the Des Plaines Public Library and the Des Plaines Arts Council.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in September to meet with the public and answer questions. 4 people attended.

Lifelong Learning Highlights - Goal #3

Adult Computer Classes: Six adult services librarians and three reference and readers' services assistants offered 23 computer classes in October teaching 119 people.

Read For the Record: Every year, Jumpstart, a company committed to early literacy in education, promotes a one day event to get all the kids across the US reading the same book on the same day. Youth Services staff read the book *Otis* by Loren Long every hour on the hour on Thursday, October 3. 58 people attended.

Leif Eriksson Fest: Celebrating Viking Exploration: Cosponsored with the Norwegian National League all day long on Saturday, October 26 there were displays of Viking and Scandinavian culture, music, dance, film presentations and lectures. Children were able to reenact a Viking voyage with explanations of ships, clothes and weaponry. Over 300 people attended.

HallowTEEN Movie Night: On Wednesday, October 30 two different movies were shown for teens and middle schoolers. Kids in grades 6-12 watched *Hotel Transylvania* and teens in grades 9-12 watched *Insidious*. 19 kids attended.

Job Seekers Group: This group meets monthly with licensed career counselor Edie Kleinman to discuss job hunting experiences, ask questions, seek advice and get support and motivation. 7 people attended.

DPPL Writing Group: The creative writing group met five times in October to read, give feedback and critique each other's writing. 43 people attended.

2013 Cash Budget Projection

VII.C.75210

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	\$ 6,390,195	\$ 6,023,241	\$ 6,437,937	\$ 7,765,661	\$ 7,450,598	\$ 6,949,040	\$ 6,217,728			
Restricted cash donations	129,481	129,483	129,673	129,675	130,100	130,257	130,508	130,508	130,920	131,721	131,721	131,721			
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	6,775,237	6,259,938	5,892,733	6,307,429	7,634,741	7,318,877	6,817,319	6,086,007			
Revenue (M-T-D)															
Property Taxes		811,352	2,151,626	435,503	41,639		945,205	1,756,511	105,688	21,958			\$6,269,482	6,263,710	
Other Revenue	15,759	12,968	23,105	37,674	14,915	45,284	17,055	17,035	96,776	15,676	19,456	19,455	335,158	338,938	
Total Revenue	15,759	824,320	2,174,731	473,177	56,554	45,284	962,260	1,773,546	202,464	37,634	19,456	19,455	6,604,640	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	279,871	397,981	302,158	302,159	3,625,903	3,953,725	
Contractual Services	162,138	88,509	73,481	86,021	67,180	72,601	59,888	119,218	79,802	57,828	72,792	72,792	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	68,641	67,300	115,509	76,787	57,284	56,638	101,703	93,085	93,086	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	1,176	10,394	8,832	1,012	4,520	9,547	6,484	6,485	62,270	62,270	
Other			1,064	3,720	4,550	13,243	2,625	494	14	16,570	195,360	195,360	433,000	433,000	
202	24,198		14,596	12,000	43,435	36,960	37,234	32,384	43,999	27,305	80,889		353,000	353,000	
Adjustments	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)	52,683	(71,742)					
Total Expenses	539,202	540,650	461,683	410,562	571,696	412,238	547,564	445,822	517,527	539,192	750,768	669,882			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	62,615	(515,142)	(366,954)	414,696	1,327,724	(315,063)	(501,558)	(731,312)	(650,427)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,390,195	6,023,241	6,437,937	7,765,661	7,450,598	6,949,040	6,217,728	5,567,301			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,275,662	4,760,095	4,392,984	4,807,429	6,135,153	5,819,678	5,317,319	4,586,007	3,935,580			

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	
	7/17/2013	12827	201-5970100	\$6,211.54			\$6,211.54	
	11/20/2013	13108	201-5970100	\$6,325.22			\$6,325.22	
				\$12,536.76	\$19,695.23	\$32,231.99	\$32,231.99	
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	
	8/21/2013	12903	201-5930020		\$2,666.75		\$2,666.75	
	11/20/2013	13117	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$10,667.00	\$10,667.00	\$10,667.00	
VE - 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	\$4,660.75	\$4,660.75	\$4,660.75	
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	
	7/17/2013	12840	201-5930010		\$349.13		\$349.13	
	8/21/2012	12912	201-5930010		\$1,178.69		\$1,178.69	
	9/18/2013	12979	201-5930010		\$366.59		\$366.59	
	10/16/2013	13054	201-5930010		\$366.59		\$366.59	

-51-

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	11/20/2013	13121	201-5930010		\$1,143.16		\$1,143.16	
				\$0.00	\$14,406.61	\$14,406.61	\$14,406.61	
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	
	5/21/2013	12700	201-5930320		\$3,340.00			
	5/21/2013	12700	201-5960990	\$3,248.00				
	5/21/2013	12700	201-5930320	\$6,190.00			\$12,778.00	
	6/7/2013	12774	201-5930320		\$3,340.00			
	6/7/2013	12774	201-5930020	\$140.00			\$3,480.00	
	7/17/2013	12845	201-5930320		\$3,340.00			
	7/17/2013	12845	201-5960990	\$1,872.00			\$5,212.00	
	8/21/2013	12916	201-5930320		\$3,538.00			
	8/21/2013	12916	201-5960990	\$1,272.00			\$4,810.00	
	9/18/2013	12987	201-5930320		\$3,340.00			
	9/18/2013	12987	201-5960990	\$1,072.00				
	9/18/2013	12987	201-5930320	\$5,700.00			\$10,112.00	
	10/16/2013	13058	201-5930320		\$3,340.00			
	10/16/2013	13058	201-5960990	\$2,224.00			\$5,564.00	
	11/20/2013	13127	201-5960990		\$3,340.00			
	11/20/2013	13127	201-5930320	\$2,078.00			\$5,418.00	
				\$23,022.00	\$30,258.00	\$53,280.00	\$53,280.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
					\$0.00	\$0.00	\$0.00	
EDWARDS ENGINEERING - HVAC Annual Maintenance Contract								\$17,421.71 Annual
	10/16/2013	13063	201-5930020	\$883.40			\$883.40	
	10/16/2013	13062	201-5930020		\$17,421.71		\$17,421.71	
				\$883.40	\$17,421.71	\$18,305.11	\$18,305.11	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								\$1,697.00 Annual
	10/16/2013	13068	201-5930020		\$1,697.00		\$1,697.00	
				\$0.00	\$1,697.00	\$1,697.00	\$1,697.00	

2013 Contracts

VII.C.8
8210

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	8/21/2013	50453	201-5930210		\$1,488.13		\$1,488.13	
	9/18/2013	50462	201-5930210		\$1,488.13		\$1,488.13	
	10/16/2013	50473	201-5930210		\$1,488.13		\$1,488.13	
	10/31/2013	50484	201-5930210		\$1,488.13		\$1,488.13	
					\$10,566.91	\$10,566.91	\$10,566.91	
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	
	7/17/2013	12855	201-5930010		\$909.78		\$909.78	
	8/21/2013	12927	201-5930010		\$825.30		\$825.30	
	9/18/2013	12999	201-5930010		\$586.12		\$586.12	
	10/19/2013	13070	201-5930010		\$793.94		\$793.94	
	11/20/2013	13144	201-5930010		\$772.62		\$772.62	
				\$0.00	\$5,331.78	\$5,331.78	\$5,331.78	
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	
	7/17/2013	12862	201-5920110		\$3,340.00		\$3,340.00	
	9/18/2013	13008	201-5920110		\$2,860.00		\$2,860.00	
	10/16/2013	13077	201-5920110		\$3,010.00		\$3,010.00	
				\$0.00	\$15,330.00	\$15,330.00	\$15,330.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012 \$25,125.00 Annual 2013
	1/21/2013		201-5930010		\$25,125.00		\$25,125.00	
				\$0.00	\$25,125.00	\$25,125.00	\$25,125.00	
MCQUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50	

-53-

2013 Contracts

VII.C.8
OCTO

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	8/21/2013	12935	201-5930020	\$1,669.28			\$1,669.28	
				\$2,646.78	\$0.00	\$2,646.78	\$2,646.78	

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	
7/17/2013	50445	201-5970260		\$1,000.00			\$1,000.00	
8/21/2013	12934	201-5930210			\$177.00		\$177.00	
9/18/2013	50461	201-5970260		\$1,000.00			\$1,000.00	
10/16/2013	50472	201-5970260		\$1,000.00			\$1,000.00	
11/20/2013	13160	201-5970260			\$177.00		\$177.00	
10/31/2013	50482	201-5970260		\$1,000.00			\$1,000.00	
				\$8,086.08	\$708.00	\$8,794.08	\$8,794.08	

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		\$1,530.00			\$31,030.21	
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	
7/17/2013	12871	201-5920110			\$27,083.33			
7/17/2013	12871	201-5960990		\$1,530.00				

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	7/17/2013	12871	201-5980420	\$2,835.00			\$31,448.33	
	8/21/2013	12939	201-5920110		\$27,083.33			
	8/21/2013	12939	201-5920110	\$280.00				
	8/21/2013	12939	201-5960990	\$1,250.00			\$28,613.33	
	9/18/2013	13014	201-5920110	\$1,250.00	\$27,083.33			
	9/18/2013	13014	201-5920110	\$280.00				
	9/18/2013	13014	202-5980410	\$11,250.73			\$39,864.06	
	10/16/2013	13082	201-5920110		\$27,083.33			
	10/16/2013	13082	201-5960990	\$1,530.00			\$28,613.33	
	11/20/2013	13170	201-5920110		\$27,083.33			
	11/20/2013	13170	201-5960990	\$1,530.00				
	11/20/2013	13170	201-5980420	\$990.16			\$29,603.49	
				\$46,363.04	\$270,833.30	\$317,196.34	\$317,196.34	

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	
	4/30/2013	50426	201-5920110		\$774.40		\$774.40	
	5/31/2013	50428	201-5920110		\$883.68		\$883.68	
	7/17/2013	50449	201-5920110		\$672.00		\$672.00	
	7/31/2013	50455	201-5920110		\$701.92		\$701.92	
	8/31/2013	50465	201-5920110		\$671.92		\$671.92	
	10/16/2013	50475	201-5920110		\$769.20		\$769.20	
	10/31/2013	50487	201-5920110		\$1,022.20		\$1,022.20	
				\$0.00	\$7,863.27	\$7,863.27	\$7,863.27	

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	
	7/17/2013	12876	201-5960990		\$76.32		\$76.32	
				\$228.96	\$228.96	\$228.96		

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	
	5/21/2013	12738	201-5930490		\$364.00		\$364.00	

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	6/7/2013	12766	201-5930490		\$361.48		\$361.48	
	7/17/2013	12877	201-5930490		\$359.71		\$359.71	
	8/21/2013	12902	201-5930490		\$359.17		\$359.17	
	9/18/2013	13021	201-5930490		\$474.77		\$474.77	
	10/16/2013	13087	201-5930490		\$474.77		\$474.77	
	11/20/2013	13179	201-5930490		\$476.62		\$476.62	
					\$3,957.14	\$3,957.14	\$3,957.14	
SCHINDLER ELEVATOR CORPORATION								\$7,500.00 Annual
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	
	9/18/2013	13024	201-5930020	\$1,237.30			\$1,237.30	
	10/16/2013	13092	201-5930020	\$645.47			\$645.47	
				\$1,882.77	\$7,262.76	\$9,145.53	\$9,145.53	
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	
DAY'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
	10/16/2013	13100	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
						\$557,425.45		

-56-



VIII. A.

Assured Maintenance Agreement

Customer Name **Des Plaines Public Library**

Proposal No.

(Hereinafter referred to as "Customer")

Address **1501 Ellinwood Street**

Agreement No.

City **Des Plaines**State **IL**Zip **60013**Locations(s) **1501 Ellinwood Street**

Scope of Service

In consideration of their mutual agreement, Daikin Applied Americas Inc. (hereinafter also referred to as "Daikin Applied") and Customer agree that the following services and type of coverage for the above location(s) for the equipment listed on the attached Equipment Schedule (hereinafter referred to as "Equipment") will be provided in accordance with the Terms and Conditions, Assured Maintenance Agreement Equipment Schedule and Assured Maintenance Agreement Plans and Service Programs included herein.

I. Type of Plan

 First Year Maintenance Labor MaintenanceD-Net[®] Remote Support* Inspection on 27 Fan Powered VAV boxes, plus inspection on Added Equipment List page #5 Comprehensive Maintenance

*D-Net Performance Services can be a stand alone Remote Support plan or can be included with any other plan.

IIa. System Components Covered

 VRV Systems Water Treatment Air Conditioning Air Filters* Heating Belts* Temperature Controls Digital Systems Electrical Equipment Refrigerant Coverage

IIb. Service Options Included

 Predictive Maintenance D-Net Performance Services Condenser coil cleaning *Customer supplies filters and belts.

Emergency Service Response

This Agreement includes emergency service response as checked below:

 24 hours per day, 7 days per week including holidays. 24 hours per day, 5 days per week (Monday - Friday). During normal working hours on Daikin Applied scheduled business days. Not included in this Agreement but available on a 57- and material basis.



Important: Additional terms and conditions are continued on the following pages.

Assured Maintenance Agreement

Comprehensive Maintenance Plan

Customer Name **Des Plaines Public Library**

Agreement No.

Inspections

During normal working hours Daikin Applied shall provide nine (9) inspections per year, unless otherwise noted, for the Equipment.

1. Daikin Applied agrees to:

- a) Furnish all labor, parts, oil, and material needed to maintain the Equipment in good operating condition, perform during normal working hours the maintenance service in accordance with the Assured Maintenance Agreement Service Program(s) at the price stated herein and subject to the terms and conditions set forth herein.
- b) Annually inspect the water-side of water cooled condensers and air-side of air cooled condensers with procedures determined by Daikin Applied.
- c) Maintain the following items related to the Equipment:
 - i) Electric wiring from the starter to its respective motor.
 - ii) Refrigerant piping between two or more pieces of Equipment.
 - iii) The pressure and temperature controls, thermometers, gauges, control devices, thermostats and manual valves located on the Equipment.
 - iv) Mechanical starters.
- d) Provide a written report to the Customer about the condition of the Equipment and any recommendations for enhancements to maintain capacity, reliability, and efficiency.

2. Customer agrees to:

- a) Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from Daikin Applied in conjunction with the performance of this Agreement.
- b) Allow Daikin Applied to start and stop the Equipment in order to perform services specified in this Agreement, in coordination with owner or his representative.
- c) Operate the Equipment in accordance with Daikin Applied instruction, and to notify Daikin Applied promptly of any change in the usual operating conditions.
- d) Provide reasonable means of access to the Equipment, including any required removal, replacement and refinishing of the building structure.
- e) Permit the use by Daikin Applied of the usual building maintenance materials and tools.
- f) Daikin Applied assumes customer maintains building boiler and machinery insurance on listed equipment. In the event of a claim on listed equipment, Daikin Applied will be responsible only for the deductible on such policy. In no event will Daikin Applied's liability be greater than the yearly contract amount.
- g) Employ only Daikin Applied personnel or persons authorized by Daikin Applied to perform all work on the Equipment, except for operation of same.
- h) Provide proper condenser water treatment.

3. It is understood that, except to the extent otherwise provided in the Assured Maintenance Agreement Equipment Schedule, the services and maintenance provided for herein includes only those items listed above. It does not, for example, include any of the following:

- a) Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- b) The maintenance of space conditions or system performance unless improper conditions are directly due to the failure of the mechanical Equipment covered hereunder.
- c) The changing or cleaning of air filters.
- d) Piping and valves other than refrigerant.
- e) Ductwork.
- f) Crane service, special rigging or freight charges.
- g) Damage due to freezing weather.
- h) Water treatment.

(over)



- i) Corrosion or erosion damage to water and/or air side of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils.)
- j) Disconnect switches, fuses and circuit breakers.
- k) Portable recorders
- l) Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines).
- m) Boiler shell, tubes, and refractory material.
- n) Complete replacement of unit.
- o) Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.
- p) Any inspection, service provided, or worked performed, including, but not limited to, the discovery of any worn or defective parts or components thereof under the Compressor Assurance Program ("CAP") or any other optional scheduled internal inspection of compressors are not covered under this agreement.

Exceptions and additions: Daikin Applied will change filters in the air handling units and the fan Power VAV boxes during the scheduled visits. However the client will supply the required filters and Belts.



Assured Maintenance Agreement Equipment Schedule

Customer Name

Agreement No.

Equipment	Size	Qty	Manufacturer	Model/Serial No.	Program	Frequency
Air cooled screw chiller	205 tons	1	McQuay	ALS205A	16,20	5
				STNU990900008		
Atmospheric Hot Water Boiler Module	7100 mbh	1	Hydrotherm	MR2100B-PV	15	2
				MSM2359		
Atmospheric Hot Water Boiler Module	7100 mbh	1	Hydrotherm	MR2100B-PV	15	2
				MSM2358		
Steam Generating Gas Fired Humidifier	400 mbh	1	Dri Steam	GTS-400	10,14	2
				01-02-A		
Steam Generating Gas Fired Humidifier	400 mbh	1	Dri-Steam	GTS-400	10,14	2
				01-02-A		
Supply Air Handling Unit	60 hp	2	McQuay	CAH065FDAC	5	4
				SCOU33000444 & 5		
Return Air Handling Unit	25 hp	2	Greenheck	36TC5	17	4
				99H21273 & 272		
Base Mounted Pump Chilled Water	15 hp	2	B & G	5BL7.75BF	7	2
				2174932 & 993		
Base Mounted Pump Heating Water	7.5 hp	2	B & G	5BL7.750BF	7	2
				21736244 & 243		
In Line Pump Heating Boilers	5 hp	2	B & G		7	2
In Line Pump AHU #1	2 hp	1	B & G		7	2
In Line pump AHU #2	2 hp	1	B & G		7	2
Roof top Exhaust fans	Various	5			5	1
See next sheet	For	More	Equipment			



Assured Maintenance Agreement Equipment Schedule

Customer Name

Agreement No.

Equipment	Size	Qty	Manufacturer	Model/Serial No.	Program	Frequency
Electric Base Boards	Interior Wall					1
Electric Base Board Heaters						2
Hot Water Hanging Unit Heater		2		In Garage		1
Electric Hanging Unit		1	Berko	In Mech. Room HUHAA2548		1
Electric Hanging Unit		1	Unknown	North Main Entrance		1
Electric Wall Mount Cabinet Heaters		8	Unknown	Rear Emergency Stairs		1
Switchgear Cabinet VFD units			Square D	In Mech. Room		As needed
Fan Powered VAV Boxes Please Note:	Various VAV Boxes	27 are	Under Inspection Only	FDCQ1500012 29190811		1
End of list						



Assured Maintenance Agreement

Customer Name **Des Plaines Public Library**

Agreement No.

Special Conditions

Duration

11-1-13 *LW* *JRS*

This Agreement shall remain in effect for an initial term of three (3) year(s) beginning October 1, 2013 (the "Effective Date") and shall continue from year to year thereafter unless at least 30 days prior to the expiration date of the initial term or any extended term, either party gives the other written notice of its intention to terminate this Agreement.

Price and Payment Terms

1. Daikin Applied will provide services pursuant to this Assured Maintenance Agreement for the sum of **\$32,292.00** per annum. Second year will be \$33,291.00 and the third year will be \$34,319.00.
2. Payment will be in advance as follows: on the first day of each month beginning on the Effective Date of this Agreement, Daikin Applied will provide Customer with an invoice in the amount of \$ and payment will be due upon receipt.
3. The first monthly payment will also include a one-time charge of \$ N/A to cover the cost of placing the Equipment in good operating condition prior to the first contract year.
4. The monthly payments will be decreased by \$ N/A due to the Equipment warranty which is in effect during this period and which expires on:
5. Customer shall pay for all costs, including all taxes, fees and governmental assessments, in excess of \$ N/A per pound incurred by Daikin Applied for refrigerant used in connection with this Agreement.

NOTE: This Agreement is subject to final approval by Daikin Applied.



Assured Maintenance Agreement Amendments

This Agreement contains two (2) or more Plans as checked on page 1 hereof. The second and third Plan (if applicable) are attached as Exhibit A and incorporated herein.

This proposal expires on: November 30, 2013

The Terms and Conditions set forth on the reverse side of this signature page from an integral part of this Agreement and are expressly incorporated herein.

Submitted by Larry Gruette
Daikin Applied
Service Sales Representative

Date 10-17-13

Accepted:

Approved:

Daikin Applied Americas Inc.

(Full legal name of Customer)

Larry W. Gruette
Signature

Signature

ACCOUNT MANAGER
Title

Title

Date _____

Date 10-28-13

Service location: Daikin Applied – (Chicago)

Address: 175 Hansen Court, Suite 103
Wood Dale, IL 60191

Location code: IL-CHIC

Salesman code: IL-6154

Phone: 630-6161-8600



Assured Maintenance Agreement Fan and Central Fan Systems Service Program 5

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Fans - Inspection

1. Check and clean fan assembly.
2. Lubricate fan bearings per manufacturer's recommendations.
3. Lubricate motor bearings per manufacturer's recommendations.
4. Check belts and sheaves.
5. Tighten all nuts and bolts.
6. Check motor mounts and vibration pads.
7. Check motor operating conditions.
8. Inspect electrical connections and contactors.
9. Lubricate and adjust associated dampers and linkage.
10. Check fan operation.

Central Fan Systems - Inspection

1. Lubricate fan bearings per manufacturer's recommendations.
2. Lubricate motor bearings per manufacturer's recommendations.
3. Check belts and sheaves.
4. Tighten all nuts and bolts.
5. Check motor mounts and vibration pads.
6. Check motor operating conditions.
7. Inspect electrical connections and contactors.
8. Lubricate and adjust associated dampers and linkage.
9. Check fan operation.
10. Check strainers, check steam traps and hand valves.
11. Check filter advancing mechanism. Lubricate and adjust as required.
12. Inspect filters.
13. Check heating and cooling coils.
14. Inspect humidifier.

Exceptions and additions: Filters will be changed on fans and fan power VAV boxes during
Scheduled inspections. Client is to provide the required filters.



Assured Maintenance Agreement

Pumps

Service Program 7

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Inspection

- 1. Lubricate pump bearings per manufacturer's recommendations.
- 2. Lubricate motor bearings per manufacturer's recommendations.
- 3. Tighten all nuts and bolts. Check motor mounts and vibration pads.
- 4. Visually check pump alignment and coupling.
- 5. Check motor operating conditions.
- 6. Inspect electrical connections and contactors.
- 7. Check and blow down condenser pump strainers and check hand valves.
- 8. Inspect mechanical seals or inspect pump packing.
- 9. Verify gauges for accuracy.

Exceptions and additions: Mechanical moving parts coverage only.



Assured Maintenance Agreement

Miscellaneous HVAC Equipment

Service Program 10

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Humidifiers Inspection

1. Check and clean strainers. Check steam trap and hand valves.
2. Clean and check float assembly.
3. Check and clean drains and drain pan.
4. Clean heating element.
5. Inspect electrical connections, relays, contactors and operating/safety controls.
6. Clean plugged spray nozzles.
7. Check unit operating conditions.

Exceptions and additions: _____



Assured Maintenance Agreement Steam Boilers Service Program 14

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Annual Inspection

1. Inspect fireside of boiler and record condition.
2. Brush and vacuum soot and dirt from flues and combustion chamber.
3. Inspect firebrick and refractory for defects.
4. Visually inspect boiler pressure vessel for possible leaks and record condition.
5. Drain and flush water side of boiler to remove loose scales and sludge and record condition.
6. Disassemble, inspect and clean low-water cutoff.
7. Check hand valves and automatic feed equipment. Adjust as required.
8. Inspect, clean and lubricate the burner and combustion control equipment.
9. Reassemble and fill boiler. Fire burner to boil off oxygen.
10. Check burner sequence of operation and combustion air equipment.
11. Check fuel piping for leaks and proper support.

Seasonal Startup

1. Review manufacturer's recommendations for boiler and burner startup.
2. Check fuel supply.
3. Check auxiliary equipment operation.
4. Inspect burner, boiler and controls prior to startup.
5. Start burner, check operating controls. Test safety controls and pressure relief valve.
6. Perform combustion tests and adjust burner for maximum efficiency.
7. Log all operating conditions.
8. Review operating procedures and owner's log with boiler operator.

Operational Inspection

1. Review owner's log. Log all operating conditions.
2. Inspect boiler and burner and make adjustments as required.
3. Test low water cut-off and pressure relief valve.
4. Check operating and safety controls.
5. Review boiler operation with boiler operator.

Seasonal Shut Down

1. Review owner's log. Log all operating conditions.
2. Shut off burner and open electrical disconnect.
3. Close fuel supply valves.
4. Thoroughly blow down boiler.
5. Review boiler operation with boiler operator.

Exceptions and additions: _____



Assured Maintenance Agreement Hot Water Boilers Service Program 15

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Annual Inspection

1. Inspect fireside of boiler and record condition.
2. Brush and vacuum soot and dirt from flues and combustion chamber.
3. Inspect firebrick and refractory for defects.
4. Visually inspect boiler pressure vessel for possible leaks and record condition.
5. Disassemble, inspect and clean low-water cutoff.
6. Check hand valves and automatic feed equipment. Adjust as required.
7. Inspect, clean and lubricate the burner and combustion control equipment.
8. Reassemble boiler.
9. Check burner sequence of operation and combustion air equipment.
10. Check fuel piping for leaks and proper support.

Seasonal Startup

1. Review manufacturer's recommendations for boiler and burner startup.
2. Check fuel supply.
3. Check auxiliary equipment operation.
4. Inspect burner, boiler and controls prior to startup.
5. Start burner, check operating controls. Test safety controls and pressure relief valve.
6. Perform combustion tests and adjust burner for maximum efficiency.
7. Log all operating conditions.
8. Review operating procedures and owner's log with boiler operator.

Operational Inspection

1. Review owner's log. Log all operating conditions.
2. Inspect boiler and burner and make adjustments as required.
3. Test low water cut-off and pressure relief valve.
4. Check operating and safety controls.
5. Review boiler operation with boiler operator.

Exceptions and additions: _____



Assured Maintenance Agreement

Predictive Maintenance

Service Program 16

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Spectrochemical Oil Analysis

Parameters tested	Results
Metals	Diagnosis
Moisture	Trends
Acid Number	Recommendations

1 Oil analysis(es) will be performed annually

Refrigerant Analysis

Parameters tested	Results
High boiling residue	Diagnosis
Acid number	Trends
Moisture content	Recommendations

0 Refrigerant analysis(es) will be performed annually

Eddy Current Tube Analysis

Parameters tested	Results
Corrosion	Verbal report
Support wear	Written report
Freeze bulges	Charts/Diagrams
Split fins	Recommendations
Leakers	
Pitting	

0 Eddy current analysis(es) will be performed annually. (Or is available on a quoted basis.)

Vibration Analysis

1 Vibration analysis(es) will be performed annually

Lithium Bromide Analysis

Parameters tested	Results
Metals	Diagnosis
Lithium Bromide %	Trends
Lithium Hydroxide	Recommendations
Inhibitor	Chemical additions
Ammonia %	
Alcohol additive	
Foaming test	
Foreign contamination	

0 Lithium Bromide analysis(es) will be performed annually

(over)



Refrigerant Water Analysis

Parameters tested	Results
Lithium bromide content	Diagnosis
Alkalinity	Trends
Inhibitor by-product	Recommendations
N factor	
0 Refrigerant water analysis(es) will be performed annually	

Chilled Water Analysis

Parameters tested	Results
Color	Diagnosis
Glycol content	Trends
Freezing point	Recommendations
Suspended solids	
Reserve alkalinity	
Acid number	
1 Chilled water analysis(es) will be performed annually	

Flue Gas Analysis

Parameters tested	Results
CO ₂ content	Diagnosis
O ₂ content	Trends
Stack temperature	Recommendations
0 Flue gas analysis(es) will be performed annually	

Exceptions and additions: _____



Assured Maintenance Agreement Vane Axial Fans Service Program 17

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Inspection

1. Inspect inlet bells and screens, discharge flanges, fan supports and braces for defects.
2. Remove, clean and inspect all rotor blades for wear. (Blade removal not required on Joy fans.)
3. Inspect thrust bearing on each blade.
4. Remove spider or hub and clean.
5. Reassemble fan rotor and torque properly.
6. Check blade pitch.
7. Inspect linkages for proper operation and defects.
8. Check motor mounting bolts - torque per specification.
9. Verify correct lubricants recommended by manufacturer.
10. Install grease zerts where applicable.
11. Clean grease inlet areas to prevent grease contamination.
12. Lubricate motor bearings.
13. Grease blade shaft bearings.
14. Grease spider hub sliding joint. Joy fans - open pressure relief ports.
15. Lubricate blade links and inspect for binding.
16. Lubricate pillow block bearing where applicable.
17. Check starter contacts.
18. Check all electrical connections for looseness and overheating.
19. Check voltages on all phases of starter. Record values.
20. Check motor amps on each phase for balance and correctness at full pitch. Record values.
21. Meg motor windings. Record values.
22. Check for air leaks.
23. Check control air and actuator air pressures.
24. Calibrate pitch controller. Verify there is no hunting.
25. Check time delay on start-up.
26. Perform electronic vibration analysis of both axes. (This does not include cost of extensive balancing.)

Exceptions and additions: Filters will be changed on fans and fan powered VAV boxes during scheduled inspections. Client is to provide the filters.



Assured Maintenance Agreement

Screw Chiller

Service Program 20

Customer Name **Des Plaines Public Library**

Agreement No.

Daikin Applied will perform the following procedures:

Annual Inspection

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and water piping for leaks.
3. Check freeze protection, evaporator and piping heaters, glycol content.
4. Check and blow down water piping strainers.
5. Check refrigerant in sightglass.
6. Check compressor oil presence in sightglass, if applicable.
7. Inspect and tighten electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Meg hermetic motor.
11. Check operation of electronic expansion valve.
12. Perform MicroTech check, log, and last fault analysis, analyze performance.
13. Check condenser coils, clean debris from around condenser, Model ALS/AGS air cooled units.
14. Check condenser fan operation, Model ALS air cooled units.
15. Check and clean condenser coils and condenser fans.

Operating Inspection

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and inspect water piping for leaks.
3. Check and blow down water piping strainers.
4. Check refrigerant in sightglass.
5. Check compressor oil presence in sightglass, if applicable.
6. Inspect and tighten electrical connections.
7. Check relays and operating/safety controls.
8. Check crankcase heater operation.
9. Perform MicroTech check, log, and last fault analysis, analyze performance.
10. Check condenser coils, clean debris from around condenser, Model ALS air cooled units.
11. Take and record water side pressure drops across vessels.

Daikin Applied Americas Inc. TERMS & CONDITIONS

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by Daikin Applied. Further, you acknowledge and agree that any purchase order issued by you in accordance with this Agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Daikin Applied.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from date show on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Terms of payment are subject at all times to prior approval of Daikin Applied's credit department. Terms of payment are net upon receipt of invoice unless previously otherwise agreed in writing. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. Daikin Applied reserves the right to add to any account outstanding more than 30 days interest at 1 ½% per month or the highest rate allowed by law. In the event of default in payment, Customer agrees to pay all costs of collection incurred by Daikin Applied including, but not limited to, collection agency fees, attorney fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
4. In the event that Daikin Applied determines, during the first thirty (30) days of any Maintenance Agreement or upon seasonal start-up (discovery period) that any equipment covered under this Agreement in need of repair and/or replacement, Daikin Applied shall inform Customer of the equipment condition and remedy. Daikin Applied shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment; until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
5. Any Maintenance Agreement price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor, subcontractor and material costs. The customer shall receive forty-five (45) days prior written notice of such adjustment unless specifically excluded otherwise in writing.
6. A Maintenance Agreement may be terminated: (i) by either party upon the anniversary date hereof; provided however, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by Daikin Applied upon five (5) days prior written notice to Customer, in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without Daikin Applied's prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by Daikin Applied, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less. Notices required hereunder shall be sent via Certified U.S. Mail, Return Receipt Requested and provided that such notice is postmarked by the required date, such notice shall be deemed properly given.
7. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Daikin Applied, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Daikin Applied is required to pay in connection with the services or materials furnished hereunder. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement as set forth in paragraph 6 herein above.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations") directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, Daikin Applied shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Daikin Applied any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property.

Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Daikin Applied and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. Daikin Applied shall have the right to suspend its work at no penalty to Daikin Applied until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Daikin Applied reserves the right to engage others in a subcontractor status to perform the work hereunder.

11. Customer agrees to provide Daikin Applied personnel with the usual required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. Daikin Applied shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of Daikin Applied.
12. This agreement does not include responsibility for design of the system (unless specifically included), obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of Daikin Applied.
13. In the event that Daikin Applied is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond Daikin Applied' control, Customer shall pay Daikin Applied for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Daikin Applied rates for performing such services.
14. Daikin Applied shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Daikin Applied, Daikin Applied shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
15. DAIKIN APPLIED SHALL NOT IN ANY EVENT BE LIABLE TO THE CUSTOMER OR TO THIRD PARTIES FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PRODUCTION, LOSS OF USE OR LOSS OF PROFITS OR REVENUE ARISING FROM ANY CAUSE WHATSOEVER INCLUDING, BUT NOT LIMITED TO ANY DELAY, ACT, ERROR OR OMISSION OF DAIKIN APPLIED. IN NO EVENT WILL DAIKIN APPLIED'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENT RECEIVED BY DAIKIN APPLIED FROM CUSTOMER UNDER THE INSTANT AGREEMENT.
16. Daikin Applied extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Daikin Applied expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific service work done by Daikin Applied. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR SPECIFIC PURPOSE, WHICH ARE HEREBY SPECIFICALLY DISCLAIMED.
17. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
18. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota.

Revised 10/1/13



Proposal

License #:

CHICAGO DISTRICT

To: Gary Valente
 Head of Building & Security Services
 Des Plaines Public Library
 1501 Ellinwood Street
 Des Plaines, IL 60016-4553
 Phone: 847-376-2781
 Email: gvalente@dppl.org

Date: October 10, 2013
 Site Name: Des Plaines Public Library

Description: *Remove failed compressor and provide and install new compressor on the McQuay Chiller*

Model: ALS205A, with CEK upgrade

Proposal #: SR-LWG101113

Daikin Applied respectfully submits the following solution for your review and approval:

We will provide the following:

- Daikin Applied Factory Trained Technicians will isolate the failed compressor
- The Refrigerant will be transferred to the condenser section
- The piping and electrical connections will be disconnected
- Daikin Applied will provide for the crane lift for removal, disposal and installation on the new compressor
- The electrical and piping connection will be re connected, a vacuum will be drawn to the ASHRAE standards
- The new compressor will be leak checked with nitrogen
- The refrigerant will be transferred back to the compressor
- The Technician will verify repair. (Please note: that the warranty on this repair and its Factory start up will be covered under the Maintenance Agreement when signed by the Des Plaines Public Library).
- Clean up work area.

Feel free to contact me if you have any questions or concerns regarding the information contained in this proposal. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy by fax or mail so that we can begin to mobilize our efforts to complete the project as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and other projects in the future.

Sincerely,
 Daikin Applied

Larry Gruette
 Account Manager
 Ph: 630-616-8600 X-103
 Fax: 630-616-1737
 Cell: 630-433-7454
 Email: larry.gruette@daikinapplied.com

DAIKIN APPLIED
 Chicago District

175 Hansen Court, Ste. 103
 Wood Dale, IL 60191
 Phone (630) 616-8600
 Fax (630) 616-1737



Proposal

CHICAGO DISTRICT

Exceptions/Exclusions:

1. All work to be performed during "Normal Working Hours".
2. Any and all repairs recommended/required to be quoted separately.

This proposal expires on: **November 30, 2013**

Investment Amount and Billing Terms:

Total Investment Required to Implement the Proposed Solution

\$37,538.00 *Thirty Seven Thousand Five Hundred Thirty Eight and00/100's Dollars*

Price does not include applicable taxes

Billing/Payment Terms*:

Billed in full, upon completion

*All billings are due immediately upon receipt

Pricing and acceptance are based upon the Terms and Conditions which are attached.

This proposal is being submitted by Daikin Applied Americas Inc. (hereinafter also referred to as "Daikin Applied".)

Accepted By:

Des Plaines Public Library

Gary Valente

(Full Legal Name of Customer)

(Signature)

Head of Building & Security Services

(Title)

Date: _____

Customer PO # :

Submitted By:

Daikin Applied Americas Inc.

Larry Gruette

(Full Legal Name of Daikin Applied Representative)

(Signature)

Account Manager

(Title)

Date: **October 10, 2013**

Proposal # SR-LWG101113

DAIKIN APPLIED
Chicago District
 175 Hansen Court, Ste. 103
 Wood Dale, IL 60191
 Phone (630) 616-8600
 Fax (630) 616-1737

Daikin Applied Americas Inc.
TERMS & CONDITIONS

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by Daikin Applied. Further, you acknowledge and agree that any purchase order issued by you in accordance with this Agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Daikin Applied.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from date shown on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Terms of payment are subject at all times to prior approval of Daikin Applied's credit department. Terms of payment are net upon receipt of invoice unless previously otherwise agreed in writing. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. Daikin Applied reserves the right to add to any account outstanding more than 30 days interest at 1 1/2% per month or the highest rate allowed by law. In the event of default in payment, Customer agrees to pay all costs of collection incurred by Daikin Applied including, but not limited to, collection agency fees, attorney fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
4. In the event that Daikin Applied determines, during the first thirty (30) days of any Maintenance Agreement or upon seasonal start-up (discovery period) that any equipment covered under this Agreement in need of repair and/or replacement, Daikin Applied shall inform Customer of the equipment condition and remedy. Daikin Applied shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment; until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
5. Any Maintenance Agreement price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor, subcontractor and material costs. The customer shall receive forty-five (45) days prior written notice of such adjustment unless specifically excluded otherwise in writing.
6. A Maintenance Agreement may be terminated: (i) by either party upon the anniversary date hereof; provided however, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by Daikin Applied upon five (5) days prior written notice to Customer, in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without Daikin Applied's prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by Daikin Applied, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less. Notices required hereunder shall be sent via Certified U.S. Mail, Return Receipt Requested and provided that such notice is postmarked by the required date, such notice shall be deemed properly given.
7. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Daikin Applied, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Daikin Applied is required to pay in connection with the services or materials furnished hereunder. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement as set forth in paragraph 6 herein above.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations") directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, Daikin Applied shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Daikin Applied any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property.

Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Daikin Applied and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. Daikin Applied shall have the right to suspend its work at no penalty to Daikin Applied until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Daikin Applied reserves the right to engage others in a subcontractor status to perform the work hereunder.

11. Customer agrees to provide Daikin Applied personnel with the usual required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. Daikin Applied shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of Daikin Applied.
12. This agreement does not include responsibility for design of the system (unless specifically included), obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of Daikin Applied.
13. In the event that Daikin Applied is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond Daikin Applied' control, Customer shall pay Daikin Applied for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Daikin Applied rates for performing such services.
14. Daikin Applied shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Daikin Applied, Daikin Applied shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
15. DAIKIN APPLIED SHALL NOT IN ANY EVENT BE LIABLE TO THE CUSTOMER OR TO THIRD PARTIES FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PRODUCTION, LOSS OF USE OR LOSS OF PROFITS OR REVENUE ARISING FROM ANY CAUSE WHATSOEVER INCLUDING, BUT NOT LIMITED TO ANY DELAY, ACT, ERROR OR OMISSION OF DAIKIN APPLIED. IN NO EVENT WILL DAIKIN APPLIED'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENT RECEIVED BY DAIKIN APPLIED FROM CUSTOMER UNDER THE INSTANT AGREEMENT.
16. Daikin Applied extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Daikin Applied expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific service work done by Daikin Applied. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR SPECIFIC PURPOSE, WHICH ARE HEREBY SPECIFICALLY DISCLAIMED.
17. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
18. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota.

Revised 10/1/13

With more than 150 libraries already in the Gallagher Library Program, it is time that you found out how it will benefit your library. Contact us to learn more or to receive a quote.

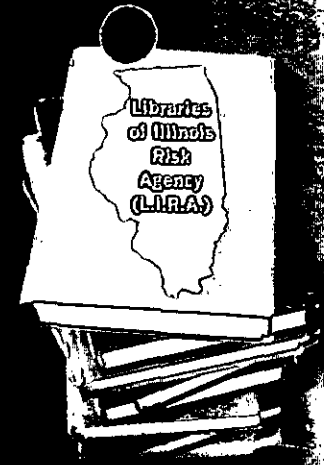
Contact a Library Specialist Today!

Erika Morris
Account Executive
Library Specialist
630.285.3840
erika_morris@ajg.com

Marcus Henthorn
Account Executive
Library Specialist
630.694.5152
marcus_henthorn@ajg.com

Libraries of Illinois Risk Agency (L.I.R.A.)

Program Administrator: Arthur J. Gallagher & Co.



-79-



Arthur J. Gallagher & Co.

Two Pierce Place
Itasca, IL 60143
www.ajgirms.com

©2013, (redacted) Brochure: LIRA Brochure_5.5.08 5.indd



Illinois Library
Association



Arthur J. Gallagher & Co.



LIBRARIES OF ILLINOIS RISK AGENCY
2013-2014 WORKERS COMPENSATION
PROGRAM COST - RATING DETAIL

Library: Des Plaines Public Library

Class	Description	Rate	Rate Per 100 of Exposure	Class Premium
8810	Public Library or Museum - Professional Employees & Clericals	\$0.25	\$2,708,927	\$6,772
9101	Public Library or Museum - All Other than Professional Employees or Clerical	\$6.39	\$166,974	\$10,670
7380	Drivers	\$12.13	\$0	\$0
	Total Payroll		\$2,875,901	
	Total Manual Premium			\$17,442
	Total Premium Subject to Experience Modification			Included
	Total Standard Premium			Included
	LIRA Credits/Debits			-\$1,464
	Volunteer Accident			\$216

**Total Annual Premium for
December 31, 2013-2014**

\$16,194

IX.B.

LIBRARIES OF ILLINOIS RISK AGENCY
2013-2014 PROPERTY/CASUALTY
PROGRAM COST COMPARISON

Library: Des Plaines Public Library

Statistical Information	2013-2014 Proposed
Total Insurable Values (Includes Vehicles)	\$15,697,180
Employees	104
Vehicles	1

Fixed Costs	2012-2013 Expiring	2013-2014 Proposed
Package (includes Property, General Liability, Auto Liability & Physical Damage and Crime)	\$26,862	\$6,224
Package TRIA	n/a	\$148
Excess Property \$250,000,000	n/a	\$3,616
Boiler & Machinery	n/a	\$460
Excess Liability \$5M xs \$1,000,000	n/a	\$1,974
Arthur J. Gallagher Risk Management Services Fee	n/a	\$3,789
Gallagher Bassett Services Claims Administration Fee	n/a	\$752
Gallagher Bassett Services Loss Control Fee	n/a	\$1,000
ILA Sponsor Fee	n/a	\$250
Total Fixed Costs	\$26,862	\$18,213
% of Change		-32%

Variable Costs	2012-2013 Expiring	2013-2014 Proposed
Loss Fund - Package	n/a	\$4,993
Total Program Contribution on a Maximum Cost Basis	\$26,862	\$23,206
% of Change		-14%

Total Program Costs Due for December 31, 2013-2014	\$23,206
---	-----------------

Mission Statement and Guiding Principles

Mission Statement

Libraries of Illinois Risk Agency (LIRA) will endeavor to serve its Illinois library membership through a unified cooperative which offers proven leadership; proficient management; and exceptional insurance providers who offer comprehensive, fiscally responsible insurance.

Guiding Principles

This statement of principles represents the guiding values of the Libraries of Illinois Risk Agency (LIRA) Board of Directors in fulfilling its mission. The Board will strive to use these principles when approaching all activities, deliberations, and decision-making.

- The Cooperative will be proactive with its membership libraries/library districts by providing various risk management techniques designed to assist them in with their risk management program.
- The Cooperative will be proactive in assisting membership libraries/library districts in developing policies related to Property, Casualty and Workers Compensation where needed.

Libraries of Illinois Risk Agency (L.I.R.A.)

Executive Summary

The Libraries of Illinois Risk Agency (LIRA) is a Property/Casualty Insurance Cooperative, created by Arthur J. Gallagher & Co., for the libraries throughout Illinois. Gallagher has partnered with Illinois Library Association (ILA) to provide an option to its members for their Property/Casualty and Workers Compensation insurance. Through this partnership we have brought together 52 prospective library members for LIRA.

Among the ILA's major missions is to assist libraries and library districts to reduce cost by leveraging precious resources. Libraries look to one another for advice and examples on how to provide better services to the community; LIRA will be another example on how libraries can save money through group purchase of their insurance while providing comprehensive coverage, they can then invest those savings into programs that will benefit the communities they serve.

The goal of LIRA is to provide an alternative insurance product that will be innovative, effective, and customized to the needs of libraries. The LIRA program will provide a cost-effective solution along with increased limits and additional coverages necessary to protect the libraries.

We have been working with the ILA and Ancel & Glink over the past 12 months refining bylaws, coverages, terms, and membership information for potential library members. Through this process we've been able to create a competitive and comprehensive program for all of its members.

We appreciate all of the work and dedication from ILA in promoting LIRA to its members. We also have a special thanks to Robert Doyle, Chris Watkins, and Robert Bush, for their assistance throughout this process.

We would also like to thank all 52 prospective members for participating in this design study. We look forward to working together with each and every one of you in the future.

Best regards,

Your LIRA Administration Team

Libraries of Illinois Risk Agency (L.I.R.A.)

Service Team

Fax Number: (630) 285-4062
 Office Hours: 9:00 a.m. to 5:00 p.m.
 Monday – Friday

The Gallagher Centre
 Two Pierce Place
 Itasca, IL 60143

A service team approach will be implemented for Libraries of Illinois Risk Agency (L.I.R.A.) to provide a senior level availability for all of your services and risk management needs as well as daily service requirements.

Service Team

Erika Morris

Account Executive

(630) 285-3840
 erika_morris@ajg.com

Marcus Henthorn

Account Executive

(630) 694-5152
 marcus_henthorn@ajg.com

Gallagher Bassett Services, Inc.

Claims Services
 1901 South Meyers Road, Suite 200B
 Oakbrook Terrace, IL 60181
 Local: (630) 932-3400
 Toll Free: (800) 962-7088
 Fax: (630) 932-4223

Risk Control Services
 Amanda Weller
 Senior Loss Control Consultant
 (815) 236-5170
 amanda_weller@ajg.com

Michael McHugh

Area Senior Executive Vice President

(630) 285-4373
 michael_mchugh@ajg.com

Mark Noffert

Area Executive Vice President

(630) 285-3758
 mark_noffert@ajg.com

Eric Pan

Area President

(312) 803-6370
 eric_pan@ajg.com

Cindy LaMantia

Regional Executive Vice President

(630) 285-4375
 cindy_lamantia@ajg.com

Libraries of Illinois Risk Agency (L.I.R.A.)

The Gallagher Team Approach

For more information on Gallagher's compensation arrangements, please visit www.ajg.com/compensation.

Why Arthur J. Gallagher Risk Management Services, Inc.

- Knowledge and experience of library exposures, business practices, and expectations.
- An in-depth understanding of library operations.
- Personalized approach to client service.
- Focused resources in claims management and risk control services.
- A network of national resources developing products and services designed to meet the changing risk management needs of library operations.

Our role extends throughout the year and does not end with placement of your program. Arthur J. Gallagher Risk Management Services, Inc. will continue to monitor and direct activities required to deliver your policies, ensure their accuracy, and coordinate insurer services. Some of the administration functions we will perform for LIRA:

Administration

- Prepare and distribute agenda and minutes for Executive Committee and Full Board meetings.
- Promptly respond to member inquiries and summarize results to Executive Committee as needed.
- Maintain a complete set of records for the Agency and its Members.
- Provide brokerage services for all program lines of coverage with full disclosure of fees, commissions and other revenue received by Arthur J. Gallagher Risk Management Services, Inc.
- Formulate a marketing strategy based upon the state of the insurance marketplace and at the direction of the Executive Committee.
- Obtain renewal information from all Members and compile same on an Agency basis.
- Produce comprehensive submissions by line of coverage.
- Present submissions to selected markets and negotiate the most favorable terms and conditions available.
- Provide the Executive Committee with complete pricing and coverage results and give recommendation for placement.
- Allocate costs by Member as instructed by the Executive Committee.
- Present renewal program to Membership at LIRA's annual meeting.
- Place coverage as instructed by the Executive Committee.
- Arrange for, prepare, and distribute Binders evidencing coverage to all Members.
- Issue Auto ID cards and Certificates of Insurance as needed and requested by all Members.
- Review accuracy of policies and request endorsements as necessary.
- Prepare and distribute Member and Agency invoices.
- Distribute one copy of each policy to all Members.
- Provide all Members a Summary of Coverage in force.
- Promote LIRA to Libraries/Library as directed by the Executive Committee.
- Act as liaison for communication and problem solving for Claims Administrator, Loss Prevention Service Provider, and all vendors as needed.
- Assist in scheduling of Boiler inspections as requested.
- Provide Executive Committee with pertinent information on changes in the insurance marketplace, applicable regulations, and other areas which could affect the LIRA program.

Libraries of Illinois Risk Agency (L.I.R.A.)

The goal of the Gallagher Account Management Team is to reduce the long-term cost of LIRA's risk. The combined strength of our personnel and approach to delivering broker/consulting services sets us apart from our competition. This involves:

Brokerage Services

- In-depth Analysis of risk financing opportunities
- Take advantage of competitive market condition to
 - Evaluate appropriateness of SIRs/deductible levels
 - Improve coverage
 - Negotiate multi-year policies when possible
 - Explore profit sharing opportunities
 - Maximize contractual risk transfer opportunities
 - Effective administration of insurance portfolio
 - Take full advantage of third party administrator claim and loss control services
 - Maintain partnership relationships with key markets
 - Annual meetings with underwriters
 - Personal interaction with carrier claims and loss control personnel
 - Be accessible to LIRA Executive Committee and each Member.
- Special exposure handling (i.e., Performance and Payment Bonds; increased limits for Flood and Earthquake; individual Professional Malpractice coverage).
- Produce comprehensive underwriting data and criteria for coverage areas outside the core package program.
- Formally present coverage submissions to select markets as required. Provide the Executive Committee with status reports.
- Consult with LIRA to formulate a marketing strategy that focuses on delivering the most cost-effective risk management strategy and structure given the current market conditions.
- Summarize the results of executing the market strategy developed with LIRA and present a formal proposal within the proposed time frames.
- Inform LIRA of various industry publications, reviews, and meetings.
- Set up and maintain efficient record keeping system.
- Present analysis of the completed renewal process.
- Provide consultation to LIRA on special exposures, interpretations of existing coverage, and on the desirability and/or feasibility of any and all potential program changes.
- Maintain consistent contact and familiarity with all underwriters actively involved with the account. Present coverage questions to underwriters on behalf of LIRA.
- Periodically evaluate insurance marketplace trends and fluctuations to enable implementation of prospective strategies.

Libraries of Illinois Risk Agency (L.I.R.A.)

Claims Management Services

- Coordinate the claims management program:
 - Review loss runs and loss data from the claims administrator. Analyze claim trends and convey significant trends to the Executive Committee and Members. When necessary, request claim report alterations, special loss analysis, and special excess carrier reports.
 - Maintain contact with the claims administrator. Follow the progress of claim management activities. Keep current with major loss developments. Participate in helping to resolve any problems or conflicts. Facilitate requests to the claims administrator.
 - Monitor the quality of claims administration through discussions with the claims administrator and LIRA.
 - Assist Gallagher Bassett in obtaining settlement from insurers for losses that penetrate excess insurance layers.

Loss Control Services

- Coordinate the loss prevention program.
- Monitor loss reports prepared by the claims administrator to assist in identifying the most frequent and costly causes of loss to LIRA.
- Monitor loss prevention efforts by underwriters and the loss control consultant on behalf of LIRA.
- Monitor underwriter's loss control services if applicable.

Libraries of Illinois Risk Agency (L.I.R.A.)

Statistical Information

As of May 31, 2013 – 52 Charter Members

Property/Casualty Exposure	
	2013-2014
Libraries	52
Locations	77
Total Property Values	\$871,791,797
Building Values	\$499,513,576
Content Values	\$368,109,575
Fine Arts	\$2,888,526
Auto Physical Damage	\$1,280,120
Extra Expense	\$52,000,000
Total Insured Value	\$923,791,797
Vehicles	
Book Mobiles	5
Other	25
Total Vehicles	30

Workers Compensation Exposure	
	2013-2014
Employees	
Clerical 8810	3,043
Payroll	\$84,102,070
Drivers 7380	25
Payroll	\$459,812
All Other Employees 9101	140
Payroll	\$4,088,558
Total Employees	3,208
Total Payroll	\$88,650,440

Libraries of Illinois Risk Agency (L.I.R.A.)

Library Districts: Design Study Participants

• Acorn Public Library District	• Ida Public Library
• Algonquin Area Public Library	• Indian Trails Public Library District
• Alsip-Merrionette Park Public Library	• Ladd Public Library
• Arlington Heights Memorial Library	• LaGrange Public Library
• Bensenville Community Public Library	• Library Integrated Network Consortium
• Calumet City Public Library	• Lincolnwood Public Library District
• Carol Stream Public Library	• Maywood Public Library
• Crystal Lake Public Library	• McCook Public Library
• Des Plaines Public Library	• Midlothian Public Library
• Dominy Memorial Library	• Mount Prospect Public Library
• Eisenhower Public Library District	• Northbrook Public Library
• El Paso Public Library	• Oak Lawn Public Library
• Ella Johnson Memorial Public Library District	• Oak Park Public Library
• Forest Park Public Library	• Odell Public Library District
• Fountaindale Public Library District	• Palatine Public Library District
• Fox River Valley Public Library District	• Palos Heights Public Library
• Gail Borden Public Library District	• Prospect Heights Public Library
• Gerber/Hart Library	• Riverside Public Library
• Germantown Public Library	• Roselle Public Library District
• Glenside Public Library District	• Schaumburg Township District Library
• Glenview Public Library	• Six Mile Regional Library District
• Glenwood-Lynwood Public Library District	• Stickney-Forest View Public Library
• Green Hills Public Library	• Sycamore Public Library
• Harvey Public Library	• Thornton Public Library
• Highland Park Public Library	• Waukegan Public Library
• Huntley Area Public Library District	• Wilmette Public Library District

Libraries of Illinois Risk Agency (L.I.R.A.)

Market Review

Obtaining a comprehensive and competitively priced program of insurance in the marketplace requires more than access to the market. Past experience and credibility with markets are the foundation of a successful campaign for your company. Accurate and detailed specifications are essential in all of Arthur J. Gallagher Risk Management Services, Inc. communications to each insurance company contacted.

Insurance Carrier	Coverages	Carrier Position	Results	
			2013-2014 Annual Proposed	
Selective Insurance Company of the Southeast	Package Loss Fund (All Lines Aggregate)	Quoted	SIR - \$35,000 Loss Fund- \$265,000 Aggregate Stop Loss: \$1,000,000 Premium \$260,732	SIR - \$50,000 Loss Fund - \$280,000 Aggregate Stop Loss: \$1,000,000 Premium \$245,708
Brit/Certain Underwriters at Lloyd's, London	Package Loss Fund (All Lines Aggregate)	Quoted	SIR - \$25,000 Loss Fund: \$237,500 Aggregate Stop Loss: \$1,000,000 Premium \$320,126	SIR: \$50,000 Loss Fund: \$285,000 Aggregate Stop Loss: \$1,000,000 Premium \$248,537
Munich Reinsurance of America	Package Loss Fund (All Lines Aggregate)	Quoted	SIR - \$25,000 Loss Fund: \$283,750 Aggregate Stop Loss: \$1,000,000 Premium: \$335,000	SIR: \$50,000 Loss Fund: \$337,000 Aggregate Stop Loss: \$1,000,000 Premium: \$305,000
Brit/Certain Underwriters at Lloyd's, London	First Dollar Package	Declined: Not competitive	N/A	
Liberty Mutual Insurance Company	First Dollar Package, Workers Compensation	Declined: Not competitive	N/A	
Great American Insurance Company	Package Loss Fund (All Lines Aggregate)	Declined: Not competitive	N/A	
Hartford Fire Insurance Company	Excess Property	Quoted	TIV: \$923,791,797 \$250,000,000 Limit Premium: \$212,800	
Federal Insurance Company (Chubb)	Excess Property	Declined: Can't meet limit requirements	N/A	
Great American Insurance Company	Excess Property	Quoted	\$100,000,000 excess of \$1,000,000 excess of \$35,000 SIR Premium \$184,758	
National Casualty Insurance Company	Excess Liability	Quoted	\$5,000,000 excess of \$1,000,000 excess of \$35,000 SIR Premium: \$59,600	
Selective Insurance Company of the Southeast	Excess Liability	Quoted	\$5,000,000 excess of \$1,000,000 excess of \$35,000 Premium: \$90,000 \$5,000,000 excess of \$1,000,000 excess of \$50,000 Premium: \$90,000	
Brit/Certain Underwriters at Lloyd's, London	Excess Liability	Quoted	\$5,000,000 excess of \$975,000 excess of \$25,000 Premium: \$80,000 \$5,000,000 excess of \$950,000 excess of \$50,000 Premium: \$65,000	

Libraries of Illinois Risk Agency (L.I.R.A.)

Insurance Carrier	Coverages	Carrier Position	Results
			2013-2014 Annual Proposed
Markel Insurance Company	Excess Liability	Quoted	\$5,000,000 excess of \$5,000,000 excess of LIRA Premium: \$12,500
Munich Reinsurance of America	Excess Liability	Quoted	\$5,000,000 excess of \$975,000 excess of \$25,000 Premium: \$90,000 \$5,000,000 excess of \$950,000 excess of \$50,000 Premium: \$90,000
Federal Insurance Company (Chubb)	Boiler & Machinery	Quoted	\$150,000,000 Blanket limit over all premises Premium: \$26,970
Security National Insurance Company (AmTrust)	Workers Compensation	Quoted	Coverage A: Statutory Coverage B: \$1,000,000/\$1,000,000/\$1,000,000 Premium: \$412,956
Church Mutual	Workers Compensation	Indication	Coverage A: Statutory Coverage B: \$1,000,000/\$1,000,000/\$1,000,000 Premium: \$518,000
QBE Insurance Company	Workers Compensation	Declined: Didn't meet min. premium	N/A
Tower Insurance Company	Workers Compensation	Declined: No capacity for Master Program	N/A
Chartis (AIG) Insurance Company	Workers Compensation	Declined: No capacity for Master Program	N/A
BerkleyNet Insurance Company	Workers Compensation	Declined: No capacity for Master Program	N/A
Starr Indemnity & Liability Company	Volunteer Accident	Quoted	Accidental Death/Dismemberment Benefit: \$100,000; Aggregate \$1,000,000 Premium: \$10,950

Libraries of Illinois Risk Agency (L.I.R.A.)

Benefits of the Self-Insurance Cooperative Purchasing

The Secured Self-Insurance Package developed by the Arthur J. Gallagher Risk Management Services, Inc. Team allows LIRA to address the true cost of risk, rather than just the cost of the insurance premium.

The Secured Self-Insurance program allows the Libraries of Illinois Risk Agency to:

- Retain a portion of the predictable losses;
- Transfer a portion of the catastrophic risk;
- Broaden your insurance program coverages;
- Control your costs in the hard market;
- Budget a known maximum cost;
- Provide long-term stability; and
- Input in the claims process.

**RESOLUTION NO.
AUTHORIZING MEMBERSHIP IN THE
LIBRARIES OF ILLINOIS RISK ASSOCIATION**

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Governmental Cooperation Act, 5 ILCS 220/1 et seq (1998) contains provisions specifically authorizing units of local government to enter into intergovernmental agreements to jointly provide areas of coverage for liability or loss and authorizes each public agency member of the contract to utilize its funds to protect, wholly or partially, any public agency member of the contract against liability or loss in the designated insurance areas; and

WHEREAS, a large number of Illinois units of local government and intergovernmental agencies have entered into intergovernmental contracts to provide comprehensive self-insurance cooperatives to protect said agencies from various types of losses; and

WHEREAS, certain Illinois Libraries and the Illinois Library Association have determined it to be appropriate to create such an intergovernmental contract which shall establish the *Libraries of Illinois Risk Association* ("LIRA"); and

WHEREAS, after study and investigation, it has been determined that the best method of achieving the goals of comprehensive insurance and insurance-like coverages and risk management services for the _____ Library/ Library District can be achieved by participating in LIRA and by entering into a contractual relationship with LIRA and its members; and

WHEREAS, the _____ Library/ Library District and LIRA desire to utilize all defenses and immunities available to governmental bodies in this state under statutory or common-law authority; and

WHEREAS, the stated purposes, organizational structure and other governance provisions contained within the Contract and By-Laws document, which has been submitted to the governing board of this body for adoption, represents the position shared by this governing board; and

WHEREAS, the governing board of the _____ Library/ Library District finds that it is in its best interest to become a member of the LIRA under the submitted Contract and By-Laws;

NOW, THEREFORE, BE IT RESOLVED BY THE _____ Library/ Library District as follows:

SECTION 1: That the President and Secretary or other executive and secretariat officers are hereby authorized to execute the Contract and By-Laws of the Libraries of Illinois Risk Association and further authorize the creation of LIRA effective _____, 201_, upon the adoption of an identical Resolution by no fewer than _____ of the libraries named on Appendix A, which is attached hereto, by said date.

SECTION 2: The powers of LIRA, unless the Contract and By-Laws be amended under its terms, shall be limited to those contained within the Contract and By-Laws and Agency Policies.

SECTION 3: The obligation of this unit of local government or intergovernmental contractual or other approved entity to fully participate in such operations shall be effected in

accordance with that Contract and By-Laws and any amendments thereto adopted as provided for therein.

SECTION 4: Except to the extent of the financial contributions to LIRA set forth in the Contract and By-Laws, no contracting party, by authorizing the execution of the Contract and By- Laws, acknowledges or accepts any responsibility in any way for claims due to the property losses, claims in tort or contract or other claims or losses made against any other Member of LIRA.

SECTION 5: That _____ is appointed to be the library's representative on the LIRA Board of Directors and _____ is appointed to be the library's alternative representative as provided for in the LIRA Contract and By-Laws.

SECTION 6: This Resolution shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2013.

AYES:

NAYS:

ABSENT:

President

ATTEST:

Secretary

**Record of Bid Documents Issued for the
IT Services Contract, October 2013**

IX.C.

Date Issued Vendor Contact Person Phone

1	10/4/2013	Heritage Technology Solutions	Patricia Lynch, Ron Valdez	708-597-5005
2	10/4/2013	Neotech		
3	10/4/2013	Bridgepoint Technologies	Michael Millhouse	
4	10/4/2013	All Covered	Michael Parezo	
5	10/4/2013	Switchfast		
6	10/4/2013	Proitco		312-225-6847
7	10/4/2013	Inhousecio.com	David Kakish	
8	10/4/2013	Converged Communication Systems	Steve Melchiorre	847-424-1184
9	10/4/2013	Outsource Solutions Group	Don Sofolo	
10	10/7/2013	V3iT Consulting	Gopal Mishra	(630) 245-9147
11	10/7/2013	Efficient Consultants	Randolph Fannell	
12	10/7/2013	Expinfo.com	Jit Gosh	518-533-4900
13	10/7/2013	22nd Century Technologies, Inc.	Alice Watson	908-765-0002
14				
15				
16				



Services Proposal
For



Des Plaines
Public Library

Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

1. Who We Are

Outsource Solutions Group, Inc. (OSG) is an enterprise-level systems integration and network infrastructure firm servicing the greater Chicago area since 1998. Our staff is comprised of vendor-certified professional engineers who provide progressive technology services to our customer base. This customer base has consistently grown since our founding because we maintain an unmatched customer service focus. Simply put, we help our customers utilize and manage technology solutions that provide the lowest total cost of ownership balanced with the highest opportunity for return on investment. OSG maintains strong partner/vendor relationships and offers best of breed solutions from Microsoft, Cisco, HP, WatchGuard, Trend Micro, and many others.

Managed Services:

OSG's managed network services packages offer customers affordable remote and onsite technical support, network server maintenance, and network monitoring services. These customized technical support solutions offer businesses of all sizes the support they need at a price that is fair and predictable. Maintenance services include addressing important recurring maintenance tasks such as

- Applying critical security updates to network PCs and servers on an ongoing basis.
- Daily backup job monitoring, notification, and ongoing recovery testing.
- Antivirus/spyware alert, control, and remediation.
- Network inventory, diagram, and documentation about key systems.

We also use best of breed software and hardware systems to monitor a customer's critical network assets enabling OSG to preemptively predict failures and avert potential downtime for key network systems. Managed services provide for maximum network reliability and quick problem resolution when necessary.

Managed Backup and Server Virtualization Services:

OSG's managed backup and server virtualization services offer a layered approach to system backup and recovery. Augmenting current backup strategies with server virtualization, online backup, and offsite replication can offer far greater protection over legacy tape backup-based systems. By using point in time or "snapshot" based technologies, OSG's backup solutions make copies at an interval that meets business objectives rather than relying on a once a day backup. With the availability of image based solutions with "bare metal" restore capabilities; organizations can reduce the time necessary to recover in the event of a hardware failure or other disaster event.

Network and Disaster Recovery Auditing Services:

OSG offers network and disaster recovery auditing services which provide businesses an impartial third party assessment of computer hardware and software systems and the ability to recover those systems in the event of a failure. This service allows businesses to measure any gaps in best practice which may be exposing a business to unnecessary risks. OSG uses a best practice template to analyze the present configuration with respect to both hardware systems and software applications. The audit deliverable typically consists of a written report describing the current environment and identification of the risk or potential weakness in relation to the current configuration. Network and disaster recovery audits also include a detailed network diagram and the recommended tasks to remedy any identified issues.

Design Planning Services:

Whether you need recommendations on what equipment to order for your small business network or troubleshooting your multi-national VPN, OSG has the experienced certified network engineers in all areas of network design. By maintaining a relationship with Microsoft, Cisco, HP and other best of breed vendors, OSG engineers remain current and knowledgeable about not only today's technology, but also future opportunities to drive return on investment and profit thru the use of automation and technology. Need an independent validation of your in house team's design plan? Let OSG's CCIE and MCITP certified engineers review the plan allowing your team to leverage our cross industry experience and insights.

2. Introduction

Outsource Solutions Group (OSG) has had the opportunity to support the Des Plaines Public Library (DPPL) over the last 7.5 years in varying capacities. Most recently, OSG has acted as DPPL's outsourced technology department (January 2008 to present). We appreciate the opportunity to submit our proposal to continue to provide this service beginning January 1, 2014 through December 31, 2016.

3. General Requirements Response

- Bidder's Financial Strength.
 - OSG operates its business on a cash basis and has been a profitable since its inception in 1998. OSG meets the lending requirements of its bank and has access to a \$100K line of credit if needed. However, OSG self-funds its operations and has not needed to utilize the line of credit for many years. Credit references and bank contact information is available upon request.
- Corporations shall provide the year and state of incorporation.
 - OSG was incorporated in 1998 in the state of Illinois.
- Partnerships shall provide the names of the partners, and the length of its existence.
 - Don Sofolo and Mike Ruter are partners since 2012.
- State if the bidder is presently negotiating a sale, acquisition or merger that would alter the Bidder's existing structure.
 - OSG is not considering a sale, acquisition or merger at this time.
- Any other information that demonstrates the Bidder's experience, ability and capacity to produce the required outcomes requested in this RFP
 - OSG has successfully provided all of the services detailed in the RFP to DPPL over the last 6 years. During this time OSG has exceeded the expectations of the staff, patrons, and Board of Trustees.

4. Client references for similar work performed

Des Plaines Public Library

Hassle Free IT Outsourcing

January 1, 2010 to present

6.5M operating budget

110 Employees

Holly Sorensen

Library Director

1501 Ellinwood Street

Des Plaines, IL 60016

847-827-7974

hsorensen@dppl.org

Aurora Public Library

Staff Augmentation/Project Management/Special Projects

June 2012 to Present

Eva Luckinbill

Library Director
1 E. Benton Street
Aurora, IL 60505
630-264-4100
elluck@aurora.lib.il.us

Lake Villa District Library
Staff Support/Patron Support/Special Projects
May 2010 to Present
Glenn Galang
Head of IT
1001 E Grand Avenue
Lake Villa, IL 60046
847-356-7711
ggalang@lvdl.org

Itasca Bank and Trust
Hassle Free IT Outsourcing
January 2007 to Present
407.8M Total Assets
110 employees
Jim Mensching
Senior Vice President Operations
410 West Irving Park Road
Itasca, IL 60143
630-773-0350
jimmensching@itascabank.com

5. Snapshot of IT Resources

The following engineers have been engaged on the DPPL account during 2013.

CIO Services

- Don Sofolo : 20+ years providing IT solutions for organizations throughout the Chicagoland area
- Mike Ruter : 15 years providing IT solutions for organizations throughout the Chicagoland area

Engineers

- Brandon Curry : 15+ years providing IT solutions for organizations throughout the Chicagoland area. CCIE, CISSP, PMP MCSE, MCNE, MCT
- Daniel Klobnak : 15+ years providing IT solutions for organizations throughout the Chicagoland area. CCNA, MCITP Enterprise Engineer, WG 11.6, Citrix Administrator
- Alex Stelzer : 14 years providing IT solutions for organizations throughout the Chicagoland area. MCITP Enterprise Engineer, WG 11.5, Citrix Administrator, CCNA in progress.

Geoff Delott : 15+ years providing IT solutions for organizations throughout the Chicagoland area. WG 11.7, Citrix Administrator, MCSE, Server 2008 Administrator.

Tim Haskell : 3+ years of providing IT solutions for Libraries.

David Schaefer : 3+ years of providing IT solutions for Libraries.

Raul Silvestry : 5+ years of providing IT solutions for Libraries and Schools

Staff and Patron Support

Andrew Bohan : 4+ years providing Patron Support in a Library environment

Bhrugesh Patel : 3+ years providing Patron and Staff Support in a Library environment

Gina Wlodarski : 8 months providing Patron Support in a Library environment

Greg Larson : 1+ years providing Patron Support in a Library environment

John Duncan : 1+ years providing Patron and Staff Support in a Library environment

Kintu Patel : 4+ years providing Patron Support in a Library environment

Matt Sears : 2.5 years providing Patron and Staff Support in a Library environment

Priyanka Patel : 1+ years providing Patron Support in a Library environment

Sean Epple : 2 months providing Patron Support in a Library environment

Stelio Kraniotis : 2+ years providing Patron and Staff Support in a Library environment

Steve Kuras : 6+ months providing Patron Support in a Library environment

6. Conclusion

OSG has reviewed the conditions outlined in the RFP and wishes to continue to provide these services to DPPL in the same manner as we have the past three years. We respectfully submit our bid as follows:

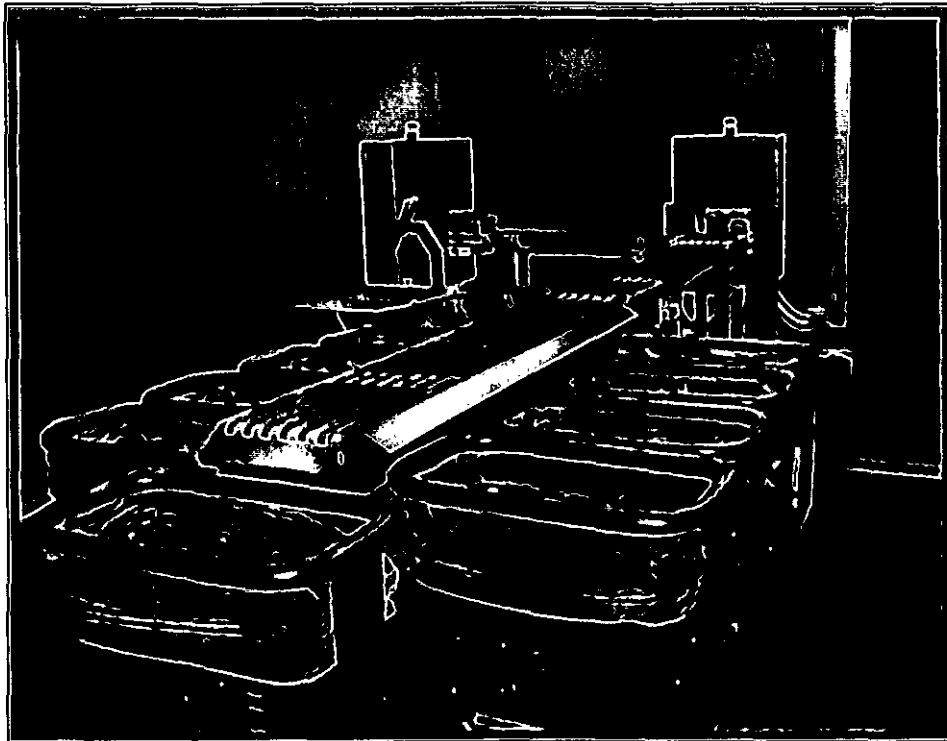
Year 1: \$375,075.79

Year 2: \$386,328.07

Year 3: \$397,917.91

Service Agreement

Des Plaines Public Library



Contents

INTRODUCTION	3
1 EQUIPMENT	3
1.1 SITE 1	3
2 HOTLINE SERVICE	3
2.1 HOTLINE	3
2.1 PART TO SITE	4
2.2 MAN-ON-SITE (MOS)	4
3 MAINTENANCE	4
3.1 SERVICE VISITS	4
4 SPARE PARTS SERVICE	5
4.1 SPARE PARTS STOCK	5
4.2 EXTENDED PARTS WARRANTY	5
4.3 REPAIR SERVICE	6
5 TRAINING	6
6 PRICE SHEET	7
HOTLINE SERVICE	7
MAINTENANCE	7
EXTENDED WARRANTY	7
SERVICE AGREEMENT PRICE OVERVIEW	7
7 COMMERCIAL CONDITIONS	7
7.1 PRICES	7
7.2 TERMS OF PAYMENT	8
7.3 INVOICE ADDRESS	8
7.4 TERMINATION OF AGREEMENT	8
7.5 LIMITATION OF LIABILITY	8
8 FORCE MAJEURE	9
9 CONTRACT SHEET	10
APPENDIX 1. HOURLY RATES	11
APPENDIX 2. SPARE PART STARTER KITS	12
APPENDIX 3. RETURN GOODS FORM	13

Introduction

This service agreement covers the after sales services and conditions agreed between Lyngsoe Systems (hereafter called "Lyngsoe Systems" or "Contractor") and Des Plaines Public Library (hereafter called the "Customer" or "Owner").

1 Equipment

The site-specific equipment covered in this agreement includes the following:

1.1 Site 1

Des Plaines Public Library, 1501 Ellinwood Ave, Des Plaines, IL 60016 (hereinafter "Site")

Equipment included in this site:

- 2 x 1 divert MiniSorter
- 1 x 4 divert MiniSorter
- 3 x Transfer Conveyor
- 2 x 24/7 Library Mate
- 1 x Staff Induction
- 10 x Medium ErgoTrolleys

2 Hotline Service

Hotline can be used when assistance from an experienced Lyngsoe Systems engineer is required.

Note: If Hotline is contacted, a Hotline Report of this call is sent to the Customer after the issue is resolved.

2.1 Hotline

If a Customer is unable to remedy a problem that renders the system not functional, the Lyngsoe Systems Hotline can be contacted 24 hours a day.

Within 15 minutes of receiving the call, Hotline engineers will start troubleshooting the system and supporting the Customer. This will be done by telephone and VPN connection.

Establishing a VPN connection to the Customer will be done prior to initial equipment installation but according to Lyngsoe Systems specifications outlined in the project phase.

Hotline can be used by the Customer for the period stated in the agreement. Hotline is not available on 24th, 25th and 31st December and 1st January unless other arrangements are made.

2.1 Part to Site

In the case where a part which is not in the spare parts kit is needed and the customer is covered by Lyngsoe Systems extended parts warranty, see section 5 for details.

In the case where a part is needed and the customer does not have extended part warranty Lyngsoe Systems will need a Purchase Order to proceed with issuing the part.

2.2 Man-On-Site (MOS)

In the case where problems cannot be solved remotely Lyngsoe Systems will send a technician to site within the shortest possible reasonable response time, subject to the restrictions outlined in article 2.2.1, below.

If the Customer for other reasons requests a technician to come on site, Lyngsoe Systems will send a technician to site within the shortest possible reasonable response time, subject to the restrictions outlined in article 2.2.1, below. Costs are invoiced separately according to the rates in Appendix 1. The Customer has to supply a purchase order number when ordering Man-On-Site.

For a Man-On-Site visit the system must be made fully available for the technician.

2.2.1 Dispatching a technician

If a Man-On-Site is required and the decision to do this is made within Lyngsoe Systems normal opening hours (8.00am - 4.30pm Monday through Friday EST), the technician will commence his journey immediately. Outside of normal opening hours a technician will commence their journey before 12 noon the following weekday.

3 Maintenance

Planned service visits to the Site are part of good preventive maintenance practice.

3.1 Service Visits

Service visits are carried out by Lyngsoe Systems technicians and include the following main points:

- Inspection and health check
- Adjustment of parts
- Replacement of wearing parts
- System optimization
- Check of controls system
- Review of the spare parts inventory

The number of agreed annual service visits and the number of hours per visit are itemized in the price sheet.

The date of visits and time of arrival on site will be agreed upon individually with the Customer.

The Customer is requested to make 1 member of staff available during the entire service visit for knowledge transfer and education. In order for us to carry out the most effective service visits, we require that the Customer maintain spare parts on site.

If the service visit is extended, this will be invoiced separately.

All service visits are concluded with a service visit report sent to the Customer. The Customer should provide an email address for this to be sent to.

4 Spare Parts Service

In order to ensure maximum uptime on the system it is important that spare parts are available on site.

4.1 Spare parts stock

A spare parts stock is insurance and will include parts that are critical to the operation of the system. Lyngsoe Systems recommends that the Customer invest in a spare parts starter kit for each product they purchase. While we have a typical standard package the contents of the starter kit can also be tailored to the Customer and the Customer budget.

Contents of a standard spare parts starter kit are itemized in Appendix 2.

Consumption of spare parts is not included in this agreement and will be invoiced separately.

4.2 Extended Parts Warranty

Lyngsoe Systems will provide the annual price for extending the initial parts warranty covered in the original Lyngsoe Systems Terms and Conditions.

If at any time during the initial or extended warranty period a part should fail under the conditions of the original Lyngsoe Systems Terms and Conditions and it is not part of the supplied spare parts package Lyngsoe Systems will ship a part to site no questions asked as soon as possible. This will be done on mutual agreement that the failed part will be shipped back to Lyngsoe Systems as soon as the new one is installed for inspection. Failure to ship back the failed part will result in Lyngsoe Systems invoicing the customer for the new part.

Exception to this will be when Lyngsoe Systems requests that the part not be shipped back. No charges will be incurred by the library under this scenario.

4.3 Repair service

Lyngsoe Systems Repair Service coordinates repair of defective parts and components.

The Customer must send defective parts to Lyngsoe Systems with a completed Returned Goods Form (Appendix 3) and the repair work will start when Lyngsoe Systems receives the returned goods. While the duration of the repair work will vary, but we aim to ship repaired goods to the Customer within 30 days of receiving them with standard shipping.

5 Training

Lyngsoe Systems Training packages will ensure all Customer operators and maintenance personnel have the skills needed to efficiently keep the system in running order.

6 Price Sheet

Hotline service

<input checked="" type="checkbox"/> Hotline Support	
Price year 1	8,330 USD
Price year 2	8,590 USD

Maintenance

<input checked="" type="checkbox"/> Service Visits 2 annual visits of 8 hours, price per visit incl. preparation and travel costs	
Price year 1	10,555 USD
Price year 2	10,880 USD

Extended Warranty

<input checked="" type="checkbox"/> Extended Parts Warranty	
Price year 1	7,235 USD
Price year 2	7,700 USD

Service Agreement Price Overview

Hotline Service, Maintenance and Extended Warranty	
Price year 1	26,120 USD
Price year 2	27,170 USD
Training and Spare parts	
Price (Invoiced once)	USD

7 Commercial conditions

7.1 Prices

All prices are exclusive of all applicable taxes and duties. The Customer shall pay any taxes, however designated or levied, based on such charges, or upon this Support Agreement, or the products or services provided hereunder, or shall reimburse Vendor for any taxes paid by Vendor in respect of the foregoing, exclusive of taxes based on the net income of Vendor. If Customer desires to waive Vendor's obligation to pay taxes for goods sold to Customer, Customer will provide to Vendor such a waiver under separate cover.

7.2 Terms of Payment

The annual price is invoiced in advance once a year.

Any further goods and/or services covered herein shall be invoiced after delivery and/or performance.

All payments are net cash no later than 60 days after invoice date.

7.3 Invoice address

Des Plaines Public Library

Attn: Administration

1501 Ellinwood Street

Des Plaines, IL 60016

7.4 Termination of agreement

Both parties can terminate the agreement for convenience and without penalty provided that (1) written notice is provided at least 30 days in advance of the termination date and (2) the party initiating termination is not in material breach of any covenant hereunder.

7.4.1 Breach

Material breach by one party obviates the other's corresponding duty of counter-performance and shall allow immediate termination without notice by the non-breaching party.

7.5 Limitation of liability

The liability of Contractor, its agents, employee, subcontractors and suppliers with respect to any and all claims arising out of the performance or non-performance of obligations under the Contract Documents, or the design, manufacture, sale, delivery, installation or use of equipment or materials or the condition of other services hereunder irrespective of the theory upon which any claim may be based, including, without limitation, breach of the Contract Documents, breach of warranty or tort (including negligence), indemnity, strict liability or otherwise (i) shall in no event include consequential, indirect, special or similar damages including, but not limited to, loss of profits or revenue, or loss of business, and Owner hereby irrevocably waives any right it may have to any damages in excess of actual and incidental, and (ii) shall in no event exceed in the aggregate 10% of the Contract Sum. This limitation of liability shall prevail over any conflicting or inconsistent provisions contained in the Contract Documents except where such conflicting or inconsistent provisions provide a more restrictive remedy.

8 Force Majeure

Neither Owner nor Contractor shall be liable for any failure to perform any of their respective obligations under the Contract Documents when such failure is caused by or results from (1) strike or other work stoppages blacklisting, boycott, or sanctions, however incurred; (2) acts of God, public enemies, authority of law (including the withdrawal of any governmental authorization required to carry out the terms of the Contract Documents), embargo, quarantine, riot insurrection, a declared or undeclared war, state of ware or belligerency or hazard or danger incidental thereto; or (3) the inability of any person to obtain any equipment, machinery, or material required for the Work, or the inability to make the Work Site available to Contractor in accordance with the Contract Documents, through no fault of Owner or Contractor.

9 Contract Sheet

This agreement has been made between

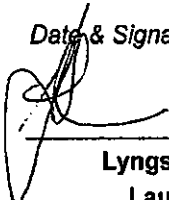
Des Plaines Public Library,
1501 Ellinwood Ave,
Des Plaines, IL 60016
 (In this document called the Customer)

And

Lyngsoe Systems
7470 New Technology Way
Frederick, MD 21703
 (In this document called Lyngsoe Systems)

Contents of agreement	Hotline service Maintenance Extended Warranty	
Agreement period	15 th Dec 2013 to 14 th Dec 2015	
Prices	Annual price year 1	26,120 USD
	Annual price year 2	27,170 USD

Date & Signature

 11/15/13

Lyngsoe Systems
Laura Suman
Service Manager

Date & Signature

Des Plaines Public Library
Holly Sorensen
Library Director

This agreement is available as 2 signed original versions – one for each part.

APPENDIX 1. Hourly rates

Valid from August 1, 2011 to December 31, 2015

<u>HOURLY RATES (USD)</u>	Normal hours	Over-time hours	Travel hours	Holiday hours
Service engineer	165.00	247.50	165.00	330.00
Software engineer	171.00	256.50	171.00	342.00

Normal hours/overtime

Normal hours are from 08.00 am to 4.30 pm Local Time
Overtime is after 4.30 pm on weekdays, Saturdays/Sundays and holidays according to USA calendar.

Travel Expenses

Car	According to invoice
Other expenses	According to invoice

Hotel and meal allowances

Hotel	According to invoice
Allowances	According to current per diem rates

Subsistence allowances where work incl. transportation time is terminated after 6 hours it is charged at 45% of the tariff in force.

NB:

- All prices exclusive of hotel and subsistence allowances.
- All prices exclude transport costs and travel time.

APPENDIX 2. Spare Part Starter Kits

Part	Part Number	Quantity
SORTER		
Actuator	174A700	2
Pop up belt	174A701	1
Roll	465B083	1
Motor	174A699	1
PEC with cable	408B367.0200	1
Magnet	174A718	1
Magnet switch	174A719	1
Drum motor	174A703	1
CONVEYOR		
Photocell Diffuse	174A154	2
Cable for photocell	467B170.0200	2
Motor control board	173A989	1
LIBRARY MATE		
Power supply	141A978	1
Reflector tape	132A070	1
Photocell	172A837	2
Drum motor	452B784	1
Bulb for error lamp	160A246	2
Reflectors	172A489	1
ERGO CART CHUTE		
IP Link Fiber Optic cable	174A461.0250	2
IP Link Power cable	465B989.0250	2
IP Link Field Bus module	174A351	1
Yellow push	113A389	2
Contact element 1NO	113A394	2
Lamp push button yellow	113A399	2
Base element 1NO	113A391	2
Black push	113A401	2
Base element Blue	113A390	2
Lamp head blue	113A410	2
ERGO CART		
Actuator	174A729	1
TOTE CHUTE		
Bracket for reflector	470B341	1
PEC	172A488	2
Blocked Light Cover - Blue	113A410	2
Reflector	172A489	2

APPENDIX 3. Return Goods Form

PLEASE ENCLOSE A COPY OF THIS DOCUMENT WITH THE RETURNED ITEMS

Item(s) are returned by:	<input type="checkbox"/> Customer <input type="checkbox"/> Commissioning engineer/Supervisor <input type="checkbox"/> Service engineer <input type="checkbox"/> Others		
Customer name:		Project number:	
Address:			
Contact person at Library:			
Contact person Lyngsoe Systems:			
Delivery	<input type="checkbox"/> Urgent		<input type="checkbox"/> Normal delivery

Items are returned because of:	<input type="checkbox"/> Claim – errors/omissions of the item(s)	RMA NUMBER:
	<input type="checkbox"/> Repair/exchange of item(s)	
	<input type="checkbox"/> Faulty order or faulty dispatch	INVOICE NUMBER:
	<input type="checkbox"/> Other	

State cause/description of error: (state serial number, type number and error codes, if any)	
Part number:	
Name of Part:	
Qty.:	

Date of shipment:	
Shipping information, if any	
The appendix conc. returned items is faxed to : +1.301.360.0911	Items are sent to: Lyngsoe Systems Library Solutions 7470 New Technology Way Frederick, MD 21703 ATTN: KEVIN BEAIR

October 15th, 2013

Susan Hildreth
Director of the Institute of Museum and Library Services

Dear Ms. Hildreth,

It is my pleasure to support the nomination of the Des Plaines Public Library for the 2014 National Medal for Museum and Library Service. As Director of Business Employer Solutions & Corporate Relations at Illinois WorkNet Center, I have worked with the library for the last three years in creating programs to build job skills and increase career opportunities for Des Plaines residents. Des Plaines Library has been a great partner in promoting the Power Employment Workshop Program which was presented as an example of productive partnership between libraries and the workforce system at the national webinar on "Effective Partnerships between the Public Workforce System and Libraries" organized by IMLS and the Employment and Training Administration on July 19, 2010.

The library provides space, marketing, and most importantly, a personal connection through the efforts of their staff. Business Liaison Librarian Joanne Griffin regularly goes above and beyond to coordinate and promote events throughout her network of contacts, and always delivers an appreciative audience for the no-cost training that WorkNet offers. Through our partnership we have provided personal instruction and introduced new technologies to hundreds of people.

As an ethnically and economically diverse community, there is great demand for varied instruction, and as the library's partner we have been able to provide workshops on social media, online job searching and even interviewing skills in multiple languages. The most recent job fair at the library welcomed over 400 job seekers and 28 employers, for both in-person and online interaction.

Des Plaines has long recognized the outstanding value that their public library provides to small businesses, job seekers and employers. The Des Plaines Public Library is a textbook example of the positive impact a library can have on an individual's success story. I hope you will recognize this impact by awarding them the 2014 national Medal for Museum and Library Service.

Sincerely,

Mohammed Faheem
Director
Business Employer Solutions & Corporate Relations
Illinois workNet Center
Business and Career Services, Inc.
723 W. Algonquin Rd.
Arlington Heights, IL 60005



Alliance for Lifelong Learning
ESL/Literacy
VITA

7701 North Lincoln Avenue
Skokie, Illinois 60077
847.635.1426

XI.

October 10, 2013

Susan Hildreth, Director
Institute of Museum and Library Services
1800 M St. NW, 9th Floor
Washington, DC 20036-5802

Dear Ms. Hildreth:

Oakton Community College enthusiastically endorses the Des Plaines Public Library's application for the 2014 National Medal for Museum and Library Service. Oakton's long-standing partnership with the library has provided free reading classes for adult students two mornings and two evenings per week in a large community room that provides ample classroom space and storage for classroom materials. The library also has provided a state of the art computer lab for computer classes that are conducted in Spanish on Saturday afternoons. During the last fiscal year, more than 100 Adult Education students took advantage of the free classes that were offered at the library. Twenty-seven tutors from Oakton's VITA program assisted the instructors in the Learn to Read classes. Similar enrollments are anticipated for the current year. Students also take advantage of the numerous library programs and offerings, as well the extensive collection of current adult English language instructional and easy reading materials.

The Library Director and other staff members have actively participated in Oakton's Literacy Advisory Committee and Illinois Community College Board Area Planning Council. Both advisory groups provide opportunities for members to make recommendations for course offerings, events, workshops, support services, etc. for members of the community. The Des Plaines Library has been a valuable participant at these meetings and has showcased their wide array of special events and activities.

The library plays a vital role in helping community members acquire essential educational skills to enable them to function effectively in society. Schedules of classes and events are prominently displayed throughout the library, as well as on the library website. The Des Plaines Public Library is most deserving of the National Medal for Museum and Library Service, and I wholeheartedly support their efforts.

Sincerely,

Linda M. Davis
Senior Manager of Adult Education
847.635.1486

October 15, 2013

Julie Leahy
825 Pearson St.
Des Plaines, IL 60016
(847) 297-7789

Susan Hildreth, Director
Institute of Museum and Library Services
1800 M St. NW, 9th Floor
Washington, DC 20036-5802

Dear Ms. Hildreth,

I would like to nominate the Des Plaines Public Library for the National Medal for Museum and Library Service. I live in Des Plaines, and for me, the library has provided a sense of community in many ways.

As an educator, I have volunteered at the Science Expo with the Optics Society for the past five years. This was our 5th year in which we provided hands-on opportunities for over 300 children and their families to explore light and color. Other organizations provided children with opportunities to explore the fields of chemistry and engineering in ways that naturally piqued their inquisitive minds. There were twelve different associations who volunteered in partnership with the library and Village Bank and Trust. The chemists and engineers at the Science Expo reached out not only to students but to educators as well. One woman from a neighboring public library wanted to do something similar at her library. I directed her to Stephanie Spetter, whose enthusiasm and organization has made the Science Expo at Des Plaines Public Library a success. The feedback from parents along with the curiosity and joy that the children demonstrated makes the Science Expo one of my favorite functions in which I participate.

Another reason why the Des Plaines Public Library is important to me is due to the Writing Group that was started almost a year ago. Our Writing Group started because of NaNoWriMo which was spearheaded by Brodle Austin. From there we met regularly to practice and share the craft of writing with each other, giving each other support and feedback in order to become better writers. Each month we welcome any new members of the community who also want a creative outlet through writing.

Des Plaines Public Library is a model of an outstanding library because they reach out to a diverse community and because they promote lifelong learning. I hope you will honor the Des Plaines Public Library with the National Medal for Museum and Library Service.

Sincerely,

Julie Leahy
Julie Leahy

OCTOBER

6193

BRUNNEN



Des Plaines
Public Library

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, OCTOBER 15, 2013

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Library Closings through January 2015**

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



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
October 15, 2013
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Jack Robinson.
- VII. Consent Agenda. [Action Item] (7:10 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – September 17, 2013.
 - B. Approval of the Minutes of the Executive Committee – September 17, 2013.
 - C. Acceptance of Financial Reports for September 2013.
 1. Treasurer's Report as of September 30, 2013.
 - E. Acceptance of Reports.
 1. September 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. (7:30 PM)
 - A. Approve Payment of Vendor Checks Report - \$260,707.36 and ACH Payments - \$39,691.20. [Action Item]
 - B. Approval of Library Closings through January 2015. [Action Item]
- IX. Announcements. (7:45 PM)
- X. Correspondence.
- XI. Other.
- XII. Adjournment. (8:00 PM)

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



BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 September 17, 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, September 17, 2013. President Sarlo called the meeting to order at 7:12 p.m.

II. ROLL CALL.

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

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Rosemary Mulligan, Kristen Graack, Anthony Oliver, Don Sofolo.

III. PLEDGE OF ALLEGIANCE.

IV. OATH OF OFFICE – Rosemary Mulligan and Kristen Graack.

Rosemary Mulligan took the Oath of Office.

Kristen Graack took the Oath of Office.

V. CONSIDERATION OF THE AGENDA.

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

VI. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Jack Robinson.

Alderman Robinson was not in attendance.

DRAFT**VII.A.****IX. CONSENT AGENDA.**

MOTION by Dion Kendrick, seconded by Eugene Fregetto, to accept the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$283,531.95 and ACH Payments - \$39,554.30. [Action Item]

MOTION by Eugene Fregetto, seconded by Dion Kendrick, to approve the payment of vendor checks in the amount of \$283,531.95, and ACH Payments paid in the amount of \$39,554.30 as listed on the vendor checks report of August 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.

- B. Declaration of Surplus Property. [Action Item]

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the disposal of surplus property. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve Authorization to Request Proposals for IT Services. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Review and Approve Proposals for Voice Over IP (VOIP) Phone System. [Action Item]

Director Sorensen stated that 9 bids were received for the Voice Over IP (VOIP) Phone System and that the recommendation is Advanced Telecommunications of Illinois. This recommendation is based on the ease of use and comprehensive features of the product, the maintenance and service package, and the experience of the company.

MOTION by Dion Kendrick, seconded by Vince Rangel, to award the bid for Voice Over IP (VOIP) Phone System to Advanced Telecommunications of Illinois in the amount of \$37,000. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Review and Approve Quotes for Main Stairs Recarpeteing. [Action Item]

MOTION by Dion Kendrick, seconded by Vince Rangel, to award the bid for Main Stair Recarpeting to Custom Carpets in the amount of \$12,487.15. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

DRAFT**VII.A.**

- F. Report Out Building and Grounds Committee Action, September 4, 2013- Steve Mokry. [Action Item]

Steve Mokry, Chair of the Building and Grounds Committee, reported that the committee met on September 4, 2013 and walked through the building to look at future projects and building improvements. Mokry stated that proposals for Architectural Design Consulting services were given to the committee, but that the proposals were out of date.

MOTION by Committee to solicit RFP's for the Architectural Design Consulting Services and to approve the space audit by the October 15, 2013 Board of Trustees meeting.

MOTION by Rosemary Mulligan, seconded by Rich Pope, that the motion be laid on the table. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- G. Review Proposals for Building and Space Allocation Audit. [Action Item]

Director Sorensen stated that updated proposals were requested from Lohan Anderson and Cordogan Clark & Associates and were included in the board packet. Another company, Affrunti Design & Management, was contacted, but they did not submit a proposal.

Trustee Kendrick asked which company Director Sorensen would recommend to do the work and Director Sorensen responded Lohan Anderson who was the original library architect.

MOTION by Vince Rangel, seconded by Dion Kendrick, to approve the proposal from Lohan Anderson for Architectural Design Consulting Services Proposal in the amount of \$38,000. Vote: Ayes: All. Nays: none. MOTION CARRIED.

- H. Report Out Finance Committee Action, August 28, 2013 – Eugene Fregetto. [Action Item]

Trustee Fregetto, Chair of Finance Committee, reported that the committee met August 28, 2013 and Department Heads gave presentations. Trustee Fregetto stated that the Finance committee recommendation is to accept the budgeted expenses in the amount of \$6,485,005 and to levy \$5,600,000 for the 2014 budget.

- I. Review 2014 Budget. [Action Item]

The board discussed the recommendation from the Finance committee.

MOTION by Rich Pope, seconded by Vince Rangel, to accept the 2014 budget, as presented, with a decrease in the levy of 1.5%. ROLL CALL VOTE: AYES: Graack, Mulligan, Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick, Mokry. MOTION CARRIED.

- X. ANNOUNCEMENTS.

Jo Bonell, Head of Adult Services, invited the board to attend Des Arts being held at the library the weekend of October 11 and 12.

DRAFT

VII.A.

Heather Imhoff, Head of Public Information Services, invited that board to attend the 5th annual family Science Expo on September 28.

XI. CORRESPONDENCE.

None.

XII. OTHER.

None.

XIII. EXECUTIVE SESSION.

MOTION by Vince Rangel, seconded by Alma Perez, to enter into an Executive Session at 9:00 p.m. for the Review of Minutes from Executive Committee in Executive Session – August 23, 2013 and the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:48 p.m. and was called to order by President Sarlo.

XIV. ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Kristen Graack, Dion Kendrick, Steve Mokry, Rosemary Mulligan, Alma Perez, Richard Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

XV. EXECUTIVE SESSION ACTION.

MOTION by Vince Rangel, seconded by Rich Pope, to direct President Sarlo to carry out the decision made in Executive Session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. ROLL CALL VOTE: AYES: Graack, Mokry, Mulligan Perez, Pope, Rangel, Sarlo. NAYS: Fregetto, Kendrick. MOTION CARRIED.

XIV. ADJOURNMENT.

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

Meeting adjourned at 9:51 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Executive Committee
September 17, 2013

I. CALL TO ORDER.

The Executive Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 17, 2013. President Sarlo called the meeting to order at 6:11 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Gregory Sarlo, Eugene Fregetto, Alma Perez, Vince Rangel, Carol Kidd.

Absent: Steve Mokry.

Also present: Dion Kendrick.

III. CONSIDERATION OF THE AGENDA.

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

IV. EXECUTIVE SESSION.

MOTION by Vince Rangel, seconded by Eugene Fregetto, to enter into an Executive Session at 6:12 p.m. to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ROLL CALL.

Roll call indicated the following committee members were present: Gregory Sarlo, Vince Rangel, Eugene Fregetto, Alma Perez, Steve Mokry, Carol Kidd.

Also present: Dion Kendrick.

DRAFT

VII.B.

VI. (REGULAR SESSION) ACTION.

MOTION by Eugene Fregetto, seconded by Steve Mokry, to concur with the recommendation made in Executive session for the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT.

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

Meeting adjourned at 7:08p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
September 30, 2013

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

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

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 7,234,706.96	\$ 215,908.44	\$ 7,450,615.40
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	<u><u>\$ 13,435,779.96</u></u>	<u><u>\$ 215,908.44</u></u>	<u><u>\$ 13,651,688.40</u></u>
LIABILITIES			
Accounts Payable	\$ 175,731.88	\$ 31,999.28	\$ 207,731.16
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	<u>458,091.19</u>	<u>31,999.28</u>	<u>490,090.47</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	<u>6,659,164.19</u>	<u>31,999.28</u>	<u>6,691,163.47</u>
FUND BALANCE			
Fund Balance - Unreserved	6,776,615.77	183,909.16	6,960,524.93
Total Fund Balance	<u>6,776,615.77</u>	<u>183,909.16</u>	<u>6,960,524.93</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$ 13,435,779.96</u></u>	<u><u>\$ 215,908.44</u></u>	<u><u>\$ 13,651,688.40</u></u>

Des Plaines Public Library

**Governmental Funds Statement of Revenues,
Expenditures, and Changes in Fund Balances**

For the 9 Months Ended September 30, 2013

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 6,247,523.99	\$ -	\$ 6,247,523.99
Intergovernmental	133,718.46	-	133,718.46
Fines & Fees	122,777.33	-	122,777.33
Interest	2,652.60	42.19	2,694.79
Miscellaneous	21,397.52	-	21,397.52
Total Revenues	<u>6,528,069.90</u>	<u>42.19</u>	<u>6,528,112.09</u>
EXPENDITURES			
Personnel	\$ 2,623,604.56	\$ -	\$ 2,623,604.56
Operating	808,838.16	-	808,838.16
Library Materials	725,425.00	-	725,425.00
Capital Outlay	39,753.77	244,806.35	284,560.12
Other Expenditures	25,709.52	-	25,709.52
Total Expenditures	<u>4,223,331.01</u>	<u>244,806.35</u>	<u>4,468,137.36</u>
Net Change in Fund Balances	<u>2,304,738.89</u>	<u>(244,764.16)</u>	<u>2,059,974.73</u>
FUND BALANCE			
Beginning of the year	<u>4,471,876.88</u>	<u>428,673.32</u>	<u>4,900,550.20</u>
End of the period	<u>\$ 6,776,615.77</u>	<u>\$ 183,909.16</u>	<u>\$ 6,960,524.93</u>

Supplementary Information

Des Plaines Public Library

VII. C. I.

Treasurer's Report as of September 30, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>117,255.88</u> <u>117,255.88</u>
201-1102015 - First Midwest Operating #8100292260	356,802.12
202-1102015 - First Midwest Operating #8100292260	<u>1,749.27</u> <u>358,551.39</u>
201-1102028 - Cash Library Donations	<u>27,282.87</u> <u>27,282.87</u>
201-1102073 - Cash IL - Epay #151600222104	<u>114,587.62</u>
201-1102078 - Cash IL - Epay Library	<u>20,642.00</u>
201-1102079 - IL Funds - 151600222591	6,493,998.87
202-1102079 - IL Funds - 151600222591	<u>214,159.17</u> <u>6,708,158.04</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,637.60</u>
Total Invested	<u><u>7,450,615.40</u></u>

**Des Plaines Public Library
Balance Sheet as of September 30, 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	118,344.05	(1,088.17)	117,255.88
1102015 - First Midwest Operating #8100292260	217,664.50	139,137.62	356,802.12
1102028 - Cash Library Donations	26,870.62	412.25	27,282.87
1102073 - Cash IL - Epay 151600008073	110,974.44	3,613.18	114,587.62
1102078 - Cash IL - Epay Library	20,342.39	299.61	20,642.00
1102079 - IL Funds - 151600222591	6,928,187.10	(434,188.23)	6,493,998.87
1104006 - Investments - Certificates of Deposit	103,637.60	0.00	103,637.60
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
	<u>13,727,593.70</u>	<u>(291,813.74)</u>	<u>13,435,779.96</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	249,162.79	(73,430.91)	175,731.88
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>6,732,595.10</u>	<u>(73,430.91)</u>	<u>6,659,164.19</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>11,204,471.98</u>	<u>(73,430.91)</u>	<u>11,131,041.07</u>
Excess Revenues Over Expenses	<u>2,523,121.72</u>	<u>(218,382.83)</u>	<u>2,304,738.89</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	25,000.00	(23,250.73)	1,749.27
1102079 - IL Funds - 151600222591	<u>214,156.36</u>	<u>2.81</u>	<u>214,159.17</u>
	<u>239,156.36</u>	<u>(23,247.92)</u>	<u>215,908.44</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>11,250.73</u>	<u>20,748.55</u>	<u>31,999.28</u>
	<u>11,250.73</u>	<u>20,748.55</u>	<u>31,999.28</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>439,924.05</u>	<u>20,748.55</u>	<u>460,672.60</u>
Excess Revenues Over Expenses	<u>(200,767.69)</u>	<u>(43,996.47)</u>	<u>(244,764.16)</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>

Des Plaines Public Library
Balance Sheet as of September 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><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>

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 30, 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>105,688.31</u>	<u>6,247,523.99</u>	<u>6,263,710.00</u>	<u>16,186.01</u>	<u>99.74</u>
	<u>105,688.31</u>	<u>6,247,523.99</u>	<u>6,263,710.00</u>	<u>16,186.01</u>	<u>99.74</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	23,247.00	69,741.00	92,988.00	23,247.00	75.00
4822040 - State Grant - Per Capita	59,977.46	59,977.46	59,000.00	(977.46)	101.66
4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
4822095 - State Grant - Library	<u>0.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>(4,000.00)</u>	<u>0.00</u>
	<u>83,224.46</u>	<u>133,718.46</u>	<u>151,988.00</u>	<u>18,269.54</u>	<u>87.98</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	327.99	3,639.98	4,000.00	360.02	91.00
4850102 - Library Fines	4,131.43	41,166.71	72,000.00	30,833.29	57.18
4850103 - Library Fines / Credit Card	4,122.85	44,345.38	45,000.00	654.62	98.55
4850201 - Copying Fee	1,356.84	21,299.33	30,000.00	8,700.67	71.00
4850202 - Damaged Materials	171.99	1,022.51	700.00	(322.51)	146.07
4850203 - Lost Materials	802.60	6,282.91	6,500.00	217.09	96.66
4850205 - Bags	42.00	440.00	750.00	310.00	58.67
4850207 - Non-Res Cards	275.55	2,383.91	1,000.00	(1,383.91)	238.39
4850208 - Meeting Room Fees	<u>200.00</u>	<u>2,196.60</u>	<u>2,000.00</u>	<u>(196.60)</u>	<u>109.83</u>
	<u>11,431.25</u>	<u>122,777.33</u>	<u>161,950.00</u>	<u>39,172.67</u>	<u>75.81</u>
<u>Special Programs & Events</u>					
4850215 - Special Programs & Events	<u>968.70</u>	<u>4,468.70</u>	<u>0.00</u>	<u>(4,468.70)</u>	<u>0.00</u>
	<u>968.70</u>	<u>4,468.70</u>	<u>0.00</u>	<u>(4,468.70)</u>	<u>0.00</u>
<u>Other Revenue</u>					
4890010 - Interest Income	64.65	1,477.60	4,000.00	2,522.40	36.94
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	674.29	16,928.82	20,000.00	3,071.18	84.64
4899920 - Library Donations	<u>410.00</u>	<u>1,175.00</u>	<u>1,000.00</u>	<u>(175.00)</u>	<u>117.50</u>
	<u>1,148.94</u>	<u>19,581.42</u>	<u>25,000.00</u>	<u>5,418.58</u>	<u>78.33</u>
Total Library Fund	<u><u>202,461.66</u></u>	<u><u>6,528,069.90</u></u>	<u><u>6,602,648.00</u></u>	<u><u>74,578.10</u></u>	<u><u>98.87</u></u>

**Des Plaines Public Library
Revenue Report
For the 9 Months Ended September 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	<u>2.81</u>	<u>42.19</u>	<u>0.00</u>	<u>(42.19)</u>	<u>0.00</u>
	<u>2.81</u>	<u>42.19</u>	<u>0.00</u>	<u>(42.19)</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>2.81</u>	<u>42.19</u>	<u>300,000.00</u>	<u>299,957.81</u>	<u>0.01</u>
Total of All Funds	<u>202,464.47</u>	<u>6,528,112.09</u>	<u>6,902,648.00</u>	<u>374,535.91</u>	<u>94.57</u>

Des Plaines Public Library

Expense Report

For the 9 Months Ended September 30, 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	155,589.29	1,454,107.94	2,098,574.00	644,466.06	69.29
5910200 - Temporary Wages	<u>48,871.36</u>	<u>499,188.73</u>	<u>777,327.00</u>	<u>278,138.27</u>	<u>64.22</u>
	<u>204,460.65</u>	<u>1,953,296.67</u>	<u>2,875,901.00</u>	<u>922,604.33</u>	<u>67.92</u>
Benefits					
5918010 - Unemployment Compensation	105.87	1,346.92	78,000.00	76,653.08	1.73
5918020 - Employer Contribution - FICA	15,053.78	147,618.93	216,328.00	68,709.07	68.24
5918021 - Employer Contribution - IMRF	26,298.78	252,559.88	363,636.00	111,076.12	69.45
5918040 - Life Insurance Premiums	333.00	724.50	4,100.00	3,375.50	17.67
5918050 - PPO Insurance Premiums	23,217.04	159,664.66	275,713.00	116,048.34	57.91
5918051 - HMO Insurance Premiums	8,706.30	76,424.70	99,504.00	23,079.30	76.81
5918055 - Dental Insurance Premiums	1,695.40	15,416.30	25,543.00	10,126.70	60.35
5918070 - Workers Compensation	0.00	16,552.00	13,500.00	(3,052.00)	122.61
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>75,410.17</u>	<u>670,307.89</u>	<u>1,077,824.00</u>	<u>407,516.11</u>	<u>62.19</u>
Contractual Services					
5920100 - Legal Fees	(505.92)	1,529.58	9,000.00	7,470.42	17.00
5920110 - Professional Services	30,862.53	298,691.87	362,000.00	63,308.13	82.51
5920120 - Communication Services	2,160.46	26,585.51	34,100.00	7,514.49	77.96
5920140 - Data Processing Services	1,368.75	62,720.70	98,500.00	35,779.30	63.68
5920202 - Conferences	0.00	4,531.01	5,000.00	468.99	90.62
5920204 - Training	235.00	5,349.10	5,000.00	(349.10)	106.98
5920220 - Membership Dues	390.00	2,920.00	7,000.00	4,080.00	41.71
5920230 - Publication of Notices	0.00	950.85	2,000.00	1,049.15	47.54
5920990 - Property/Liability Insurance	0.00	31,283.00	33,000.00	1,717.00	94.80
5930010 - R&M Equipment	1,160.53	89,264.62	112,650.00	23,385.38	79.24
5930020 - R&M Buildings & Structures	22,729.51	96,320.04	132,150.00	35,829.96	72.89
5930030 - R&M Vehicles	700.37	700.37	1,000.00	299.63	70.04
5930195 - Book Binding & Repair	0.00	264.25	500.00	235.75	52.85
5930210 - Rental of Equipment	1,488.13	20,739.92	31,300.00	10,560.08	66.26
5930320 - Cleaning/Custodial Services	3,635.00	42,990.00	47,400.00	4,410.00	90.70
5930490 - Refuse Contract	474.77	3,480.52	6,000.00	2,519.48	58.01
5960040 - Pre-Employment Testing	489.00	1,110.00	250.00	(860.00)	444.00
5960065 - Bank Fees	211.18	1,858.07	1,800.00	(58.07)	103.23
5960070 - Mileage	0.00	377.19	500.00	122.81	75.44
5960210 - Special Event Programming	1,592.92	33,657.69	38,800.00	5,142.31	86.75
5960990 - Misc. Contractual Services	<u>12,809.86</u>	<u>83,513.87</u>	<u>84,300.00</u>	<u>786.13</u>	<u>99.07</u>
	<u>79,802.09</u>	<u>808,838.16</u>	<u>1,012,250.00</u>	<u>203,411.84</u>	<u>79.90</u>
Commodities					
5970100 - Office Supplies	4,004.79	56,643.04	105,300.00	48,656.96	53.79
5970110 - Meals	0.00	974.66	2,000.00	1,025.34	48.73
5970115 - Supplies - Dept/Other	641.75	5,394.75	5,200.00	(194.75)	103.75
5970170 - Janitorial	3,168.88	12,126.63	28,300.00	16,173.37	42.85
5970260 - Postage & Parcel	1,053.12	8,347.36	15,000.00	6,652.64	55.65
5970270 - Printing -Reproduction-Binding	0.00	10,010.40	6,500.00	(3,510.40)	154.01
5970500 - Purchase of Water	0.00	3,081.51	6,000.00	2,918.49	51.36
5970600 - Books	28,099.80	227,783.37	342,000.00	114,216.63	66.60

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 9 Months Ended September 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	5,560.85	46,527.07	72,000.00	25,472.93	64.62
5970620 - Subscriptions & Books	1,589.67	66,427.45	68,000.00	1,572.55	97.69
5970630 - Visual Materials	6,992.55	86,851.68	106,000.00	19,148.32	81.94
5970640 - Automated Reference Materials	5,464.74	151,834.78	185,000.00	33,165.22	82.07
5970650 - Downloadable Materials	6.77	32,400.73	45,000.00	12,599.27	72.00
5970810 - Natural Gas	0.00	16,471.72	26,000.00	9,528.28	63.35
5970850 - Gasoline	54.91	549.85	1,000.00	450.15	54.99
	<u>56,637.83</u>	<u>725,425.00</u>	<u>1,013,300.00</u>	<u>287,875.00</u>	<u>71.59</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	679.00	6,924.19	7,300.00	375.81	94.85
5980420 - Computer Software	3,360.60	27,284.01	39,770.00	12,485.99	68.60
5980600 - Furniture & Fixtures	480.00	5,545.57	15,200.00	9,654.43	36.48
	<u>4,519.60</u>	<u>39,753.77</u>	<u>62,270.00</u>	<u>22,516.23</u>	<u>63.84</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	22,817.42	58,000.00	35,182.58	39.34
5990901 - Grant Expenditures	14.15	2,892.10	0.00	(2,892.10)	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>14.15</u>	<u>25,709.52</u>	<u>433,000.00</u>	<u>407,290.48</u>	<u>5.94</u>
Total Library Fund Expenditures	<u>420,844.49</u>	<u>4,223,331.01</u>	<u>6,474,545.00</u>	<u>2,251,213.99</u>	<u>65.23</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	12,570.00	83,207.36	96,000.00	12,792.64	86.67
5980400 - Equipment	27,389.28	27,389.28	60,000.00	32,610.72	45.65
5980410 - Computer Hardware	0.00	44,633.67	45,000.00	366.33	99.19
5980420 - Computer Software	4,040.00	28,040.00	55,000.00	26,960.00	50.98
5980600 - Furniture & Fixtures	0.00	61,536.04	82,000.00	20,463.96	75.04
	<u>43,999.28</u>	<u>244,806.35</u>	<u>338,000.00</u>	<u>93,193.65</u>	<u>72.43</u>
Total Capital Projects Fund Expenditures	<u>43,999.28</u>	<u>244,806.35</u>	<u>353,000.00</u>	<u>108,193.65</u>	<u>69.35</u>
Total of All Funds	<u>464,843.77</u>	<u>4,468,137.36</u>	<u>6,827,545.00</u>	<u>2,359,407.64</u>	<u>65.44</u>

Des Plaines Public Library
 Check Register

Check Number	Check Date	Payee	Amount
Checks			
12925	09/01/13	GREY HOUSE PUBLISHING	-165.00
13035	09/18/13	VIKING PLUMBING SERVICES, LLC	-850.00
13037	09/18/13	NORMAN ELECTRICAL CONSTRUCTION CO	14,300.00
13038	10/16/13	AMAZON	2,890.73
13039	10/16/13	BAKER & TAYLOR	11,395.31
13040	10/16/13	BAKER & TAYLOR	13,488.70
13041	10/16/13	BANKCARD SERVICES	5,449.19
13042	10/16/13	MIDWEST TAPE	10,833.76
13043	10/16/13	ACE DES PLAINES INCORPORATED	157.53
13044	10/16/13	ADVANCED TELECOMMUNICATIONS	16,479.50
13045	10/16/13	ALEXIAN BROTHERS CORP HEALTH SERV	225.00
13046	10/16/13	ANDERSON LOCK CO LTD	975.29
13047	10/16/13	AWE, INC.	412.00
13048	10/16/13	BAKER & TAYLOR	598.36
13049	10/16/13	BAKER & TAYLOR	1,157.01
13050	10/16/13	BARNES & NOBLE, INC.	6.77
13051	10/16/13	BISHOP PLUMBING, INC.	577.40
13052	10/16/13	BLACKSTONE AUDIO INC	115.90
13053	10/16/13	CENTRAL PROGRAMS, INC.	3,342.64
13054	10/16/13	CHICAGO OFFICE TECHNOLOGY GROUP	366.59
13055	10/16/13	CHICAGO TRIBUNE	810.00
13056	10/16/13	CITY OF DES PLAINES, PUBLIC WORKS	54.91
13057	10/16/13	COOPERATIVE COMPUTER SERVICES	1,368.75
13058	10/16/13	CRYSTAL MAINTENANCE SERVICES CORP	5,564.00
13059	10/16/13	CYBOR FIRE PROTECTION CO.	600.00
13060	10/16/13	DAILY HERALD	100.00
13061	10/16/13	EBSCO SUBSCRIPTION SVC	221.96
13062	10/16/13	EDWARDS ENGINEERING SERVICE	17,421.71
13063	10/16/13	EDWARDS ENGINEERING SERVICE	505.90
13064	10/16/13	ENVIRONMENTS THAT WORK	11,389.78
13065	10/16/13	ERICA GANNETT	4,040.00
13066	10/16/13	FEDERAL EXPRESS	53.12
13067	10/16/13	FINDAWAY WORLD LLC	11.75
13068	10/16/13	FIRST SECURITY SYSTEMS, INC.	1,697.00
13069	10/16/13	GALE	818.02
13070	10/16/13	IMPACT NETWORKING, LLC.	793.94
13071	10/16/13	INDUSTRY WEAPON, INC.	3,000.00
13072	10/16/13	JO BONELL	200.85
13073	10/16/13	JOHN DAUGHERTY	20.00
13074	10/16/13	JOHN WILEY & SONS, INC.	117.42
13075	10/16/13	KOS HOME IMPROVEMENT	100.00
13076	10/16/13	LAMP RECYCLERS	168.00
13077	10/16/13	LAUTERBACH & AMEN, LLP.	3,010.00
13078	10/16/13	LIMRiCC	41,166.26
13079	10/16/13	MENARDS	108.29
13080	10/16/13	NILES PUBLIC LIBRARY DISTRICT	31.95
13081	10/16/13	OFFICE DEPOT	229.71
13082	10/16/13	OUTSOURCE SOLUTIONS GROUP, INC.	28,613.33
13083	10/16/13	OVERDRIVE, INC.	384.90
13084	10/16/13	PRESTIGE DISTRIBUTION, INC.	1,721.32
13085	10/16/13	RANDOM HOUSE INCORPORATED	138.00
13086	10/16/13	RECORDED BOOKS, LLC	624.34
13087	10/16/13	REPUBLIC SERVICES	474.77
13088	10/16/13	ROBERTA S. JOHNSON	65.00
13089	10/16/13	ROTARY CLUB OF DES PLAINES	390.00
13090	10/16/13	RUNCO OFFICE SUPPLY	528.03
13091	10/16/13	RUNGE PAPER COMPANY, INC.	372.56
13092	10/16/13	SCHINDLER ELEVATOR CORPORATION	645.47
13093	10/16/13	SCHOOL HEALTH CORPORATION	269.76
13094	10/16/13	SPEED-E-KLEEN, INC.	295.00
13095	10/16/13	SPRING AIR FILTER, INC	907.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
13096	10/16/13	STANDARD & POOR'S	3,597.78
13097	10/16/13	TELEVEND SERVICES INCORPORATED	144.60
13098	10/16/13	THOMSON REUTERS-WEST	31.80
13099	10/16/13	TIMOTHY HASKELL	125.00
13100	10/16/13	TRANSWORLD SYSTEMS INC	5,250.00
13101	10/16/13	SKYLER JOHNSON	500.00
13102	10/16/13	TEA LULA	200.00
13103	10/16/13	EDWARDS ENGINEERING SERVICE	377.50
50467	09/30/13	CALL ONE	351.67
50468	09/30/13	McLeod USA, Inc	294.56
50469	09/30/13	VERIZON WIRELESS	710.24
50470	09/30/13	COMCAST CABLE	215.15
50471	09/30/13	LEVEL(3) COMMUNICATIONS, LLC.	464.57
50472	09/30/13	NEO-POST USA, INC.	1,000.00
50473	09/30/13	GE CAPITAL	1,488.13
50474	09/30/13	WOW! INTERENT CABLE	124.27
50475	09/30/13	PRO DATA	769.20
50476	09/30/13	IMRF	34,273.41
Total checks	79	Total	<u>260,707.36</u>

**Des Plaines Public Library
 Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	13043	10/16/13	157.53
Account No. Description		Amount	
201-5970100 Invoice # 229786		58.92	
201-5970115 Invoice # 229549		98.61	
ADVANCED TELECOMMUNICATIONS	13044	10/16/13	16,479.50
Account No. Description		Amount	
202-5980400 Invoice # 09262013		16,479.50	
ALEXIAN BROTHERS CORP HEALTH SER'	13045	10/16/13	225.00
Account No. Description		Amount	
201-5960040 Invoice # 494771		225.00	
AMAZON	13038	10/16/13	2,890.73
Account No. Description		Amount	
201-5970100 Amazon September		130.39	
201-5970600 Amazon September		837.24	
201-5970610 Amazon September		249.98	
201-5970620 Amazon September		24.00	
201-5970630 Amazon September		1,634.97	
201-5990901 Amazon September		14.15	
ANDERSON LOCK CO LTD	13046	10/16/13	975.29
Account No. Description		Amount	
201-5970100 Invoice # 0823517		975.29	
AWE, INC.	13047	10/16/13	412.00
Account No. Description		Amount	
201-5980410 Invoice # DPPL13001-1		412.00	
BAKER & TAYLOR	13039	10/16/13	11,395.31
Account No. Description		Amount	
201-5960990 Invoice # 2028579464		63.55	
201-5960990 Invoice # 2028583047		46.25	
201-5960990 Invoice # 2028587907		13.70	
201-5960990 Invoice # 2028566009		101.25	
201-5960990 Invoice # 2028571688		28.15	
201-5960990 Invoice # 2028557839		0.70	
201-5960990 Invoice # 2028564112		2.75	
201-5960990 Invoice # 2028551122		52.40	
201-5960990 Invoice # 2028540857		75.00	
201-5960990 Invoice # 2028545800		36.00	
201-5960990 Invoice # 2028544871		3.50	
201-5960990 Invoice # 2028556313		1.40	
201-5960990 Invoice # 2028530761		56.75	
201-5960990 Invoice # 2028526809		51.50	
201-5960990 Invoice # 2028516798		1.40	
201-5960990 Invoice # 2028512202		3.50	
201-5960990 Invoice # 2028509941		236.45	
201-5960990 Invoice # 2028514220		52.65	
201-5960990 Invoice # 2028588495		2.10	
201-5960990 Invoice # 2028596535		4.20	
201-5970600 Invoice # 2028583046		540.40	
201-5970600 Invoice # 2028583156		22.13	
201-5970600 Credit # 0002479642		-49.77	
201-5970600 Invoice # 2028587906		204.72	
201-5970600 Invoice # 2028602474		55.31	
201-5970600 Invoice # 2028588494		22.10	
201-5970600 Invoice # 2028571687		460.50	
201-5970600 Invoice # 2028566008		1,700.29	
201-5970600 Invoice # 2028557838		7.77	
201-5970600 Invoice # 2028564111		24.00	
201-5970600 Invoice # 2028551121		1,017.88	

0221

First Midwest Bank
10/01/13-10/31/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2028545799		407.74
201-5970600	Invoice # 2028540856		1,194.45
201-5970600	Invoice # 2028544870		47.81
201-5970600	Invoice # 2028556312		21.51
201-5970600	Invoice # 2028556715		25.61
201-5970600	Invoice # 2028525402		10.22
201-5970600	Invoice # 2028530760		922.78
201-5970600	Invoice # 2028526808		902.02
201-5970600	Invoice # 2028512201		41.42
201-5970600	Invoice # 2028516797		12.54
201-5970600	Invoice # 2028514219		671.58
201-5970600	Invoice # 2028509940		2,257.30
201-5970600	Invoice # 2028596534		41.80

BAKER & TAYLOR

Account No.	Description	13040	10/16/13 Amount	13,488.70
201-5960990	Invoice # 2028544629		4.50	
201-5960990	Invoice # 2028544524		2.40	
201-5960990	Invoice # 2028556762		20.95	
201-5960990	Invoice # 2028525582		0.85	
201-5960990	Invoice # 2028520931		1.62	
201-5960990	Invoice # 2028519463		5.38	
201-5960990	Invoice # 2028525535		3.40	
201-5960990	Invoice # 2028517796		5.68	
201-5960990	Invoice # 2028517813		3.54	
201-5960990	Invoice # 2028532638		13.45	
201-5960990	Invoice # 2028532817		32.05	
201-5960990	Invoice # 2028526473		32.28	
201-5960990	Invoice # 2028517798		7.90	
201-5960990	Invoice # 2028506970		3.24	
201-5960990	Invoice # 2028515695		19.44	
201-5960990	Invoice # 2028517879		9.85	
201-5960990	Invoice # 2028511161		9.00	
201-5960990	Invoice # 2028506874		11.84	
201-5960990	Invoice # 2028511275		29.05	
201-5960990	Invoice # 2028511274		14.35	
201-5960990	Invoice # 2028596648		8.20	
201-5960990	Invoice # 2028592606		3.09	
201-5960990	Invoice # 2028596603		1.77	
201-5960990	Invoice # 2028573537		11.50	
201-5960990	Invoice # 2028581365		14.58	
201-5960990	Invoice # 2028581647		16.50	
201-5960990	Invoice # 2028573536		7.08	
201-5960990	Invoice # 2028569585		0.85	
201-5960990	Invoice # 2028586543		22.90	
201-5960990	Invoice # 2028586710		33.10	
201-5960990	Invoice # 2028586704		27.15	
201-5960990	Invoice # 2028586709		22.12	
201-5960990	Invoice # 2028588452		4.20	
201-5960990	Invoice # 2028584264		1.70	
201-5960990	Invoice # 2028592559		2.81	
201-5960990	Invoice # 2028586690		1.50	
201-5960990	Invoice # 2028591110		28.75	
201-5960990	Invoice # 2028596711		19.50	
201-5960990	Invoice # 2028596589		27.00	
201-5960990	Invoice # 2028548968		0.97	
201-5960990	Invoice # 2028518386		0.97	
201-5960990	Invoice # 2028538832		28.10	
201-5960990	Invoice # 2028536004		27.00	
201-5960990	Invoice # 2028538769		1.62	
201-5960990	Invoice # 2028538673		7.25	
201-5960990	Invoice # 2028535963		5.70	
201-5960990	Invoice # 2028535839		4.50	

0222

First Midwest Bank
10/01/13-10/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028544527		8.80
201-5960990	Invoice # 2028544161		14.30
201-5960990	Invoice # 2028557813		6.30
201-5960990	Invoice # 0000138712		11.44
201-5960990	Invoice # 2028565325		2.69
201-5960990	Invoice # 2028560708		3.39
201-5960990	Invoice # 2028569258		15.30
201-5960990	Invoice # 2028569413		12.75
201-5960990	Invoice # 2028563281		37.50
201-5960990	Invoice # 2028560628		5.05
201-5960990	Invoice # 2028572657		14.10
201-5960990	Invoice # 2028563340		7.95
201-5960990	Invoice # 2028573586		24.10
201-5960990	Invoice # 2028573592		132.30
201-5960990	Invoice # 2028569575		17.00
201-5960990	Invoice # 2028572499		84.90
201-5960990	Invoice # 2028572510		27.00
201-5960990	Invoice # 2028569392		0.85
201-5960990	Invoice # 2028569217		9.00
201-5960990	Invoice # 2028557921		42.00
201-5960990	Invoice # 2028557057		44.10
201-5960990	Invoice # 2028544473		3.24
201-5960990	Invoice # 2028547759		22.50
201-5960990	Invoice # 2028548781		22.57
201-5970600	Invoice # 2028544629		36.06
201-5970600	Invoice # 2028544524		43.18
201-5970600	Invoice # 2028556762		146.82
201-5970600	Invoice # 2028525582		9.65
201-5970600	Invoice # 2028520931		15.33
201-5970600	Invoice # 2028519463		11.90
201-5970600	Invoice # 2028525535		45.18
201-5970600	Invoice # 2028517796		20.91
201-5970600	Invoice # 2028517813		29.47
201-5970600	Invoice # 2028532638		281.87
201-5970600	Invoice # 2028532817		623.52
201-5970600	Invoice # 2028526473		235.88
201-5970600	Invoice # 2028517798		89.59
201-5970600	Invoice # 2028506970		39.40
201-5970600	Invoice # 2028515695		187.13
201-5970600	Invoice # 2028517879		126.89
201-5970600	Invoice # 2028511161		57.89
201-5970600	Invoice # 2028506874		23.29
201-5970600	Invoice # 2028511275		323.03
201-5970600	Invoice # 2028511274		103.29
201-5970600	Invoice # 2028596648		55.85
201-5970600	Invoice # 2028592606		31.75
201-5970600	Invoice # 2028596603		14.20
201-5970600	Invoice # 2028579463		941.26
201-5970600	Invoice # 2028573537		63.80
201-5970600	Invoice # 2028581365		157.61
201-5970600	Invoice # 2028581647		169.73
201-5970600	Invoice # 2028573536		58.99
201-5970600	Invoice # 2028569585		16.87
201-5970600	Invoice # 2028586543		169.76
201-5970600	Invoice # 2028586710		707.69
201-5970600	Invoice # 2028586704		269.93
201-5970600	Invoice # 2028586709		56.70
201-5970600	Invoice # 2028588452		21.47
201-5970600	Invoice # 2028584264		11.98
201-5970600	Invoice # 2028592559		8.96
201-5970600	Invoice # 2028586690		10.78
201-5970600	Invoice # 2028591110		217.96
201-5970600	Invoice # 2028596711		131.70

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2028596589		279.73
201-5970600	Invoice # 2028548968		15.34
201-5970600	Invoice # 2028518386		17.00
201-5970600	Invoice # 2028538832		435.14
201-5970600	Invoice # 2028536004		273.52
201-5970600	Invoice # 2028538769		14.20
201-5970600	Invoice # 2028538673		71.10
201-5970600	Invoice # 2028535963		49.71
201-5970600	Invoice # 2028535839		45.92
201-5970600	Invoice # 2028544527		118.76
201-5970600	Invoice # 2028544161		134.63
201-5970600	Invoice # 2028557813		32.84
201-5970600	Invoice # 0000138712		102.33
201-5970600	Invoice # 2028565325		15.27
201-5970600	Invoice # 2028560708		30.09
201-5970600	Invoice # 2028569258		597.49
201-5970600	Invoice # 2028569413		198.17
201-5970600	Invoice # 2028563281		399.59
201-5970600	Invoice # 2028560628		48.62
201-5970600	Invoice # 2028572657		104.61
201-5970600	Invoice # 2028563340		81.69
201-5970600	Invoice # 2028573586		349.24
201-5970600	Invoice # 2028573592		1,222.30
201-5970600	Invoice # 2028569575		254.27
201-5970600	Invoice # 2028572499		219.63
201-5970600	Invoice # 2028572510		264.78
201-5970600	Invoice # 2028569392		9.50
201-5970600	Invoice # 2028569217		83.82
201-5970600	Invoice # 2028557921		430.25
201-5970600	Invoice # 2028557057		338.10
201-5970600	Invoice # 2028544473		28.38
201-5970600	Invoice # 2028547759		235.29
201-5970600	Invoice # 2028548781		89.86
201-5970640	Invoice # 2028579463		199.95
BAKER & TAYLOR			
	13048	10/16/13	598.36
Account No.	Description	Amount	
201-5960990	Invoice # 5012768138	18.85	
201-5970600	Invoice # 5012768138	405.42	
201-5970640	Invoice # 5012768138	174.09	
BAKER & TAYLOR			
	13049	10/16/13	1,157.01
Account No.	Description	Amount	
201-5960990	Invoice # 5012747456	34.33	
201-5970600	Invoice # 5012747456	390.66	
201-5970640	Invoice # 5012747456	732.02	
BANKCARD SERVICES			
	13041	10/16/13	5,449.19
Account No.	Description	Amount	
201-5920204	VISA - September	170.00	
201-5930030	VISA - September	54.90	
201-5960040	VISA - September	264.00	
201-5960210	VISA - September	872.92	
201-5960990	VISA - September	223.97	
201-5970100	VISA - September	1,668.09	
201-5970115	VISA - September	434.85	
201-5970600	VISA - September	253.92	
201-5970620	VISA - September	232.86	
201-5970640	VISA - September	76.08	
201-5980410	VISA - September	267.00	
201-5980420	VISA - September	360.60	
202-5980300	VISA - September	570.00	

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
BARNES & NOBLE, INC.	13050	10/16/13	6.77
Account No. Description		Amount	
201-5970650 Invoice # 9687527782		6.77	
BISHOP PLUMBING, INC.	13051	10/16/13	577.40
Account No. Description		Amount	
201-5930020 Invoice # 81374		577.40	
BLACKSTONE AUDIO INC	13052	10/16/13	115.90
Account No. Description		Amount	
201-5970610 Invoice # 672725		32.95	
201-5970610 Invoice # 670231		74.95	
201-5970610 Invoice # 668172		8.00	
CENTRAL PROGRAMS, INC.	13053	10/16/13	3,342.64
Account No. Description		Amount	
201-5970600 Invoice # PINV66641		3,342.64	
CHICAGO OFFICE TECHNOLOGY GROUP	13054	10/16/13	366.59
Account No. Description		Amount	
201-5930010 Invoice # 254076		366.59	
CHICAGO TRIBUNE	13055	10/16/13	810.00
Account No. Description		Amount	
201-5970620 Account # 000030147947		810.00	
CITY OF DES PLAINES, PUBLIC WORKS	13056	10/16/13	54.91
Account No. Description		Amount	
201-5970850 Invoice Fuel # 8-13		54.91	
COOPERATIVE COMPUTER SERVICES	13057	10/16/13	1,368.75
Account No. Description		Amount	
201-5920140 OCLC September 2013		1,368.75	
CRYSTAL MAINTENANCE SERVICES COR	13058	10/16/13	5,564.00
Account No. Description		Amount	
201-5930320 Invoice # 21568		3,340.00	
201-5960990 Invoice # 21551		2,224.00	
CYBOR FIRE PROTECTION CO.	13059	10/16/13	600.00
Account No. Description		Amount	
201-5930020 Invoice # 59262		600.00	
DAILY HERALD	13060	10/16/13	100.00
Account No. Description		Amount	
201-5970620 Account # 898489		100.00	
EBSCO SUBSCRIPTION SVC	13061	10/16/13	221.96
Account No. Description		Amount	
201-5970620 Invoice # 1448534		336.33	
201-5970620 Invoice # 1446824		19.95	
201-5970620 Invoice # 0096016		67.78	
201-5970620 Invoice # 0087983		7.70	
201-5970620 Invoice # 1443271		32.00	
201-5970620 Credit # 0016431		-241.80	
EDWARDS ENGINEERING SERVICE	13062	10/16/13	17,421.71
Account No. Description		Amount	
201-5930020 Invoice # 28366		17,421.71	
EDWARDS ENGINEERING SERVICE	13063	10/16/13	505.90
Account No. Description		Amount	
201-5930020 Invoice # 28284		505.90	

0225

First Midwest Bank
10/01/13-10/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
EDWARDS ENGINEERING SERVICE	13103	10/16/13	377.50
Account No. Description		Amount	
201-5930020 Invoice # 2110		377.50	
ENVIRONMENTS THAT WORK	13064	10/16/13	11,389.78
Account No. Description		Amount	
201-5980600 Invoice # PF-13-5394		480.00	
202-5980400 Invoice # PF-13-5491		2,032.78	
202-5980400 Invoice # 13-7023		8,877.00	
ERICA GANNETT	13065	10/16/13	4,040.00
Account No. Description		Amount	
202-5980420 Invoice # 092713		4,040.00	
FEDERAL EXPRESS	13066	10/16/13	53.12
Account No. Description		Amount	
201-5970260 Invoice # 2-411-70782		53.12	
FINDAWAY WORLD LLC	13067	10/16/13	11.75
Account No. Description		Amount	
201-5970610 Invoice # 106535		11.75	
FIRST SECURITY SYSTEMS, INC.	13068	10/16/13	1,697.00
Account No. Description		Amount	
201-5930020 Invoice # S78751		1,697.00	
GALE	13069	10/16/13	818.02
Account No. Description		Amount	
201-5970640 Invoice # 50228245		191.20	
201-5970640 Invoice # 50376187		626.82	
IMPACT NETWORKING, LLC.	13070	10/16/13	793.94
Account No. Description		Amount	
201-5930010 Invoice # 292721		793.94	
INDUSTRY WEAPON, INC.	13071	10/16/13	3,000.00
Account No. Description		Amount	
201-5980420 Invoice # 15272		3,000.00	
JO BONELL	13072	10/16/13	200.85
Account No. Description		Amount	
201-5970620 Expense Reimbursement		200.85	
JOHN DAUGHERTY	13073	10/16/13	20.00
Account No. Description		Amount	
201-5960210 Invoice # 083013		20.00	
JOHN WILEY & SONS, INC.	13074	10/16/13	117.42
Account No. Description		Amount	
201-5970600 Invoice # 9115821		117.42	
KOS HOME IMPROVEMENT	13075	10/16/13	100.00
Account No. Description		Amount	
201-5930020 Invoice # 96		100.00	
LAMP RECYCLERS	13076	10/16/13	168.00
Account No. Description		Amount	
201-5970170 Invoice # 67173		168.00	
LAUTERBACH & AMEN, LLP.	13077	10/16/13	3,010.00
Account No. Description		Amount	
201-5920110 Invoice No. 1863 - May		1,430.00	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5920110	Invoice No. 3024 - ATR	150.00	
201-5920110	Invoice No. 2954 - August	1,430.00	
LIMRiCC	13078	10/16/13	41,166.26
Account No.	Description	Amount	
201-2401002	PHIP September 13	41,166.26	
MENARDS	13079	10/16/13	108.29
Account No.	Description	Amount	
201-5970115	Invoice # 23241	108.29	
MIDWEST TAPE	13042	10/16/13	10,833.76
Account No.	Description	Amount	
201-5960990	Invoice # 91250836	19.50	
201-5960990	Invoice # 91240488	16.65	
201-5960990	Invoice # 91240510	30.80	
201-5960990	Invoice # 91230640	1.85	
201-5960990	Invoice # 91236395	26.95	
201-5960990	Invoice # 91236393	14.80	
201-5960990	Invoice # 91283566	29.45	
201-5960990	Invoice # 91283772	9.75	
201-5960990	Invoice # 91290909	13.00	
201-5960990	Invoice # 91290908	65.60	
201-5960990	Invoice # 91289605	13.20	
201-5960990	Invoice # 91272281	159.65	
201-5960990	Invoice # 91266958	26.00	
201-5960990	Invoice # 91267081	29.25	
201-5960990	Invoice # 91254505	6.50	
201-5960990	Invoice # 91254503	54.65	
201-5960990	Invoice # 91257720	45.50	
201-5960990	Invoice # 91257711	31.50	
201-5960990	Invoice # 91250837	6.00	
201-5960990	Invoice # 91250838	22.75	
201-5960990	Invoice # 91240489	54.25	
201-5960990	Invoice # 91283568	26.00	
201-5960990	Invoice # 91267080	20.35	
201-5960990	Invoice # 91267082	54.15	
201-5960990	Invoice # 91254504	7.70	
201-5960990	Invoice # 91254501	20.35	
201-5960990	Invoice # 91257679	3.85	
201-5960990	Invoice # 91250834	11.10	
201-5960990	Invoice # 91240486	220.40	
201-5960990	Invoice # 91236397	28.25	
201-5960990	Invoice # 91236396	32.20	
201-5960990	Invoice # 91230378	13.00	
201-5960990	Invoice # 91283569	7.70	
201-5960990	Invoice # 91283620	3.70	
201-5960990	Invoice # 91291060	77.00	
201-5960990	Invoice # 91290906	7.40	
201-5960990	Invoice # 91289607	61.85	
201-5960990	Invoice # 91272282	139.85	
201-5960990	Invoice # 91272280	27.75	
201-5970610	Invoice # 91240488	380.91	
201-5970610	Invoice # 91240510	104.17	
201-5970610	Invoice # 91230640	39.99	
201-5970610	Invoice # 91236395	82.43	
201-5970610	Invoice # 91236393	214.92	
201-5970610	Invoice # 91260914	63.99	
201-5970610	Invoice # 91241275	115.98	
201-5970610	Invoice # 91228731	37.49	
201-5970610	Invoice # 91267080	376.89	
201-5970610	Invoice # 91267082	167.86	
201-5970610	Invoice # 91254504	24.73	

01227

First Midwest Bank
10/01/13-10/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970610	Invoice # 91254501		444.89
201-5970610	Invoice # 91257679		11.24
201-5970610	Invoice # 91250834		149.94
201-5970610	Invoice # 91250836		81.10
201-5970610	Invoice # 91283569		29.83
201-5970610	Invoice # 91283620		119.98
201-5970610	Invoice # 91291060		247.00
201-5970610	Invoice # 91290906		174.96
201-5970610	Invoice # 91289607		177.74
201-5970610	Invoice # 91272282		432.09
201-5970610	Invoice # 91272280		557.85
201-5970630	Invoice # 91283566		199.41
201-5970630	Invoice # 91283772		44.97
201-5970630	Invoice # 91290909		53.98
201-5970630	Invoice # 91290908		353.80
201-5970630	Invoice # 91289605		44.98
201-5970630	Invoice # 91272281		915.27
201-5970630	Invoice # 91266958		119.96
201-5970630	Invoice # 91267081		173.16
201-5970630	Invoice # 91254505		41.58
201-5970630	Invoice # 91254503		332.12
201-5970630	Invoice # 91257720		314.86
201-5970630	Invoice # 91257711		196.42
201-5970630	Invoice # 91250837		86.24
201-5970630	Invoice # 91250838		112.55
201-5970630	Invoice # 91240489		347.89
201-5970630	Invoice # 91276719		14.99
201-5970630	Invoice # 91241276		115.44
201-5970630	Invoice # 91283568		123.96
201-5970630	Invoice # 91240486		1,357.70
201-5970630	Invoice # 91236397		235.93
201-5970630	Invoice # 91236396		112.41
201-5970630	Invoice # 91230378		59.96
NILES PUBLIC LIBRARY DISTRICT			
	13080	10/16/13	31.95
Account No.	Description	Amount	
201-5970600	Interlibrary Loan	31.95	
OFFICE DEPOT			
	13081	10/16/13	229.71
Account No.	Description	Amount	
201-5970100	Invoice # 677408328001	54.69	
201-5970100	Invoice # 676976232001	77.86	
201-5970100	Invoice # 674627876001	6.28	
201-5970100	Invoice # 674628046001	54.98	
201-5970100	Invoice # 674628047001	35.90	
OUTSOURCE SOLUTIONS GROUP, INC.			
	13082	10/16/13	28,613.33
Account No.	Description	Amount	
201-5920110	Invoice # 18587	27,083.33	
201-5960990	Invoice # 18628	280.00	
201-5960990	Invoice # 18386	1,250.00	
OVERDRIVE, INC.			
	13083	10/16/13	384.90
Account No.	Description	Amount	
201-5970610	Inv 1018-165935500-092413	384.90	
PRESTIGE DISTRIBUTION, INC.			
	13084	10/16/13	1,721.32
Account No.	Description	Amount	
201-5970170	Invoice # 6633	532.79	
201-5970170	Invoice # 6403	470.50	
201-5970170	Invoice 3 6694	718.03	
RANDOM HOUSE INCORPORATED			
	13085	10/16/13	138.00

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No.	Description	Amount	
201-5970610	Invoice # 1088066728	22.50	
201-5970610	Invoice # 1087838695	30.00	
201-5970610	Invoice # 1087953237	67.50	
201-5970610	Invoice # 1087945818	18.00	
RECORDED BOOKS, LLC	13086	10/16/13	624.34
Account No.	Description	Amount	
201-5970610	Invoice # 74800258	92.47	
201-5970610	Invoice # 74804296	88.87	
201-5970610	Invoice # 74801436	6.95	
201-5970610	Invoice # 74791003	111.37	
201-5970610	Invoice # 74797455	92.47	
201-5970610	Invoice # 74789921	111.37	
201-5970610	Invoice # 74785245	14.18	
201-5970610	Invoice # 74785756	106.66	
REPUBLIC SERVICES	13087	10/16/13	474.77
Account No.	Description	Amount	
201-5930490	September Waster Services	474.77	
ROBERTA S. JOHNSON	13088	10/16/13	65.00
Account No.	Description	Amount	
201-5920204	SLA Program Registration	65.00	
ROTARY CLUB OF DES PLAINES	13089	10/16/13	390.00
Account No.	Description	Amount	
201-5920220	Invoice # 3218	200.00	
201-5920220	Invoice # 3217	190.00	
RUNCO OFFICE SUPPLY	13090	10/16/13	528.03
Account No.	Description	Amount	
201-5970100	Invoice # 555593-1	135.96	
201-5970100	Invoice # 554914-0	76.20	
201-5970100	Invoice # 553922-0	250.83	
201-5970100	Invoice # 550243-0	65.04	
RUNGE PAPER COMPANY, INC.	13091	10/16/13	372.56
Account No.	Description	Amount	
201-5970170	Invoice # 805469	372.56	
SCHINDLER ELEVATOR CORPORATION	13092	10/16/13	645.47
Account No.	Description	Amount	
201-5930030	Invoice # 7151838612	645.47	
SCHOOL HEALTH CORPORATION	13093	10/16/13	269.76
Account No.	Description	Amount	
201-5970100	Invoice # 2735384-00	95.88	
201-5970100	Invoice # 2735380-00	173.88	
SKYLER JOHNSON	13101	10/16/13	500.00
Account No.	Description	Amount	
201-5960210	Program on 11/17/13	500.00	
SPEED-E-KLEEN, INC.	13094	10/16/13	295.00
Account No.	Description	Amount	
201-5930320	Invoice # 3810	175.00	
201-5930320	Invoice # 3809	120.00	
SPRING AIR FILTER, INC	13095	10/16/13	907.00
Account No.	Description	Amount	
201-5970170	Invoice # 24512	907.00	

**Des Plaines Public Library
 Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
STANDARD & POOR'S	13096	10/16/13	3,597.78
Account No.		Amount	
201-5970640		Invoice # 30557214	1,086.98
201-5970640		Invoice # 30557127	2,510.80
TEA LULA	13102	10/16/13	200.00
Account No.		Amount	
201-5960210		Program on 11/13/13	200.00
TELEVEND SERVICES INCORPORATED	13097	10/16/13	144.60
Account No.		Amount	
201-5970100		Invoice # 4835	144.60
THOMSON REUTERS-WEST	13098	10/16/13	31.80
Account No.		Amount	
201-5970640		Invoice # 828016996	31.80
TIMOTHY HASKELL	13099	10/16/13	125.00
Account No.		Amount	
201-5960990		Invoice # 71713	125.00
TRANSWORLD SYSTEMS INC	13100	10/16/13	5,250.00
Account No.		Amount	
201-5960990		Invoice # A42E43-8156	5,250.00
		TOTAL	<u>207,731.16</u>

Des Plaines Public Library
ACH Report

Vendor Name	Chk. No.	Check Date	Amount
CALL ONE	50467	09/30/13	351.67
Account No. 201-5920120		Description ACH	Amount 351.67
McLeod USA, Inc	50468	09/30/13	294.56
Account No. 201-5920120		Description ACH	Amount 294.56
VERIZON WIRELESS	50469	09/30/13	710.24
Account No. 201-5920120		Description ACH	Amount 710.24
COMCAST CABLE	50470	09/30/13	215.15
Account No. 201-5920120		Description ACH	Amount 215.15
LEVEL(3) COMMUNICATIONS, LLC.	50471	09/30/13	464.57
Account No. 201-5920120		Description ACH	Amount 464.57
NEO-POST USA, INC.	50472	09/30/13	1,000.00
Account No. 201-5970260		Description ACH	Amount 1,000.00
GE CAPITAL	50473	09/30/13	1,488.13
Account No. 201-5930210		Description ACH	Amount 1,488.13
WOW! INTERENT CABLE	50474	09/30/13	124.27
Account No. 201-5920120		Description ACH	Amount 124.27
PRO DATA	50475	09/30/13	769.20
Account No. 201-5920110		Description 9/6 Payroll Processing	Amount 545.20
Account No. 201-5920110		Description 9/20 Payroll Processing	Amount 224.00
IMRF	50476	09/30/13	34,273.41
Account No. 201-2401002		Description 09/2013 EE IMRF Contrib	Amount 7,974.63
Account No. 201-5918021		Description 09/2013 ER IMRF Contrib	Amount 26,298.78
TOTAL			<u>39,691.20</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	\$ 6,023,258	\$ 6,437,953	\$ 7,765,677	\$ 7,450,615	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626	435,503	41,639	-	945,205	1,756,511	105,688			
Other Revenue	15,762	12,970	23,118	37,674	14,915	45,284	17,055	17,035	96,776			
	15,762	824,322	2,174,744	473,177	56,554	45,284	962,259	1,773,546	202,464	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	279,871			
Other Expense	348,979	162,895	148,263	171,316	183,641	248,707	185,365	210,392	184,973			
Change in A/P & A/E's	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)	52,683			
	539,201	540,650	461,681	410,563	571,696	412,238	547,564	445,822	517,527	-	-	-
Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)	(366,954)	414,695	1,327,724	(315,062)	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 September 30, 2013

Total Expenses per Expense Report			<u>\$464,843.77</u>
Gross Payroll	\$204,460.65		
Benefits Expense	<u>75,410.17</u>		
Total Payroll Expenses		\$279,870.82	
Vendor Check Report		\$207,731.16	
ACH Report		39,691.20	
Norman Electric CK# 13037		<u>14,300.00</u>	
Total expenses per payroll and vendor checks reports			<u>541,593.18</u>
		Variance	<u>76,749.41</u>
Less: (disbursements included above)			
IMRF September CK # 50476		(34,273.41)	
LIMRiCC September Insurance CK# 13078		(41,166.26)	
Void CK# 12925 & 13035		(1,015.00)	
Legal Fees Refund		(505.92)	
			(76,960.59)
Plus:			
IL Funds Epay Fees		211.18	
			211.18
		Variance	<u>(0.00)</u>

September 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		
Sep 2013	3,216	YTD 2013	30,094	
Sep 2012	7,849	YTD 2012	34,727	
% Change		-59.03%	% Change	
			-13.34%	

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

CIRCULATION - GENERAL				
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.				
THIS MONTH		YEAR TO DATE		
Sep 2013		YTD 2013		
Youth Services	32,423	Youth Services	327,304	
Adult Services	55,363	Adult Services	542,126	
TOTAL	87,786	TOTAL	869,430	
Sep 2012		YTD 2012		
Youth Services	34,678	Youth Services	339,225	
Adult Services	55,777	Adult Services	549,161	
TOTAL	90,455	TOTAL	888,386	
% Change		-2.95%	% Change	
			-2.13%	

COMPUTER				
PUBLIC ACCESS COMPUTERS				
Number of one-hour sessions on the library's 64 public access computers in the building.				
Sep 2013		YTD 2013		
Youth Services	3,492	Youth Services	35,833	
Adult Services	5,091	Adult Services	68,188	
TOTAL	8,583	TOTAL	104,021	
Sep 2012		YTD 2012		
Youth Services	3,958	Youth Services	29,516	
Adult Services	8,217	Adult Services	75,430	
TOTAL	12,175	TOTAL	104,946	
% Change		-29.50%	% Change	
			-0.88%	
WIRELESS				
Number of times DPPL's public access wireless was accessed from within the building.				
THIS MONTH		YEAR TO DATE		
Sep 2013	8,024	YTD 2013	67,711	
Sep 2012	2,755	YTD 2012	54,209	
% Change		191.25%	% Change	
			24.91%	

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Sep 2013		YTD 2013	
From Internal IP's	3,141	From Internal IP's	31,761
From External IP's	40,840	From External IP's	362,741
TOTAL	43,981	TOTAL	394,502
Sep 2012		YTD 2012	
From Internal IP's	3,350	From Internal IP's	31,965
From External IP's	39,451	From External IP's	368,340
TOTAL	42,801	TOTAL	400,305
% Change	2.76%	% Change	-1.45%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
September 2013 Unique Visitors		YTD 2013 Unique Visitors	
	22,740		166,647
September 2012 Unique Visitors		YTD 2012 Unique Visitors	
	20,149		219,760
% Change	12.86%	% Change	-24.17%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Sep 2013	18,356	YTD 2013	141,492
Sep 2012	20,149	YTD 2012	219,760
% Change	-8.90%	% Change	-35.62%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013		% of Population 2013	
	34,722		59.49%
YTD 2012		% of Population 2012	
	34,309		58.80%
% Change	1.20%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Sep 2013		YTD 2013	
Library Sponsored Prog	1,437	Library Sponsored Prog	20,036
Outside Groups	1,522	Outside Groups	12,873
Public Study Rooms	929	Public Study Rooms	8,561
Internal Meetings	100	Internal Meetings	800
TOTAL	3,988	TOTAL	42,270
Sep 2012		YTD 2012	
Library Sponsored Prog	1,101	Library Sponsored Prog	23,327
Outside Groups	1,901	Outside Groups	15,649
Public Study Rooms	1,075	Public Study Rooms	10,045
Internal Meetings	100	Internal Meetings	900
TOTAL	4,177	TOTAL	49,921
% Change	-4.52%	% Change	-15.33%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Sep 2013		YTD 2013	
Library Sponsored Prog	81	Library Sponsored Prog	978
Outside Groups	44	Outside Groups	408
Public Study Rooms	490	Public Study Rooms	5,109
Internal Meetings	10	Internal Meetings	90
TOTAL	625	TOTAL	6,585
Sep 2012		YTD 2012	
Library Sponsored Prog	93	Library Sponsored Prog	1,100
Outside Groups	43	Outside Groups	408
Public Study Rooms	565	Public Study Rooms	5,289
Internal Meetings	10	Internal Meetings	90
TOTAL	711	TOTAL	6,887
% Change	-12.10%	% Change	-4.39%

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	
Sep 2013		YTD 2013	
Youth Services	310	Youth Services	8,458
Adult Services	400	Adult Services	2,815
TOTAL	710	TOTAL	11,273
Sep 2012		YTD 2012	
Youth Services	475	Youth Services	8,937
Adult Services	3,136	Adult Services	2,792
TOTAL	788	TOTAL	11,729
% Change	-10%	% Change	-4%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Sep 2013		YTD 2013	
Youth Services	2,196	Youth Services	24,622
Adult Services	11,689	Adult Services	116,222
Circulation	9,215	Circulation	88,460
TOTAL	23,100	TOTAL	229,304
Sep 2012		YTD 2012	
Youth Services	2,841	Youth Services	29,026
Adult Services	12,952	Adult Services	122,495
Circulation	8,638	Circulation	76,097
TOTAL	24,431	TOTAL	227,618
% Change	-5%	% Change	1%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Sep 2013	43,447	YTD 2013	432,431
Sep 2012	47,090	YTD 2012	447,596
% Change	-7.74%	% Change	-3.39%

2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	186	215	275	280	186	170				2,049
CD-ROMs	268	193	219	153	255	376	395	325	261				2,445
CDs	917	990	1,010	1,097	878	1,127	921	970	742				8,652
DVDs	10,392	8,744	10,255	9,437	8,404	10,324	10,476	9,308	7,964				85,304
Fiction	17,985	16,373	17,195	15,858	15,241	20,617	18,967	15,523	15,379				153,138
Foreign language	1,832	2,383	1,913	1,695	1,287	1,457	1,459	1,270	1,841				15,137
Games	49	64	71	41	44	64	69	52	51				505
Holiday	727	538	722	285	215	304	195	180	403				3,569
Homeschool	359	366	271	246	235	291	324	280	229				2,601
Large type	23	23	28	25	27	40	44	27	25				262
Magazines	159	134	148	203	143	189	224	233	210				1,643
Nonfiction	5,913	5,492	6,355	5,802	5,154	6,049	5,771	5,184	5,024				50,744
Parent collection	175	143	141	169	114	123	146	120	124				1,255
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	41,236	39,271	33,658	32,423	0	0	0	327,304

ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art books	11	6	11	10	11	6	16	6	6				83
Audiobooks	2,055	1,794	2,020	1,904	1,919	2,086	2,190	2,140	1,847				17,955
CDs	672	619	684	674	535	561	627	584	500				5,456
CDs	6,495	5,595	6,456	6,121	6,416	6,433	6,690	6,935	5,421				56,562
DVDs	30,212	26,394	29,110	27,287	26,201	27,023	30,748	30,788	26,618				254,381
Fiction	7,733	6,597	7,263	6,924	7,041	7,826	8,024	8,059	6,790				66,257
Foreign language	1,349	1,126	1,242	1,213	1,072	1,315	1,378	1,155	985				10,835
High school	1,176	885	1,071	972	1,155	1,593	1,757	1,294	1,039				10,942
Large type	1,265	1,122	1,285	1,187	1,246	1,271	1,405	1,389	1,248				11,418
Literacy	171	177	163	183	167	135	174	217	210				1,597
Magazines	2,641	2,247	2,669	2,439	2,650	2,531	2,667	2,304	2,332				22,480
Nonfiction	9,963	8,678	10,342	9,375	9,135	9,064	9,805	9,431	8,367				84,160

ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	59,844	65,481	64,302	55,363	0	0	0	542,126
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	101,080	104,752	97,960	87,786	0	0	0	869,430

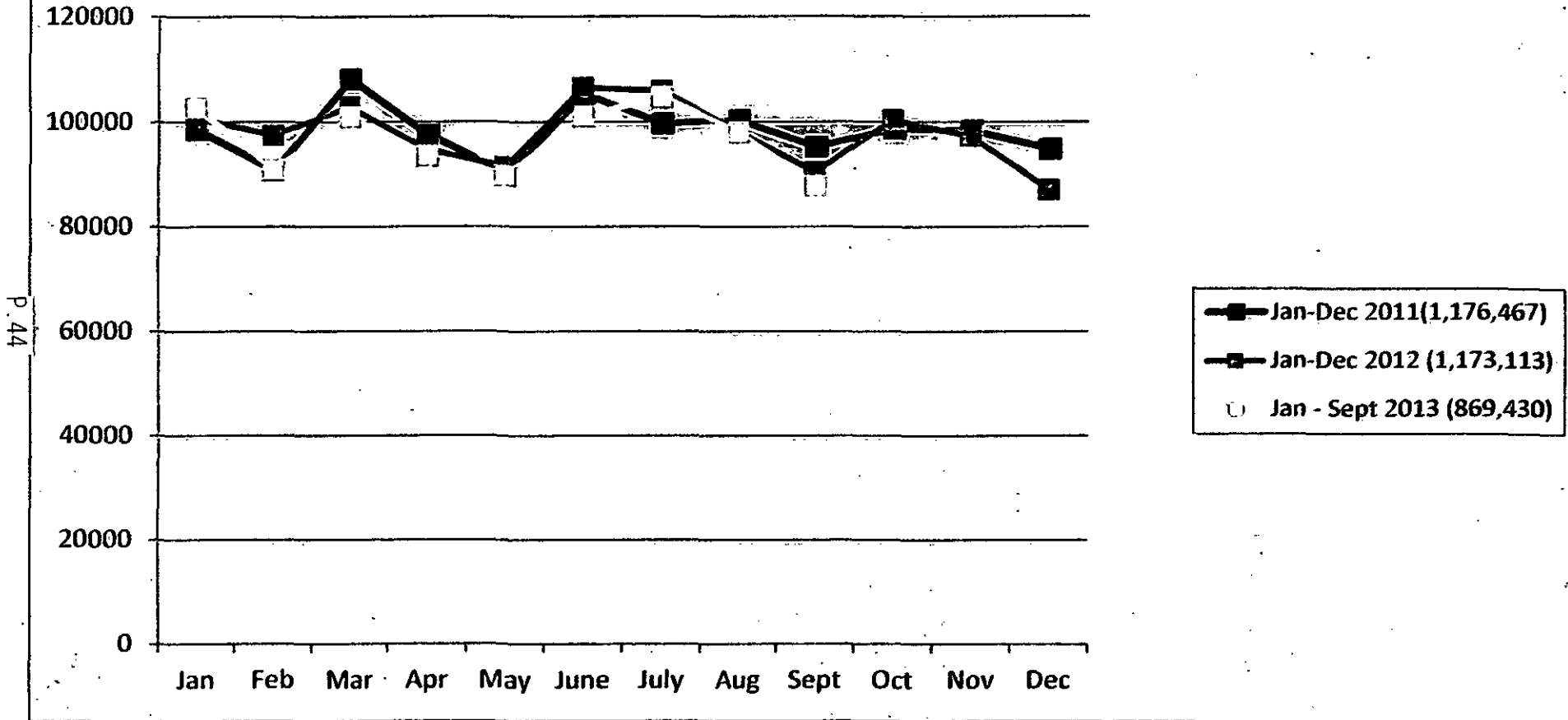
eMaterials	3,576	2,893	3,596	3,167	3,486	3,189	3,533	3,438	3,216				30,094
ILL. (non consortial)	385	333	357	361	307	347	268	291	269				2,918
Miscellaneous	512	392	415	458	396	434	362	412	366				3,747

GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	105,050	108,915	102,101	91,637	0	0	0	906,189
--------------------	----------------	---------------	----------------	---------------	---------------	----------------	----------------	----------------	---------------	----------	----------	----------	----------------

Days closed	1			1	2		1		2		1	2	10
-------------	---	--	--	---	---	--	---	--	---	--	---	---	----

Circulation Statistics 2011 - 2013

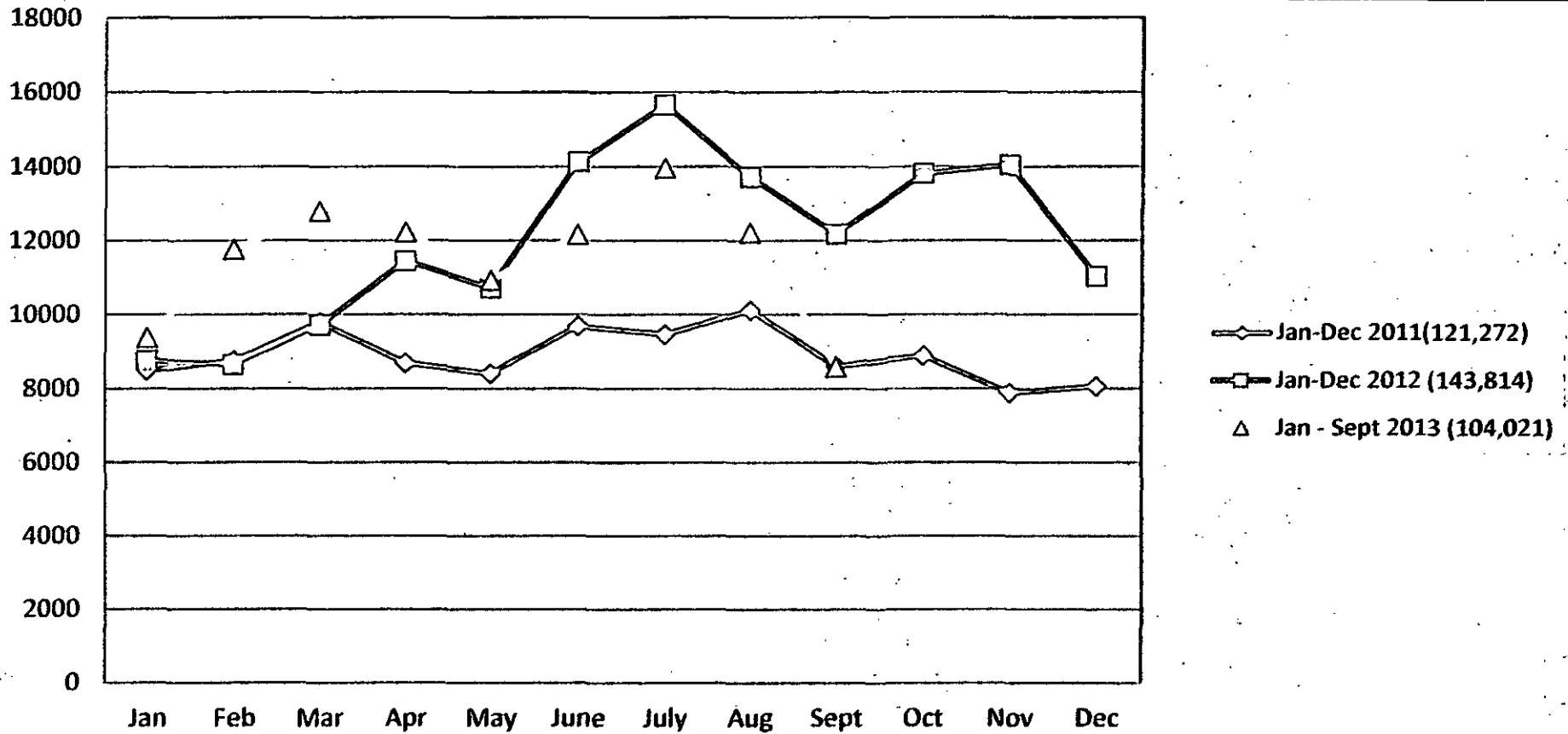
VII.E.3.



Computer Use - Wired

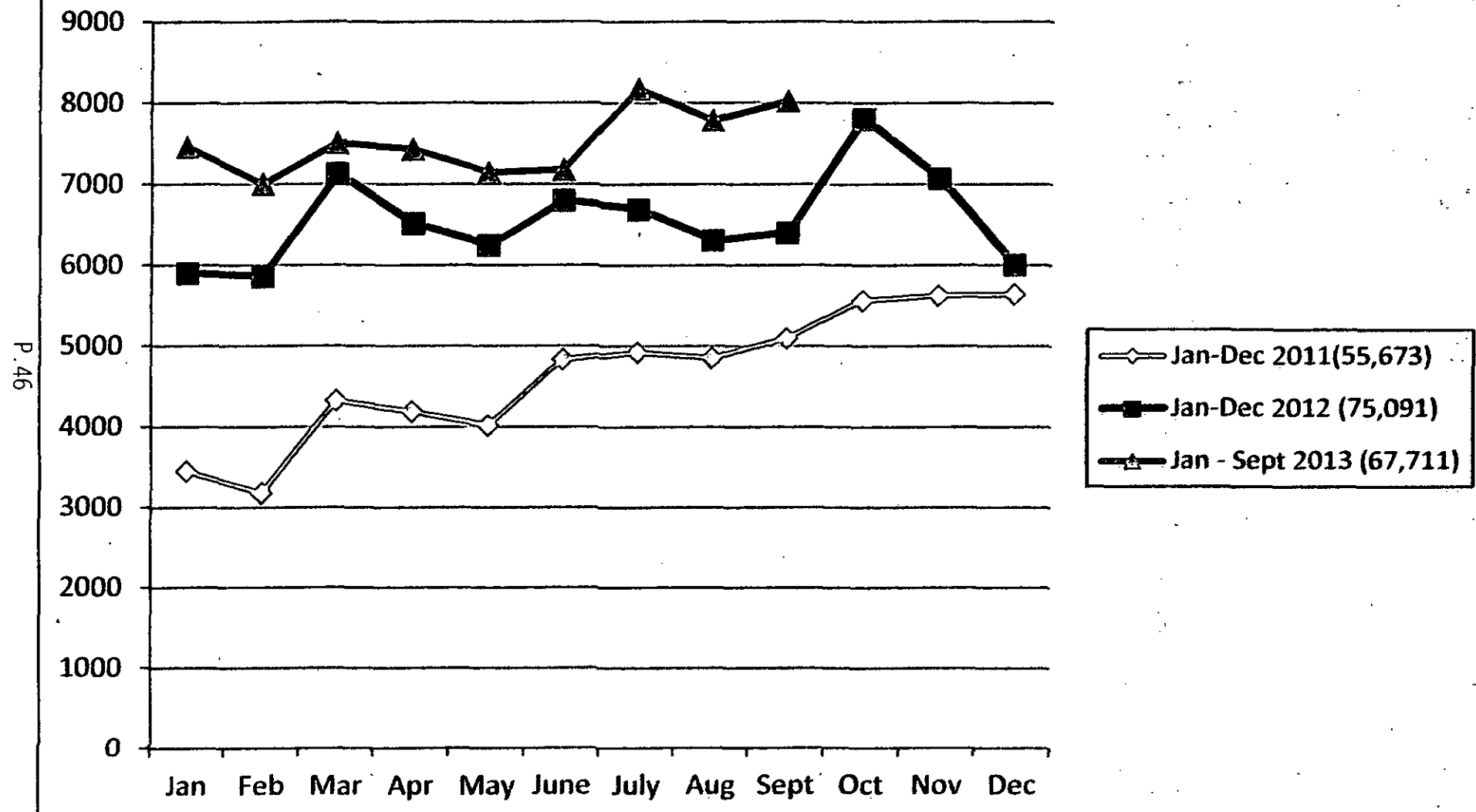
VII.E.4.

P.45



Computer Use - Wireless

VII.E.5



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

Collection Development Highlights - Goal #1

In September we focused on promoting *Gale Virtual Reference Library* via Social Media and banners and fliers in the library. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted this great resource. *Gale Virtual Reference Library* is a single source for eReference that offers students, researchers, professionals, and general readers full text interdisciplinary content on virtually any subject in an easy to search and download platform.

eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class two times in September which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 8 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class two times in September to show the public how to download eaudiobooks and ebooks. 11 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.

Baby Book Times: This program is in collaboration with District 62 and Forest School Early Learning Center (ELC). Children ages birth to 2 with a parent or caregiver come to the library to hear a story, have a sing-along and a group discussion with staffers from the ELC. There were 20 sessions in September attended by 12 parents or caregivers and 12 children for a total of 480 people.

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.

Cook County Board of Review Tax Appeal Workshop: Cook County Board of Review staffers offered this workshop to the community on how to appeal your property taxes. 170 people attended.

Film Screening and Family Discussion: Bully: This program was sponsored by the Rotary Club of Des Plaines. Melissa Ockerman, Ph.D introduced the film and led the group in a discussion of the serious problem of bullying. Ockerman is an Associate Professor in the Counseling Program at DePaul University and has done extensive research on bullying and cyber bullying. 29 people attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in September to meet with the public and answer questions. 4 people attended.

Lifelong Learning Highlights - Goal #3

Adult Computer Classes: Six adult services librarians and three reference and readers' services assistants offered 14 computer classes in September teaching over 70 people.

Family Science Expo 2013: For the fifth year in a row several Chicago area science organizations have come to the library and offered interactive exhibits for kids and their families to learn how interesting and fun science can be. Over 350 people attended.

Green By Design: A presentation by landscape historian Barbara Geiger looked at Chicago's green and sustainable movement. Attendees learned about urban agriculture, green roofs, reuse of old industrial buildings and projects they can use at home to save money. 19 people attended.

Frugal Friends Coupon Club-Frugal Decorating: In September the Frugal Friends Coupon Club discussed how to "Design on a Dime" by finding inspiration for cheap to free design ideas in books, magazines, TV and Pinterest. And they always have a coupon deal swapping. 26 people attended.

Books to Film: After a screening of the film "Life of Pi" the people in attendance then discussed the book by author Yann Martel. 29 people attended.

Family Concert with Alina Celeste: This show was a blend of sing-alongs, dance-alongs and family jams with folk tunes from the Caribbean and Latin America. 43 people attended.

DPPL Writing Group: The creative writing group met four times in September to read, give feedback and critique each other's writing. 36 people attended.

2013 Cash Budget Projection

VII.E.7
0242

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	\$ 6,390,195	\$ 6,023,241	\$ 6,437,937	\$ 7,765,661	\$ 7,450,598	\$ 6,803,655	\$ 6,253,720			
Restricted cash donations	129,481	129,483	129,673	129,675	130,100	130,257	130,508	130,508	130,920	130,920	130,920	130,920			
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	6,775,237	6,259,938	5,892,733	6,307,429	7,634,741	7,319,678	6,672,733	6,122,800			
Revenue (M-T-D)															
Property Taxes		811,352	2,151,626	435,503	41,639		945,205	1,756,511	105,688	16,186			\$6,263,710	6,263,710	
Other Revenue	15,759	12,968	23,105	37,674	14,915	45,284	17,055	17,035	96,776	19,456	19,456	19,455	338,938	338,938	
Total Revenue	15,759	824,320	2,174,731	473,177	56,554	45,284	962,260	1,773,546	202,464	35,642	19,456	19,455	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	279,871	262,361	262,361	262,361	3,410,688	3,953,725	
Contractual Services	162,138	88,509	73,481	86,021	67,180	72,601	59,888	119,218	79,802	67,804	67,804	67,804	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	68,641	67,300	115,509	76,787	57,284	56,638	95,958	95,958	95,958	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	1,176	10,394	8,832	1,012	4,520	7,505	7,505	7,506	62,270	62,270	
Other			1,064	3,720	4,550	13,243	2,625	494	14	135,763	135,763	135,764	433,000	433,000	
202	24,198		14,596	12,000	43,435	36,960	37,234	32,384	43,999	113,194			358,000	433,000	
Adjustments	(84,393)	90,891	10,233	(33,296)	(7,405)	(72,486)	61,405	(38,727)	52,683						
Total Expenses	539,202	540,650	461,683	410,562	571,696	412,238	547,564	445,822	517,527	682,585	569,391	569,393			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	62,615	(515,142)	(366,954)	414,696	1,327,724	(315,063)	(646,943)	(549,935)	(549,938)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,390,195	6,023,241	6,437,937	7,765,661	7,450,598	6,803,655	6,253,720	5,703,782			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,275,662	4,760,095	4,392,984	4,807,429	6,135,153	5,819,678	5,172,735	4,622,800	4,072,862			

P.49

2013 Contracts

VII.E.8.
0213 3170

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	
	7/17/2013	12827	201-5970100		\$6,211.54		\$6,211.54	
				\$6,211.54	\$19,695.23	\$25,906.77	\$25,906.77	
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	
	8/21/2013	12903	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$8,000.25	\$8,000.25	\$8,000.25	
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	\$4,660.75	\$4,660.75	\$4,660.75	
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	
	7/17/2013	12840	201-5930010		\$349.13		\$349.13	
	8/21/2012	12912	201-5930010		\$1,178.69		\$1,178.69	
	9/18/2013	12979	201-5930010		\$366.59		\$366.59	
	10/16/2013	13054	201-5930010		\$366.59		\$366.59	
				\$0.00	\$13,263.45	\$13,263.45	\$13,263.45	

P. 50

2013 Contracts

VII.E.8.
1170

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service								\$40,080.00 Annual
	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	
	5/21/2013	12700	201-5930320		\$3,340.00			
	5/21/2013	12700	201-5960990	\$3,248.00				
	5/21/2013	12700	201-5930320	\$6,190.00			\$12,778.00	
	6/7/2013	12774	201-5930320		\$3,340.00			
	6/7/2013	12774	201-5930020	\$140.00			\$3,480.00	
	7/17/2013	12845	201-5930320		\$3,340.00			
	7/17/2013	12845	201-5960990	\$1,872.00			\$5,212.00	
	8/21/2013	12916	201-5930320		\$3,538.00			
	8/21/2013	12916	201-5960990	\$1,272.00			\$4,810.00	
	9/18/2013	12987	201-5930320		\$3,340.00			
	9/18/2013	12987	201-5960990	\$1,072.00				
	9/18/2013	12987	201-5930320	\$5,700.00			\$10,112.00	
	10/16/2013	13058	201-5930320		\$3,340.00			
	10/16/2013	13058	201-5960990	\$2,224.00			\$5,564.00	
				\$23,022.00	\$30,258.00	\$53,280.00	\$53,280.00	
D & B POWER ASSOCIATES - Extended warranty for UPS in 4th floor server room								\$2,696.00 Annual
					\$0.00	\$0.00	\$0.00	
EDWARDS ENGINEERING - HVAC Annual Maintenance Contract								\$17,421.71 Annual
	10/16/2013	13063	201-5930020	\$883.40			\$883.40	
	10/16/2013	13062	201-5930020		\$17,421.71		\$17,421.71	
				\$883.40	\$17,421.71	\$18,305.11	\$18,305.11	
FIRST SECURITY SYSTEMS, INC. - Maintenance Agreement for the Fire Alarm System								
	10/16/2013	13068	201-5930020		\$1,697.00		\$1,697.00	\$1,697.00 Annual
				\$0.00	\$1,697.00	\$1,697.00	\$1,697.00	
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	
	8/21/2013	50453	201-5930210		\$1,488.13		\$1,488.13	
	9/18/2013	50462	201-5930210		\$1,488.13		\$1,488.13	

P. 51

2013 Contracts

VII.E.8.
0245 5170

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	10/16/2013	50473	201-5930210		\$1,488.13		\$1,488.13	
					\$9,078.78	\$9,078.78	\$9,078.78	
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	
	7/17/2013	12855	201-5930010		\$909.78		\$909.78	
	8/21/2013	12927	201-5930010		\$825.30		\$825.30	
	9/18/2013	12999	201-5930010		\$586.12		\$586.12	
	10/19/2013	13070	201-5930010		\$793.94		\$793.94	
				\$0.00	\$4,559.16	\$4,559.16	\$4,559.16	
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	
	7/17/2013	12862	201-5920110		\$3,340.00		\$3,340.00	
	9/18/2013	13008	201-5920110		\$2,860.00		\$2,860.00	
	10/16/2013	13077	201-5920110		\$3,010.00		\$3,010.00	
				\$0.00	\$15,330.00	\$15,330.00	\$15,330.00	
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	
	8/21/2013	12935	201-5930020		\$1,669.28		\$1,669.28	
				\$2,646.78	\$0.00	\$2,646.78	\$2,646.78	
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	

P. 52

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/17/2013	50445	201-5970260	\$1,000.00			\$1,000.00	
	8/21/2013	12934	201-5930210		\$177.00		\$177.00	
	9/18/2013	50461	201-5970260	\$1,000.00			\$1,000.00	
	10/16/2013	50472	201-5970260	\$1,000.00			\$1,000.00	
				\$7,086.08	\$531.00	\$7,617.08	\$7,617.08	

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	\$1,530.00			\$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	
	7/17/2013	12871	201-5920110		\$27,083.33			
	7/17/2013	12871	201-5960990	\$1,530.00				
	7/17/2013	12871	201-5980420	\$2,835.00			\$31,448.33	
	8/21/2013	12939	201-5920110		\$27,083.33			
	8/21/2013	12939	201-5920110	\$280.00				
	8/21/2013	12939	201-5960990	\$1,250.00			\$28,613.33	
	9/18/2013	13014	201-5920110	\$1,250.00	\$27,083.33			
	9/18/2013	13014	201-5920110	\$280.00				
	9/18/2013	13014	202-5980410	\$11,250.73			\$39,864.06	
	10/16/2013	13082	201-5920110		\$27,083.33			
	10/16/2013	13082	201-5960990	\$1,530.00			\$28,613.33	
				\$43,842.88	\$243,749.97	\$287,592.85	\$287,632.85	

P. 53

2013 Contracts

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
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	
	4/30/2013	50426	201-5920110		\$774.40		\$774.40	
	5/31/2013	50428	201-5920110		\$883.68		\$883.68	
	7/17/2013	50449	201-5920110		\$672.00		\$672.00	
	7/31/2013	50455	201-5920110		\$701.92		\$701.92	
	8/31/2013	50465	201-5920110		\$671.92		\$671.92	
	10/16/2013	50475	201-5920110		\$769.20		\$769.20	
				\$0.00	\$6,841.07	\$6,841.07	\$6,841.07	
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	
	7/17/2013	12876	201-5960990		\$76.32		\$76.32	
					\$228.96	\$228.96	\$228.96	
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	
	5/21/2013	12738	201-5930490		\$364.00		\$364.00	
	6/7/2013	12766	201-5930490		\$361.48		\$361.48	
	7/17/2013	12877	201-5930490		\$359.71		\$359.71	
	8/21/2013	12902	201-5930490		\$359.17		\$359.17	
	9/18/2013	13021	201-5930490		\$474.77		\$474.77	
	10/16/2013	13087	201-5930490		\$474.77		\$474.77	
					\$3,480.52	\$3,480.52	\$3,480.52	
SCHINDLER ELEVATOR CORPORATION								
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	\$7,500.00 Annual
	9/18/2013	13024	201-5930020		\$1,237.30		\$1,237.30	
	10/16/2013	13092	201-5930020		\$645.47		\$645.47	
				\$1,882.77	\$7,262.76	\$9,145.53	\$9,145.53	
SOMETHING FISHY - Aquarium Services								
	2/20/2013	12533	201-5960990		\$71.88			\$1,440.00 Annual

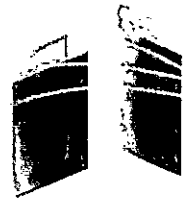
P. 54

2013 Contracts

VII.E.8.
8170

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	2/20/2013	12533	201-5960990	\$11.98	\$0.00		\$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
	10/16/2013	13100	201-5960990		\$5,250.00		\$5,250.00	
				\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	
						\$511,795.26		

P.55



Des Plaines Public Library

work. learn. play. www.dppl.org

January, 2014 – January, 2015 Library Closings

Wednesday, January 1, 2014	New Year's Day
Thursday, March 6, 2014	Late Opening for All Staff Meeting
Sunday, April 20, 2014	Easter
Sunday, May 25, 2014	Memorial Day Holiday
Monday, May 26, 2014	Memorial Day
Wednesday, June 4, 2014	Late Opening for All Staff Meeting
Friday, July 4, 2014	Independence Day
Sunday, August 31, 2014	Labor Day Holiday
Monday, September 1, 2014	Labor Day
Tuesday, September 9, 2014	Late Opening for All Staff Meeting
Thursday, November 27, 2014	Thanksgiving
Friday, December 12, 2014	Late Opening for All Staff Meeting
Wednesday, December 24, 2014	Christmas Eve
Thursday, December 25, 2014	Christmas Day
Wednesday, December 31, 2014	New Year's Eve
Thursday, January 1, 2015	New Year's Day

Approved

SEPTEMBER

0250

J. S. MARY

2014 Des Plaines Public Library Budget Highlights and Special Projects
1.5% Levy Decrease from 2013

Fund	Account	2013	2014	%	Notes
2110		Amount	Amount	Change	
Main Budget					
	Salaries	\$2,875,901	\$2,887,154	0.01%	
	Benefits	\$1,077,824	\$997,096	-7%	
Contractual Services					
920110	Prof. Services	\$362,000	\$415,050	14%	First IT Contract increase in six years
930020	R M Buildings	\$132,150	\$160,650	-23%	Reduced carpet/furniture cleaning costs
930210	Rental of Equipment	\$31,300	\$21,085	-32%	New copier contract
960990	Misc. Contractual Services	\$84,300	\$90,495	7%	Updated Midwest Tape processing costs
Commodities					
970100	Office Supplies	\$105,300	\$72,500	-31%	Reduction in RFID Tags costs
970600	Ebooks/Books	\$342,000	\$368,000	7%	Overall E-content spending has increased \$15,500 from 2013 (33%).
970610	Eaudio/Audio Materials	\$72,000	\$79,500	10%	
970620	Esubscriptions/Subscriptions	\$68,000	\$69,000	2%	
970630	Visual Materials	\$106,000	\$124,500	17%	
970640	Databases	\$185,000	\$200,000	8%	
970650	Downloadable Materials	\$45,000	\$0	-100%	E spending was broken out by content into other material lines.
	Total Materials Budget	\$818,000	\$841,000	3%	
970900	Equipment under \$5,000	\$0	\$11,400		Two RFID pads to improve staff workflow, two wall monitors for patron study rooms, two high output paper cutters for Creative Services
Capital Expenditures					
980410	Computer Hardware	\$7,300	\$13,000	82%	iMac, printer replacements (lifecycle)

Fund 202 Per Capita	Account	2013 Amount	2014 Amount	% Change	Notes
920202	Conferences	\$0	\$20,000		Professional development such as conferences, workshops, in-house training
960990	Misc. Contractual Services	\$29,000	\$22,000	-24%	Digi costs moved to main budget, marketing costs reduced, internship program expanded.
980400	Equipment	\$30,000	\$18,000	40%	Early Literacy Center costs moved to Capital Projects Fund

Fund 202 Capital Projects	Account	2013 Amount	2014 Amount	% Change	Notes
920110	Professional Services	\$15,000	\$20,000	33%	Space Audit
980300	Improvements	\$96,000	\$258,000	270%	Early Literacy Center, First year of two year plan, other projects as listed.
980410	Computer Hardware	\$45,000	\$97,950	100%	Major lifecycle replacements; servers and monitors. Self-check upgrade. Digital devices for circulation and training.



**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

WEDNESDAY, AUGUST 28, 2013

4:00 PM

Conference Room – Second Floor

Agenda:

- **Review 2014 Budget**

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



Des Plaines
Public Library

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
August 28, 2013
4:00 PM

- I. Call to Order.
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Department Heads Presentations.
- V. Review 2014 Budget Documents.
- VI. Adjournment.

Department Summary, Des Plaines Public Library 2014 Budget

Fund 201/2130, Per Capita Grant = \$60,000

Fund 202, Capital Projects = \$421,250

DEPT FUND ACCOUNT

Adult Services

Salaries/Benefits		\$1,134,363	12 FT	\$969,147	8 PT	\$165,217
	Programs	\$19,000				
Commodities	Materials	\$674,500				Includes ALL subscriptions and dbases
Per Capita Grant	Conferences	\$8,500				ALA, ILA, Computers in Libraries
	Equipment	\$18,000				CD Shelving replacement
	Software	\$7,200				Digitization software, storage license
Capital Projects	Improvements	\$12,500				Third Floor e-Bar project
	Hardware	\$5,300				Digital devices for staff/patron training
	TOTAL	\$1,879,363				

Administration

Salaries/Benefits		\$479,211	4 FT	\$479,211	PT	\$0
Contractual Services	Conferences	\$3,500				ALA, ILA, HR, other conferences
Capital Projects	Prof. Services	\$20,000				Space Audit
	TOTAL	\$482,711				

Building and Security Services

Salaries/Benefits		\$220,740	2 FT	\$144,342	8 PT	\$76,398
Contractual Services	R & M buildings	\$60,000				HVAC Controls upgrade
Capital Projects	Improvements	\$17,000				Public Bathroom partitions
		\$18,500				Staff Kitchen
		\$80,000				4th Floor carpeting
	Furniture/Fixtures	\$30,000				Public seating (meeting rooms)
	TOTAL	\$297,740				

Circulation Services

Salaries/Benefits		\$968,187	7 FT	\$517,750	41 PT	\$450,437
Per Capita Grant	Conferences	\$1,350				PLA conference and local workshops
	TOTAL	\$969,537				

IT Services

Contractual Services	Prof. Services	\$378,549				Annual contract for services provided
Contractual Services	Hardware	\$10,600				Various, see page 8 of draft budget
Capital Projects	Hardware	\$18,500				3M upgrade
		\$14,250				Client Virtualization Server
		\$15,600				Monitors (lifecycle)
		\$6,500				Nomadix (lifecycle)
		\$28,800				Virtual Server Replacements
	Software	\$7,800				Fail Over for Virtual Servers
	TOTAL	\$407,649				

DEPT FUND ACCOUNT

Public Information Services

Salaries/Benefits		\$205,255	2 FT	\$173,259	1 PT	\$31,995
Commodities	Printing	\$6,500	Outside printing for large scale projects			
	Equipment	\$2,900	Two high output paper cutters			
Cap. Expenditures	Hardware	\$2,400	iMac replacement (lifecycle)			
	Software	\$3,600	Creative Cloud license			
Per Capita Grant	Conferences	\$1,000	ILA conference			
	Misc. Contractual	\$15,000	Marketing Campaign			
TOTAL		\$236,655				

Technical Services

Salaries/Benefits		\$317,381	5 FT	\$293,676	2 PT	\$18,705
Contractual Services	Misc. Contractual	\$46,600	Midwest Tape, Baker & Taylor			
Commodities	Supplies	\$40,000	RFID tags, processing supplies			
	Equipment	\$6,000	Two RFID pads			
Cap. Expenditures	Software	\$1,260	Cataloging software			
Per Capita Grant	Conferences	\$2,000	Reaching Forward, PLA, LACONI			
TOTAL		\$413,241				

Web Services

Salaries/Benefits		\$89,586	1 FT	\$75,728	1 PT	\$13,858
Cap. Expenditures	Hardware	\$1,200	Workstation (lifecycle)			
	Software	\$4,700	Website software and apps			
Per Capita Grant	Conferences	\$1,250	Code4Lib, PLA conference			
Capital Projects	Equipment	\$4,500	Video Equipment, lighting			
	Hardware	\$4,000	Digital devices for staff/patron training			
	Software	\$3,000	Web development			
TOTAL		\$108,236				

Youth Services

Salaries/Benefits		\$548,535	6 FT	\$430,736	5 PT	\$117,799
Contractual Services	Misc. Contractual	\$5,000	Aquarium service			
	Programming	\$16,500				
Commodities	Materials	\$167,760	Subscriptions/dbases are in AS budget			
Per Capita Grant	Conferences	\$3,000	ILA, PLA, ISLMA conferences			
	Misc. Contractual	\$7,000	Early Literacy Internships			
Capital Projects	Hardware	\$5,500	Devices for staff training/circulation			
	Improvements	\$130,000	Early Literacy Area, first year			
TOTAL		\$883,295				

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

Fund 201		Des Plaines Public Library							
		Revenue - Fund 2110 & 2130							
	Account	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Proposed
TAXES									
810021	Property Taxes 2004	(47,047)							
810022	Property Taxes 2005	(41,676)	(66,433)						
810023	Property Taxes 2006	150,542	(57,055)						
810024	Property Taxes 2007	6,416,768	101,622	(61,672)					
810025	Property Taxes 2008		6,640,190	271,311					
810026	Property Taxes 2009			6,143,299					
810027	Property Taxes 2010				6,625,483				
810028	Property Taxes 2011					6,385,802			
810028	Property Taxes 2012						6,263,710	6,263,710	6,169,754
TOTAL TAXES		6,478,587	6,618,324	6,352,938	6,625,483	6,385,802	6,263,710	6,263,710	6,169,754
INTERGOVERNMENTAL REVENUE									
810800	Personal Prop Repl Tax	92,988	92,988	46,494	92,988	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	68,943	68,892	59,949	60,080	59,852	59,000	59,000	60,000
822095	State Grant: Library	15,000	0		4,000			4,000	
TOTAL INTERGOVERNMENTAL REVENUE		176,931	161,880	106,443	157,068	152,840	151,988	155,988	152,988
FINES & FEES									
850101	Library Fees	115,540	114,466	5,397	3,738	3,842	4,000	4,500	4,000
850102	Library Fines			100,091	71,758	67,290	72,000	54,000	50,000
850103	Library Fines Credit Card			22,021	37,644	48,861	45,000	59,000	65,000
850201	Copying Fees	25,407		27,964	24,833	25,548	30,000	30,000	30,000
850202	Damaged Materials			717	952	3,643	700	1,200	1,000
850203	Lost Materials			7,251	5,513	5,679	6,500	8,000	6,000
850205	Bags			815	721	729	750	750	750
850207	Non-Resident Cards			1,576	1,865	1,163	1,000	1,000	1,000

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

2570

	<u>Account</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
850208	Meeting Room Fees			0	0	0	2,000	1,500	1,500
TOTAL FINES		140,947	114,466	165,832	147,024	156,755	161,950	159,950	159,250
TOTAL TAXES		6,796,465	6,894,670	6,625,213	6,929,575	6,695,397	6,577,648	6,579,648	6,481,992
SPECIAL PROGRAMS & EVENTS									
850215	Special Programs & Events	1,298	4,550	665	0	0	0	3,500	1,000
TOTAL SPECIAL PROGRAMS & EVENTS		1,298	4,550	665	0	0	0	3,500	1,000
OTHER REVENUE									
890010	Interest Income	28,929	6,204	4,167	2,434	5,153	4,000	2,500	4,000
890050	Sale of Fixed Assets	-	0	0	0	15,390	0	0	0
899900	Miscellaneous Revenue	48,461	24,978	31,748	26,078	19,712	20,000	26,000	20,000
899920	Library Donations	67,708	6,144	6,020	5,932	1,471	1,000	1,500	1,200
TOTAL OTHER REVENUE		145,098	37,326	41,935	34,444	41,726	25,000	30,000	25,200
FUND TOTAL-Unaudited		6,942,861	6,936,546	6,667,813	6,964,019	6,737,123	6,602,648	6,613,148	6,508,192
FUND TOTAL-Audited		6,948,364	6,965,236	6,667,810	6,964,018	6,735,227			

**HISTORICAL COMPARISON
2009-2014 DPPL BUDGETS**

8570

Fund 202		Des Plaines Public Library							
		Revenue - Capital Projects Fund							
<u>Account</u>		<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
OTHER REVENUE									
890010	Interest Income	17960	628	3		212			
899900	Miscellaneous Revenue		2978						
899920	Library Donations								
TOTAL OTHER REVENUE		17,960	3,606	3		212			
OTHER FINANCING SOURCES									
898902	Transfer from Lib Fund	400,000	200,000		200,000		300,000	300,000	300,000
TOTAL OTHER FINANCING SOURCE		400,000	200,000	0	200,000	0	300,000	300,000	300,000
FUND TOTAL		417,960	203,606	3	200,000	212	300,000	300,000	300,000

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

6570

Fund 201		Des Plaines Public Library							
		Expenditures - Fund 2110 & 2130							
	<u>Account</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
SALARIES									
910100	Full-time Salaries	1,899,846	2,003,621	2,481,594	1,969,393	1,998,539	2,098,574	2,098,574	2,136,266
910200	Part-time Salaries	891,488	753,696	284,402	780,066	693,370	777,327	777,327	750,888
910400	Non-Supervisory Overtime	0	0	443			0		
910500	Vacation Pay	168,440	162,031	105,508					
910600	Sick Pay	60,196	62,381	61,366					
910700	Holiday Pay	72,281	79,435	47,018					
910900	Act/Out of Class/Premium	63	724	2,692			0		
910950	Excess Sick Hrs Pay out	2,513	1,748	2,899			0		
910970	Compensated Absences	13,106	(10,739)	0	89,579		0	0	
TOTAL SALARIES		3,107,933	3,052,897	2,985,922	2,839,038	2,691,909	2,875,901	2,875,901	2,887,154
BENEFITS									
918010	Unemployment Compensatio	636	1,406	8,854	14,530	25,898	78,000	2,000	2000
918020	Employer Contr - FICA	231,626	229,355	221,366	203,967	204,816	216,328	205,000	216537
918021	Employer Contr - IMRF	268,923	267,499	288,334	286,755	315,190	363,636	300,000	363640
	EAP Program	641	662	0	0	0	0	0	0
918040	Life Ins Premiums	7,724	6,545	2,608	590	304	4,100	4,100	4212
918050	PPO Insurance Premiums	277,132	338,038	343,282	228,505	244,219	275,713	211,000	254207
918051	HMO Insurance Premiums	109,087	105,472	105,945	81,700	85,883	99,504	100,500	106686
918055	Dental Insurance Premiums	22,161	24,643	28,899	23,117	21,022	25,543	21,000	23314
918070	Workers Compensation	8,332	13,793	13,929	13,407	7,266	13,500	25,000	25000
918085	RHS Plan Payout	3886	18,418	5,214	0	0	1,500	0	1,500
TOTAL BENEFITS		930,148	1,005,831	1,018,431	852,571	904,598	1,077,824	868,600	997,096
CONTRACTUAL SERVICES									
920100	Legal Fees	1,631	589	6,990	2,642	2,958	9,000	3,000	5,000
920105	Costs of Litigation	0	0	154	0	0			
920110	Professional Services	256,853	354,478	369,784	355,119	358,899	362,000	362,000	415,050

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

0970

	<u>Account</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
920120	Communication Services	25,159	31,803	32,894	35,080	30,382	34,100	41,400	39,910
920140	Integrated Library System	47,573	57,304	80,669	83,089	82,326	98,500	98,500	98,500
920202	Conferences	18,506	4,144	0	0	2,805	5,000	5,000	0
920204	Training	1,440	6,084	274	0	1,749	5,000	5,000	5,000
	Tuition Reimbursements	4,355	4,229	0	0	0			
	In-Service Training	0	877	0	0	0			
920220	Membership Dues	7,364	7,816	3,469	1,440	6,685	7,000	7,000	7,000
	Licensing/Titles	0	50	50	110	0			
920230	Publication of Notices	3,705	1,101	971	278	90	2,000	2,000	2,000
920990	Property/Liab Insurance	33,262	25,773	18,652	37,920	31,878	33,000	43,200	43,500
930010	R & M Equipment	151,971	100,398	129,488	128,323	108,291	112,650	112,650	106,260
930020	R & M Bldgs & Structures	66,146	102,375	77,735	107,482	98,890	132,150	130,000	160,650
930030	R & M Vehicles	3,239	7,873	6,056	8,290	1,396	1,000	0	250
930195	Book Binding & Repair	1,620	538	215	302	180	0	250	0
930210	Rental of Equipment	366	1,660	1,804	26,063	27,479	31,300	31,300	21,085
930320	Cleaning: Custodial Services	97,583	112,179	109,266	67,281	52,348	47,400	47,400	48,100
930490	Refuse Contract	6,679	5,496	6,159	6,450	6,739	6,000	5,000	5,000
960040	Pre-Employment Testing	0	69	0	-	-	250	250	1,700
	Travel Expenses	558	1,972	0	-	-	1,800	2,380	2,400
960065	E-Pay Fees	0	55	689	227	2,036	500	500	500
	Mileage	0	0	0	-	507	38,800	38,800	40,800
960210	Special Event Programming	27,465	28,007	0	3,334	28,458			
960990	Misc. Contractual Services	118,525	89,189	73,098	77,138	76,763	84,300	90,000	90,495
TOTAL CONTRACTUAL SERVICES-Unaudited		874,000	944,059	918,417	940,568	920,859	1,011,750	1,025,630	1,093,200
TOTAL CONTRACTUAL SERVICES-Audited		945,819	1,008,365	924,567	963,915	928,841			

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

1920

	<u>Account</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
COMMODITIES									
970100	Office Supplies	224,871	85,172	78,577	63,943	72,114	105,300	105,300	72,500
970110	Meals	2,139	2,987	1,266	1,446	4,534	2,000	2,000	1,500
970115	Supplies: Dept./Other	0	12	0	-	5,683	5,200	4,000	6,200
970170	Janitorial	23,454	22,633	20,416	24,555	17,981	28,300	25,000	25,300
970260	Postage and Parcel	10,671	10,459	16,421	12,739	8,642	15,000	15,000	15,000
970270	Printing	15,744	10,606	1,272	2,200	4,849	6,500	8,550	5,000
970500	Purchase of Water	9827	0	4,240	4,842	4,179	4,500	4,300	4,500
970600	Ebooks/Books	463,933	463,933	351,627	386,975	306,548	342,000	342,000	368,000
970610	Eaudio/Audio Materials	71,126	71,126	49,066	72,713	63,640	72,000	72,000	79,500
970620	Esubscriptions/Subscriptions	63,532	63,532	64,560	56,244	45,491	68,000	68,000	69,000
970630	Visual Materials	91,670	91,670	81,302	109,614	98,775	106,000	106,000	124,500
970640	Databases	127,900	127,900	112,455	118,741	163,261	185,000	185,000	200,000
970650	Downloadable Materials	0	0	0	0	34,882	45,000	50,000	0
970810	Natural Gas	23,464	23,464	15,696	15,467	12,324	26,000	20,000	20,000
970820	Electricity	0	0	0	-	-	0	0	-
970840	Diesel	0	0	2,201	2,872	-	0	0	-
970850	Gasoline	9	9	452	752	706	1,000	750	750
970900	Equipment < \$5,000	14,257	14,257	4,639	1,980	3,717	0	0	11,400
TOTAL COMMODITIES-Unaudited		1,142,597	987,760	804,190	875,083	847,326	1,011,800	1,007,900	1,003,150
TOTAL COMMODITIES-Audited		1,166,316	1,104,490	804,190	875,083	867,919			

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

2920

	<u>Account</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
CAPITAL EXPENDITURES									
980300	Improvements	0	0	0	0	0	0	0	0
980400	Equipment	0	0	42,715	0	0	0	0	0
980410	Computer Hardware	2,444	2,444	1,164	7,561	10,117	7,300	7,300	13,000
980420	Computer Software	13,875	13,875	20,519	19,550	52,535	39,770	39,000	41,405
980600	Furniture & Fixtures	7,257	7,257	8,531	20,942	16,795	15,200	15,200	15,000
TOTAL CAPITAL EXPENDITURES-Unaudited		23,576	23,576	72,929	48,053	79,447	62,270	61,500	69,405
TOTAL CAPITAL EXPENDITURES-Audited		47,152	104,507	132,878	112,099	141,122			
OTHER FUNDING ACTIVITIES									
990900	Per Capita Grant Expenditure	68,952	68,900	59,949	60,104	51,111	58,000	59,000	60,000
990901	Grant Expenditures	0	0	0	3,942	325	0	4,000	-
	Trans To D/S: 2002A Bond	14,852	14,852	6,150	23,469	-			
990940	Trans to Lib Cap Proj FND	400,000	400,000	0	200,000	-	300,000	300,000	300,000
	Trans To D/S: 2003B Bond	10,995	10,995	0	-	-			
993000	Contingency Reserve	0	0	0	-	-	75,000	0	75,000
TOTAL OTHER FUNDING ACTIVITIES		425,847	494,747	66,099	287,515	51,436	433,000	363,000	435,000
LIBRARY TOTALS-Unaudited		6,504,101	6,508,870	5,865,988	5,842,828	5,495,575	6,472,545	6,202,531	6,485,005
LIBRARY TOTALS-Audited		6,173,792	6,276,090	5,865,988	5,642,706	5,534,389			

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

3970

FUND 201		Des Plaines Public Library							
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT							
	<u>Account</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
CONTRACTUAL SERVICES									
920202	Conferences	12174	7704	1546		1,206			20,000
920204	Training	2506	4500	1203					
920210	In-Service Training	3447	1559	3367					
920220	Membership Dues			1656					
960070	Travel Expenses		234	593					
960210	Special Event Prog		9246	19141					
960990	Misc Contractual Svcs	27844	15260	7153		12,123	29,000	29000	22,000
TOTAL CONTRACTUAL		45,971	38,503	34,659		13,329	29,000	29,000	42,000
COMMODITIES									
970260	Postage and Parcel	6,000	2,000						
970270	Printing-Reprod-Binding	16,981	15,686						
TOTAL COMMODITIES		22,981	17,686						
CAPITAL EXPENDITURES									
980400	Equipment		12703	25290			30,000	30,000	18,000
980410	Computer Hardware					46,571			
TOTAL CAPITAL			12,703	25,290		46,571	30,000	30,000	18,000
PER CAPITA TOTALS		68,952	68,892	59,949	64080	59,900	59,000	59,000	60,000

**HISTORICAL COMPARISON
2008-2014 DPPL BUDGETS**

1920

Fund 202		Des Plaines Public Library							
		Expenditures - Capital Projects Fund							
Account		2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Proposed
CONTRACTUAL SERVICES									
920110	Professional Services	29,627	843				15,000	15,000	20,000
960990	Misc Contractual Svcs	8,033	560					0	
TOTAL CONTRACTUAL SERVICES		37,660	1,403	0	0	0	15,000	15,000	20,000
CAPITAL EXPENDITURES									
980300	Improvements	176,545	43,008			40,969	96,000	96,000	258,000
980400	Equipment	552,235	12,088	38,047		12,019	60,000	50,000	4,500
980410	Computer Hardware	120,165	81,913		41,266		45,000	45,000	97,950
980420	Computer Software		4,470				55,000	45,000	10,800
980600	Furniture & Fixtures						82,000	82,000	30,000
990990	Vehicles					30,057	0		
TOTAL CAPITAL EXPENDITURES		848,945	141,479	38,047	41,266	83,045	368,000	348,000	401,250
DIVISION TOTALS-Unaudited		886,605	142,882	38,047	41,266	83,045	388,000	363,000	421,250
DIVISION TOTALS-Audited		886,605	142,882	70,613	41,266	83,045			

Historical Comparison, Des Plaines Public Library 2011-2014 E-Spending

E-Spending Total: Content Plus Software/Licensing Fees

Product/Project	2011	2012	2013	2014
Overdrive	\$8,500	\$14,300	\$17,680	\$26,000
Freegal	\$0	\$17,650	\$13,500	\$14,000
Zinio/Online Magazines	\$0	\$3,000	\$12,400	\$16,500
Streaming Film Products*	\$0	\$1,200	\$1,300	\$10,000
Digitization projects**	\$30,000	\$11,000	\$7,150	\$11,110
TOTAL	\$38,500	\$47,150	\$52,030	\$77,610
% Change		22%	10%	49%

*Alexander Street, New Line Cinema, Hoopla

**Des Plaines Memory, newspapers, phone directories

Materials Spending (Content Only) by Account

A separate downloadable materials fund was created in 2012. Previously, this spending came from other material funds. For the 2014 budget we plan to group spending by content (books, recordings, films) and not by format (E vs. physical).

Account	2011	2012	2013	2014	E as %	E in \$
Ebooks/Books	\$401,805	\$350,000	\$342,000	\$368,000	7%	\$ 26,000
Eaudio/Audio Materials	\$90,200	\$74,000	\$72,000	\$79,500	18%	\$ 14,000
Esubscriptions/Subscriptions	\$69,500	\$68,000	\$68,000	\$69,000	24%	\$ 16,500
Visual Materials	\$111,000	\$111,000	\$106,000	\$124,500	8%	\$ 10,000
Databases/Reference	\$128,900	\$165,000	\$185,000	\$200,000	83%	\$ 165,000
Downloadable Materials	\$0	\$33,000	\$45,000	\$0		
TOTAL	\$801,405	\$801,000	\$818,000	\$841,000	28%	\$ 231,500

Device Spending

	2011	2012	2013	2014
E-readers	\$1,050	\$300	\$1,500	\$5,800
Tablets	\$0	\$0	\$1,350	\$4,400
Laptops	\$0	\$3,200	\$0	\$2,000
Early Literacy	\$0	\$300	\$1,665	\$3,500
Other*	\$0	\$0	\$0	\$1,500
	\$1,050	\$3,800	\$4,515	\$17,200

* Arduinos, iTouches, Raspberry Pi, etc.

2014 Des Plaines Public Library Fund – Levy Decrease 1.5%

The 2014 DPPL budget will continue to support our strategic goals by reducing the tax levy, re-inventing our spaces and services to meet changing community needs, deploying new technologies, and addressing building and furnishing needs in a planned way. Staffing levels remain substantially reduced from past years, while the library continues to create new and transforming services for the community. Specific budgeting plans include:

- Reducing property taxes in real dollars by 1.5%, which translates to a 4.38% decrease over the extended amount in taxes collected in 2013 (a total decrease of \$94,000).
- Increasing funds for e-resources. Goal #1 (\$60,500, an increase of \$15,500 or 33% from 2013)
- Allocating more hours to teen services and programs. Operations Plan (\$94,770, an increase of \$56,120 in salary and benefits from \$38,650 in 2013)
- Funding the following capital projects:
 - Develop a space assessment plan with library architect (Goal #3, Operations Plan, \$20,000)
 - Create a center for digital literacy training on the third floor (Goal #3, \$12,500)
 - Create an early literacy center for families on the second floor (Goal #3, Operations Plan, \$130,000, part one of a two year plan)
 - Replace fourth floor carpeting (Operations Plan, \$80,000)
 - Replace public restroom partitions (\$17,000)
 - Replace public seating in the meeting rooms (Operations Plan, \$30,000)

Library Operating Fund	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Proposed
Beginning Balance	\$ 2,335,477	\$ 3,456,789	\$ 4,471,877	\$ 4,299,980	\$ 4,410,597
Revenues	\$ 6,964,020	\$ 6,735,227	\$ 6,602,648	\$ 6,613,148	\$ 6,508,192
Expenditures	\$ (5,842,708)	\$ (5,534,389)	\$ (6,474,545)	\$ (6,202,531)	\$ (6,485,005)
Transfers	\$ -	\$ (185,750)	\$ (300,000)	\$ (300,000)	\$ (300,000)
Reserve Fund	\$ -				\$ (1,500,000)
Ending Balance	\$ 3,456,789	\$ 4,471,877	\$ 4,299,980	\$ 4,410,597	\$ 2,633,784

Library Capital Projects Fund	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Proposed
Beginning Balance	\$ 152,773	\$ 311,507	\$ 428,673	\$ 395,673	\$ 362,673
Revenues		\$ 211	\$ -		\$ -
Expenditures	\$ (41,266)	\$ (83,045)	\$ (333,000)	\$ (333,000)	\$ (421,250)
Transfers	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000	\$ 300,000
Ending Balance	\$ 311,507	\$ 428,673	\$ 395,673	\$ 362,673	\$ 241,423

0267
DRAFT

2014 BUDGET

8/20/2013

Library Staff	2010	2011	2012	2013	2014
Full Time	46	38	38	38	39
Part Time	65 (FTE 26.4)	70 (FTE 28.5)	66 (FTE 26.8)	66 (FTE 26.8)	66 (FTE 25.8)
Total FTE	72.4	66.5	64.8	64.8	64.8

Fund 201		Des Plaines Public Library			
		Revenue - Fund 2110 & 2130			
Account		2012 Actual	2013 Budget	2013 Projected	2014 Proposed
TAXES					
810025	Property Taxes 2008				
810026	Property Taxes 2009				
810027	Property Taxes 2010	6,385,802			
810028	Property Taxes 2011				
810028	Property Taxes 2012		6,263,710	6,263,710	6,169,754
TOTAL TAXES		6,385,802	6,263,710	6,263,710	6,169,754
INTERGOVERNMENTAL REVENUE					
810800	Personal Prop Repl Tax	92,988	92,988	92,988	92,988
822040	State Grant: Per Capita	59,852	59,000	59,000	60,000
822095	State Grant: Library	0		4,000	
TOTAL INTERGOVERNMENTAL REVENUE		152,840	151,988	155,988	152,988
FINES & FEES					
850101	Library Fees	3,842	4,000	4,500	4,000
850102	Library Fines	67,290	72,000	54,000	50,000
850103	Library Fines Credit Card	48,861	45,000	59,000	65,000
850201	Copying Fees	25,548	30,000	30,000	30,000
850202	Damaged Materials	3,643	700	1,200	1,000
850203	Lost Materials	5,679	6,500	8,000	6,000
850205	Bags	729	750	750	750
850207	Non-Resident Cards	1,163	1,000	1,000	1,000
850208	Meeting Room Fees	0	2,000	1,500	1,500
TOTAL FINES		156,755	161,950	159,950	159,250
TOTAL TAXES		6,695,397	6,577,648	6,579,648	6,481,992
SPECIAL PROGRAMS & EVENTS					
850215	Special Programs & Events	0	0	3,500	1,000
TOTAL SPECIAL PROGRAMS & EVENTS		0	0	3,500	1,000
OTHER REVENUE					
890010	Interest income	5,153	4,000	2,500	4,000

DRAFT

2014 DPPL BUDGET

8/27/2013 6970

	<u>Account</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>
890050	Sale of Fixed Assets	15,390	0	0	0
899900	Miscellaneous Revenue	19,712	20,000	26,000	20,000
899920	Library Donations	1,471	1,000	1,500	1,200
TOTAL OTHER REVENUE		41,726	25,000	30,000	25,200
FUND TOTAL		6,737,123	6,602,648	6,613,148	6,508,192

Fund 202		Des Plaines Public Library			
		Revenue - Capital Projects Fund			
	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed
OTHER REVENUE					
890010	Interest Income	212	0		
899900	Miscellaneous Revenue				
899920	Library Donations				
TOTAL OTHER REVENUE		212	0		
OTHER FINANCING SOURCES					
898902	Transfer from Lib Fund		300,000	300,000	300,000
TOTAL OTHER FINANCING SOURCES		0	300,000	300,000	300,000
FUND TOTAL		212	300,000	300,000	300,000

Fund 201		Des Plaines Public Library					
		Expenditures - Fund 2110 & 2130					
	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
SALARIES							
910100	Full-time Salaries	2,039,071	2,098,574	2,098,574	2,136,266		
910200	Part-time Salaries	693,370	777,327	777,327	750,888		
910400	Non-Supervisory Overtime		0				
910500	Vacation Pay						
910600	Sick Pay						
910700	Holiday Pay						
910900	Act/Out of Class/Premium		0				
910950	Excess Sick Hrs Pay out		0				
910970	Compensated Absences		0	0			
TOTAL SALARIES		2,732,441	2,875,901	2,875,901	2,887,154		
BENEFITS							
918010	Unemployment Compensation	25,898	78,000	2,000	2,000		
918020	Employer Contr - FICA	204,816	216,328	205,000	216,537		
918021	Employer Contr - IMRF	319,328	363,636	300,000	363,640		
918040	Life Ins Premiums	304	4,100	4,100	4,212		
918050	PPO Insurance Premiums	244,219	275,713	211,000	254,207		
918051	HMO Insurance Premiums	85,883	99,504	100,500	106,686		
918055	Dental Insurance Premiums	21,022	25,543	21,000	23,314		
918070	Workers Compensation	7,266	13,500	25,000	25,000		
918085	RHS Plan Payout	0	1,500	0	1,500		
TOTAL BENEFITS		908,736	1,077,824	868,600	997,096		
CONTRACTUAL SERVICES							
920100	Legal Fees	2,958	9,000	3,000	5,000	Legal Fees	5,000
920110	Professional Services	358,899	362,000	362,000	415,050	Accounting Service	20,500
						Audit	5,000
						IT Management Service	378,550
						Payroll Service	11,000
920120	Communication Services	30,382	34,100	41,400	39,910	AT&T	8,400
						Call One	3,600
						Comcast	5,850
						Level 3	6,000
						McLeod	4,680
						Verizon	9,000
						Wide Open West (WOW)	2,380
920140	Integrated Library System	82,326	98,500	98,500	98,500	CCS/Data Processing/OCLC	98,500
920202	Conferences	2,805	5,000	5,000	0		
920204	Training	1,749	5,000	5,000	5,000	Safety Training	500
						Staff Development	4,500
920220	Membership Dues	6,685	7,000	7,000	7,000		

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
920230	Publication of Notices	90	2,000	2,000	2,000		
920990	Property/Liab Insurance	31,878	33,000	43,200	43,500		
930010	R & M Equipment	108,291	112,650	112,650	106,260	3M Equipment (security/checkout/workstations)	22,200
						APC Air Removal Unit	150
						Appliance Repair	1,000
						AWE Annual Agreement	3,000
						Backflow Device Testing	1,500
						COTG Printer Support	6,800
						IDS Annual Agreement	11,500
						Impact Copier Support	11,250
						JJ Packard UPS Annual Agreement	1,000
						Laminator Maintenance Contract	650
						Lyngsoe (sorter)	26,500
						Network Maintenance - Cisco Smartnet, Switches, Routers/Juniper	9,910
						Microfilm Reader Maintenance	2,000
						RTI Disc Cleaner Annual Agreement	1,500
						SARA Workstation Agreement	300
						TBS Annual Agreement	6,000
						Wireline (telephone repair service)	1,000

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
930020	R & M Bldgs & Structures	98,890	132,150	130,000	160,650	Carpeting	2,500
						Door Maintenance	6,000
						Elevator Maintenance	8,100
						Fire Protection Equipment Testing	8,800
						Furniture/Carpet/Draperies Cleaning	24,400
						HVAC Controls	60,000
						HVAC Maintenance Agreement	17,500
						HVAC Water Treatment	1,000
						Lighting/Electrical	9,100
						Meeting Room Partition Maintenance	750
						Painting	10,000
						Plumbing Repairs	4,000
						Security Camera Repair	3,500
						Woodwork Repair/Carpentry	5,000
930030	R & M Vehicles	1,396	1,000	0	250	Library Van Maintenance	250
930195	Book Binding & Repair	180	0	250	0	Binding Soft Cover and Hard Cover Books & Periodicals	0
930210	Rental of Equipment	27,479	31,300	31,300	21,085	Copier Lease	17,860
						Postage Machine	725
						Public Scan Station	2,500
930320	Cleaning: Custodial Services	52,348	47,400	47,400	48,100	Housekeeping Contract	40,100
						Additional Housekeeping	1,500
						Window/Glass Cleaning	6,500
930490	Refuse Contract	6,736	6,000	5,000	5,000	Waste Hauling	5,000
960040	Pre-Employment Testing	0	250	250	1,700		
960065	E-Pay Fees	2,036	1,800	2,380	2,400		
960070	Mileage	507	500	500	500		
960210	Special Event Programming	28,458	38,800	38,800	40,800	Adult Services Programming	19,000
						Community Outreach Activities	4,800
						Volunteers	500
						Youth Services Programming	16,500
960990	Misc. Contractual Services	76,763	84,300	90,000	90,495	Aquarium Service	5,000
						Backup/Disaster/Recovery/Off-Site Storage	15,000
						Baker & Taylor Processing	21,000
						Baker & Taylor Title Source	2,600
						Building Alarm Monitoring	385
						Collection Agency Fees	5,200
						Constant Contact (eNewsletter)	750
						Furniture Recovering	6,000
						Invicta Webhosting	600
						Midwest Tape Processing	23,000
						Server Monitoring	3,360
						Shutterstock	2,600
						Van Delivery Service	5,000
TOTAL CONTRACTUAL SERVICES		920,856	1,011,750	1,025,630	1,093,200		

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
COMMODITIES							
970100	Office Supplies	72,114	105,300	105,300	72,500	Debit Cards	1,000
						Disk Cleaning Supplies	1,500
						Headphones	2,000
						Library Cards	4,000
						Materials Processing	40,000
						Mice/Keyboards/Mousepads	3,500
						Supplies	15,000
						Toner	5,500
970110	Meals	4,534	2,000	2,000	1,500	Library Hosted Meetings & Public Programs, All Staff	1,500
970115	Supplies: Dept./Other	5,683	5,200	4,000	6,200	Building & Security Services	2,000
						IT Services	2,000
						Public Information Services	2,200
970170	Janitorial	17,981	28,300	25,000	25,300	Housekeeping Supplies	15,000
						HVAC Filters	2,500
						Lighting	7,800
970260	Postage and Parcel	8,642	15,000	15,000	15,000	Post Interlibrary Loan, Outgoing Mail, FedEx, Notices	15,000
970270	Printing	4,849	6,500	8,550	5,000	Printing (Public Information)	5,000
970500	Purchase of Water	4,179	4,500	4,300	4,500	Purchase of Water	4,500
970600	Ebooks/Books	306,548	342,000	342,000	368,000	Ebooks/Books	368,000
970610	Eaudio/Audio Materials	63,640	72,000	72,000	79,500	Eaudio/Audio Books/CD Roms	79,500
970620	Esubscriptions/Subscriptions	45,491	68,000	68,000	69,000	Esubscriptions/Magazines/Newspapers/Microfilm	69,000
970630	Visual Materials	98,775	106,000	106,000	124,500	Streaming Movies/DVDs/Video Games	124,500
970640	Databases	163,261	185,000	185,000	200,000	Databases/Print Reference	200,000
970650	Downloadable Materials	34,882	45,000	50,000	0	Ebooks/Eaudiobooks/Music	
970810	Natural Gas	12,324	26,000	20,000	20,000		
970820	Electricity		0	0	-		
970840	Diesel		0	0	-		
970850	Gasoline	706	1,000	750	750		
970900	Equipment < \$5,000	3,717	0	0	11,400	RFID Pads (2 TS)	6,000
						HDTV (2), Study Rooms, mounts, wall ports	2,500
						Paper Cutters (2 PI)	2,900
TOTAL COMMODITIES		847,326	1,011,800	1,007,900	1,003,150		

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
CAPITAL EXPENDITURES							
980300	Improvements			0	0		
980400	Equipment			0	0		
980410	Computer Hardware	10,117	7,300	7,300	13,000		
						27" iMac (PI) lifecycle replacement	2,400
						DVD Duplicator	350
						External HDDs (4)	1,000
						iPad 4 (PI)	800
						Laser Scanners (2)	750
						Printer Replacements	4,000
						Scan Doc (Digitization)	700
						Thin Clients (2)	1,000
						Touch Screen Monitors (2)	800
						Workstation (Web)	1,200
980420	Computer Software	52,535	39,770	39,000	41,405		
						3M CIMS	900
						Boopsie	3,700
						Cataloger Desk	685
						Deep Freeze	550
						Digitization Software	6,200
						ETRN (Domain name)	3,500
						Evanced Annual Agreement (Events/eRoom/summer reading)	1,500
						Graphics Software	3,600
						Jaws & Magic	820
						Mac Teen Software	1,000
						Microsoft Annual Licenses	10,400
						PC Reservation	1,000
						Public Web Browser	125
						SSL	150
						Trend Micro Office Scan	5,000
						Web Dewey	575
						Website Software	1,200
						Winselect	500
980600	Furniture & Fixtures	16,795	15,200	15,200	15,000		
						Chair Replacement	6,000
						Meeting Room Podiums	2,500
						Signage	2,000
						Youth Services Fixtures	4,500
TOTAL CAPITAL EXPENDITURES		79,447	62,270	61,500	69,405		
OTHER FUNDING ACTIVITIES							
990900	Per Capita Grant Expenditure	51,111	58,000	59,000	60,000		
990901	Grant Expenditures	325	0	4,000	-		
990940	Trans to Lib Cap Proj FND		300,000	300,000	300,000		

DRAFT

2014 DPPL BUDGET

8/27/2013 20

	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
993000	Contingency Reserve		75,000	0	75,000		
TOTAL OTHER FUNDING ACTIVITIES		51,436	433,000	363,000	435,000		
LIBRARY TOTALS		5,540,242	6,472,545	6,202,531	6,485,005		

FUND 201		Des Plaines Public Library					
2130		EXPENDITURES - IL LIBRARY PER CAPITA GRANT					
	<u>Account</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Proposed</u>	<u>Details</u>	<u>Amount</u>
CONTRACTUAL SERVICES							
920202	Conferences	1,206			20,000		
920204	Training		0				
920210	In-Service Training		0				
920220	Membership Dues						
960070	Travel Expenses						
960210	Special Event Prog		0				
960990	Misc Contractual Svcs	12,123	29,000	29,000	22,000	Early Literacy Intern	7,000
						Marketing Campaign	15,000
TOTAL CONTRACTUAL		13,329	29,000	29,000	42,000		
COMMODITIES							
970260	Postage and Parcel		0				
970270	Printing-Reprod-Binding	0	0				
TOTAL COMMODITIES		0	0				
CAPITAL EXPENDITURES							
980400	Equipment		30,000	30,000	18,000	CD Shelving Replacement	
980410	Computer Hardware	46,571					
TOTAL CAPITAL		46,571	30,000	30,000	18,000		
PER CAPITA TOTALS		59,900	59,000	59,000	60,000		

Fund 202	Des Plaines Public Library				COLOR KEY		
	Expenditures - Capital Projects Fund				New/unique project in 2014 Contract/licensed expense		
	Account	2012 Actual	2013 Budget	2013 Projected	2014 Proposed	Details	Amount
CONTRACTUAL SERVICES							
920110	Professional Services		15,000	15,000	20,000	Space Audit	20,000
960990	Misc Contractual Svcs			0			
TOTAL CONTRACTUAL SERVICES				0			
CAPITAL EXPENDITURES							
980300	Improvements	40,969	96,000	96,000	258,000	3rd Floor E-Bar Project	12,500
						4th Floor Carpet	80,000
						Early Literacy Area	130,000
						Public Bathroom Partitions	17,000
						Staff Kitchen	18,500
980400	Equipment	12,019	60,000	50,000	4,500	Video Equipment & Lighting	4,500
980410	Computer Hardware		45,000	45,000	97,950	3M Self Check Upgrade	18,500
						Client Virtualization Server	14,250
						Digital Devices	14,300
						Monitors (Lifecycle)	15,600
						Nomadix (lifecycle)	6,500
						Virtual Server Replacements	28,800
980420	Computer Software		55,000	45,000	10,800	Fall Over for Virtual Servers	7,800
						Website App Development	3,000
980600	Furniture & Fixtures		82,000	82,000	30,000	Public Seating	30,000
990990	Vehicles	30,057	0				
TOTAL CAPITAL EXPENDITURES		52,988	353,000	333,000	421,250		
DIVISION TOTALS		52,988	353,000	333,000	421,250		

0279



**Des Plaines
Public Library**

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

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, SEPTEMBER 17, 2013

7:00 PM

Conference Room – Second Floor

Agenda:

- **Report Out Building and Grounds – September 4, 2013**
- **Report Out Finance Committee – August 28, 2013**
- **Draft Budget 2014**
- **Executive Session**
 - **Review Minutes from Executive Committee in Executive Session – August 23, 2013**
 - **The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee**

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



V
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
September 17, 2013
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Oath of Office – Rosemary Mulligan and Kristen Graack.
- V. Consideration of the Agenda.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Jack Robinson.
- VIII. Consent Agenda. [Action Item] (7:15 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – August 20, 2013.
 - B. Approval of the Minutes of the Finance Committee – August 28, 2013.
 - C. Approval of the Minutes of the Building and Grounds Committee – September 4, 2013.
 - D. Acceptance of Financial Reports for August 2013.
 1. Treasurer’s Report as of August 31, 2013.
 - E. Acceptance of Reports.
 1. August 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

- IX. New Business. (7:30 PM)
- A. Approve Payment of Vendor Checks Report - \$283,531.95 and ACH Payments - \$39,554.30. [Action Item]
 - B. Declaration of Surplus Property. [Action Item]
 - C. Authorization to Request Proposals for IT Services. [Action Item]
 - D. Review and Approve Proposals for Voice Over IP (VOIP) Phone System. [Action Item]
 - E. Review and Approve Quotes for Main Stairs Recarpeting. [Action Item]
 - F. Report Out Building and Grounds Committee Action, September 4, 2013 – Steve Mokry. [Action Item]
 - G. Review Proposals for Building & Space Allocation Audit. [Action Item]
 - H. Report Out Finance Committee Action, August 28, 2013 – Eugene Fregetto. [Action Item]
 - I. Review 2014 Budget. [Action Item]
- X. Announcements. (8:30 PM)
- XI. Correspondence.
- XII. Other.
- XIII. Executive Session. (8:35 PM)
- A. Review Minutes from Executive Committee in Executive Session – August 23, 2013.
 - B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.
- XIV. Roll Call.
- XV. (Regular Session) Action. (9:00 PM)
- A. Approve Minutes from Executive Committee in Executive Session – August 23, 2013. [Action Item]
 - B. The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee. [Action Item]
- XVI. Adjournment. (9:05 PM)

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



VILLA 501 Elmwood Street
Des Plaines, IL 60016-4553
847-827-5551 phone
847-827-7974 fax

BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 20, 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, August 20, 2013. President Sarlo 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, Richard Pope, Vince Rangel, Gregory Sarlo, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Susan Farid, Jo Bonell, Gary Valente, Susan Moylan Krey, Anthony Oliver, Barry Landsman, Edwards Engineering.

III. PLEDGE OF ALLEGIANCE.

IV. PRESENTATION TO RETIRING TRUSTEE – Susan Moylan Krey.

Director Sorensen thanked Trustee Susan Moylan Krey for her dedication to the library and for her good work serving on the board. Books have been purchased to be included in the library collection with books plates honoring the retiring trustee.

V. CONSIDERATION OF THE AGENDA.

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

VI. OATH OF OFFICE.

Vince Rangel took the oath of office for Vice President.

VII. PUBLIC COMMENTS AND QUESTIONS.

None
www.dppl.org

DRAFT**VIII.A.**

VIII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson was not in attendance.

IX. CONSENT AGENDA.

Director Sorensen distributed a revised report for C. Acceptance of Reports. 7. 2013 Cash Budget Projection.

Trustee Fregetto asked to remove B. Acceptance of Financial Reports for July 2013. 1. Treasurer's Report as of July 31, 2013, C. Acceptance of Reports. 1. July 2013 Statistics Report, 2. 2013 Circulation by Month, 3. Chart – Circulation Statistics 2011 – 2013, 8. 2013 Contracts.

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

MOTION by Vince Rangel, seconded by Rich Pope, to approve B. Acceptance of Financial Reports for July 2013, 1. Treasurer's Report as of July 31, 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Vince Rangel, to approve C. Acceptance of Reports. 1. July 2013 Statistics Report, 2. 2013 Circulation by Month, 3. Chart – Circulation Statistics 2011 to 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve C. Acceptance of Reports. 8. 2013 Contracts, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report - \$218,645.91 and ACH Payments - \$71,470.82. [Action Item]

MOTION by Eugene Fregetto, seconded by Alma Perez, to approve the payment of vendor checks in the amount of \$218,645.91, and ACH Payments paid in the amount of \$71,470.82 as listed on the vendor checks report of July 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.

- B. Approve Computer Workstation Replacements, Outsource Solutions Group - \$11,250.73. [Action Item]

MOTION by Dion Kendrick, seconded by Vince Rangel, to approve purchase of Computer Workstation Replacements through Outsource Solutions Group in the amount of \$11,250.73. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- C. Approve Maintenance Agreement for Heating, Ventilation and Air Conditioning Equipment (HVAC), Edwards Engineering - \$17,421.71. [Action Item]

MOTION by Vince Rangel, seconded by Alma Perez, to approve a Maintenance Agreement for Heating, Ventilation and Air Conditioning Equipment (HVAC) from Edwards Engineering for a three year contract in the amount of \$54,921.95, with a statement in the contract for month-to-month service at the end of the contract. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Per Capita Grant Application. [Action Item]

MOTION by Steve Mokry, seconded by Dion Kendrick, to approve the Per Capita Grant application, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- E. Draft Budget 2014.

Director Sorensen stated that the board must approve the budget for presentation to the City Council on Wednesday, October 9, 2013.

The Finance Committee will meet on Wednesday, August 28, 2013 at 4:00 p.m. to discuss the 2014 draft budget.

XI. ANNOUNCEMENTS.

None.

XII. CORRESPONDENCE.

None.

XIII. OTHER.

None.

DRAFT

VIII.A.

XIV. ADJOURNMENT.

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

Meeting adjourned at 8:36 p.m.

Minutes prepared Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Finance Committee
August 28, 2013

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Wednesday, August 28, 2013. Treasurer Fregetto called the meeting to order at 4:00 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Eugene Fregetto, Richard Pope, Steve Mokry, Carol Kidd.

Absent: Jennifer Tsalapatanis.

Also present: Dion Kendrick, Alma Perez, Gregory Sarlo, Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Gary Valente, Susan Farid, Don Sofolo, Tim Haskell, Heather Imhoff, Michelle Meyer Edley, Brodie Austin, Stephanie Spetter, Tim O'Connor.

III. CONSIDERATION OF THE AGENDA.

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

IV. DEPARTMENT HEADS PRESENTATION.

Director Sorensen distributed an informational handout (Department Summary, Des Plaines Public Library 2014 Budget) that coincides with each department's presentation.

Jo Bonell, Head of Adult Services, stated that Adult Services is Readers' Services on the third floor and Reference Services on the fourth floor. Bonell explained that Adult Services has budgeted for a third floor e-Bar project where patrons can learn digital literacy skills from library staff. The project will include an area dedicated to the e-Bar learning and the budget request includes purchasing digital devices for staff/patron training.

Gary Valente, Head of Building and Security Services, explained that his budget requests include an HVAC controls upgrade, new public restroom partitions, an upgrade to the staff kitchen, fourth floor carpeting and new chairs for the meeting rooms.

DRAFT

VIII.B.

Susan Farid, Head of Circulation Services, stated that the library would purchase approximately 4,000 library cards in 2014 and that the library contracts with a collection agency for the return of lost materials. Farid also stated that van delivery service could be a major expense in the future.

Gregory Sarlo entered the meeting at 4:20 p.m.

Don Sofolo, Outsource Solutions Group, (OSG) stated that the library has contracted with his company since 2008 and that the current IT contract ends 12/31/2013. OSG works with 5 local libraries and is currently working as a technology consultant for the Aurora Public Library new construction project. Sofolo gave an overview of the IT Services budget for 2014. Sofolo stated that OSG provides support to both patrons and staff. Sofolo stated that he meets weekly with the Library Director and Assistant Director and monthly with all library department heads to implement strategic technological goals. OSG is available 24/7 to the library and often works after hours so as not to interrupt library services.

Heather Imhoff, Head of Public Information, explained that her department is responsible for marketing the library, both internally and externally. In October the department will focus on a marketing campaign that will promote e-resources. This campaign is funded through the Per Capita Grant. There will be inserts in the Journal, Daily Herald and online. In 2014, Public Information will promote the proposed third floor e-bar. These promotions will encourage Des Plaines resident to come to the library to learn how to use their devices and download library materials to their devices.

Michelle Meyer Edley, Manager of Technical Services, stated that the Technical Services department orders all materials, tracks expenses, catalogs materials, mends damaged materials and discards items. Meyer Edley is asking to purchase two RFID pads to increase efficiency in her department. Meyer Edley stated that she is reducing the supply budget for Technical Services by \$31,000 for 2014.

Brodie Austin, Web Services Librarian, stated that he maintains the library website for patrons and staff. He also helps staff implement web based social media. Austin is asking to hire a part-time person in 2014 to help him manage and maintain the website and to provide a back-up for when he is not in the library. Austin also is requesting the purchase of new video equipment that would replace the outdated equipment that requires tapes. This will make the process for transferring the video easier and the board meetings will not have to be interrupted to change tapes.

Stephanie Spetter, Head of Youth Services, stated that two interns were hired this summer with Per Capita Grant funds. They helped with summer reading club and went outside the library to preschools to promote summer reading and the library. Spetter talked about a three-year plan to renovate the second floor that will promote the American Library Association initiative "Every Child Ready to Read". Part of the proposed plan will be to install Early Literacy stations that will encourage parent and child to learn together. Spetter wants the second floor to become a destination for families for education and

entertainment. This project will include early literacy stations, areas for programming, a possible build out of the story time room and will create additional spaces for programs outside the story time area.

Trustee Fregetto asked for a ten minute break that started at 5:27 p.m. The meeting resumed at 5:37 p.m.

V. REVIEW 2014 BUDGET DOCUMENTS.

The following budget documents were distributed to the board:

- 2014 DPPL Budget
- Historical Comparison, Des Plaines Public Library 2011 – 2014 E-Spending
- Historical Comparison 2008-2014 DPPL Budgets
- 2014 Budget – 2014 Des Plaines Public Library Fund – Levy Decrease 1.5%

Trustee Fregetto stated that the library has underspent the budget since 2010 and that is why there is an excess reserve fund. Trustee Fregetto proposed passing the budget with a two part plan as follows:

- Approve a budget in the amount of \$5,800,000.
- Move \$500,000 from the reserve fund to cover budget overruns.

Trustee Fregetto wants to tighten up the budget and bring the budget expenditures under \$6,000,000.

Trustee Pope asked if money from the reserves could be used for an unexpected major expense and Director Sorensen replied that that is why the money is in reserve and can be spent, with board approval, for an unexpected major expense. The money is unrestricted.

Trustee Mokry asked if the library will levy \$6,485,005 and Director Sorensen responded that the library will levy \$6,169,550 and that the library expenditures are \$6,485,005.

Trustee Fregetto referred to the historical comparison for the periods 2010 – 2012 and said he wants to reduce the levy and use reserves for expenditures in 2014.

Director Sorensen stated that \$421,250 is budgeted for Capital Expenditures in 2014.

Director Sorensen stated many budgeted items were tabled in 2010, 2011 and 2012.

Trustee Perez asked that the reserves be spent on improvements to the library and wants to use the reserves for library services that will benefit the community. Trustee Perez stated that she did not agree with lowering the levy to \$5,100,000, because eventually, in three

DRAFT

VIII.B.

to four years, the reserves would be spent and then the library would have to ask to increase the levy.

Trustee Pope stated that he is comfortable with 1.5% reduction in the levy for 2014 and possibly more than 1.5% in 2015.

Director Sorensen stated that the Building and Grounds committee will meet to discuss a proposed space audit for the library so that a plan can be made for changes to the building that will improve services to the community.

MOTION by Eugene Fregetto, to accept the proposed budget expenditures for 2014 in the amount of \$6,485,005 and to use \$1,000,000 of our excess cash reserves to reduce the property tax levy. Motion failed for lack of a second.

MOTION by Steve Mokry, seconded Eugene Fregetto, to make a recommendation to the Board to accept budgeted expenses in the amount of \$6,485 005 and to levy \$5,600,000 for the 2014 budget. ROLL CALL VOTE: Fregetto, Mokry. NAYS: Pope. MOTION CARRIED.

VI. ADJOURNMENT.

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

Meeting adjourned at 6:38p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES
Minutes of the Building and Grounds Committee Meeting
September 4, 2013

I. CALL TO ORDER.

The Building and Grounds Committee meeting was held in the second floor conference room on Wednesday, September 4, 2013. The Chair of Building and Grounds, Steve Mokry, called the meeting to order at 5:03 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Steve Mokry, Vince Rangel, Eugene Fregetto, Carol Kidd.

Also present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Jo Bonell, Alma Perez.

III. Consideration of the Agenda.

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

IV. BUILDING WALKTHROUGH.

Director Sorensen distributed a handout listing the areas of the library the committee would walk through to discuss the following improvements:

Fourth Floor:

1. Adult Technology Center Reorganization (2013)
2. Computer Lab: Consider repurposing the space due to moving digital instruction out to main public area.
3. Work Center
4. Digital Learning Area: Create a flexible arrangement for training on a wide variety of topics and technologies to accommodate one to ten learners.
5. Adult Services Workroom: See B2 below.
6. Terrace: Consider ways to make the outdoor terrace more usable.

Third Floor

1. EBar (2014): Create digital device learning center and "petting zoo."
2. Adult Services Office: Consider relocating and consolidating all AS staff into one area within the building.
3. Technical Services Office: Consider relocating and TS staff to the ground floor.
4. Public Information Office: Consider relocating PI staff if this contributes to the feasibility of other improvements.
5. Teen Lounge: Consider repurposing existing space to be a dedicated lounge for teen patrons, larger than the current space.

Second Floor

1. Youth Services Program Space: Consider repurposing existing space to increase the area available for children's programs.
2. Early Literacy Center (2014): create family centered area for developing key pre-reading skills.

First Floor

1. Garage/Mobile Library Workroom Conversion: Consider repurposing the former garage into usable staff and/or public space. New doors and HVAC to be taken into consideration.
2. IT Staff Office: Consider relocating the IT staff work area if this contributes to the feasibility of other improvements.
3. Circulation Staff Office: Consider reducing the amount of space dedicated to CS staff, if this contributes to the feasibility of other improvements.
4. Meeting Room A Projection Room: Consider repurposing the existing projection room.
5. Hallway Gallery: Consider establishing a space for a permanent installation of public art.

Director Sorensen explained that the committee would look at the various projects that will be included in the space audit that is a budgeted item for 2013.

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

While on the fourth floor Assistant Director Johnson showed the committee the reconfiguration to the patron computer area under construction.

Vince Rangel left the meeting at 6:10 p.m.

The meeting resumed at 6:16 p.m.

The Committee discussed the areas of the library that will need to be improved.

Director Sorensen distributed proposals for preliminary design concepts from Lohan Anderson and Cordogan, Clark & Associates, Inc.

The proposal from Cordogan, Clark & Associates was dated August 28, 2012 and the Lohan Anderson proposal was dated May 23, 2013. The Committee agreed that they would accept updated proposals from the same firms.

MOTION by Steve Mokry, seconded by Eugene Fregetto, to solicit RFP's for the Architectural Design Consulting Services and to approve the space audit by the October 15, 2013 Board of Trustees meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 6:49p.m.

Minutes prepared by Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
August 31, 2013

Prepared by:
Lauterbach & Amen, LLP

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

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

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 7,526,520.70	\$ 239,156.36	\$ 7,765,677.06
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	<u>\$ 13,727,593.70</u>	<u>\$ 239,156.36</u>	<u>\$ 13,966,750.06</u>
LIABILITIES			
Accounts Payable	\$ 249,162.79	\$ 11,250.73	\$ 260,413.52
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	<u>531,522.10</u>	<u>11,250.73</u>	<u>542,772.83</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	<u>6,732,595.10</u>	<u>11,250.73</u>	<u>6,743,845.83</u>
FUND BALANCE			
Fund Balance - Unreserved	6,994,998.60	227,905.63	7,222,904.23
Total Fund Balance	<u>6,994,998.60</u>	<u>227,905.63</u>	<u>7,222,904.23</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 13,727,593.70</u>	<u>\$ 239,156.36</u>	<u>\$ 13,966,750.06</u>

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 8 Months Ended August 31, 2013

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
REVENUES			
Taxes	\$ 6,141,835.68	\$ -	\$ 6,141,835.68
Intergovernmental	50,494.00	-	50,494.00
Fines & Fees	111,346.08	-	111,346.08
Interest	2,177.95	39.38	2,217.33
Miscellaneous	19,754.53	-	19,754.53
	<hr/>	<hr/>	<hr/>
Total Revenues	6,325,608.24	39.38	6,325,647.62
EXPENDITURES			
Personnel	\$ 2,343,733.74	\$ -	\$ 2,343,733.74
Operating	729,036.07	-	729,036.07
Library Materials	668,787.17	-	668,787.17
Capital Outlay	35,234.17	200,807.07	236,041.24
Other Expenditures	25,695.37	-	25,695.37
	<hr/>	<hr/>	<hr/>
Total Expenditures	3,802,486.52	200,807.07	4,003,293.59
	<hr/>	<hr/>	<hr/>
Net Change in Fund Balances	2,523,121.72	(200,767.69)	2,322,354.03
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
	<hr/>	<hr/>	<hr/>
End of the period	\$ 6,994,998.60	\$ 227,905.63	\$ 7,222,904.23
	<hr/>	<hr/>	<hr/>

Supplementary Information

VIII. D. I.

Des Plaines Public Library

Treasurer's Report as of August 31, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>118,344.05</u>
	<u>118,344.05</u>
201-1102015 - First Midwest Operating #8100292260	217,664.50
202-1102015 - First Midwest Operating #8100292260	<u>25,000.00</u>
	<u>242,664.50</u>
201-1102028 - Cash Library Donations	<u>26,870.62</u>
	<u>26,870.62</u>
201-1102073 - Cash IL - Epay #151600222104	<u>110,974.44</u>
201-1102078 - Cash IL - Epay Library	<u>20,342.39</u>
201-1102079 - IL Funds - 151600222591	6,928,187.10
202-1102079 - IL Funds - 151600222591	<u>214,156.36</u>
	<u>7,142,343.46</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,637.60</u>
Total Invested	<u><u>7,765,677.06</u></u>

0290

September 9, 2013

Des Plaines Public Library
Balance Sheet as of August 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	117,253.40	1,090.65	118,344.05
1102015 - First Midwest Operating #8100292260	175,025.32	42,639.18	217,664.50
1102028 - Cash Library Donations	26,870.62	0.00	26,870.62
1102073 - Cash IL - Epay 151600008073	106,325.96	4,648.48	110,974.44
1102078 - Cash IL - Epay Library	19,927.68	414.71	20,342.39
1102079 - IL Funds - 151600222591	5,596,944.26	1,331,242.84	6,928,187.10
1104006 - Investments - Certificates of Deposit	103,637.60	0.00	103,637.60
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
	<u>12,347,557.84</u>	<u>1,380,035.86</u>	<u>13,727,593.70</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	187,463.15	61,699.64	249,162.79
2401002 - Payroll Liabilities	3,040.79	(3,040.79)	0.00
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>6,673,936.25</u>	<u>58,658.85</u>	<u>6,732,595.10</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>11,145,813.13</u>	<u>58,658.85</u>	<u>11,204,471.98</u>
Excess Revenues Over Expenses	<u>1,201,744.71</u>	<u>1,321,377.01</u>	<u>2,523,121.72</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	(29,030.88)	54,030.88	25,000.00
1102079 - IL Funds - 151600222591	<u>320,499.29</u>	<u>(106,342.93)</u>	<u>214,156.36</u>
	<u>291,468.41</u>	<u>(52,312.05)</u>	<u>239,156.36</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>31,182.76</u>	<u>(19,932.03)</u>	<u>11,250.73</u>
	<u>31,182.76</u>	<u>(19,932.03)</u>	<u>11,250.73</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>459,856.08</u>	<u>(19,932.03)</u>	<u>439,924.05</u>
Excess Revenues Over Expenses	<u>(168,387.67)</u>	<u>(32,380.02)</u>	<u>(200,767.69)</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>

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

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Fixed Assets Fund			
<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	(369,777.00)	0.00	(369,777.00)
	<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 8 Months Ended August 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	1,756,511.42	6,141,835.68	6,263,710.00	121,874.32	98.05
	<u>1,756,511.42</u>	<u>6,141,835.68</u>	<u>6,263,710.00</u>	<u>121,874.32</u>	<u>98.05</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
4822040 - State Grant - Per Capita	0.00	0.00	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	4,000.00	0.00	(4,000.00)	0.00
	<u>0.00</u>	<u>50,494.00</u>	<u>151,988.00</u>	<u>101,494.00</u>	<u>33.22</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	434.25	3,311.99	4,000.00	688.01	82.80
4850102 - Library Fines	4,200.79	37,035.28	72,000.00	34,964.72	51.44
4850103 - Library Fines / Credit Card	5,305.33	40,222.53	45,000.00	4,777.47	89.38
4850201 - Copying Fee	2,359.07	19,942.49	30,000.00	10,057.51	66.47
4850202 - Damaged Materials	120.93	850.52	700.00	(150.52)	121.50
4850203 - Lost Materials	655.45	5,480.31	6,500.00	1,019.69	84.31
4850205 - Bags	40.00	398.00	750.00	352.00	53.07
4850207 - Non-Res Cards	1,102.19	2,108.36	1,000.00	(1,108.36)	210.84
4850208 - Meeting Room Fees	1,095.00	1,996.60	2,000.00	3.40	99.83
	<u>15,313.01</u>	<u>111,346.08</u>	<u>161,950.00</u>	<u>50,603.92</u>	<u>68.75</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	79.85	1,412.95	4,000.00	2,587.05	35.32
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,637.89	16,254.53	20,000.00	3,745.47	81.27
4899920 - Library Donations	0.00	765.00	1,000.00	235.00	76.50
	<u>1,717.74</u>	<u>18,432.48</u>	<u>25,000.00</u>	<u>6,567.52</u>	<u>73.73</u>
Total Library Fund	<u>1,773,542.17</u>	<u>6,325,608.24</u>	<u>6,602,648.00</u>	<u>277,039.76</u>	<u>95.80</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 8 Months Ended August 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	4.28	39.38	0.00	(39.38)	0.00
	<u>4.28</u>	<u>39.38</u>	<u>0.00</u>	<u>(39.38)</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>4.28</u>	<u>39.38</u>	<u>300,000.00</u>	<u>299,960.62</u>	<u>0.01</u>
Total of All Funds	<u>1,773,546.45</u>	<u>6,325,647.62</u>	<u>6,902,648.00</u>	<u>577,000.38</u>	<u>91.64</u>

Des Plaines Public Library
Expense Report
For the 8 Months Ended August 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	152,540.11	1,298,518.65	2,098,574.00	800,055.35	61.88
5910200 - Temporary Wages	<u>51,329.13</u>	<u>450,317.37</u>	<u>777,327.00</u>	<u>327,009.63</u>	<u>57.93</u>
	<u>203,869.24</u>	<u>1,748,836.02</u>	<u>2,875,901.00</u>	<u>1,127,064.98</u>	<u>60.81</u>
Benefits					
5918010 - Unemployment Compensation	160.88	1,241.05	78,000.00	76,758.95	1.59
5918020 - Employer Contribution - FICA	15,159.24	132,565.15	216,328.00	83,762.85	61.28
5918021 - Employer Contribution - IMRF	26,684.23	226,261.10	363,636.00	137,374.90	62.22
5918040 - Life Insurance Premiums	333.00	391.50	4,100.00	3,708.50	9.55
5918050 - PPO Insurance Premiums	13,411.83	136,447.62	275,713.00	139,265.38	49.49
5918051 - HMO Insurance Premiums	8,706.30	67,718.40	99,504.00	31,785.60	68.06
5918055 - Dental Insurance Premiums	1,695.40	13,720.90	25,543.00	11,822.10	53.72
5918070 - Workers Compensation	4,137.00	16,552.00	13,500.00	(3,052.00)	122.61
5918085 - RHS Plan Payout	0.00	0.00	1,500.00	1,500.00	0.00
	<u>70,287.88</u>	<u>594,897.72</u>	<u>1,077,824.00</u>	<u>482,926.28</u>	<u>55.19</u>
Contractual Services					
5920100 - Legal Fees	1,552.50	2,035.50	9,000.00	6,964.50	22.62
5920110 - Professional Services	31,865.25	267,829.34	362,000.00	94,170.66	73.99
5920120 - Communication Services	2,104.14	24,425.05	34,100.00	9,674.95	71.63
5920140 - Data Processing Services	23,896.16	61,351.95	98,500.00	37,148.05	62.29
5920202 - Conferences	15.00	4,531.01	5,000.00	468.99	90.62
5920204 - Training	1,910.00	5,114.10	5,000.00	(114.10)	102.28
5920220 - Membership Dues	390.00	2,530.00	7,000.00	4,470.00	36.14
5920230 - Publication of Notices	45.90	950.85	2,000.00	1,049.15	47.54
5920990 - Property/Liability Insurance	2,953.00	31,283.00	33,000.00	1,717.00	94.80
5930010 - R&M Equipment	1,072.71	88,104.09	112,650.00	24,545.91	78.21
5930020 - R&M Buildings & Structures	25,753.41	73,590.53	132,150.00	58,559.47	55.69
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	0.00	264.25	500.00	235.75	52.85
5930210 - Rental of Equipment	1,488.13	19,251.79	31,300.00	12,048.21	61.51
5930320 - Cleaning/Custodial Services	10,925.00	39,355.00	47,400.00	8,045.00	83.03
5930490 - Refuse Contract	474.77	3,005.75	6,000.00	2,994.25	50.10
5960040 - Pre-Employment Testing	396.00	621.00	250.00	(371.00)	248.40
5960065 - Bank Fees	243.64	1,646.89	1,800.00	153.11	91.49
5960070 - Mileage	0.00	377.19	500.00	122.81	75.44
5960210 - Special Event Programming	8,321.15	32,064.77	38,800.00	6,735.23	82.64
5960990 - Misc. Contractual Services	<u>5,810.90</u>	<u>70,704.01</u>	<u>84,300.00</u>	<u>13,595.99</u>	<u>83.87</u>
	<u>119,217.66</u>	<u>729,036.07</u>	<u>1,012,250.00</u>	<u>283,213.93</u>	<u>72.02</u>
Commodities					
5970100 - Office Supplies	4,725.46	52,638.25	105,300.00	52,661.75	49.99
5970110 - Meals	96.61	974.66	2,000.00	1,025.34	48.73
5970115 - Supplies - Dept/Other	664.89	4,753.00	5,200.00	447.00	91.40
5970170 - Janitorial	728.00	8,957.75	28,300.00	19,342.25	31.65
5970260 - Postage & Parcel	1,033.01	7,294.24	15,000.00	7,705.76	48.63
5970270 - Printing -Reproduction-Binding	67.13	10,010.40	6,500.00	(3,510.40)	154.01
5970500 - Purchase of Water	948.25	3,081.51	6,000.00	2,918.49	51.36
5970600 - Books	20,921.43	199,683.57	342,000.00	142,316.43	58.39

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 8 Months Ended August 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	4,834.31	40,966.22	72,000.00	31,033.78	56.90
5970620 - Subscriptions & Books	8,266.94	64,837.78	68,000.00	3,162.22	95.35
5970630 - Visual Materials	10,334.06	79,859.13	106,000.00	26,140.87	75.34
5970640 - Automated Reference Materials	3,881.84	146,370.04	185,000.00	38,629.96	79.12
5970650 - Downloadable Materials	664.85	32,393.96	45,000.00	12,606.04	71.99
5970810 - Natural Gas	0.00	16,471.72	26,000.00	9,528.28	63.35
5970850 - Gasoline	117.30	494.94	1,000.00	505.06	49.49
	<u>57,284.08</u>	<u>668,787.17</u>	<u>1,013,300.00</u>	<u>344,512.83</u>	<u>66.00</u>
Capital Expenditures					
5980410 - Computer Hardware	293.60	6,245.19	7,300.00	1,054.81	85.55
5980420 - Computer Software	2,311.59	23,923.41	39,770.00	15,846.59	60.15
5980600 - Furniture & Fixtures	(1,592.83)	5,065.57	15,200.00	10,134.43	33.33
	<u>1,012.36</u>	<u>35,234.17</u>	<u>62,270.00</u>	<u>27,035.83</u>	<u>56.58</u>
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	0.00	22,817.42	58,000.00	35,182.58	39.34
5990901 - Grant Expenditures	493.94	2,877.95	0.00	(2,877.95)	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>493.94</u>	<u>25,695.37</u>	<u>433,000.00</u>	<u>407,304.63</u>	<u>5.93</u>
Total Library Fund Expenditures	<u>452,165.16</u>	<u>3,802,486.52</u>	<u>6,474,545.00</u>	<u>2,672,058.48</u>	<u>58.73</u>
Capital Projects Fund					
Contractual Services					
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>
Capital Expenditures					
5980300 - Improvements	35,381.61	70,637.36	96,000.00	25,362.64	73.58
5980400 - Equipment	0.00	0.00	60,000.00	60,000.00	0.00
5980410 - Computer Hardware	11,250.73	44,633.67	45,000.00	366.33	99.19
5980420 - Computer Software	0.00	24,000.00	55,000.00	31,000.00	43.64
5980600 - Furniture & Fixtures	(14,248.04)	61,536.04	82,000.00	20,463.96	75.04
	<u>32,384.30</u>	<u>200,807.07</u>	<u>338,000.00</u>	<u>137,192.93</u>	<u>59.41</u>
Total Capital Projects Fund Expenditures	<u>32,384.30</u>	<u>200,807.07</u>	<u>353,000.00</u>	<u>152,192.93</u>	<u>56.89</u>
Total of All Funds	<u>484,549.46</u>	<u>4,003,293.59</u>	<u>6,827,545.00</u>	<u>2,824,251.41</u>	<u>58.63</u>

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12955	08/21/13	THE HAUSER GROUP, LTD.	-34,067.01
12963	08/21/13	THE HAUSER GROUP, LTD.	17,631.14
12964	09/18/13	AMAZON	2,003.06
12965	09/18/13	BAKER & TAYLOR	6,329.68
12966	09/18/13	BAKER & TAYLOR	1,039.75
12967	09/18/13	BAKER & TAYLOR	15,021.05
12968	09/18/13	BANKCARD SERVICES	16,881.38
12969	09/18/13	MIDWEST TAPE	14,287.80
12970	09/18/13	3D BRICK PAVING	125.00
12971	09/18/13	ACCUITY INC	1,501.00
12972	09/18/13	ALEXIAN BROTHERS CORP HEALTH SERV	75.00
12973	09/18/13	ARTHUR J. GALLAGHER RISK-MANAGEMENT	2,953.00
12974	09/18/13	ASSURED SERVICES, INC.	1,330.00
12975	09/18/13	BARNES & NOBLE, INC.	327.57
12976	09/18/13	C C H, INCORPORATED	103.49
12977	09/18/13	C D W GOVERNMENT INCORPORATED	305.30
12978	09/18/13	CENTRAL PROGRAMS, INC.	523.60
12979	09/18/13	CHICAGO OFFICE TECHNOLOGY GROUP	366.59
12980	09/18/13	CHICAGO TRIBUNE	780.00
12981	09/18/13	CITY OF DES PLAINES	948.25
12982	09/18/13	CITY OF DES PLAINES, PUBLIC WORKS	40.25
12983	09/18/13	COLIBRI SYSTEMS N.A., INC.	2,059.00
12984	09/18/13	COMPUTYPE, INC.	887.02
12985	09/18/13	CONSUMERS CHECKBOOK	300.00
12986	09/18/13	COOPERATIVE COMPUTER SERVICES	23,896.16
12987	09/18/13	CRYSTAL MAINTENANCE SERVICES CORP	10,112.00
12988	09/18/13	D & Z HOUSE OF BOOKS INCORPORATED	55.87
12989	09/18/13	DEMCO EDUCATIONAL CORP	1,529.78
12990	09/18/13	DES PLAINES OFFICE EQUIPMENT	120.00
12991	09/18/13	ENVIRONMENTS THAT WORK	35,441.61
12992	09/18/13	ERICA GANNETT	750.00
12993	09/18/13	EVANCED SOLUTIONS, INC.	714.00
12994	09/18/13	FEDERAL EXPRESS	33.01
12995	09/18/13	GALE	940.23
12996	09/18/13	VOID - GE CAPITAL	0.00
12997	09/18/13	ILLINOIS LIGHTING, INC.	2,899.20
12998	09/18/13	ILLINOIS PUBLIC RISK FUND	4,137.00
12999	09/18/13	IMPACT NETWORKING, LLC.	586.12
13000	09/18/13	INFORMATION TODAY, INC.	376.05
13001	09/18/13	JANWAY COMPANY USA, INC.	296.88
13002	09/18/13	JOHN LAVALIE	67.05
13003	09/18/13	KIWANIS CLUB OF DES PLAINES	100.00
13004	09/18/13	KOS HOME IMPROVEMENT	12,880.91
13005	09/18/13	LABEL MARK-IT INC.	82.55
13006	09/18/13	LACONI	100.00
13007	09/18/13	LACONI -CCS	15.00
13008	09/18/13	LAUTERBACH & AMEN, LLP.	2,860.00
13009	09/18/13	LAW OFFICES OF ANCEL, GLINK	1,552.50
13010	09/18/13	LIMRicc	34,956.14
13011	09/18/13	MENARDS	273.50
13012	09/18/13	MICROSYSTEMS, INC.	166.79
13013	09/18/13	OFFICE DEPOT	153.24
13014	09/18/13	OUTSOURCE SOLUTIONS GROUP, INC.	39,864.06
13015	09/18/13	OVERDRIVE, INC.	630.88
13016	09/18/13	OVERHEAD DOOR SOLUTIONS, INC.	1,120.00
13017	09/18/13	PADDOCK PUBLICATIONS, INC.	45.90
13018	09/18/13	PROQUEST LLC	7,131.15
13019	09/18/13	RANDOM HOUSE INCORPORATED	168.75
13020	09/18/13	RECORDED BOOKS, LLC	593.75
13021	09/18/13	REPUBLIC SERVICES	474.77
13022	09/18/13	RUNCO OFFICE SUPPLY	75.52

0294

All checkbooks
August 2013Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
13023	09/18/13	SAGE PUBLICATIONS, INC.	168.42
13024	09/18/13	SCHINDLER ELEVATOR CORPORATION	1,237.30
13025	09/18/13	SHEET MUSIC PLUS	27.27
13026	09/18/13	SONS OF THE NEVER WRONG	1,200.00
13027	09/18/13	SPEED-E-KLEEN, INC.	1,885.00
13028	09/18/13	TEEN INK	189.00
13029	09/18/13	THOMSON REUTERS-WEST	31.80
13030	09/18/13	TIMOTHY HASKELL	125.00
13031	09/18/13	TOM HAAS	165.00
13032	09/18/13	TUMBLEWEED PRESS INC.	267.33
13033	09/18/13	VAHE GHAZARIAN	90.00
13034	09/18/13	VALDES ENTERPRISES	728.00
13035	09/18/13	VIKING PLUMBING SERVICES, LLC	850.00
13036	09/18/13	WAREHOUSE DIRECT, INC.	61.24
50457	08/31/13	McLeod USA, Inc	591.82
50458	08/31/13	VERIZON WIRELESS	720.13
50459	08/31/13	COMCAST CABLE	215.15
50460	08/31/13	LEVEL(3) COMMUNICATIONS, LLC.	452.77
50461	08/31/13	NEO-POST USA, INC.	1,000.00
50462	08/31/13	GE CAPITAL	1,488.13
50463	08/31/13	WOW! INTERENT CABLE	124.27
50464	08/31/13	IMRF	34,290.11
50465	08/31/13	PRO DATA	671.92
Total checks	84		<u>283,531.95</u>

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
3D BRICK PAVING	12970	09/18/13	125.00
Account No. 201-5960990		Description Invoice # 3984	Amount 125.00
ACCUITY INC	12971	09/18/13	1,501.00
Account No. 201-5970640		Description Invoice # 2658024	Amount 520.00
201-5970640		Invoice # 2659592	981.00
ALEXIAN BROTHERS CORP HEALTH SER	12972	09/18/13	75.00
Account No. 201-5960040		Description Invoice # 492346	Amount 75.00
AMAZON	12964	09/18/13	2,003.06
Account No. 201-5970600		Description Amazon - August	Amount 629.71
201-5970610		Amazon - August	904.88
201-5970630		Amazon - August	166.52
201-5990901		Amazon - August	301.95
ARTHUR J. GALLAGHER RISK MANAGEM	12973	09/18/13	2,953.00
Account No. 201-5920990		Description Invoice # 616088	Amount 2,953.00
ASSURED SERVICES, INC.	12974	09/18/13	1,330.00
Account No. 201-5930020		Description Invoice # 79868	Amount 1,330.00
BAKER & TAYLOR	12967	09/18/13	15,021.05
Account No. 201-5960990		Description Invoice # 2028439363	Amount 4.20
201-5960990		Invoice # 2028436074	0.97
201-5960990		Invoice # 2028470880	34.20
201-5960990		Invoice # 2028470775	21.00
201-5960990		Invoice # 2028470778	10.25
201-5960990		Invoice # 2028476596	30.75
201-5960990		Invoice # 2028476489	11.20
201-5960990		Invoice # 2028476507	11.60
201-5960990		Invoice # 2028470827	10.50
201-5960990		Invoice # 2028465210	365.90
201-5960990		Invoice # 2028472828	5.60
201-5960990		Invoice # 2028465311	5.45
201-5960990		Invoice # 2028465242	35.64
201-5960990		Invoice # 2028466169	1.55
201-5960990		Invoice # 2028466110	1.77
201-5960990		Invoice # M21256250	5.98
201-5960990		Invoice # 2028499162	1.50
201-5960990		Invoice # 2028503015	5.70
201-5960990		Invoice # 2028503224	2.95
201-5960990		Invoice # 2028503206	5.53
201-5960990		Invoice # 2028507080	27.40
201-5960990		Invoice # 2028503237	8.35
201-5960990		Invoice # 2028499160	8.10
201-5960990		Invoice # 2028503016	10.50
201-5960990		Invoice # 2028501594	24.21
201-5960990		Invoice # 2028491202	24.96
201-5960990		Invoice # 2028476532	1.77
201-5960990		Invoice # 2028498887	6.20
201-5960990		Invoice # 2028493671	7.90
201-5960990		Invoice # 2028499068	16.20
201-5960990		Invoice # 2028479205	3.00
201-5960990		Invoice # 2028480316	1.70
201-5960990		Invoice # 2028491164	7.05

09/18/13

First Midwest Bank
09/18/13-09/18/13

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028476595		7.50
201-5960990	Invoice # 2028476380		19.88
201-5960990	Invoice # 2028487742		18.70
201-5960990	Invoice # 2028487467		69.60
201-5960990	Invoice # 2028476424		1.62
201-5960990	Invoice # 2028491207		5.95
201-5960990	Invoice # 2028491148		6.93
201-5960990	Invoice # 2028499153		3.00
201-5960990	Invoice # 2028503018		27.00
201-5960990	Invoice # 2028428716		1.70
201-5960990	Invoice # 2028455829		7.50
201-5960990	Invoice # 2028450912		5.38
201-5960990	Invoice # 2028448892		3.00
201-5960990	Invoice # 2028445712		2.55
201-5960990	Invoice # 2028448858		6.35
201-5960990	Invoice # 2028450918		7.08
201-5960990	Invoice # 2028459010		9.60
201-5960990	Invoice # 2028458756		62.33
201-5960990	Invoice # 2028455991		0.85
201-5960990	Invoice # 2028293840		5.69
201-5960990	Invoice # 2028462095		50.36
201-5960990	Invoice # 2028455984		1.70
201-5960990	Invoice # 2028435147		27.00
201-5960990	Invoice # 2028431135		2.84
201-5960990	Invoice # 2028431338		7.08
201-5960990	Invoice # 2028431264		63.00
201-5960990	Invoice # 2028428719		3.00
201-5960990	Invoice # 2028444320		13.45
201-5960990	Invoice # 2028450951		12.96
201-5960990	Invoice # 2028428621		5.55
201-5960990	Invoice # 2028435230		6.48
201-5960990	Invoice # 2028428661		13.75
201-5960990	Invoice # 2028435245		7.50
201-5960990	Invoice # 2028434991		10.45
201-5960990	Invoice # 2028435351		2.55
201-5960990	Invoice # 2028436046		3.24
201-5960990	Invoice # 2028435280		3.85
201-5960990	Invoice # 2028443165		7.50
201-5970600	Invoice # 2028439363		22.55
201-5970600	Invoice # 2028436074		14.19
201-5970600	Invoice # 2028470880		484.39
201-5970600	Invoice # 2028470775		202.77
201-5970600	Invoice # 2028470778		177.04
201-5970600	Invoice # 2028476596		251.99
201-5970600	Invoice # 2028476489		81.69
201-5970600	Invoice # 2028476507		156.34
201-5970600	Invoice # 2028470827		114.04
201-5970600	Invoice # 2028465210		3,254.66
201-5970600	Invoice # 2028472828		32.82
201-5970600	Invoice # 2028465311		31.24
201-5970600	Invoice # 2028465242		330.82
201-5970600	Invoice # 2028466169		68.72
201-5970600	Invoice # 2028466110		15.34
201-5970600	Invoice # 2028444328		868.35
201-5970600	Invoice # 2028460935		369.43
201-5970600	Invoice # 2028457216		632.28
201-5970600	Invoice # 2028467402		497.78
201-5970600	Invoice # 2028499162		9.65
201-5970600	Invoice # 2028503015		43.34
201-5970600	Invoice # 2028503224		64.28
201-5970600	Invoice # 2028503206		13.72
201-5970600	Invoice # 2028507080		179.99
201-5970600	Invoice # 2028503237		73.63

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Invoice # 2028499160		75.98
201-5970600	Invoice # 2028503016		98.52
201-5970600	Invoice # 2028501594		52.55
201-5970600	Invoice # 2028491202		69.39
201-5970600	Invoice # 2028476532		14.76
201-5970600	Invoice # 2028498887		216.05
201-5970600	Invoice # 2028493671		173.52
201-5970600	Invoice # 2028499068		161.93
201-5970600	Invoice # 2028479205		21.08
201-5970600	Invoice # 2028480316		19.58
201-5970600	Invoice # 2028491164		69.69
201-5970600	Invoice # 2028476595		56.49
201-5970600	Invoice # 2028476380		60.10
201-5970600	Invoice # 2028487742		206.25
201-5970600	Invoice # 2028487467		479.30
201-5970600	Invoice # 2028476424		15.31
201-5970600	Invoice # 2028491207		116.14
201-5970600	Invoice # 2028491148		60.14
201-5970600	Invoice # 2028499153		19.86
201-5970600	Invoice # 2028503018		283.65
201-5970600	Invoice # 2028428716		27.34
201-5970600	Invoice # 2028455829		74.93
201-5970600	Invoice # 2028450912		24.17
201-5970600	Invoice # 2028448892		21.08
201-5970600	Invoice # 2028445712		39.16
201-5970600	Invoice # 2028448858		154.29
201-5970600	Invoice # 2028450918		65.83
201-5970600	Invoice # 2028459010		254.01
201-5970600	Invoice # 2028458756		136.71
201-5970600	Invoice # 2028455991		17.07
201-5970600	Invoice # 2028293840		17.14
201-5970600	Invoice # 2028462095		748.63
201-5970600	Invoice # 2028455984		28.12
201-5970600	Invoice # 2028435147		263.39
201-5970600	Invoice # 2028431135		9.54
201-5970600	Invoice # 2028431338		59.60
201-5970600	Invoice # 2028431264		654.72
201-5970600	Invoice # 2028428719		25.61
201-5970600	Invoice # 2028444320		48.54
201-5970600	Invoice # 2028450951		118.04
201-5970600	Invoice # 2028428621		62.56
201-5970600	Invoice # 2028435230		58.98
201-5970600	Invoice # 2028428661		38.74
201-5970600	Invoice # 2028435245		50.49
201-5970600	Invoice # 2028434991		94.28
201-5970600	Invoice # 2028435351		31.33
201-5970600	Invoice # 2028436046		28.94
201-5970600	Invoice # 2028435280		75.77
201-5970600	Invoice # 2028443165		75.44
201-5970610	Invoice # M21256250		29.22
201-5990901	Invoice # 2028444328		93.34
201-5990901	Invoice # 2028460935		78.00
201-5990901	Invoice # 2028457216		9.95
201-5990901	Invoice # 2028467402		10.70

BAKER & TAYLOR

12965

09/18/13

6,329.68

Account No.	Description	Amount
201-5960990	Invoice # 2028501603	47.25
201-5960990	Invoice # 2028500887	54.60
201-5960990	Invoice # 2028489739	37.50
201-5960990	Invoice # 2028474836	0.70
201-5960990	Invoice # 2028480237	1.40
201-5960990	Invoice # 2028453098	34.35

0296

First Midwest Bank
09/18/13-09/18/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 2028451457	07.00	
201-5960990	Invoice # 2028457217	34.50	
201-5960990	Invoice # 2028460936	36.25	
201-5960990	Invoice # 2028429002	28.80	
201-5960990	Invoice # 2028437483	52.65	
201-5960990	Invoice # 2028442853	2.05	
201-5960990	Invoice # 2028435932	3.50	
201-5960990	Invoice # 2028444329	73.65	
201-5960990	Invoice # 2028481727	51.05	
201-5960990	Invoice # 2028472909	0.70	
201-5960990	Invoice # 2028465904	3.50	
201-5960990	Invoice # 2028467403	37.50	
201-5960990	Invoice # 2028473391	40.35	
201-5970600	Credit # 0002469808	-62.44	
201-5970600	Invoice # 2028501602	680.35	
201-5970600	Invoice # 2028500886	665.50	
201-5970600	Invoice # 2028489738	562.61	
201-5970600	Invoice # 2028494485	157.48	
201-5970600	Invoice # 2028474835	8.96	
201-5970600	Invoice # 2028480236	13.74	
201-5970600	Invoice # 000138636	113.77	
201-5970600	Credit # 0002466458	-10.79	
201-5970600	Invoice # 2028453097	701.06	
201-5970600	Invoice # 2028451456	8.36	
201-5970600	Invoice # 2028437482	998.64	
201-5970600	Invoice # 2028429001	429.80	
201-5970600	Invoice # 2028442852	33.24	
201-5970600	Invoice # 2028435931	95.46	
201-5970600	Invoice # 2028481726	555.12	
201-5970600	Invoice # 2028472908	11.95	
201-5970600	Invoice # 2028465903	71.32	
201-5970600	Invoice # 2028473390	635.45	
201-5970600	Invoice # 2028409490	89.71	
201-5970630	Invoice # M20068690	29.39	
BAKER & TAYLOR	12966	09/18/13	1,039.75
Account No.	Description	Amount	
201-5960990	Invoice # 5012708979	22.40	
201-5970600	Invoice # 5012708979	447.78	
201-5970640	Invoice # 5012708979	569.57	
BANKCARD SERVICES	12968	09/18/13	16,881.38
Account No.	Description	Amount	
201-5920202	VISA - August	15.00	
201-5920204	VISA - August	1,895.00	
201-5920220	VISA - August	190.00	
201-5930020	VISA - August	5,271.00	
201-5960040	VISA - August	321.00	
201-5960210	VISA - August	5,554.49	
201-5960990	VISA - August	371.73	
201-5970100	VISA - August	1,232.98	
201-5970110	VISA - August	96.61	
201-5970270	VISA - August	67.13	
201-5970600	VISA - August	413.90	
201-5970610	VISA - August	59.95	
201-5970850	VISA - August	10.00	
201-5980420	VISA - August	847.59	
202-5980300	VISA - August	535.00	
BARNES & NOBLE, INC.	12975	09/18/13	327.57
Account No.	Description	Amount	
201-5970650	Invoice # 9687526881	33.97	
201-5980410	Invoice # IN 2635582	293.60	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
C C H, INCORPORATED	12976	09/18/13	103.49
Account No. Description		Amount	
201-5970640 Invoice # 579591		103.49	
C D W GOVERNMENT INCORPORATED	12977	09/18/13	305.30
Account No. Description		Amount	
201-5970100 Invoice # DT34307		20.91	
201-5970115 Invoice # FC43376		284.39	
CENTRAL PROGRAMS, INC.	12978	09/18/13	523.60
Account No. Description		Amount	
201-5970600 Invoice # PINV 66115		221.60	
201-5970600 Invoice # PINV 66116		244.35	
201-5970600 Invoice # PINV 66117		57.65	
CHICAGO OFFICE TECHNOLOGY GROUP	12979	09/18/13	366.59
Account No. Description		Amount	
201-5930010 Invoice # 246147		366.59	
CHICAGO TRIBUNE	12980	09/18/13	780.00
Account No. Description		Amount	
201-5970620 Account # 30147947		780.00	
CITY OF DES PLAINES	12981	09/18/13	948.25
Account No. Description		Amount	
201-5970500		948.25	
CITY OF DES PLAINES, PUBLIC WORKS	12982	09/18/13	40.25
Account No. Description		Amount	
201-5970850 Invoice Fuel # 7-13		40.25	
COLIBRI SYSTEMS N.A., INC.	12983	09/18/13	2,059.00
Account No. Description		Amount	
201-5970100 Invoice # 7813		2,059.00	
COMPUTYPE, INC.	12984	09/18/13	887.02
Account No. Description		Amount	
201-5970100 Invoice # 567458		887.02	
CONSUMERS CHECKBOOK	12985	09/18/13	300.00
Account No. Description		Amount	
201-5970640 Online Subscription		300.00	
COOPERATIVE COMPUTER SERVICES	12986	09/18/13	23,896.16
Account No. Description		Amount	
201-5920140 CCS 8/1/13		4,828.79	
201-5920140 CCS 8/12/13		13,636.44	
201-5920140 OCLC - August		1,368.75	
201-5920140 CCS 8/14/13		4,062.18	
CRYSTAL MAINTENANCE SERVICES COR	12987	09/18/13	10,112.00
Account No. Description		Amount	
201-5930320 Invoice # 21506		3,340.00	
201-5930320 Invoice # 21487		3,750.00	
201-5930320 Invoice # 21488		1,950.00	
201-5960990 Invoice # 21429		1,072.00	
D & Z HOUSE OF BOOKS INCORPORATED	12988	09/18/13	55.87
Account No. Description		Amount	
201-5970600 Invoice # 2013/10145403		55.87	
DEMCO EDUCATIONAL CORP	12989	09/18/13	1,529.78

0297

First Midwest Bank
09/18/13-09/18/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount	
Account No.	Description	Amount		
201-5960210	Invoice # 5054551	1,269.78		
201-5970100	Invoice # 5038168	153.00		
201-5970115	Invoice # 5057130	107.00		
DES PLAINES OFFICE EQUIPMENT	12990	09/18/13	120.00	
Account No.	Description	Amount		
201-5930010	Invoice # P107988	120.00		
ENVIRONMENTS THAT WORK	12991	09/18/13	35,441.61	
Account No.	Description	Amount		
201-5980600	Invoice # 13-6992	10.00		
202-5980300	Invoice # 13-7000	34,846.61		
202-5980600	Proposal # 13-5443	585.00		
ERICA GANNETT	12992	09/18/13	750.00	
Account No.	Description	Amount		
201-5980420		750.00		
EVANCED SOLUTIONS, INC.	12993	09/18/13	714.00	
Account No.	Description	Amount		
201-5980420	Invoice # 9557	714.00		
FEDERAL EXPRESS	12994	09/18/13	33.01	
Account No.	Description	Amount		
201-5970260	Invoice # 2-382-76129	33.01		
GALE	12995	09/18/13	940.23	
Account No.	Description	Amount		
201-5970640	Invoice # 99885176	313.41		
201-5970640	Invoice # 99645635	626.82		
GE CAPITAL	VOID	12996	09/18/13	0.00
Account No.	Description	Amount		
201-5930210	Invoice # 59362568	1,488.13		
ILLINOIS LIGHTING, INC.	12997	09/18/13	2,899.20	
Account No.	Description	Amount		
201-5930020	Invoice # 15062	2,599.20		
201-5930020	Invoice # 15068	300.00		
ILLINOIS PUBLIC RISK FUND	12998	09/18/13	4,137.00	
Account No.	Description	Amount		
201-5918070	Invoice # 17010	4,137.00		
IMPACT NETWORKING, LLC.	12999	09/18/13	586.12	
Account No.	Description	Amount		
201-5930010	Invoice # 283948	586.12		
INFORMATION TODAY, INC.	13000	09/18/13	376.05	
Account No.	Description	Amount		
201-5970600	Invoice # 1471137-B3	376.05		
JANWAY COMPANY USA, INC.	13001	09/18/13	296.88	
Account No.	Description	Amount		
201-5960210	Invoice # 112565	296.88		
JOHN LAVALIE	13002	09/18/13	67.05	
Account No.	Description	Amount		
201-5970850	Expense Reimbursement	67.05		
KIWANIS CLUB OF DES PLAINES	13003	09/18/13	100.00	
Account No.	Description	Amount		

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5920220		09/18/13	100.00
KOS HOME IMPROVEMENT	13004	09/18/13	12,880.91
Account No. Description		Amount	
201-5930020 Invoice # 94		4,800.00	
201-5930020 Invoice # 95		5,890.00	
201-5930020 Invoice # 84		2,190.91	
LABEL MARK-IT INC.	13005	09/18/13	82.55
Account No. Description		Amount	
201-5970100 Invoice # 42745		82.55	
LACONI	13006	09/18/13	100.00
Account No. Description		Amount	
201-5920220		100.00	
LACONI -CCS	13007	09/18/13	15.00
Account No. Description		Amount	
201-5920204		15.00	
LAUTERBACH & AMEN, LLP.	13008	09/18/13	2,860.00
Account No. Description		Amount	
201-5920110 Invoice No. 2225		1,430.00	
201-5920110 Invoice No. 2523		1,430.00	
LAW OFFICES OF ANCEL, GLINK	13009	09/18/13	1,552.50
Account No. Description		Amount	
201-5920100 Statement #		1,552.50	
LIMRiCC	13010	09/18/13	34,956.14
Account No. Description		Amount	
201-2401002 August 2013 Insurance		34,956.14	
MENARDS	13011	09/18/13	273.50
Account No. Description		Amount	
201-5970115 Invoice # 22289		89.94	
201-5970115 Invoice # 21726		183.56	
MICROSYSTEMS, INC.	13012	09/18/13	166.79
Account No. Description		Amount	
201-5970620 Invoice # 1000068928		166.79	
MIDWEST TAPE	12969	09/18/13	14,287.80
Account No. Description		Amount	
201-5960990 Invoice # 91191076		19.25	
201-5960990 Invoice # 91187683		3.85	
201-5960990 Invoice # 91187682		15.65	
201-5960990 Invoice # 91191072		11.10	
201-5960990 Invoice # 91186148		5.55	
201-5960990 Invoice # 91186147		1.85	
201-5960990 Invoice # 91168401		14.80	
201-5960990 Invoice # 91168404		15.65	
201-5960990 Invoice # 91171527		11.80	
201-5960990 Invoice # 91171526		1.85	
201-5960990 Invoice # 91174186		67.29	
201-5960990 Invoice # 91174182		5.55	
201-5960990 Invoice # 91178009		7.70	
201-5960990 Invoice # 91170727		3.85	
201-5960990 Invoice # 91210934		3.85	
201-5960990 Invoice # 91211416		34.65	
201-5960990 Invoice # 91204815		3.85	
201-5960990 Invoice # 91204817		24.05	
201-5960990 Invoice # 91211412		7.40	

0298

First Midwest Bank
09/18/13-09/18/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Invoice # 91219851		35.65
201-5960990	Invoice # 91219850		24.05
201-5960990	Invoice # 91219483		9.25
201-5960990	Invoice # 91219487		15.40
201-5960990	Invoice # 91219486		51.00
201-5960990	Invoice # 91219485		136.35
201-5960990	Invoice # 91219729		269.70
201-5960990	Invoice # 91219728		43.98
201-5960990	Invoice # 91211414		230.50
201-5960990	Invoice # 91211415		13.00
201-5960990	Invoice # 91204521		42.45
201-5960990	Invoice # 91204429		6.50
201-5960990	Invoice # 91201357		47.25
201-5960990	Invoice # 91210931		30.50
201-5960990	Invoice # 91210933		26.00
201-5960990	Invoice # 91168403		134.95
201-5960990	Invoice # 91170725		3.25
201-5960990	Invoice # 91178006		44.30
201-5960990	Invoice # 91178008		13.00
201-5960990	Invoice # 91174184		151.15
201-5960990	Invoice # 91174185		19.50
201-5960990	Invoice # 91171524		30.50
201-5960990	Invoice # 91187680		139.95
201-5960990	Invoice # 91187681		6.50
201-5960990	Invoice # 91191074		152.50
201-5960990	Invoice # 91191075		13.00
201-5970610	Invoice # 91191076		65.80
201-5970610	Invoice # 91187683		9.74
201-5970610	Invoice # 91187682		43.46
201-5970610	Invoice # 91182395		26.99
201-5970610	Invoice # 91182393		63.99
201-5970610	Invoice # 91191072		219.94
201-5970610	Invoice # 91186148		134.97
201-5970610	Invoice # 91186147		29.99
201-5970610	Invoice # 91168401		279.92
201-5970610	Invoice # 91168404		58.91
201-5970610	Invoice # 91166333		223.96
201-5970610	Invoice # 91166335		9.99
201-5970610	Invoice # 91171527		36.72
201-5970610	Invoice # 91171526		29.99
201-5970610	Invoice # 91174186		23.10
201-5970610	Invoice # 91174182		139.97
201-5970610	Invoice # 91178009		22.93
201-5970610	Invoice # 91170727		11.24
201-5970610	Invoice # 91210934		11.24
201-5970610	Invoice # 91211416		104.31
201-5970610	Invoice # 91198247		55.99
201-5970610	Invoice # 91214404		283.95
201-5970610	Invoice # 91204815		13.49
201-5970610	Invoice # 91204817		331.87
201-5970610	Invoice # 91211412		129.96
201-5970610	Invoice # 91219851		117.96
201-5970610	Invoice # 91219850		368.87
201-5970610	Invoice # 91219483		179.95
201-5970610	Invoice # 91219487		48.56
201-5970630	Invoice # 91219486		320.90
201-5970630	Invoice # 91219485		785.65
201-5970630	Invoice # 91219729		1,624.49
201-5970630	Invoice # 91219728		6.50
201-5970630	Invoice # 91211414		1,397.39
201-5970630	Invoice # 91211415		53.98
201-5970630	Invoice # 91204521		168.66
201-5970630	Invoice # 91204429		43.98

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
201-5970630	Invoice # 91201357	334.38	
201-5970630	Invoice # 91210931	206.94	
201-5970630	Invoice # 91210933	113.96	
201-5970630	Invoice # 91168403	729.43	
201-5970630	Invoice # 91170725	18.74	
201-5970630	Invoice # 91178006	280.40	
201-5970630	Invoice # 91178008	75.96	
201-5970630	Invoice # 91174184	893.57	
201-5970630	Invoice # 91174185	151.94	
201-5970630	Invoice # 91171524	167.94	
201-5970630	Invoice # 91187680	712.94	
201-5970630	Invoice # 91187681	43.98	
201-5970630	Invoice # 91191074	1,022.63	
201-5970630	Invoice # 91191075	105.96	
OFFICE DEPOT	13013	09/18/13	153.24
Account No.	Description	Amount	
201-5970100	Invoice # 666490611001	89.57	
201-5970100	Invoice # 665679655001	43.23	
201-5970100	Invoice # 665679544001	12.19	
201-5970100	Invoice # 665722521001	8.25	
OUTSOURCE SOLUTIONS GROUP, INC.	13014	09/18/13	39,864.06
Account No.	Description	Amount	
201-5920110	Invoice # 18106	1,250.00	
201-5920110	Invoice # 18275	27,083.33	
201-5960990	Invoice # 18318	280.00	
202-5980410	Invoice # 18208	11,250.73	
OVERDRIVE, INC.	13015	09/18/13	630.88
Account No.	Description	Amount	
201-5970650	1018-221835740-081413	630.88	
OVERHEAD DOOR SOLUTIONS, INC.	13016	09/18/13	1,120.00
Account No.	Description	Amount	
201-5930020	Invoice # 7324	665.00	
201-5930020	Invoice # 7168	455.00	
PADDOCK PUBLICATIONS, INC.	13017	09/18/13	45.90
Account No.	Description	Amount	
201-5920230		45.90	
PROQUEST LLC	13018	09/18/13	7,131.15
Account No.	Description	Amount	
201-5970620		7,131.15	
RANDOM HOUSE INCORPORATED	13019	09/18/13	168.75
Account No.	Description	Amount	
201-5970610	Invoice # 1087808909	168.75	
RECORDED BOOKS, LLC	13020	09/18/13	593.75
Account No.	Description	Amount	
201-5970610	Invoice # 74786007	14.18	
201-5970610	Invoice # 74731685	6.95	
201-5970610	Invoice # 74783185	130.30	
201-5970610	Invoice # 74783186	120.16	
201-5970610	Invoice # 74778146	111.37	
201-5970610	Invoice # 74778147	92.47	
201-5970610	Invoice # 74783109	111.37	
201-5970610	Invoice # 74778173	6.95	
REPUBLIC SERVICES	13021	09/18/13	474.77
Account No.	Description	Amount	

09/18/13-09/18/13

First Midwest Bank

**Des Plaines Public Library
Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5930490 0551-010345883		09/18/13	474.77
RUNCO OFFICE SUPPLY	13022	09/18/13	75.52
Account No. Description 201-5970100 Invoice # 552625-0		Amount	75.52
SAGE PUBLICATIONS, INC.	13023	09/18/13	168.42
Account No. Description 201-5970640 Invoice # 039388KI		Amount	168.42
SCHINDLER ELEVATOR CORPORATION	13024	09/18/13	1,237.30
Account No. Description 201-5930020 Invoice # 7151817010 201-5930020 Invoice # 7151825577		Amount	352.30 885.00
SHEET MUSIC PLUS	13025	09/18/13	27.27
Account No. Description 201-5970600 Invoice # 14172		Amount	27.27
SONS OF THE NEVER WRONG	13026	09/18/13	1,200.00
Account No. Description 201-5960210 Program on 9/29/13		Amount	1,200.00
SPEED-E-KLEEN, INC.	13027	09/18/13	1,885.00
Account No. Description 201-5930320 Invoice # 3803 201-5930320 Invoice # 3802 201-5930320 Invoice # 3801		Amount	1,355.00 120.00 410.00
TEEN INK	13028	09/18/13	189.00
Account No. Description 201-5970620 Invoice # 14227-1314		Amount	189.00
THOMSON REUTERS-WEST	13029	09/18/13	31.80
Account No. Description 201-5970640 Invoice # 827820385		Amount	31.80
TIMOTHY HASKELL	13030	09/18/13	125.00
Account No. Description 201-5960990 Invoice # 71713		Amount	125.00
TOM HAAS	13031	09/18/13	165.00
Account No. Description 201-5930020		Amount	165.00
TUMBLEWEED PRESS INC.	13032	09/18/13	267.33
Account No. Description 201-5970640 Invoice # 49339		Amount	267.33
VAHE GHAZARIAN	13033	09/18/13	90.00
Account No. Description 201-5960990 Invoice # 677287		Amount	90.00
VALDES ENTERPRISES	13034	09/18/13	728.00
Account No. Description 201-5970170 Invoice # 2151 201-5970170 Invoice # 2388		Amount	392.00 336.00
VIKING PLUMBING SERVICES, LLC	13035	09/18/13	850.00
Account No. Description 201-5930020 Invoice # 4906		Amount	850.00
WAREHOUSE DIRECT, INC.	13036	09/18/13	61.24

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5970100	Description Invoice # 2049955-0	Amount 61.24	
TOTAL			<u>260,413.52</u>

Des Plaines Public Library
ACH Report

Vendor Name	Chk. No.	Check Date	Amount
McLeod USA, Inc	50457	08/31/13	591.82
Account No. 201-5920120		Amount 591.82	
Description ACH			
VERIZON WIRELESS	50458	08/31/13	720.13
Account No. 201-5920120		Amount 720.13	
Description ACH			
COMCAST CABLE	50459	08/31/13	215.15
Account No. 201-5920120		Amount 215.15	
Description ACH			
LEVEL(3) COMMUNICATIONS, LLC.	50460	08/31/13	452.77
Account No. 201-5920120		Amount 452.77	
Description ACH			
NEO-POST USA, INC.	50461	08/31/13	1,000.00
Account No. 201-5970260		Amount 1,000.00	
Description ACH			
GE CAPITAL	50462	08/31/13	1,488.13
Account No. 201-5930210		Amount 1,488.13	
Description ACH			
WOW! INTERENT CABLE	50463	08/31/13	124.27
Account No. 201-5920120		Amount 124.27	
Description ACH			
IMRF	50464	08/31/13	34,290.11
Account No. 201-2401002		Amount 7,605.88	
Description 08/2013 EE IMRF Contrib			
Account No. 201-5918021		Amount 26,684.23	
Description 08/2013 ER IMRF Contrib			
PRO DATA	50465	08/31/13	671.92
Account No. 201-5920110		Amount 439.92	
Description PRO DATA AUGUST			
Account No. 201-5920110		Amount 232.00	
Description PRO DATA AUGUST			
		TOTAL	<u>39,554.30</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	\$ 6,023,258	\$ 6,437,953	\$ 7,765,677	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626	435,503	41,639	-	945,205	1,756,511				
Other Revenue	15,762	12,970	23,118	37,674	14,915	45,284	17,055	17,035				
	15,762	824,322	2,174,744	473,177	56,554	45,284	962,259	1,773,546				
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157				
Other Expense	348,979	162,895	148,263	171,316	183,641	248,707	185,365	210,392				
Change in A/P & AJE's	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)				
	539,201	540,650	461,681	410,563	571,696	412,238	547,564	445,822				
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)	(366,954)	414,695	1,327,724	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 August 31, 2013

Total Expenses per Expense Report			<u>\$484,549.46</u>
Gross Payroll	\$203,869.24		
Benefits Expense	<u>70,287.88</u>		
Total Payroll Expenses		\$274,157.12	
Vendor Check Report		\$260,413.52	
ACH Report		39,554.30	
Hauser Group CK# 12963		<u>17,631.14</u>	
Total expenses per payroll and vendor checks reports			<u>591,756.08</u>
		Variance	<u>107,206.62</u>
Less: (disbursements included above)			
IMRF August CK # 50		(34,290.11)	
LIMRiCC August Insurance Premiums CK# 13010		(34,956.14)	
Void CK# 12955		(34,067.01)	
Payroll Liability Allocation		(4,137.00)	
			(107,450.26)
Plus:			
IL Funds Epay Fees		243.64	
			243.64
		Variance	<u>0.00</u>

August 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	
Aug 2013	3,438	YTD 2013	26,878
Aug 2012	7,462	YTD 2012	26,878
% Change		% Change	
-53.93%		0.00%	

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

CIRCULATION - GENERAL			
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.			
THIS MONTH		YEAR TO DATE	
Aug 2013		YTD 2013	
Youth Services	33,658	Youth Services	294,881
Adult Services	64,302	Adult Services	486,763
TOTAL	97,960	TOTAL	781,644
Aug 2012		YTD 2012	
Youth Services	35,784	Youth Services	304,547
Adult Services	62,357	Adult Services	493,384
TOTAL	98,141	TOTAL	797,931
% Change		% Change	
-0.18%		-2.04%	

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Aug 2013		YTD 2013	
Youth Services	4,511	Youth Services	32,341
Adult Services	7,709	Adult Services	63,097
TOTAL	12,220	TOTAL	95,438
Aug 2012		YTD 2012	
Youth Services	4,558	Youth Services	25,558
Adult Services	9,155	Adult Services	67,213
TOTAL	13,713	TOTAL	92,771
% Change		% Change	
-10.89%		2.87%	
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Aug 2013	7,787	YTD 2013	59,687
Aug 2012	6,307	YTD 2012	51,454
% Change		% Change	
23.47%		16.00%	

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Aug 2013		YTD 2013	
From Internal IP's	3,455	From Internal IP's	28,620
From External IP's	47,633	From External IP's	321,901
TOTAL	51,088	TOTAL	350,521
Aug 2012		YTD 2012	
From Internal IP's	3,645	From Internal IP's	28,615
From External IP's	41,217	From External IP's	328,889
TOTAL	44,862	TOTAL	357,504
% Change	13.88%	% Change	-1.95%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
August 2013 Unique Visitors	25,635	YTD 2013 Unique Visitors	144,177
August 2012 Unique Visitors	21,363	YTD 2012 Unique Visitors	199,611
% Change	20.00%	% Change	-27.77%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Aug 2013	16,249	YTD 2013	123,136
Aug 2012	13,860	YTD 2012	127,379
% Change	17.24%	% Change	-3.33%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013	34,637	% of Population 2013	59.35%
YTD 2012	34,173	% of Population 2012	58.55%
% Change	1.36%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Aug 2013		YTD 2013	
Library Sponsored Prog	3,869	Library Sponsored Prog	18,599
Outside Groups	1,309	Outside Groups	11,351
Public Study Rooms	755	Public Study Rooms	7,632
Internal Meetings	100	Internal Meetings	700
TOTAL	6,033	TOTAL	38,282
Aug 2012		YTD 2012	
Library Sponsored Prog	3,470	Library Sponsored Prog	22,226
Outside Groups	1,077	Outside Groups	13,748
Public Study Rooms	937	Public Study Rooms	8,970
Internal Meetings	100	Internal Meetings	800
TOTAL	5,584	TOTAL	45,744
% Change	8.04%	% Change	-16.31%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Aug 2013		YTD 2013	
Library Sponsored Prog	75	Library Sponsored Prog	897
Outside Groups	37	Outside Groups	364
Public Study Rooms	442	Public Study Rooms	4,619
Internal Meetings	10	Internal Meetings	80
TOTAL	564	TOTAL	5,960
Aug 2012		YTD 2012	
Library Sponsored Prog	82	Library Sponsored Prog	1,007
Outside Groups	39	Outside Groups	365
Public Study Rooms	515	Public Study Rooms	4,724
Internal Meetings	10	Internal Meetings	80
TOTAL	646	TOTAL	6,176
% Change	-12.69%	% Change	-3.50%

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	
Aug 2013		YTD 2013	
Youth Services	282	Youth Services	8,148
Adult Services	175	Adult Services	2,415
TOTAL	457	TOTAL	10,563
Aug 2012		YTD 2012	
Youth Services	582	Youth Services	8,462
Adult Services	138	Adult Services	2,479
TOTAL	720	TOTAL	10,941
% Change	-37%	% Change	-3%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Aug 2013		YTD 2013	
Youth Services	2,750	Youth Services	22,426
Adult Services	14,401	Adult Services	104,533
Circulation	11,493	Circulation	79,245
TOTAL	28,644	TOTAL	206,204
Aug 2012		YTD 2012	
Youth Services	2,985	Youth Services	26,185
Adult Services	14,975	Adult Services	109,543
Circulation	9,671	Circulation	67,459
TOTAL	27,631	TOTAL	203,187
% Change	4%	% Change	1%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Aug 2013		YTD 2013	
	49,066		388,984
Aug 2012		YTD 2012	
	52,330		400,506
% Change	-6.24%	% Change	-2.88%

2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	186	215	275	280	186					1,879
CD-ROMs	268	193	219	153	255	376	395	325					2,184
CDs	917	990	1,010	1,097	878	1,127	921	970					7,910
DVDs	10,392	8,744	10,255	9,437	8,404	10,324	10,476	9,308					77,340
Fiction	17,985	16,373	17,195	15,858	15,241	20,617	18,967	15,523					137,759
Foreign language	1,832	2,383	1,913	1,695	1,287	1,457	1,459	1,270					13,296
Games	49	64	71	41	44	64	69	52					454
Holiday	727	538	722	285	215	304	195	180					3,166
Homeschool	359	366	271	246	235	291	324	280					2,372
Large type	23	23	28	25	27	40	44	27					237
Magazines	159	134	148	203	143	189	224	233					1,433
Nonfiction	5,913	5,492	6,355	5,802	5,154	6,049	5,771	5,184					45,720
Parent collection	175	143	141	169	114	123	146	120					1,131
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	41,236	39,271	33,658	0	0	0	0	294,881

ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	11	6	11	10	11	6	16	6					77
CD-ROMs	2,055	1,794	2,020	1,904	1,919	2,086	2,190	2,140					16,108
CDs	672	619	684	674	535	561	627	584					4,956
DVDs	6,495	5,595	6,456	6,121	6,416	6,433	6,690	6,935					51,141
DVDs	30,212	26,394	29,110	27,287	26,201	27,023	30,748	30,788					227,763
Fiction	7,733	6,597	7,263	6,924	7,041	7,826	8,024	8,059					59,467
Foreign language	1,349	1,126	1,242	1,213	1,072	1,315	1,378	1,155					9,850
High school	1,176	885	1,071	972	1,155	1,593	1,757	1,294					9,903
Large type	1,265	1,122	1,285	1,187	1,246	1,271	1,405	1,389					10,170
Literacy	171	177	163	183	167	135	174	217					1,387
Magazines	2,641	2,247	2,669	2,439	2,650	2,531	2,667	2,304					20,148
Nonfiction	9,963	8,678	10,342	9,375	9,135	9,064	9,805	9,431					75,793
ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	59,844	65,481	64,302	0	0	0	0	486,763
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	101,080	104,752	97,960	0	0	0	0	781,644

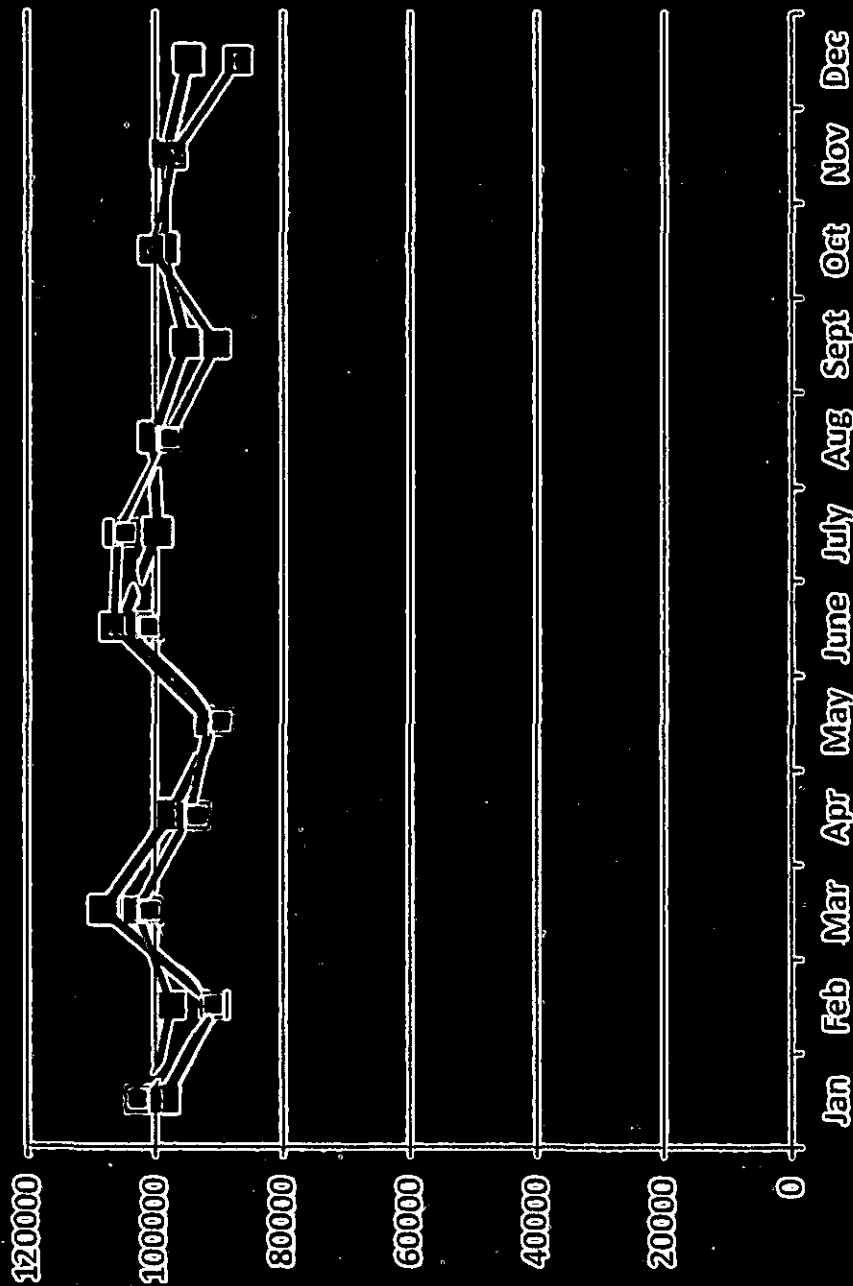
eMaterials	3,576	2,893	3,596	3,167	3,486	3,189	3,533	3,438					26,878
ILL (non consortial)	385	333	357	361	307	347	268	291					2,649
Miscellaneous	512	392	415	458	396	434	382	412					3,381

GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	105,050	108,915	102,101	0	0	0	0	814,552
--------------------	----------------	---------------	----------------	---------------	---------------	----------------	----------------	----------------	----------	----------	----------	----------	----------------

Days closed	1			1	2		1		2		1	2	10
-------------	---	--	--	---	---	--	---	--	---	--	---	---	----

Circulation Statistics 2011 - 2013

VIII.E.3.

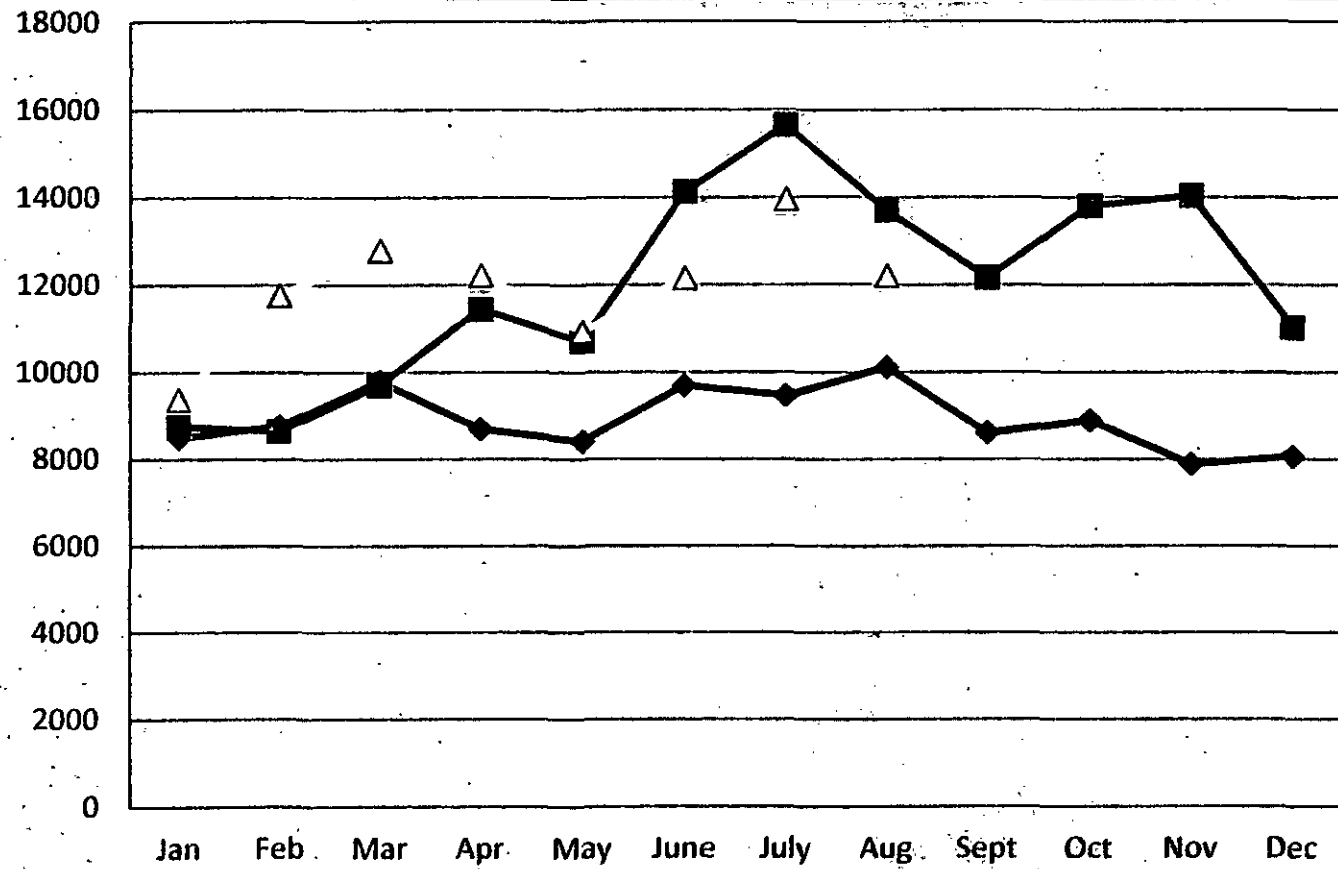


— Jan-Dec 2011 (1,176,467)
 — Jan-Dec 2012 (1,173,113)
 — Jan - Aug 2013 (781,644)

Computer Use - Wired

VIII.E.4.

P. 51

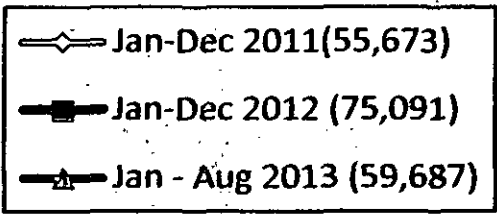
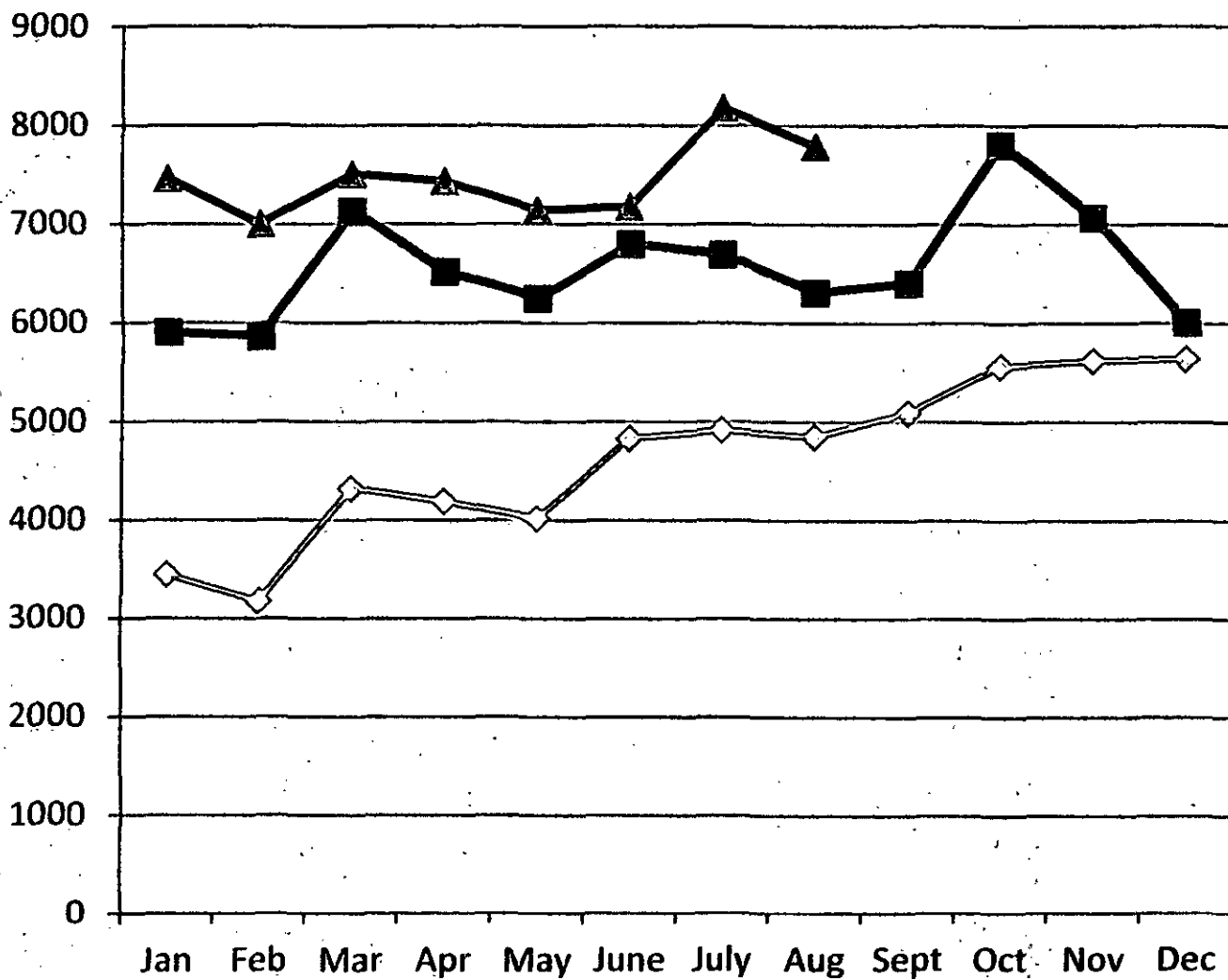


- ◆ Jan-Dec 2011(121,272)
- Jan-Dec 2012 (143,814)
- △ Jan - Aug 2013 (95,438)

Computer Use - Wireless

VIII.E.5

P. 52



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

Collection Development Highlights - Goal #1

In August we focused on promoting *Biography in Context* via Social Media and banners and fliers in the library. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted this great new resource. *Biography in Context* offers over 600,000 biographical entries on more than 528,000 individuals spanning history and geography. It's a curriculum-aligned resource that supports high-school and university coursework by providing multidisciplinary content on notable figures that offers media-rich content in context that's updated daily.

eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class one time in August which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 12 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class three times in August to show the public how to download eaudiobooks and ebooks. 10 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.

Community Blood Drive: The City of Des Plaines organized a blood drive during the month of August. 60 people came and gave blood.

JOB FAIR: An area wide fair with real jobs and employers was organized by Illinois workNet and held at the library in August. Over 400 people attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in August to meet with the public and answer questions. 4 people attended.

Intermediate Computers in Spanish. Oakton Community College offered an intermediate computer class in Spanish focusing on Microsoft Word three times in August. 30 people attended.

Lifelong Learning Highlights - Goal #3

Adult Computer Classes: Six adult services librarians and three reference and readers' services assistants offered 18 computer classes in August teaching over 115 people.

Pinterest. Head of Public Information Services offered this class, which teaches the public to use Pinterest, once in August. 10 people attended.

VIII.E.6.

Culture of India: A Celebration of India's Independence: An afternoon of traditional Indian dance, classical and contemporary music, Mehndi handpainting and Indian hor d'oeuvres were served to celebrate the new World Language Center on the 4th floor. This collection, with new materials paid for by a grant from the Illinois State Library, brings together in one place all the library's print and audio resources on learning languages. 200 people attended.

Frugal Friends Coupon Club-Saving on School Supplies: In August the Coupon Club discussed strategies for cutting costs on things kids will need for school and coupon deal swapping. 16 people attended.

A Culinary Tour of Europe: Chef Michael Maddox, former chef/owner of Le Titi de Paris, came to the library in August and prepared dishes from France, Italy, Spain and Germany. Recipes and tastings were included. 80 people attended.

The Federal Affordable Care Act and You: The Illinois Maternal & Child Health Coalition and Presence Health at Holy Family Medical Center presented an overview of the Affordable Care Act. 30 people attended.

DPPL Writing Group: The creative writing group met four times in August to read, give feedback and critique each other's writing. 39 people attended.

Summer Reading Clubs

On Saturday, June 8th the adult, teen and youth summer reading clubs kicked off. For adults, every time someone reads a book they can enter a contest for a chance to win an iPad Mini and a trivia question will be posed each week for a chance to win an additional prize. Summer Reading was a big success. The final numbers for adults; 1,770.

The teen program invited teens to read 4 books for 20 hours and earn a \$5.00 gift card and a chance to win an iPad Mini. The final number for teens; 543.

The youth program was for kids birth through 6th grade (7th and 8th graders get to choose either the youth or teen program) they receive a "passport" for keeping track of their time spent reading or listening to books. The goal for the summer is to spend 16 hours engaged in reading. At the half-way point (8 hours) kids receive a prize. When they have completed 16 hours of reading, kids receive a final prize. This year it's a choice of several paperback book titles and everyone receives a beautiful certificate of completion. The final number for kids; 2,426.

The Friends of the Library sponsors the Summer Reading Club programs and generously paid for all the prizes.

VIII.E.6.

And finally, the end of summer celebration - A RADIO DISNEY dance party - was fun for the whole family. Adults were able to sit back and enjoy ice cream and lemonade while the kids danced, played games and won prizes. Over 400 people gathered in the Library Plaza to enjoy this event.

NorthShore University HealthSystem, Sam's Club and Friends of the Library contributed to the cost of this event.

2013 Cash Budget Projection

FILE 7-2013

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	\$ 6,390,195	\$ 6,023,241	\$ 6,437,937	\$ 7,765,661	\$ 7,370,775	\$ 6,854,015	\$ 6,258,255			
Restricted cash donations	129,481	129,483	129,673	129,675	130,100	130,257	130,508	130,508	130,508	130,508	130,508	130,508			
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	6,775,237	6,259,938	5,892,733	6,307,429	7,635,153	7,240,267	6,723,507	6,127,747			
Revenue (M-T-D)															
Property Taxes		811,352	2,151,626	435,503	41,639		945,205	1,756,511	121,874				\$6,263,710	6,263,710	
Other Revenue	15,759	12,968	23,105	37,674	14,915	45,284	17,055	17,035	22,974	22,974	22,974	22,974	275,691	338,938	
Total Revenue	15,759	824,320	2,174,731	473,177	56,554	45,284	962,260	1,773,546	144,848	22,974	22,974	22,974	6,539,401	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793	274,157	292,967	292,967	292,967	292,967	3,515,602	3,953,725	
Contractual Services	162,138	88,509	73,481	86,021	67,180	72,601	59,888	119,218	70,804	70,804	70,804	70,802	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	68,641	67,300	115,509	76,787	57,284	86,128	86,128	86,128	86,128	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	1,176	10,394	8,832	1,012	6,759	6,759	6,759	6,759	62,270	62,270	
Other			1,064	3,720	4,550	13,243	2,625	494	83,076	83,076	83,076	83,076	358,000	433,000	
202	24,198		14,596	12,000	43,435	36,960	37,234	32,384			79,000	73,193	353,000	353,000	
Adjustments	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405	(38,727)							
Total Expenses	539,202	540,650	461,683	410,562	571,696	412,238	547,564	445,822	539,734	539,734	618,734	612,925			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	62,615	(515,142)	(366,954)	414,696	1,327,724	(394,886)	(516,760)	(595,760)	(589,951)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,390,195	6,023,241	6,437,937	7,765,661	7,370,775	6,854,015	6,258,255	5,668,304			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,275,662	4,760,095	4,392,984	4,807,429	6,135,153	5,740,267	5,223,507	4,627,747	4,037,796			

P. 56

2013 Contracts

VIII.E.8.

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	
	7/17/2013	12827	201-5970100	\$6,211.54			\$6,211.54	
				\$6,211.54	\$19,695.23	\$25,906.77	\$25,906.77	
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	
	8/21/2013	12903	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$8,000.25	\$8,000.25	\$8,000.25	
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	\$4,660.75	\$4,660.75	\$4,660.75	
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	
	7/17/2013	12840	201-5930010		\$349.13		\$349.13	
	8/21/2012	12912	201-5930010		\$1,178.69		\$1,178.69	
	9/18/2013	12979	201-5930010		\$366.59		\$366.59	
				\$0.00	\$12,896.86	\$12,896.86	\$12,896.86	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES-Cleaning service								\$40,080.00 Annual

P. 57

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	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	
	5/21/2013	12700	201-5930320		\$3,340.00			
	5/21/2013	12700	201-5960990	\$3,248.00				
	5/21/2013	12700	201-5930320	\$6,190.00			\$12,778.00	
	6/7/2013	12774	201-5930320		\$3,340.00			
	6/7/2013	12774	201-5930020	\$140.00			\$3,480.00	
	7/17/2013	12845	201-5930320		\$3,340.00			
	7/17/2013	12845	201-5960990	\$1,872.00			\$5,212.00	
	8/21/2013	12916	201-5930320		\$3,538.00			
	8/21/2013	12916	201-5960990	\$1,272.00			\$4,810.00	
	9/18/2013	12987	201-5930320		\$3,340.00			
	9/18/2013	12987	201-5960990	\$1,072.00				
	9/18/2013	12987	201-5930320	\$5,700.00			\$10,112.00	
				\$14,026.00	\$23,578.00	\$37,604.00	\$37,604.00	
5 B & 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	
	5/31/2013	50438	201-5930210		\$1,488.13		\$1,488.13	
	8/21/2013	50453	201-5930210		\$1,488.13		\$1,488.13	
	9/18/2013	50462	201-5930210		\$1,488.13		\$1,488.13	
					\$7,590.65	\$7,590.65	\$7,590.65	
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	

2013 Contracts

VIII.E.8.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.	
	7/17/2013	12855	201-5930010		\$909.78		\$909.78		
	8/21/2013	12927	201-5930010		\$825.30		\$825.30		
	9/18/2013	12999	201-5930010		\$586.12		\$586.12		
				\$0.00	\$3,765.22	\$3,765.22	\$3,765.22		
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		
	7/17/2013	12862	201-5920110		\$3,340.00		\$3,340.00		
	9/18/2013	13008	201-5920110		\$2,860.00		\$2,860.00		
				\$0.00	\$12,320.00	\$12,320.00	\$12,320.00		
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		
P. 59	QUAY SERVICE - Maintenance Agreement for HVAC								\$24,650.00 Annual
	2/20/2013	12518	201-5930020	\$977.50			\$977.50		
	8/21/2013	12935	201-5930020	\$1,669.28			\$1,669.28		
				\$2,646.78	\$0.00	\$2,646.78	\$2,646.78		
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		
	7/17/2013	50445	201-5970260	\$1,000.00			\$1,000.00		
	8/21/2013	12934	201-5930210		\$177.00		\$177.00		
	9/18/2013	50461	201-5970260	\$1,000.00			\$1,000.00		
				\$6,086.08	\$531.00	\$6,617.08	\$6,617.08		
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					

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	\$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	\$1,530.00			\$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	
	7/17/2013	12871	201-5920110		\$27,083.33			
	7/17/2013	12871	201-5960990	\$1,530.00				
	7/17/2013	12871	201-5980420	\$2,835.00			\$31,448.33	
	8/21/2013	12939	201-5920110		\$27,083.33			
	8/21/2013	12939	201-5920110	\$280.00				
	8/21/2013	12939	201-5960990	\$1,250.00			\$28,613.33	
	9/18/2013	13014	201-5920110	\$1,250.00	\$27,083.33			
	9/18/2013	13014	201-5960990	\$280.00				
	9/18/2013	13014	202-5980410	\$11,250.73			\$39,864.06	
				\$42,312.88	\$216,666.64	\$258,979.52	\$259,019.52	
PRO DATA - Payroll Services								
	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	
	7/17/2013	50449	201-5920110		\$672.00		\$672.00	
	7/31/2013	50455	201-5920110		\$701.92		\$701.92	
	8/31/2013	50465	201-5920110		\$671.92		\$671.92	
				\$0.00	\$6,071.87	\$6,071.87	\$6,071.87	
REDHAWK SECURITY SYSTEMS - Monitoring company for the Building Alarm System								
	2/20/2013	12471	201-5960990		\$76.32		\$76.32	\$305.28 Annual

P. 60

2013 Contracts

VIII.E.8.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	4/17/2013	12663	201-5960990		\$76.32		\$76.32	
	7/17/2013	12876	201-5960990		\$76.32		\$76.32	
					<u>\$228.96</u>	\$228.96	\$228.96	
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	
	7/17/2013	12877	201-5930490		\$359.71		\$359.71	
	8/21/2013	12902	201-5930490		\$359.17		\$359.17	
	9/18/2013	13021	201-5930490		\$474.77		\$474.77	
					<u>\$3,005.75</u>	\$3,005.75	\$3,005.75	
SCHINDLER ELEVATOR CORPORATION								\$7,500.00 Annual
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	
	9/18/2013	13024	201-5930020		\$1,237.30		\$1,237.30	
					<u>\$1,237.30</u>	\$7,262.76	\$8,500.06	
						\$8,500.06	\$8,500.06	
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	
					<u>\$83.86</u>	\$0.00	\$83.86	
						\$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	
					<u>\$0.00</u>	\$9,117.00	\$9,117.00	
						\$9,117.00	\$9,117.00	
TRANSWORLD SYSTEMS INC. - Collection Agency								\$5,250.00 Annual
					<u>\$0.00</u>	\$0.00	\$0.00	
						\$0.00	\$0.00	
						<u>\$433,705.72</u>		

P. 61

August 2013 Surplus Property				
Box #	Make & Model	Quantity	Service Tag / Serial Number	Location
	L-shaped oak desk, five drawers	1		First Floor
	Oak desk, two file drawers	1		First Floor
	Bretford double sided book trucks	13		Third floor

Des Plaines Public Library Voice Over Internet Phone System

Bid Review September 2013

Process Summary:

We received nine bids for the new Voice Over Internet Phone (VOIP) system on July 25, 2013. We reviewed all of the complete bid packets, and from the nine bidders, we selected four companies by lowest total cost over a five year period. We visited each of the four companies for a 90 minute overview of their proposal and the actual hardware and software. Of those four, we selected two as the finalists and have included their RFP response in the board packet.

We are recommending the Shoretel system proposal from Advanced Telecommunications Illinois (ATI) based on the ease of use and comprehensive features of the product, the maintenance and service package, and the experience and expertise of the company.

P. 63	Vendor	Contact	Hardware Brand	Hardware cost If separate	Hardware, software, installation, training	5 year Warranty Cost	5 year Total Cost of Ownership	Additional Training Cost
	MidCo Systems	Paul Clayton	Mitel	\$ 19,751.51	\$ 10,848.41	\$ 5,975.00	\$ 36,574.92	\$90/hr
	Advanced Telecommunications Illinois	Jim Shaver	ShoreTel	\$ -	\$ 29,498.00	\$ 7,244.00	\$ 36,742.00	\$120/hr
	Telcom Innovations Group	Matt Schwartz	Mitel	-	\$ 29,900.00	\$ 7,068.50	\$ 36,968.50	\$105/hr
	CCC Technologies	Chris Vasquez, Jim Poull	Avaya	\$ -	\$ 35,217.58	\$ 7,200.00	\$ 42,417.58	\$125/hr
	Call One	Lynda Esposito	ShoreTel	\$ -	\$ 33,457.15	\$ 12,424.02	\$ 45,881.17	\$80/hr
	MidCo systems	Paul Clayton		\$ -	\$ 41,292.74	\$ 5,975.00	\$ 47,267.74	\$90/hr
	Sound Incorporated	Mike Carver	ShoreTel		\$ 46,919.00	\$ 6,730.00	\$ 53,649.00	\$144/hr
	Gregg Communications	Mary Dine	Vertical	\$ -	\$ 41,540.00	\$ 13,400.00	\$ 54,940.00	\$95/hr
	Comcast	Jon Holsman	Comcast	\$ 105,300.00	\$ 1,541.15	\$ -	\$ 106,841.15	



All Telcom Innovations Group responses and materials contained in this document including but not limited to: pricing, charts, diagrams, and other attachments shall be considered confidential and proprietary.

BID FOR: VOICE OVER IP (VOIP) PHONE SYSTEM FOR THE DES PLAINES PUBLIC LIBRARY
BID RETURN DATE: THURSDAY JULY 25, 2013

The Des Plaines Library Board of Trustees reserves the right to waive any or all technicalities and reject any or all bids.

A **mandatory** pre-bid meeting will be held on **Thursday, July 11, 2013** at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois, in the Conference Room – Second Floor at 10:00 a.m. **Read and Understood, Comply**

If this proposal is accepted and the undersigned shall fail to contract as aforesaid, the Des Plaines Public Library shall, at its option, determine that the bidder has abandoned this proposal and acceptance thereof shall be null and void and the forfeiture of security accompanying this proposal shall operate and the same shall be the property of the Des Plaines Public Library as liquidated damages. **Read and Understood**

If accepted in writing by the Des Plaines Public Library, Illinois, this proposal shall constitute a valid agreement. Accompanying this proposal is a Bid Bond, Cashier's Check or Certified Check made payable to the Des Plaines Public Library in the amount of \$_____ (5% of Total Bid). **Read and Understood, a Cashier's check in the amount of \$1500.00 has been included exceeding 5% of Total Base Bid**

Cost for new VoIP system installation, including components, software, shipping, manuals, training, etc.

TOTAL \$29,900.00 TURN-KEY

Other costs:

Annual repair and maintenance service for five years: **(INCLUDES BOTH TIG MAINTENANCE AND MITEL SOFTWARE ASSURANCE)**

Year 1 FREE – Twelve (12) month warranty period

Year 2 \$1,959.50

Year 3 \$2,004.35

Year 4 \$2,051.44

Year 5 \$2,100.89

PRE-PAID OPTION FOR 5 YEARS = \$7,200.50

Hourly rate for additional training during library hours: **\$105.00**

ACCEPTANCE

The foregoing bid is hereby accepted by the order of the Board of Trustees of the Des Plaines Public Library, this _____ day of _____, 2013.

Carol Kidd, Library Secretary

Holly Richards Sorensen, Library Director

REQUEST FOR PROPOSAL FOR A VOIP PHONE SYSTEM FOR THE DES PLAINES PUBLIC LIBRARY, 1501 ELLINWOOD STREET, DES PLAINES, ILLINOIS, 60016.

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified vendor to provide and install a next-generation IP-based voice solution for the Des Plaines Public Library (DPPL). **Read and Understood**

CLIENT INFORMATION

The Des Plaines Public Library has a single 82,000 square foot facility located in downtown Des Plaines, Illinois. The City of Des Plaines is located approximately seventeen miles from the Chicago Loop and five miles from O'Hare International Airport. The library serves a community of 58,000 residents, is open seven days a week for a total of 72 hours a week, and employs 104 full and part-time staff. **Read and Understood**

Currently, DPPL deploys a Nortel Norstar Modular MICS Telephone System and NAM Voicemail System. Additional components include 1 Analog Station Module, 1 Digital T-1 Card, 1 6-port Combo Card, and 4 Fiber Station Modules. The system is at least 14 years old. DPPL has one switchboard, approximately 70 Norstar handsets and a Nortel Polycom conference phone. Current phone service comprises of a single dedicated T1 PRI providing 112 DID numbers and 9 POTS that are used to access the public switched telephone network (PSTN). Several handsets accommodate more than one staff member. DPPL does not currently use an auto-attendant when the library is open. A portion of staff also use basic cellular phones and/or smartphones, and the new system must include the capability to forward calls or messages to these phones. Our telephony is supported by the following providers: **Read and Understood**

Call One

Call One currently provides Plain Old Telephone Service (POTS) lines to DPPL. Several needs exist for the POTS lines – such as fire and emergency (elevators), fax lines (versus the PRI) and modems. DPPL may potentially want to eliminate some POTS lines, such as FAX machines; however there will be a need to maintain POTs lines as related to safety, such as fire and emergency lines. **Read and Understood**

Level 3

A T1 Private Rate Interface (PRI) circuit which provides a business class telephone service. Integrated into the internal phone system, the circuit allows for 23 simultaneous, digital quality voice conversations, which allows for Direct Inward Dialing (DID) phone numbers to all extensions and additional features which are commonly used in larger organizations with numerous users. **Read and Understood**

DPPL seeks a scalable IP solution that makes best use of today's leading edge technology. This solution should be an integrated, turnkey, common off the shelf (COTS) solution, which is low in cost and easy to maintain. The system should be flexible to allow customization to meet the business needs of the library. The system should be easy to administer on a day-to-day basis by non-technical supervisors and managers. **Read and Understood**

RFP TERMS AND CONDITIONS

Any questions regarding specifications should be addressed at the **mandatory** pre-bid meeting on **Thursday, July 11, 2013** at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois, in the Conference Room – Second Floor at 10:00 a.m. **Read and Understood**

Proposal to be submitted in a sealed envelope, plainly marked **Bid for VOIP Phone Contract** and in the hands of the Library Director, 1501 Ellinwood Street, Des Plaines, Illinois, 60016 before **10:00 a.m., Thursday, July 25, 2013**. Please submit four (4) copies of the complete proposal.

Accompanying this proposal is a Bid Bond, Cashier's Check or Certified Check made payable to the Des Plaines Public Library in the amount of \$ _____ (5% of Total Bid).

Read and Understood

The Des Plaines Public Library Board reserves the right to accept or reject any or all proposals. The Board also reserves the right to award any portion of the proposal as well as the entire proposal.

Read and Understood

The Des Plaines Public Library reserves the right to terminate the contract within seven (7) days of signature by written notice to the vendor. **Read and Understood**

REVIEW CRITERIA

The Des Plaines Public Library will review the information provided in response to this RFP to develop a solution for DPPL's telephony needs. Detailed evaluation criteria will not be shared with vendors; however, a high-level overview of important evaluation criteria follows: **Read and Understood**

Financial: The library will evaluate each of the vendor responses considering the overall value (costs and savings) to the library in implementing a Voice Telephony solution. **Read and Understood**

Technical Capability: The library will analyze the responses to determine how completely the solutions proposed meet the requirements as documented in this RFP. Specifically, the proposed solution will be evaluated in terms of:

- Service availability and resiliency;
- Scalability, capacity and performance;

- Capability
- Compatibility with existing infrastructure, systems and processes;
- Capability to accommodate a phased implementation;
- Delivery / Time to implement and deploy;
- Manageability;
- Maintainability;
- Ease of Use;
- Comprehensive security;
- Longevity of the proposed service(s);
- Service and support;
- Product quality.

DPPL will require the opportunity to examine proposed equipment in person. **Read and Understood**

Innovation: DPPL will value innovative recommendations and proposed solutions for DPPL telephony technology, especially innovation that allows for cost effective initial implementations with the flexibility of phased growth based on need or business case justification. The ability of the solution to leverage DPPL's existing LAN & WAN infrastructure to reduce the overall cost of the solution will be important. **Read and Understood**

Value Added: If the vendor has services or offerings relevant to DPPL that set them above other vendors, please identify these services and/or offerings (be specific). **Read and Understood**

Additional Information: The DPPL is interested in obtaining the best possible solution. If there is anything else you would like to add about your company or the requested services, please do so.

PROPOSAL CONTENTS

1. VENDOR INFORMATION

2. VOIP TELEPHONY SOLUTION

- 2.1 System Overview
- 2.2 Software Release of the Proposed Solution
- 2.3 System Design Platform
- 2.4 Call Processing O/S
- 2.5 Database Integrity
- 2.6 Database Information Loss
- 2.7 Power Supply and Safeguards
- 2.8 Redundant system design elements
- 2.9 Local Survivability
 - 2.9.1 Survivable IPTS Features/Services
- 2.10 Network Failover Resiliency
- 2.11 Security
- 2.12 T1 PRI Services
- 2.13 Traffic Handling
- 2.14 IP Station QoS
- 2.15 Multi-Party Conference Calls
- 2.16 VoIP Overflow Traffic
- 2.17 IP Telephones (including softphones) & Audio Conferencing Units
- 2.18 Analog Telephones
- 2.19 Facsimile Terminal
- 2.20 Modem
- 2.21 Power Failure Transfer Station (PFTS)
- 2.22 Voice Terminal Instruments – Regulation Requirements
- 2.23 IP Audio Conferencing Unit
- 2.24 Other IP Telephone Instruments
- 2.25 Additional Desktop Options and Accessories
- 2.26 Station User Features
- 2.27 Systems Management

- 2.28 System / Port Capacity
- 2.29 Terminal Capacity
- 2.30 Support of Open Standards
- 2.31 Security Features
- 2.32 Administration Functions
- 2.33 Stations
- 2.34 Threshold Alarms
- 2.35 VoIP Monitoring
- 2.36 Optional Reports
- 2.37 Call Detail Recording
- 2.38 Maintenance
- 2.39 Alarm Conditions
- 2.40 Maintenance Reports
- 2.41 Remote Maintenance
- 2.42 Provisioning
- 2.43 Call Recording

3. VOICEMAIL SYSTEM

- 3.1 Security Features
- 3.2 Voicemail Features
 - 3.2.2 Disconnect Detection
 - 3.2.3 Station Dialing
 - 3.2.4 Answer Announcement
 - 3.2.5 Dual Tone Multi Frequency (DTMF) Signaling
 - 3.2.6 Greetings
 - 3.2.7 Trunk Access
 - 3.2.8 Distribution Lists
 - 3.2.9 Message Forwarding
 - 3.2.10 Audit Trail
 - 3.2.11 Message Indication
 - 3.2.12 Identification Code
 - 3.2.13 Message Recovery
 - 3.2.14 Message Reply
 - 3.2.15 Message Review

- 3.2.16 User Controls
- 3.2.17 Other User Features / Controls
- 3.2.18 System Management Console and Reporting
- 3.2.19 System Changeability
- 3.2.20 AMIS
- 3.2.21 Digital IP Networking

4. SERVICES

- 4.1 Maintenance and Support
- 4.2 Warranty and Support
- 4.3 Professional Services
- 4.4 Project Management and Implementation
- 4.5 Subcontractors
- 4.6 Cutover
- 4.7 Acceptance
- 4.8 Training

1. VENDOR INFORMATION

Please provide an overview of your company, including;

1. Name **Telcom Innovations Group, LLC**
2. Year and state of incorporation **1997, Illinois**
3. Ownership structure **Limited Liability Company**
4. Financial strength **Privately held, no debt**
5. Experience with VoIP solutions **15+ years**
6. Any other information that demonstrates the vendor's experience, ability and capacity to produce the required outcomes requested in this RFP.

Telcom Innovations Group (TIG) is located in Itasca and has been in business over 15 years. We have hundreds of combined years of experience on our team and have successfully installed and maintained over 1200 installations including some of the largest and most notable Public Sector customers in the Midwest. With countless migrations to VoIP, TIG definitely has the experience and expertise to exceed the Library's needs and expectations. As of 2011, we are ranked #1 Mitel Platinum Elite Partner in the US and we are the #1 Mitel Platinum Elite Partner in the Midwest for the GEM (Government & Education Marketplace) - with hundreds of other Mitel partners and many in the area this achievement certainly speaks for itself. TIG offers a full service professional services department for Data Networks and a technical support team on call 24/7 365 days a year. Telcom Innovations Group personnel are certified with Mitel, AVST, Extreme, Cisco, Dell, Microsoft, and HP along with countless more. We are proud to have earned the right to claim more Mitel certifications than any other dealer in the Country- in fact over double the next highest certified dealer. TIG has provided 3 References within our proposal documents and many more can certainly be provided upon request. TIG is also willing to orchestrate a site visit to one of our many existing customers as well.

Please submit at least three customer references where you have implemented the same or similar system that you are proposing within the past two years including individual contact information.

Please include at least one reference that is similar in scope and size of what is being proposed, one reference that is similar in industry, and one reference that is close in proximity to the Des Plaines Public Library.

References must include the following information:

1. Client's name
2. Brief explanation of what the project entailed
3. Time period of the project
4. Size of the reference and number of employees
5. Contact person and title
6. Address
7. Phone number
8. Email address

Reference #1

Name Sarah Skilton

Title Director

Telephone 630-554-3150

Fax

E-mail Address saskil@oswego.lib.il.us

Organization Name Oswego Public Library

Organization Address 32 W. Jefferson Street, Oswego, IL

Reference #2

Name Susan McNell-Marshall

Title Administrator

Telephone 630-964-7899

Fax

E-mail Address smmarshall@woodridgelibrary.org

Organization Name Woodridge Public Library

Organization Address 3 Plaza Dr, Woodridge, IL

Reference #3

Name Scott Davis

Title Director

Telephone 847-918-3240

Fax

E-mail Address scottdavis@freemontlibrary.org

Organization Name Freemont Public Library

Organization Address 1170 N. Midlothian Rd Mundelein, IL 60060

Reference #4

Name Guy Belmonte

Title Village Manager

Telephone 708-447-4211

Fax

E-mail Address guyb@northriverside-il.org

Organization Name Village of North Riverside

Organization Address 2401 S. Desplaines Ave. North Riverside, IL

Reference #5

Name John Barker

Title Telcom Manager

Telephone 847-377-2777

Fax

E-mail Address jbarker@co.lake.il.us

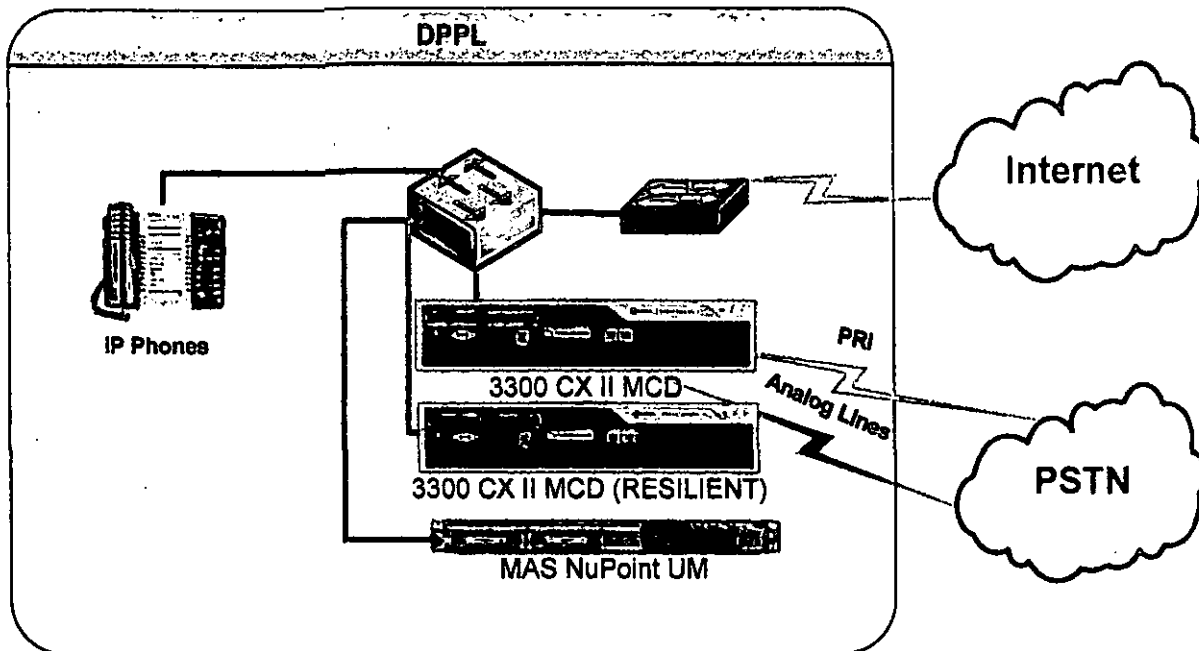
Organization Name Lake County Government

Organization Address 18 N. County St, Waukegan, IL 60085

2. VOIP TELEPHONY SOLUTION

2.1 System Overview

Using a simple diagram, illustrate your proposed IP network design.



2.2 Software Release of the Proposed Solution

Identify the software release for each product/model proposed.

Mitel Communications Director 6.x (running on Mitel 3300 CX II Controller)

Mitel Applications Suite Release 5.x (running on ASI Server) with NuPoint Unified Messenger (voicemail) NOTE: Latest software at the time of cutover will be implemented.

2.3 System Design Platform

Describe the proposed IP solution's architecture and design elements.

Flexibility is the hallmark of the Mitel Communications Director (MCD) call control software solution. In a single software stream, MCD optimizes just about any communications environment, delivering rich capabilities in voice, mobility, unified messaging, presence, conferencing and collaboration. Scalable and simple to manage, MCD meets the needs of

businesses from five to 65,000 users, whether in a single site or in multi-site networks that span the globe.

MCD has no dedicated server hardware, but instead runs on industry-standard servers (including those from HP, IBM, Oracle and Dell) in a virtualized VMware environment or on Mitel proprietary 3300 ICP Controllers. Regardless of the hardware platform, MCD delivers the same powerful core call control features and services. This means, it will enhance (rather than replace) your existing architecture, provide the choice of best-fitting, lowest-cost hardware, and establish a solid foundation for future growth.

MCD fully supports and integrates with the current environment, no matter what stage of IP transition a network is in. It maximizes the existing infrastructure, cost-effectively supporting legacy equipment, analog phones, fax machines, ISDN lines, and T1/E1 connections. Whether a legacy PBX is from Mitel or another supplier, MCD's open architecture enables smooth migration to IP support.

Designed for optimum integration and interoperability, MCD makes both deployment and migration inexpensive and painless. Mitel currently supports well over 1,000 server models and we deliver an ever-evolving suite of open APIs to industry-leading software.

MCD's open architecture also adapts easily to multi-vendor environments, and supports a host of protocols including SIP, QSIG, and DPNSS. This same level of flexibility enables Mitel solutions to be deployed in a virtual and non-virtual environment, and in a centralized, distributed, public or private cloud model.

Through its single, cloud-ready software stream, MCD enables smooth transitions (such as a move from a distributed network to a private cloud) without the need to purchase a new solution. Instead, as the network evolves over time, the MCD solution will evolve with it. [THE LIBRARY] can start with a non-virtualized solution today and move to virtualization when ready, without additional expense.

Along with interoperability, MCD brings its own native features to the network including leading-edge mobility capabilities and unified messaging. It provides inherent auto attendant, automatic call distribution, Wi-Fi, and IP-DECT wireless gateway functionality. These, combined with over 500 telephony features such as hot desking and audio conferencing enrich the user experience and invigorate existing processes.

MCD also delivers embedded unified communications and collaboration (UCC) applications with native mobility support. Mobility capabilities provide users with the seamless ability to work on the road, from home, and any office or shared space. MCD's embedded Dynamic Extension feature turns any device with a phone number (including market-leading mobile devices such as BlackBerry, Android, iPhone and iPad) into an extension of the corporate network, no client required.

MCD's inherent UCC features can be complemented by the advanced capabilities delivered by the optional Mitel Applications Suite. The broad set of MAS applications includes UCC desktop and mobile clients, unified messaging, speech-enabled auto attendant, mobility, teleworking, sophisticated audio, and video and web conferencing. These work seamlessly on a single server with common installation, commissioning, and administration tools.

MCD can also enable the Library to maximize the efficiency of its contact center. Specialized applications equip contact center agents with unique tools to handle customer inquiries quickly and efficiently. At the same time, supervisors are empowered to improve business processes. Mitel Contact Center Solutions are browser-based, making them simple to manage from anywhere over the Internet.

For day-to-day system administration, MCD includes tools that simplify installation, configuration, and administration. An administrator can maintain a multi-platform MCD solution from a web browser as if it was a single platform solution. System changes can be automatically synchronized throughout the solution, and management control and tasks can be delegated across the organization, rather than relying on a centralized point. Role-based templates and Active Directory integration save administrators considerable time, and simplify large deployments.

In the event of a system, hardware or network failure, MCD resiliency provides sound reliability and business continuity by distributing information across resilient clusters. This eliminates a single point of failure while ensuring optimum usage of existing hardware. MCD can also provide additional layers of resiliency and high availability through optional Stratus servers as well as with virtualization.

Overall, our proposed MCD solution brings simple efficiency. Its interoperable, flexible nature makes it easier to communicate, work, manage, grow and run a business. Simply put, it is a true communications platform: reliable, resilient, feature-rich and fully able to support the Library along its unique path to success.

2.4 Call Processing O/S

What will be the primary operating system of the common control call processor? MSL or Mitel Standard Linux will be running on our proprietary hardware.

2.5 Database Integrity

How will the proposed IP solution preserve and protect the customer database between backups? The solution should be backed up with normal DPPL procedures. In addition, it will be stored and backed up to our secure FTP server.

2.6 Database Information Loss

Under what circumstances can customer database information (configuration, messages, logs, etc.) be lost during backups? This would only happen with a catastrophic failure which we have not had happen.

2.7 Power Supply and Safeguards

What power sources will be required for common controls as well as those in distributed areas? Indicate if this solution will be dependent on an AC/DC current or Power over Ethernet (PoE).

Electrical and Physical Specifications

System Input Power Requirements for Controllers

Input/disconnect	IEC320-C14 Class 1 AC Receptacle (two receptacles on AX and MXe III with redundant power)
Input voltage/frequency rating	100 VAC to 240 VAC; 50/60 Hz
Maximum input power	CX II/CXI II: 250 W MXe III: 200 W MXe III Expanded: 250 W AX: 300 W
AC source range	90 VAC to 264 VAC
Frequency range	47 Hz to 63 Hz

Grounding Requirements

The 3300 ICP Controller system grounding conductor is an insulated three-wire, 15-amp AC power cord set included with the equipment.

The protective grounding conductor must comply with the general grounding rules contained in Article 250 of the National Electrical Code, NFPA 70, or Section 10 of the Canadian Electrical Code, CSA C22.1.

Dimensions

	AX	CX II/CXi II	MXe III
Height	13.35 in. (39.90 cm) (7 U)	3.5 in. (8.9 cm) (2 U)	3.5 in. (8.9 cm) (2 U)
Width	17.4 in. (44.20 cm)	17.75 in. (45.1 cm)	17.75 in. (45.1 cm)
Depth	13.87 in. (35.23 cm)	16.5 in. (41.9 cm)	20.25 in. (51.4 cm)
Weight	39.70 lb (18.01 kg)	19.8 lb (8.98 kg)	28 lb (12.7 kg)

All controllers can be mounted on a 19-inch rack.

Environmental Requirements

Operational Environment Requirements

	Controller	Analog Services Unit (ASU & ASU II)	Network Services Unit (NSU)	Peripheral Cabinet
Temperature (recommended)	40°F to 122°F (4°C to 50°C)	40°F to 122°F (4°C to 50°C)	40°F to 122°F (4°C to 50°C)	40°F to 122°F (4°C to 50°C)
Relative Humidity (recommended, non-condensing)	5% to 95%	5% to 95%	5% to 95%	5% to 95%
Maximum Heat Dissipation (fully loaded)	MXe III: 750 BTU/hr CX II/CXI II: 170 BTU/hr AX: 1,024 BTU/hr	ASU: 170 BTU/hr ASU II: 260 BTU/hr	60 BTU/hr	724 BTU/hr
Air Flow (at maximum output of fans)	46 cubic ft./min. AX: 110 cubic ft./min.			150 cubic ft./min.
Maximum Acoustic Emissions (<10% duty cycle)	50dBA continuous 75dBA Intermittent			50dBA continuous 75dBA Intermittent

Conversion factors: 1 watt is equal to 3.412 BTU/hr. One ton of refrigeration is equal to 12,000 BTU/hr or 3.516 kilowatts. Three-quarter kilowatt-hour is equal to one ton of refrigeration.

Room Requirements

The 3300 Controller should be located in a clean, dry, well-ventilated, well-lit and easily accessible area. It cannot be located near sprinkler systems, sweating pipes, steam pipes, steam vents, corrosive fumes, exhaust from machinery, electronic equipment that generates strong radio frequency fields (such as transformers or motors), equipment that generates strong magnetic fields that can corrupt hard or floppy disk data, or reproducing machines.

Heating, cooling, forced ventilation (and humidification or dehumidification) should be used as necessary to maintain the required conditions.

What safeguards are included in the IP design to protect system operation? What would happen to system operation during a power failure?

Our recommendation would be to add UPS for power failures and brown-outs. Since the main locations have backup generators on site, a small UPS system will bridge the gap until building generators are initiated. The first two Analog Trunk and first two Analog Station ports are PFT (Power Failure Transfer) meaning that they will continue to operate with a passthrough.

Use uninterruptible power supplies when phones, the associated controllers, PC-based consoles, and the LAN Infrastructure need to continue to operate during a power failure. UPSs can range from simple local battery units to larger central installations that include backup generators. Consider the following factors to determine the type of unit to use:

- The power to be drawn by attached units
- The power output of the UPS, and its efficiency with battery capability
- The time the UPS must supply power
- The size of the unit.

Per discussion, the Library will be procuring UPS systems separate of this RFP. TIG will provide necessary power requirements and assist with making the appropriate recommendations for each location.

Recovery from Power Outage

In the event of a power failure, the MCD system will recover automatically upon power restoration to the affected area. MCD can provide network users with dial tone on their phones in as few as six minutes after full power restoration to the area.

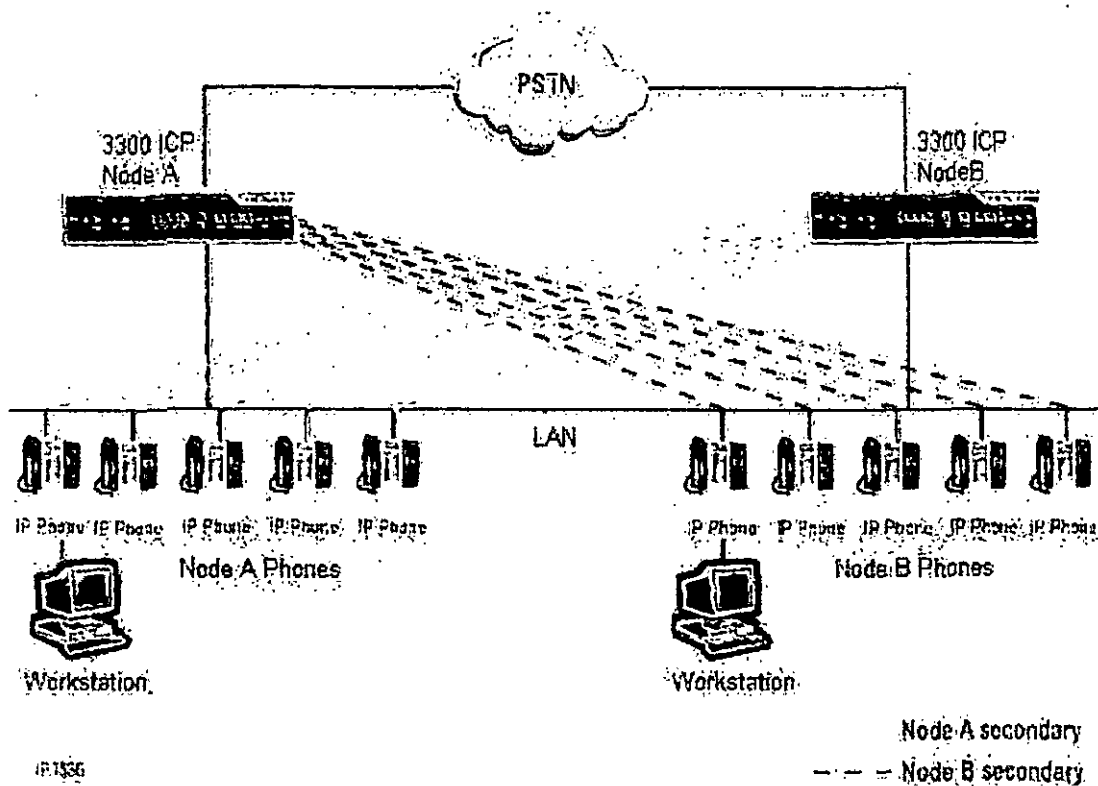
For greater security from power outages, Mitel recommends the use of an uninterruptible power supply (UPS) to bridge outages.

2.8 Redundant system design elements

Indicate the degree of redundancy, e.g., full duplicated back-up or standby load sharing, for each of the following common control elements.

- tone generators
- main system memory
- RJ-45 Ethernet uplinks to network
- I/O interfaces
- DTMF receivers
- power supply
- primary call processor
- call classifiers
- Voicemail
- Registers

In our solution we implement 2 full featured call controllers (Mitel 3300 Gateways) running Mitel Communications Director. Each of these CXII gateways is capable of providing service up to 150 users. In the event of a system, hardware or network failure, MCD resiliency provides sound reliability and business continuity by distributing information across resilient clusters. This eliminates a single point of failure while ensuring optimum usage of existing hardware. Mitel IP Phone Resiliency allows IP Phones to seamlessly and automatically fail-over to another controller in the event that a primary controller is unable to function as intended. This feature is included at no additional charge for all IP Phones in the enterprise as proposed.



- IP1336
- Native system resiliency is maintained through multiple MCDs in a Mitel cluster. The cluster allows multiple Mitel platforms to work together as a single system. In a resiliency solution, the MCD cluster can direct IP phones and applications as well as route and maintain calls. During network problems, system functionality is sustained because data is distributed throughout the clusters. The distributed network configuration eliminates the need for additional hardware because it optimizes the use of existing hardware.
- In addition to resiliency, the 3300 ICP MXe Controller supports hard drive redundancy, disk mirroring, and power supply redundancy. (OPTIONAL, since Resiliency exceeds minimum requirements)
- In hard drive redundancy, the MXe Controller supports two system hard drives. If a hard drive fails, the secondary hard drive takes over and ensures system service is not affected. If a failure has occurred, the hard drive can be replaced and mirrored without taking the 3300 ICP Controller out of service.
- The 3300 ICP MXe Controller can also support two power supply units (PSU)—both can power the 3300 ICP Controller should its partner fail. The redundant PSU can be replaced while the system remains in service. Connecting both PSUs to different incoming supplies also minimizes the effect of input power problems.
- Hardware redundancy is available with the addition of a Redundant Array of Inexpensive Disks (RAID) controller, a second hard disk, and a second AC power supply unit (PSU).

2.9 Local Survivability

The system needs to be redundant in one of two ways. Please explain how your survivability solution meets the following requirements.

1. Internally redundant, where all of the major components have a spare/backup. Example: Mirrored hard drives and dual power supplies.
2. Second Controller, where a totally separate controller, can pick up and run everything the primary controller does with minimal interruptions to service. Please define what interruptions occur when a fail over occurs. **No interruptions occur, It is seamless and automatic – see above.**

2.9.1 Survivable IPTS Features/Services

1. What generic software features need to be in place when the survivability solution is activated? **All software and hardware will be in place for automatic and seamless fall-over. No human interaction is required to trigger this.**
2. What station equipment (instruments, soft phones, wireless devices, etc.) is not supported in standard survivability mode? **100% of the IP Phones proposed will fail-over.**

2.10 Network Failover Resiliency

1. Does the proposed IP solution support network failover resiliency in case of a disastrous common control failure? If so, describe the failover process and specify the hardware, software, WAN transmission, and time required to carry it out. **Yes, this is supported; however WAN failure is not applicable with a single location. The fail-over would be local to a secondary controller that will be hot standby.**
2. Can the proposed IP solution support more than one network failover design? If so, please explain how, and indicate what elements are necessary to achieve additional designs. **With VMware and/or High Availability we can support additional levels of redundancy.**

2.11 Security

1. **Authentication:** Describe how the IP solution's authentication process prevents: unauthorized access to common control elements and data resources, and abuse of telephony services (e.g., toll fraud).
2. **Disruption of Services:** Explain how embedded features in the proposed IP solution will reduce telephony service disruption due to denial-of-service (DoS) attacks.
3. **Confidentiality and Privacy (Packet Sniffing):** Describe how the proposed IP solution's embedded features will secure communications privacy. How will the solution counter packet sniffing attempts? Is the Communications between the Controller and the Phones encrypted?
4. **Physical Interfaces:** Are the network interfaces for the following functions separate: IP administration, control, and voice transmission signaling?

Security Support with Mitel VoIP

Since 3300 Release 6.0 and SX 200 ICP Release 3.0, a number of devices in the Mitel IP product range now include additional security measures. These include:

- Encryption of voice and signaling payload data
- Network Access Authentication (802.1X)

Encryption is used to "hide" the information that is carried in the payload from unauthorized users and applications. Network access authentication is a method to restrict connections to the network, or guide the device to particular parts of the network.

Data Encryption

Encryption hides both the signaling information and the voice streaming. The network connection, or path, remains the same whether the data in the payload is secured or not. Both secure and non-secure devices use the same network paths to establish voice connections.

Although quite complex, data encryption involves two main aspects. These are:

- Key exchange
- Data encryption and decryption

Encryption scrambles the data using the available key information such that it cannot be easily read and decoded by a third party. Only the endpoints have the necessary key information to encode and decode the data correctly. The method used to pass this key information between endpoints is known as the key exchange.

There are a number of standard methods to encrypt data. These are very secure in their coding, and have been field tested over a number of years with critical information such as financial and personal data. From a user view, all that is important is to know is that the data is secured. The

method used to encrypt the data is negotiated by the endpoints. If one or both of the endpoints do not support encryption, the connection may still be established, but will be unsecured. That is, a voice call can still be established with equipment that doesn't support encryption methods.

Bandwidth considerations (voice and signaling encryption)

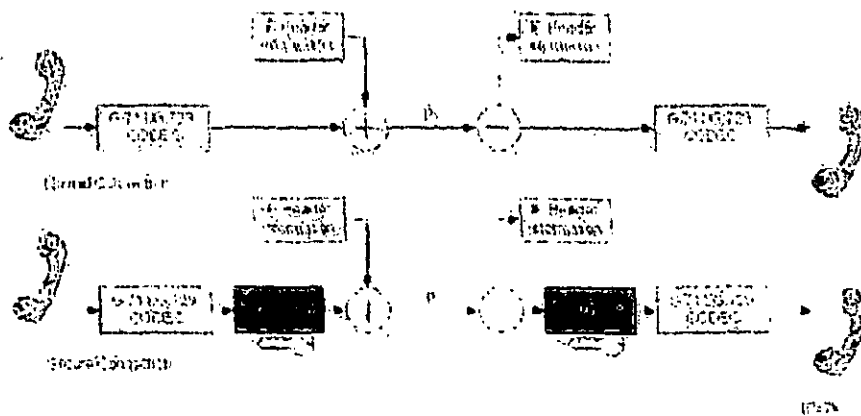
The secure connection uses data encryption to modify the contents of the payload so that someone collecting data packets will be unable to read the contents. It doesn't modify the contents of the IP header, since this is still needed to pass data over the existing Layer 3 routers and Layer 2 network switches. If the headers were also encrypted, then every router in the path would need to know how to decipher the information.

The data in the payload is intended for a particular application. It is the application that knows how to decode the information. For the Voice over IP application, this payload contains the signaling information or voice streaming.

When the data is encrypted, it is simply replaced with a scrambled version. This is a 1 for 1 transformation, so there are no additional bytes. As a result, the bandwidth is the same for encrypted or non-encrypted information.

For the signaling information, there are some additional messages related to setting up the secure connections. However, these are minimal when compared to the remainder of the signaling bandwidth, which is already quite low. For voice information the bandwidth remains the same for both encrypted and unencrypted payloads.

As an analogy, the encryption can be considered as simply another voice CODEC or an additional process in the voice-streaming path. For voice streaming, G.711 and G.729 CODECs are often used. The encryption merely makes these secure, so the result is a secure-G.711 and a secure-G.729 CODEC. The bit rate remains the same, as does the network bandwidth requirements.

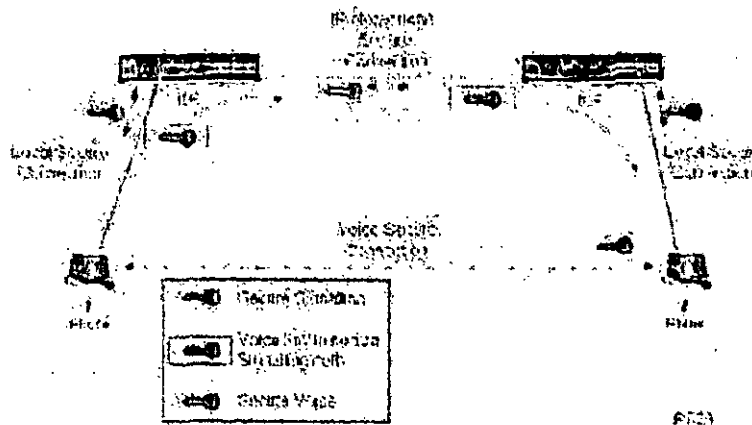


Signalling and media paths

Media and signaling path encryption is supported for all of Mitel's IP phones on the 3300 ICP (Release 6.0 and later).

Media path encryption is accomplished with Secure RTP using 128-bit Advanced Encryption Standard (AES). Encryption is backwards compatible to support both currently shipping desktops and previously deployed Mitel IP desktops. Mitel provides encryption of the media path between multiple 3300 ICPs using the Secure Sockets Layer (SSL) protocol. This allows scalability of applications by configuring 3300 ICPs into clusters or deploying them as part of a centrally managed but distributed architecture.

The signaling path is generally between the controller and the IP Phone or other end-device. This path is established as a secure connection. Signalling information is interpreted within the controller. Where a message needs to be sent to another controller, such as with IP-Networking, or to another end device, an independent secure connection is used. Thus a call between two phones on two controllers will require the establishment of three secure signaling channels, that is, a secure connection at each controller and one between the controllers.



The signaling paths with security do not take different network routes compared to those without security. The only difference is that the contents of the payload are encrypted. The only additions for security are messages to establish the point-to-point secure connections and the negotiation of the secure voice connection. Thus the signaling is secured; MiNet becomes Secure-MiNet and MITai becomes Secure-MITai.

Once the signaling paths are established and a voice connection can be made, the two end devices will negotiate the keys and method of voice encryption. Once agreed, the voice now streams directly between the two devices. This is the same as the unencrypted case, only the voice data is encrypted.

Voice streaming security (SRTP)

Secure RTP is basically the standard RTP payload, but with some form of encryption applied to it. This provides added confidentiality, message authentication and replay protection over the standard RTP protocol. A call will be encrypted, and will use the most secure method if both ends support encryption. Calls initiated on a controller, an IP Phone, or an end device that does not support encryption (pre-release 6.0) are still supported, but will not be encrypted.

Signalling security

Two main methods are used to secure a signaling channel. These are:

- SSL
- Secure MiNet

Mitel's Secure MiNet protocol uses the Advanced Encryption Standard (AES) to encrypt call control packets. Using secure MiNet ensures that call control signaling packets between the IP phones and the 3300 ICP are protected from eavesdropping. Using secure MiNet also protects the 3300 ICP from unauthorized control packets.

Secure MiNET uses a predefined algorithm to encode the signaling messages. Negotiation of the encryption method is not needed, so this provides a simpler and faster method to establish secure connections.

In addition to Secure MiNET, a standard encryption method that uses SSL is also available on certain end devices. SSL is used to negotiate which encryption method to use at the endpoints. This standard allows interaction with third party applications.

The SSL security protocol provides data encryption, server authentication message integrity, and optional client authentication for a TCP/IP connection. SSL will prevent unauthorized access to administrative functions. SSL encrypts all traffic on the link to prevent sniffing of usernames and passwords.

The IP Phones will determine which secure method to use, first trying SSL, then secure MiNet and then, if neither of these is supported, the call will go unsecured.

The ICP uses multiple IP ports to differentiate these protocols (6800, 6801, 6802) as defined in the IP port information. If the relevant port is blocked with a firewall or a router, for instance, the negotiation may fail and a connection may not be established.

IP Networking communication between ICP controllers and gateways only use SSL or no encryption. MiNet encryption is not supported.

Voice streaming to external gateway PSTN connection

In voice streaming to an external gateway PSTN connection, the voice path is established between the IP Phone and the IP/TDM Gateway. This might be the local ICP, or another unit

connection path between secure and non-secure call establishment. Connections will be established as secure where possible.

Voice streaming to TDM connections

Where an ICP has a number of TDM connected devices, calls to these devices will be via local IP/TDM gateway. Encryption applies to the packet part of the connection, and so the IP path to the gateway will be secure, where possible. The connection on the TDM side will continue, as it always has, to use a dedicated connection to the end device.

Voice streaming to internal voice mail, Record-a-Call and conference

Where there are internal features like voice mail, Record-a-Call or conference at the ICP, these are considered TDM devices. Encryption applies to the packet part of the connection, so the IP path to the gateway will be secure, where possible. The connection on the TDM devices will remain a dedicated connection to the requested service.

A conference call with a number of users requires multiple connections to the IP gateway. Connections between the IP end device and this gateway will be encrypted, where possible. Connections to the conference bridge are established over the internal TDM infrastructure. PSTN connections or TDM devices connected into this bridge will not use encryption, but will maintain their normal dedicated connections.

Voice streaming to applications

A number of applications and end devices support encryption. There are some, however, that do not support encryption measures. Connections to these devices will be established without encryption. For a list of devices and applications that support encryption, refer to Table 75.

End devices that connect to the external port of the Teleworker solution are secure, but when similar end devices are used within the LAN environment, they may not be fully secured.

Further details can be found in the *Teleworker Engineering Guidelines*. The Teleworker Server (6010) also terminates both internal and external secure connections. This allows for differences in encryption methods; external secure connection and unsecured internal connection.

Your Assistant provides a softphone with encrypted call path and call signaling and secure instant messaging to keep IM traffic encrypted and inside the network.

The SpectraLink wireless phones and the Mitel WLAN stands may use security on the air access interface (radio link) such as WEP or WPA2. However, this only covers the wireless connection and not necessarily the remaining connection across the remaining network infrastructure.

Data Encryption support

A number of end devices support secure signaling and secure voice media streaming. The following table lists the devices and security support:

Table 75: Security Support by Device

Device	Secure Signalling (SSL)	Secure Signalling (Secure MINET)	Voice Encryption
Control: Gateway			
2500 CX/MXLX	Yes	Yes	Yes
SX-200 ICP CQ/MX	No	Yes	Yes
Phones			
5201	No	Yes	Yes
5205	No	Yes	Yes
5210	No	Yes	Yes
5220	No	Yes	Yes
5204	No	Yes	Yes
5205	No	Yes	Yes
5207	No	Yes	Yes
			Page 1 of 2

Table 76: Security Support by Device (continued)

Device	Secure Signaling (SSL)	Secure Signaling (Secure MINET)	Voice Encryption
5212	Yes	Yes	Yes
5215	No	Yes	Yes
5219 (Dual Mode)	Yes	Yes	Yes
5220	No	Yes	Yes
5223 (Dual Mode)	Yes	Yes	Yes
5224	Yes	Yes	Yes
5230	No	Yes	Yes
5235 (Dual Mode)	Yes	Yes	Yes
5140	No	Yes	Yes
5240	No	Yes	Yes
5202	No	No	No
5204	Yes	Yes	Yes
5312	Yes	Yes	Yes
5324	Yes	Yes	Yes
5325	Yes	Yes	Yes
5340	Yes	Yes	Yes
5485 IP Pager	No	Yes	Yes
Navigator	Yes	Yes	Yes
8850-TXB	No	No	No
5E60 IPT	Yes	Yes	Yes
YA Client	No (See Note)	No (See Note)	N/A
YA Softphone	No (See Note)	No (See Note)	No
YA Server	No (See Note)	No (See Note)	N/A
Spectralink wireless	No	No	No
DECT wireless	No	No	No
Teleworker Server Int	Yes	Yes	Yes
Teleworker Server Ext	Yes	Yes	Yes
Goask@Ears (8530)	No	No	No
NuPoint (8513)	No	No	No
Note: The IM/ai connection from the IM/ai client or server to the ICP is secure with SSL only. Other connections are not secured.			
Page 2 of 2			

Authentication Protocol Support

A number of networks now support a level of access restriction to the network ports. A device that connects to one of these ports needs to be authenticated as valid before connections can be established. There are a number of protocols that can do this, including:

- Cisco VMPS
- 802.1X

The Cisco VMPS is described in "VMPS, CDP, and Location Change Indication (E911)" on page

217.

Mitel implements phone authentication that requires a unique association of MAC addresses and IP and user-entered PIN registration numbers. Additionally, desktop software downloads are encrypted. Mitel also provides 802.1X authentication for desktops (Release 6.0 and later), and that supports the Extensible Authentication Protocol (EAP) using EAP-MD5 challenge authentication to a RADIUS Server. Users authenticate through the phone interface by entering a username and password.

IEEE 802.1X

The IEEE 802.1X standard is similar in operation to VMPS, but uses a RADIUS Server for authentication. Devices that authenticate through 802.1X require an identification name and password before being allowed access.

There are a number of protocols that are used to establish the initial connection. Mitel end devices ("supplicants") support the EAP-MD5 protocol.

If the administrator configures the L2 Switch for port access control, the connected IP Phone will prompt the user for an account name and password if one has not already been entered or if the information saved in the phone is invalid. Based on the response,

- The port may be opened for access
- The VLAN settings may change
- The port could be opened to a guest VLAN
- The port could be shut down.

When a PC is connected to a port, it will be interrogated in the same manner as the phones, and user input will be required. The same results will likely occur.

Typically, 802.1X will only allow a single device to be authenticated and connected to a port. This restricts how devices can be connected into the network infrastructure. Where a network port only supports a single connected device, then, for full authentication, only a phone or a PC should be connected to this port. If it is required that both a phone and a PC must be connected, then only the phone should provide authentication. If authentication is provided only by the PC and the PC isn't present, the phone may not work.

Not all network access devices place single device restrictions on connected devices. HP

switches allow multiple devices to be connected and authenticated on a single port. With Cisco

switches, where the IP Phone uses the Auxilliary_VLAN setting, both an IP Phone and a connected PC can operate off the same port.

A PC connected behind a phone may need to authenticate access. Failure to do this correctly may result in the network port being shut down. This may result in the IP Phone also being disconnected. Ideally, the PC should be programmed with the necessary information for 802.1X authentication through the "PC Network Properties." If not, then it is possible that the PC could fail

the authentication time-out at the port or at subsequent authorization requests. It may also be necessary to connect the PC to the phone after the phone has authenticated the connection. An 802.1X port may be configured to request authentication only at startup of the network port and this may include regular authentication retries.

Because authentication is based on a network port becoming active, it is possible, with some network switches, that an unauthorized device could be connected behind an IP Phone once the IP Phone has itself gained access to the port. Therefore, it is recommended that you enable the re-authentication response to regularly check access to the port and identify such connections. The default time is often of the order of 3600 seconds.

A phone that supports 802.1X will indicate, during power up, that it is attempting 802.1X authentication. It is possible to disable 802.1X via a CONFIG application menu under Tools and Features. This menu also allows you to delete any stored usernames and passwords.

For details on 802.1X, refer to the "802.1X EAP - MD5 Authentication Protocol Support" Knowledge Base article on Mitel OnLine.

Note: Some vendors, Hewlet Packard, for example, manufacture switches that support multiple instances of 802.1X for devices that are connected to the same port. In this case, you can enable support on both devices without risking access conflicts.

Note: In some cases, network administrators may be running 802.1X to prevent unauthorized users from accessing the network. As an example, Ethernet drops in semi-public spaces such as reception areas would likely be protected with 802.1X.

Use caution if deploying phones that do not support 802.1X in these situations, because the network administrator will not be able to enable 802.1X on this network port. If the phone provides a secondary ethernet port, this port will also be unable to provide authentication support.

Devices that support 802.1X

Table 76 shows a list of Mitel IP phones and notes those that support SSL, Secure MiNet and IEEE 801.2X Extensible Authentication Protocol (EAP) - Message Digest 5 (MD5) challenge authentication protocol.

Table 76: 802.1X support by device

Device	802.1X Support
E001	No
E002	No
E010	No
E050	No
E201	No
E202	No
E207	No
E212	Yes
E215	No
E215 (Dual Mode)	Yes
E220	No
E220 (Dual Mode)	Yes
E224	Yes
E280	No
E295 (Dual Mode)	Yes
E120	No
E240	No
E302	No
E304	Yes
E312	Yes
E324	Yes
E320	Yes
E340	Yes
5455 IP Pager	No
Navigator	Yes
E550 TKB	No
E580 IPT	Yes
YA Softphone	If on PC
YA Server	If on PC
SpectraLink wireless	No
DECT wireless	No

Worm and Virus Protection

The 3300 ICP uses an embedded real-time operating system. This system is less susceptible to virus or worm attacks that target traditional applications and their OS services because it provides a very small base of common functionality with general purpose operating systems such as Microsoft Windows, Linux and UNIX. This lack of common functionality means that VxWorks is not affected by the viruses and worms typically found on networks and the Internet. This also makes it difficult for an attacker to write a virus targeted at generic VxWorks implementations. Application servers based on Windows NT/2000 must be properly maintained with current operating system security updates. Mitel products based on Windows NT/2000 include the

Contact Center Solutions, Speech Server and Messaging Server systems and Enterprise Manager. These key application servers must be maintained with the latest in Microsoft security updates and worm protection.

Prevention of Toll Abuse

Any communication system that has a combination of Direct Inward System Access (DISA) integrated auto attendant or RAD groups, and peripheral interfaced auto attendant or voice mail can be susceptible to toll abuse. Therefore it is important to assign appropriate telephone privileges and restrictions to devices. In addition, public telephones should be denied toll access unless authorized through an attendant.

The 3300 ICP system has comprehensive toll control as an integral part of the call control. It lets you restrict user access to trunk routes and/or specific external directory numbers. It also provides Class of Restriction (COR) and Class of Service (COS) features that can substantially reduce the risk of toll abuse.

As a deterrent to toll abuse by internal callers, Station Message Detail Recording (SMDR) can be used to track calls from within your company, providing detailed information such as the originating extension number, time, duration, and number dialed. SMDR record access should be restricted as with any other function.

Secure Management Interfaces

The 3300 ICP includes a fully integrated set of management tools designed to install, manage, and administer 3300 ICP systems. Three levels of access are provided in order to meet the needs of system technicians, group administrators, and the desktop telephony users themselves. All of these integral management tools use Secure Socket Layer (SSL) security for data encryption. User access to the management tools is controlled by a login and password. Once a user logs into the 3300 ICP, the system displays a menu of the specific tools to which they have been granted access. Mitel also offers the Management Access Point to provide secure remote administration for VPN or dial-up access.

Multi-Level Precedence and Preemption (MLPP)

When the 3300 ICP is deployed in an environment that requires MLPP, it may be necessary for security reasons to prevent external network devices from accessing certain IP ports that are used by the 3300 ICP.

MLPP is a licensable option on the 3300 ICP. When MLPP is enabled, the ESM form "IP Port Filter" can be used to enable blocking on specific IP ports.

When blocking is enabled on a specific IP port external network devices will be prevented from accessing this port.

In the default state all IP ports are unblocked so access is unrestricted.

SIP Security

Mitel has a number of phones that support the Session Initiation Protocol (SIP). SIP is a signaling protocol used for establishing and terminating IP phone calls. SIP signaling is not encrypted; however, phones using SIP are authenticated

2.12 T1 PRI Services

Do the proposed T-1 trunk circuit interfaces support T1 PRI capabilities? SIP capabilities? POTS lines? **Yes to all**

2.13 Traffic Handling

The back bone of the DPPL internal network is 1 Gigabit, with a 4 GB connection between phone closets. The infrastructure consists of Cisco Catalyst 4503E (Qty 1) and Catalyst 3560PS (Qty 7) and 3560TS (Qty 2) switches. The 3560PS are PoE running c3560-ipbasek9-mz.122-55.SE. We would like each vendor to evaluate current switch environment for suitability for proposed implementation. Please include PoE routable phones. Explain how the proposed system's design supports the stated traffic assumptions. The current cabling typically incorporates a single data and phone drop per workstation location. However, there is a desire to minimize additional hardware, and envision using GB routable phones in a daisy chain configuration between infrastructure and workstations. **Comply to all, all proposed phones are GIGABIT passthrough.**

2.14 IP Station QoS

How does the proposed IP solution provide Layer 2 and Layer 3 end-to-end quality of service to IP stations? Which industry standards are employed to guarantee this quality of service?

Mitel IP stations would use Layer 2 and Layer 3 Ethernet and IP priority marking to ensure quality of service (QoS) handling across the Library's network.

Layer 2 priority uses IEEE 802.1p marking within the VLAN 802.1q (802.1d) Ethernet packet header.

Layer 3 priority uses the type-of-service field within the IP frame to provide DSCP marking.

Our solution would provide QoS information to the IP station through LLDP (IEEE 802.1av) and LLDP-MED (TIA 1057), DHCP option programming, manual entry at the device, and system defaults

2.15 Multi-Party Conference Calls

Describe how multiple-party add-on conference calls would be handled in the following situations:

1. Assisting customer – A customer calls an employee needing assistance, but the employee does not know the answer. Rather than hang up and call the customer back, the employee needs to be able to conference in another person who does know the answer, or page over head for assistance. **Comply**
2. Conference call Small Group – Conference calls are usually the easiest way to accomplish this. **Comply**
3. Conference call Large Group – Can the system support a large party conference call of 30 or more people? Most people would be using outside lines or cell phones to connect.

Comply, built in our system at the main location with the Mitel 3300 CX II is the ability to have up to 30 conference call participants in a maximum configuration type of 5 conference calls with 6 participants each – either internal or external. At each of the remote sites, we have the ability to do 3 party conference calls. No conference bridge or server is required for ad-hoc audio conferencing. If the Village decides that a conference bridge “meet-me/dial-in” type conference bridge is needed, we can add additional ports of MCA (Mitel Collaboration Advanced) onto the MAS Server at a per port cost.

4. Video Conferencing - Is video conferencing included in this solution? Is there an option to upgrade to add video conferencing to the proposed solution? What would be required to upgrade to a video conferencing solution. How is audio incorporated in this solution? What bandwidth requirements are needed to accomplish the proposed video conferencing solution? **The software is native to the MAS which has been provided, this solution is scalable up to 200 ports. Audio is accomplished through licensed ports as described above. Our Mitel Collaboration Advanced allows for dual ports giving access to VIDEO, AUDIO and WEB conferencing. This is an option**
5. Web Conferencing- Is there a web conference option included in the proposed solution? Is there an option to add web conferencing? Does the proposed voice solution integrate with Microsoft 365 Lync, Web-X, Go-To-Meeting? **Yes, MCA also allows web conferencing. This is an option.**

Outline any and all hardware and software requirements necessary to support multi-party add-on conference call requirements. Indicate whether peripheral hardware, e.g., conference bridge servers, is required. **No additional hardware or software is required for multi-party ad-hoc conferencing. Please see above for adding Video, Web or Scheduled Audio Conference bridges.**

2.16 VoIP Overflow Traffic

If call volume peaks, how is over-flow traffic handled with the proposed solution? **This depends on if there are additional trunks available. Ie. If all PRI channels are busy, it can be automatically routed over POTS or SIP trunking.**

2.17 IP Telephones (including softphones) & Audio Conferencing Units

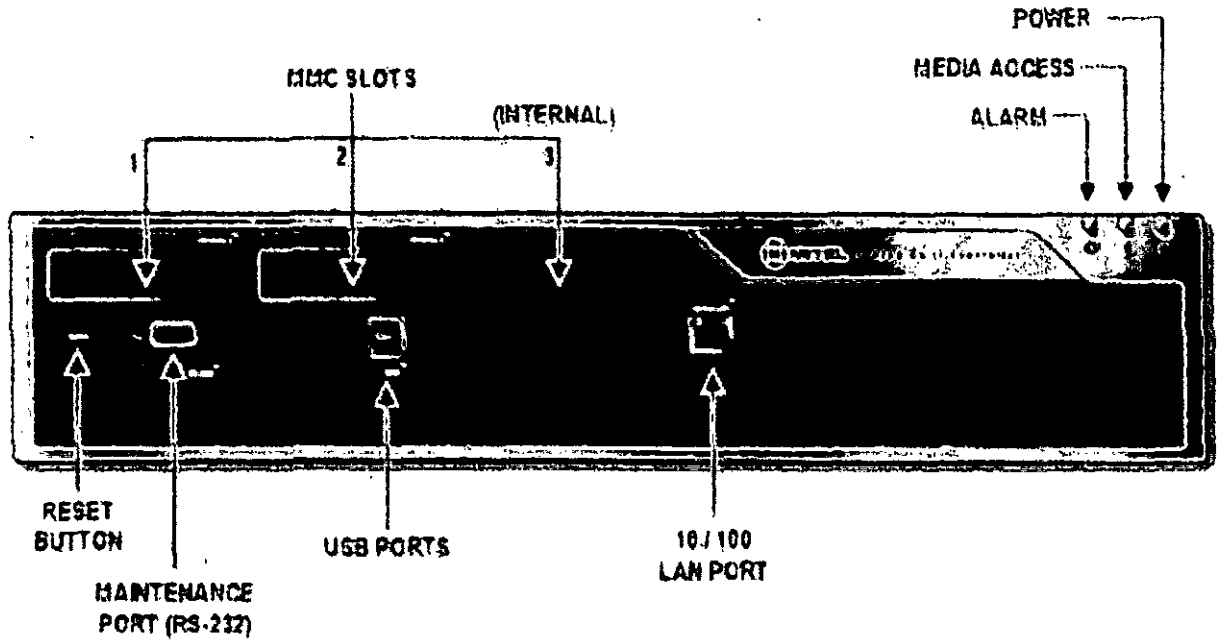
Describe how all proposed IP telephones are supported by the common control call server. If direct call control signaling via Ethernet LAN/WAN is not supported, specify all required intermediary carrier, signaling interface and/or media gateway equipment. **IP Phones proposed will utilize MiNet which is a proprietary language for advanced Mitel features on the phones. The transmission itself is IP and will be separated through VLANS and QOS at the L2/L3 level.**

2.18 Analog Telephones

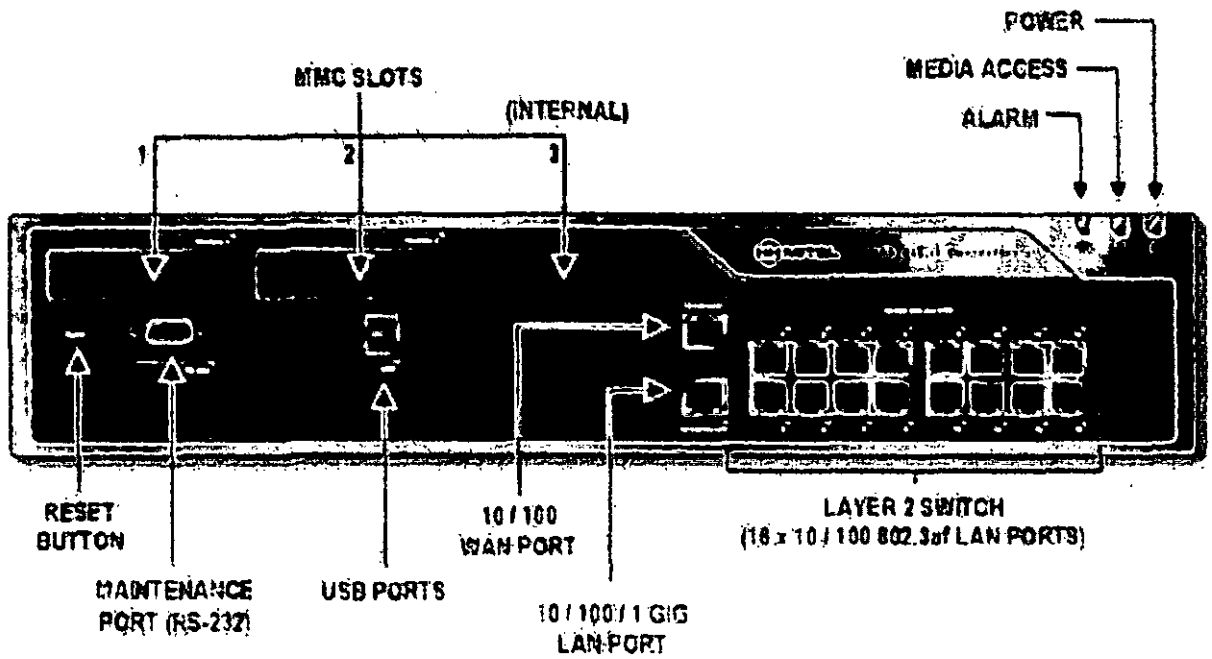
If you are proposing any analog telephones, explain how they are supported by the common control call telephony service. Specify the required intermediary hardware elements for control signaling transmission. List the number of circuit terminations per circuit board, media gateway, and module. **No analog phones have been requested or quoted. Below articulates the hardware and software in order to do so.**

Mitel Communications Director (MCD) is a single, cloud-ready software stream that can be deployed on the hardware that best fits your IT strategy: virtualized or non-virtualized industry standard servers, or your choice of four Mitel 3300 ICP Controllers: CX II, CXi II, MXe III and AX, which are described below.

3300 CX II/CXI II



CX II Front Panel



CXI II Front Panel

The CX II/CXI II ships with an embedded Analog Main Board (AMB) that supports six analog trunks with CLASS support and four analog extension ports. It includes the required digital signal processing (DSP) in the base configuration. Cards and DSP resources are needed for additional functionality only, not for performance scaling.

The CX II and CXi II Controllers support up to 150 IP devices, or a combined total of 150 IP/ONS devices.

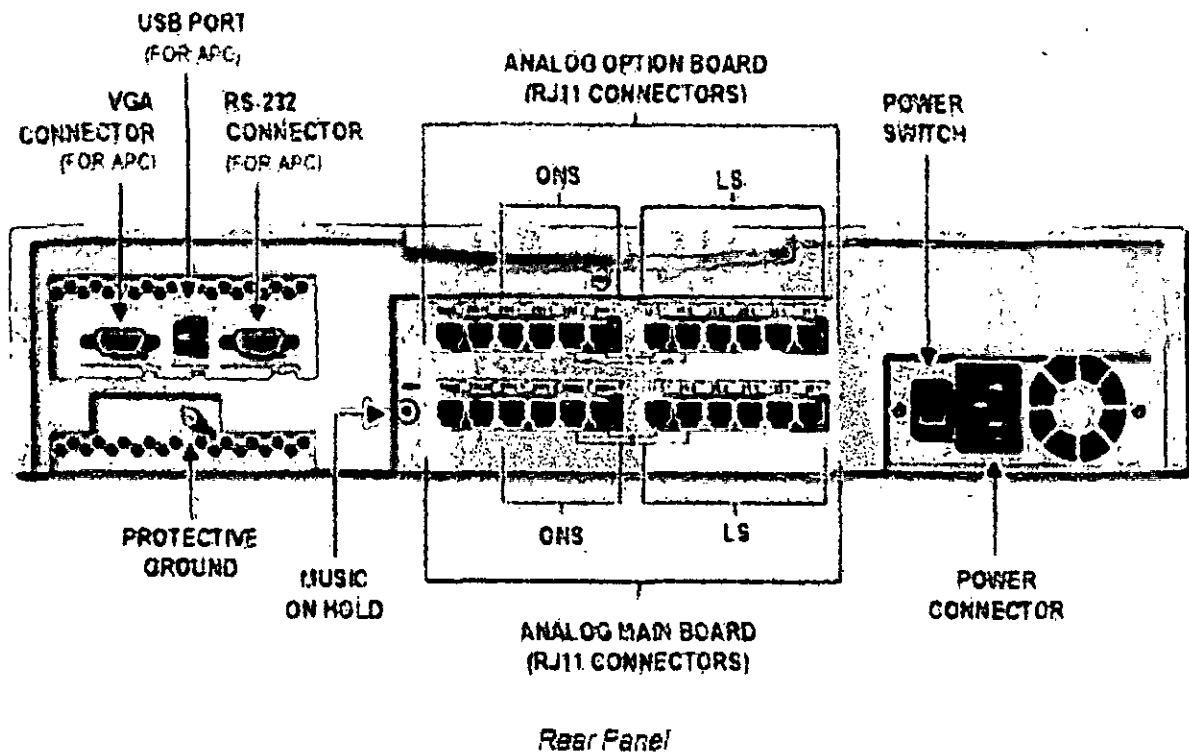
The CX II and CXi II Controllers include the following components:

- AMB provides six Loop Start (LS) trunk ports with CLASS support (CLASS is available in North America and Latin American only. We support ETSI CLASS for other applicable regions), four on-premises station (ONS) ports, a single Music on Hold port (one source supported), a single paging port, and two System Fall Transfer circuits
- Analog Option Board (AOB) provides six LS trunk ports with CLASS support, four ONS ports, one System Fall Transfer (SFT) circuit and one paging circuit
- one 10/100Base-T WAN port (RJ-45 connector)
- one 10/100/1000Base-T LAN port (RJ-45 connector)
- sixteen 10/100Base-T LAN ports connected to an internal Ethernet Layer 2 (L2) switch (CXi II Controller only). Embedded 16-port L2 Power over Ethernet (POE) switch on the CXi II.
- SATA solid state drive or SATA hard drive for software storage

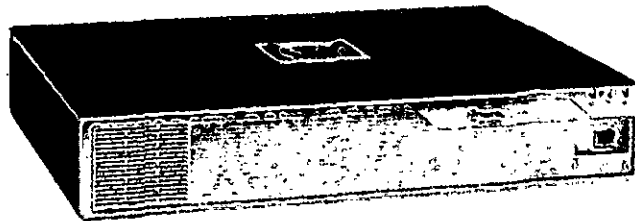
Optionally you can also install these components:

- one DSP II module for fax relay (T.38) and compression. The dual DSP is only for telephony services such as DTMF signaling detection. Compression is by way of the DSP II only.
- one or two T1/E1 combo modules for digital trunking
- one or two quad Basic Rate Interface (BRI) framer modules for BRI trunks
- a quad copper interface module (CIM) supporting up to three Analog Service Unit IIs (ASU IIs)

Note: The CX II and CXi II controllers do not support Network Service Units (NSUs) or peripheral cabinets.



ASU II



The Mitel ASU II is a common platform for delivering analog trunks and extension services. It comprises a chassis with two card slots. A 24-port ONS card provides 24 ONS lines for provisioning extensions outside the building. The ports on this card are protected against surge and lightning. The 12-port ONS/4-port LS Trunk Combination card provides analog line and trunk capability on a single card. Any card can fit into any slot and they can be inserted while the unit is operational.

The 12-port ONS/4-port LS Trunk Combination card provides the following components:

12 ONS lines for analog phones and four LS trunks for analog connection to a central office. The ONS ports on this card are protected against lightning.

Four System Fail Transfer (SFT) relays that provide direct connection between an analog phone and an LS trunk in the event of a system or power failure.

CLASS is supported on the ONS circuits. CLASS allows the 3300 ICP system to pass calling line ID digits and CLASS name information to display phones that support caller ID functionality.

The ASU II chassis can support up to 48 ONS phones and up to eight LS trunks plus Music on Hold or loudspeaker paging, depending how the unit is configured with line cards.

Analog Main Board/Analog Option Board

The MXe III and CX(i) II Controllers support the Analog Main Board (AMB). In addition, the CX(i) II can support the Analog Option Board (AOB).

The AMB supports

- six LS trunks
- four ONS lines (the first two ports are surge-protected)
- two Power Fail Transfer (PFT) ports
- one Music On Hold (MOH) circuit
- one loudspeaker paging circuit

The AOB provides the controller with an additional

- six LS trunks
- four ONS lines
- one MOH circuit
- one loudspeaker paging circuit

24-Port ONS Analog Card

The 24-port ONS card supports 24 ONS lines. All ONS circuits on both the combo and 24-port ONS line cards are protected against high-voltage surges.

2.19 Facsimile Terminal

Describe how facsimile terminals are supported by the common control call telephony server. Specify the required intermediary hardware elements for control signaling transmission. List the number of circuit terminations per circuit board, media gateway, and module. **See above for Fax – analog ports would be utilized if routed through the system. We are configured for 12 LS POTS Lines and 8 Analog PORTS.**

2.20 Power Failure Transfer Station (PFTS)

Describe how analog telephone power failure transfer stations (PFTS) are supported by the common control call telephony server. Specify all required intermediary hardware elements for control signaling transmission. List the number of circuit terminations per circuit board, media gateway, and module. **The 1st two ports on each 3300 CX of both Analog Trunks and Analog Stations are PFTS.**

2.21 Voice Terminal Instruments – Regulation Requirements

DPPL intends to keep our Fax Machines. As a result, the proposed communications system must be able to support a mix of analog and IP communications devices. All single and multi-line IP phones must be comply with section 68.316 of the FCC hearing-aid compatibility standards as well as the 1996 Telecommunication Act. We require TTY Access, how will the proposed solution handle this? Explain how the proposed telephone equipment meets these requirements/standards.

Comply, For the benefit of those who require additional handset amplification due to minimal or moderate hearing impairment, or for other reasons, Mitel's IP display phones offer adjustable handset gain, from -9 decibels (dB) to +21 dB gain from nominal, with each step in amplification being +3 dB. This capability fully meets the requirements of US Federal Communications Commission (FCC) part 68.

For those who require additional amplification due to severe hearing impairment, Walker Equipment Corporation offers W10 series inline amplifiers.

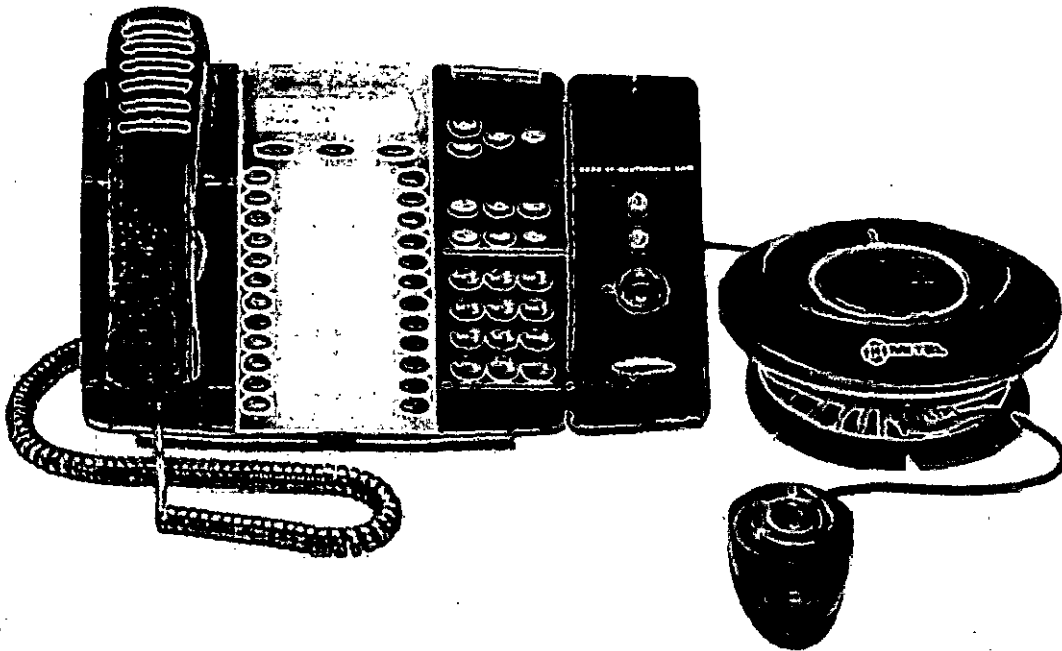
All Mitel handsets are hearing aid compatible, as per FCC part 68, which specifically addresses magnetically coupled hearing aids. Compliance is indicated by the Hearing Aid Compatible (HAC) logo on the underside of each handset.

2.22 IP Audio Conferencing Unit

Describe the proposed IP audio conferencing unit and include an illustration of the unit.

No Conference Phones have been proposed – per counts. Please see below for our recommended solution:

5310 IP Conference Unit



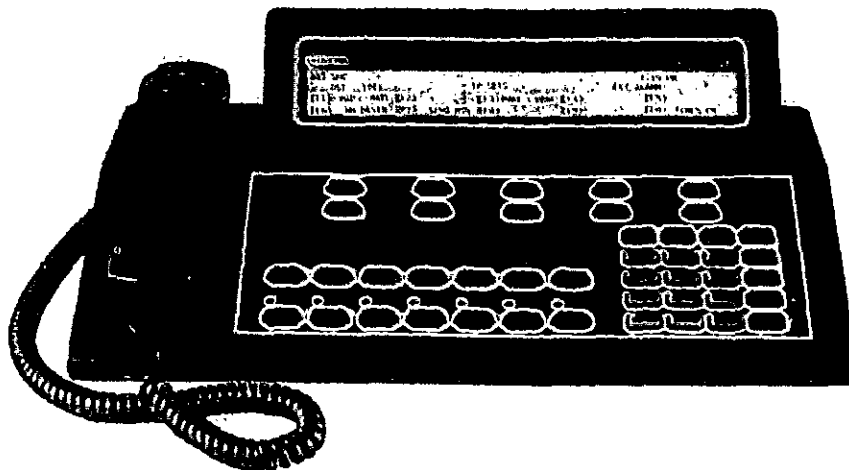
Mitel 5310 IP Conference Unit provides full-duplex (the ability for both parties to speak at once) advanced IP conferencing. This is accomplished through sophisticated acoustic beam-forming technology designed for meeting rooms up to 20 ft by 30 ft. The 5310 IP unit connects to the Mitel 5324, 5330 or 5340 IP phones (sold separately), enabling the user to manage the conference through familiar telephony controls, and eliminating the need for an additional LAN port.

2.23 Other IP Telephone Instruments

What additional IP desktop telephone models do you offer? Please include the following details for each of the following. Include an illustration of each of these additional models.

1. Fixed feature and function.
2. Number of programmable line and feature keys.
3. Display description (if applicable).
4. Type of speakerphone (if applicable), and
5. Any other critical details.
6. Number of shared call appearances on each handset.
7. Gigabit? PoE?

5540 IP Console



The 5540 IP Console is a simple, affordable attendant device that offers a broad range of standard and specialty functions. Intuitive attendant features, such as one-key transfer to voice mail, easy wake-up call setup, and two-key rollover, save time in call processing. This is especially valuable in fast-paced business environments.

Features

- highly visible, four-line, 80-character, backlit tilt display shows date, time, call status information, calling line identification, and calls waiting

- 14 fixed-function keys for basic call handling including Function, Extension Paging, Announcement Paging, Release, Cancel, Extension Blocking, Set Paging, and Answer, and three hold slots
- 10 soft keys that control access to the attendant features through call state-sensitive keys
- teleworker support with the Mitel Border Gateway (MBG) allows attendants to work anywhere, any time
- multiple call hold positions and line appearances
- third-party cordless headset integrated functions include: Call Answer, Call Cancel, Audio Controls, and training mode support
- language support: English, French, Spanish, German, Italian, Dutch, Portuguese, simplified Chinese
- resiliency support (MCD only)
- Secure Call Recorder Connector (SRC) support, and standard Record-a-Call functionality (MCD only)
- two integrated headset/handset jacks
- dual-port IP console (10/100 MB switched Ethernet) – connect a computer and a console with a single Ethernet drop
- multiple powering options (IEEE 802.3af compliant)
- power conservation design: reduces power consumption for overall energy savings
- large graphics display (160 x 320 resolution)
- uses the Mitel Wideband Handset for superior acoustic quality
- simultaneous use of headset and handset for operator training purposes
- two-key rollover on the dial pad keys allow for faster call processing
- unique ring cadences for Emergency Call Notification, Call Hold Recall, Recall Notification, Incoming Call ringing, and New Call ringing
- unicode support for more languages such as Romanian, Russian, Arabic, Swedish, and Polish
- user-adjustable volume controls
- hearing aid compatible (HAC) handset
- user-adjustable display contrast and brightness controls
- dual port (10/100 MB switched Ethernet)
- PoE support for multiple powering options (802.3af compliant)
- energy-efficient at 4.96 W idle

Advanced Attendant Features

In addition to basic call handling, the attendant provides the following abilities:

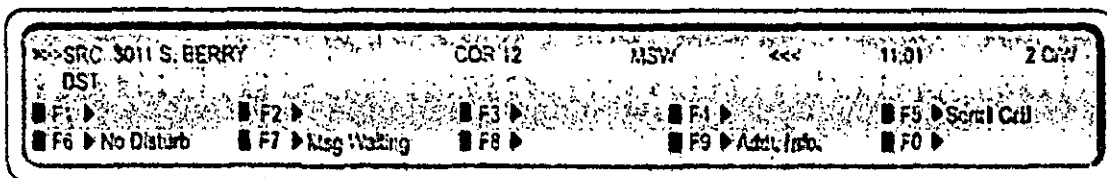
- conference calling (allows attendants to speak to multiple parties)
- call splitting (allows attendants to speak with conference participants individually)
- overhead paging
- set paging (allows the attendant to page individual extension numbers using the telephone speaker)
- change users' status to Do Not Disturb (DND)

- indicate to the front desk that there is a message waiting on the telephone at a particular extension
- set Call Forward Always (CFA) on an extension
- clear CFA, MWI, and DND aggregately or on individual extensions
- override busy extensions and those placed in Do Not Disturb
- set up serial calls to allow the caller to remain on the line after completing each call to the business
- view system alarms and emergency (911) call alarms

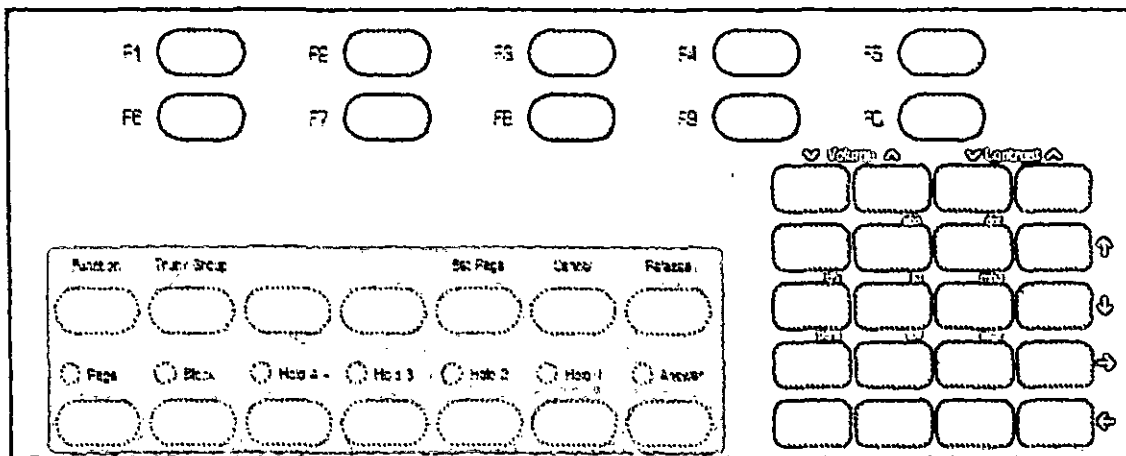
Key Functions

The 5540 IP Console has three call-processing areas:

- a 20-key dial pad area (including navigational keys, and volume and contrast up/down keys)
- 10 context-sensitive soft keys (with contextual information displayed on the backlit graphics display)
- 14 fixed-function keys, for one-touch access to the most commonly used features. The keys are arranged in two rows of seven. Each key in the bottom row has an orange LED that indicates the status of a call or feature (i.e., Calls on Hold, Calls Blocked, etc.)

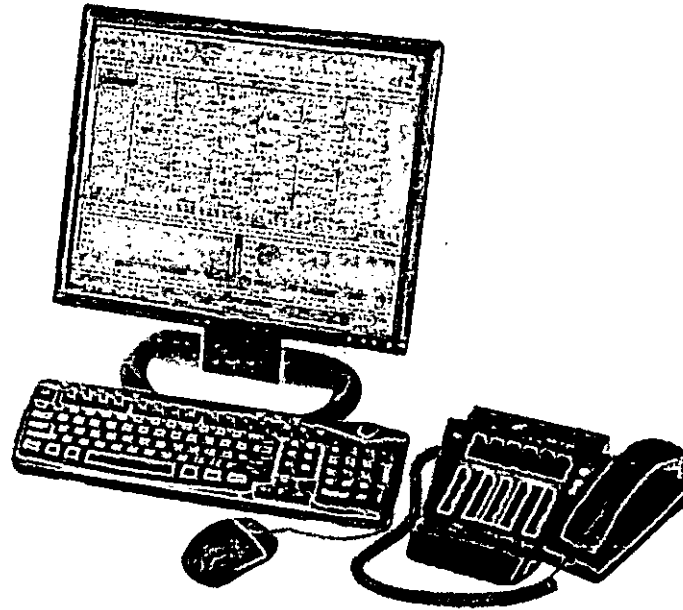


5540 IP Console Soft Key Display



5540 IP Console Keyboard

5550 IP Console

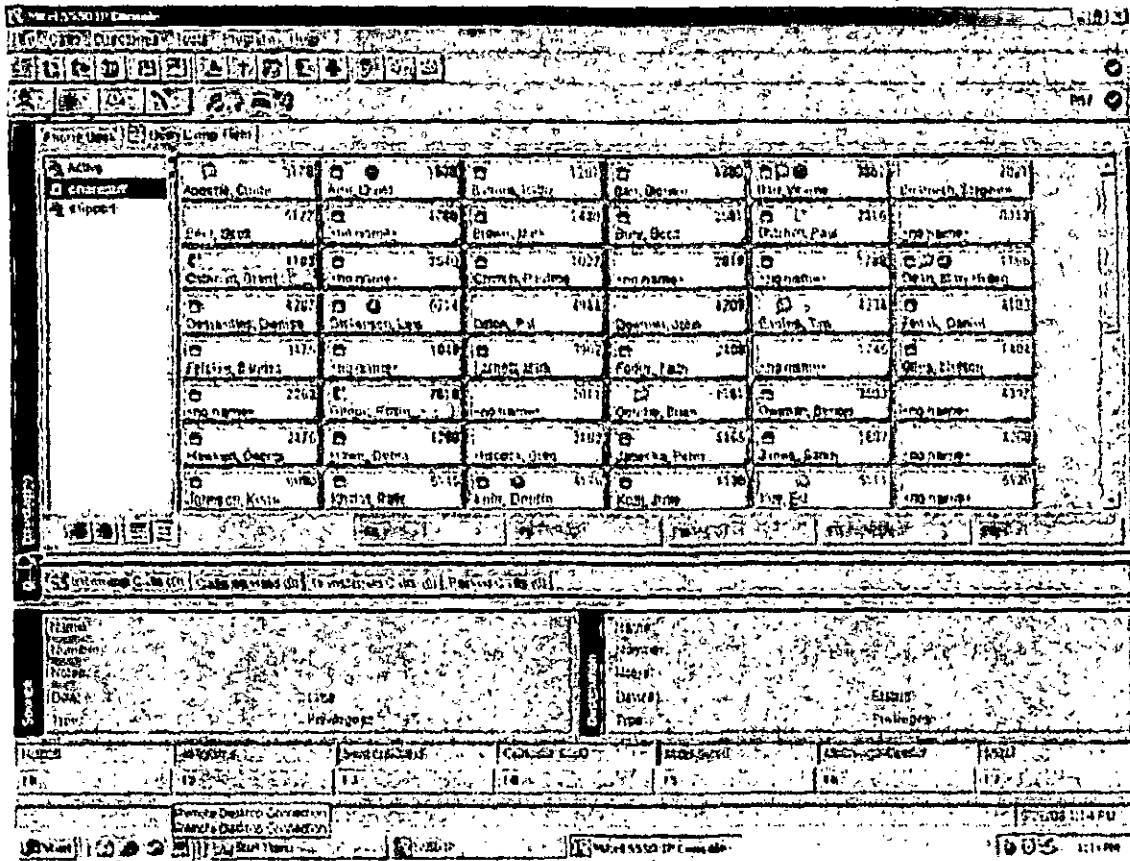


The Mitel 5550 IP Console is an advanced PC-based IP console and administration application with an intuitive graphical user interface (GUI) that includes screen-based call status and call handling prompts. Features include direct station select (DSS) and busy lamp field (BLF) status for up to 5,000 extensions, color-customizable phonebook data fields, incoming caller identification, transferred calls and calls on hold screens, and unique functionality such as bulletin board and scratch pad. Presence and instant messaging (IM) support lets the console operator see when someone is away from their desk, busy or does not want to be disturbed. IM support lets operators quickly send users messages to inform them when they have a call or to ask them a question. Furthermore, operators have the capability to send e-mail from within the console as another mechanism for connecting people. Integration with Microsoft Outlook provides operators with the capability to understand contact availability by looking up calendar status.

Features

- presence indication for all users (integrated with Microsoft OCS)
- e-mail and instant messaging capability through OCS
- support for Mitel Border Gateway teleworker solution
- support for multi-tenant networks
- Microsoft Windows 7 compatibility <<Proposal coordinator: OCS/Live Communications Server (LCS) only works with the console running on Windows XP until the completion of the UCA integration with the federated server, which will provide OCS/LCS status to the console.>>
- busy lamp field capability allows attendants to monitor up to 5,000 extensions or lines on a single 3300 ICP Controller or across a cluster or network of Mitel 3300 ICP Controllers
- multiple BLF lists and ability to customize BLF views with tile-based BLF
- Incoming Calls list
- configurable source panel lets attendants select how information is displayed
- Call History: System-Wide Call History records all calls handled by any attendant; My Call History tracks a single attendant's calls
- Transfer Assistant: allows the attendant to transfer the caller directly with a simple click
- color customization of information displayed in additional data fields
- additional data fields can be automatically refreshed every minute to provide users with timelier information

- direct station select (DSS) feature enables operators to pick up ringing extensions and process callers more efficiently
- highly intuitive GUI includes screen-based call status and call handling prompts, making for simple point-and-click operations
- 12 programmable keys for one-button access to the most commonly used attendant features and services
- six call-processing keys for intuitive management
- on-screen scratch pad window for notes and messages and for storing speed-dial numbers
- on-screen bulletin board for displaying messages to all attendants on the system
- specialized telephony keypad for dialing, call processing, and providing quick access to features and applications
- one-button access to programmable key functions
- Retrieve key for retrieving calls forwarded to the wrong extension
- single-key transfer to voice mail
- Call Answering Priority allows attendant to connect calls based on longest time waiting or origin
- call-waiting threshold capability allows incoming calls to be routed to other consoles to reduce wait times
- language support for English, French, Spanish, Dutch, German, Italian, Portuguese, Swedish, and simplified Chinese
- dual handset/headset jacks for monitoring or training new attendants
- adaptable telephony keypad and handset cradle for right- or left-handed console operators



Tile-Based BLF View and Multiple BLF Lists Screen

5320 IP Desktop Telephone



The 5320 IP Phone is an economical, entry-level, self-labeling enterprise phone with a large graphics display and built-in speakerphone. It is specifically designed for communications-intensive companies that require a converged IP Infrastructure to deliver productivity and customer-enhancing applications and services to the user desktop. This includes unified communications, speech recognition, PC integration, contact center, and remote voice and data applications. The 5320 IP Phone is ideal for enterprise executives, managers, and employees, and can be used as an ACD agent device, as a supervisor phone, or as a teleworker phone.

Administrators can manage the 5320 IP Phone easily through remote programming, eliminating the need for paper labels and reducing ongoing operational and installation costs. Its self-labeling display remains up-to-date, ensuring that users get precise call handling. These soft keys can also be programmed by the user to provide access to advanced voice communications and IP-based applications and services.

The embedded HTML Desktop Toolkit enables simple, intuitive development of customized applications, which can be easily integrated with the 5320 IP Phone's telephony functions. HTML applications developed using the toolkit can function on the phone without requiring an external server, providing cost-effective implementation.

Features

- large graphics display (160 x 320 resolution)
- eight programmable, one-touch, multi-function self-labeling keys (for speed dialing, line appearances, feature access)
- HTML Desktop Toolkit for applications development
- supports Mitel Wireless LAN Stand and Gigabit Ethernet Stand
- 12 fixed function keys: menu, hold, message, speaker, mute, transfer/conference, redial, cancel, volume/ringing/contrast up and down, previous page, next page
- three context-sensitive soft keys for intuitive feature access
- supports Mitel UC Express and UC Advanced applications

- Mitel 5300 Intelligent Directory support
- dual-mode: supports Mitel IP (MiNET) and SIP protocols
- supports Mitel Teleworker Solution, Automatic Call Distribution (ACD) agent and supervisor hot desking, resiliency, Mitel Mobile Extension, and Mitel Dynamic Extension.
- desktop user tool: browser-based desktop configuration and programming tool for easy access to telephone system features and key labeling
- hands-free speakerphone operation (full duplex)
- supports multiple languages: English, French, German, Italian, Portuguese, Spanish, Dutch, and simplified Chinese
- icon buttons for global markets
- secure voice communication enabled by encryption
- Menu key provides one-touch access to embedded applications menu, which includes: Call History, Call Forwarding, Conference Unit Application, Settings, Launch PC Application, Help, Call Info
- hearing-aid-compatible (HAC) handset (meets American Disabilities Act (ADA) requirements) and HAC compliant for magnetic coupling to approved HAC hearing aids
- designed for power conservation: reduces power consumption for overall energy savings (3.2 W idle)
- supports IEEE 802.1p/q for voice quality of service

5320e IP Desktop Telephone



Designed for the enterprise power user, the Mitel 5320e IP Phone provides the enhanced features and functionality needed for today's progressive enterprise professional. The 5320e IP Phone is dual-mode ready and dual-port with a large, self-labeling graphics display that gives users rapid, easy access to the features and applications enabled by Mitel IP Communications Platforms. It can be used in hands-free mode and supports hot desking and clustered hot desking as well as Mitel Dynamic Extension and resiliency.

The self-labeling display ensures information is always up-to-date. Users get superior call handling as well as user-programmable access to advanced voice communications and IP-based applications and services.

The 5320e IP Phone is ideal for enterprise executives, managers, and employees, and can be used as an ACD agent, a supervisor phone, or a teleworker phone. It includes a multitude of features including the following:

Features

- embedded Gigabit Ethernet switch (supports 10/100/1000 Mb mode)
- wideband audio support
- IPv6 support
- backwards compatibility as 5320 IP Phone on older platform software
- large graphics display (160 x 320)
- eight programmable, one-touch, multi-function, self-labeling keys for speed dialing, line appearances, feature access
- 12 fixed-function keys: Menu, Hold, Message, Speaker, Mute, Transfer/Conference, Redial, Cancel, Volume/Ringing/Contrast Up and Down, Previous Page, Next Page
- three context-sensitive soft keys for intuitive feature access
- full integration with Mitel UC Express and Mitel UC Advanced applications
- support for Mitel Intelligent Directory and Mitel Live Content Suite
- HTML Desktop Toolkit for applications development
- dual-mode ready (supports Mitel IP (MINET) and SIP protocols)
- full-duplex hands-free speakerphone operation
- dual-port (10/100/1000 Mb integrated Ethernet switch)
- supports multiple languages: English, French, German, Italian, Portuguese, Spanish, Dutch, and simplified Chinese
- icon buttons for global markets
- secure voice communication enabled by encryption
- Menu key provides one-touch access to embedded applications menu which includes: Call History, Call Forwarding, Conference Unit Application, Settings, Launch PC Application, Call Info
- Settings: one-touch access to PBX telephone system features, User Information, Programmable Keys, Languages Selection, Call Notification, Contrast Controls, Audio Feedback, Message Configuration Key, and PC connectivity
- hearing-aid compatible handset (meets American Disability Act (ADA) requirements) and HAC-compliant for magnetic coupling to approved HAC hearing aids
- wideband (7 kHz) handset (v4)
- supports Mitel Teleworker Solution, Automatic Call Distribution (ACD) agent and supervisor, hot desking, resiliency, and Mitel Dynamic Extension
- designed for power conservation: 4.2 W idle/5.0 W active (Gb Mode)
- Mute and Message keys with LED illumination for status indication
- off-hook call announce with hands-free answerback
- on-hook dialing
- dedicated headset jack
- handset, headset, and hands-free mute support
- Call Hold (place/retrieve)
- Call Transfer
- Do Not Disturb
- call forward settings (multiple)
- user-adjustable ringing warble and pitch
- conference call setup
- voice mail access with large message waiting lamp
- direct page/group page/set-to-set paging
- last number redial
- desk-mountable and wall-mountable
- two-position, 35-degree tilting stand for better viewing angle

- multiple powering options: accepts standards-based (IEEE 802.3af power compliant) power over the LAN via spare pair to signal pair, or supports 48 VDC Ethernet/AC power wall adapter
- compression support: G.711, G.729a
- supports IEEE 802.1p/q for voice Quality of Service

5330e IP Desktop Telephone



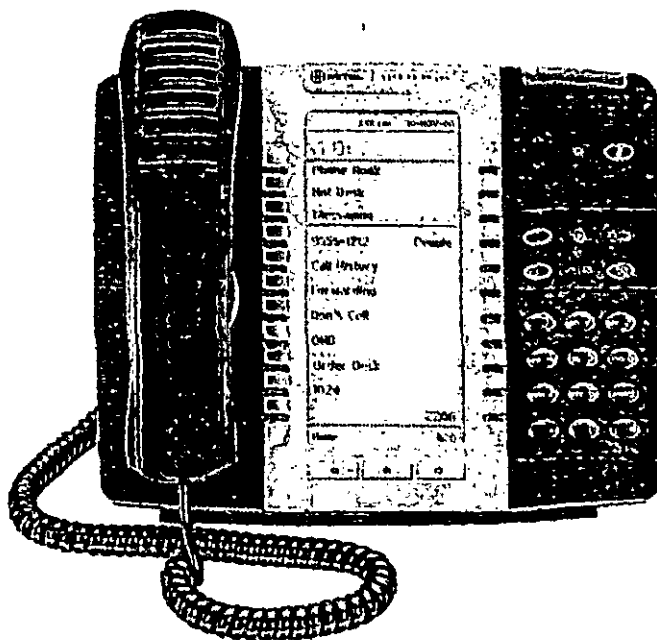
A full-feature, enterprise-class telephone, the 5330e IP Phone provides a large graphics display with 24 programmable self-labeling keys, superior wideband audio, and a built-in HTML for desktop applications development. The 5330e IP Phone supports hot desking and clustered hot desking, Dynamic Extension capability as well as resiliency. It is ideal for enterprise executives, managers and employees and can be used as an ACD agent, a supervisor phone, or a teleworker phone.

Features

- embedded Gigabit Ethernet switch (supports 10/100/1000 Mb mode)
- IPv6 support
- backwards compatibility as 5330 IP Phone on older platform software
- large backlit graphics display (160 x 320)
- 24 programmable, one-touch, multi-function, self-labeling keys (provided in three pages of eight keys each) for speed dialing, line appearances, feature access
- Wideband audio support (G.722.1); ships with a wideband handset (7 kHz) standard
- Mitel peripherals and modules support: Line Interface Module, 5310 IP Conference Unit, Cordless (DECT) Accessories, Bluetooth Module & Handset, 5610 DECT Handset & IP DECT Stand, 12-Button & 48-Button Programmable Key Modules (PKMs)
- 12 fixed-function keys: Hold, Settings, Message, Speaker, Mute, Transfer/Conference, Redial, Cancel, Volume/Ringing/Contrast Up and Down, Previous Page, Next Page
- three context-sensitive soft keys for intuitive feature access
- embedded applications include: Launch Application, Open Document, Open URL, Call Forwarding, Conference Unit Controller, Settings, Call Information, Visual Voice Mail, and Multiple Telephone Features
- full integration with Mitel UC Express and Mitel UC Advanced applications
- support for Mitel Intelligent Directory and Mitel Live Content Suite

- HTML Desktop Toolkit for applications development
- dual-mode ready (supports Mitel IP (MiNET) and SIP protocols)
- full-duplex hands-free speakerphone operation
- supports multiple languages: English, French, German, Italian, Portuguese, Spanish, Dutch, and simplified Chinese
- Icon button labeling for global markets
- secure voice communication enabled by encryption
- hearing-aid compatible handset (meets American Disability Act (ADA) requirements) and HAC-compliant for magnetic coupling to approved HAC hearing aids
- supports Mitel Teleworker Solution, Automatic Call Distribution (ACD) agent and supervisor, hot desking, resiliency, and Mitel Dynamic Extension
- designed for power conservation: 4.2 W idle/5.5 W active (Gb mode)
- Mute and Message keys with LED illumination for status indication
- Settings Key programming for easy access to PBX telephone system features
- off-hook call announce with hands-free answerback
- on-hook dialing
- dedicated headset jack
- handset, headset, and hands-free mute support
- Call Hold (place/retrieve)
- Call Transfer
- Do Not Disturb
- call forward settings (multiple)
- user-adjustable ringing warble and pitch
- conference call setup
- voice mail access with large message waiting lamp
- direct page/group page/ set-to-set paging
- last number redial
- desk-mountable and wall-mountable
- two-position, 35-degree tilting stand for better viewing angle

5340e IP Desktop Telephone



Demonstrating Mitel's continued focus on the user, the 5340e IP Phone delivers easy-to-use, one-touch access to many phone features and applications in an exciting next-generation desktop

device. A full-feature enterprise-class telephone, the 5340e IP Phone provides a large backlit graphics display with 48 programmable self-labeling keys, six intuitive call-state-sensitive soft keys, superior sound quality with wideband audio, and a built-in HTML toolkit for desktop applications development. The 5340e IP Phone is ideal for enterprise executives or managers, hot desk users, teleworkers, and contact center agents and supervisors.

Features

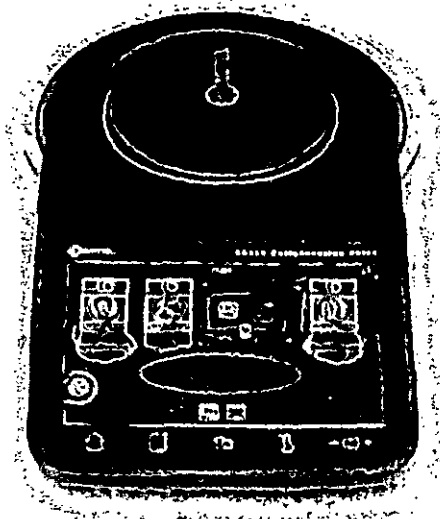
- embedded Gigabit Ethernet switch (supports 10/100/1000 Mb mode)
- IPv6 support
- backwards compatibility as 5330 IP Phone on older platform software
- large backlit graphics display (160 x 320) with auto-dimming
- 48 programmable, one-touch, multi-function, self-labeling keys (provided in three pages of 16 keys each) for speed dialing, line appearances, feature access, and applications
- 13 fixed-function keys: Hold, Settings, Message, Speaker, Mute, Transfer/Conference, Redial, Cancel, Volume/Ringing/Contrast Up and Down, Home Page, Previous Page, Next Page
- wideband audio support (G.722.1); ships with a wideband handset (7 kHz) standard
- Mitel peripherals and modules support: Line Interface Module, 5310 IP Conference Unit, Cordless (DECT) Accessories, Bluetooth Module & Handset, 5610 DECT Handset & IP DECT Stand, 12-button & 48-button Programmable Key Modules (PKMs)
- full integration with Mitel UC Express and Mitel UC Advanced applications
- support for Mitel Intelligent Directory and Mitel Live Content Suite
- HTML Desktop Toolkit for applications development
- dual-mode ready (supports Mitel IP (MINET) and SIP protocols)
- six context-sensitive soft keys for intuitive feature access
- full-duplex hands-free speakerphone operation
- supports multiple languages: English, French, German, Italian, Portuguese, Spanish, Dutch, and simplified Chinese
- secure voice communication enabled by encryption
- embedded applications include People (Contacts), Launch Application, Open Document, Open URL, Call Forwarding, Conference Unit Controller, Settings, Call Information, Visual Voice Mail, and Multiple Telephone Features
- hearing-aid compatible handset (meets American Disability Act (ADA) requirements) and HAC-compliant for magnetic coupling to approved HAC hearing aids
- supports Mitel Teleworker Solution, Automatic Call Distribution (ACD) agent and supervisor, hot desking, resiliency, and Mitel Dynamic Extension
- designed for power conservation: 4.2 W idle/5.5 W active (Gb Mode)
- Mute and Message keys with LED illumination for status indication
- Menu Key programming for easy access to PBX telephone system features
- off-hook call announce with hands-free answerback
- on-hook dialing
- dedicated headset jack
- handset, headset, and hands-free mute support
- Call Hold (place/retrieve)
- Call Transfer
- Do Not Disturb
- call forward settings (multiple)
- user-adjustable ringing warble and pitch
- conference call setup
- voice mail access with large message waiting lamp
- direct page/group page/set-to-set paging
- last number redial
- desk-mountable and wall-mountable

- two-position, 35-degree tilting stand for better viewing angle
- multiple powering options: accepts standards-based (IEEE 802.3af power compliant) power over the LAN via spare pair to signal pair, or supports 48 VDC Ethernet/AC power wall adapter
- compression support (G.711, G.729)
- supports IEEE 802.1p/q for voice Quality of Service

UC360 Collaboration Point



The Mitel UC360 Collaboration Point is the first device of its kind, created in direct response to the business need for an easier, more cost-effective way to collaborate. In a single, compact touch-screen device it makes rich multimedia collaboration as simple as making a phone call.



An all-in-one appliance, the UC360 provides multi-party audio and video conferencing, in-room presentation display, and remote collaboration for personal offices and conference rooms at a fraction of the cost of traditional room-based systems. Its open-standards, SIP-compatible

technology fits seamlessly into existing infrastructures including PBX deployments, video solutions, and computing environments from Mitel and third parties.

The UC360 enables ad hoc collaboration for up to four participants through the following key features

- Superior audio conferencing technology including a beam-forming microphone array
- Built-in presentation display via an HDMI interface that supports connection to a high-definition flat-panel screen or projector
- Embedded Microsoft Office readers/editors with cloud storage access and remote desktop access (no need to bring laptop to give a presentation)
- Support for multiple file transfer methods including cloud access (Dropbox and Google Docs), a USB flash drive or a micro SD card
- Four-party HD video conferencing (720p capable) without an external MCU



Mitel offers two UC360 models to suit your collaboration needs:

UC360 Audio and In-Room Presentation

This model will provide the following basic telephony and conference features:

- HD audio with a four-party audio bridge
- 16 beam-forming microphones
- In-room presentation display (RDP, USB flash drive, micro SD card, Pictel SmartOffice)

UC360 Remote Collaboration/Video Appliance

This model supports all the features of the first model along with these additional features:

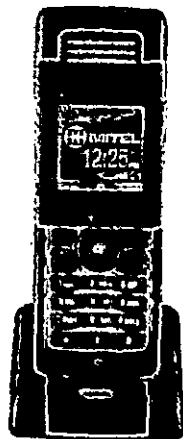
- HD audio with four-party audio and HD video bridge
- presentation display to remote participants
- point-to-point video

2.24 Additional Desktop Options and Accessories

Provide a brief description of all additional desktop options and accessories, including receptionist console, soft phones, web-portals, and administrative consoles.

The Mitel 5610 DECT Handset and IP DECT Stand for Mitel 5300 Series IP phones offer a low-cost wireless solution for personal area mobility. The 5610 DECT Handset, with its illuminated color screen, gives users the freedom and mobility to communicate away from their desk within their office or adjacent offices. The IP DECT Stand snaps onto a Mitel IP Phone, and supports up to eight 5610 DECT Handsets. Together, the 5610 DECT Handset and IP DECT Stand provide the ideal mobility solution for hospitality, education, health care and retail, as well as in small and medium businesses and enterprise markets.

5610 DECT Handset



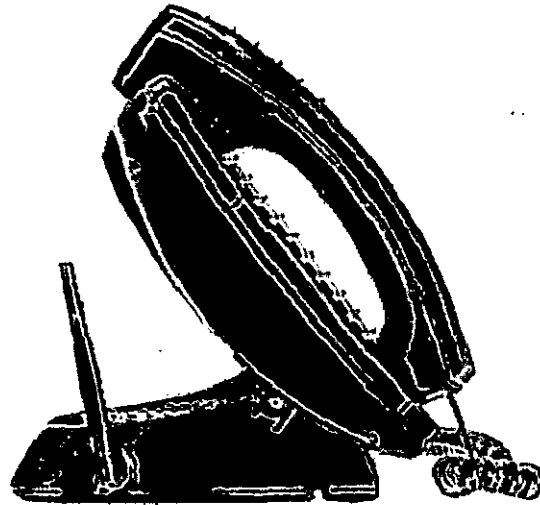
The 5610 DECT handset is a full-featured cordless SIP handset specifically designed to work with the IP DECT Stand. The phone is easy to use and requires little or no training. Users activate features from the Mitel Communications Director (MCD) through Feature Access Codes.

The 5610 DECT handset has a range of up to 150 feet (50 meters) for indoor use and up to 900 feet (300 meters) for outdoor use from the IP DECT Stand.

Features

- supports SIP call processing functionality
- illuminated color display (128 x 128) with auto dimming
- full dial pad with navigation keys, soft keys, answer and end keys
- teleworker support
- two-line capability (e.g., answer call on one line, place it on hold and initiate another call on a second line)
- supports Personal Ring Group capability on MCD's Dynamic Extension
- DECT-based design: DECT 6.0 cordless technology provides higher-quality voice transmission and density, and less interference compared to Bluetooth
- menu (OK) key provides graphical menu options for contacts, settings, messages and call logs
- user adjustable audio preferences, ringer melodies, telephony functions, and call forwarding options; access to system and network settings
- Message key provides access to voice mailbox and displays soft key prompts for voice mail functions
- call logs display up to 30 call entries (All, Missed, Incoming, Outgoing) with a date and time stamp
- contacts list: stores and manages personal contacts and allows creation of speed dials for contacts and contact groups
- nine polyphonic ring tones
- distinctive ringing based on caller ID
- display features: time and date, user name, connection status, battery status, call log, and options soft keys
- supports: English, French, Spanish, German, Italian, Dutch, Portuguese, Swedish, Finnish, Danish and Slovenian
- optional IP-DECT repeater extends signal range
- supports many MCD SIP telephony features including conferencing, Call Transfer, Call Waiting, Call Forwarding, and Hold
- operating time: eight hours talk, 240 hours standby
- ringer and speaker volume controls including Mute
- audible warnings for Low Battery and Out of Range
- standard headset support (2.5 mm jack)
- message-waiting indicator (for voice mail and missed calls)
- hearing aid-compatible (HAC)
- includes desktop charger
- power consumption: 1.5 W Idle

IP DECT Stand

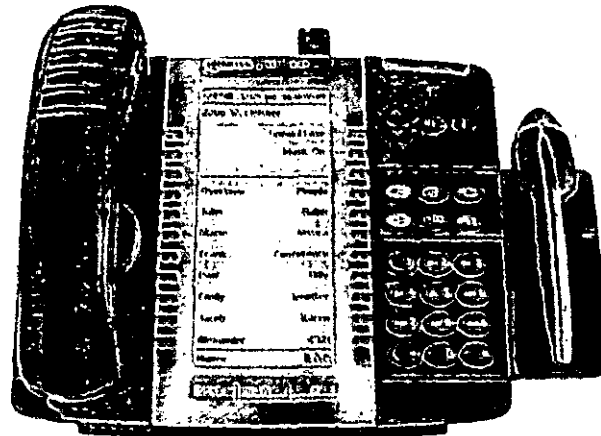


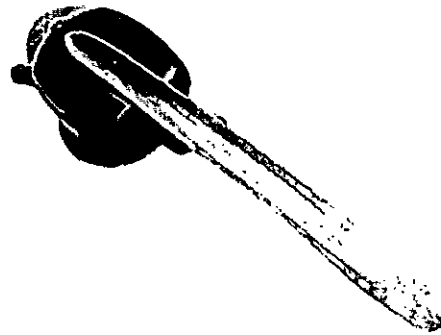
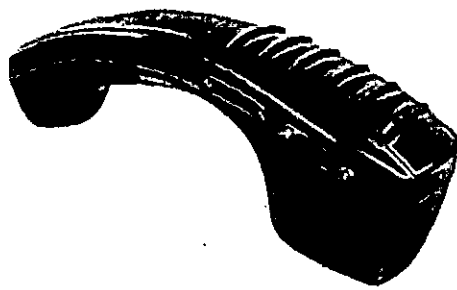
The IP DECT stand is an IP DECT base station with SIP gateway functionality. It connects to the base of a Mitel 5312, 5320, 5324, 5340 or 5360 IP phone, linking to the network through the phone's PC port.

Features:

- supports up to eight handsets and three simultaneous calls
- supported across a range of Mitel IP Phones on Mitel 5312, 5324, 5320, 5330, 5340 and 5360 IP phones
- supports SIP call processing functionality
- includes a web-based configuration utility that allows installation, configuration and firmware upgrades of the IP DECT Stand and 5610 DECT Handsets
- DECT-based design: DECT 6.0 cordless technology provides higher-quality voice transmission and density, and less interference compared to Bluetooth

Cordless Handset and Cordless Headset





The Mitel Cordless Handset and Mitel Cordless Headset offer unprecedented convenience and corridor mobility for Mitel 5330 and 5340 IP phone users. Users can communicate on their desk phone up to 300 feet (about 100 meters) from their desk.

Features

- Initiate Call/End Call key
- volume control keys
- Mute key
- built-in ringer (cordless handset)
- ability to place outbound calls while mobile with programmable Auto Speed Dial upon off-hook
- Speak@Ease or "0" or secretary speed call
- LED indicators on the cordless module, handset and headset indicate both connectivity and charging status
- eight hours talk time
- 43 hours standby time
- warning tone when out of communications range
- support for two cordless devices (handset and headset) per cordless module
- Integrated cordless headset functionality eliminates the need for a handset lifter
- DECT-based design: DECT 6.0 cordless technology provides higher quality voice transmission, density, and less interference compared to Bluetooth

2.25 Station User Features

Does the proposed communications system support each of the user features listed above? Specify any features that are not included as part of the standard call-processing software package. Identify any of the features listed below that require additional hardware and/or software because they are not included as part of the standard software package.

1. Add-On Conference (three party or more) **Comply, up to 5 Conferences with 6 participants each**
2. Multi-Party Assisted Conference with Selective Call Drop **Multi-Party conference with selective drop is available natively; however, MCA conference bridge as described in conferencing section of RFP may be more suitable depending on the exact requirements. Further discussion is requested to evaluate.**
3. Automatic Callback **Comply**
4. Automatic Intercom **Comply**
5. Bridged Call Appearance **Comply**
6. Call Back Last Internal Caller **Comply**
7. Call Coverage (Programmed)
 - a. Internal and External Call Programming **Comply**
 - b. Time of Day/Day of Week Call Programming **Comply**
 - c. ANI/DNIS/CLID Call Programming **Comply**
 - d. Internal Caller ID Programming **Comply**
8. Call Forwarding
 - a. All Calls/Simultaneous Ring **Comply**
 - b. Busy/Don't Answer **Comply**
 - c. Follow Me
 - i. Simultaneous to phone and cell phone **Optional \$45.00 TWINNING LICENSE**
 - d. Off Premises **Comply**
 - e. Ringing **Comply**

- f. Original Caller ID **Comply**
- 9. Call Hold **Comply**
- 10. Call Park **Comply**
 - a. Programmable Ring Back if not picked up **Comply**
- 11. Call Pickup
 - a. Individual **Comply**
 - b. Group **Comply**
- 12. Call Transfer **Comply**
- 13. Call Waiting **Comply**
- 14. Consecutive Speed Dialing **Comply**
- 15. Consultation Hold **Comply**
- 16. Customer Station Rearrangement **Comply**
- 17. Dial by Name **Comply**
- 18. Discrete Call Observing **Comply**
- 19. Distinctive Ringing **Comply**
- 20. Do Not Disturb **Comply**
- 21. Elapsed Call Timer **Comply**
- 22. Emergency Access to Attendant **Comply**
- 23. Executive Access Override **Comply**
- 24. Executive Busy Override **Comply**
- 25. Facility Busy Indication **Comply**
- 26. Group Listening **Comply with Silent Monitor (Users with appropriate Class of Service have the ability to silently listen to another call in progress)**
- 27. Hands-Free Dialing **Comply**
- 28. Hands-Free Answer Intercom **Comply**
- 29. Help Information Access **Comply**
- 30. Hot Line **Comply**
- 31. Incoming Call Display **Comply**
- 32. Individual Attendant Access **Comply**
- 33. Intercom Dial **Comply**
- 34. Last Number Redialed **Comply**

35. Line Lockout **Comply**
36. Malicious Call Trace **Comply**
37. Manual Intercom **Comply**
38. Manual Originating Line Service **Comply**
39. Message Waiting Activation **Comply**
40. Music On Hold **Comply**
41. Off-Hook Alarm **Comply**
42. Padlock **Comply**
43. Paging/Code Call Access **Comply**
44. Personal Co Line (Private Line) **Comply**
45. Personal Speed Dialing **Comply**
46. Personalized Ringing **Comply**
47. Priority Calling **Comply**
48. Privacy
 - a. Attendant Lockout **Comply**
 - b. Manual Exclusion **Comply**
49. Recall Signaling **Comply**
50. Ringer Cut-Off **Comply**
51. Ringer Tone Control **Comply**
52. Save and Redial **Comply**
53. Secondary Extension Feature Activation **Comply**
54. Send All Calls **Comply**
55. Silent Monitoring **Comply**
56. Step Call **Comply**
57. Store/Redial **Comply**
58. Supervisor/Assistant Calling **Comply**
59. Supervisor/Assistant Speed Dial **Comply**
60. Text Messages **Further discussion is required. SMS is supported**
61. Timed Queue **Comply**
62. Trunk Flash **Comply**
63. Trunk-to-Trunk Connections **Comply**

- 64. Paging **Comply**
 - a. Whisper Page **Comply**
 - b. Option to integrate with overhead paging system **Comply**
- 65. Prominent visual indicator for waiting voicemails / holding calls / parked call **Comply**
- 66. Simplified Mobility for shared phones **Comply**
- 67. Banner announcements on phone displays **Further discussion is required**
 - a. Universal
 - b. Targeted
- 68. Softphone **Comply, this would be an additional license – further discussion required.**
- 69. Hunt Groups
 - a. Multiple Hunt Group requirements: minimum 5 hunt groups **Comply**
 - b. Simplified management **Comply**

2.27 Systems Management

Describe the proposed management system, including how it will work with DPPL's areas. List its hardware and software components. Is the management server and software available as a bundle, or is DPPL responsible for providing its own server hardware? Can the server hardware be virtual, such as VMware or Hyper-V? Please list any third-party technology, if any, needed for your solution. **The proposed system we are providing is Turn-KEY. We have full support for VMware vSphere and are the leader in the telecom industry for these deployments.**

Mitel System Management

Mitel provides simple, browser-based administration for single systems as well as comprehensive browser-based management and configuration tools for large deployments.

Our Embedded Systems Manager (ESM), Included with MCD, can be used to administer single system configurations. MCD will enable [ENDCUST] to administer many aspects of up to 20 controllers via multi-node management (Add, Edit, Delete User, consolidated alarms, backups, single sign-on, etc.). We also include an installation wizard, which guides the user through an install in just minutes.

For larger or more complex system networks, Enterprise Manager is a sophisticated management solution that enables SNMP fault management, voice quality analysis, and more. Together with Mitel System Data Synchronization (SDS) capability, all sites in a network can be programmed from one template.

System Data Synchronization

The SDS application allows an administrator to synchronize database information among the elements of a network or cluster. Changes made on any one of the elements are shared among all the other elements of the network or cluster. This reduces the time to provision and administer the voice network and provides resiliency in the event of a hardware or communication link outage.

In a network or cluster of 3300 Controllers, certain programming data, such as interconnect handling restrictions, feature access codes and Class of Service options, should be identical at each controller. The SDS feature eliminates the need for administrators to log into each controller and manually program the data. It also eliminates the need to make all future modifications of system data on each controller to keep the network and cluster element databases in sync.

SDS also provides the following benefits:

- Reduces the time to provision multiple MCD nodes
- Ensures that changes to network data are performed consistently and accurately across the network, improving change management costs
- Simplifies network deployment and reduces initial deployment costs by synchronizing the newly deployed MCD nodes/controllers with the existing network
- Enhances security management across the network by allowing assureds and passwords to be managed centrally

Embedded Systems Management

Comprehensive and forward-thinking, MCD's Embedded System Manager (ESM) offers sophisticated ways to monitor and react to problems. Web-based and intuitive, it enables administrators to get to work immediately without extensive training. ESM can be used to administer all the capabilities (Add, Edit, Delete User, consolidated alarms, backups, single sign-on, etc.) of up to 19 other platforms in the administration group via multi-node management.

ESM also provides administrators with the following capabilities:

- alarm management and system backup for any MCD platform in a group
- full Microsoft Active Directory integration
- user provisioning with roles and templates
- scheduled administration/provisioning tasks
- system data synchronization
- desktop alarm status via real-time scrolling banner
- audit trails
- multi-platform solution administration

For remote monitoring, MCD includes an embedded firewall for a direct connection to the WAN. This would enable remote online controller management without the added expense of an off-board firewall infrastructure solution.

MCD also provides the ability to forward alarms by e-mail, eliminating the need to periodically monitor system status.

2.28 System / Port Capacity

List the maximum number of independent IP communications systems that can be supported by the proposed systems management server. Include the maximum number of user ports that can be passively and actively supported. **150 Endpoints per 3300 CX**

2.29 Terminal Capacity

What is the maximum number of PC-client terminals that can be configured as part of the proposed management system? **Unlimited**

2.30 Support of Open Standards

Does the proposed management system provide support for open protocols such as SNMP and LDAP? Does it use open encoding schemes such as XML and HTML. Which open standards in the proposed management system use to support administration, maintenance services, and operations? Are any standards being used as protocols or encoding schemes? Are any being implemented publicly by other vendors? **Comply**

2.31 Security Features

Are there any security features embedded in the proposed management system to prevent unauthorized access and operation? If so, identify them. Include whether media encryption is used for command-signaling transmissions and if any DoS and user-authentication mechanisms are supported for the systems management application. **Comply, please see above security response**

2.32 Administration Functions

DPPL would like to be able to administer all of the Phone Systems from any place/console. We would like to conduct all administrative functions remotely; specifically the afterhours message, MAC (Move Add Change), password re-set & presence management. Verify that the proposed

systems management solution supports the above administrative features. Which, if any, features are not supported? **Comply, all features are supported**

2.33 Stations

Verify that station counters measure and provide reports for the following parameters: number of calls, number of stations in measurement, number of blocked stations in measurement, and traffic rating. List any station parameters that are not measured. **Comply, the data is SMDR output.**

2.35 VoIP Monitoring

Describe all available VoIP monitoring records and reports. Are parameters such as jitter, call delay/latency, and packet loss tracked and reported? If so, can a system administrator monitor VoIP calls in real time? What, if any, third-party equipment is being proposed? **Comply, no 3rd party equipment is required.**

2.36 Optional Reports

If available, describe the proposed management system's directory, inventory, and cabling reports. Required reporting includes calls incoming / outgoing / duration per extension, both at summary and detailed levels. Ability to access reporting from various locations, ideally web based. **Comply, Call Accounting is an option.**

2.37 Call Detail Reporting

Please indicate which of the listed fields are included in your call detail report data.

1. Date
2. Time
3. Call duration
4. Condition code (categorizes information represented in the call record)
5. Trunk access codes
6. Dialed number
7. Calling number
8. Account code
9. Authorization code
10. Facility restriction level for private network calls

11. Transit network selection code (T1 access code to route calls to a specific inter-exchange carrier)
12. T1 bearer capability calls
13. Call bandwidth
14. Operator system access (T1 access code to route calls to a specific network operator)
15. Time in queue
16. Incoming trunk ID
17. Incoming ring interval duration
18. Outgoing trunk ID

Comply to all – please see sample reports on electronic media for examples

2.38 Maintenance

Do the proposed system maintenance operations support the following: processor status monitoring; control of power units, fans, and environmental sensors; peripheral monitoring (voice terminals and trunk circuits); initiation of emergency transfer and control to backup systems; origin of alarm information; and alarm activation? If applicable, name any other parameters supported. Present outline of expected reoccurring future costs to maintain support and warranty.

Records will automatically be stored for later review of maintenance logs.

2.39 Alarm Conditions

Explain how the proposed management system defines major, minor, and warning alarms.

This can be modified with as much or little granularity as the library desires.

2.40 Maintenance Reports

What, if any, maintenance alarm reports will be provided by the proposed management system?

This can be modified with as much or little granularity as the library desires.

2.41 Remote Maintenance

How does the solution support remote maintenance operations for customer access and for an outside maintenance service provider? Specify the following: how the system alerts a remote service center when an alarm condition occurs; the trunk circuit requirements for alert transmissions; and security measures to prevent unauthorized access.

Since the overwhelming majority of maintenance and troubleshooting can be done remotely through the browser based GUI System Admin interface – a simple VPN connection is all that is required.

2.42 Provisioning

Describe how each of the proposed solution components should be utilized. List any functions, systems and/or devices which are not a part of your provisioning interface. Moving forward, what would you do to ensure that these functions, systems and/or devices are incorporated?

It is inclusive

2.43 Call Recording

Is call recording an optional add-on to the proposed solution? How does the proposed system accomplish this option? Ad-HOC (Push to record, always record or never record) is an Included feature. The message will be stored in VMAIL or if applicable sent via Unified Messaging. More advanced Call recording options are available but not typical of a Library environment. Further discussion is requested on this topic to determine the validity of any 3rd party recording solutions beyond what has been included.

3. VOICEMAIL SYSTEM

Voicemail must include integrated messaging to email or text. The onsite email system is Microsoft Exchange 2010. Describe the proposed integrated messaging solution. Can DPPL send a companywide (or to a smaller group) message? Is there integration features with a Windows Active Directory environment and software such as Microsoft Lync. Comply to all

3.1 Security Features

What security features are included with voice messaging system to prevent abuse and unauthorized access? Describe how each works to provide this security. **This is done through password protection**

3.2 Voicemail Features

3.2.1 Forwarding Voicemail from One User to another User

Verify that the proposed solution meets these requirements. Is voicemail to email included? If so, how is that message delivered? WAV file? **SMTP .WAV Simple UM is included for all users; however, our experience has shown that typically IT management prefers what we call**

Standard UM. Standard UM allows for a web view or most commonly deployed with a **LINK** that streams the audio to the user from the vmail server. This accomplishes two things: **1 – Eliminates the need for storage on the Exchange Server, and 2 – Assists with workload for FOIA requests and message retention requirements.**

3.2.2 Disconnect Detection

Does the system immediately disconnect and restore the line to the service the moment a caller has hung up? **Comply**

3.2.3 Station Dialing

Can you access the Directories for just one user or is it possible to access a Global Directory?

Comply Does the proposed system enable callers to access, in addition to the menu, an individual station either through entering the extension number or keying in the recipient's last name?

Comply Can one handset support multiple users in a kiosk setting, by logging into the device?

Comply If so, how does the proposed solution support this function? **Comply with included HOT DESK solution** What personal features are configured? **ALL FEATURES retained** I.e. personal display settings, directory, call logs etc.

3.2.4 Automatic Attendant

The Automatic Attendant requires flexibility in the number and scheduling of Mailbox Greetings, System announcements and other Mailbox options: Dial by name directory, dial by extension, and dial by department. Remote access to implement changes to greetings in dynamic situations such as closures due to weather. Additionally, DPPL needs to be able to manage length times for messages, greetings, and announcements. Users need the ability to navigate and manage messages, including the ability to skip, save, and forward. Deleted messages are to be saved for at least 14 days before actually being deleted, but an option is available to manually delete the message. DPPL would like to have a selection of pre-recorded messages that can be set up on time-tables for individual voicemail boxes as well as the auto-attendant. Simplified management from a PC based GUI interface. Please explain how the proposed solution supports these operations. **Comply to all**

3.2.5 DTMF Signaling

Is the proposed system capable of generating and receiving standard DTMF tone signaling?

Comply

3.2.6 Greetings

Greetings for voicemail should be customizable and automated. There should be a minimum of 3 different custom greetings that a user can set and use. Voicemails must have a date stamp. Verify that the proposed solution offers these features. **Comply**

3.2.7 Distribution Lists

How many Distribution Lists are included with this solution? How many people are supported on each Distribution List? **Comply**

3.2.8 Message Forwarding

Can you forward or send a voicemail or message to a list and an individual? Does the proposed solution support these requirements? **Comply**

3.2.9 Audit Trail

Does the proposed solution keep an audit trail of each call? Can this audit trail be printed on the administrative console together with daily reports? **Comply**

3.2.10 Message Indication

How does the proposed solution indicate the receipt of voicemail (i.e., a message-waiting light, altered dial tone, or another way)? **Comply**

3.2.11 Identification Code

How will the proposed solution verify a user's identification? How can users change their identification codes? **Comply**

3.2.12 Message Recovery

How does the proposed solution reveal the number of new and total messages and enable a mailbox user to delete, skip, or save a message? **Comply**

3.2.13 Message Reply

How does the proposed solution enable the mailbox owner to respond to a message from someone within the system? **Comply**

3.2.14 Message Review

Will it be possible for a user to either review and edit an announcement or input a message? **Comply**

3.2.15 User Controls

Which of the following functions will the mailbox user be able to control? List any additional functions in the proposed solution.

1. Play back messages **Comply**
2. Skip to next message **Comply**
3. Cancel review **Comply**
4. Replay message **Comply**
5. Replay faster or slower **Comply**
6. Pause **Comply**
7. Append information **Comply**
8. Forward message (to mailbox or list) **Comply**
9. Create new answer announcement **Comply**
10. Increase playback volume **Comply**

3.2.16 Other User Features / Controls

Call Pick-up: All users need the ability to answer an incoming call that is ringing on another phone. Example: a user is away from their desk and they receive an incoming call, the supervisor hears the phone ringing. The supervisor needs the ability to pick up that extension. However, the supervisor does not want all calls to ring to his/her office phone. In addition, the supervisor would want the ability to restrict anyone from answering his/her phone. How would the proposed solution handle this? How would it be configured and managed? **Comply, this is a simple pick up group and very common to our Library customers.**

3.2.17 System Management Console and Reporting

What components will be provided to facilitate system management? How will traffic reports be generated? List what details will be included in each traffic report. **Comply, see MCD General Information guide for reports.**

3.2.18 System Changeability

Will it be possible for the system administrator to add and/or delete mailboxes, change general recordings and perform other administrative duties while the system is in operation? **Comply**

3.2.19 Audio Messaging Interchange Specification (AMIS)

Does the proposed messaging system support AMIS networking standards? **Comply**

3.2.20 Digital IP Networking

Does the proposed messaging system support Voice Profile for Internet Mail (VPIMv2) networking standards? Describe how the system supports digital networking? **Comply**

4. SERVICES

4.1 Maintenance and Support

1. Vendors must provide a copy of their standard contract agreements for procurements, maintenance, and/or licensing for all proposed products and services. **Comply**
2. What maintenance programs are you proposing? Specifically, describe the program, features, services, and benefits. **Comply, TIG is providing Industry Standard Maintenance (Please see maintenance agreement and overview attached)**

INDUSTRY STANDARD MAINTENANCE AGREEMENT

- Parts (all components) & Labor
 - Ongoing consultation to assure both system and users optimum working conditions
 - Remedial maintenance services upon request by the Customer in order to restore malfunctioning operating component parts of the Equipment to proper working order.
 - Installation of required patches for proper operation of telephone and voice Mail system
- The Standard TIG Maintenance Program can be enhanced to include the following:

TIG ENHANCED MAINTENANCE AGREEMENT

Optional in first and subsequent years

- All Industry Standard Components
- Free remote programming changes – First 30 minutes No Charge per incident
 - Includes one core load upgrade per year to the VoIP PBX System
 - Remote Help Desk Support
- No Charge for “No Trouble Found” calls for Telephone system issues
 - No charge for “No Trouble found” calls Telcom issues
 - Eliminates any billing questions
- 8 Hours of Labor for training, analysis, MAC etc. (4 hour increments)
 - Consultation on system status
 - Technology Refresh Meetings
 - Site Surveys for new locations
- Semi- Annual Preventative Maintenance visits

There are other optional services that can be incorporated into an annual agreement of can be procured as a “one time” event:

OPTIONAL SERVICES AVAILABLE

Can be added to Maintenance for a fee or paid per occurrence.

- Phone System Traffic Reports
- Voice mail System Traffic Reports
 - Data Network Assessments
- Troubleshooting of All Data Equipment
 - Installation of All Data Equipment
 - Upgrades to All Data Equipment
- Labor to Install Core Software loads after business hours
- Bundled Labor Price to include all Moves, Adds and Changes (MAC) Work
 - Pre-purchase bundled telephony or data hours at a discounted rate

3. Where is support personnel located? What levels of staff are available for support? Please give brief description of staff levels. Staff is HQ at 125 N. Prospect Ave Itasca, IL 60143. All TIG technicians are factory trained and certified on the Mitel product line. We have an internal help desk and field technical services. Most issues can be resolved remotely but when we need a technician on-site, we will roll a truck. All people you will deal with have gone through Mitel certified training.

In addition, TIG has secured third party certifications as they relate the Mitel Technical Accreditation Program (TAP). The Mitel Technical Accreditation

Program (TAP) is a progressive, specialized accreditation program to help differentiate Mitel sales channels by enabling them to attain and promote the technical and sales certifications required to successfully deploy and service contemporary communications solutions from Mitel. An optional recognition and incentive program complementing Mitel's existing channel program, TAP pairs technical designations with strong marketing and channel branding resources to help channels promote their technical competencies and differentiate themselves from the competition in the evolving software solutions market. A complete listing of all Mitel's TAP Certified Partners can be found at <http://www.mitel.com/partner-si-catalog/>.

4. Define your company's policy regarding major & minor outages, including definition of a major & minor outage, response time and dispatch procedure. Please see the **Sample Maintenance Agreement**. Typical response time is <1 minute during normal business hours and <15 minutes after hours. Minor outages will be addressed within 1 business day and major within 4 hours guaranteed.
5. What is the structure and schedule of escalating unsolved problems to higher support levels?

The "Tiers of Response" are as follows:

- 1) A problem is identified by TIG or the customer.
 - 2) A call is place to the TIG Technical Assistance Center.
 - a. During the day you will be answered by an agent.
 - b. After hours goes to an On Call Technician.
 - 3) If the call needs to escalate, the technician will contact a Supervisor
 - 4) If the call still needs to escalate, the supervisor will call a manager.
All levels of technicians have the authority to involve any manufacturer at any time.
6. Is a toll-free telephone number available for questions? Does your solution provide for the capability of direct access for answers to questions? **Our Technical Assistance Center is available 24/7/365 and during normal business hours 8-5pm**
 7. What are the procedures for identifying software and hardware problems? How are fixes to those problems implemented? Is there an automated process available to inquire about known problems and obtain their fixes? **Comply, our trained TAC technicians will troubleshoot remotely and a technician will be dispatched if necessary. All**

common control hardware and software is stored in our local warehouse so that anything that could possibly fail we have in stock.

8. Vendor must provide anticipated maintenance cost in the first year and subsequent years through the fifth year of operation. **Comply**

4.2 Warranty and Repair

The warranty must cover the replacement or repair of defective product(s) and related labor for the replacement or repair of said defective product(s). Describe the warranty program including the standard warranty and any extended warranty coverage available for the proposed solution.

Comply, please see above

4.3 Professional Services

Describe your professional services to implement and support the proposed solution. Describe any services that further integrate or customize the solution. These services would be "above and beyond" the normal services provided as part of the standard offerings. **Professional Services: Network performance is key to your organization's success. With so much relying on your data network; rely on TIG to help you stay in step with demands - now and in the future. We bring together voice and data networking solutions to address today's toughest networking challenges.**

TIG's Professional Services include but are not limited to:

- **Network Infrastructure Analysis Audit's**
- **Network Design Services**
- **Consulting Services**
- **System Installations and Project Management**
- **Technical Assistance Center (TAC) available 24 X 7 X 365.**
- **Radio dispatched onsite certified field service technicians available 24 X 7 X 365.**
- **Staging**

4.4 Project Management and Implementation

Describe the methodology your firm will use to plan and manage all business requirements to implement a successful solution. Would you provide a dedicated project manager to work with DPPL? How many technical support persons will be dedicated to the installation of your solution and for how long? We will assign a dedicated Project Manager who will work closely with the Library's lead contact. We usually use Microsoft Project to create Gantt Chart that will assign each party's responsibilities along with a timeline for task completion. We will agree on a project plan. You will have a dedicated Project Manager and a dedicated Lead Technician. Manpower will increase and decrease as the windows for task completion come and go. Things like placing phones and installing gateways will increase on-site headcount for those periods.

4.5 Subcontractors

Disclose the planned use of any subcontractor that will perform twenty percent (20%) or more of the services described in your proposal. In addition, you may choose to identify any other subcontractor that you believe may add value. DPPL may require Union Contractors when applicable. **No subcontractors will be utilized.**

Provide the name and address of each named subcontractor and the work the subcontractor will be performing. The vendor will be responsible for the performance of any subcontractors and will not be relieved by non-performance of any sub-contractors. Vendor shall provide a summary of qualifications, years of experience, and references for all named subcontractors. **No subcontractors will be utilized.**

4.6 Cutover

1. Describe the methodology, processes, and procedures for the logical and physical cutover of the proposed solution.
2. Describe the methodology, processes and procedures if a VoIP conversion fails.
3. Describe the change management plan for transition.
4. Describe the test plan for transitioning over each system.

Our Implementation Process is as follows:

Telcom Innovations Group (TIG) believes that the systems provided are only as good as their implementation. We have a complete staff of manufacturer trained Telecommunications Specialists that manage and complete all phases of our implementation process. The implementation process is a series of events starting when the contracts are executed and ending once installation has been completed and the customer has 100% satisfaction with their purchase.

Our Implementation Process is as follows:

1. **Contract Agreement**

- All equipment is confirmed with the customer.
- Contracts are prepared and executed.
- The 50% deposit check is received.
- Lease approval (if applicable) is received.
- Letter of Agency is executed and processed.

2. Internal Procedures

- The sales team prepares an internal job description and outline.
- An internal meeting is scheduled to introduce the installation to all the operations personnel that will be involved.
- A Project Coordinator is assigned.
- An Installing Engineer is assigned.
- An accurate installation timeline is agreed to.
- Any subcontractor or third party cabling is verified with cabling contractor and incorporated into our timeline.

3. Initial Customer Job Meeting

- A designated point of contact will be established for both TIG and the customer for coordination purposes.
- We will review all equipment listed on the purchase agreement to confirm that it matches the proposed application(s).
- We will agree to a plan of action to ensure your desired installation date is achieved.
- Floor plans of new or existing facility are carefully reviewed for cabling and/or equipment replacement.
- Review Applications

- Equipment room requirements and/or modifications are provided.
- On-site user training schedules are discussed and dates are set.
- Local and long distance carrier orders are discussed and scheduled.
- Program sheets are provided to the customer contact for preparation and initial data is gathered. A completion timeframe is then agreed to.

4. Equipment Ordered by TIG

- Purchase Orders are issued to the appropriate manufacturers to insure all delivery dates are met.
- All equipment will be scheduled to arrive at the TIG offices three weeks prior to the scheduled installation date.
- Any manufacturer shortages or shipping delays will be reported to the customer immediately.
- COG ordered.

5. Cabling and Data Infrastructure for Voice/Data/Paging

- Any cable work or data infrastructure work to be completed by TIG personnel, sub-contractors or third parties will be coordinated by the Project Coordinator and the lead technician.
- All work will be completed to meet local building codes with any applicable permits secured.
- All station and riser cable will be tested and inspected by TIG personnel.
- Equipment room inspection is conducted to ensure both electrical and environmental requirements are complete.

6. Additional Customer Job Meetings

- The project coordinator will provide continuous progress reports.
- All program sheets for telephone feature assignments, voice processing, and all other programming requirements undergo a detailed review.
- On-site user training class schedules are confirmed.
- Any change orders regarding equipment add-ons, major reprogramming or cable locations are agreed upon. Additional cost items will require customer approval.
- There will be as many meetings as required to accomplish a smooth transition to the new systems.

7. Data infrastructure is confirmed for the ability to support Voice

- TIG Professional Service Personnel will either have completed infrastructure work contracted or will confirm that the work has been completed by other.

8. PBX Pre-installation Equipment Set-up & Application Testing

- The equipment is received, inspected and assembled at the TIG offices.
- A manufacturer certified programmer reviews all programming sheets with the installation team.
- All programming is completed and tested.
- The system(s) are fully tested for a minimum of three working days to ensure proper functionality.
- The system(s) are then delivered to the customer site.

9. Document Preparation

- Any customer specific "cheat sheets" are prepared.

- All telephone set faceplates are custom printed for installation.
- A system-programming book is compiled for future reference.

10. Delivery of Equipment

- The equipment room must be secured for delivery of equipment.
- Site security is the responsibility of the customer.
- The equipment delivery is scheduled sometime in the week prior to installation.
- Testing of all services is completed for operation and quality control. Additional labor expenses may be incurred due to carrier difficulties.
- TIG is entitled to collect forty percent (40%) of the purchase agreement amount per the terms of the agreement.

11. Installation Day

- Installations are normally scheduled on a Friday at the end of the business day. We will make every attempt possible to not interrupt day-to-day activity in your business.
- All telephones are connected and tested over "live" trunks.
- Voice mail system, if applicable, is fully set-up to the PBX and tested over "live" trunks.
- All peripheral devices are fully installed and tested.

12. The First Day of Operation

- Everything will be fully functional for the day after installation.
- The Telecommunications Specialist team will be on-site to address any outstanding customer issues.

- Installation Engineer & Cabling Technician arrive at time of opening for system monitoring purposes.
- The Project Coordinator will meet with the customer for assessment of the installation.
- The Salesperson will collect the final balance due.

4.7 Acceptance

The acceptance of the VoIP Service is to ensure that capacity and quality have been provisioned successfully. Describe the methodology, processes and procedures for acceptance after the transition has been completed. **A Delivery and Acceptance form will be signed upon successful completion of the project. Typically this would occur within 30 days of cutover. A punch list following cutover will be created in combination with DPPL staff and we will eliminate any outstanding issues or programming necessary prior to the D&A form being signed.**

4.8 Training

1. What initial training is necessary for our personnel to support and use your hardware and software? How many hours are included? Is training done by the vendor's staff or is it subcontracted?
2. Outline methods of training to be provided for DPPL personnel. What documentation is provided with training?
3. Outline training offerings and any associated costs.
4. If training will be offered at a remote location, where are the training facilities located?

Telcom Innovations Group believes that the end user training is the most critical aspect of any new system installation. We require that your employees and operators attend a scheduled training class. Our Telecommunications Specialist will coordinate all training related to the new system cutover. All personnel must attend a training session. The class each employee attends will depend upon the employee's telephone requirements. Special emphasis is given to the console attendant and any relief operators.

- Classes are segregated by "telephone type" for a more thorough approach.
- Attendant Console Operators and their back-ups are fully trained in order to answer and process incoming calls on an as usual basis on the day of cutover.
- User training videos are provided for supplemental purposes.
- Comprehensive user manuals are provided to all employees.
- TIG commits to scheduling training classes to accommodate numerous shift situations and/or after hours or weekends. If there are unusual training request that may incur additional expenses, the customer will be notified immediately.

Telephone Users - Individuals will be trained on the features they use and how those features interact with company procedures.

Class time - 45 minutes

Approximately 10 - 20 users per class

Voice Mail Users - Voice mail users will be trained on all aspects of using their mailboxes.

Class time - 45 minutes

Approximately 10 - 20 users per class

System Administrators* - Administrators will be trained on all system features. System administration training is usually conducted thirty (30) days after cutover. This training can take place at the customer site or at the TIG offices.

Class time - 4 hours

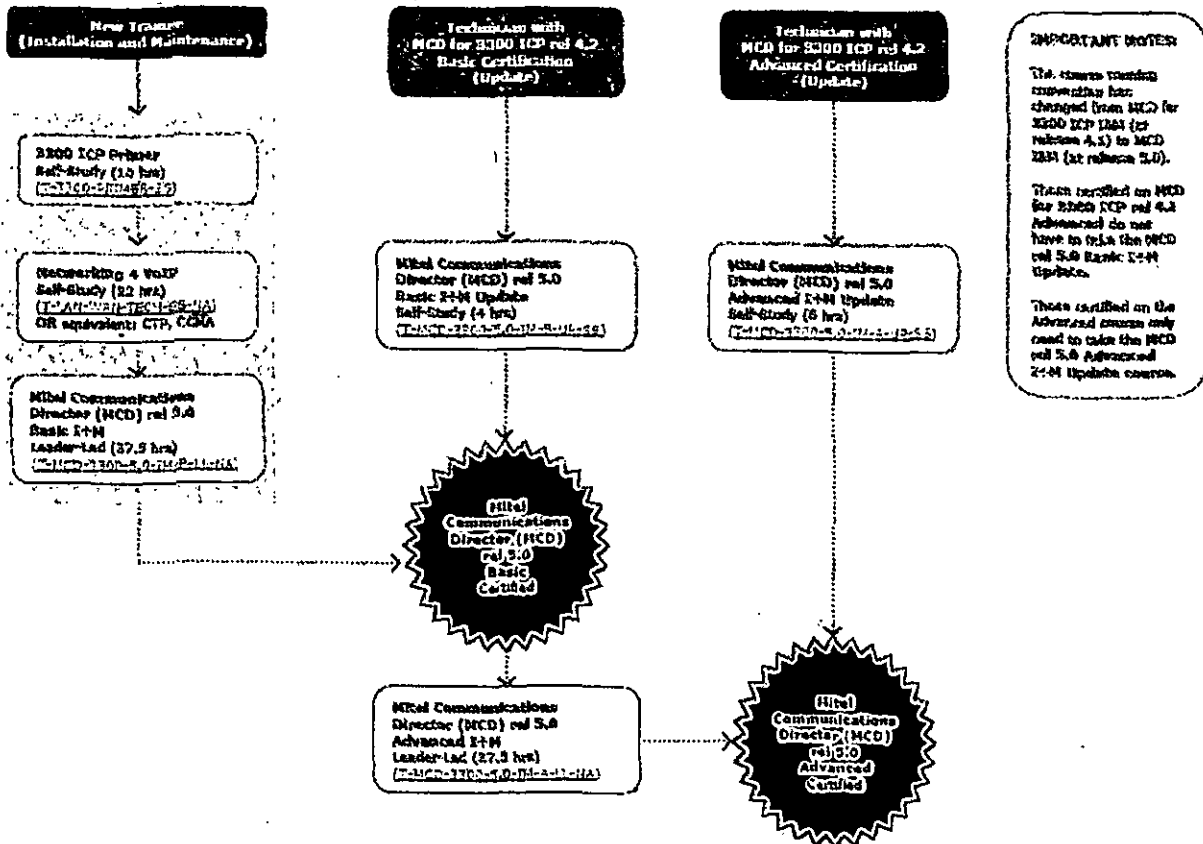
** Additional charges for System Administration Training will apply if more than one day is required; limited access to system software may apply due to security reasons.*

Training sessions will take place in the week prior to installation. However, the trainers will continue to be available, as needed during the first few days of "live" use.

**Additional charges for System Administration Training will apply if more than one day is required; limited access to system software may apply due to security reasons. Software integrations with client applications vary greatly and are case by case.*

Mitel offers a complete certification suite to end users. All classes are available. While manufacturer training is not required, it is highly recommended. There are several courses that Mitel offers that might apply to Library. Mitel publishes "Learning Maps" that outline the courses available. Most classes are one week in length and cost \$1,500. Travel & accommodations would be the responsibility of Library. They are as follows:

Mitel Communications Director rel 5.0 Certification Learning Map



IMPORTANT NOTES:

The course version numbers have changed from MCD for 3300 ICP 33M (or release 4.1) to MCD 33M (at release 5.0).

Those certified on MCD for 3300 ICP rel 4.2 Advanced do not have to take the MCD rel 5.0 Basic E-M Update.

Those certified on the Advanced course only need to take the MCD rel 5.0 Advanced E-M Update course.



Schedule A - Equipment Itemization

TIG Mitel VoIP Solution

Mitel Communications Director on 3300 CX II (PRIMARY)

Configured for:

- 1 3300 CX running Mitel Communications Director (PRIMARY SYSTEM)
- 1 3300 CX running Mitel Communications Director (FAIL-OVER SYSTEM)
- 1 ISDN PRI
- 12 Analog POTS Lines
- 8 Analog Devices
- 75 5320E GIGABIT SELF-LABELING 8 BUTTON PHONES
- 1 5340E GIGABIT SELF-LABELING 48 BUTTON PHONE
- 11 PORTS NuPoint Voicemail/Automated Attendant
- 85 MAS NuPoint Voicemail Licenses
- 60 Standard Unified Messaging Licenses

Description	Qty	Unit	Total
MCD - Core Hardware and Software			
T1/E1 Combo MMC II	1	1,000.00	1,000.00
3300 CX II CONTROLLER	1	1,500.00	1,500.00
3300 CX(I) II Controller SATA SSD	1	150.00	150.00
PWR CRD C13 10A 125V - NA Plug	1	15.00	15.00
MCD Enterprise PBX Software	1	3,000.00	3,000.00
Enterprise License Group	1	1,000.00	1,000.00
MCD - Solution Licenses			
MCD Enterprise User License	34	180.00	6,120.00
Desktop Devices - IP Phones and Accessories			
5320E IP PHONE	75	315.00	23,625.00
5340E IP PHONE	1	495.00	495.00
LIVE CONTENT SUITE (5320/30/40/60)	1	0.00	0.00
Unified Communications			
UCC(V2) Entry User for Enterprise	10	245.00	2,450.00
NuPoint Unified Messaging			
NP. Std UM, 50 users	1	600.00	600.00
Mitel Applications Suite			
ASI Intel Server Built to Spec	1	2,200.00	2,200.00
MAS NPUM M'Box&CallDir3300(1 User)	5	40.00	200.00
MAS Base Software	1	995.00	995.00
MAS NPM for MCD 10 Mailbox Licenses	2	350.00	700.00
MAS NPM for MCD 50 Mailbox Licenses	1	1,500.00	1,500.00
Software Assurance and Support			
STD SWAS MCD BASE	1	125.00	125.00
STD SWAS MCD USER	34	10.00	340.00
STD SWAS MAS BASE	1	100.00	100.00
STD SWAS MAS NPM MAILBOX	75	3.50	262.50
STD SWAS Designated License Mgr	1	0.00	0.00
STD SWAS UCC(V2) Entry	10	11.00	110.00
Sub-Total:			\$ 46,487.50

Mitel Communications Director on 3300 CX II (FAIL-OVER RESILIENT)

Description	Qty	Unit	Total
MCD - Core Hardware and Software			
3300 CX II CONTROLLER	1	1,500.00	1,500.00
3300 CX(ii) II Controller SATA SSD	1	150.00	150.00
PWR CRD C13 10A 125V - NA Plug	1	15.00	15.00
MCD Enterprise PBX Software	1	3,000.00	3,000.00
Software Assurance and Support			
STD SWAS MCD BASE	1	125.00	125.00
		Sub-Total: \$	4,790.00

SUMMARY

Total Equipment	\$ 51,277.50
Year 1 TIG Industry Standard Maintenance	<i>Included</i>
Installation	<i>Included</i>
Project Management	<i>Included</i>
Training	<i>Included</i>
Discounts (Public Sector/Trade-In/TIG Discount)	\$ (21,377.50)
Total Equipment	\$ 29,900.00

****All Discounts/Trade-Ins/Promotions are based upon exact quantities of all including all hardware, software and labor for all locations included within the base bid. Any changes in equipment, software, labor, etc may effect the discounts/trade-ins/promotions that Des Plaines Public Library is eligible for.***

Ongoing Maintenance and Support

	Description	Qty	Unit	Total
YEAR 2				
	Mitel Software Assurance	1		1,062.50
	TIG Industry Standard Maintenance	1		897.00
		Year 2 Sub-Total		\$ 1,959.50
YEAR 3				
	Mitel Software Assurance	1		1,062.50
	TIG Industry Standard Maintenance	1		941.85
		Year 3 Sub-Total		\$ 2,004.35
YEAR 4				
	Mitel Software Assurance	1		1,062.50
	TIG Industry Standard Maintenance	1		988.94
		Year 4 Sub-Total		\$ 2,051.44
YEAR 5				
	Mitel Software Assurance	1		1,062.50
	TIG Industry Standard Maintenance	1		1,038.39
		Year 5 Sub-Total		\$ 2,100.89
5 YEARS PRE-PAID OPTION				
	Mitel Software Assurance	1		\$ 3,612.50
	TIG Industry Standard Maintenance	1		\$ 3,588.00
	5 Years of Pre-Paid Maintenance and Software Assurance			\$ 7,200.50

ATI Executive Overview - ShoreTel Pure IP Communications Solution



Des Plaines Public Library

ATI Executive Overview: July 25, 2013

Prepared by:

- Jon Shaver 630-577-2611
- Dave Povlick 630-577-2689

After internal review of Des Plaines Public Library's communications needs and requirements, ATI has recommended the ShoreTel Pure IP Communications System. At ATI it is our goal to provide sound empirical evidence to support the best technology choice, including product functionality and future service needs. For DPPL, ATI's strategic recommendation was made to help determine future business costs and plan for increased efficiencies as well as to provide an objective measure of the total business impact of implementing the ShoreTel Enterprise Communications System. The following is an overview of several factors that were considered when designing the communications solution for The Des Plaines Public Library.

ShoreTel's Unique Architecture

- Built from the ground up for IP, unlike many competitors in the VoIP space
- A single image, unique, distributed architecture allows DPPL to be as agile as possible with their business communication
- Easily managed from anywhere with ShoreTel Director: an intuitive browser-based interface that unifies everything
- Applications are also distributed and can run anywhere within the system
- Open platform for business agility and integration to other enterprise applications

ShoreTel's High Availability

- Provides 99.999 percent (five-nines) availability for mission critical communications
- Reliability is inherently built into the system using flash drive technology
- In the event of a switch failure, n+1 redundancy ensures it rolls over to an available switch on the network

BID FOR: VOICE OVER IP (VOIP) PHONE SYSTEM FOR THE DES PLAINES PUBLIC LIBRARY
BID RETURN DATE: THURSDAY JULY 25, 2013

The Des Plaines Library Board of Trustees reserves the right to waive any or all technicalities and reject any or all bids.

A **mandatory** pre-bid meeting will be held on **Thursday, July 11, 2013** at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois, in the Conference Room – Second Floor at 10:00 a.m.

If this proposal is accepted and the undersigned shall fail to contract as aforesaid, the Des Plaines Public Library shall, at its option, determine that the bidder has abandoned this proposal and acceptance thereof shall be null and void and the forfeiture of security accompanying this proposal shall operate and the same shall be the property of the Des Plaines Public Library as liquidated damages.

If accepted in writing by the Des Plaines Public Library, Illinois, this proposal shall constitute a valid agreement. Accompanying this proposal is a Bid Bond, Cashier's Check or Certified Check made payable to the Des Plaines Public Library in the amount of \$ Included (5% of Total Bid).

Cost for new VoIP system installation, including components, software, shipping, manuals, training, etc. TOTAL \$29,498.00

Other costs:

Annual repair and maintenance service for five years: (Purchased on a year by year basis)

Year 1 FREE – Twelve (12) month warranty period

Year 2	\$2,130
Year 3	\$2,130
Year 4	\$2,130
Year 5	\$2,130

Hourly rate for additional training during library hours: \$120

Annual repair and maintenance service for three and five years: (Purchased upfront)

3 Years	\$5,751 (\$1,917 a Year)
5 Years	\$9,054 (\$1,810 a Year)

ACCEPTANCE

The foregoing bid is hereby accepted by the order of the Board of Trustees of the Des Plaines Public Library, this _____ day of _____, 2013.

Carol Kidd, Library Secretary

Holly Richards Sorensen, Library Director

REQUEST FOR PROPOSAL FOR A VOIP PHONE SYSTEM FOR THE DES PLAINES PUBLIC LIBRARY, 1501 ELLINWOOD STREET, DES PLAINES, ILLINOIS, 60016.

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified vendor to provide and install a next-generation IP-based voice solution for the Des Plaines Public Library (DPPL).

CLIENT INFORMATION

The Des Plaines Public Library has a single 82,000 square foot facility located in downtown Des Plaines, Illinois. The City of Des Plaines is located approximately seventeen miles from the Chicago Loop and five miles from O'Hare International Airport. The library serves a community of 58,000 residents, is open seven days a week for a total of 72 hours a week, and employs 104 full and part-time staff.

Currently, DPPL deploys a Nortel Norstar Modular MICS Telephone System and NAM Voicemail System. Additional components include 1 Analog Station Module, 1 Digital T-1 Card, 1 6-port Combo Card, and 4 Fiber Station Modules. The system is at least 14 years old. DPPL has one switchboard, approximately 70 Norstar handsets and a Nortel Polycom conference phone. Current phone service comprises of a single dedicated T1 PRI providing 112 DID numbers and 9 POTS that are used to access the public switched telephone network (PSTN). Several handsets accommodate more than one staff member. DPPL does not currently use an auto-attendant when the library is open. A portion of staff also use basic cellular phones and/or smartphones, and the new system must include the capability to forward calls or messages to these phones. Our telephony is supported by the following providers: Will Comply

Call One

Call One currently provides Plain Old Telephone Service (POTS) lines to DPPL. Several needs exist for the POTS lines – such as fire and emergency (elevators), fax lines (versus the PRI) and modems. DPPL may potentially want to eliminate some POTS lines, such as FAX machines; however there will be a need to maintain POTs lines as related to safety, such as fire and emergency lines. Understand

Level 3

A T1 Private Rate Interface (PRI) circuit which provides a business class telephone service. Integrated into the internal phone system, the circuit allows for 23 simultaneous, digital quality voice conversations, which allows for Direct Inward Dialing (DID) phone numbers to all extensions and additional features which are commonly used in larger organizations with numerous users.

DPPL seeks a scalable IP solution that makes best use of today's leading edge technology. This solution should be an integrated, turnkey, common off the shelf (COTS) solution, which is low in cost and easy to maintain. The system should be flexible to allow customization to meet the business needs of the library. The system should be easy to administer on a day-to-day basis by non-technical supervisors and managers. Will Comply

RFP TERMS AND CONDITIONS

Any questions regarding specifications should be addressed at the **mandatory** pre-bid meeting on **Thursday, July 11, 2013** at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois, in the Conference Room – Second Floor at 10:00 a.m.

Proposal to be submitted in a sealed envelope, plainly marked **Bid for VOIP Phone Contract** and in the hands of the Library Director, 1501 Ellinwood Street, Des Plaines, Illinois, 60016 before **10:00 a.m., Thursday, July 25, 2013**. Please submit four (4) copies of the complete proposal.

Accompanying this proposal is a Bid Bond, Cashier's Check or Certified Check made payable to the Des Plaines Public Library in the amount of \$_____ (5% of Total Bid). Will Comply

The Des Plaines Public Library Board reserves the right to accept or reject any or all proposals. The Board also reserves the right to award any portion of the proposal as well as the entire proposal.

The Des Plaines Public Library reserves the right to terminate the contract within seven (7) days of signature by written notice to the vendor.

REVIEW CRITERIA

The Des Plaines Public Library will review the information provided in response to this RFP to develop a solution for DPPL's telephony needs. Detailed evaluation criteria will not be shared with vendors; however, a high-level overview of important evaluation criteria follows:

Financial: The library will evaluate each of the vendor responses considering the overall value (costs and savings) to the library in implementing a Voice Telephony solution.

Technical Capability: The library will analyze the responses to determine how completely the solutions proposed meet the requirements as documented in this RFP. Specifically, the proposed solution will be evaluated in terms of:

- Service availability and resiliency;
- Scalability, capacity and performance;
- Capability

- Compatibility with existing infrastructure, systems and processes;
- Capability to accommodate a phased implementation;
- Delivery / Time to implement and deploy;
- Manageability;
- Maintainability;
- Ease of Use;
- Comprehensive security;
- Longevity of the proposed service(s);
- Service and support;
- Product quality.

DPPL will require the opportunity to examine proposed equipment in person.

Innovation: DPPL will value innovative recommendations and proposed solutions for DPPL telephony technology, especially innovation that allows for cost effective initial implementations with the flexibility of phased growth based on need or business case justification. The ability of the solution to leverage DPPL's existing LAN & WAN infrastructure to reduce the overall cost of the solution will be important.

Value Added: If the vendor has services or offerings relevant to DPPL that set them above other vendors, please identify these services and/or offerings (be specific).

Additional Information: The DPPL is interested in obtaining the best possible solution. If there is anything else you would like to add about your company or the requested services, please do so.

PROPOSAL CONTENTS

1. VENDOR INFORMATION

2. VOIP TELEPHONY SOLUTION

- 2.1 System Overview
- 2.2 Software Release of the Proposed Solution
- 2.3 System Design Platform
- 2.4 Call Processing O/S
- 2.5 Database Integrity
- 2.6 Database Information Loss
- 2.7 Power Supply and Safeguards
- 2.8 Redundant system design elements
- 2.9 Local Survivability
 - 2.9.1 Survivable IPTS Features/Services
- 2.10 Network Failover Resiliency
- 2.11 Security
- 2.12 T1 PRI Services
- 2.13 Traffic Handling
- 2.14 IP Station QoS
- 2.15 Multi-Party Conference Calls
- 2.16 VoIP Overflow Traffic
- 2.17 IP Telephones (including softphones) & Audio Conferencing Units
- 2.18 Analog Telephones
- 2.19 Facsimile Terminal
- 2.20 Modem
- 2.21 Power Failure Transfer Station (PFTS)
- 2.22 Voice Terminal Instruments – Regulation Requirements
- 2.23 IP Audio Conferencing Unit
- 2.24 Other IP Telephone Instruments
- 2.25 Additional Desktop Options and Accessories
- 2.26 Station User Features
- 2.27 Systems Management

- 2.28 System / Port Capacity
- 2.29 Terminal Capacity
- 2.30 Support of Open Standards
- 2.31 Security Features
- 2.32 Administration Functions
- 2.33 Stations
- 2.34 Threshold Alarms
- 2.35 VoIP Monitoring
- 2.36 Optional Reports
- 2.37 Call Detail Recording
- 2.38 Maintenance
- 2.39 Alarm Conditions
- 2.40 Maintenance Reports
- 2.41 Remote Maintenance
- 2.42 Provisioning
- 2.43 Call Recording

3. VOICEMAIL SYSTEM

- 3.1 Security Features
- 3.2 Voicemail Features
 - 3.2.2 Disconnect Detection
 - 3.2.3 Station Dialing
 - 3.2.4 Answer Announcement
 - 3.2.5 Dual Tone Multi Frequency (DTMF) Signaling
 - 3.2.6 Greetings
 - 3.2.7 Trunk Access
 - 3.2.8 Distribution Lists
 - 3.2.9 Message Forwarding
 - 3.2.10 Audit Trail
 - 3.2.11 Message Indication
 - 3.2.12 Identification Code
 - 3.2.13 Message Recovery
 - 3.2.14 Message Reply
 - 3.2.15 Message Review

- 3.2.16 User Controls
- 3.2.17 Other User Features / Controls
- 3.2.18 System Management Console and Reporting
- 3.2.19 System Changeability
- 3.2.20 AMIS
- 3.2.21 Digital IP Networking

4. SERVICES

- 4.1 Maintenance and Support
- 4.2 Warranty and Support
- 4.3 Professional Services
- 4.4 Project Management and Implementation
- 4.5 Subcontractors
- 4.6 Cutover
- 4.7 Acceptance
- 4.8 Training

1. VENDOR INFORMATION

Please provide an overview of your company, including;

- 1. Name: **ATI** Advanced Telecommunications of Illinois, Inc.
- 2. Year and state of incorporation: Established in Naperville, IL in 1983
- 3. Ownership structure: Privately held by James Shaver and Herman Valdez
- 4. Financial strength:
- 5. Experience with VoIP solutions: ATI has been a leading VoIP provider since the inception of voice over IP communications (1999). ATI is a top 10 worldwide ShoreTel partner and is Gold Certified with ShoreTel (highest ShoreTel certification level).
- 6. Any other information that demonstrates the vendor's experience, ability and capacity to produce the required outcomes requested in this RFP.: Since 1983, ATI's exemplary client support has translated into a base of 5000+ clients in Illinois and Nationwide.

Please submit at least three customer references where you have implemented the same or similar system that you are proposing within the past two years including individual contact information. Please include at least one reference that is similar in scope and size of what is being proposed, one reference that is similar in industry, and one reference that is close in proximity to the Des Plaines Public Library.

References must include the following information:
 SEE ATTACHED ATI REFERENCE LIST UNDER TAB 5 OF THE PROPOSAL

- 1. Client's name
- 2. Brief explanation of what the project entailed
- 3. Time period of the project
- 4. Size of the reference and number of employees
- 5. Contact person and title
- 6. Address
- 7. Phone number
- 8. Email address

2. VOIP TELEPHONY SOLUTION

2.1 System Overview

Using a simple diagram, illustrate your proposed IP network design.

SEE LAST PAGE OF THIS SECTION FOR DIAGRAM

2.2 Software Release of the Proposed Solution

Identify the software release for each product/model proposed.

~~ShoreTel 14.X~~ - ATI includes ALL ShoreTel Software upgrades (major and minor) as a part of Total Customer Care on-going support and warranty

2.3 System Design Platform

Describe the proposed IP solution's architecture and design elements.

ATI is proposing the Shore-Tel IP Communication Platform. Shore-Tel is a 100% pure IP communications platform. The ShoreTel proposal includes an integrated suite of software, ShoreGear voice switches and ShorePhone IP Telephones. The integrated software distribution provides all necessary software for the ShoreTel system including telephony services, management, CDR, and desktop call control, auto attendant and unified messaging. The ShoreGear voice switch is the foundation of ShoreTel's architecture.

2.4 Call Processing O/S

What will be the primary operating system of the common control call processor?

ShoreGear switches operate on VX Works, a real-time, embedded operating system allowing the ShoreTel system to provide 99.999% up time

2.5 Database Integrity

How will the proposed IP solution preserve and protect the customer database between backups?

ATI prevents loss of database information by backing up database after every change. System administrator will be trained to do the same steps after every change made by them.

2.6 Database Information Loss

Under what circumstances can customer database information (configuration, messages, logs, etc.) be lost during backups? ATI prevents loss of database information by backing up database after every change. System administrator will be trained to do the same steps after every change made by them.

2.7 Power Supply and Safeguards

What power sources will be required for common controls as well as those in distributed areas?

Indicate if this solution will be dependent on an AC/DC current or Power over Ethernet (PoE). DPPL has requested that they provide their own PoE switches. These will be compatible with the proposed ShoreTel solution. Phones that are unable to be reached by PoE can be accommodated with AC power adapter

What safeguards are included in the IP design to protect system operation? What would happen to system operation during a power failure? During a power failure, power to the phone system would be supplied by the DPPL provided UPS Battery Backups.

2.8 Redundant system design elements

Indicate the degree of redundancy, e.g., full duplicated back-up or standby load sharing, for each of the following common control elements.

- tone generators Controlled by gateways
- main system memory-Shoreware Director Server with backups
- RJ-45 Ethernet uplinks to network-SG Gateways have two ethernet switch ports
- I/O interfaces-
- DTMF receivers-Controlled by SG gateways
- power supply-SG90 is added for N + 1 redundancy
- primary call processor-SG gateways contain database from Shoreware server
- call classifiers
- Voicemail-Redundant voice mail is an optional feature
- registers

2.9 Local Survivability

The system needs to be redundant in one of two ways. Please explain how your survivability solution meets the following requirements.

1. Internally redundant, where all of the major components have a spare/backup. Example: Mirrored hard drives and dual power supplies.
2. Second Controller, where a totally separate controller, can pick up and run everything the primary controller does with minimal interruptions to service. Please define what interruptions occur when a fail over occurs. A Second controller able to handle all the call processing and tear down is provided. No interruptions will occur if the spare controller/switch is utilized, as the system automatically recognizes a fault. Full/Mirrored redundancy is available for the main server operation if so desired.

2.9.1 Survivable IPTS Features/Services

1. What generic software features need to be in place when the survivability solution is activated?
2. What station equipment (instruments, soft phones, wireless devices, etc.) is not supported in standard survivability mode? All equipment will be supported in survivability mode, however your PRI will not be operational, unless a backup PRI is acquired. (As is true with any IP system)

2.10 Network Failover Resiliency

1. Does the proposed IP solution support network failover resiliency in case of a disastrous common control failure? If so, describe the failover process and specify the hardware, software, WAN transmission, and time required to carry it out.
 - a. Does Not Apply since DPPL is a single site. The system does support network failover resiliency though...
2. Can the proposed IP solution support more than one network failover design? If so, please explain how, and indicate what elements are necessary to achieve additional designs.
 - a. Yes – single site environment does not apply

2.11 Security

1. Authentication: Describe how the IP solution's authentication process prevents: unauthorized access to common control elements and data resources, and abuse of telephony services (e.g., toll fraud). The ShoreTel system is designed to ensure unauthorized IP end points cannot access system resources, while still providing plug-and-play deployment for authorized end-points. When an IP telephone is plugged into the network, it is automatically discovered by the ShoreTel system and granted minimal privileges. The telephone has no feature privileges, is not able to make outbound calls, and cannot receive inbound calls. To become active, with features, a user must login into the telephone with a valid user ID and password configured by the administrator. When a SIP trunk or SIP extension comes on the network, it must first be authenticated by the ShoreTel system with a user ID and password. Rogue SIP devices do not receive service from the ShoreTel system.
2. Disruption of Services: Explain how embedded features in the proposed IP solution will reduce telephony service disruption due to denial-of-service (DoS) attacks. Network-Independent Call Control: ShoreTel call control is independent of many networking elements. With ShoreTel, if a router crashes or becomes congested because of data traffic from worms, viruses, or DoS

0363

attacks, the ShoreTel UC system continues to operate, since it is distributed and runs on embedded devices dedicated to telephony

3. Confidentiality and Privacy (Packet Sniffing): Describe how the proposed IP solution's embedded features will secure communications privacy. How will the solution counter packet sniffing attempts? Is the Communications between the Controller and the Phones encrypted? Media encryption, as the name suggests, encrypts calls between users on a ShoreTel system. This media encryption scrambles communications between callers. With encryption in place, an intruder on the network cannot eavesdrop on the conversation. The ShoreTel encryption algorithm utilizes dynamically generated keys to encrypt the RTP data for the media stream. The payload inside the RTP packet is encrypted by the sending party, and the transmission is decrypted by the receiving party. The ShoreTel system supports 128-bit AES media encryption which is the ultimate protection against electronic eavesdropping and replay attacks. Even if someone successfully taps the media stream, they cannot decode and understand the conversation.
4. Physical Interfaces: Are the network interfaces for the following functions separate: IP administration, control, and voice transmission signaling? Call control is done in the voice gateways and admin is done in the Server

2.12 T1 PRI Services

Do the proposed T-1 trunk circuit interfaces support T1 PRI capabilities? SIP capabilities? POTS lines? Yes to all three

2.13 Traffic Handling

The back bone of the DPPL internal network is 1 Gigabit, with a 4 GB connection between phone closets. The infrastructure consists of Cisco Catalyst 4503E (Qty 1) and Catalyst 3560PS (Qty 7) and 3560TS (Qty 2) switches. The 3560PS are PoE running c3560-ipbasek9-mz.122-55.SE. We would like each vendor to evaluate current switch environment for suitability for proposed implementation. Please include PoE routable phones. Explain how the proposed system's design supports the stated traffic assumptions. The current cabling typically incorporates a single data and phone drop per workstation location. However, there is a desire to minimize additional hardware, and envision using GB routable phones in a daisy chain configuration between infrastructure and workstations. The provided solution accounts for daisy chaining ShoreTel Gigabit phones to computer workstations for Gigabit operations utilizing a single drop at each station.

2.14 IP Station QoS

How does the proposed IP solution provide Layer 2 and Layer 3 end-to-end quality of service to IP stations? Which industry standards are employed to guarantee this quality of service? The ShoreTel phone system provides 99.999 percent (five-nines) reliability with no single point of failure, for less than 6 minutes of downtime per year

2.15 Multi-Party Conference Calls

Describe how multiple-party add-on conference calls would be handled in the following situations:

1. Assisting customer – A customer calls an employee needing assistance, but the employee does not know the answer. Rather than hang up and call the customer back, the employee needs to be able to conference in another person who does know the answer, or page over head for assistance. 1. Press a hot key on the phone to obtain another line, (The customer is automatically put on hold) dial the extension of your associate, when they answer just press the "Join" hot key on the phone and all 3 parties are joined in conference. 2. The same procedure above can be accomplished in the same fashion on the ~~provided ShoreTel Communicator desktop interface~~ interface. 3. Paging overhead can be done by a programmed hot key or a simple extension dial that links to the overhead paging system.
2. Conference call Small Group – Call the number of creator of the call and they can just press the join button for each person, as laid out above
3. Conference call Large Group – Can the system support a large party conference call of 30 or more people? Most people would be using outside lines or cell phones to connect. Conferences above 6 parties can only be accomplished by acquiring the ShoreTel conferencing unit or utilizing a third party solution (GoToMeeting, WebEx)
4. Video Conferencing - Is video conferencing included in this solution? No Is there an option to upgrade to add video conferencing to the proposed solution? No What would be required to upgrade to a video conferencing solution. How is audio incorporated in this solution? What bandwidth requirements are needed to accomplish the proposed video conferencing solution? ShoreTel utilizes LifeSize video conferencing solution. More details would be required to answer this properly.
5. Web Conferencing- Is there a web conference option included in the proposed solution NO. Is there an option to add web conferencing? YES Does the proposed voice solution integrate with Microsoft 365 Lync, Web-X, Go-To-Meeting? Audio and Web conferencing can be integrated by adding the ShoreTel Conferencing appliance. Otherwise the system does integrate with the above listed programs.

Outline any and all hardware and software requirements necessary to support multi-party add-on conference call requirements. Indicate whether peripheral hardware, e.g., conference bridge servers, is required.

2.16 VoIP Overflow Traffic

If call volume peaks, how is over-flow traffic handled with the proposed solution? Overflow traffic and be routed to your preference. Voicemail, On-hold, to Cell Phones

2.17 IP Telephones (including softphones) & Audio Conferencing Units

Describe how all proposed IP telephones are supported by the common control call server. If direct call control signaling via Ethernet LAN/WAN is not supported, specify all required intermediary carrier, signaling interface and/or media gateway equipment.

ShoreTel gateways proposed support IP phones, analog extensions, SIP extensions, PRI / T1 high density trunking

2.18 Analog Telephones

If you are proposing any analog telephones, explain how they are supported by the common control call telephony service. Specify the required intermediary hardware elements for control signaling transmission. List the number of circuit terminations per circuit board, media gateway, and module.

No analog phones are proposed. Customer may reuse their Polycom Conf. phone as an analog extension off of the ShoreTel gateways. No additional hardware or licensing is required to accomplish this

2.19 Facsimile Terminal

Describe how facsimile terminals are supported by the common control call telephony server.

Specify the required intermediary hardware elements for control signaling transmission. List the number of circuit terminations per circuit board, media gateway, and module.

The ShoreTel configuration proposed by ATI can support up to 8 physical fax machines without the need to add any hardware or licensing

2.20 Power Failure Transfer Station (PFTS)

Describe how analog telephone power failure transfer stations (PFTS) are supported by the common control call telephony server. Specify all required intermediary hardware elements for control signaling transmission. List the number of circuit terminations per circuit board, media gateway, and module. Even in the event of a power failure, ShoreTel provides automatic fail over to the PSTN for continuous dial tone availability. In the event of a server failure, ShoreTel accepts calls without disruption or loss of dial tone – switching and routing is facilitated by the distributed switches.

2.21 Voice Terminal Instruments – Regulation Requirements

DPPL intends to keep our Fax Machines. As a result, the proposed communications system must be able to support a mix of analog and IP communications devices. All single and multi-line IP phones must comply with section 68.316 of the FCC hearing-aid compatibility standards as well as the 1996 Telecommunication Act. We require TTY Access, how will the proposed solution handle this? Explain how the proposed telephone equipment meets these requirements/standards.

2.22 IP Audio Conferencing Unit

Describe the proposed IP audio conferencing unit and include an illustration of the unit. IP Audio Conferencing Unit not proposed. – this is OPTIONAL

The ShoreTel Conferencing device provides users advanced collaboration capabilities. With ShoreTel Conferencing, users complement their voice and messaging capabilities with a rich set of conferencing and collaboration features



2.23 Other IP Telephone Instruments

What additional IP desktop telephone models do you offer? Please include the following details for each of the following. Include an illustration of each of these additional models.

1. Fixed feature and function.
2. Number of programmable line and feature keys.
3. Display description (if applicable).
4. Type of speakerphone (if applicable), and
5. Any other critical details.
6. Number of shared call appearances on each handset.
7. Gigabit? PoE?

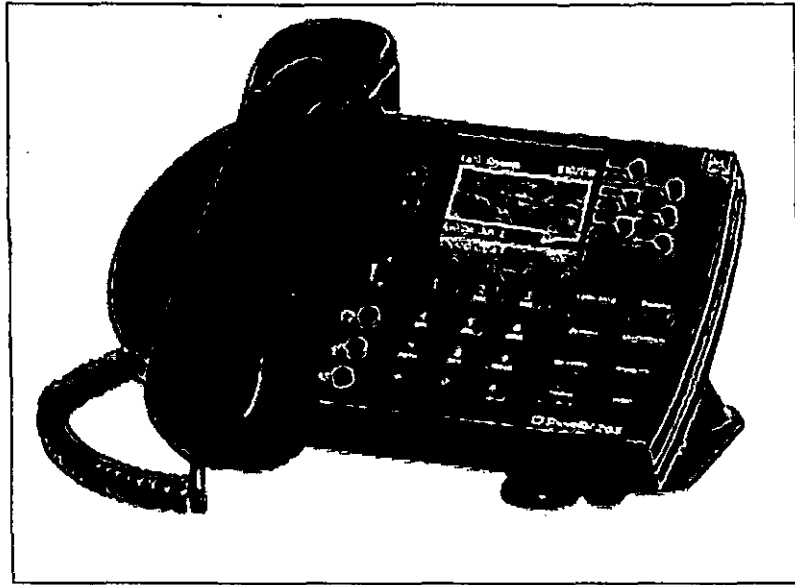


ShoreTel ShorePhone IP 230

ideal for the knowledge worker who relies on telephone communications, the IP 230 delivers a wealth of features including three line appearances, eight function keys, four soft keys, and a headset jack.

Highlights

- ❖ 3 Lines capable
- ❖ 5 Line Display
- ❖ Integrated 10/100 Ethernet Switch
- ❖ Full Duplex Speakerphone
- ❖ Available 10/100 or Gigabit
- ❖ Available in silver or black (shown)

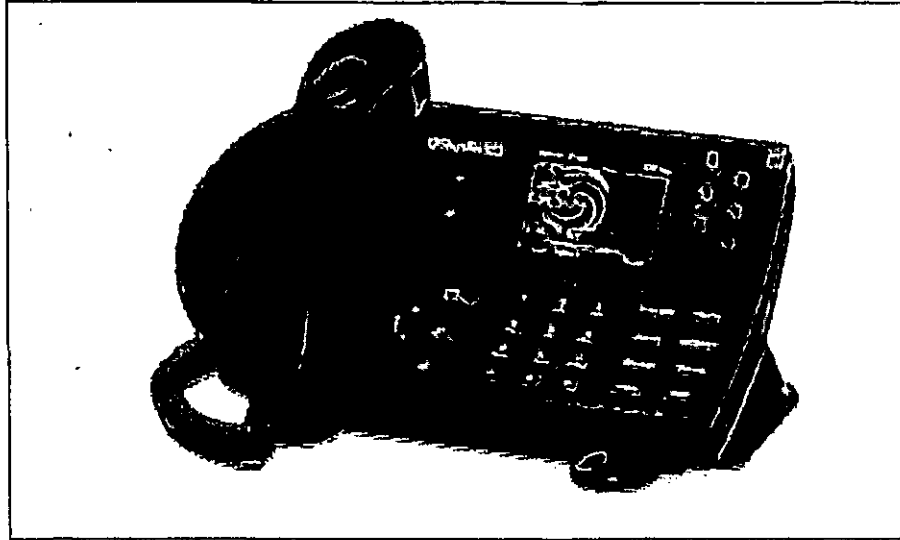


ShoreTel ShorePhone IP 265

The ShoreTel IP Phone 265 is a six-line phone in a compact form factor with a crisp backlit color display for knowledge workers with advanced requirements. It has eight feature keys and four soft keys for easy access to the rich ShoreTel feature set.

Highlights

- ❖ 6 Lines capable
- ❖ 5 Line Color Display
- ❖ Integrated 10/100 Ethernet Switch
- ❖ Full Duplex Speakerphone
- ❖ Available 10/100
- ❖ Available in silver or black (shown)

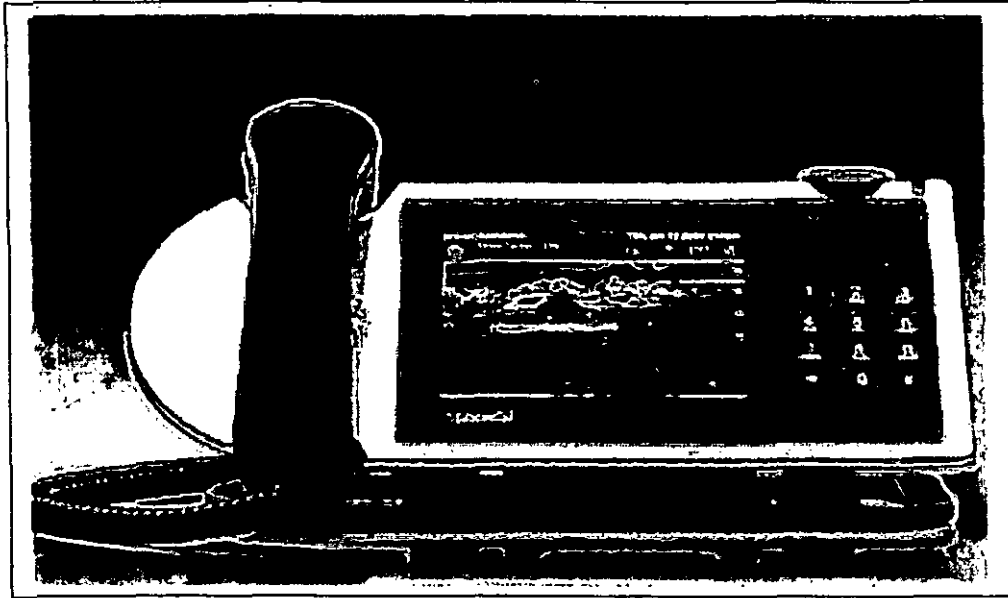


ShoreTel ShorePhone IP 565G

ShoreTel's advanced telephone, the IP 565g provides six line appearances, color-lit line buttons for instant call recognition and identification, a rich backlit color display, and a Bluetooth interface that lets users connect with Bluetooth headset for hands-free calling.

Highlights

- ❖ 6 Lines
- ❖ Integrated VPN Client
- ❖ Gigabit Ethernet
- ❖ Color Display
- ❖ Full Duplex Speakerphone
- ❖ Bluetooth 2.0 Headset Compatible
- ❖ Available in silver or black (shown)

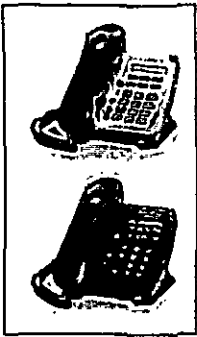


ShoreTel ShorePhone IP 655

ShoreTel's most advanced telephone, the IP 655 provides 12-line appearances, a large backlit touch color display and haptic (vibrational) feedback. Advanced microphone technology delivers superb speakerphone capability for offices and small and midsize conference rooms when used with the optional extension microphone accessories.

Highlights

- ❖ Advanced Microphone Array Technology
- ❖ Integrated VPN Client
- ❖ Gigabit Ethernet
- ❖ 12 Line Color Touch Screen
- ❖ Full Duplex Speakerphone
- ❖ Directory Presence Indication
- ❖ Optional Extension Microphones



ShoreTel ShorePhone IP 115

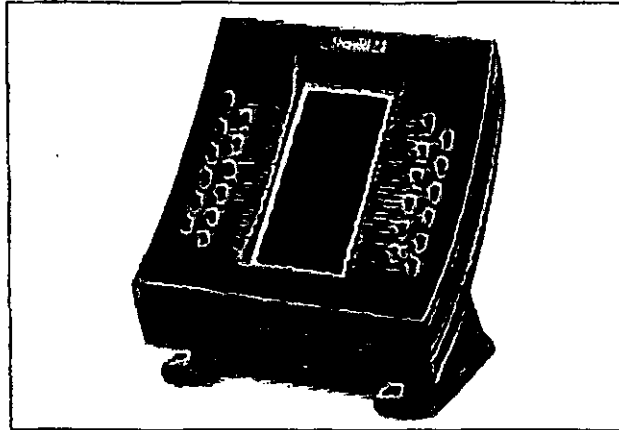
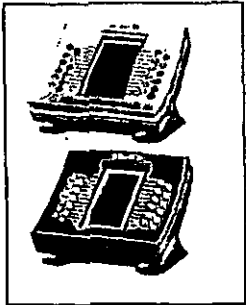
The single-line IP 115 is a cost-effective telephone ideal for open areas, including lobbies, classrooms and dorm rooms. The IP 115 has six feature keys for common operations, a one-line display for caller ID, date and time, and a speakerphone for two-way hands-free communication. Like all ShoreTel IP phones, the IP 115 features an integrated Ethernet switch, allowing a network drop to be shared with a desktop PC.

Highlights

- ❖ 1 Line
- ❖ Built 10/100 Ethernet Switch
- ❖ Half Duplex Speakerphone (two way)
- ❖ Available in silver or black (shown)

2.24 Additional Desktop Options and Accessories

Provide a brief description of all additional desktop options and accessories, including receptionist console, soft phones, web-portals, and administrative consoles.



ShoreTel ShorePhone BB 24

Highlights

- ❖ 24 Programmable Keys
- ❖ No Paper Labels
- ❖ Available in silver or black (shown)

2.25 Station User Features

Does the proposed communications system support each of the user features listed above? Specify any features that are not included as part of the standard call-processing software package. Identify any of the features listed below that require additional hardware and/or software because they are not included as part of the standard software package.

1. Add-On Conference (three party or more) Supported up to 6 parties
2. Multi-Party Assisted Conference with Selective Call Drop Supported up to 6 parties
3. Automatic Callback Contact Center solution required
4. Automatic Intercom
5. Bridged Call Appearance Supported
6. Call Back Last Internal Caller Supported
7. Call Coverage (Programmed)
 - a. Internal and External Call Programming Supported
 - b. Time of Day/Day of Week Call Programming Supported
 - c. ANI/DNIS/CLID Call Programming Supported
 - d. Internal Caller ID Programming Supported
8. Call Forwarding
 - a. All Calls/Simultaneous Ring Supported
 - b. Busy/Don't Answer Supported
 - c. Follow Me
 - i. Simultaneous to phone and cell phone Supported
 - d. Off Premises Supported
 - e. Ringing Supported
 - f. Original Caller ID Supported
9. Call Hold Supported
10. Call Park Supported
 - a. Programmable Ring Back if not picked up Supported
11. Call Pickup
 - a. Individual Supported
 - b. Group Supported
12. Call Transfer Supported

13. Call Waiting Supported
14. Consecutive Speed Dialing Supported
15. Consultation Hold Supported
16. Customer Station Rearrangement
17. Dial by Name Supported
18. Discrete Call Observing Supported
19. Distinctive Ringing Supported
20. Do Not Disturb Supported
21. Elapsed Call Timer Supported
22. Emergency Access to Attendant Supported
23. Executive Access Override Supported
24. Executive Busy Override-Supported
25. Facility Busy Indication-supported
26. Group Listening Supported
27. Hands-Free Dialing supported
28. Hands-Free Answer Intercom supported
29. Help Information Access
30. Hot Line
31. Incoming Call Display Supported
32. Individual Attendant Access Supported
33. Intercom Dial Supported
34. Last Number Redialed Supported
35. Line Lockout
36. Malicious Call Trace
37. Manual Intercom Supported
38. Manual Originating Line Service
39. Message Waiting Activation Supported
40. Music On Hold Supported
41. Off-Hook Alarm supported
42. Padlock
43. Paging/Code Call Access Supported
44. Personal Co Line (Private Line) Supported
45. Personal Speed Dialing Supported
46. Personalized Ringing Supported

47. Priority Calling supported
48. Privacy
 - a. Attendant Lockout
 - b. Manual Exclusion
49. Recall Signaling supported
50. Ringer Cut-Off supported
51. Ringer Tone Control supported
52. Save and Redial supported
53. Secondary Extension Feature Activation supported
54. Send All Calls supported
55. Silent Monitoring Supported
56. Step Call
57. Store/Redial Supported
58. Supervisor/Assistant Calling
59. Supervisor/Assistant Speed Dial
60. Text Messages Supported with Conferencing solution
61. Timed Queue supported
62. Trunk Flash supported
63. Trunk-to-Trunk Connections supported
64. Paging
 - a. Whisper Page Supported
 - b. Option to integrate with overhead paging system Supported
65. Prominent visual indicator for waiting voicemails / holding calls / parked call
66. Simplified Mobility for shared phones-supported
67. Banner announcements on phone displays
 - a. Universal
 - b. Targeted
68. Softphone Supported
69. Hunt Groups
 - a. Multiple Hunt Group requirements: minimum 5 hunt groups Supported
 - b. Simplified management Supported

2.27 Systems Management

Describe the proposed management system, including how it will work with DPPL's areas. List its hardware and software components. Is the management server and software available as a bundle, or is DPPL responsible for providing its own server hardware? Can the server hardware be virtual, such as VMware or Hyper-V? Please list any third-party technology, if any, needed for your solution.

ShoreTel Director/Management system is a Web-based tool that provides a single management interface for all voice applications, across all locations.

Users can manage voice routing, voicemail, auto-attendant, conferencing, instant messaging, and basic automated call distribution (ACD) capabilities for every site in the network. This eliminates the need for multiple management systems for different PBXs, sites, and basic applications.

Extremely easy to learn and use, ShoreTel Director helps to improve administrator productivity, lowers ownership costs, and reduces strain on IT resources.

The server/hardware and software for the Director will be provided by ATI.

2.28 System / Port Capacity

List the maximum number of independent IP communications systems that can be supported by the proposed systems management server. Include the maximum number of user ports that can be passively and actively supported. The ShoreTel system can accommodate up to 20,000 users, while your system will be configured for 100 users, with up to 254 ports for voicemail/auto attendant.

2.29 Terminal Capacity

What is the maximum number of PC-client terminals that can be configured as part of the proposed management system? Unlimited PC's, but 100 that have ties to the proposed phone system

2.30 Support of Open Standards

Does the proposed management system provide support for open protocols such as SNMP and LDAP? Does it use open encoding schemes such as XML and HTML. Which open standards in the proposed management system use to support administration, maintenance services, and operations? Are any standards being used as protocols or encoding schemes? Are any being implemented publicly by other vendors? ShoreTel's support of open standards offers customers the flexibility to integrate leading business process applications with their business telephone systems.

2.31 Security Features

Are there any security features embedded in the proposed management system to prevent unauthorized access and operation? If so, identify them. Include whether media encryption is used for command-signaling transmissions and if any DoS and user-authentication mechanisms are supported for the systems management application.

ShoreWare Director can be accessed using a secure SSL connection and features user id and password protection. All logins and logouts are tracked. Integration with third party systems also provides proactive toll fraud detection.

ShoreTel tracks every call and logs the statistics in the CDR database for reporting. This provides jitter, packet loss and codec selection (no latency at this time). This data is used for reporting.

ShoreWare Director is included in the price of the software and runs on any MS Windows 2008 server.

ShoreTel
ShoreWare Director

Logoff Administrator Administration]

Maintenance

- Quick Look
- Switch Connectivity
- Conference Ports
- Event Log...
- Services
- Event Filters

Reporting

- Reports
- Options

Documentation

Quick Look
on localhost

Last updated: 1/2/2008 3:00:00 PM (GMT-08:00) refresh Help
Local time: 1/2/2008 3:00:32 PM (GMT-08:00)

Site	TMS	Usage	Service	Server	Status	Services	Today's Events
San Jose, CA	2/2	Idle	Out of Service	Headquarters	In Service	Running	4 1 34
Berkeley	0/0						
Minneapolis	0/0						
New York, NY	0/0						
San Francisco	0/0						

Restart All Switches
Restart All Switches When Idle

© 1999-2007 ShoreTel, Inc. All rights reserved.

2.32 Administration Functions

DPPL would like to be able to administer all of the Phone Systems from any place/console. We would like to conduct all administrative functions remotely; specifically the afterhours message, MAC (Move Add Change), password re-set & presence management. Verify that the proposed systems management solution supports the above administrative features. Which, if any, features are not supported? The administrative interface "Director" is web based and can be accessed from any user station, and supports all your listed features.

2.33 Stations

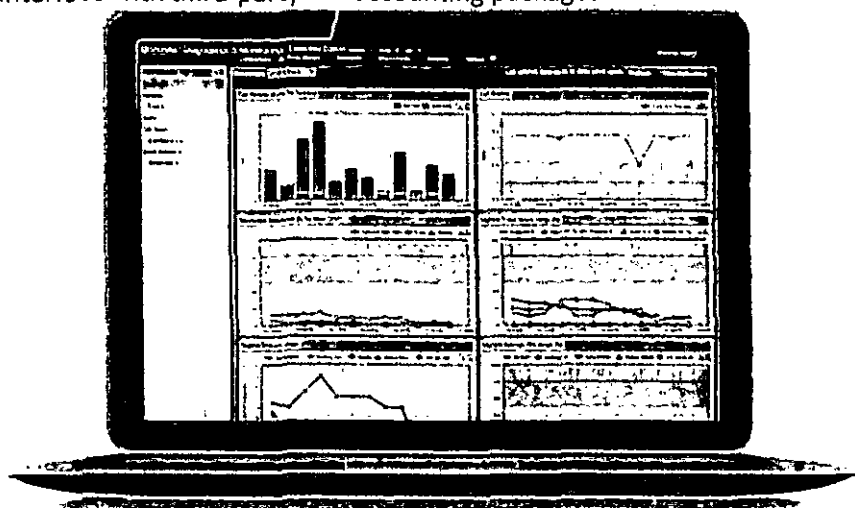
Verify that station counters measure and provide reports for the following parameters: number of calls, number of stations in measurement, number of blocked stations in measurement, and traffic

rating. List any station parameters that are not measured. The ShoreTel system can provide reports on the following: Call Detail, Media Stream Statistics, User Activity, Trunk Activity, Workgroup (ACD) Agents

2.35 VoIP Monitoring

Describe all available VoIP monitoring records and reports. Are parameters such as jitter, call delay/latency, and packet loss tracked and reported? If so, can a system administrator monitor VoIP calls in real time? What, if any, third-party equipment is being proposed?

Network usage and call details reporting is integrated into the system. Built-in tools measure trunk utilization to reduce service provider costs, track network performance across WAN links, and provide details on end users' activities. In addition, built-in reports show performance metrics about basic ACD groups. Users can get detailed information with optional enhanced ACD reports from ShoreTel, or leverage the system's text file interface with third-party call accounting packages.



2.36 Optional Reports

If available, describe the proposed management system's directory, inventory, and cabling reports. Required reporting includes calls incoming / outgoing / duration per extension, both at summary and detailed levels. Ability to access reporting from various locations, ideally web based. Additional reporting packages can be purchased

2.37 Call Detail Reporting

Please indicate which of the listed fields are included in your call detail report data.

1. Date yes
2. Time yes
3. Call duration yes
4. Condition code (categorizes information represented in the call record) yes

5. Trunk access codes trunk used yes
6. Dialed number yes
7. Calling number yes
8. Account code yes
9. Authorization code yes
10. Facility restriction level for private network calls yes
11. Transit network selection code (T1 access code to route calls to a specific inter-exchange carrier) yes
12. T1 bearer capability calls yes
13. Call bandwidth ?
14. Operator system access (T1 access code to route calls to a specific network operator)Y
15. Time in queue Yes OPTIONAL
16. Incoming trunk ID yes
17. Incoming ring interval duration yes optional
18. Outgoing trunk ID yes

2.38 Maintenance

Do the proposed system maintenance operations support the following: processor status monitoring; control of power units, fans, and environmental sensors; peripheral monitoring (voice terminals and trunk circuits); initiation of emergency transfer and control to backup systems; origin of alarm information; and alarm activation? If applicable, name any other parameters supported. Present outline of expected reoccurring future costs to maintain support and warranty. Supported

2.39 Alarm Conditions

Explain how the proposed management system defines major, minor, and warning alarms. Alarms can be emailed to the user or can be easily identified on the management homepage by an associated color.

2.40 Maintenance Reports

What, if any, maintenance alarm reports will be provided by the proposed management system?

2.41 Remote Maintenance

How does the solution support remote maintenance operations for customer access and for an outside maintenance service provider? Specify the following: how the system alerts a remote service center when an alarm condition occurs; the trunk circuit requirements for alert transmissions; and security measures to prevent unauthorized access.

2.42 Provisioning

Describe how each of the proposed solution components should be utilized. List any functions, systems and/or devices which are not a part of your provisioning interface. Moving forward, what would you do to ensure that these functions, systems and/or devices are incorporated?

2.43 Call Recording

Is call recording an optional add-on to the proposed solution? How does the proposed system accomplish this option? Call recording is standard with ShoreTel and can be accomplished by a push of a button on the desktop interface. ShoreTel can support third party advanced recording solutions (Oaisys, NICE, etc...)

3. VOICEMAIL SYSTEM

Voicemail must include integrated messaging to email or text. The onsite email system is Microsoft Exchange 2010. Describe the proposed integrated messaging solution. Can DPPL send a companywide (or to a smaller group) message? Is there integration features with a Windows Active Directory environment and software such as Microsoft Lync. Sending voicemail to email is standard and supported with the ShoreTel system.

3.1 Security Features

What security features are included with voice messaging system to prevent abuse and unauthorized access? Describe how each works to provide this security.

3.2 Voicemail Features

3.2.1 Forwarding Voicemail from One User to another User

Verify that the proposed solution meets these requirements. Is voicemail to email included? If so, how is that message delivered? WAV file? Included, WAV file or link to voicemail stored on ShoreTel server for memory storage savings

3.2.2 Disconnect Detection

Does the system immediately disconnect and restore the line to the service the moment a caller has hung up? Yes

3.2.3 Station Dialing

Can you access the Directories for just one user or is it possible to access a Global Directory? For single user and global directory are both standard with ShoreTel Does the proposed system enable callers to access, in addition to the menu, an individual station either through entering the extension number or keying in the recipient's last name? Yes Can one handset support multiple users in a kiosk setting, by logging into the device? Yes If so, how does the proposed solution support this function? By logging into the phone or voicemail What personal features are configured? I.e. personal display settings, directory, call logs etc. Phone hot keys and "Communicator" desktop graphical user interface can be configured

3.2.4 Automatic Attendant

The Automatic Attendant requires flexibility in the number and scheduling of Mailbox Greetings, System announcements and other Mailbox options: Dial by name directory, dial by extension, and dial by department. Remote access to implement changes to greetings in dynamic situations such as closures due to weather. Additionally, DPPL needs to be able to manage length times for messages, greetings, and announcements. Users need the ability to navigate and manage messages, including the ability to skip, save, and forward. Deleted messages are to be saved for at least 14 days before actually being deleted, but an option is available to manually delete the message. DPPL would like to have a selection of pre-recorded messages that can be set up on time-tables for individual voicemail boxes as well as the auto-attendant. Simplified management from a PC based GUI interface. Please explain how the proposed solution supports these operations. All standard ATI and ShoreTel operations. A database meeting will occur prior to install with your ATI project manager who will go over each of these requests and program them into your final solution

3.2.5 DTMF Signaling

Is the proposed system capable of generating and receiving standard DTMF tone signaling? Yes

3.2.6 Greetings

Greetings for voicemail should be customizable and automated. There should be a minimum of 3 different custom greetings that a user can set and use. Voicemails must have a date stamp. Verify that the proposed solution offers these features. Standard up to 5 custom greetings, with date-stamp

3.2.7 Distribution Lists

How many Distribution Lists are included with this solution? How many people are supported on each Distribution List?

3.2.8 Message Forwarding

Can you forward or send a voicemail or message to a list and an individual? Does the proposed solution support these requirements? Yes individual or list

3.2.9 Audit Trail

Does the proposed solution keep an audit trail of each call? Can this audit trail be printed on the administrative console together with daily reports? Cradle to Grave reporting is available but only with an advanced reporting package/contact center solution

3.2.10 Message Indication

How does the proposed solution indicate the receipt of voicemail (i.e., a message-waiting light, altered dial tone, or another way)? 360 degree viewable message waiting light, dial tone, email to desktop and smart phone

3.2.11 Identification Code

How will the proposed solution verify a user's identification? How can users change their identification codes? Login code, can be changed in phone accessed options menu

3.2.12 Message Recovery

How does the proposed solution reveal the number of new and total messages and enable a mailbox user to delete, skip, or save a message? All messages are viewable on the desktop "Communicator" interface. Allowing one to store voicemails in specific folders, skip messages, delete, and undelete.

3.2.13 Message Reply

How does the proposed solution enable the mailbox owner to respond to a message from someone within the system? Call back, forward, moved to saved, move to deleted, mark as unheard, export to .wav, edit subject, input in distribution list, and acquire more info

3.2.14 Message Review

Will it be possible for a user to either review and edit an announcement or input a message? Yes

3.2.15 User Controls

Which of the following functions will the mailbox user be able to control? List any additional functions in the proposed solution.

1. Play back messages Supported
2. Skip to next message Supported
3. Cancel review Supported
4. Replay message Supported
5. Replay faster or slower Supported
6. Pause Supported
7. Append information Supported
8. Forward message (to mailbox or list) Supported
9. Create new answer announcement Supported
10. Increase playback volume Supported

3.2.16 Other User Features / Controls

Call Pick-up: All users need the ability to answer an incoming call that is ringing on another phone. Example: a user is away from their desk and they receive an incoming call, the supervisor hears the phone ringing. The supervisor needs the ability to pick up that extension. However, the supervisor does not want all calls to ring to his/her office phone. In addition, the supervisor would want the ability to restrict anyone from answering his/her phone. How would the proposed solution handle this? How would it be configured and managed?

3.2.17 System Management Console and Reporting

What components will be provided to facilitate system management? How will traffic reports be generated? List what details will be included in each traffic report.

3.2.18 System Changeability

Will it be possible for the system administrator to add and/or delete mailboxes, change general recordings and perform other administrative duties while the system is in operation? Yes, this simple task can be accessed through the Director system management web portal. ATI can also complete these simple tasks for you ~~at a rate of \$1,000 per month~~

3.2.19 Audio Messaging Interchange Specification (AMIS)

Does the proposed messaging system support AMIS networking standards? Supported

3.2.20 Digital IP Networking

Does the proposed messaging system support Voice Profile for Internet Mail (VPIMv2) networking standards? Describe how the system supports digital networking?

4. SERVICES

4.1 Maintenance and Support SEE TAB 6

1. Vendors must provide a copy of their standard contract agreements for procurements, maintenance, and/or licensing for all proposed products and services. SEE TAB 6
2. What maintenance programs are you proposing? Specifically, describe the program, features, services, and benefits. Total Customer Care (24x7x365) SEE TAB 6
3. Where is support personnel located? What levels of staff are available for support? Please give brief description of staff levels.
4. Define your company's policy regarding major & minor outages, including definition of a major & minor outage, response time and dispatch procedure. Major – No calls in, out, or station to station (4 Hours on-site, 2 Hours remote) Minor – Everything else (24 Hours) SEE TAB 6
5. What is the structure and schedule of escalating unsolved problems to higher support levels? SEE TAB 6
6. Is a toll-free telephone number available for questions? Does your solution provide for the capability of direct access for answers to questions? No, all questions/issues can be directed to ATI in our Naperville office where.
7. What are the procedures for identifying software and hardware problems? How are fixes to those problems implemented? Is there an automated process available to inquire about known problems and obtain their fixes?
8. Vendor must provide anticipated maintenance cost in the first year and subsequent years through the fifth year of operation. Included in financial considerations page

4.2 Warranty and Repair

The warranty must cover the replacement or repair of defective product(s) and related labor for the replacement or repair of said defective product(s). Describe the warranty program including the standard warranty and any extended warranty coverage available for the proposed solution. All defective products will be serviced under our support agreement included for the first year. T&M is available after the first year if you choose to take that route.

4.3 Professional Services

Describe your professional services to implement and support the proposed solution. Describe any services that further integrate or customize the solution. These services would be "above and beyond" the normal services provided as part of the standard offerings.

ATI can provide a host of services to both enhance and customize the Shoretel experience.

4.4 Project Management and Implementation

Describe the methodology your firm will use to plan and manage all business requirements to implement a successful solution. Would you provide a dedicated project manager to work with DPPL? How many technical support persons will be dedicated to the installation of your solution and for how long? ATI provides a dedicated project manager for all our implementations. ATI will use only certified Shoretel technicians for this project. They will be on project until customer acceptance is approved.

4.5 Subcontractors

Disclose the planned use of any subcontractor that will perform twenty percent (20%) or more of the services described in your proposal. In addition, you may choose to identify any other subcontractor that you believe may add value. DPPL may require Union Contractors when applicable. No subcontractors

Provide the name and address of each named subcontractor and the work the subcontractor will be performing. The vendor will be responsible for the performance of any subcontractors and will not be relieved by non-performance of any sub-contractors. Vendor shall provide a summary of qualifications, years of experience, and references for all named subcontractors.

4.6 Cutover SEE TAB 7

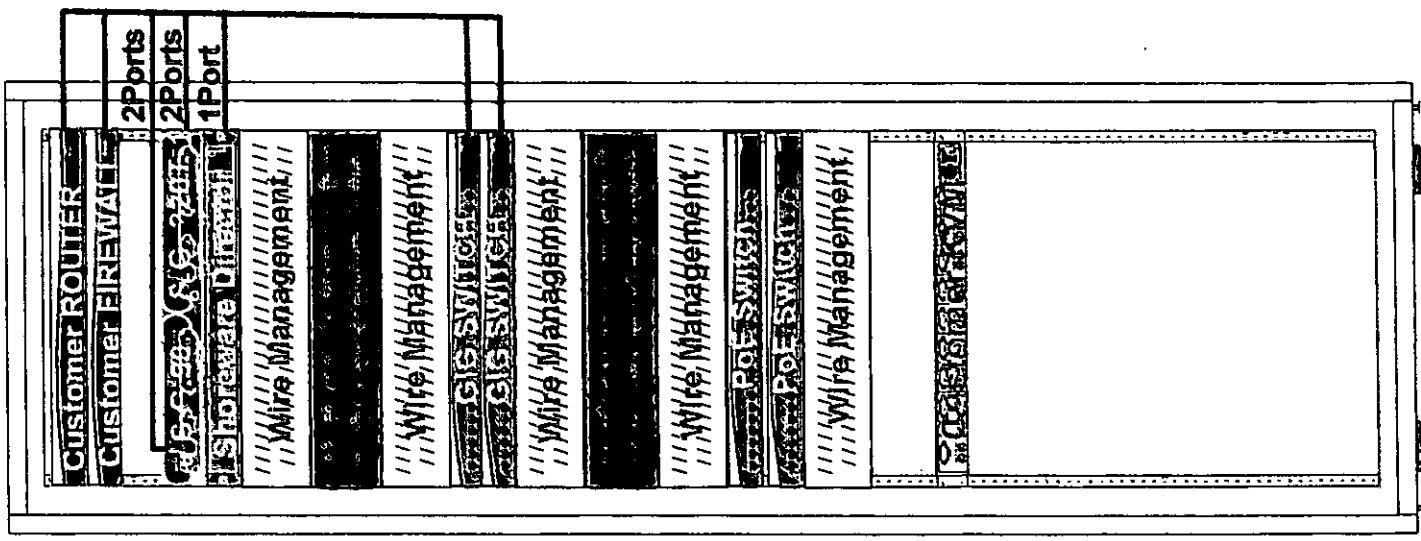
1. Describe the methodology, processes, and procedures for the logical and physical cutover of the proposed solution.
2. Describe the methodology, processes and procedures if a VoIP conversion fails.
3. Describe the change management plan for transition.
4. Describe the test plan for transitioning over each system.

4.7 Acceptance

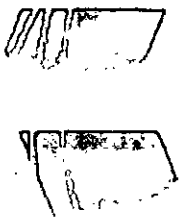
The acceptance of the VoIP Service is to ensure that capacity and quality have been provisioned successfully. Describe the methodology, processes and procedures for acceptance after the transition has been completed. SEE TAB 7

4.8 Training SEE TAB 7

1. What initial training is necessary for our personnel to support and use your hardware and software? How many hours are included? Is training done by the vendor's staff or is it subcontracted? Training will be completed by ATI staff
2. Outline methods of training to be provided for DPPL personnel. What documentation is provided with training? SEE TAB 7
3. Outline training offerings and any associated costs. SEE TAB 7
4. If training will be offered at a remote location, where are the training facilities located?
Training is done on-site



1U
1U



Des Plaines Public Library

Equipment
MDF Design
by ATI

Main Stairway Carpeting Project, 2013

Des Plaines Public Library

Budgeted amount: \$17,000 in Capital Projects Fund

Multiple carpet styles were considered. Two were chosen for price quote; Interface Urban Retreat and Atlas Minorca. Atlas Minorca in Meadow is the final choice. We recommend and were quoted on rubber stair nosings to prevent wear and tear. Staff recommend Custom Carpet, a local installer, because of their reasonable price and good business practices.

Carpet Type	Price	Name	
Option I ATLAS Broadloom carpet	\$7,083.00	Custom Carpet / Bill S.	
Option II ATLAS Broadloom carpet / stair noses	\$12,487.15	Custom Carpet / Bill S.	Recommended
Option I INTERFACE Broadloom carpet	\$7,323.50	Custom Carpet / Bill S.	
Option II INTERFACE Broadloom carpet / stair noses	\$12,727.15	Custom Carpet / Bill S.	

Option I ATLAS Broadloom carpet	did not quote	ETW. / Randy Leggee
Option II ATLAS Broadloom carpet / stair noses	\$17,356.00	ETW. / Randy Leggee
Option I INTERFACE Broadloom carpet	\$16,155.00	ETW. / Randy Leggee
Option II INTERFACE Broadloom carpet / stair noses	\$19,955.00	ETW. / Randy Leggee
		Dave Kinzie, installer

Option I ATLAS Broadloom carpet	\$8,363.00	Abel Carpets
Option II ATLAS Broadloom carpet / stair noses	\$9,234.00	Abel Carpets
Option I INTERFACE Broadloom carpet	did not quote	Abel Carpets
Option II INTERFACE Broadloom carpet / stair noses	\$8,556.00	Abel Carpets

Option I ATLAS Broadloom carpet	would not quote	Jemrick Carpets, Inc.
Option II ATLAS Broadloom carpet / stair noses	would not quote	Jemrick Carpets, Inc.
Option I INTERFACE Broadloom carpet	\$12,088.00	Jemrick Carpets, Inc.
Option II INTERFACE Broadloom carpet / stair noses	\$14,083.00	Jemrick Carpets, Inc.

Product Specs for Vendors:

Interface / Urban Retreat 304, Stone/Spun Gold, 103662
 Atlas / Minorca, color MA05 Meadow

P. 192



QUOTATION

Customer
Property Address
Date

9/9/2013

 Gary Valente
 Des Plaines Public Library
 1501 Ellinwood St.
 Des Plaines, IL 60016

 Main Staircase flooring
 Revised V

Quantity	Item Code	Description	Unit Price	Extension
		Option I ATLAS Broadloom carpet WITHOUT stairnoses		
		Carpet style: Minorca and color: Meadow Sweeps #MA05, installed direct glue method no pad.		
150	Square Yards	Carpet installed	\$42.37	\$6,355.50
78	Each	Concrete stair labor	6.00	468.00
130	Square Yards	Removal of existing carpet and stairnoses	2.00	260.00
		Total for Option I		\$7,083.50
		<i>Moisture barrier</i> backing comes standard on this carpet. This carpet DOES NOT come in a carpet tile		
		Option II ATLAS Broadloom carpet WITH stairnoses		
		Carpet style: Minorca and color: Meadow Sweeps #MA05, installed direct glue method no pad.		
150	Square Yards	Carpet installed	\$42.37	\$6,355.50
78	Each	Concrete stair labor	6.00	468.00
130	Square Yards	Removal of existing carpet and stairnoses	2.00	260.00
45	Each	Burke Rubber stairnose materials (12 foot lengths)	53.97	2,428.65
425	Linear Feet	Installation of stairnoses including adhesive	7.00	2,975.00
		Total for Option II		\$12,487.15
		<i>Moisture barrier</i> backing comes standard on this carpet. This carpet DOES NOT come in a carpet tile		
		Option III INTERFACE Broadloom carpet WITHOUT stairnoses		
		Carpet style: Urban Retreat and color: Stone/Spun Gold #103662, installed direct glue method no pad.		
150	Square Yards	Carpet installed	\$43.97	\$6,595.50
78	Each	Concrete stair labor	6.00	468.00
130	Square Yards	Removal of existing carpet and stairnoses	2.00	260.00
		Total for Option III		\$7,323.50

		Option IV INTERFACE Broadloom carpet WITH stairnoses		
		Carpet style: Urban Retreat and color: Stone/Spun Gold #103662, installed direct glue method no pad.		
150	Square Yards	Carpet installed	\$43.97	\$6,595.50
78	Each	Concrete stair labor	6.00	468.00
130	Square Yards	Removal of existing carpet and stairnoses	2.00	260.00
45	Each	Burke Rubber stairnose materials (12 foot lengths)	53.97	2,428.65
425	Linear Feet	Installation of stairnoses including adhesive	7.00	2,975.00
		Total for Option IV		\$12,727.15
		The stairnose quoted above is "Burke #565 Double undercut carpet stairnose" and carries a two year limited warranty.		
		ALTERNATE Stairnoses		
		Roppe M-07 underlap stairnose= \$2218.20		
		Roppe 07 underlap stairnose= \$1755.00		
		Tarkett VCD undercut stairnose= \$2430.00 (five year warranty)		
		Tarkett SVCD undercut stairnose= \$2835.00 (five year warranty)		
		Any minor unforeseen floor prep will be billed at an additional \$60 per hour, per man, plus materials.		

Payment is due upon arrival, unless net 30 day credit terms have been arranged in advance.

A finance charge of 1.75% per month will be added to the balances over 30 days. Special order product requires a 20% deposit and is non-refundable. This quote is good for 15 days. Thank you for choosing Custom Carpet.

CUSTOM CARPET

ACCEPTED

Bill Schoenberg
Sales Consultant

By: _____
Title: _____
Date: _____

Customer: Des Plaines Public Library

Proposal

Sales Rep: Randy Leggee

13-5418

8/16/2013



**ENVIRONMENTS
THAT WORK**

100 Illinois St., #260 T 830.338.6152
St. Charles, IL 60174 F 630.337.4703
W et-Work.com

Propose To:	Installation Location:
Des Plaines Public Library	Des Plaines Public Library
1501 Ellinwood St.	1501 Ellinwood St.
Des Plaines, IL 60016	Des Plaines, IL 60016

Stair Case Flooring Replacement

Comments:

- Carpet is subject to 10% overage
- Dumpsters needed to provided for removed materials at an additional cost

Item No.	Item Description	Qty	Item Sell	Ext Sell
Line: 1	Noland Sales - Noland Sales - Installation	1	\$11,200.00	\$11,200.00
Installation	Labor to remove existing stair carpet and nosing and install above carpet with Roppe Rubber stair nosing. Delivery and overtime included			
Line: 2	Noland Sales - Noland Sales - Product	1	\$6,156.00	\$6,156.00
Carpet	Furnish & Install; Atlas/Minorica - color: MA-0S Mind Sweeps - Will Require(150 SY) Carpet Material, includes attic stock (15%) for future use. All work to be done after hours, weekdays and Saturday, excluding Sunday. (minor floor prep included; hidden damage to stair case may require additional cost)			

Subtotal.....\$17,356.00

Total Amount.....**\$17,356.00**

ABEL CARPETS

1339 Industrial Drive
Itasca, IL 60143

Phone #: (630) 875-2500 Fax #: 630-875-2318

PROPOSAL

DATE	PROPOSAL #
8/6/2013	17867

Des Plaines Public Library
Gary Valente
1501 Ellinwood
Des Plaines, IL 60016

Stairs

www.abelcarpets.com

TERMS	NAME	PROJECT
50% Deposit, Bal. W/Completion	Greg	17867 - Des Plaines Public Library

DESCRIPTION	PRICE
CARPET:	
Atlas / Minorca, color MA05 Meadow - including 8 sy attic stock	7,476.00
Install standard Carpet - Glue Direct	650.00
Rip out existing carpet	153.00
Haul away existing carpet	84.00
OPTIONAL:	
1) Interface./Urban Retreat 304, Stone/Spun Gold, 103662 - DEDUCT \$678.00	
2) Add Rubber Stair Nosing on all stairs - ADD \$871.00	

If this proposal is accepted please sign, submit deposit of 50%, and fax to 630-875-2318.

TOTAL \$8,363.00

Unless otherwise noted, prices do not include: furniture move, removal of existing flooring, moving or handling of computers or other electronic equipment, or floor preparation.

SIGNATURE _____

Stairs

Jemrick Carpets, Inc.

PO BOX 605, Arlington Heights, IL 60006-605
712 Laurel Chase, Marietta, GA 30064

Carpet Sales and Installation
tel 800-401-4893 fax 800-401-4894
tel 770-422-4893 fax 770-426-4550
Email: sales@jemrick.com

PROPOSAL SUBMITTED TO

DATE: July 15, 2013
NAME: Des Plaines Public Library
ADDRESS: 1501 Ellenwood
Des Plaines, Illinois
ATTENTION: Gary Valente
PHONE: 847-376-2781 FAX: 847-827-7974
JOB NAME: Des Plaines Public Library, Stairs

revised

SPECIFICATIONS

Dear Gary,
This proposal is for your consideration and approval per your request.
We are to supply and install the following:

Interface Performance Unbacked Broadloom, Style: Urban Retreat 304, Color: Stone/Spun Gold 103662

For Sum \$12,088.00

Price includes Freight, Receiving, Delivery, Take-up of existing carpet tile and nosings and Installation of new Broadloom on Regular time either using new nosing or no nosing at all

Extra for Brand new nosing, Color Black

For Sum \$1,995.00

Work will only be performed upon receipt of signed work orders by your authorized agent. Invoices are due and payable 10 days from date of invoice for materials upon arrival in our warehouse from their respective mills and 10 days from date of invoice on completion of labor. All proposals are subject to approval upon credit report.
If you have any questions please do not hesitate to contact me.
We appreciate your considering Jemrick Carpets, Inc. for your flooring requirements.
Thank You,
Jemrick Carpets, Inc

BY: _____
Alfred Fakhori

ONLY THE WORK AND MATERIALS WHICH ARE SPECIFICALLY DESIGNATED ABOVE ARE INCLUDED IN THIS PROPOSAL. THIS PROPOSAL IS SUBMITTED FOR PROMPT ACCEPTANCE. IF ACCEPTABLE, PLEASE SIGN THE ORIGINAL AND RETURN BY FAX TO 800.401.4894 OR MAIL TO OUR OFFICE.

ACCEPTANCE OF PROPOSAL

ACCEPTED BY THE UNDERSIGNED, SUBJECT TO "CONDITIONS" ON ATTACHED ADDENDUM.

COMPANY _____

BY _____

DATE _____

TITLE _____



LOHAN ANDERSON

RESPONSE TO:
REQUEST FOR PROPOSAL

DES PLAINES PUBLIC LIBRARY

13 SEPTEMBER 2013

LOHAN ANDERSON

0880
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY
COVER LETTER

13 September 2013
Holly Sorensen, Director
DES PLAINES PUBLIC LIBRARY
1501 Ellinwood St.
Des Plaines, IL 60016

Re: Des Plaines Public Library
Architectural Design Consulting Services Proposal

Dear Holly:

Per your request we are submitting a proposal for general architectural design services to assist the Library in preparing a Master Plan for multiple future improvements. We are basing this scope on our meeting with you on April 30, 2013, and your subsequent clarification of scope emailed to us on September 5, 2013.

It is our understanding that these services are only to develop a Master Plan at a Schematic Design level including multiple improvements and/or renovations to be phased in over a 3 to 5 year period, and to develop approximate costs for the improvements. The services in this proposal do not include design beyond the schematic level, preparation of construction documents or bidding documents, or detailed research except as it relates to the pricing exercise.

Anticipated Improvements

Based on our meeting on April 30th, and your list of "Proposed Areas of Improvement" from September 5, 2013, we understand the changes you want to be considered as we collaborate on the Master Plan are as summarized below.

FOURTH FLOOR

1. Computer Lab / Work Center: consider repurposing the space due to moving digital instruction out to main public area.
2. Digital Learn Area: create a flexible arrangement for training on a wide variety of topics and technologies to accommodate one to ten learners.
3. Adult Services Workroom: Consider relocating and consolidating all AS staff into one area within the building.
4. Terrace: consider ways to make the outdoor terrace more usable.

THIRD FLOOR

1. Adult Services Office: Consider relocating and consolidating all AS staff into one area within the building.
2. Technical Services Office: Consider relocating TS staff to the ground floor.
3. Public Information Office: Consider relocating PI staff if this contributes to the feasibility of other improvements.
4. Teen Lounge: consider repurposing existing space to be a dedicated lounge for teen patrons, larger than the current space.

SECOND FLOOR

1. Youth Services Program Space: consider repurposing existing space to increase the area available for children's programs.
2. Early Literacy Center (in 2014 budget draft): create family centered area for developing key pre-reading skills.

FIRST FLOOR

1. Garage / Mobile Library Workroom Conversion: consider repurposing the former garage space into usable staff and/or public space. New doors and HVAC to be taken into consideration.
2. I.T. Staff Office: consider relocating the I.T. staff work area if this contributes to the feasibility of other improvements.
3. Circulation Staff Office: consider reducing the amount of space dedicated to CS staff, if this contributes to the feasibility of other improvements.
4. Meeting Room A Projection Room: consider repurposing the existing projection room.
5. Hallway Gallery: consider establishing a space for a permanent installation of public art.

For any mechanical, electrical and technology tasks that may arise through this work, Lohan Anderson will retain the services of an engineering firm to be selected.

Our proposal includes:

- Schematic Design: The ideas described above will be considered in total, and a schematic design inclusive of all possible improvements and renovations will be developed. Rough estimates of cost for the various changes will also be developed, through collaboration with an estimating consultant to be selected.
- We will then prepare a booklet of drawings describing both in graphic and narrative form the changes included in the Master Plan. The document will also attempt to identify, per collaborative study with the Library, a phased approach to implementing the changes.

Schedule

We have based our proposal on the assumption that we would require about 8 to 12 weeks to finalize the design and prepare the Master Plan booklet.

Fee

It is challenging to propose a fee for this type of consulting, one where there is a long list of potential items, some requiring more investigation than others. We estimate the Lohan Anderson services could range from \$30,000 to \$45,000. However, in order to assist in your in-house budgeting, we propose a lump sum fee amount of **\$38,000**. Any approved additional services would be billed at the hourly rates on the attached schedule. Engineering and/or cost estimating consultants' services will be in addition to our fees.

LOHAN ANDERSON

REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY
COVER LETTER

We will, of course, conduct our services in as efficient a manner as possible and only when directed. And obviously, the more investigation that can be accomplished by Library staff, the more these costs can be limited.

Reimbursable Expenses

Reimbursable costs for travel, printing and reproduction, courier and messenger service and owner requested professional renderings and models *will be billed as incurred*. Assuming a limited printing of images, and not including professional renderings and models, we estimate that reimbursable expenses will not exceed \$1000.

Billing

These amounts will be billed monthly at our standard hourly rates.

Since the engineering and cost estimator services will not be required until later in this process we will solicit and review their proposals with the Library prior to their engagement and for separate Library approval.

Payments for services and reimbursables are due within 45 days of receipt of an invoice.

Holly, we appreciate the Library's trust in our services to date and we look forward to working with you and your colleagues once again.

Sincerely,



Michael Barnes, AIA, LEED AP
Associate Principal

cc: Dirk Lohan, Floyd Anderson, Basil Souder

STANDARD HOURLY RATES - 2013

Title	Hourly Rate (USD)
Principals	\$250
Associate Principals	\$180 - \$200
Senior Associates	\$145 - \$180
Senior Interior Designers	\$140 - \$175
Interior Designers	\$85 - \$125
Associates	\$90 - \$140
Design Personnel	\$75 - \$100

Note:
These rates are for additional services or hourly rate proposals only
and are not the rates used for lump sum fee calculations.

LOHAN ANDERSON

REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

OUR FIRM'S VISION OF THE PUBLIC LIBRARY INDUSTRY

A description of our firm's vision for the future of the public library industry.

Even back in 2009, the dramatic changes occurring to and within Public Libraries was being noted in the media. In September of that year, CNN had an article with the following comments:

"The stereotypical library is dying... Books are being pushed aside for the talk, learning, and lounge areas. 'Loud rooms' that promote public discourse and group projects are taking over the bookish quiet. Hipster staffers who blog what they do and care little about the Dewey Decimal System are edging out old-school librarians. And that's just the surface. By some accounts, the library system is undergoing a complete transformation that goes far beyond these image changes... Meanwhile, many would-be libraries are making the mistake of the assumption that physical books will play a much-diminished or potentially nonexistent role in their efforts to educate the public. Some still will be around, they say, although many of those will be digital. But the goal of the library remains the same: To be a free place where people can access information."

Our professional experience confirms these changes to be true, and that the transformation continues. Contrary to the refrain often heard that, with the advent of modern communications and technologies, libraries will no longer be needed, we have found – as you have too, undoubtedly – that libraries are in demand now more than ever. Some of the new or expanded services and behaviors we are seeing incorporated in libraries, including those we have designed, include:

- New, additional, or larger community meeting rooms
- Group meeting rooms for collaboration, study or use by local businesses
- Interactive Early Literacy environments and features for young children
- Media experimentation rooms or areas
- Expanded and enhanced teen areas with multiple media and lounging
- Gaming rooms or capabilities
- Social gathering options such as cafes
- English as a Second Language programs
- Focus on "Life-Long-Learning" as a library mission
- Transition of collections from older forms of media to ever changing new ones
- Flexibility of physical facility to accommodate more frequent changes.

We've seen these changes occurring, and know that they will continue to evolve with technological changes, at both the suburban libraries we have worked with and are currently working with – and also through our work as the Design Architect for all the new Chicago Public Library branches. Our client for much of that work was former Commissioner Mary Dempsey, who wrote the following in 2009, with which we agree, as an example of the many purposes of public libraries that remain vital as we head into the future:

"Libraries remain among the city's treasured institutions. In fact, libraries in Chicago and nationwide are playing a highly visible, vital role in American life as the recession drags on and people look for sources of free, effective help in a time of crisis... People visit the library to research new careers, scan online job listings, create resumes, set up e-mail accounts to apply for jobs and seek financial advice. America's libraries have been first responders to the nation's economic crisis. At a time when Americans are relying less on their credit cards, library-card use is climbing."

A statement as to our firm's abilities and qualifications related to your project, including the number of years the firm has been in business, the geographical area of operations, and professional affiliations.

Lohan Anderson is an internationally recognized firm offering a comprehensive balance of professional design services in the fields of Architecture, Planning, and Interior Design. We have extensive experience in a diverse portfolio of projects including libraries and museums, corporate headquarters and campuses, urban and suburban commercial developments, religious and academic facilities, residential buildings, and public open spaces. On the majority of these projects, we have assumed the role of leader of the interdisciplinary design team, taking responsibility for the overall project planning.

Public libraries are a key focus of our firm and we have established a core group of senior professionals that have all worked together on all of our library projects. In our past work, we have provided integrated architectural and interior services, an ability many firms cannot deliver. Library design begins with the program and goals of the Client and our approach has always been to design from the inside out. We also offer library programming and in fact were the authors of the 2011 Chicago Public-Library's "Design Guidelines & Building Program" for the City's new branch libraries.

We believe that the diversity of our practice helps bring a fresh perspective to every assignment, one that would be more difficult if our only project type were libraries.

Years in Business:

9 under current name "Lohan Anderson LLC".
Previous related firm names going back to the early 1980's are "Lohan Caprile Goettsch" and "Lohan Associates"

Geographic Area of Operations:

Our only office is located in Chicago, Illinois. Our past and current projects are primarily in the United States Midwest, followed by the Southwest and the East Coast areas. Additional projects have also been designed and/or completed in India, the U.A.E., Saudi Arabia, Europe and South America.

Principals of Organization:

Dirk Lohan (founder), Floyd D. Anderson (founder), Basil W.C. Souder, Michael C. Barnes and Bill Boznos

Composition of Organization:

24 current total employees = 17 architects (licensed & interns), 4 interior designers and 3 support staff.

LOHAN ANDERSON

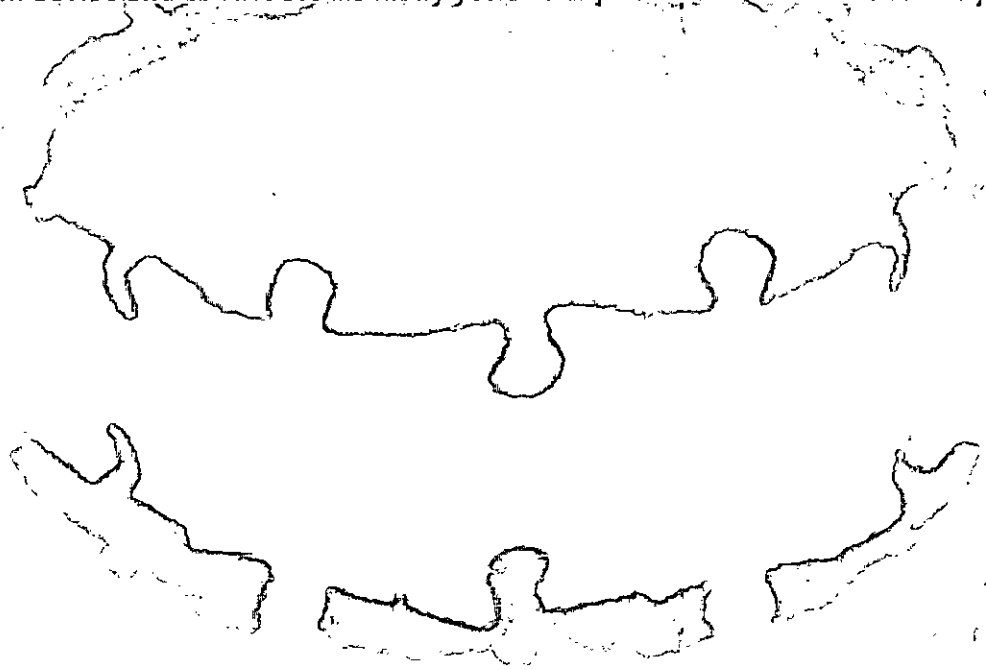
LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY
OUR TEAM MEMBERS

The names of all team members that would be assigned to the project, and the role that they will play:

The Lohan Anderson project team leaders proposed below will dedicate their time and the firm's resources to collaborate with the Des Plaines Public Library to develop solutions that will address the specific needs of the Board, Administration, and community.

Regarding individual Team members, Lohan Anderson's key Library Group, providing design, management and interiors can be found below and on the following pages.

Floyd D. Anderson, Michael C. Barnes and Dawn Brightfield are all senior professionals who have all worked together for over 20 years and will be primarily responsible for the Des Plaines Public Library assignment. Additional support staff who also have library design experience will be added to the Team as the workload increases. Additionally, our senior Principal, Dirk Lohan will advise and contribute his many years of experience to this Team as the project proceeds.





FLOYD D. ANDERSON, AIA

Floyd D. Anderson, AIA - Principal-in-Charge

Mr. Anderson will be responsible for the **management of our design team** and will devote his energy to meet project goals and deadlines as an active participant throughout the duration of the project. As the Principal-in-Charge for the Des Plaines, Elmhurst and Orland Park Public Libraries, Floyd managed design teams from pre-referendum services through construction completion. He is a member of the Illinois Library Association and volunteered his time and knowledge through active participation on the Building Committee for the Oak Park Public Library.



MICHAEL C. BARNES, AIA

Michael C. Barnes, AIA, LEED AP - Project Architect

Mr. Barnes will **lead the project design team** on a day-to-day basis to develop and produce facility programs, design ideas and documents. Michael has established an expertise in library design by developing design solutions, in collaboration with Dirk and Floyd, for the communities of Des Plaines, Elmhurst, and Orland Park, Illinois, and for the neighborhoods of Chicago. Michael is a member of the American Library Association and has volunteered his time and expertise as an advisor for his local public library building committee.



DAWN BRIGHTFIELD

Dawn Brightfield - Senior Interior Designer

Ms. Brightfield will provide comprehensive professional **interior design services** for the buildings from programming and space planning through furniture and fixture selection, interior layouts, and on to move-in coordination when that time comes. She has provided these services for the public libraries in Des Plaines, Elmhurst Orland Park, and Chicago. Dawn is a member of the American Library Association and offers experience in additional design services, such as signage and thematic specialties.



DIRK LOHAN, FAIA

Dirk Lohan, FAIA - Design Principal

Mr. Lohan will be responsible for **overall review and direction** of the project's design elements. He will devote his talents to collaborate with the team as Design resource and be an active participant throughout the duration of the project. As Design Principal, Mr. Lohan sets the overall design direction for all projects in the office including the Des Plaines, Elmhurst, Orland Park, and Chicago Branch Public Libraries.

FLOYD D. ANDERSON, AIA

Principal, Lohan Anderson

Proposed Project Role: Principal-in-Charge

LOHAN ANDERSON

REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY
OUR TEAM MEMBERS

PROFILE

Floyd D. Anderson, together with Dirk Lohan, is a founder of Lohan Anderson and co-leads the firm and its long-term development. Mr. Anderson's approach to design goes well beyond the fundamentals to meet his client's needs and objectives. He believes that for good design to evolve, one must understand what is important to a community, an owner and the building's end users.

In his 35 years of architectural experience, Mr. Anderson has developed a philosophy and work ethic that is very personal, proactive and client-focused. He has proven to be a successful director of design projects that are both large-in-scale and complex. These projects have provided him with invaluable knowledge of and experience with all aspects of the profession including both its design and technical aspects.



His many assignments include libraries, college and university projects, and corporate and government office buildings. Specific examples include the Campus Master Plan for the Illinois Institute of Technology, the City of Chicago Police Department New Central Headquarters, the University of Illinois Molecular Biology Research Building, the Orland Park Public Library and the IBM Technology Development Campus in Endicott, New York. His international experience includes projects such as the design phase of the mixed-use Vastra City Hotel and Conference Center in Stockholm, Sweden.

Before joining Dirk Lohan in the establishment of Lohan Anderson, Mr. Anderson was a Principal and Executive Vice President at Lohan Associates as well as a member of the Board of Directors of the firm.

EDUCATION

Harrington Institute

Professional Diploma of Interior Design, 1981

Technical Instructor, 1982

Kent State University

Bachelor of Architecture and Environmental Design,
1977

PROFESSIONAL AND CIVIC INVOLVEMENT

American Institute of Architects (AIA), Member

Executives' Club of Chicago, Member

Executives' Club of Chicago Real Estate Committee, Member

American Library Association (ALA), Member

Illinois Library Association (ILA), Member

Newhouse Architecture Foundation, Past Member

Village of Oak Park, IL, Design Commission Juror

Oak Park Public Library Building Committee of the Board, Previous

The Brick Industry Design Judge, 2006

SELECTED EXPERIENCE

St. Charles Public Library District, St. Charles, IL - Principal-in-Charge for the programming/conceptual design of a 50,000 sf expansion and renovation of another 50,000 sf of a public library for a community of 47,000 residents expected to grow to 70,000 residents.

Orland Park Public Library, Orland Park, IL - Principal-in-Charge for a 96,000 sf public library for a community of 50,000 residents.

Elmhurst Public Library, Elmhurst, IL - Principal-in-Charge for a 90,000 sf public library for a community of over 42,000 residents.

Des Plaines Public Library, Des Plaines, IL - Principal-in-Charge for an 82,000 sf public library for a community of over 58,000 residents.

The Oaks Student Residences, Carthage College, Kenosha, WI - Principal-in-Charge for a six-building residential complex for 450 students.

IIT Main Campus Master Plan and Master Plan Update, Chicago, IL - Principal-in-Charge for a 120-acre university seeking to unify their campus, phase-in new student amenities and maximize existing assets.

MICHAEL C. BARNES, AIA, LEED AP

Associate Principal, Lohan Anderson

Proposed Project Role: Project Architect

REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

PROFILE

Prior to joining Lohan Anderson, Mr. Barnes worked closely with Dirk Lohan and Floyd D. Anderson at Lohan Associates on a **diverse range of architectural projects**. Now, as an Associate Principal, Michael leads project teams in the development of a project's design and is an integral member of the firm's management leadership. One of Mr. Barnes strengths is the breadth of project types he has designed. His experience includes project types such as public libraries and museums, as well as religious, multi-unit residential, corporate, and academic buildings.



Specifically, Mr. Barnes has established himself as one of the recognized experts in library design, and has been responsible for the design of **award-winning public libraries** for the communities of Orland Park, Elmhurst and Des Plaines, Illinois, and a series of new branch libraries in the city of Chicago. Michael also designed the acclaimed new Dining Pavilion at Ravinia Festival; the award-winning Chicago Sinai Temple; the University of Chicago Gleacher Center Graduate School of Business, and the Calamos Investments Headquarters in Naperville, Illinois.

Michael is accredited with the LEED sustainable design program and applies his **commitment** to environmentally sensitive design through his own work and by consulting on other projects in our practice. Michael has also been an invited Visiting Instructor of Architectural Design at the University of Illinois at Urbana-Champaign, and has given lectures and tours of his design work.

EDUCATION

University of Illinois at Urbana-Champaign

Master of Architecture, 1987-

Graduate Teaching Assistant, 1985-87

Bachelor of Science in Architecture, 1985

Study Abroad at Versailles, 1983-84

PROFESSIONAL AND CIVIC INVOLVEMENT

American Institute of Architects (AIA), Member

American Library Association (ALA), Member

Illinois Library Association (ILA), Member

LEED Accredited Professional

Frederick Law Olmsted Society, Former Board Member

LaGrange Public Library Building Committee

IL Library Association 2006 Annual Conference Program Panelist

LIBRARY DESIGN EXPERIENCE

Des Plaines Public Library, Des Plaines, IL - Project Designer for an 82,000 sf public library for a community of over 58,000 residents

Orland Park Public Library, Orland Park, IL - Project Designer for a 96,000 sf public library for a community of 50,000 residents.

Elmhurst Public Library, Elmhurst, IL - Project Designer for 90,000 sf public library for a community of over 42,000 residents.

Chicago Public Library - Branch Library Prototypes Guidelines, Chicago, IL - Design Architect for a multi-year responsibility to develop Branch Library prototype designs,

Richard M. Daley Branch Library, Chicago, IL - Project Designer for a 16,300 sf public library branch - the first of a new prototype.

Greater Grand Crossing Branch Library, Chicago, IL - Project Designer for a 8,800 sf public library branch - the first of a new prototype.

Little Village Branch Library, Chicago, IL - Design Architect for a 16,300 sf public library branch, based on the new prototype.

Edgewater Branch Library, Chicago, IL - Project Designer for a 18,600 sf 2-story public library branch - the first of a new prototype.

DAWN BRIGHTFIELD

Senior Associate, Lohan Anderson

Proposed Project Role: Senior Interior Designer

LOHAN ANDERSON
 REQUEST FOR PROPOSAL
 DES PLAINES PUBLIC LIBRARY
 OUR TEAM MEMBERS

PROFILE

Prior to joining Lohan Anderson, Ms. Brightfield worked closely with Dirk Lohan and Floyd D. Anderson at *Lohan Associates*, providing *interior design* services for a diverse range of architectural projects. As an interior designer and Senior Associate with the firm, Dawn's day-to-day responsibilities span programming and space planning to furniture and fixture selection and move-in coordination. She provided full-service creative interior design solutions for the Orland Park, Elmhurst and Des Plaines Public Libraries.



Dawn navigates and develops **integrated solutions** to the challenges associated with interior design in regard to scale, safety, wayfinding and the human environment. For public libraries, she collaborates with the library's personnel, building committees, community and the architectural design team to develop interior design solutions that achieve overall goals for the feel of the space. Her experience includes new construction as well as renovations and additions for corporate headquarters, museums, academic and religious facilities.

EDUCATION

Southern Illinois University

Bachelor of Science, Interior Design, 1980

Illinois Valley Community College

Associate of Arts, 1977

PROFESSIONAL AND CIVIC INVOLVEMENT

National Council for Interior Design Qualification (NCIDQ)

American Library Association (ALA)

SELECTED EXPERIENCE

St. Charles Public Library District, St. Charles, IL - Senior Interior Designer for the programming and conceptual design of a 50,000 sf expansion and renovation of another 50,000 sf of a public library for a community of 47,000 residents expected to grow to 70,000 residents.

Chicago Public Library - Branch Library Prototypes Guidelines, Chicago, IL - Senior Interior Designer for a multi-year responsibility to develop Branch Library prototype designs.

Richard M. Daley Branch Library, Chicago, IL - Interior Designer for 16,300 sf public library branch, the first of new prototype.

Greater Grand Crossing Branch Library, Chicago, IL - Interior Designer for a 8,800 sf public library branch.

Edgewater Branch Library, Chicago, IL - Interior Designer for a 18,600 sf 2-story public library branch.

Orland Park Public Library, Orland Park, IL - Senior Interior Designer for a 96,000 sf public library.

Elmhurst Public Library, Elmhurst, IL - Senior Interior Designer for a 90,000 sf public library.

Des Plaines Public Library, Des Plaines, IL - Senior Interior Designer for an 82,000 sf public library.

DePaul University, John T. Richardson Library, Chicago, IL - Senior Interior Designer for a 192,000 sf academic library on DePaul's Lincoln College Library, Lake Forest, IL - Senior Interior Designer for a 23,000 sf academic library.

DIRK LOHAN, FAIA

Principal, Lohan Anderson

Proposed Project Role: Design Principal

REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

PROFILE

Mr. Lohan has established Lohan Anderson with his philosophy that successful architecture must respond not only to economic constraints but also to the larger social and physical conditions. Looking to the future, Mr. Lohan's philosophy is becoming evermore relevant due to the rapid changes in technology, the growing importance of environmental concerns and the impact of globalization on the life and work of all people.



Dirk Lohan left his native Germany to begin his architectural studies at the Illinois Institute of Technology under the tutelage of his grandfather, Mies van der Rohe. He returned to Germany and finished his studies in **architecture and planning** at the Technische Hochschule (Diplom - Ingenieur) in Munich in 1962. When Mr. Lohan returned to Chicago, he worked closely with Mies on such projects as the New National Gallery in Berlin, the IBM office building in Chicago and The Toronto Dominion Centre.

Before the establishment of Lohan Anderson, Mr. Lohan was the senior principal in his prior firm Lohan Associates. Under his leadership, the firm produced an impressive portfolio of design solutions including such projects as the McDonald's Corporate Headquarters Campus, the John G. Shedd Oceanarium, and the Sinai Temple as well as national and international projects.

Mr. Lohan firmly believes that successful projects and **satisfied clients** are the result of well-detailed, functional and innovative yet timeless design. Throughout his career, Mr. Lohan has successfully humanized the traditional modernism of the fifties and sixties by infusing variety and texture to enrich each building design. Dirk Lohan's achievements in architecture have been recognized with many awards, including being appointed a Fellow in 1983, by the American Institute of Architects.

EDUCATION

Technische Hochschule, Munich, Germany,
Diplom-Ingenieur, 1962
Illinois Institute of Technology, 1957-58

PROFESSIONAL AND CIVIC INVOLVEMENT

American Institute of Architects (AIA), Member
Chicago Central Area Committee, Chairman
Illinois Institute of Technology, Trustee/Executive Committee
Adler Planetarium, Life Trustee
SOS Children's Villages USA, President
The Economic Club of Chicago, Member

SELECT DESIGN EXPERIENCE

Chicago Public Library - Branch Library Prototypes Guidelines, Chicago, IL
353 North Clark Office Tower, Chicago, IL
Calamos Investments Corporate Headquarters, Naperville, IL
Ravinia Dining Hall Festival Pavilion, Highland Park, IL
2135 CityGate Centre, Naperville, IL
Adler Planetarium, Chicago, IL
Northwestern University Mary & Leigh Block Museum, Evanston, IL

LOHAN ANDERSON
 REQUEST FOR PROPOSAL
 DES PLAINES PUBLIC LIBRARY
 OUR RELEVANT PROJECTS

Following are projects which the firm has provided services of similar size and scope to your project.

The following projects are public libraries and/or building expansion and renovation projects, which pertain to the building type of the Des Plaines Public Library and the need for building renovation in your project.



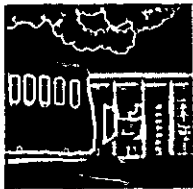
Orland Park IL Public Library

- 93,000 sf
- 2 story + basement
- 350 Reader seats; 65 computers
- 210 Car parking



**Chicago Public Library
Branch Prototypes**

- Design Guidelines & Programming
- 8,800 sf Greater Grand Crossing
- 16,300 sf Richard M. Daley
- 18,200 sf Edgewater



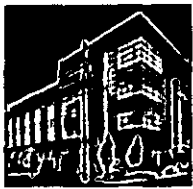
Elmhurst IL Public Library

- 90,800 sf
- 2 story + partial basement
- 420 Reader seats; 86 computers
- 174 Car parking



**Northwestern University Block Museum
of Art, Chicago, IL (Building Expansion)**

- 20,000 sf
- 2 stories
- integrated with other campus arts buildings



Des Plaines IL Public Library

- 82,000 sf
- 4 story
- 470 Reader seats
- Part of downtown redevelopment
- Enhancements added later



**Adler Planetarium Sky Pavilion, Chicago, IL
(Building Expansion & Renovation)**

- 64,000 sf museum addition
- 96,000 sf public space restoration
- Projection theater
- AIA Chicago Distinguished Building



**St. Charles IL Public Library
(Building Expansion & Renovation)**

- 50,000 sf renovation
- 50,000 sf expansion
- Programmed by Lohan Anderson
- Currently in design

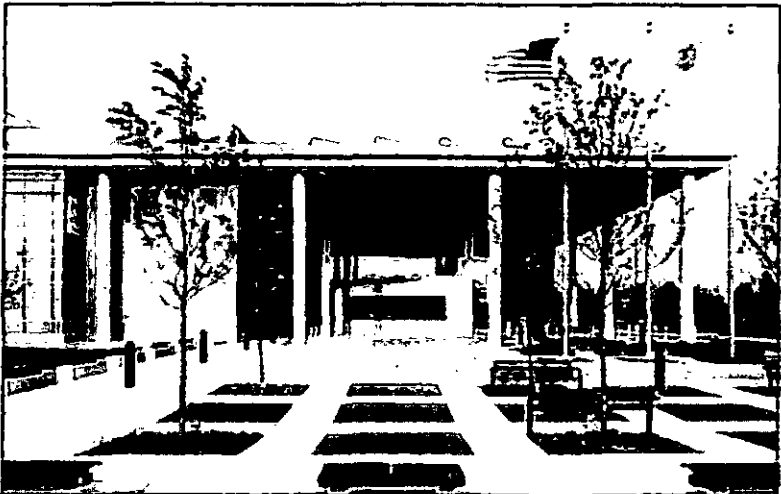


**John G. Shedd Aquarium Oceanarium,
Chicago, IL (Building Expansion)**

- 175,000 sf
- 3,000,000 gallon exhibit
- cafeteria, restaurant, and retail

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

ORLAND PARK PUBLIC LIBRARY
ORLAND PARK, IL



PROJECT DESCRIPTION:

The library offers a warm, welcome retreat with natural interior finishes that compliment the surrounding park's ambience. The library is a two story building with a partial basement totalling 93,000 SF and it provides 350 reading seats, public meeting rooms for 200, capacity for 310,000 volumes and 34,000 non-printed items. This project received a 2006 Merit Award for New Construction - Suburb from the Chicago Building Congress.

ROLE OF FIRM:

PROJECT BUDGET:

KEY REFERENCE CONTACT:

CONTACT PHONE NUMBER:

**DESIGN ARCHITECT AND
ARCHITECT OF RECORD**

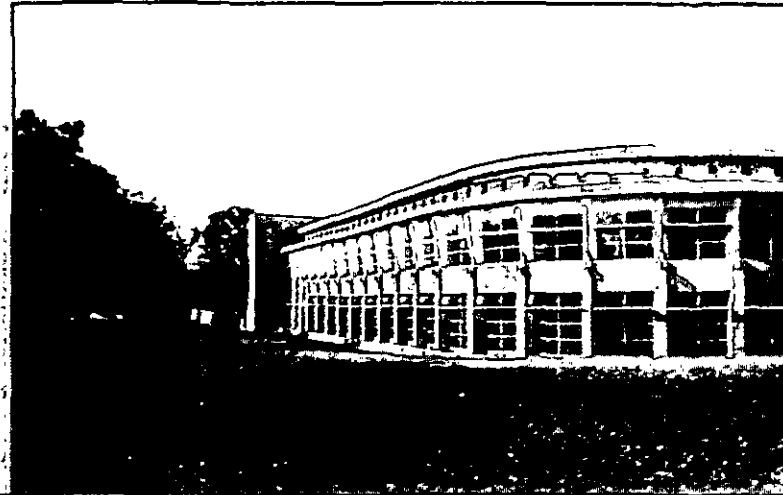
\$17 MILLION

MARY WEIMAR, DIR.

(708) 428-5203

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

ELMHURST PUBLIC LIBRARY
ELMHURST, IL



PROJECT DESCRIPTION:

The library offers a warm, welcome retreat with natural interior finishes that compliment the adjacent park's ambiance. The library is a two story building with a partial basement totalling 90,800 SF and it provides 420 reading seats, public meeting rooms for 200, capacity for 340,000 volumes and 45,000 non-printed items. This project received the Illinois-Indiana Masonry Council Gold Award in 2004.

ROLE OF FIRM:

DESIGN ARCHITECT AND
ARCHITECT OF RECORD

PROJECT BUDGET:

\$24 MILLION

KEY REFERENCE CONTACT:

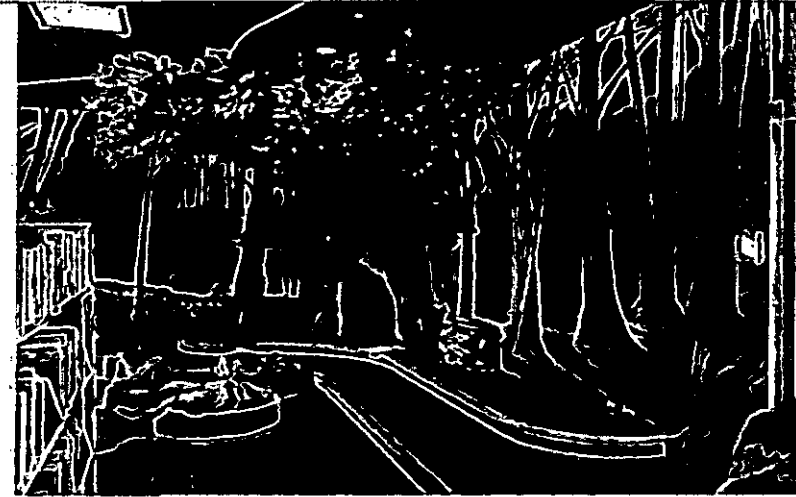
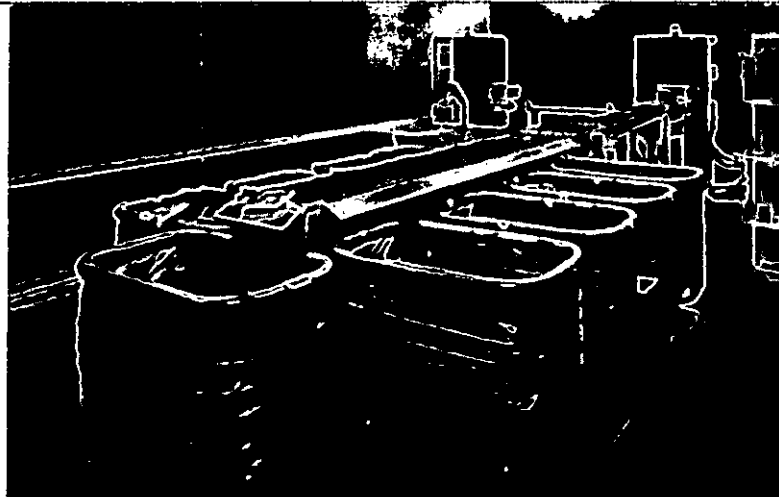
MARY BETH CAMPE, DIR.

CONTACT PHONE NUMBER:

(630) 530-6300

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

DES PLAINES PUBLIC LIBRARY - UPDATES
LOBBY • WORKROOM • POETRY CORNER
DES PLAINES, IL



PROJECT DESCRIPTION:

The library incorporated new technology, the Radio Frequency Identification System, calling for a rework and update of the lobby and workroom. Six years after the building was completed, Lohan Anderson was retained to modify the lobby and service desks to accommodate a Radio Frequency Identification (RFID) system that would provide a more efficient self-check out system to the patrons of the library.

ROLE OF FIRM:

PROJECT BUDGET:

KEY REFERENCE CONTACT:

CONTACT PHONE NUMBER:

**DESIGN ARCHITECT AND
ARCHITECT OF RECORD**

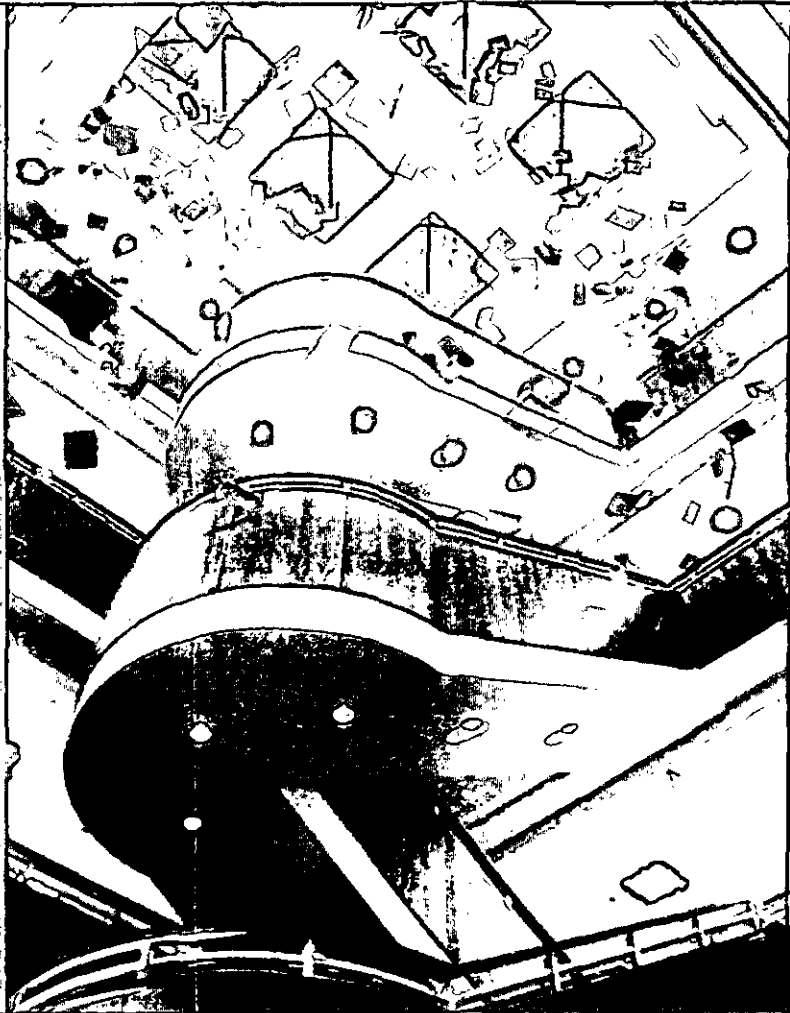
VARIED

HOLLY SORENSON, DIR.

(847) 827-5551

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

DES PLAINES PUBLIC LIBRARY
DES PLAINES, IL



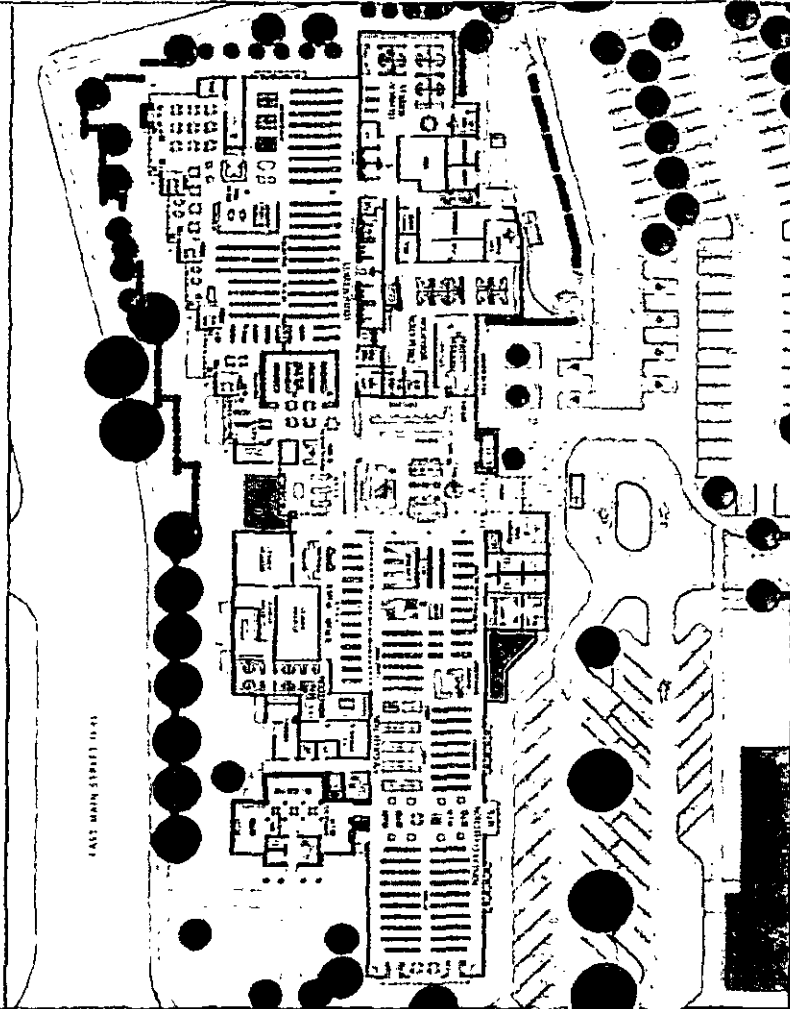
PROJECT DESCRIPTION:
The library replaced a vacant mall and was the catalyst for the redevelopment of Des Plaines' downtown. The library is a four story building totaling 82,000 SF and provides 470 reading seats, public meeting room for 200, capacity for 245,000 printed volumes and 32,500 non-printed items. This project received the Illinois-Indiana Masonry Council Gold Award in 2001.

ROLE OF FIRM:
PROJECT BUDGET:
KEY REFERENCE CONTACT:
CONTACT PHONE NUMBER:

DESIGN ARCHITECT AND ARCHITECT OF RECORD
\$11.4 MILLION
HOLLY SORENSON, DIR.
(847) 827-5551

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

ST. CHARLES PUBLIC LIBRARY
ADDITION AND RENOVATION
ST. CHARLES, IL



PROJECT DESCRIPTION:

The St. Charles Public Library is a three level building requiring a 50,000 SF renovation and 50,000 expansion for a community of 47,000 residents expected to grow to 70,000 residents. Lohan Anderson has worked closely with the Library Board and Director to develop and design the building to suit the growing needs of this thriving community as well as push the project through the necessary referendum and re-zoning processes.

ROLE OF FIRM:

PROJECT BUDGET:

KEY REFERENCE CONTACT:

CONTACT PHONE NUMBER:

**DESIGN ARCHITECT AND
ARCHITECT OF RECORD**

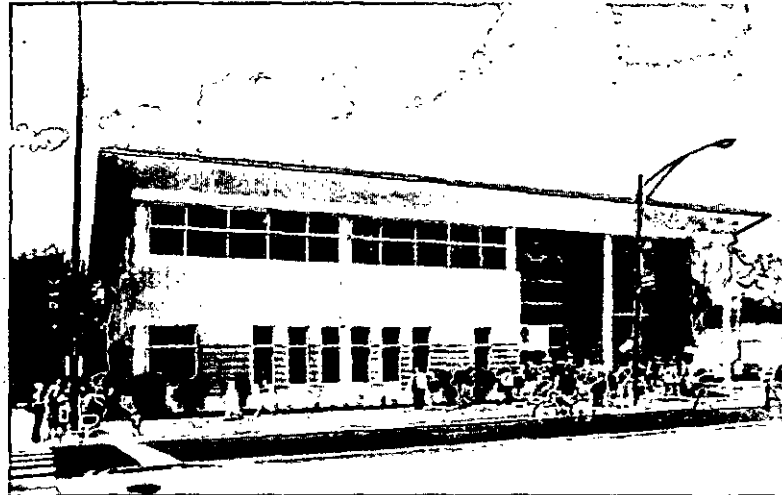
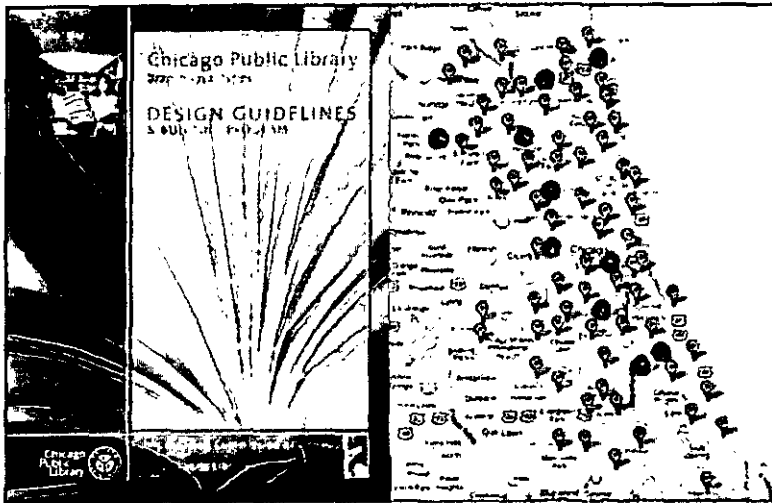
\$28.9 MILLION (ESTIMATED)

DIANA BROWN, DIR.

(630) 584-0076

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

CHICAGO PUBLIC LIBRARY
BRANCH LIBRARY GUIDELINES & NEW CONSTRUCTION
CHICAGO, IL



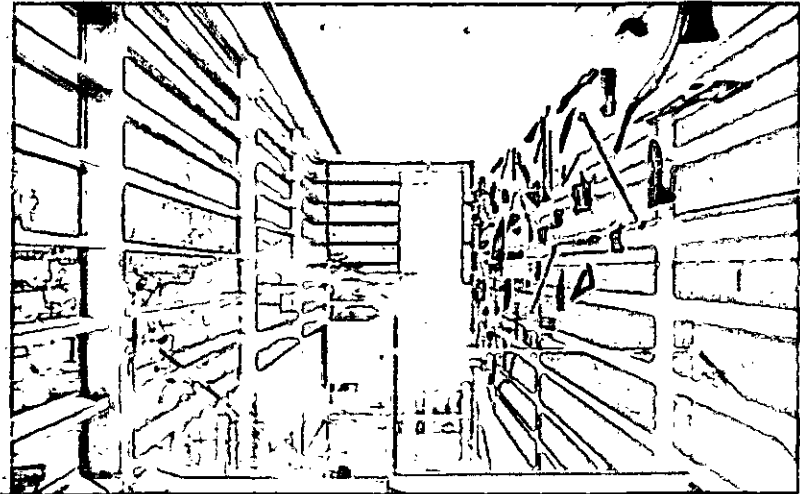
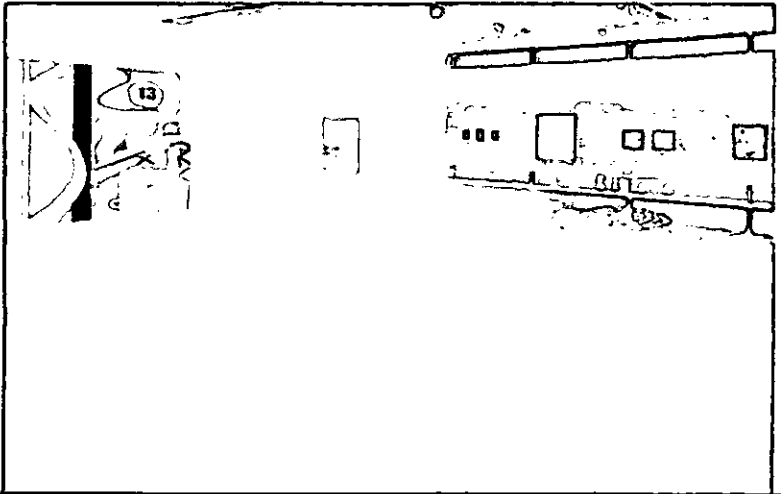
PROJECT DESCRIPTION:
Lohan Anderson is the Design Architect for the Public Building Commission of Chicago's construction of several prototype branch library facilities to be located throughout the city. Prior to design, a document was prepared to establish Design Guidelines and the programmatic requirements for each of the branch types. The primary objective was to establish standards for egalitarian representation of the Library through the City of Chicago, and standards for practical, economical methods of operation.

ROLE OF FIRM:
PROJECT BUDGET:
KEY REFERENCE CONTACT:
CONTACT PHONE NUMBER:

DESIGN ARCHITECT AND ARCHITECT OF RECORD
VARIED
ERIN CABONARGI, EXEC. DIR.
(312) 744-2528

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

BLOCK MUSEUM OF ART
NORTHWESTERN UNIVERSITY
EVANSTON, IL



PROJECT DESCRIPTION:

The Mary and Leigh Block Museum of Art is a 13,000 sf expansion to an existing building on Northwestern University's campus. The museum includes 2,000 sf of exhibition space, a 1,100 sf print and drawing center, a smart auditorium that seats up to 190. This project has received the AIA Chicago Distinguished Building Award, and in the words of the Chicago Tribune's critic, "It brings sophisticated style and sensitive planning to an ill-defined campus plaza."
Page 16

ROLE OF FIRM:

PROJECT BUDGET:

KEY REFERENCE CONTACT:

CONTACT PHONE NUMBER:

**DESIGN ARCHITECT AND
ARCHITECT OF RECORD**

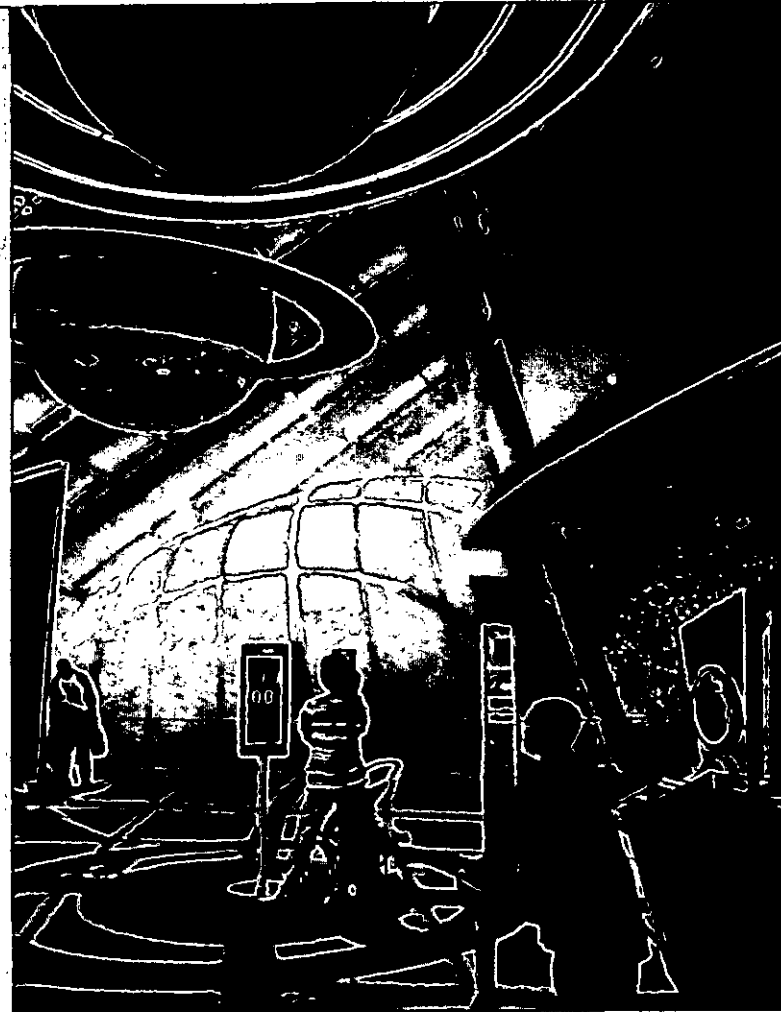
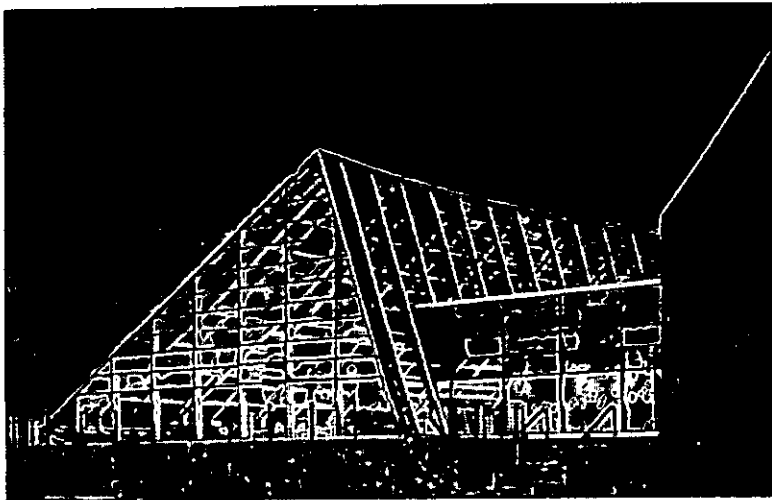
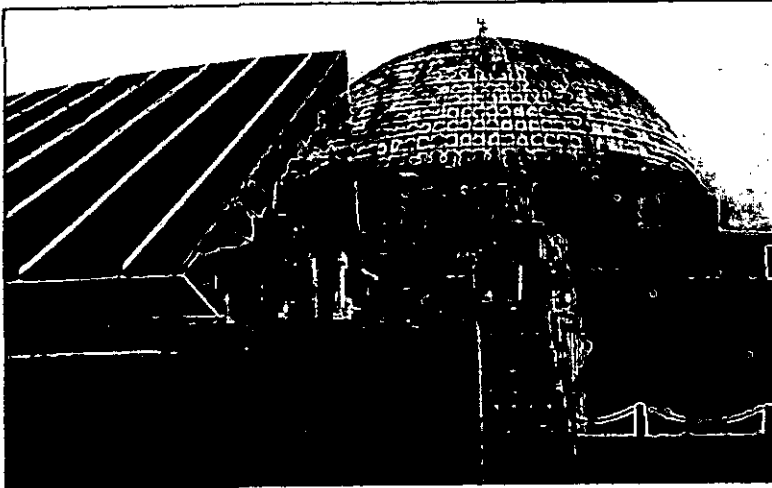
\$4.8 MILLION

DAVID MICKENBERG

(540) 342-5760

LOHAN ANDERSON
 REQUEST FOR PROPOSAL
 DES PLAINES PUBLIC LIBRARY

ADLER PLANETARIUM SKY PAVILION
 CHICAGO, IL



PROJECT DESCRIPTION:

Radiating from the original structure, the addition opens the sky to visitors with spectacular views of Chicago's lakefront and the stars above. The Reorganization of existing support space greatly improved operations, efficiency and visitor services. The replacement of an existing parking ring with a promenade expanded pedestrian activity and linked the Adler Planetarium to other museum campus improvements.

ROLE OF FIRM:

PROJECT BUDGET:

KEY REFERENCE CONTACT:

CONTACT PHONE NUMBER:

**DESIGN ARCHITECT AND
 ARCHITECT OF RECORD**

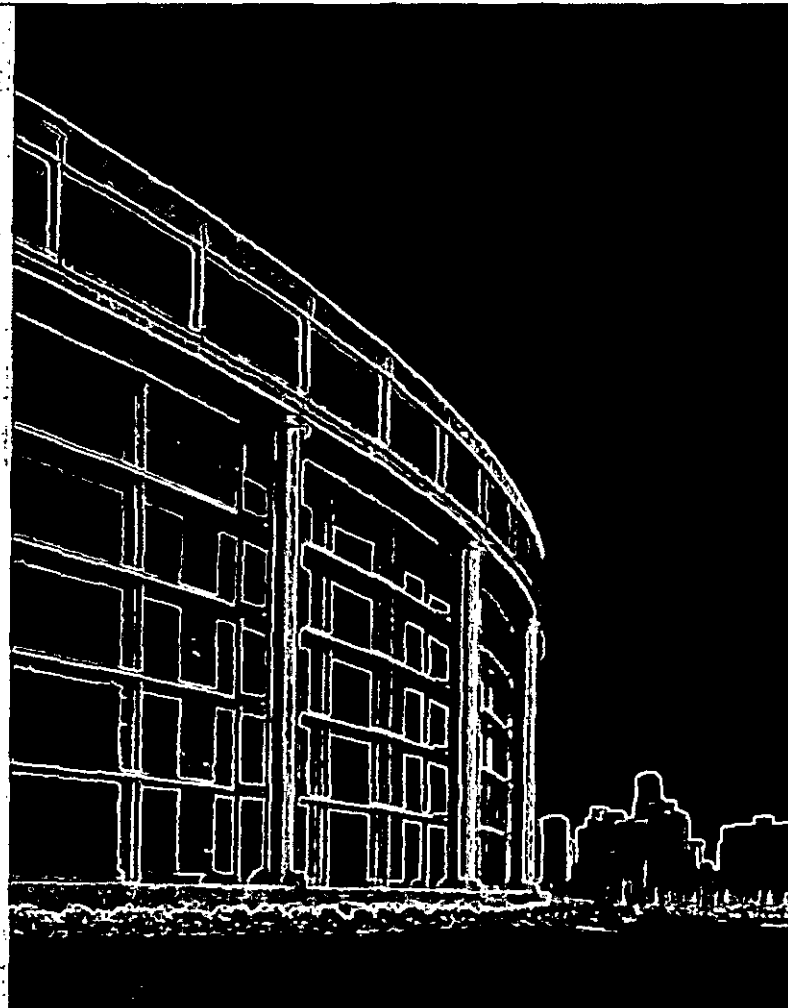
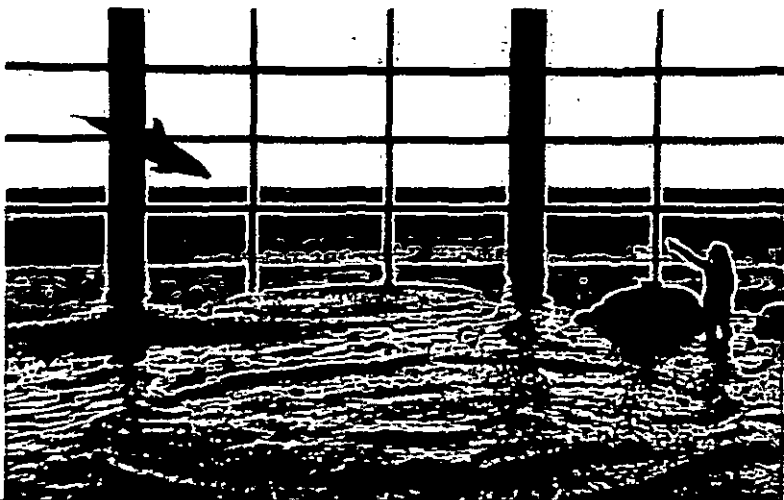
\$4.8 MILLION

BONNIE HUMPHREY

(847) 491-3677

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

JOHN G. SHEDD AQUARIUM
OCEANARIUM ADDITION
CHICAGO, IL



PROJECT DESCRIPTION:

Design for the Oceanarium fits the stately image of the original building without overpowering it and effectively blending two building styles into one effective whole. The scope of the project included a 175,000 sf oceanarium marine mammal pavilion, 3,000,000 gallon marine mammal exhibit, cafeteria for 260, restaurant for 135, auditorium for 300, gift shop, temporary exhibit gallery, and animal husbandry spaces.

ROLE OF FIRM:

PROJECT BUDGET:

KEY REFERENCE CONTACT:

CONTACT PHONE NUMBER:

**DESIGN ARCHITECT AND
ARCHITECT OF RECORD**

\$28.9 MILLION (ESTIMATED)

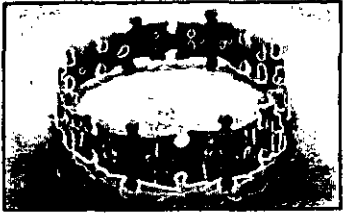
HARRY SIEGLE

(312) 645-9000

The following pages provide other information believed to be useful and applicable to the Library's vision for this project.

Firm Profile

Lohan Anderson is an **internationally recognized** firm offering a comprehensive range of professional design services in the fields of Architecture, Planning, and Interior Design. We have extensive experience in a **diverse portfolio** of projects including **libraries** and museums, corporate headquarters and campuses, urban and suburban commercial developments, religious and academic facilities, residential buildings, and **public open spaces**. On the majority of these projects, we have assumed the *role of leader of the interdisciplinary design team*, taking responsibility for the overall project planning, design, and coordination of all involved disciplines.



Our Design Approach

- We strive for **well-detailed and technologically innovative design** with an artistic expression that will stand the test of time.
- We approach the design of a project **without preconceptions**; rather, our work is the result of a search for the **most appropriate solution** for each project's objectives.
- We **collaborate with clients** and communities to define their needs and aspirations. Together, we seek a **humane and enriched built environment**.

Firm Principals

Dirk Lohan came to America in the late 1950s to study under and later work with his *grandfather, Mies van der Rohe*. After Mies' death, he and others continued the practice, which over the years became Lohan Associates.

Floyd D. Anderson joined Lohan Associates in the late 1970s and became a Principal in 1995 in recognition of his project portfolio and ability to lead many aspects of the firm's management.

In 2004, Dirk Lohan and Floyd D. Anderson formed Lohan Anderson to create an innovative, interactive and dynamic practice that continues a very proud legacy of *celebrated design*. Basil W.C. Souder, who has worked with Dirk Lohan and Floyd Anderson since 1980, was added as a Principal in 2008. Michael C. Barnes joined Lohan Associates in the late 1980s and has worked with Dirk, Floyd, and Basil since then, and he became an Associate Principal with the founding of Lohan Anderson in 2004.



DIRK LOHAN, FAIA



FLOYD D. ANDERSON, AIA



BASIL W.C. SOUDER, AIA



MICHAEL C. BARNES, AIA

OUR APPROACH & METHODOLOGY TO MEETINGS & PRESENTATIONS

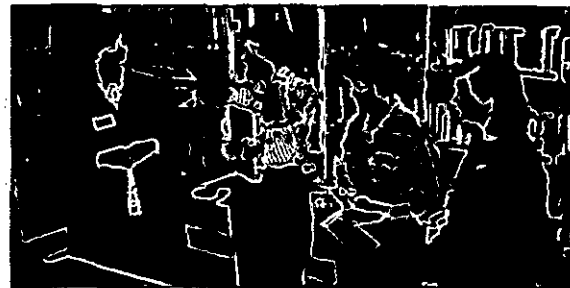
A description of the firm's approach related to progress meetings and presentations to the Library's key stakeholders.

Look closely at Lohan Anderson's portfolio of library designs and you will see that each building has been designed to meet each community's unique needs. There are reasons for this.

- We believe in a fresh approach to each project, not formulaic design or preconceived ideas.
- We believe in **design that develops through collaboration** with the client and the users, not a "top down" approach.
- We believe in design that follows through to the smallest of details, not in just pushing an aesthetic and then falling short on the subtleties that actually make a building work.
- And we know that success in these areas is dependent upon maintaining **good lines of communication** throughout the project's design and realization.

Collaborative Approach

Lohan Anderson's planning and design staff seeks to **form a team** with the Library Board and staff to achieve consensus on the improvements for the Des Plaines Public Library. We understand that your group is well versed in library planning and design issues to have advanced the project to this point. However, together we will assist the Library through careful review of the work generated to date, while providing a fresh set of eyes and potentially introducing new concepts to further enhance the existing pre-design work.



Although each Client is different, for most of our public library projects there is a working group established for a project and then a working group of the Board. **We would meet regularly** with these two working groups, along with any additional needed consultants, through the programming and design process, and then usually present to the Board as a whole at regular milestones for approval. These milestones are typically at the end of a design phase (such as Schematic Design), but could also be an interim presentation seeking input and direction but not approval. The approach and schedule that works best for the Des Plaines Public Library is one of the key decisions we would establish at the beginning of our work.





Richard J. Daley Center
50 W. Washington Street
Room 200
Chicago, Illinois 60602
(312) 744-3090
Fax: (312) 744-8005
www.pbcchicago.com

Chairman
RAHM EMANUEL
Mayor
City of Chicago

Executive Director
ERIN LAVIN CARONARGI

September 18, 2012

To Whom It May Concern:

As Deputy Director of Design for the Public Building Commission of Chicago, I have had the opportunity to work with Lohan Anderson on the development of multiple branch libraries for the Chicago Public Library. In 2008 the firm was appointed as our Design Architect with the responsibility for developing prototype branch libraries which were to be built in a variety of Chicago communities based on the goals as set out in the Chicago Public Library's Capital Improvement Program.

One of the most significant achievements of their work with us is their development of design standards for the prototype branches. Codifying these standards in an easy to follow manual has greatly helped the PBC to maintain consistency over the library's Capital Improvement Program. In fact, being the first written standards for any program has allowed us to use them as a base in creating standards for other user agencies we work with.

Lohan consistently maintains a high level of professionalism which translates into beautiful works of architecture that continue to inspire the communities in which they are built.

Please don't hesitate to contact me if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin S. Hall'. The signature is stylized with a large, sweeping initial 'K' and a horizontal line extending to the right.

Kevin S. Hall, AIA
Deputy Director of Design

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

September 19, 2012

To Whom It May Concern:

The St. Charles Public Library Board of Trustees and staff have worked with the architects of Lohan Anderson since 2005. Working with Floyd Anderson, Michael Barnes, and Dawn Brightfield has been an extremely positive and satisfying experience for everyone on the Board and staff. They offer creative and functional solutions to space needs. We were attracted to the firm because of the beauty and functionality of other public libraries they designed, and they created a design for St. Charles that matched and exceeded them. In addition to being a lovely and striking design, their proposal for remodeling and expanding the present facility was sensitive to the site and the existing library buildings. It alluded to and enhanced the earlier styles, but also offered a more modern and welcoming presence in our community.

We began in 2005 with a review of our building program and site needs and possibilities as they related to the Library's desire to remodel and expand the existing facility. This project offered a unique challenge, because the existing facility actually is three buildings: the original 1908 Carnegie and two additions from 1964 and 1988. Throughout the entire process, the architects have remained accessible, always open and responsive to suggestions, and very patient. They understand public library functions and space needs, as well as the funding and political issues involved. They are excellent listeners who are willing and able to incorporate suggestions into their designs. They have been unfailingly positive and effective in their meetings with all the diverse groups.

The failure of the referendum in 2010 was due primarily to bad timing, given the poor economy and rapidly changing technologies. As a result of post-referendum feedback, the Library Board asked the architects to review the 2010 design and to consider how we might reduce the size and optimize existing space. Since then, Lohan Anderson architects have presented a downsized and highly creative alternative design for remodeling and expanding our facility. In addition, we now are working with them to find ways to reallocate our existing space that will accommodate changing technology while allowing for the possibility of phased expansion in the future.

Our Library team has great confidence in the firm of Lohan Anderson, and a high regard and respect for each of its members.

Sincerely,



Diana Brown
Director



March 7, 2006



To Whom It May Concern:

Having worked with Dirk Lohan, Floyd D. Anderson, Michael C. Barnes and Dawn Brightfield of Lohan Anderson for over two years on our new library building, I enthusiastically recommend them to you. The hallmarks of their work are integrity, talent and communication, which not only ensured the success of the project, but also made this collaboration a pleasure.

The integrity of the staff was evident in all interactions, from early planning conversations to invoice documentation. These behaviors inspired our trust, established a productive work relationship and helped us maintain our confidence in the outcome. Their prompt and courteous responses to all our requests for information, clarification, documentation and feedback show the pride and attention they invested in our project. They are also excellent listeners.

Of course, the talent of the design team drove this project and produced a beautiful and functional building. But it was also the integrity and communication skills of the entire team that made this a pleasant process that produced results that far exceeded our expectations.

Lohan Anderson deserves your serious consideration.

Sincerely,

A handwritten signature in cursive script that reads "Sandra K. Norlin".

Sandra K. Norlin
Library Director

LOHAN ANDERSON
REQUEST FOR PROPOSAL
DES PLAINES PUBLIC LIBRARY

January 13, 2006

To Whom It May Concern:



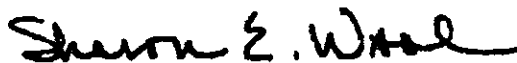
It is with pleasure that I recommend Lohan Anderson as architects, planners and interior designers for public libraries. Prior to Architect selection, our Library Board, personnel and community established the following goals:

- The building should look like it belongs in Orland Park and be aesthetically compatible yet distinctive.
- The library should convey a welcoming and warm environment. It should be inviting and comfortable.
- The new library should allow for flexibility.
- The building should be energy efficient, durable and easy to maintain.
- The architectural design should provide views into the library as well as out of the library.
- The design of the building should make it easy to use and find things even for the first time visitor.

Dirk Lohan, Floyd D. Anderson, Michael C. Barnes and Dawn Brightfield embraced our goals and collaborated with our Board, personnel and community to develop a design for our new library. They actively participated in community meetings to present design ideas and receive feedback during the pre-referendum phase. Our community overwhelmingly supported the referendum by a 2 to 1 ratio.

Our new Library is more than I thought it could be. It uniquely fits our community in that the space is open with plentiful natural light, there is room for significant growth in our collections, flexibility for future technologies, views from within as well as from the outside-in and support space that helps our staff be more efficient. Most importantly, they enabled us to fully explore ideas and focus on what was important to Orland Park.

Sincerely,



Sharon E. Wsol
Director

January 12, 2006

To Whom It May Concern:



It is a pleasure to write a letter of recommendation for the architectural firm of Lohan Anderson, LLC. Their team of design professionals worked with the Elmhurst Public Library Board of Trustees and staff to develop a design for our new Library, which opened in the fall of 2003.

Our Board members selected Lohan Anderson because they were impressed with the quality of this firm's work. The Lohan-designed buildings that they reviewed were very distinctive and fit well into their surroundings. Additionally, all of the references we consulted were very satisfied.

Based upon our work with Dirk Lohan, Floyd Anderson, Michael Barnes and Dawn Brightfield, I can highly recommend this team. They listened intently to our needs and concerns, they carefully reviewed the written building program statement, and they analyzed the advantages and disadvantages of our site. From this information they prepared a site plan and designed a building that not only meets our needs but is also perfect for its setting.

Working with Lohan Anderson design team was a very satisfying experience because they involved us in every step of the process, resulting in a beautiful and functional building that is truly our own.

Sincerely,

A handwritten signature in black ink, appearing to read "Marilyn H. Boria". The signature is written in a cursive, flowing style.

Marilyn H. Boria
Director

CONTACTS

Floyd D. Anderson, AIA – Principal +312.229.6900 fdanderson@lohananderson.com
Michael C. Barnes, AIA LEED AP – Associate Principal +312.229.6945 mbarnes@lohananderson.com
Dawn Brightfield – Senior Associate +312.229.6925 dbrightfield@lohananderson.com

Office +312.988.7800
Fax +312.229.1232
www.lohananderson.com
401 North Michigan Avenue, Suite 500
Chicago, IL 60611

LOHAN ANDERSON

401 North Michigan Avenue, Suite 500
Chicago, Illinois 60611

www.lohananderson.com

CORDOGAN CLARK & ASSOCIATES INC.

: ARCHITECTS • ENGINEERS :

September 12th 2013

Roberta Johnson
Deputy Director
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Re: Des Plaines Public Library - Improvements Proposal

Dear Ms. Johnson,

Thank you for sending your invitation to Cordogan Clark & Associates to provide a revised proposal for architectural and interior design services for your library's renovations.

The Preliminary Design Concepts are based on the scope outline provided. We would identify, research, study and execute schematic design concepts with associated estimates of construction cost to assist the Library in making informed decisions for future improvements.

Our base proposal includes the following:

1. Schematic Design concepts for the scope outline.
2. Research product data applicable to each scope concept.
3. Meet with IT and Furniture vendors.
4. Create schematic drawings and/or sketches.
5. Provide Budgetary estimates of probable costs for scope.
6. Present documents for owner review.

These basic services will be provided at our hourly rates attached for a fixed fee of **\$30,000.00**.

With regards to the fourth floor terrace we will consider ways at a schematic stage to make it more usable for fixed fee of **\$5,000.00** based on our hourly rates.

We would then review the total costs with the Owner to determine which scope items would be implemented into the Library. Once these scope items are approved by the Owner we would then provide a proposal for complete A&E services for construction documentation through construction administration and closeout.

Any reimbursements for mileage, shipping, printing, etc. will be billed at 1.1 times the direct cost. Our current hourly rates are attached. If there are any changes in the scope that are not included in the basic services, we would apply these hourly rates.

I am available to meet with you, Ms. Sorensen, and your board of trustees at your convenience to discuss this proposal further. We very much wish to become your architects for these renovations and can promise you our full commitment in making the experience of working with us a very pleasant one.

On a personal note, it would be very gratifying to work with your library once again.

Yours sincerely,


Anthony Oliver
Senior Library Executive

SCOPE OUTLINE

DATE: September 12th 2013

RE: Des Plaines Public Library Renovations

First Floor

Hallway between meeting rooms and library lobby

- Art Gallery – new sound system, new lighting.

Atrium outside meeting rooms.

- Provide some form of display cases or banner hardware for upcoming events or other advertisements.

Repurpose projector room in small meeting room.

- Remove raised floor.

Repurpose book mobile garage.

- Some area needs to be retained for maintenance.
- May be used for staff space if Tech Services could move to first floor.
- Workroom adjacent to the garage is adjacent to IT and could be repurposed.
- New doors and HVAC installation to be taken into consideration.

Circulation Staff Office:

- We will consider reducing the amount space dedicated to the CS staff, if this contributes to the feasibility of other improvements.

Second Floor

Early Literacy

- More space is needed.
- Ship display will be removed.
- Stage in corner will stay.
- Programming space at current Children's reference/Home school stack area.
- Youth Service Program Space: we will consider repurposing existing space to increase the area available for children's programs.
- Early Literacy Center: we will create a family centered area for developing key pre-reading skills.

Third Floor

- Adult Service Offices: We will consider relocating and consolidating all AS staff into one area within the library.
- Technical Services Office: We will consider relocating the TS staff to the ground floor.

- Public Information Office: We will consider relocating the PI staff if this contributes to the feasibility of other improvements.
- Teen Lounge : We will consider repurposing existing space to be a dedicated lounge for teen patrons, which will be larger than their existing space.

Fourth Floor

- The computerLab/Work Center: We will consider repurposing the space due to moving the digital instructions out to the main public area.
- Digital Learning Area: we will create a flexible arrangement for training on a wide variety of topics and technologies to accommodate one to ten learners.
- Adult Services Workshop : see above.
- Outdoor Terrace is under-utilized and needs to be incorporated with public use. We will study this area and provide a solution in schematic drawings.

Cordogan Clark & Associates, Inc.
2013 Hourly Rates

Principal \$150.00

Architectural

Vice President \$125.00

Associate \$105.00

Interior Designer \$100.00

Architect \$95.00

Architect II \$85.00

Architect I \$75.00

Tech I \$65.00

Engineering

Structural \$125.00

Structural Tech \$75.00

Mechanical \$125.00

Mechanical Designer \$100.00

Mechanical Tech \$70.00

Electrical \$125.00

Electrical Designer \$110.00

Electrical Tech \$75.00

Construction Management

Vice President \$125.00

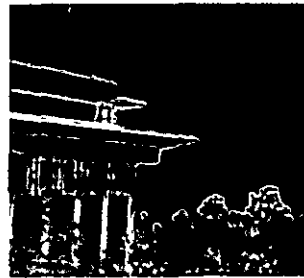
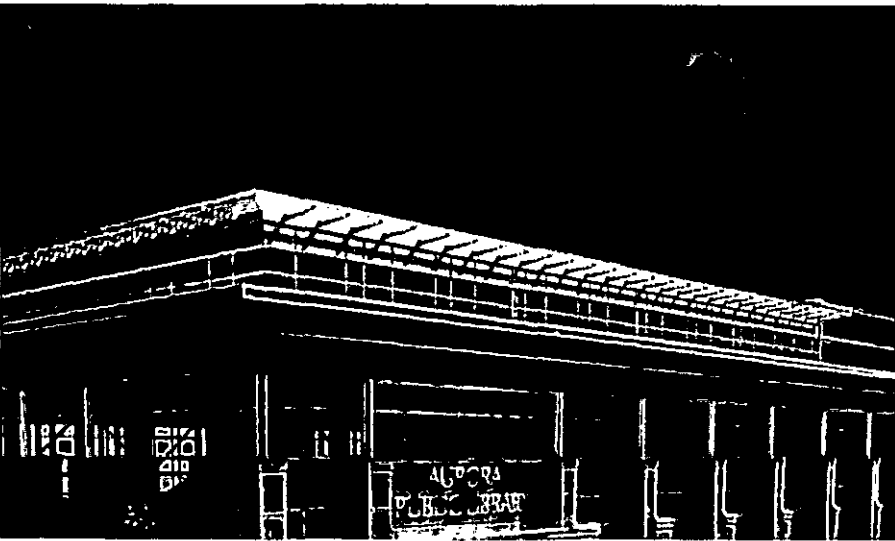
Coordinator \$105.00

Estimator \$90.00

Clerical \$70.00

- Reimbursable expenses are billed at one point (1.1) times the direct cost.
 Typical reimbursable expenses include travel and printing and shipping costs.

LIBRARY



DESIGNING SINCE
1951

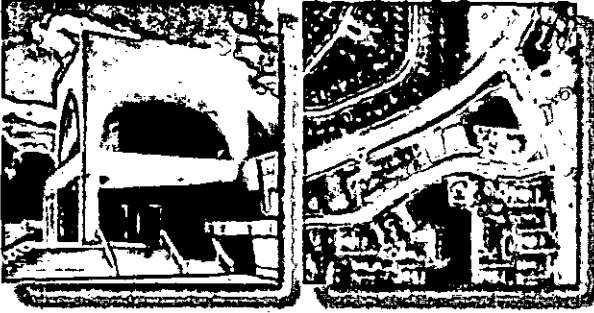
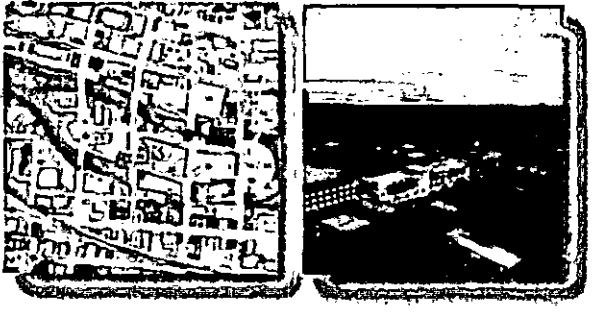
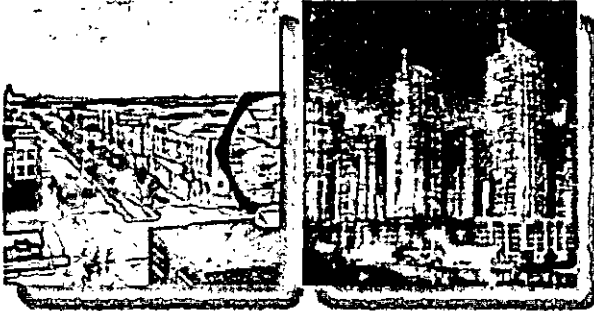
CORDOGAN CLARK & ASSOCIATES
ARCHITECTURE · ENGINEERING

FIRM PROFILE

Cordogan, Clark and Associates is a full service architectural, planning and engineering firm of innovative professionals committed to excellence. We provide advance value planning and accurate research to develop projects of high design quality, functional efficiency, and cost effectiveness.

Louis C. Cordogan, AIA, founded the firm in Chicago in 1951 and added a second office in Aurora, Illinois in 1968. John Cordogan, Managing Partner, joined the firm in 1973. The office incorporated the two locations in 1984 under the direction of Principals John Cordogan, AIA, and John Clark, AIA, to become Cordogan, Clark & Associates. Since then, the firm has grown to into a privately owned corporation of 80 professionals including architects, engineers, and planners. The firm is organized into two offices with John Cordogan as the Principal in Charge of the Aurora office, and John Clark as the Principal in Charge of the Chicago office.

The structure of Cordogan, Clark & Associates allows close, personal participation by principals and key personnel on each project. Assisted by an excellent staff of trained professionals, the principals guide each project from programming and conceptual stages through construction and occupancy, providing experienced project management and consistent design quality. CCA believes in providing each client's project the continual, personal focus of a trained team of professionals, whose level of expertise is achieved through years of on-the-job experience. Our design methodology encourages a high level of client involvement as an informed, integral member of the team, through all phases of the project. This collaborative process has proven highly successful in creating distinctive architecture which meets our clients' expectations.



PROFESSIONAL SERVICES

Cordogan Clark & Associates (CCA) is a full service planning, architectural, interior design, engineering, and construction management corporation of innovative professionals committed to excellence. We believe in creating architecture that responds to its environment and enhances the lives of those who experience it. Cordogan Clark & Associates customarily provides the following professional services:

- Programming
- Pre-Referendum Services
- Master Planning
- Architectural Design
- Landscape Design
- Facility Analysis
- Site Analysis
- Capital Improvement Planning
- LEED Sustainable Design
- Interior Design
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Construction Management
- Cost Estimation
- Project Scheduling
- Owner Representation / Development Services

At your preference, CCA can provide the services listed above in house, or coordinate these services through consultants. Whether we provide the services listed above or utilized expert consultants, our project approach incorporates a collaborative, fully integrated design process that provides the creative talent, technical expertise, and project control to deliver projects on time and on budget.

Although not provided in house, Civil Engineering services can be coordinated by Cordogan Clark. Whenever possible, however, we recommend our clients retain a direct contract with their preferred Civil Engineering consultant for continuity and understanding of existing conditions.

AURORA PUBLIC LIBRARY

CORDOGAN CLARK & ASSOCIATES

AURORA, ILLINOIS

The 44,000-square-foot Carnegie building located in downtown Aurora can no longer provide the space needed to service the State's second-largest city's nearly 200,000 residents in a comfortable, efficient manner nor accommodate today's technology-rich amenities.

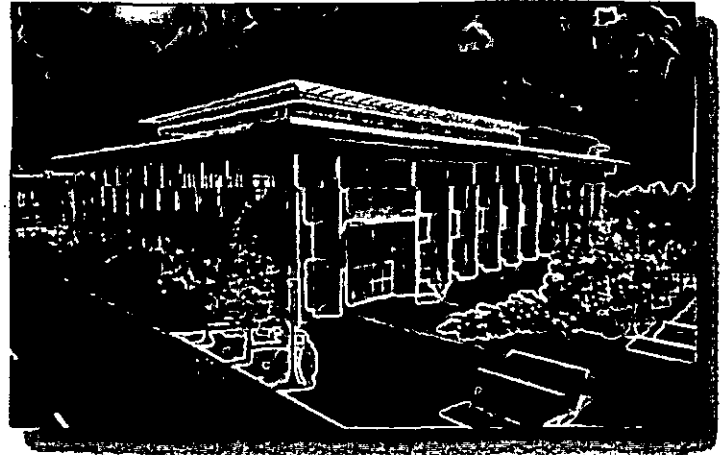
In early 2010, Cordogan Clark & Associates conducted several site analyses in an effort to identify appropriate locations in the downtown area. As a result, the library purchased the former Beacon-News property one block north at 101 S. River St. with the intent of building a new, state-of-the-art library.

The new 92,000-square-foot library will feature a flexible design that will easily adapt to meet future needs and the latest technology. There will be expanded public space for children and youth services, meeting rooms and quiet study rooms. The new library will also serve as a space for cultural endeavors such as art, humanities, performances and historical exhibits. The new library promises to become a destination point for culture and entertainment and to become a gathering point for the entire community.

Through a series of work sessions with library staff, administration, and open public meetings, CCA arrived at a design which incorporates key features each party desired; a place to provide new opportunities for exploration and growth. Key features include:

- state-of-the-art technology
- public internet / computer training
- quiet reading areas
- café / coffee shop
- study / program rooms for small & large groups
- space for teens, youth, and preschool patrons
- drive-up window

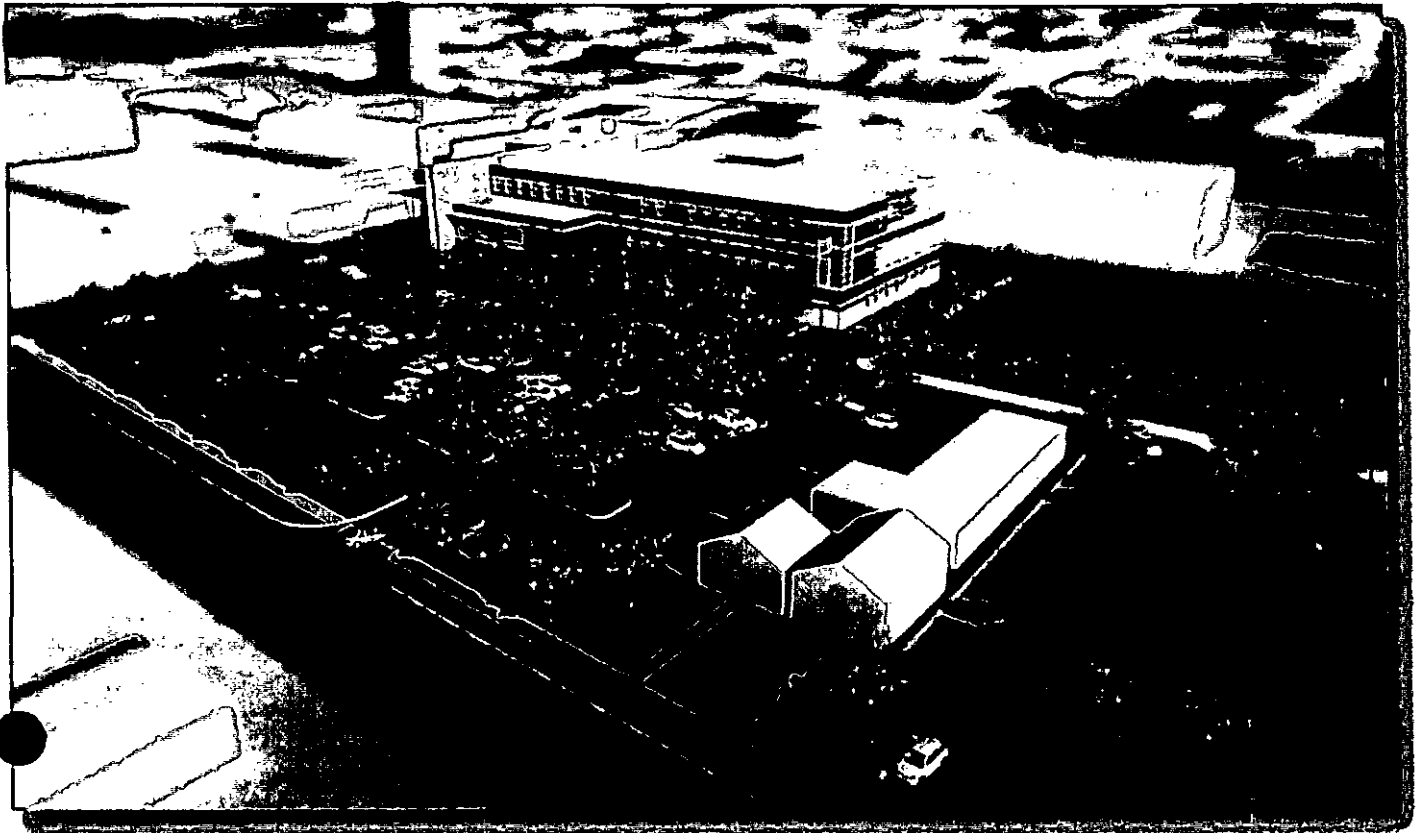
Construction began in the spring of 2013. The new library is expected to be open to the public by late 2014 or early 2015.



CORDOGAN CLARK & ASSOCIATES

AURORA PUBLIC LIBRARY

AURORA, ILLINOIS



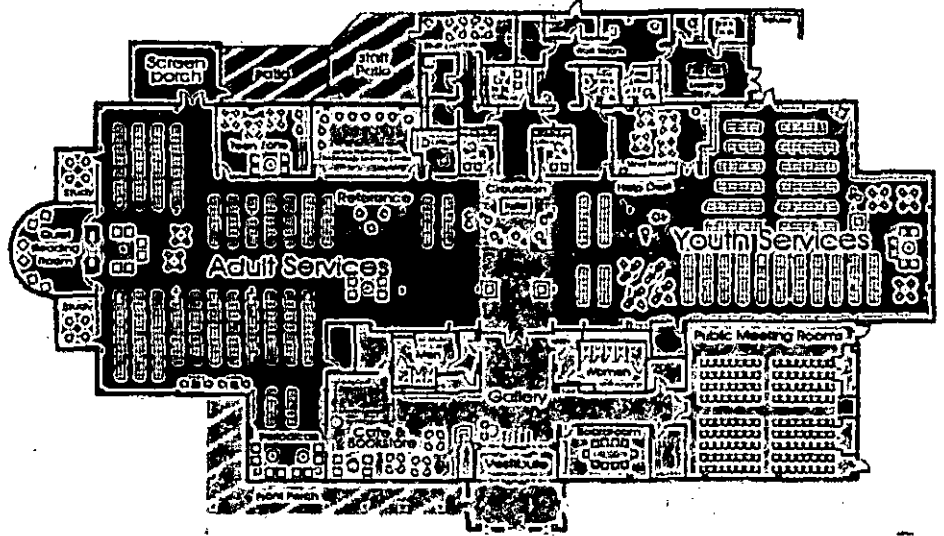
SUGAR GROVE PUBLIC LIBRARY

CORDOGAN CLARK & ASSOCIATES

SUGAR GROVE, ILLINOIS

Sugar Grove Public Library, a 27,400 square foot library building, replaces a 6,600 square foot facility to better serve the population of Sugar Grove and parts of neighboring Montgomery and North Aurora. This facility is planned to serve the needs of this growing community for the next 10 to 15 years, with commensurate increases in collections, services, and programs. The library site is large enough to accommodate an additional 35,000 square feet of future expansion.

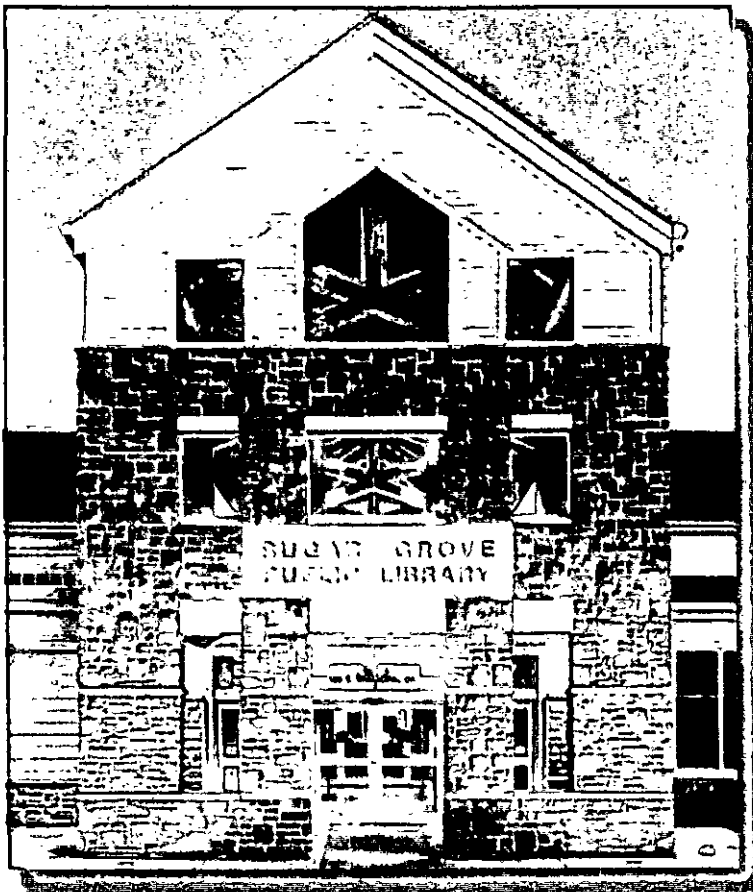
The architectural concept of Sugar Grove Public Library was derived from a public desire to reflect the rural roots of the community, rather than importing a vernacular design. Working together with the community and key library administrators, Cordogan, Clark and Associates and Leo A. Daly, the library design consultant for this project, analyzed several of the area's historic public buildings and farmhouses to distill an architectural vocabulary that most residents agree is appropriate and uniquely Sugar Grove. Architectural design, detailing, and materials create the sense that this building has long been a part of the community.



CORDOGAN CLARK & ASSOCIATES

SUGAR GROVE PUBLIC LIBRARY

SUGAR GROVE, ILLINOIS



GLEN ELLYN PUBLIC LIBRARY

CORDOGAN CLARK & ASSOCIATES

GLEN ELLYN, ILLINOIS

Physically constrained by their original facility, the Village of Glen Ellyn commissioned Cordogan, Clark & Associates to design a new 52,000 S.F. library. The new library, located at Duane Street and Prospect Avenue, houses 175,000 volumes; virtually double the size of the former library.

The new Glen Ellyn Public Library incorporates a number of design features that make it a unique and attractive facility. Columns, instead of walls, separate many of the various areas, providing an open feeling and allowing for future modifications. A contemporary version of a traditional main reading room is included that features a tall oak-trimmed volumetric ceiling that slopes upward to windows that provide generous amounts of natural light. These windows also provide public views of the activities within the facility. The library contains a Youth Services department, Adult Services department, and several public meeting rooms that are designed to be operated independently and are fully separable from the remainder of the building.

Building construction of the library is primarily of true load bearing masonry exterior walls, with steel framing for the interior floors and columns. The north wall, adjacent to the rail line, has limited fenestration for optimum sound reduction as well as energy efficiency. Building core and "service" elements are located on this elevation, which allows the other elevations to be more open. The roof and walls are heavily insulated for optimum energy efficiency.

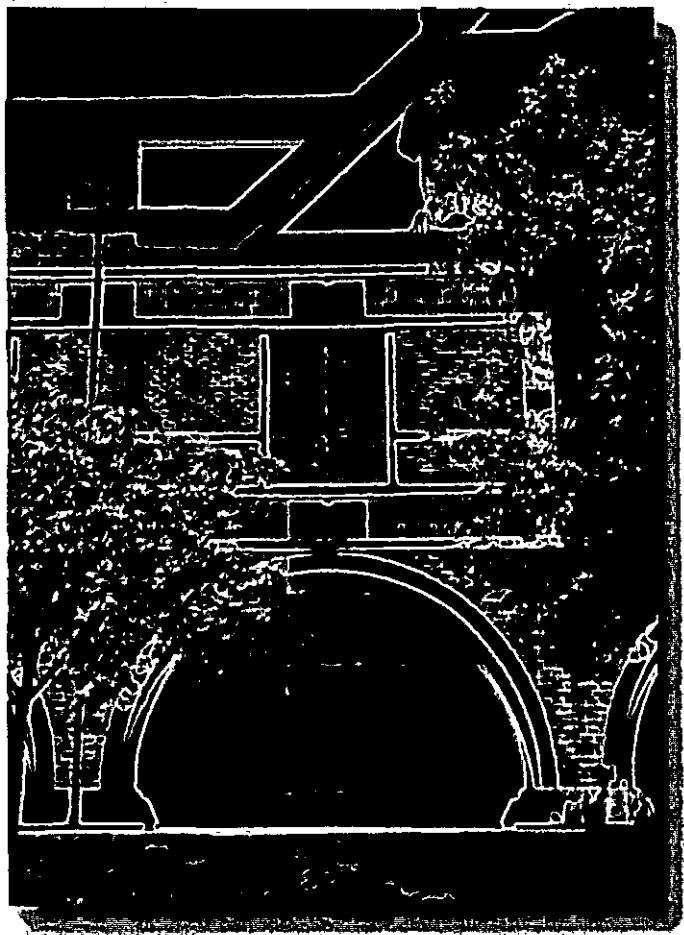
Glen Ellyn is unique both for its rolling landscape and the quality and coherence of its buildings. The new library responds to its context and is reminiscent of both the Glen Ellyn building fabric and of traditional library prototypes, evolved as a logical expression of construction requirements and internal uses. The Library's architecture, emanating from the rich historical context of Glen Ellyn, enhances its important civic nature, while reinforcing a sense of community cohesiveness. The library won a Community Beautification award from Glen Ellyn.



CORDOGAN CLARK & ASSOCIATES

GLEN ELLYN PUBLIC LIBRARY

GLEN ELLYN, ILLINOIS



MATTESON PUBLIC LIBRARY

CORDOGAN CLARK & ASSOCIATES

MATTESON, ILLINOIS

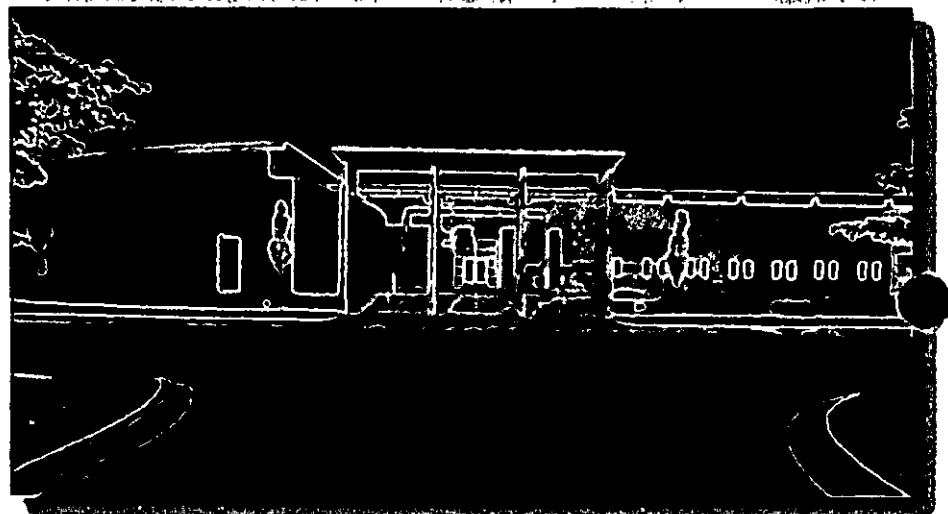
The design of this 22,000 S.F., \$2.6 million library facility was awarded first place in a national competition. Cordogan, Clark & Associates was selected by the design architects, Spangler, Semler, Schlenker of Philadelphia, and by the Matteson Public Library Board of Directors, to work with them through Schematic Design and Design Development Phases, and to provide full construction documents, specifications, and contract administration services, including services for interior design and furnishings. Our firm also provided full structural engineering services for this challenging design.

The design creates a dignified civic image and a meaningful sense of place for its suburban site through the shaping of external and internal spaces. A restrained monumentality is created through a series of hierarchically organized volumes. The building entrants a civic court, which is designed to accommodate a variety of community activities appropriate to promoting use of the library and to reinforce its importance as a civic symbol.

Internally, a central lobby and staff work area separates library functions. This arrangement affords the staff visual control and immediate access to the various service areas. Flexible arrangements of programmed functions are made possible, with all internal spaces afforded a variety of natural lighting. This facility's public meeting room may be separately accessed from the library proper, or may be secured to permit independent access.

Special care was taken with the structural construction, waterproofing, and mechanical considerations for the below-grade public room and storage areas.

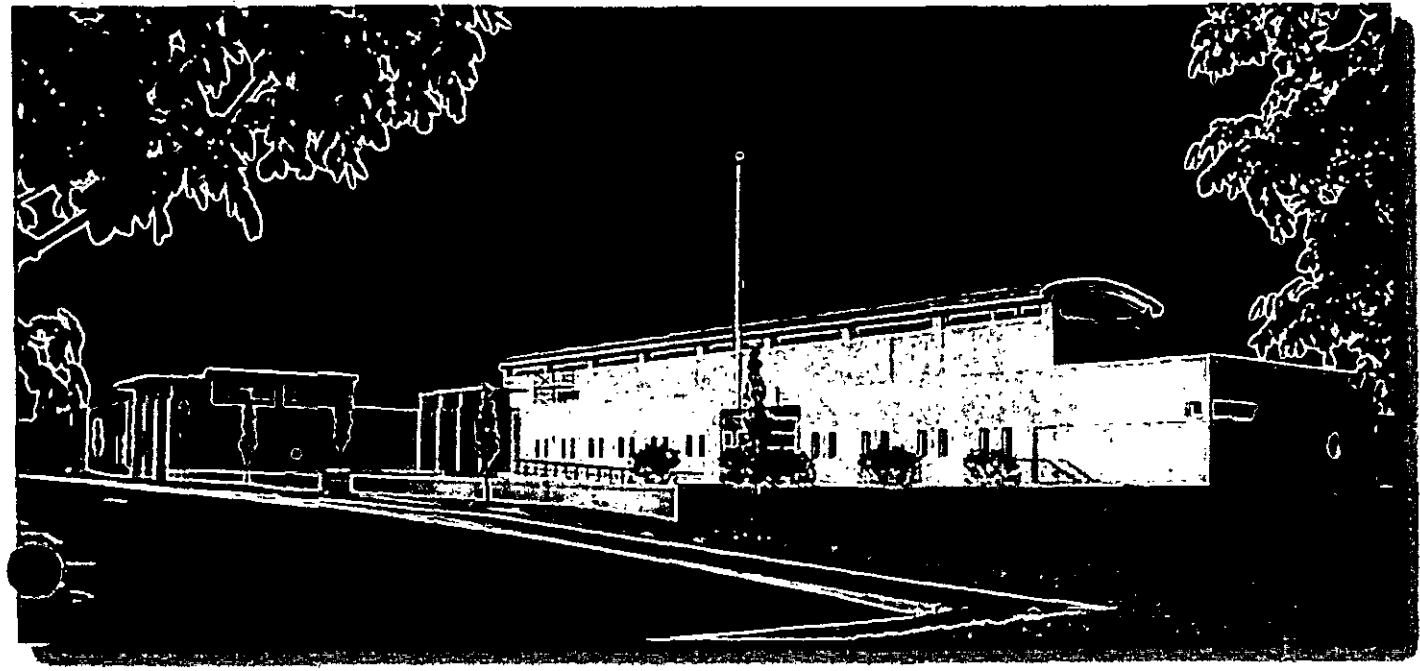
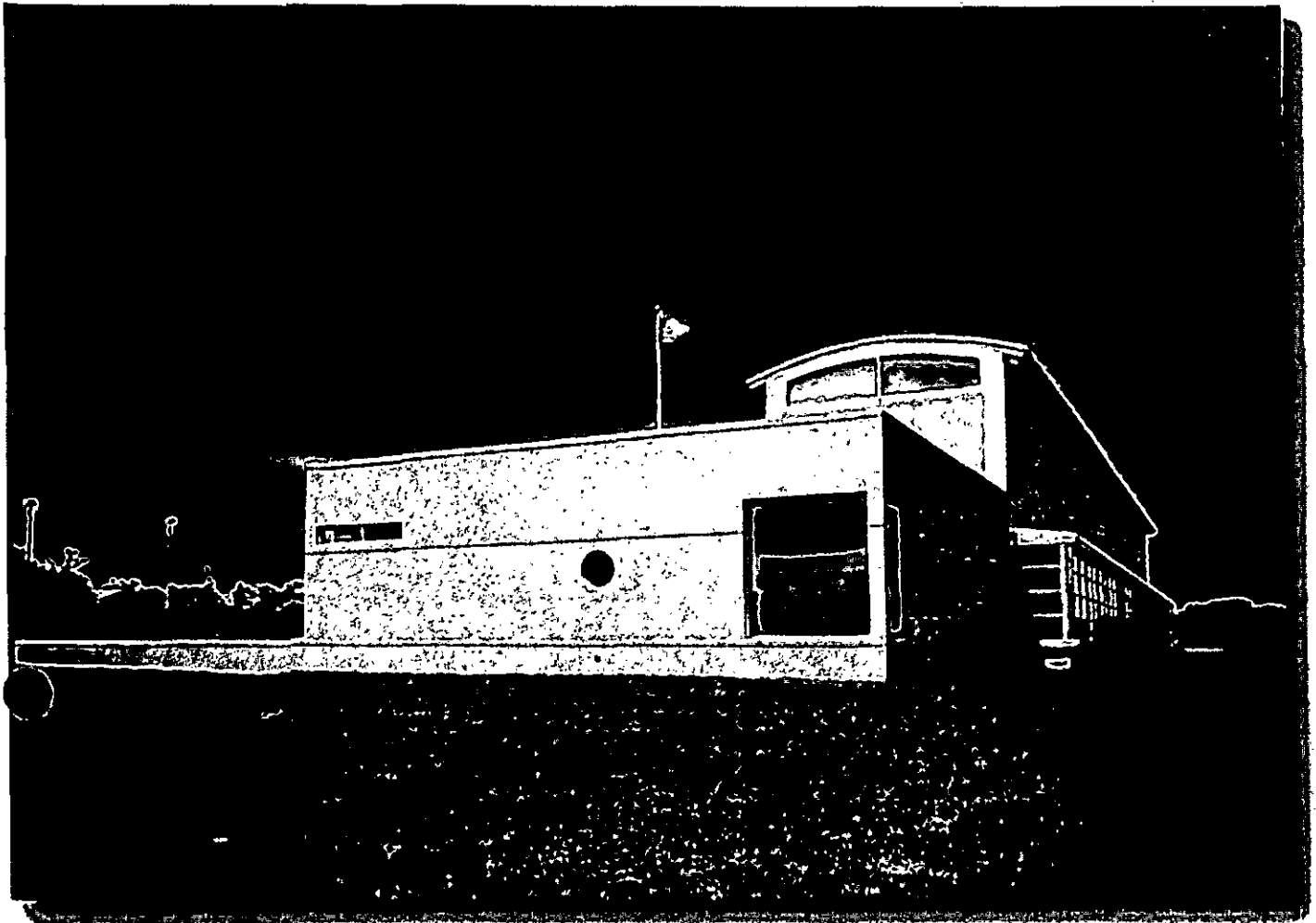
Matteson Public Library has received two design awards from the American Institute of Architects.



CORDOGAN CLARK & ASSOCIATES

MATTESON PUBLIC LIBRARY

MATTESON, ILLINOIS



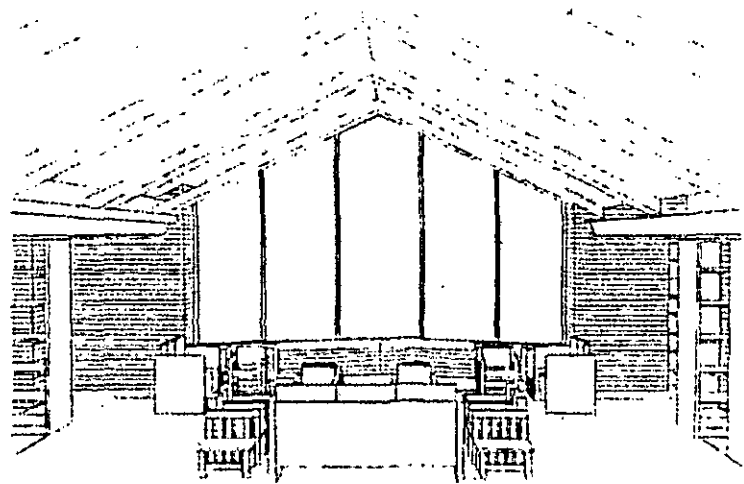
PARK FOREST PUBLIC LIBRARY

PARK FOREST, ILLINOIS

CORDOGAN CLARK & ASSOCIATES

Cordogan, Clark & Associates provided interior remodeling design services for the Park Forest Library. Our primary concern was to assist the library staff with furnishing and finish selection for the remodeling of the main Reading Room. Together, we were able to transform a dated and cluttered space into an inviting area for quiet study or recreational reading. This was accomplished in a manner sympathetic to the simple Prairie Style architecture of the existing building and adjacent interior spaces.

Cordogan, Clark & Associates created detailed floor plans, illustrating a variety of furnishing arrangements; including new chairs and sofas, carpet, and floor lamps. In addition, alternative methods of storing and displaying multi-media materials to accommodate collection growth were also detailed. Work with the Library also included rearrangement and refurbishing of existing stacks, specification of new stacks, and design of custom millwork planters.



THE CLASSICIAN READING ROOM
PARK FOREST PUBLIC LIBRARY
PARK FOREST, ILLINOIS

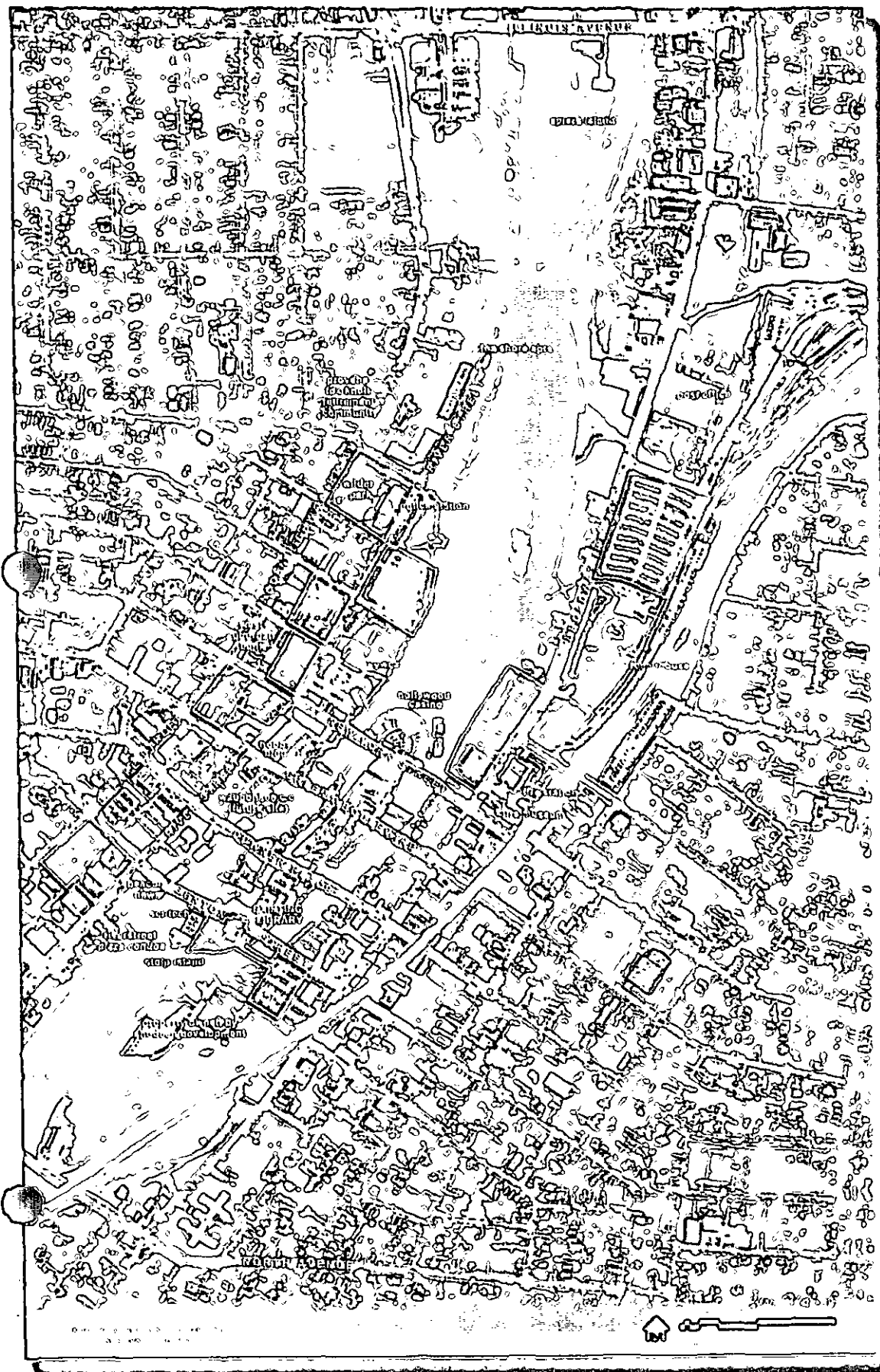
SANDWICH PUBLIC LIBRARY

SANDWICH, ILLINOIS

Cordogan, Clark & Associates conducted a feasibility study for the Sandwich Public Library.

Our firm provided a written evaluation of the existing conditions and site, making recommendations for future use and expansion of the existing building.





Cordogan, Clark & Associates provided a feasibility study and site analysis services for the Aurora Public Library.

Our primary objective was to assist the library determine whether it could expand its existing facility located in downtown Aurora.

It was determined that the site nor the facility would accommodate an expansion program contiguous with the current needs assessment.

Several area sites were looked at in the downtown area to determine the feasibility of locating the new library.

It was determined that the site of a former newspaper would accommodate the libraries needs to meet the needs of its patrons.

The new site, located a few blocks west of the current location, has been prepared and is waiting the planning process for the new library building.

STUDENT CENTER & LIBRARY

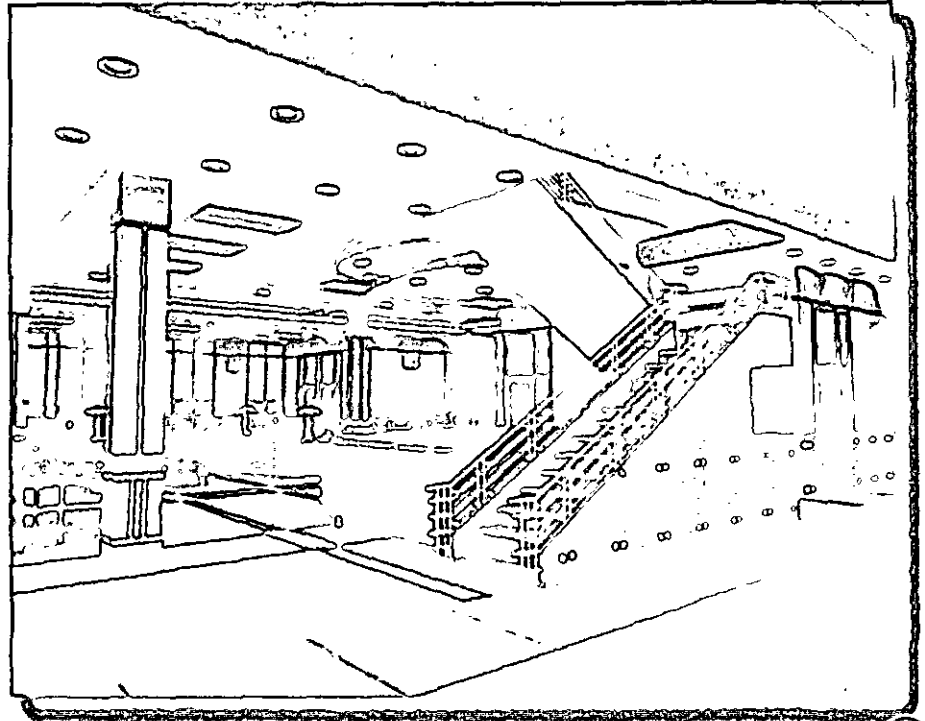
CORDOGAN CLARK & ASSOCIATES

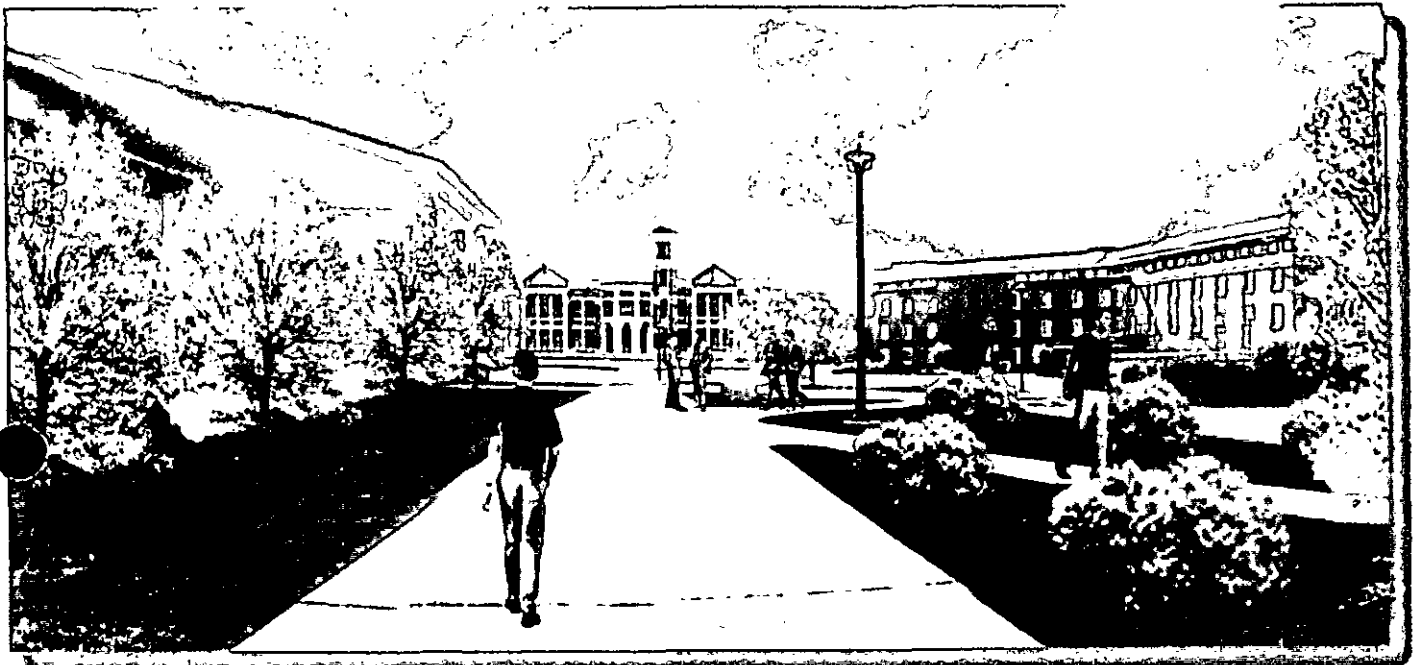
AURORA UNIVERSITY

Cordogan, Clark & Associates is currently working with the University on conceptual designs for a new student center and library for the University.

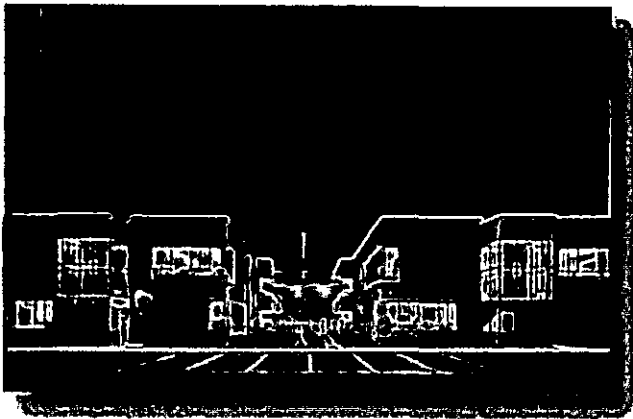
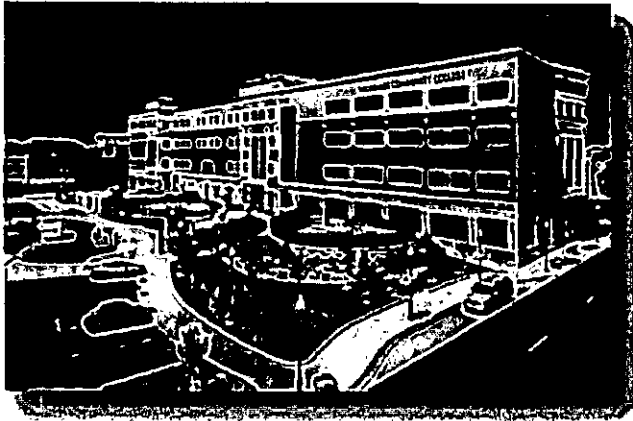
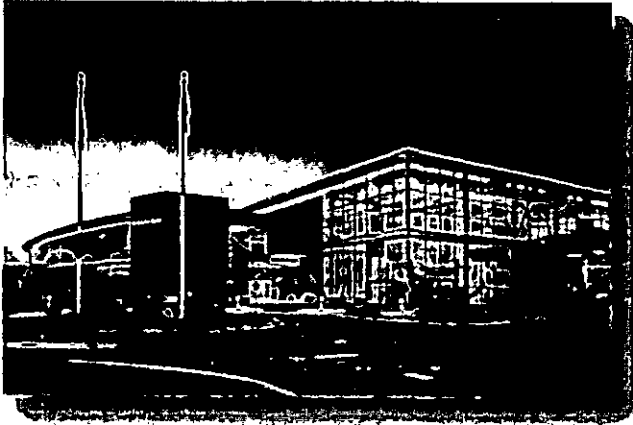
This new 50,000 square foot facility will be located on the southwest corner of the campus, visible from the central quad.

The \$18 million facility will house, among other things, the University Library, currently located in Phillips Hall and a new contemporary student dining hall, currently located in Alumni Hall.





GENERAL EXPERIENCE



VAUGHAN ATHLETIC CENTER

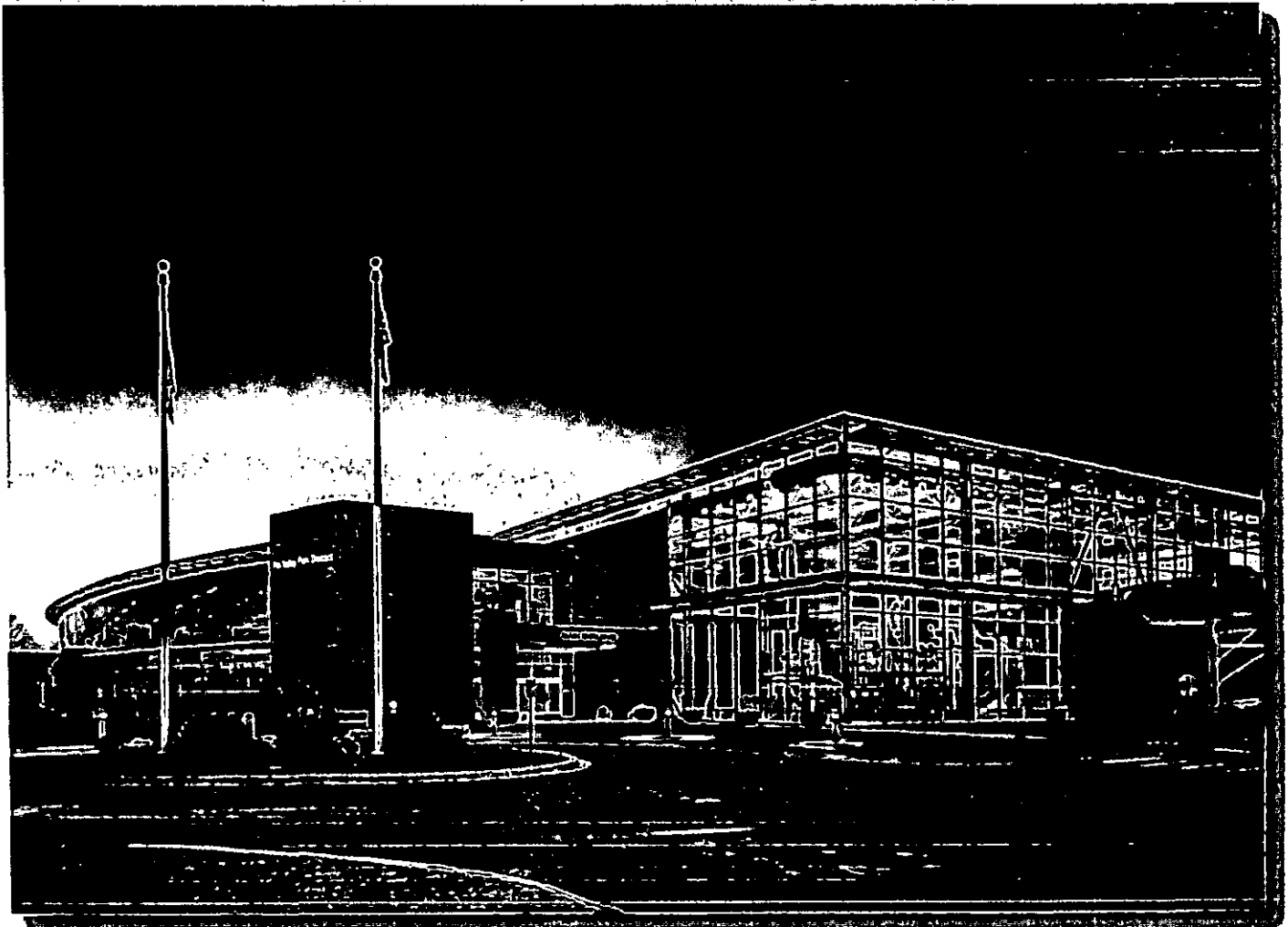
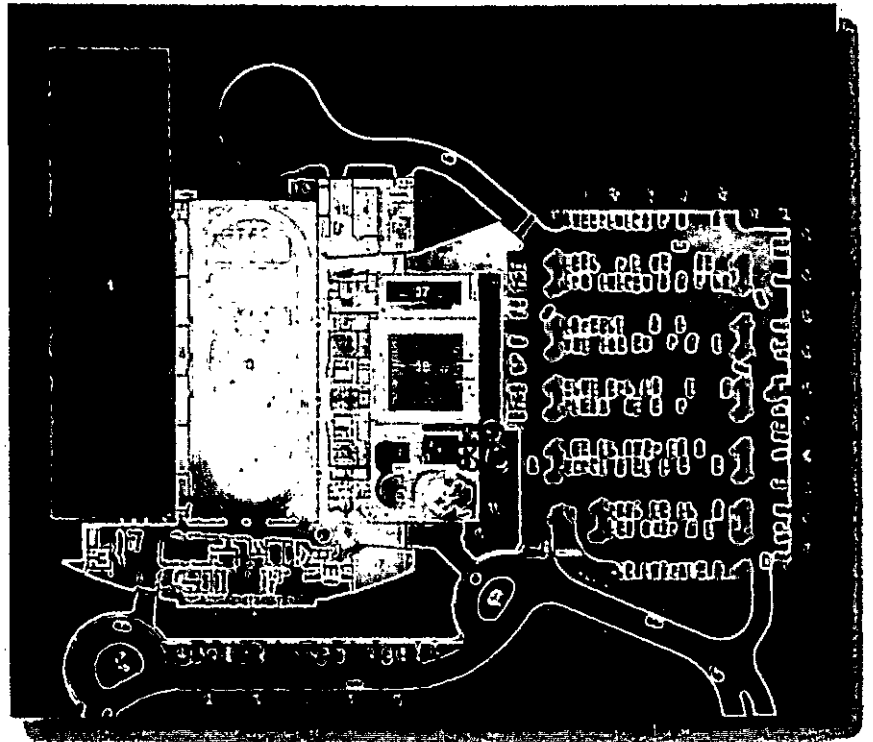
CORDOGAN CLARK & ASSOCIATES

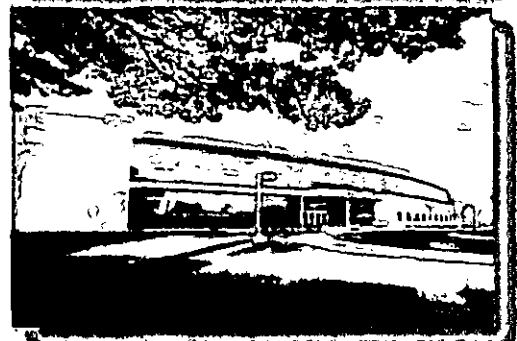
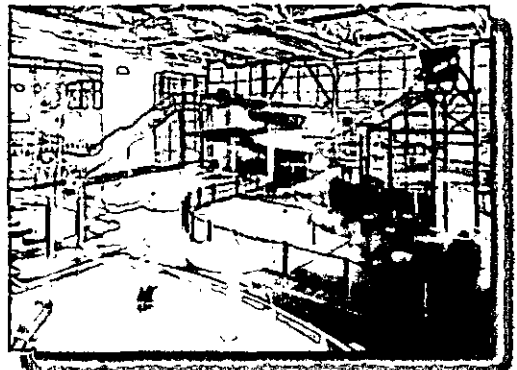
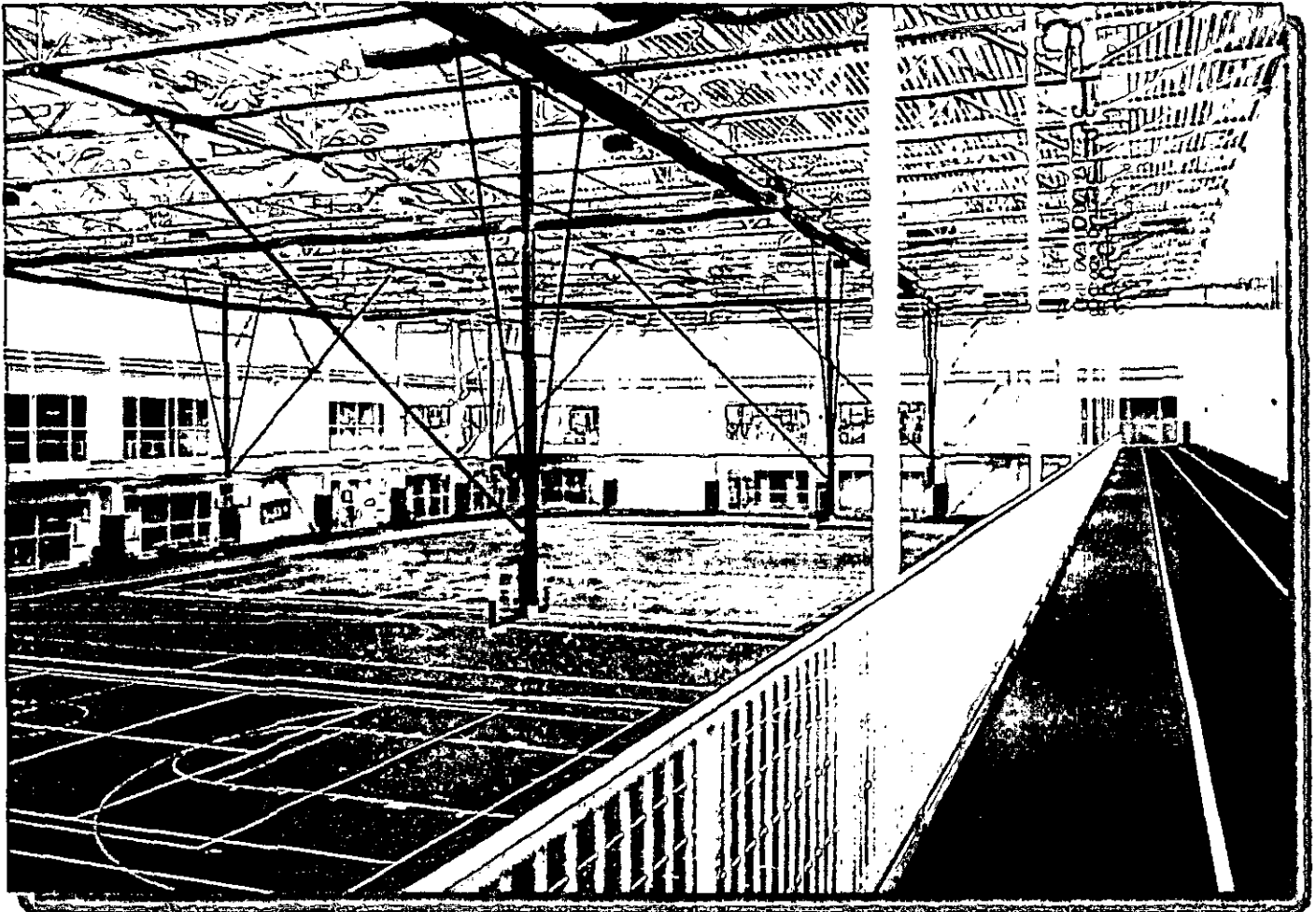
AURORA, ILLINOIS

The Fox Valley Park District (FVPD) commissioned Cordogan, Clark & Associates for its new Valley Athletic Community Center in Aurora, Illinois. This is the largest facility of its kind in Illinois. The facility is designed to meet the current needs of the FVPD while remaining adaptable to the future needs of the community.

This multi-purpose field house contains an indoor soccer field, as well as basketball, volleyball, tennis and badminton courts. A suspended running track encircles the perimeter of the field house.

The aquatic area contains an eight-lane 25-yard lap pool, a leisure pool, a therapy pool and recreational water systems. There also are dance, cardiovascular, aerobic and weight-training areas in the complex. The facility also houses a concession area, locker rooms, administrative offices, and a multipurpose room for community programs.





FAY-COOPER COLE HALL

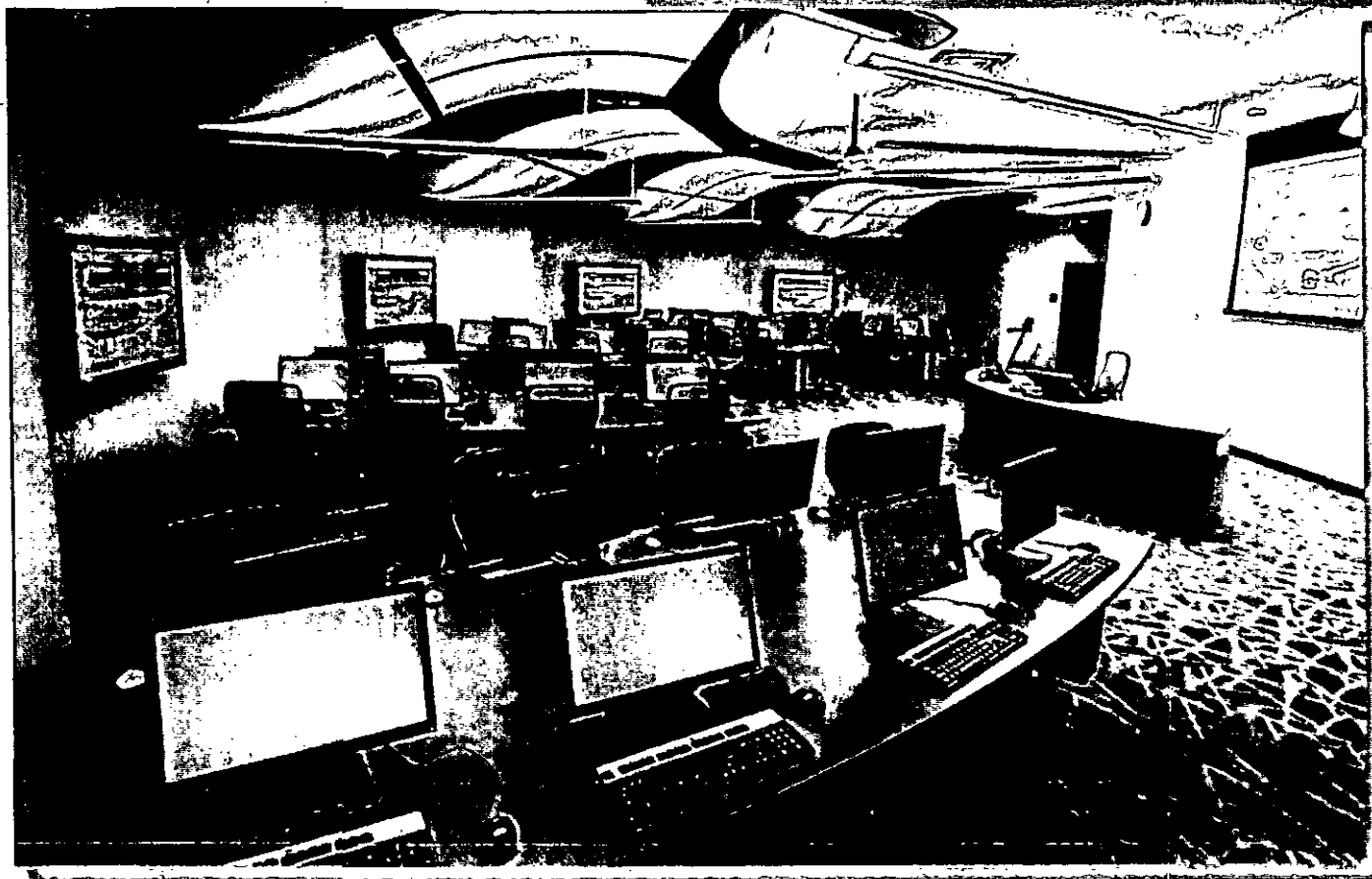
NORTHERN ILLINOIS UNIVERSITY, DEKALB, ILLINOIS

CORDOGAN CLARK & ASSOCIATES

The newly renovated and expanded Fay-Cooper Cole Hall transforms a 1960s-era building, located at the heart of campus, into a collaborative-learning environment that university officials believe will be looked to as a national model. The new Fay-Cooper Cole Hall features a state-of-the-art lecture hall, a new home for the NIU Anthropology Museum and a computer laboratory designed to cultivate collaborative problem solving skills. What had been one of the University's most outdated facilities is now among its most advanced.

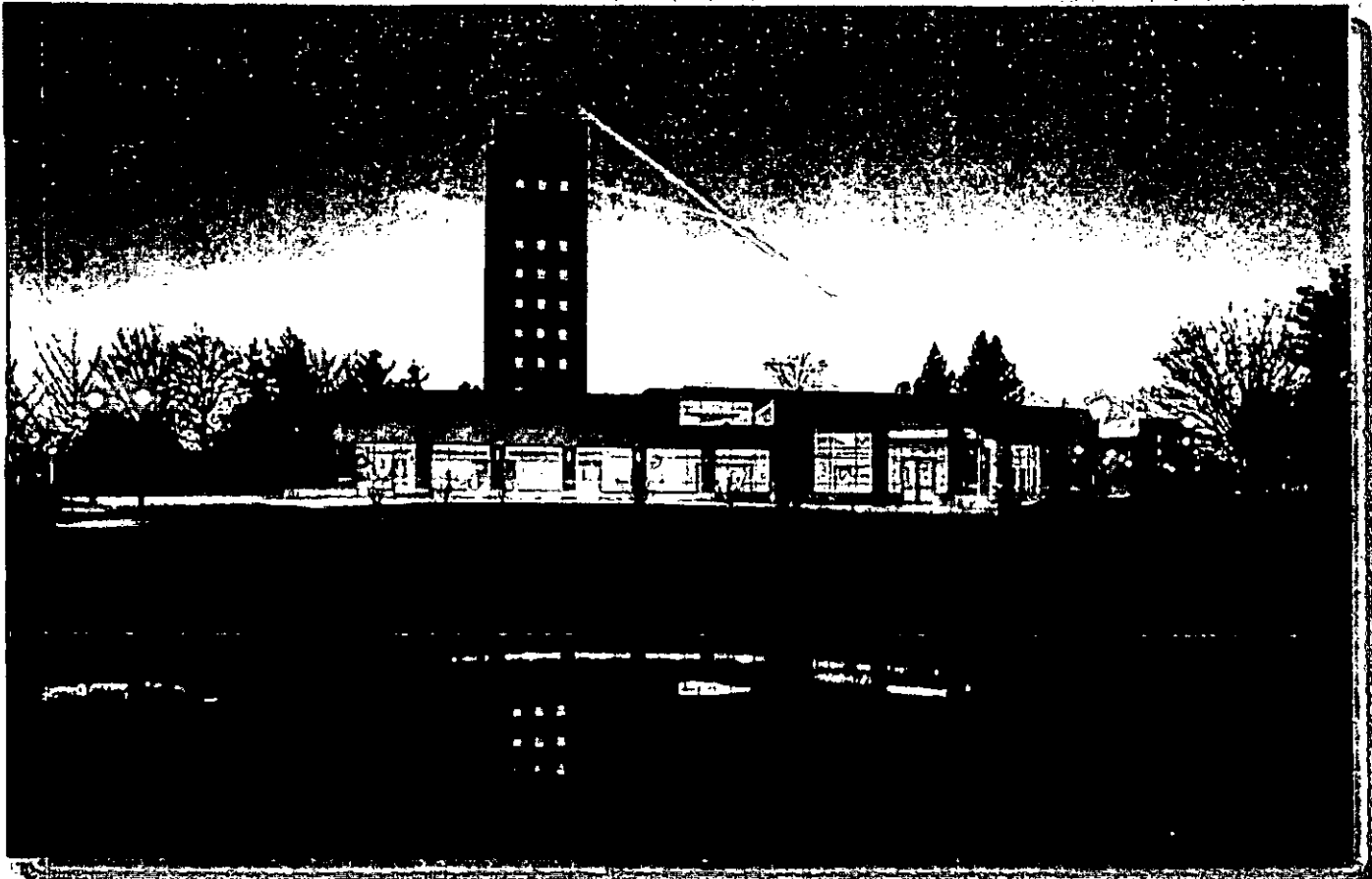
To help erase the memory of the shootings that occurred here, the University wanted to transform the place where they occurred. The new design does this, while updating the building for the 21st Century.

Both visually and technologically impressive, the new Fay-Cooper Cole Hall provides students with an environment designed in every aspect to maximize educational experience. The facility's rebirth also carries a symbolic meaning for the NIU community. University Provost Raymond Alden called the newly renovated building "a symbol of our vision for the future and a campus crown jewel."



CORDOGAN CLARK & ASSOCIATES

FAY-COOPER COLE HALL
NORTHERN ILLINOIS UNIVERSITY, DEKALB, ILLINOIS



INSTITUTE FOR COLLABORATION

AURORA UNIVERSITY, AURORA, ILLINOIS

CORDOGAN CLARK & ASSOCIATES

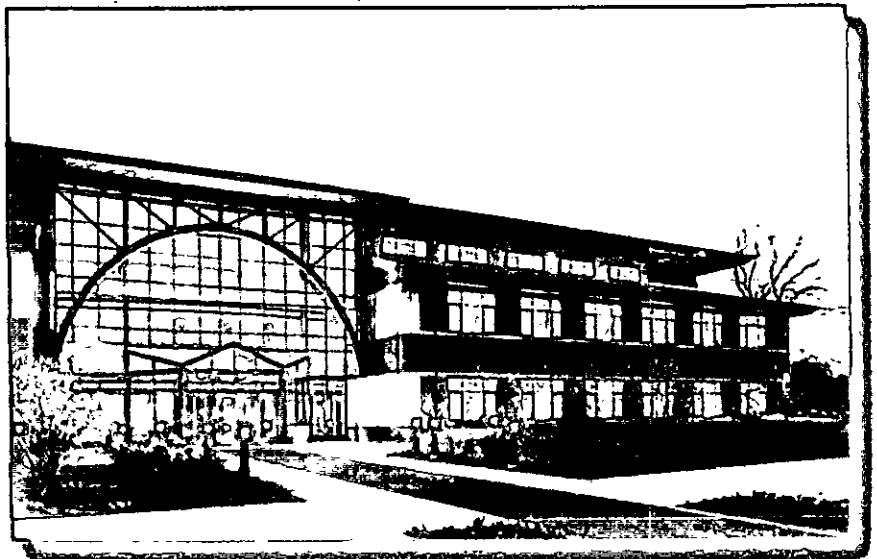
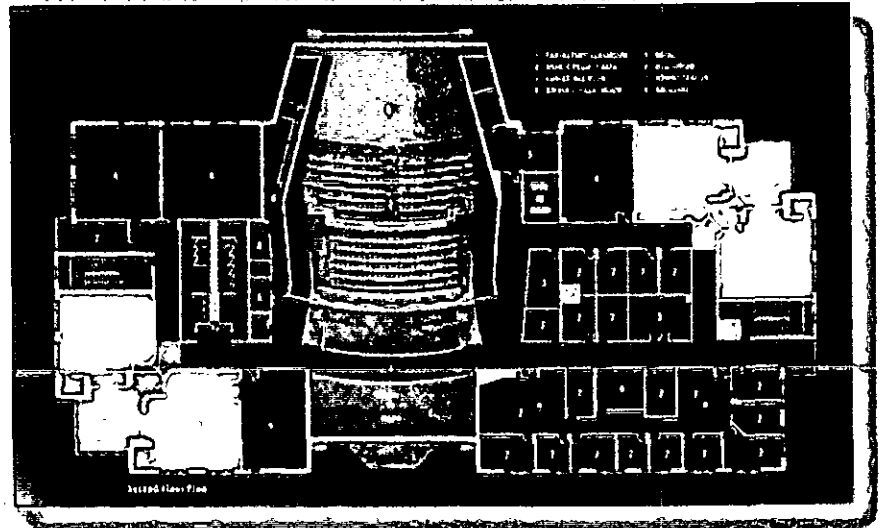
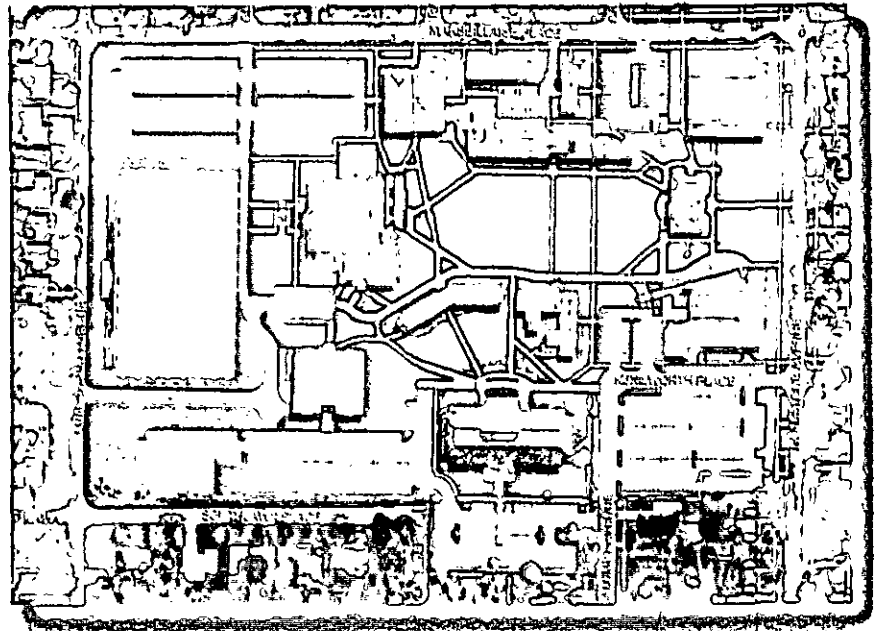
The new Institute for Collaboration is an innovative, collaborative "real world" learning laboratory that incorporates tutoring, community service, and professional certification. Built on the south edge of campus, it complements existing "Richardsonian Romanesque" campus architecture while comfortably integrating contemporary building technologies. This 68,000 square foot building includes 29 dedicated classrooms; more than 60 office spaces and resource rooms; the 500-seat Concert Auditorium; and the 'Cyber-Lab' donated by The Caterpillar Corporation which hosts the "Communities in Schools" program.

The Institute for Collaboration reflects the goals of the No Child Left Behind Act. It focuses on achievements of all students. It is a teaching / learning laboratory where student teachers and faculty work directly with elementary school children on campus. "It's an opportunity for us to take the theoretical work of teaching and apply it with real life kids out of Aurora's neighborhoods," said Gary Jewel, College of Education Dean.

This unique "school within a university" educational model integrates 200 fourth and fifth graders (8 classroom sections) in a total immersion program with Aurora University students; practicing K-12 teachers (graduate and doctoral students); human service professionals; community youth; wellness and educational agencies; and the general resources of Aurora University.

The 500 seat multipurpose Concert Hall is centrally located on the campus. This positions it as the main hall for university events as well as public functions. Acoustically designed as a Concert Hall, it is also used as an Auditorium for lectures and special events. The fully glazed end wall behind the proscenium provides views of the campus from the main hall. The acoustics of the concert hall are designed so they can be regulated, and can be altered to modify its acoustical brightness. Special perimeter treatment in the hall was chosen for its acoustic mass and bass reflectivity.

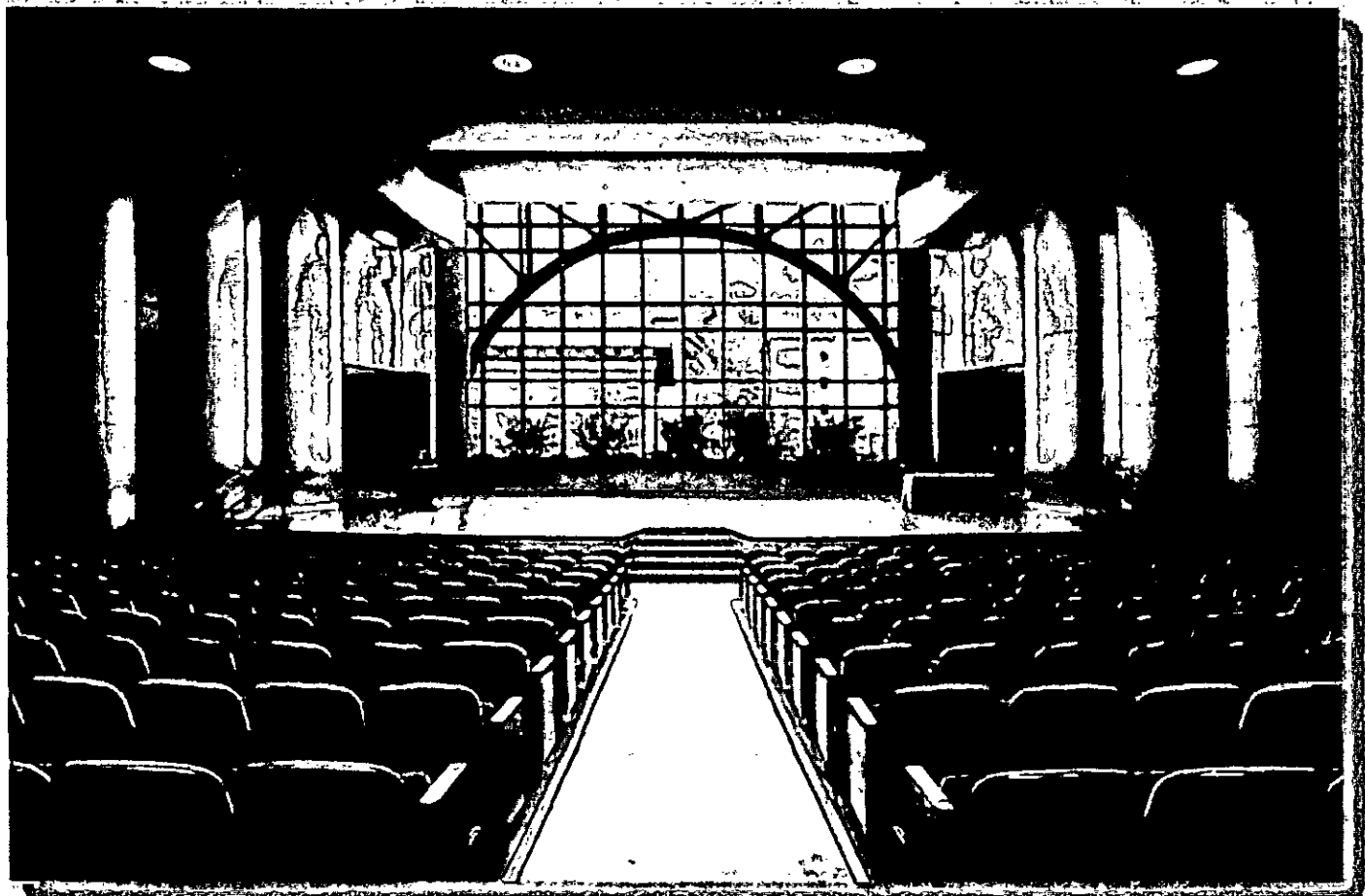
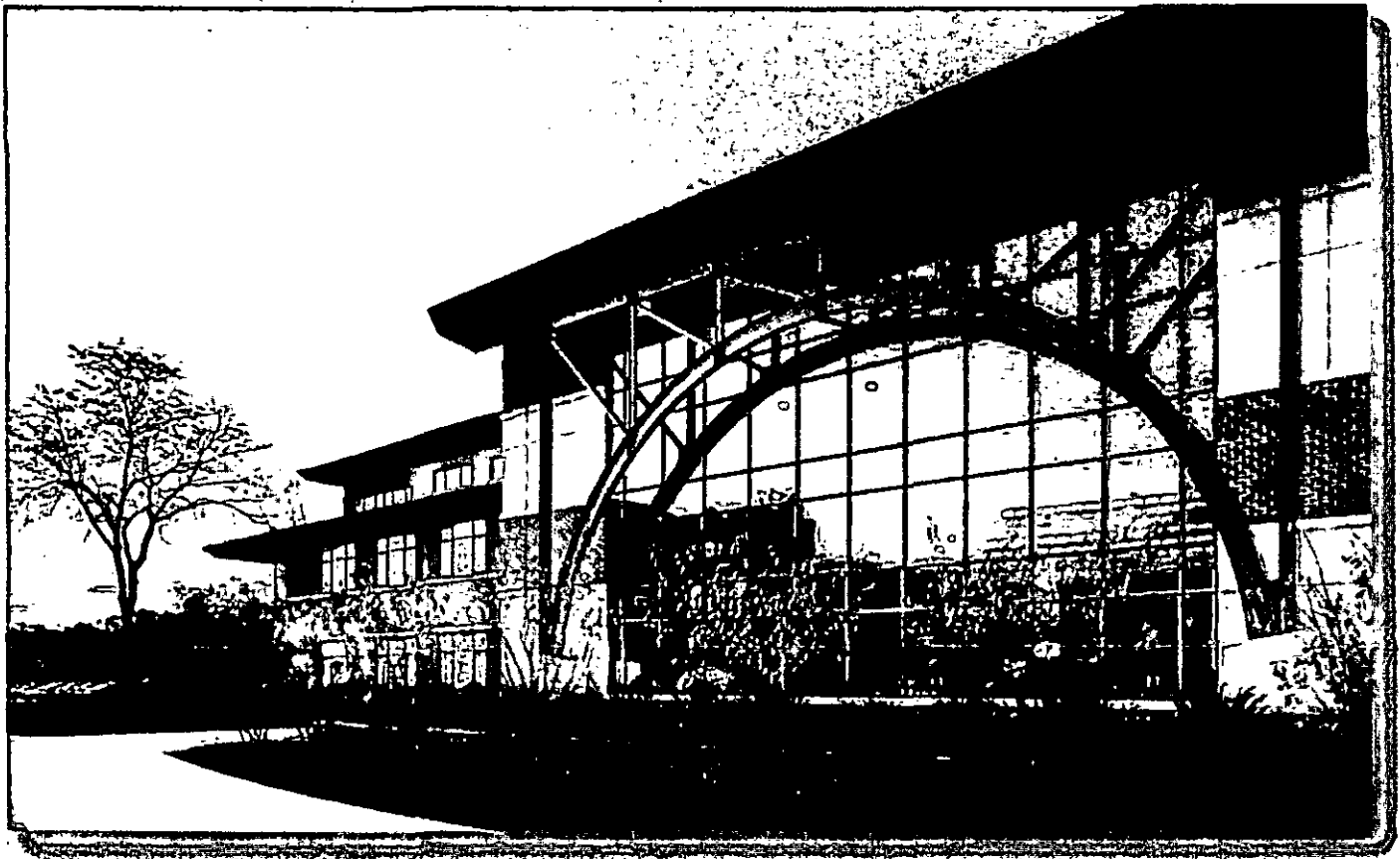
The Institute for Collaboration received an "Outstanding Design" award from American School and University.



CORDOGAN CLARK & ASSOCIATES

INSTITUTE FOR COLLABORATION

AURORA UNIVERSITY, AURORA, ILLINOIS



GREENMAN ELEMENTARY

AURORA, ILLINOIS

CORDOGAN CLARK & ASSOCIATES

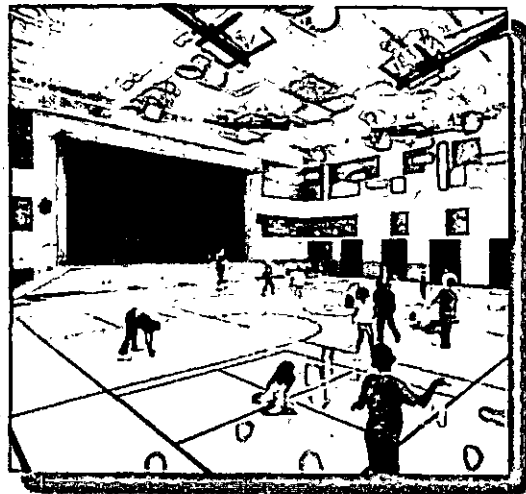
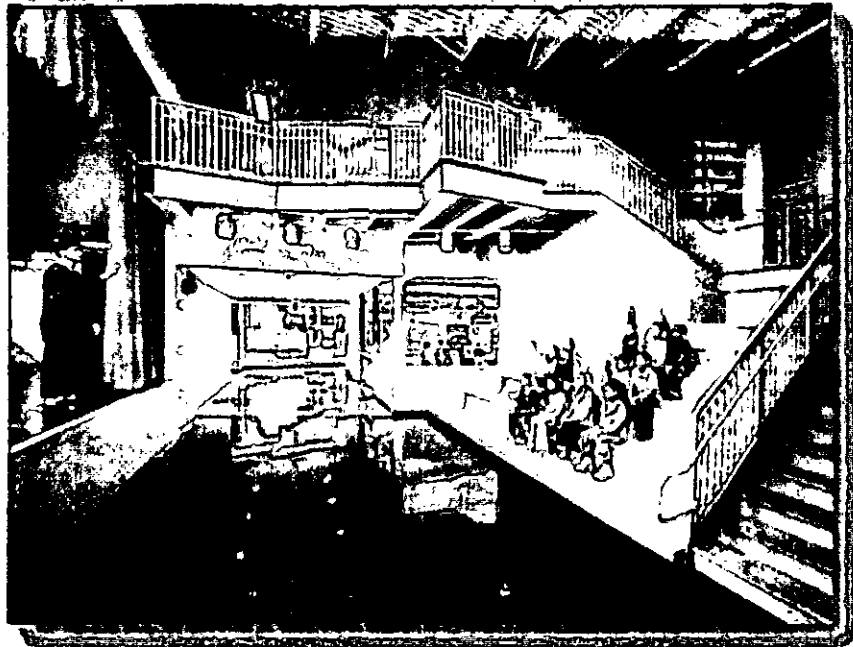
Cordogan, Clark & Associates and Architecture for Education teamed as creative collaborators with the West Aurora School District for their new Greenman Elementary School. Greenman is a new replacement school for an existing 107-year old building that could no longer support growing enrollments, new technological advances, and today's teaching curriculums. The design team was able to overcome the tight urban site and more than double the size of the old school, allowing it to remain an anchor in the neighborhood. "Even though we're twice as big, we wanted to maintain that small-community environment" said Principal Erin Slater.

The "school within a school" design concept of Greenman Elementary embraces personalized instruction and team teaching. The classrooms are organized into clusters. These form small learning communities of four classrooms, two technology/resource centers, and a flexible learning corridor. Each cluster can accommodate individual rooms or transform into a larger space for team teaching. Within each classroom there are bay windows with seating, shared restrooms and "learning walls;" custom, flexible, and adaptable mill work that can conform to each teacher and students' needs.

Greenman Elementary was selected as the Grand Prize Winner of the Exhibition of School Architecture award by the National School Board Association. The jury found this project exemplary on all levels and said, "The architecture enriches the learning environment, enhances the education program,

and complements, without mimicry, the urban/residential fabric of the neighborhood. It also provides a strong connection to the community through several outreach partnerships." In addition to this award, Greenman Elementary School has received the Illinois Association of School Boards Award of Distinction for Excellence in the Design of Educational Environments, the Impact on Learning Effective Classroom Design Award, the Learning By Design National Grand Prize, and many more.





HERGET MIDDLE SCHOOL

AURORA, ILLINOIS

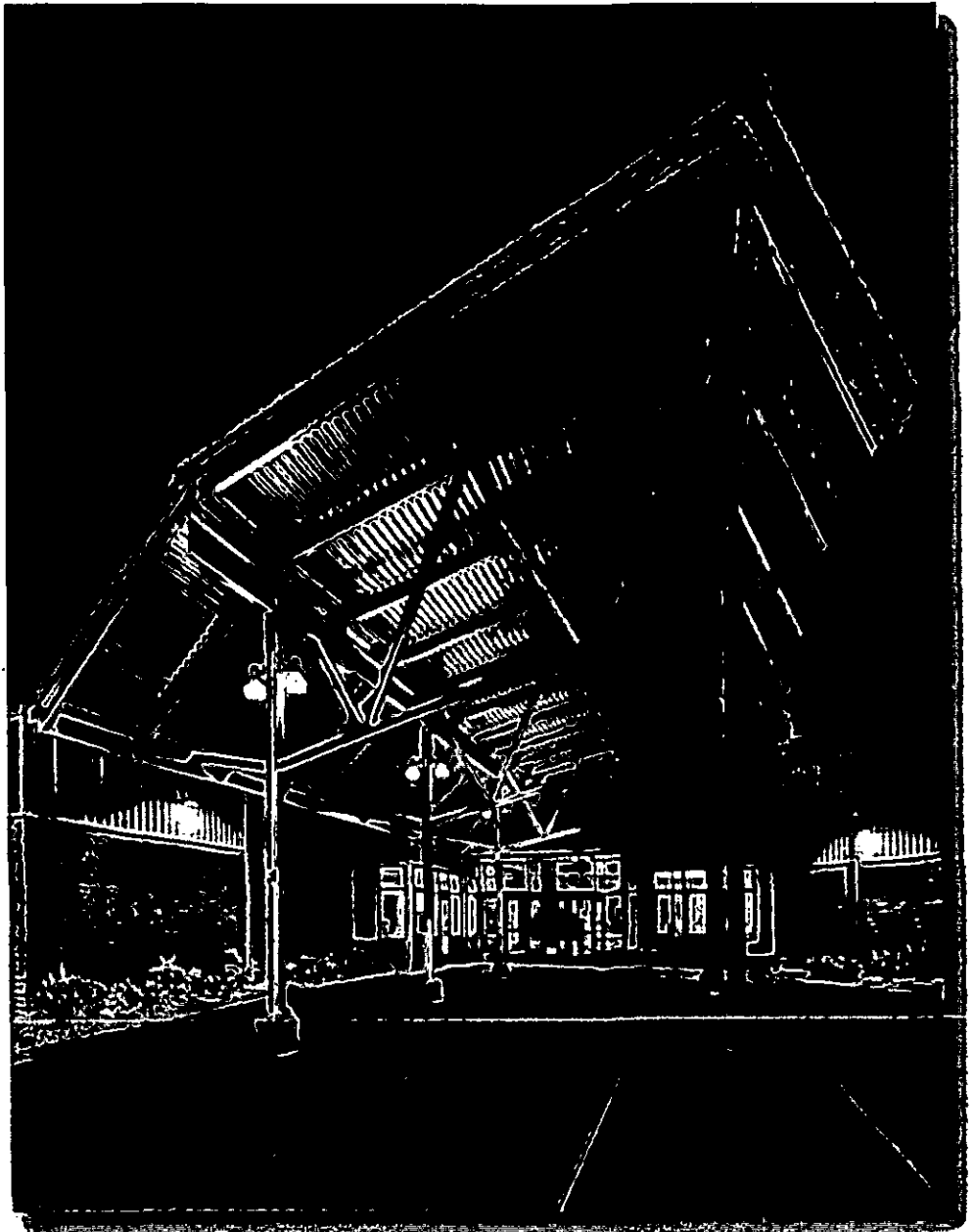
CORDOGAN CLARK & ASSOCIATES

As part of an overall referendum, Cordogan, Clark & Associates provided architecture design services for a new K-8 Middle School. In a joint venture with Concordia Architects, the plans for the new Middle School, located on a new 38-acre site in NW Aurora, incorporate a "Heartland" theme in keeping with the site's rural roots and the City of Aurora's West Side zoning plan.

At the outset of this project, administrators, parents and students alike were concerned with their school's new site: on the edge of town, bordering cornfields, far removed from the city center. Rather than try to minimize the impact of their countryside locale, architects and administrators embraced a "moving to the country" theme and made it an integral part of the new school's architecture and curriculum.

The site itself is constrained by a meandering stream. Instead of forcing the site to conform to a boxy structure, the building arranges itself along the stream. Stormwater management is achieved through natural techniques, including "rain gardens" that, in addition to providing water management, also create areas for students to pursue nature studies. The entire site is surrounded by a series of pathways connecting the rain gardens and other outdoor learning environments, including an outdoor amphitheater.

Throughout the project, the administration stressed the desire for both visual and physical openness in all the building's aspects. Both the mall and the classroom clusters make open and shared spaces possible, while retaining the option for smaller workspaces when desired. Extensive use of windows on the exterior walls brings the natural site into the classrooms.





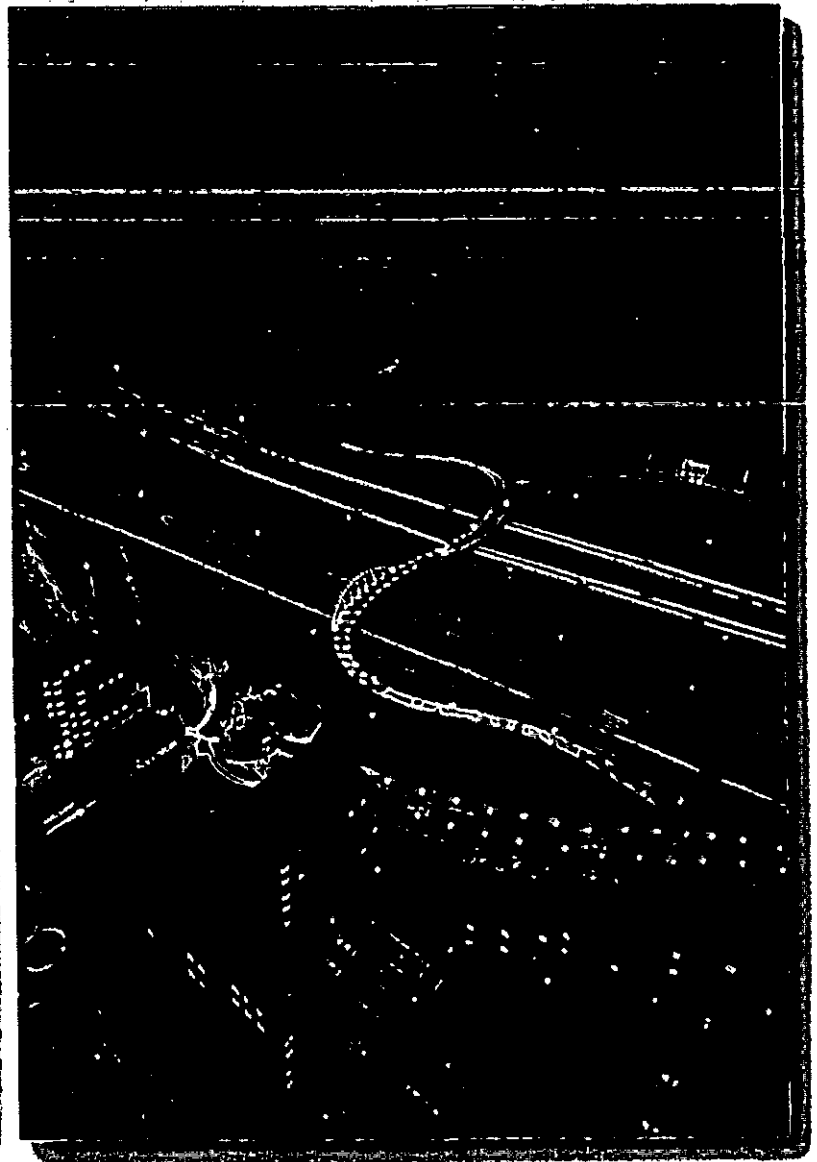
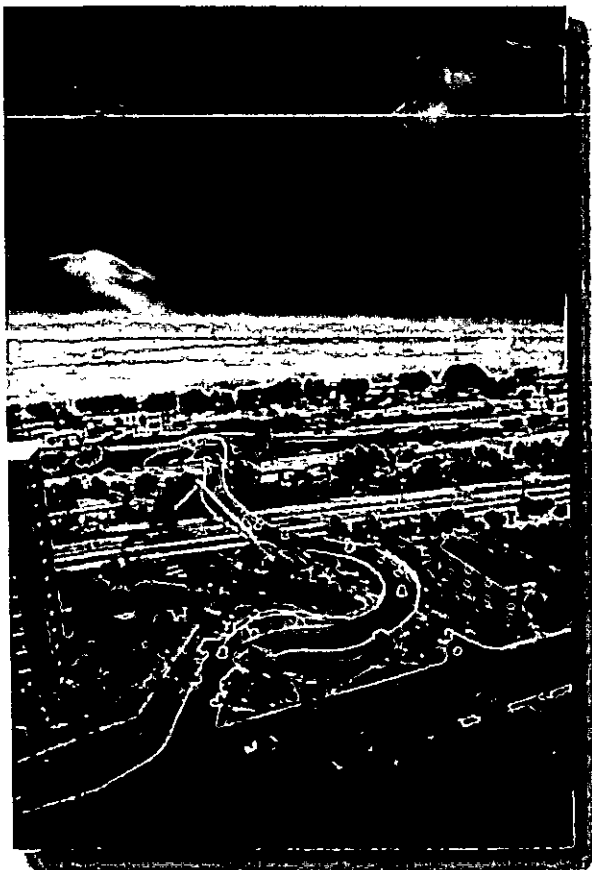
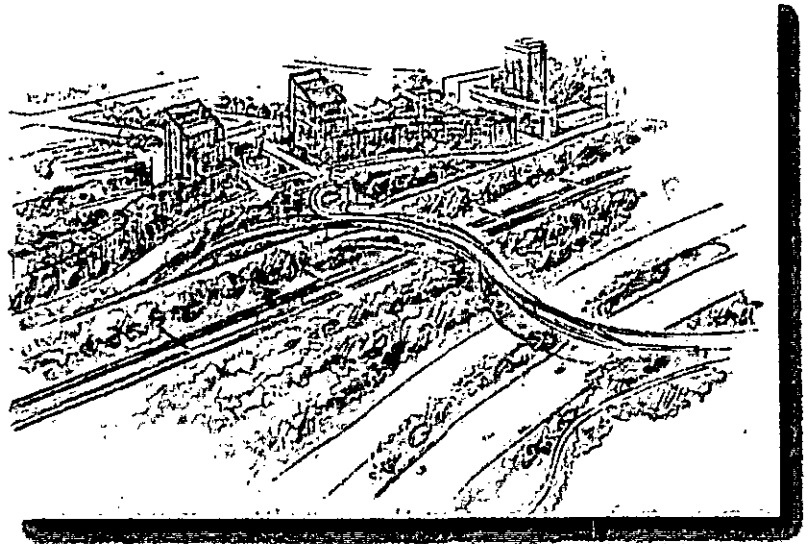
41ST & 43RD STREET PEDESTRIAN BRIDGES

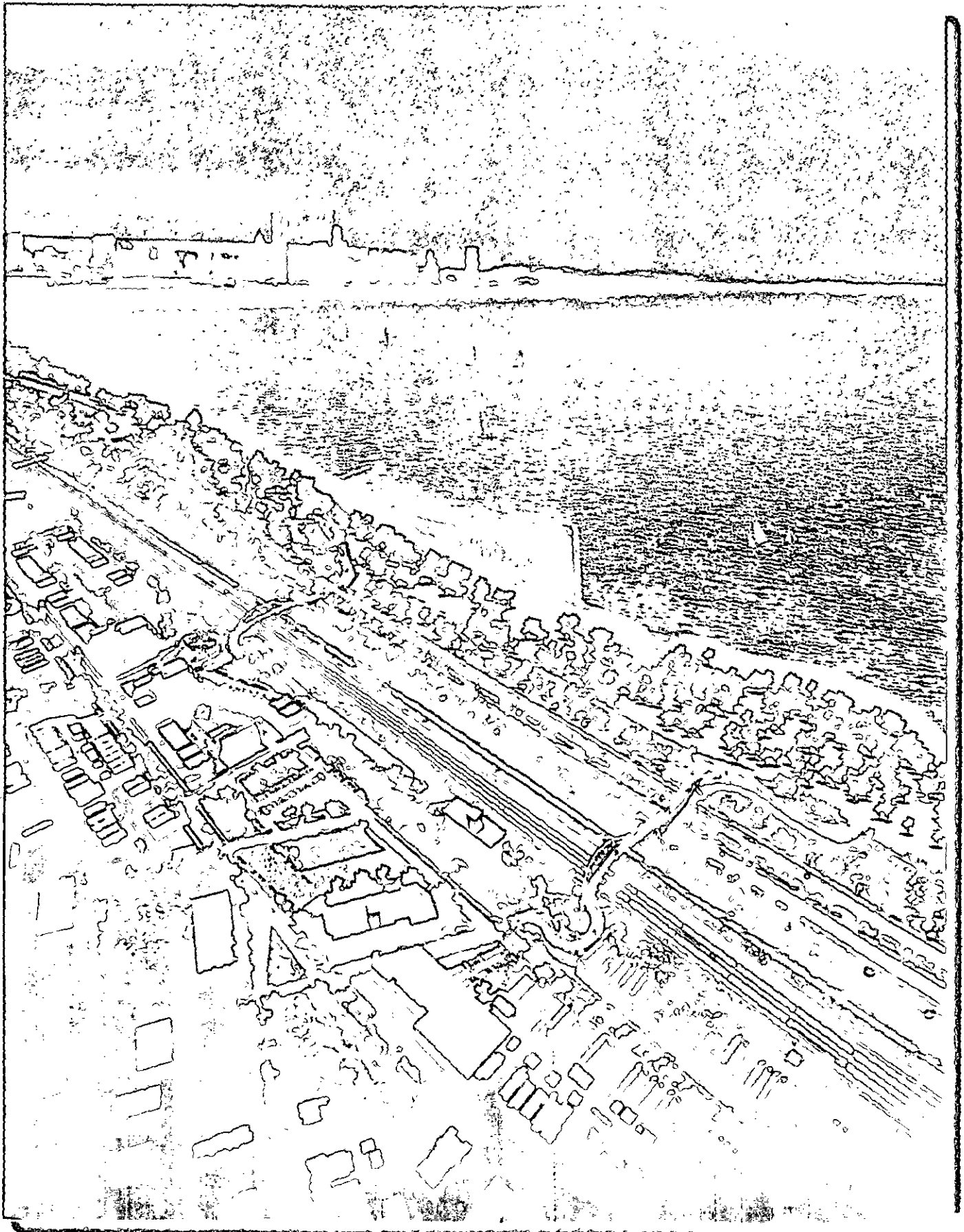
CORDOGAN CLARK & ASSOCIATES

CHICAGO, ILLINOIS

Cordogan Clark & Associates' designs for the 41st and 43rd Street Pedestrian Bridges won an International design competition held by the City of Chicago. They feature double-curved arch monotrusses to form large, graceful S-curves. The leisurely curves of the bridges recall Olmsted's original walkways for the Chicago Parks, while extending this park aesthetic westward over Lake Shore Drive. The horizontal and vertical curves of the bridges create a graceful urban promenade that is visually dynamic from any approach.

The sleek, dynamic forms of the pedestrian bridges continue Chicago's tradition of structural expressiveness. The double curvature adds structural rigidity and wind resistance while having a simple profile with minimal detailing. Slender and elegant arches provide the structure for a curving deck that widens midspan and projects outwards to form grand balconies. The bridges glide gently to a rest in the park by ramps supported on tapering rustic prairie-stone. Energy-efficient lighting parallel to the surface of the deck provides continuous, low-glare illumination along the entire span of the bridges. This indirect lighting highlights the curving silhouettes of the bridges and adds visual drama to the landscape at night. AECOM is the structural and civil engineer for these bridges.





AUGUST

0112

ARMY



Des Plaines
Public Library

1501 Ellinwood Street
Des Plaines, IL 60016-4553
847-827-3331 phone
847-827-7974 fax

NOTICE

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY, AUGUST 20, 2013

7:00 PM

Conference Room – Second Floor

Agenda:

- **Approve Per Capita Grant Application**
- **Draft Budget 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 847-376-2801 to allow the Library to make reasonable accommodations.



Des Plaines
Public Library

V 1501 Elfinwood Street
Des Plaines, IL 60016-4533
847-827-3551 phone
847-827-7974 fax

DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Agenda for the Regular Meeting
August 20, 2013
7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. ~~Presentation to Retiring Trustee – Susan Moylan Krey.~~
- V. Consideration of the Agenda.
- VI. Oath of Office. (Vince Rangel – Vice President)
- VII. Public Comments and Questions.
- VIII. City Council Community Services Committee – Alderman Jack Robinson.
- IX. Consent Agenda. [Action Item] (7:30 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – July 16, 2013.
 - B. Acceptance of Financial Reports for July 2013.
 1. Treasurer's Report as of July 31, 2013.
 - C. *Acceptance of Reports.*
 1. July 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

- X. New Business. (7:45 PM)
 - A. Approve Payment of Vendor Checks Report - \$218,645.91 and ACH Payments - \$71,470.82. [Action Item]
 - B. Approve Computer Workstation Replacements, Outsource Solutions Group - \$11,250.73. [Action Item]
 - C. Approve Maintenance Agreement for Heating, Ventilation and Air Conditioning Equipment (HVAC), Edwards Engineering - \$17,421.71. [Action Item]
 - D. Approve Per Capita Grant Application. [Action Item]
 - E. Draft Budget 2014

- XI. Announcements. (8:45 PM)

- XII. Correspondence.

- XIII. Other

- XIV. Adjournment. (9:00 PM)

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



IXA
 1701 Ellsworth Street
 Des Plaines, IL 60016-4533
 847-627-3351 phone
 847-627-7974 fax

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 July 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, July 16, 2013. Treasurer Jennifer Tsalapatani called the meeting to order at 4:00 p.m.

II. ROLL CALL.

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

Absent: Richard Pope, Vincent Rangel.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

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

V. OATH OF OFFICE.

Gregory Sarlo took the oath of office for President and Carol Kidd took the oath of office for Secretary.

Gregory Sarlo presided over the meeting as the newly elected President of the Board of Trustees.

VI. PUBLIC COMMENTS AND QUESTIONS.

None

IX.A.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman John Robinson.

Alderman Robinson stated that he is representing the City of Des Plaines as the Community Services liaison to the library and offered to make announcements at City Council meetings for the board.

VIII. RISK MANAGEMENT DISCUSSION – MARCUS HENTHORN, ARTHUR J. GALLAHER & CO. [ACTION ITEM]

Marcus Henthorn, Arthur J. Gallagher & Co., presented information on a Crime Policy versus a Bond. Mr. Henthorn stated that the cost for the Crime Policy would be \$2,953/yr. versus \$3,387/yr. for the bond.

MOTION by Jennifer Tsalapatanis, seconded by Eugene Fregetto, to approve the Crime Policy, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. CONSENT AGENDA.

Trustee Kendrick asked to remove D. Acceptance of Reports 1. June 2013 Statistics Report, 2. 2013 Circulation by Month, and 7. 2013 Cash Budget Projection.

Trustee Eugene Fregetto asked to remove A. Approval of the Minutes of the Regular Board Meeting – June 18, 2013.

MOTION by Jennifer Tsalapatanis, seconded by Eugene Fregetto, to accept the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Fregetto stated that he had concerns about the SWOT analysis that was conducted at the May 21, 2013 board meeting not being complete per instruction from the Illinois State Library and wanted this noted in these minutes.

Trustee Kendrick asked why meeting room usage was down 15% from last year and Director Sorensen responded that the library no longer hosts the Pokémon program, which was held almost weekly and was a very popular program.

Trustee Kendrick asked what signifies an inactive library card and Director Sorensen responded that for a card to be inactive there can be no activity, including fines and fees, for three years.

Trustee Kendrick asked Director Sorensen to adjust the 2013 Cash Budget Projection by reducing the amount for payroll and benefits to reflect the actual expenditures in the first six months of 2013.

IX.A.

MOTION by Dion Kendrick, second by Alma Perez, to approve IX. Consent Agenda. 1. 2013 June 2013 Statistics Report. 2. 2013 Circulation by Month. 7. 2013 Cash Budget Projection and A. Approval of the Minutes of the Regular Board Meeting – June 18, 2013, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. NOMINATING COMMITTEE [ACTION ITEM]

A. ELECTION OF TREASURER.

President Sarlo stated that the Nominating Committee slated Jennifer Tsalapatani for the Office of Treasurer.

President Sarlo asked for nominations from the floor for the Office of Treasurer.

Trustee Kendrick nominated Eugene Fregetto.

Roll call vote for Jennifer Tsalapatani for the Office of Treasurer: ROLL CALL VOTE: AYES: None. NAYS: Fregetto, Kendrick, Mokry, Perez, Sarlo, Tsalapatani.

Roll call vote for Eugene Fregetto for Treasurer: ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Sarlo, Tsalapatani. NAYS: None.

B. OATH OF OFFICE.

Trustee Fregetto took the oath of office for the Office of Treasurer.

Trustee Tsalapatani left the meeting at 5:25 p.m.

XI. NEW BUSINESS.

A. Approve Payment of Vendor Checks Report - \$276,858.52 and ACH Payments - \$6,691.52. [Action Item]

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve the payment of vendor checks in the amount of \$276,858.52, and ACH Payments paid in the amount of \$6,691.52 as listed on the vendor checks report of June 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.

IX.A.

B. Approve Payment to Ebsco - \$28,631.20. [Action Item]

MOTION by Dion Kendrick, seconded by Steve Mokry, to approve payment to Ebsco in the amount of \$28,631.20. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. Report Out Finance Committee Action, May 20, 2013 – Jennifer Tsalapatani. [Action Item]

The Finance committee meeting minutes were approved at the June 18, 2013 meeting. Carol Kidd read the motion out of committee "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."

MOTION by Committee, to have a six-month reserve in the fund balance.

SUBSTITUTE MOTION by Dion Kendrick, seconded by Eugene Fregetto, to revisit the issue of the reserve balance and refer back to the Finance Committee for further deliberations. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Perez, Sarlo. NAYS: None. MOTION CARRIED.

D. Board Committee Assignments.

President Sarlo announced the committee assignments for 2013/2014.

E. Proposals for Building & Space Allocation Audit.

Director Sorensen stated that proposals for the Building & Space Allocation Audit were in the board packet. Proposals were from Cordogan Clark & Associates, Inc. and Lohan Anderson. Director Sorensen stated that she would recommend Lohan Anderson because they were the original architects for the building. Trustee Mokry, Chair of the Building & Grounds Committee, will call a Building & Grounds meeting to talk about the Building & Space Allocation Audit.

XII. ANNOUNCEMENTS.

None.

XIII. CORRESPONDENCE.

None.

XIV. OTHER.

None.

XV. ADJOURNMENT.

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

Meeting adjourned at 5:54 p.m.

Minutes prepared Carol Kidd.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
July 31, 2013

Prepared by:
Lauterbach & Amen, LLP

Monthly Compilation Opinion

August 13, 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 July 31, 2013 and the related modified cash basis statements of revenues, expenditures and changes in fund balance for the seven months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have not audited or reviewed the accompanying financial statements and other supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements and other supplementary information are in accordance with the modified cash basis of accounting.

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

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

	<u>Library Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 6,146,484.84	\$ 291,468.41	\$ 6,437,953.25
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	<u>\$ 12,347,557.84</u>	<u>\$ 291,468.41</u>	<u>\$ 12,639,026.25</u>
LIABILITIES			
Accounts Payable	\$ 190,503.94	\$ 31,182.76	\$ 221,686.70
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	<u>472,863.25</u>	<u>31,182.76</u>	<u>504,046.01</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	<u>6,673,936.25</u>	<u>31,182.76</u>	<u>6,705,119.01</u>
FUND BALANCE			
Fund Balance - Unreserved	5,673,621.59	260,285.65	5,933,907.24
Total Fund Balance	<u>5,673,621.59</u>	<u>260,285.65</u>	<u>5,933,907.24</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 12,347,557.84</u>	<u>\$ 291,468.41</u>	<u>\$ 12,639,026.25</u>

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 7 Months Ended July 31, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 4,385,324.26	\$ -	\$ 4,385,324.26
Intergovernmental	50,494.00	-	50,494.00
Fines & Fees	96,033.07	-	96,033.07
Interest	2,098.10	35.10	2,133.20
Miscellaneous	18,116.64	-	18,116.64
Total Revenues	4,552,066.07	35.10	4,552,101.17
EXPENDITURES			
Personnel	\$ 2,069,576.62	\$ -	\$ 2,069,576.62
Operating	609,818.41	-	609,818.41
Library Materials	611,503.09	-	611,503.09
Capital Outlay	34,221.81	168,422.77	202,644.58
Other Expenditures	25,201.43	-	25,201.43
Total Expenditures	3,350,321.36	168,422.77	3,518,744.13
Net Change in Fund Balances	1,201,744.71	(168,387.67)	1,033,357.04
FUND BALANCE			
Beginning of the year	4,471,876.88	428,873.32	4,900,650.20
End of the period	\$ 5,673,621.59	\$ 260,285.65	\$ 5,933,907.24

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of July 31, 2013

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>117,253.40</u> <u>117,253.40</u>
201-1102015 - First Midwest Operating #8100292260	175,025.32
202-1102015 - First Midwest Operating #8100292260	<u>(29,030.88)</u> <u>145,994.44</u>
201-1102028 - Cash Library Donations	<u>26,870.62</u> <u>26,870.62</u>
201-1102073 - Cash IL - Epay #151600222104	<u>106,325.96</u>
201-1102078 - Cash IL - Epay Library	<u>19,927.68</u>
201-1102079 - IL Funds - 151600222591	5,596,944.26
202-1102079 - IL Funds - 151600222591	<u>320,499.29</u> <u>5,917,443.55</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,637.60</u>
Total Invested	<u><u>6,437,953.25</u></u>

Des Plaines Public Library
Balance Sheet as of July 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	149,145.65	(31,892.25)	117,253.40
1102015 - First Midwest Operating #8100292260	513,363.93	(338,338.61)	175,025.32
1102028 - Cash Library Donations	26,619.41	251.21	26,870.62
1102073 - Cash IL - Epay 151600008073	101,650.83	4,675.13	106,325.96
1102078 - Cash IL - Epay Library	19,405.58	522.10	19,927.68
1102079 - IL Funds - 151600222591	4,774,458.25	822,486.01	5,596,944.26
1104006 - Investments - Certificates of Deposit	103,637.60	0.00	103,637.60
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
	<u>11,889,854.25</u>	<u>457,703.59</u>	<u>12,347,557.84</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	239,898.99	(52,435.84)	187,463.15
2401002 - Payroll Liabilities	6,233.55	(3,192.76)	3,040.79
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>6,729,564.85</u>	<u>(55,628.60)</u>	<u>6,673,936.25</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>11,201,441.73</u>	<u>(55,628.60)</u>	<u>11,145,813.13</u>
Excess Revenues Over Expenses	<u>688,412.52</u>	<u>513,332.19</u>	<u>1,201,744.71</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	13,979.77	(43,010.65)	(29,030.88)
1102079 - IL Funds - 151600222591	<u>320,496.77</u>	<u>2.52</u>	<u>320,499.29</u>
	<u>334,476.54</u>	<u>(43,008.13)</u>	<u>291,468.41</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>36,959.53</u>	<u>(5,776.77)</u>	<u>31,182.76</u>
	<u>36,959.53</u>	<u>(5,776.77)</u>	<u>31,182.76</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>465,632.85</u>	<u>(5,776.77)</u>	<u>459,856.08</u>
Excess Revenues Over Expenses	<u>(131,156.31)</u>	<u>(37,231.36)</u>	<u>(168,387.67)</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>

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

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Fixed Assets Fund			
<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>

**Des Plaines Public Library
Revenue Report
For the 7 Months Ended July 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	945,204.71	4,385,324.26	6,263,710.00	1,878,385.74	70.01
	<u>945,204.71</u>	<u>4,385,324.26</u>	<u>6,263,710.00</u>	<u>1,878,385.74</u>	<u>70.01</u>
<u>Intergovernmental</u>					
4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
4822040 - State Grant - Per Capita	0.00	0.00	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	4,000.00	0.00	(4,000.00)	0.00
	<u>0.00</u>	<u>50,494.00</u>	<u>151,988.00</u>	<u>101,494.00</u>	<u>33.22</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	436.00	2,877.74	4,000.00	1,122.26	71.94
4850102 - Library Fines	5,822.51	32,834.49	72,000.00	39,165.51	45.60
4850103 - Library Fines / Credit Card	5,410.20	34,917.20	45,000.00	10,082.80	77.59
4850201 - Copying Fee	2,805.39	17,583.42	30,000.00	12,416.58	58.61
4850202 - Damaged Materials	92.92	729.59	700.00	(29.59)	104.23
4850203 - Lost Materials	643.42	4,824.86	6,500.00	1,675.14	74.23
4850205 - Bags	48.00	358.00	750.00	392.00	47.73
4850207 - Non-Res Cards	205.17	1,006.17	1,000.00	(6.17)	100.62
4850208 - Meeting Room Fees	150.00	901.60	2,000.00	1,098.40	45.08
	<u>15,613.61</u>	<u>96,033.07</u>	<u>161,950.00</u>	<u>65,916.93</u>	<u>59.30</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	71.22	1,333.10	4,000.00	2,666.90	33.33
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	1,367.31	14,616.64	20,000.00	5,383.36	73.08
4899920 - Library Donations	0.00	765.00	1,000.00	235.00	76.50
	<u>1,438.53</u>	<u>16,714.74</u>	<u>25,000.00</u>	<u>8,285.26</u>	<u>66.86</u>
Total Library Fund	<u>962,256.85</u>	<u>4,552,066.07</u>	<u>6,602,648.00</u>	<u>2,050,581.93</u>	<u>68.94</u>

See Accountants' Compilation Report

Des Plaines Public Library
Revenue Report
For the 7 Months Ended July 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	2.52	35.10	0.00	(35.10)	0.00
	<u>2.52</u>	<u>35.10</u>	<u>0.00</u>	<u>(35.10)</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>2.52</u>	<u>35.10</u>	<u>300,000.00</u>	<u>299,964.90</u>	<u>0.01</u>
Total of All Funds	<u>962,259.37</u>	<u>4,552,101.17</u>	<u>6,902,648.00</u>	<u>2,350,546.83</u>	<u>65.95</u>

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 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	153,809.41	1,145,978.54	2,098,574.00	952,595.46	54.61
5910200 - Temporary Wages	51,649.43	398,988.24	777,327.00	378,338.76	51.33
	<u>205,458.84</u>	<u>1,544,966.78</u>	<u>2,875,901.00</u>	<u>1,330,934.22</u>	<u>53.72</u>
Benefits					
5918010 - Unemployment Compensation	191.21	1,080.17	78,000.00	76,919.83	1.38
5918020 - Employer Contribution - FICA	15,288.19	117,405.91	216,328.00	98,922.09	54.27
5918021 - Employer Contribution - IMRF	51,915.46	199,576.87	363,636.00	164,059.13	54.88
5918040 - Life Insurance Premiums	4.50	58.50	4,100.00	4,041.50	1.43
5918050 - PPO Insurance Premiums	17,533.16	123,035.79	275,713.00	152,677.21	44.62
5918051 - HMO Insurance Premiums	8,706.30	59,012.10	99,504.00	40,491.90	59.31
5918055 - Dental Insurance Premiums	1,695.40	12,025.50	25,543.00	13,517.50	47.08
5918070 - Workers Compensation	0.00	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>95,334.22</u>	<u>524,609.84</u>	<u>1,077,824.00</u>	<u>553,214.16</u>	<u>48.67</u>
Contractual Services					
5920100 - Legal Fees	253.50	483.00	9,000.00	8,517.00	5.37
5920110 - Professional Services	28,065.25	235,964.09	362,000.00	126,035.91	65.18
5920120 - Communication Services	1,622.74	22,320.91	34,100.00	11,779.09	65.46
5920140 - Data Processing Services	5,811.35	37,455.79	98,500.00	61,044.21	38.03
5920202 - Conferences	372.25	4,516.01	5,000.00	483.99	90.32
5920204 - Training	1,040.00	3,204.10	5,000.00	1,795.90	64.08
5920220 - Membership Dues	55.00	2,140.00	7,000.00	4,860.00	30.57
5920230 - Publication of Notices	49.00	904.95	2,000.00	1,095.05	45.25
5920990 - Property/Liability Insurance	0.00	28,330.00	33,000.00	4,670.00	85.85
5930010 - R&M Equipment	(595.72)	87,031.38	112,650.00	25,618.62	77.26
5930020 - R&M Buildings & Structures	12,760.33	47,837.12	132,150.00	84,312.88	36.20
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930195 - Book Binding & Repair	264.25	264.25	500.00	235.75	52.85
5930210 - Rental of Equipment	1,665.13	17,763.66	31,300.00	13,536.34	56.75
5930320 - Cleaning/Custodial Services	3,538.00	28,430.00	47,400.00	18,970.00	59.98
5930490 - Refuse Contract	359.17	2,530.98	6,000.00	3,469.02	42.18
5960040 - Pre-Employment Testing	225.00	225.00	250.00	25.00	90.00
5960065 - Bank Fees	214.49	1,403.25	1,800.00	396.75	77.96
5960070 - Mileage	0.00	377.19	500.00	122.81	75.44
5960210 - Special Event Programming	(2,610.68)	23,743.62	38,800.00	15,056.38	61.19
5960990 - Misc. Contractual Services	6,798.94	64,893.11	84,300.00	19,406.89	76.98
	<u>59,888.00</u>	<u>609,818.41</u>	<u>1,012,250.00</u>	<u>402,431.59</u>	<u>60.24</u>
Commodities					
5970100 - Office Supplies	16,930.26	47,912.79	105,300.00	57,387.21	45.50
5970110 - Meals	9.74	878.05	2,000.00	1,121.95	43.90
5970115 - Supplies - Dept/Other	2,117.27	4,088.11	5,200.00	1,111.89	78.62
5970170 - Janitorial	(1,522.00)	8,229.75	28,300.00	20,070.25	29.08
5970260 - Postage & Parcel	2,550.00	6,261.23	15,000.00	8,738.77	41.74
5970270 - Printing -Reproduction-Binding	1,395.00	9,943.27	6,500.00	(3,443.27)	152.97
5970500 - Purchase of Water	0.00	2,133.26	6,000.00	3,866.74	35.55
5970600 - Books	22,821.18	178,762.14	342,000.00	163,237.86	52.27

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 7 Months Ended July 31, 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	4,476.45	36,131.91	72,000.00	35,868.09	50.18
5970620 - Subscriptions & Books	2,446.15	56,570.84	68,000.00	11,429.16	83.19
5970630 - Visual Materials	6,368.43	69,525.07	106,000.00	36,474.93	65.59
5970640 - Automated Reference Materials	16,199.17	142,488.20	185,000.00	42,511.80	77.02
5970650 - Downloadable Materials	2,897.88	31,729.11	45,000.00	13,270.89	70.51
5970810 - Natural Gas	0.00	16,471.72	26,000.00	9,528.28	63.35
5970850 - Gasoline	97.32	377.64	1,000.00	622.36	37.76
	<u>76,786.85</u>	<u>611,503.09</u>	<u>1,013,300.00</u>	<u>401,796.91</u>	<u>60.35</u>

Capital Expenditures

5980410 - Computer Hardware	2,170.41	5,951.59	7,300.00	1,348.41	81.53
5980420 - Computer Software	9,828.16	21,611.82	39,770.00	18,158.18	54.34
5980600 - Furniture & Fixtures	<u>(3,166.87)</u>	<u>6,658.40</u>	<u>15,200.00</u>	<u>8,541.60</u>	<u>43.81</u>
	<u>8,831.70</u>	<u>34,221.81</u>	<u>62,270.00</u>	<u>28,048.19</u>	<u>54.96</u>

Other Funding Activities

5990900 - Per Capita Grant Expenditures	2,452.60	22,817.42	58,000.00	35,182.58	39.34
5990901 - Grant Expenditures	172.45	2,384.01	0.00	(2,384.01)	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>2,625.05</u>	<u>25,201.43</u>	<u>433,000.00</u>	<u>407,798.57</u>	<u>5.82</u>

Total Library Fund Expenditures	<u>448,924.66</u>	<u>3,350,321.36</u>	<u>6,474,545.00</u>	<u>3,124,223.64</u>	<u>51.75</u>
--	-------------------	---------------------	---------------------	---------------------	--------------

Capital Projects Fund

Contractual Services

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>

Capital Expenditures

5980300 - Improvements	0.00	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	33,382.94	45,000.00	11,617.06	74.18
5980420 - Computer Software	0.00	24,000.00	55,000.00	31,000.00	43.64
5980600 - Furniture & Fixtures	37,233.88	75,784.08	82,000.00	6,215.92	92.42
	<u>37,233.88</u>	<u>168,422.77</u>	<u>338,000.00</u>	<u>169,577.23</u>	<u>49.83</u>

Total Capital Projects Fund Expenditures	<u>37,233.88</u>	<u>168,422.77</u>	<u>353,000.00</u>	<u>184,577.23</u>	<u>47.71</u>
---	------------------	-------------------	-------------------	-------------------	--------------

Total of All Funds	<u>486,158.54</u>	<u>3,518,744.13</u>	<u>6,827,545.00</u>	<u>3,308,800.87</u>	<u>51.54</u>
---------------------------	-------------------	---------------------	---------------------	---------------------	--------------

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
1016	07/16/13	UNNATIZART, INC.	475.00
1017	07/29/13	INTERNAL REVENUE SERVICE	0.00
1018	07/29/13	UNITED STATES TREASURY	2.00
12733	07/31/13	RADIO DISNEY CHICAGO	-4,500.00
12890	08/21/13	BAKER & TAYLOR	23,109.57
12891	08/21/13	BANKCARD SERVICES	5,607.36
12892	08/21/13	MIDWEST TAPE	13,028.90
12893	08/21/13	ORGANIZED SOLUTIONS	50.00
12894	08/21/13	ACE DES PLAINES INCORPORATED	32.55
12895	08/21/13	ALARM SECURITY INCORPORATED	1,145.00
12896	08/21/13	ALARM SECURITY INCORPORATED	384.00
12897	08/21/13	ALEXIAN BROTHERS CORP HEALTH SERV	225.00
12898	08/21/13	ALINA CELESTE HEVIA	137.00
12899	08/21/13	ALINA CELESTE HEVIA	138.00
12900	08/21/13	AMAZON	426.60
12901	08/21/13	APPLE BOOKS	91.40
12902	08/21/13	ARC DISPOSAL/REPUBLIC SERVICES #551	359.17
12903	08/21/13	AUTOMATED LOGIC, INC.	2,666.75
12904	08/21/13	B&E FURNITURE & CABINET SERVICE	4,800.00
12905	08/21/13	BARNES & NOBLE, INC.	2,041.44
12906	08/21/13	BARNES & NOBLE.COM	2,425.12
12907	08/21/13	BISHOP PLUMBING, INC.	337.95
12908	08/21/13	BRENDA MURPHY	42.00
12909	08/21/13	C D W GOVERNMENT INCORPORATED	9,614.00
12910	08/21/13	CAVENDISH SQUARE	139.70
12911	08/21/13	CERAMICA, INC.	72.50
12912	08/21/13	CHICAGO OFFICE TECHNOLOGY GROUP	1,178.69
12913	08/21/13	CHRISTINE POSINGER	150.00
12914	08/21/13	CITY OF DES PLAINES	207.32
12915	08/21/13	COOPERATIVE COMPUTER SERVICES	5,811.35
12916	08/21/13	CRYSTAL MAINTENANCE SERVICES CORP	4,810.00
12917	08/21/13	D & Z HOUSE OF BOOKS INCORPORATED	59.70
12918	08/21/13	DAVE'S SPECIALTY FOODS	320.00
12919	08/21/13	DEMCO EDUCATIONAL CORP	12,334.24
12920	08/21/13	EBSCO SUBSCRIPTION SVC	2,117.26
12921	08/21/13	EDUCATORS PROGRESS SERVICE, INC.	181.80
12922	08/21/13	FERME ORNEE, LLC	311.00
12923	08/21/13	FIRE EQUIPMENT COMPANY	381.35
12924	08/21/13	GALE	2,444.19
12925	08/21/13	GREY HOUSE PUBLISHING	165.00
12926	08/21/13	HOUCHEN BINDERY	264.25
12927	08/21/13	IMPACT NETWORKING, LLC.	825.30
12928	08/21/13	INFOGROUP, LIBRARY DIVISION	12,024.00
12929	08/21/13	INNOVATION EXPERTS	55.00
12930	08/21/13	INVICTA SERVICES LLC	143.85
12931	08/21/13	KLEIN, THORPE & JENKINS, LTD.	253.50
12932	08/21/13	KSIEGARNIA QUO VADIS	714.00
12933	08/21/13	LIMRiCC	30,683.00
12934	08/21/13	MAIL FINANCE	177.00
12935	08/21/13	McQuay Service, Inc	1,669.28
12936	08/21/13	MICHAEL B. AUSTIN	49.00
12937	08/21/13	NORMAN ELECTRICAL CONSTRUCTION CO	530.00
12938	08/21/13	OFFICE DEPOT	655.89
12939	08/21/13	OUTSOURCE SOLUTIONS GROUP, INC.	28,613.33
12940	08/21/13	OVERDRIVE, INC.	472.76
12941	08/21/13	P.J. KENEDY & SONS	356.60
12942	08/21/13	PADDOCK PUBLICATIONS, INC.	88.00
12943	08/21/13	POSTMASTER	500.00
12944	08/21/13	PRODUCT ARCHITECTURE & DESIGN	2,022.60
12945	08/21/13	PS PRINT, LLC	1,395.00
12946	08/21/13	RANDOM HOUSE INCORPORATED	30.00

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
12947	08/21/13	RECORDED BOOKS, LLC	111.73
12948	08/21/13	RESEARCH TECHNOLOGY INTERNATIONAL	564.80
12949	08/21/13	RUNCO OFFICE SUPPLY	1,757.23
12950	08/21/13	SALLY DECKER SMITH	200.00
12951	08/21/13	SHEET MUSIC PLUS	312.07
12952	08/21/13	STEPHANIE SPETTER	128.75
12953	08/21/13	TELEVEND SERVICES INCORPORATED	142.85
12954	08/21/13	THE COUNCIL OF STATE GOVERNMENTS	58.50
12955	08/21/13	THE HAUSER GROUP, LTD.	34,067.01
12956	08/21/13	THOMSON REUTERS-WEST	31.80
12957	08/21/13	TIMOTHY HASKELL	125.00
12958	08/21/13	TOM HAAS	380.00
12959	08/21/13	TOM HAAS	430.00
12960	08/21/13	VALDES ENTERPRISES	528.00
12961	08/21/13	VIKING PLUMBING SERVICES, LLC	850.00
12962	08/21/13	WESTON WOODS STUDIOS	89.90
50450	07/31/13	CALL ONE	351.19
50451	07/31/13	VERIZON WIRELESS	697.18
50452	07/31/13	LEVEL(3) COMMUNICATIONS, LLC.	450.10
50453	07/31/13	GE CAPITAL	1,488.13
50454	07/31/13	WOW! INTERENT CABLE	124.27
50455	07/31/13	PRO DATA	701.92
50456	07/31/13	IMRF	67,658.03
Total checks	84	Total	<u>286,093.73</u>

All Checkbooks
 -All check dates
 (S)
 (W)
 (X)

Des Plaines Public Library
 Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
BAKER & TAYLOR	12890	08/21/13	23,109.57
Account No.	Description	Amount	
201-5960990	Inv #2028330324	1.70	
201-5960990	Inv #2028330328	5.10	
201-5960990	Inv #2028334041	24.20	
201-5960990	Inv #2028332687	8.37	
201-5960990	Inv #2028332676	2.81	
201-5960990	Inv #2028337318	2.20	
201-5960990	Inv #2028335945	40.80	
201-5960990	Inv #2028335940	13.45	
201-5960990	Inv #2028337231	9.72	
201-5960990	Inv #2028337314	2.55	
201-5960990	Inv #2028337217	20.20	
201-5960990	Inv #2028341239	7.50	
201-5960990	Inv #2028337287	9.40	
201-5960990	Inv #2028337330	1.50	
201-5960990	Inv #2028337249	4.25	
201-5960990	Inv #2028346263	2.84	
201-5960990	Inv #2028341427	32.60	
201-5960990	Inv #2028341140	9.00	
201-5960990	Inv #2028346248	1.77	
201-5960990	Inv #2028349945	4.86	
201-5960990	Inv #2028349931	9.05	
201-5960990	Inv #2028349005	4.90	
201-5960990	Inv #2028348307	0.85	
201-5960990	Inv #2028348298	2.55	
201-5960990	Inv #2028349208	1.40	
201-5960990	Inv #2028346167	9.72	
201-5960990	Inv #2028350262	27.45	
201-5960990	Inv #2028349206	2.69	
201-5960990	Inv #2028354432	0.70	
201-5960990	Inv #5012669780	22.35	
201-5960990	Inv #2028353608	18.00	
201-5960990	Inv #2028355710	32.20	
201-5960990	Inv #2028357211	3.40	
201-5960990	Inv #2028365389	1.29	
201-5960990	Inv #2028363155	33.35	
201-5960990	Inv #2028364468	12.05	
201-5960990	Inv #2028364401	11.34	
201-5960990	Inv #2028364529	29.65	
201-5960990	Inv #2028369560	64.45	
201-5960990	Inv #2028367332	5.31	
201-5960990	Inv #2028364314	4.10	
201-5960990	Inv #2028370088	7.70	
201-5960990	Inv #2028373758	2.35	
201-5960990	Inv #2028373787	6.00	
201-5960990	Inv #2028373738	3.95	
201-5960990	Inv #2028373759	16.35	
201-5960990	Inv #2028374568	2.10	
201-5960990	Inv #2028367414	28.50	
201-5960990	Inv #2028373683	11.34	
201-5960990	Inv #2028376708	3.54	
201-5960990	Inv #2028377570	8.10	
201-5960990	Inv #2028377588	9.72	
201-5960990	Inv #2028373748	2.69	
201-5960990	Inv #2028376707	4.50	
201-5960990	Inv #2028206489	22.76	
201-5960990	Inv #2028376768	17.61	
201-5960990	Inv #2028376695	8.52	
201-5960990	Inv #2028384757	1.40	
201-5960990	Inv #2028382880	29.70	
201-5960990	Inv #2028380205	70.55	
201-5960990	Inv #2028389121	19.40	

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #2028392109		33.80
201-5960990	Inv #2028385799		91.40
201-5960990	Inv #2028385862		16.14
201-5960990	Inv #2028384125		3.00
201-5960990	Inv #2028389122		16.50
201-5960990	Inv #2028393692		3.20
201-5960990	Inv #2028386961		2.55
201-5960990	Inv #2028389703		1.40
201-5960990	Inv #2028394559		1.50
201-5960990	Inv #2028390102		28.00
201-5960990	Inv #2028389103		9.42
201-5960990	Inv #2028389179		56.35
201-5960990	Inv #2028397384		5.31
201-5960990	Inv #2028393736		9.00
201-5960990	Inv #2028398195		30.00
201-5960990	Inv #2028398059		10.76
201-5960990	Inv #2028231258		5.69
201-5960990	Inv #2028266344		5.69
201-5960990	Inv #2028402753		36.60
201-5960990	Inv #2028403160		28.25
201-5960990	Inv #2028404239		14.58
201-5960990	Inv #2028404125		13.40
201-5960990	Inv #2028404174		13.05
201-5960990	Inv #2028249443		0.70
201-5960990	Inv #2028407318		3.92
201-5960990	Inv #2028407260		3.40
201-5960990	Inv #2028404221		6.70
201-5960990	Inv #2028411139		0.70
201-5960990	Inv #2028408512		4.20
201-5960990	Inv #2028404247		5.68
201-5960990	Inv #2028406479		32.95
201-5960990	Inv #2028409596		37.65
201-5960990	Inv #2028409490		9.72
201-5960990	Inv #2028407054		79.22
201-5960990	Inv #2028414853		7.65
201-5960990	Inv #2028408498		2.10
201-5960990	Inv #2028407105		36.00
201-5960990	Inv #2028414856		5.95
201-5960990	Inv #2028414832		1.62
201-5960990	Inv #2028410821		4.20
201-5960990	Inv #2028415649		63.60
201-5960990	Inv #2028415368		5.38
201-5960990	Inv #2028414739		34.14
201-5960990	Inv #2028414744		1.70
201-5960990	Inv #2028417334		9.00
201-5960990	Inv #2028423750		51.95
201-5960990	Inv #2028326789		15.00
201-5960990	Inv #2028325631		17.98
201-5960990	Inv #2028326834		9.85
201-5960990	Inv #2028333168		4.90
201-5960990	Inv #2028326866		2.55
201-5960990	Inv #2028325615		24.21
201-5960990	Inv #2028332789		3.54
201-5970600	Inv #2028330324		32.14
201-5970600	Inv #2028330328		30.63
201-5970600	Inv #2028332687		22.70
201-5970600	Inv #2028332676		4.77
201-5970600	Inv #2028337318		44.05
201-5970600	Inv #2028355944		920.22
201-5970600	Inv #2028335940		68.15
201-5970600	Inv #2028337231		84.56
201-5970600	Inv #2028337314		30.08
201-5970600	Inv #2028337217		203.49

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2028341239		78.74
201-5970600	Inv #2028337287		54.06
201-5970600	Inv #2028337330		9.65
201-5970600	Inv #2028337249		27.78
201-5970600	Inv #2028346263		12.40
201-5970600	Inv #2028341427		915.12
201-5970600	Inv #2028346705		132.76
201-5970600	Inv #2028348513		89.65
201-5970600	Inv #2028341140		76.82
201-5970600	Inv #2028346248		15.90
201-5970600	Inv #2028349004		87.79
201-5970600	Inv #2028349945		43.12
201-5970600	Inv #2028349931		120.82
201-5970600	Inv #2028348307		6.02
201-5970600	Inv #2028348298		39.16
201-5970600	Inv #2028349207		13.74
201-5970600	Inv #2028346167		83.45
201-5970600	Inv #2028349206		16.73
201-5970600	Inv #2028354431		14.94
201-5970600	Inv #2028350261		430.32
201-5970600	Inv #5012669780		222.56
201-5970600	Inv #2028353608		189.10
201-5970600	Inv #2028355709		535.61
201-5970600	Inv #2028357211		52.22
201-5970600	Inv #2028363154		387.50
201-5970600	Inv #2028365389		29.45
201-5970600	Inv #2028364468		159.60
201-5970600	Inv #2028364401		106.13
201-5970600	Inv #2028364529		409.96
201-5970600	Inv #2028369560		448.44
201-5970600	Inv #2028371484		650.66
201-5970600	Inv #2028367332		44.28
201-5970600	Inv #2028371485		37.10
201-5970600	Inv #2028364314		146.55
201-5970600	Inv #2028370088		90.79
201-5970600	Inv #2028373758		45.69
201-5970600	Inv #2028373787		49.25
201-5970600	Inv #2028373738		18.79
201-5970600	Inv #2028373759		185.57
201-5970600	Inv #2028374567		29.29
201-5970600	Inv #2028367414		295.14
201-5970600	Inv #2028373683		108.25
201-5970600	Inv #2028376708		30.08
201-5970600	Inv #2028377570		88.81
201-5970600	Inv #2028377588		87.36
201-5970600	Inv #2028373748		8.94
201-5970600	Inv #2028376707		42.58
201-5970600	Inv #2028206489		69.06
201-5970600	Inv #2028376768		34.01
201-5970600	Inv #2028376695		18.52
201-5970600	Inv #2028382879		545.00
201-5970600	Inv #2028380205		487.85
201-5970600	Inv #2028384756		20.31
201-5970600	Inv #2028389121		220.83
201-5970600	Inv #2028385862		38.81
201-5970600	Inv #2028384125		23.77
201-5970600	Inv #2028389122		175.41
201-5970600	Inv #2028393692		80.03
201-5970600	Inv #2028389702		14.91
201-5970600	Inv #2028390101		287.82
201-5970600	Inv #2028386961		39.16
201-5970600	Inv #2028394559		20.32
201-5970600	Inv #2028391670		47.61

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2028389103		85.67
201-5970600	Inv #2028389179		122.24
201-5970600	Inv #2028397384		42.09
201-5970600	Inv #2028393736		94.37
201-5970600	Inv #2028398195		315.17
201-5970600	Inv #2028398059		27.45
201-5970600	Inv #2028231258		14.32
201-5970600	Inv #5012688383		241.98
201-5970600	Inv #2028266344		17.65
201-5970600	Inv #2028403159		390.14
201-5970600	Inv #2028406412		395.61
201-5970600	Inv #2028404239		133.23
201-5970600	Inv #2028404125		101.10
201-5970600	Inv #2028404174		105.77
201-5970600	Inv #2028249443		8.97
201-5970600	Inv #2028406478		808.64
201-5970600	Inv #2028407318		21.91
201-5970600	Inv #2028407260		23.80
201-5970600	Inv #2028404221		71.52
201-5970600	Inv #2028411138		8.96
201-5970600	Inv #2028408511		55.37
201-5970600	Inv #2028404247		14.37
201-5970600	Inv #2028409596		294.23
201-5970600	Inv #2028407054		254.28
201-5970600	Inv #2028414853		109.20
201-5970600	Inv #2028408498		10.73
201-5970600	Inv #2028407105		372.73
201-5970600	Inv #2028414856		103.44
201-5970600	Inv #2028414832		14.75
201-5970600	Inv #2028418020		36.42
201-5970600	Inv #2028415638		11.96
201-5970600	Inv #2028414739		30.60
201-5970600	Inv #2028414744		30.07
201-5970600	Inv #2028417334		89.05
201-5970600	Inv #2028423749		804.86
201-5970600	Inv #2028334040		389.24
201-5970600	Inv #2028392108		597.00
201-5970600	Inv #2028385798		778.83
201-5970600	Inv #2028402752		683.28
201-5970600	Inv #2028415648		772.87
201-5970600	Inv #2028325630		891.90
201-5970600	Inv #2028326789		150.19
201-5970600	Inv #2028326834		59.23
201-5970600	Inv #2028333168		24.45
201-5970600	Inv #2028326866		39.16
201-5970600	Inv #2028325615		103.57
201-5970600	Inv #2028332789		30.64
201-5970640	Inv #5012669780		332.19
201-5970640	Inv #5012688383		509.99
201-5970640	Inv #2028334040		243.00
201-5970640	Inv #2028385798		33.90
201-5990901	Inv #2028334040		49.68
201-5990901	Inv #2028392108		29.70
201-5990901	Inv #2028385798		29.74
201-5990901	Inv #2028402752		36.13
201-5990901	Inv #2028415648		27.20

BANKCARD SERVICES

12891

08/21/13

5,607.36

Account No.	Description	Amount
201-5920202	Visa July 2013	51.50
201-5920204	Visa July 2013	790.00
201-5960210	Visa July 2013	508.32
201-5960990	Visa July 2013	112.24

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970100	Visa July 2013		1,402.75
201-5970110	Visa July 2013		9.74
201-5970115	Visa July 2013		2,084.72
201-5970600	Visa July 2013		138.76
201-5970620	Visa July 2013		166.20
201-5980410	Visa July 2013		128.97
201-5980420	Visa July 2013		214.16

MIDWEST TAPE 12892 08/21/13 13,028.90

Account No.	Description	Amount
201-5960990	Inv #91138183	42.35
201-5960990	Inv #91138182	16.25
201-5960990	Inv #91138180	20.00
201-5960990	Inv #91138184	1.85
201-5960990	Inv #91139807	5.55
201-5960990	Inv #91139808	160.60
201-5960990	Inv #91140330	32.50
201-5960990	Inv #91144313	26.20
201-5960990	Inv #91144314	3.25
201-5960990	Inv #91144311	38.50
201-5960990	Inv #91129152	3.70
201-5960990	Inv #91129155	7.70
201-5960990	Inv #91129154	22.75
201-5960990	Inv #91126651	5.55
201-5960990	Inv #91126653	6.50
201-5960990	Inv #91126652	46.20
201-5960990	Inv #91126479	93.05
201-5960990	Inv #91123328	153.55
201-5960990	Inv #91120910	1.85
201-5960990	Inv #91120912	3.25
201-5960990	Inv #91123326	9.75
201-5960990	Inv #91125170	11.55
201-5960990	Inv #91123329	3.70
201-5960990	Inv #91113311	11.10
201-5960990	Inv #91111569	48.65
201-5960990	Inv #91112052	3.85
201-5960990	Inv #91112053	3.70
201-5960990	Inv #91112050	76.50
201-5960990	Inv #91116039	12.95
201-5960990	Inv #91102206	20.35
201-5960990	Inv #91102276	9.75
201-5960990	Inv #91102279	34.65
201-5960990	Inv #91102278	138.85
201-5960990	Inv #91090758	22.75
201-5960990	Inv #91095148	3.85
201-5960990	Inv #91113692	6.50
201-5960990	Inv #91113690	71.10
201-5960990	Inv #91113611	31.05
201-5960990	Inv #91109816	34.65
201-5960990	Inv #91090756	11.10
201-5960990	Inv #91101549	3.25
201-5960990	Inv #91109817	13.00
201-5960990	Inv #91109813	11.10
201-5960990	Inv #91109815	153.60
201-5960990	Inv #91157374	7.40
201-5960990	Inv #91151728	5.55
201-5960990	Inv #91158748	16.45
201-5960990	Inv #91158746	28.45
201-5960990	Inv #91157378	34.90
201-5960990	Inv #91157377	16.25
201-5960990	Inv #91151726	9.75
201-5960990	Inv #91151729	6.50
201-5960990	Inv #91157376	136.00

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #91139808		877.83
201-5970610	Inv #91138180		78.70
201-5970610	Inv #91138184		19.99
201-5970610	Inv #91139807		109.97
201-5970610	Inv #91144311		123.95
201-5970610	Inv #91129152		94.98
201-5970610	Inv #91129155		18.73
201-5970610	Inv #91133099		283.95
201-5970610	Inv #91126651		136.97
201-5970610	Inv #91126652		143.88
201-5970610	Inv #91120910		44.99
201-5970610	Inv #91125170		37.32
201-5970610	Inv #91123329		92.98
201-5970610	Inv #91113311		244.94
201-5970610	Inv #91112052		14.99
201-5970610	Inv #91112053		49.98
201-5970610	Inv #91116039		259.93
201-5970610	Inv #91109832		9.99
201-5970610	Inv #91102206		461.89
201-5970610	Inv #91102279		105.81
201-5970610	Inv #91095148		10.40
201-5970610	Inv #91095146		535.91
201-5970610	Inv #91113611		123.07
201-5970610	Inv #91109816		105.21
201-5970610	Inv #91109814		244.94
201-5970610	Inv #91109813		241.94
201-5970610	Inv #91157374		169.96
201-5970610	Inv #91148239		251.96
201-5970610	Inv #91151728		69.97
201-5970610	Inv #91157378		131.91
201-5970630	Inv #91138183		203.88
201-5970630	Inv #91138182		117.95
201-5970630	Inv #91140330		240.90
201-5970630	Inv #91144313		159.67
201-5970630	Inv #91144314		23.99
201-5970630	Inv #91129154		118.43
201-5970630	Inv #91126653		61.98
201-5970630	Inv #91126479		488.01
201-5970630	Inv #91123328		814.78
201-5970630	Inv #91120912		18.74
201-5970630	Inv #91123326		59.97
201-5970630	Inv #91111569		281.46
201-5970630	Inv #91112050		341.79
201-5970630	Inv #91102276		52.22
201-5970630	Inv #91102278		685.10
201-5970630	Inv #91090758		63.70
201-5970630	Inv #91095148		20.24
201-5970630	Inv #91113692		45.98
201-5970630	Inv #91113690		354.55
201-5970630	Inv #91101549		11.24
201-5970630	Inv #91109817		91.96
201-5970630	Inv #91109815		862.08
201-5970630	Inv #91158748		51.99
201-5970630	Inv #91158746		131.93
201-5970630	Inv #91157377		135.95
201-5970630	Inv #91151726		57.57
201-5970630	Inv #91151729		22.49
201-5970630	Inv #91157376		713.61

ORGANIZED SOLUTIONS	12893	08/21/13	50.00
Account No.	Description	Amount	
201-5920204	All-Staff Meeting	50.00	

All check dates

Vendor Name	Chk. No.	Check Date	Amount
ACE DES PLAINES INCORPORATED	12894	08/21/13	32.55
Account No. Description		Amount	
201-5970115 Doc #229035		32.55	
ALARM SECURITY INCORPORATED	12895	08/21/13	1,145.00
Account No. Description		Amount	
201-5930020 Inv #S108878		1,145.00	
ALARM SECURITY INCORPORATED	12896	08/21/13	384.00
Account No. Description		Amount	
201-5960990 Inv #S108877		384.00	
ALEXIAN BROTHERS CORP HEALTH SER	12897	08/21/13	225.00
Account No. Description		Amount	
201-5960040 Inv #487388		225.00	
ALINA CELESTE HEVIA	12898	08/21/13	137.00
Account No. Description		Amount	
201-5960210 Family Concert Deposit		137.00	
ALINA CELESTE HEVIA	12899	08/21/13	138.00
Account No. Description		Amount	
201-5960210 Family Concert Final Paym		138.00	
AMAZON	12900	08/21/13	426.60
Account No. Description		Amount	
201-5970600 Amazon July 2013		219.78	
201-5970610 Amazon July 2013		115.51	
201-5970620 Amazon July 2013		14.99	
201-5970630 Amazon July 2013		76.32	
APPLE BOOKS	12901	08/21/13	91.40
Account No. Description		Amount	
201-5970600 Inv #97507		73.45	
201-5970600 Inv #97672		17.95	
ARC DISPOSAL/REPUBLIC SERVICES #551	12902	08/21/13	359.17
Account No. Description		Amount	
201-5930490 Inv #0551-010307082		359.17	
AUTOMATED LOGIC, INC.	12903	08/21/13	2,666.75
Account No. Description		Amount	
201-5930020 Reference #81500550		2,666.75	
B&E FURNITURE & CABINET SERVICE	12904	08/21/13	4,800.00
Account No. Description		Amount	
201-5930020 Inv #4110		4,800.00	
BARNES & NOBLE, INC.	12905	08/21/13	2,041.44
Account No. Description		Amount	
201-5980410 Inv #IN 2607386		2,041.44	
BARNES & NOBLE.COM	12906	08/21/13	2,425.12
Account No. Description		Amount	
201-5970650 Inv #9670340001		1,038.64	
201-5970650 Inv #9670340002		1,386.48	
BISHOP PLUMBING, INC.	12907	08/21/13	337.95
Account No. Description		Amount	
201-5930020 Inv #80480		337.95	
BRENDA MURPHY	12908	08/21/13	42.00
Account No. Description		Amount	

Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5920202 Expense Reimbursement		08/21/13	42.00
C D W GOVERNMENT INCORPORATED	12909	08/21/13	9,614.00
Account No. Description		Amount	
201-5980420 Inv #DG13774		9,614.00	
CAVENDISH SQUARE	12910	08/21/13	139.70
Account No. Description		Amount	
201-5970600 Inv #3000963		111.75	
201-5970600 Inv #3000964		27.95	
CERAMICA, INC.	12911	08/21/13	72.50
Account No. Description		Amount	
201-5970100 Inv #IN-13-47283		72.50	
CHICAGO OFFICE TECHNOLOGY GROUP	12912	08/21/13	1,178.69
Account No. Description		Amount	
201-5930010 Inv #239193 4		812.10	
201-5930010 Inv #239194 1		366.59	
CHRISTINE POSINGER	12913	08/21/13	150.00
Account No. Description		Amount	
201-5920202 Expense Reimbursement		150.00	
CITY OF DES PLAINES	12914	08/21/13	207.32
Account No. Description		Amount	
201-5970850 Invoice Fuel #5-13		50.30	
201-5970850 Invoice Fuel #3-13		33.03	
201-5970850 Invoice Fuel #6-13		123.99	
COOPERATIVE COMPUTER SERVICES	12915	08/21/13	5,811.35
Account No. Description		Amount	
201-5920140 June Billing		4,442.60	
201-5920140 OCLC JED Profile		1,368.75	
CRYSTAL MAINTENANCE SERVICES COR	12916	08/21/13	4,810.00
Account No. Description		Amount	
201-5930320 Inv #21440		3,340.00	
201-5930320 Inv #21426		198.00	
201-5960990 Inv #21356		1,272.00	
D & Z HOUSE OF BOOKS INCORPORATED	12917	08/21/13	59.70
Account No. Description		Amount	
201-5970620 Inv #2013/I044264		59.70	
DAVE'S SPECIALTY FOODS	12918	08/21/13	320.00
Account No. Description		Amount	
201-5960210 Programming		320.00	
DEMCO EDUCATIONAL CORP	12919	08/21/13	12,334.24
Account No. Description		Amount	
201-5970100 Inv #4998453		21.43	
201-5970100 Inv #5038160		7,219.10	
201-5970100 Inv #5027054		5,093.71	
EBSCO SUBSCRIPTION SVC	12920	08/21/13	2,117.26
Account No. Description		Amount	
201-5970620 Inv #1440874		33.95	
201-5970620 Inv #1440174		364.00	
201-5970620 Inv #1439734		1,719.31	
EDUCATORS PROGRESS SERVICE, INC.	12921	08/21/13	181.80
Account No. Description		Amount	

All Checkbooks
 All check dates
 (7)

**Des Plaines Public Library
 Vendor Checks Report**

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600 Reference #RHS209-1XPZQ		08/21/13	181.80
FERME ORNEE, LLC	12922	08/21/13	311.00
Account No. Description 201-5960210 Programming		Amount 311.00	
FIRE EQUIPMENT COMPANY	12923	08/21/13	381.35
Account No. Description 201-5930020 Inv #65470		Amount 381.35	
GALE	12924	08/21/13	2,444.19
Account No. Description 201-5970640 Inv #99523088		Amount 2,444.19	
GREY HOUSE PUBLISHING	12925	08/21/13	165.00
Account No. Description 201-5970640 Inv #867730		Amount 165.00	
HOUCHEM BINDERY	12926	08/21/13	264.25
Account No. Description 201-5930195 Inv #206552		Amount 264.25	
IMPACT NETWORKING, LLC.	12927	08/21/13	825.30
Account No. Description 201-5930010 Inv #275475		Amount 825.30	
INFOGROUP, LIBRARY DIVISION	12928	08/21/13	12,024.00
Account No. Description 201-5970640 Inv #10002370052		Amount 12,024.00	
INNOVATION EXPERTS	12929	08/21/13	55.00
Account No. Description 201-5920220 Inv #LSS107		Amount 55.00	
INVICTA SERVICES LLC	12930	08/21/13	143.85
Account No. Description 201-5960990 Inv #1636		Amount 143.85	
KLEIN, THORPE & JENKINS, LTD.	12931	08/21/13	253.50
Account No. Description 201-5920100 Inv #164928		Amount 253.50	
KSIEGARNIA QUO VADIS	12932	08/21/13	714.00
Account No. Description 201-5970600 Books		Amount 714.00	
LIMRICC	12933	08/21/13	30,683.00
Account No. Description 201-2401002 July 2013		Amount 30,683.00	
MAIL FINANCE	12934	08/21/13	177.00
Account No. Description 201-5930210 Inv #N4129163		Amount 177.00	
McQuay Service, Inc	12935	08/21/13	1,669.28
Account No. Description 201-5930020 Inv #2597064		Amount 1,669.28	
MICHAEL B. AUSTIN	12936	08/21/13	49.00
Account No. Description 201-5920230 Expense Reimbursement		Amount 49.00	
NORMAN ELECTRICAL CONSTRUCTION (12937	08/21/13	530.00

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5930020	Description Inv #22085		Amount 530.00
OFFICE DEPOT	12938	08/21/13	655.89
Account No. 201-5970100	Description Inv #667235653001		Amount 231.52
201-5970100	Inv #664470200001		192.69
201-5970100	Inv #665496551001		116.35
201-5970100	Inv #665496552001		9.93
201-5970100	Inv #665496435001		21.30
201-5970100	Inv #664308473001		84.10
OUTSOURCE SOLUTIONS GROUP, INC.	12939	08/21/13	28,613.33
Account No. 201-5920110	Description Inv #18017		Amount 27,083.33
201-5920110	Inv #18062		280.00
201-5960990	Inv #17847		1,250.00
OVERDRIVE, INC.	12940	08/21/13	472.76
Account No. 201-5970650	Description Inv #1018-161123383-07141		Amount 472.76
P.J. KENEDY & SONS	12941	08/21/13	356.60
Account No. 201-5970640	Description Inv #1093721		Amount 356.60
PADDOCK PUBLICATIONS, INC.	12942	08/21/13	88.00
Account No. 201-5970620	Description Daily Herald Subscription		Amount 88.00
POSTMASTER	12943	08/21/13	500.00
Account No. 201-5970260	Description Inv #080113		Amount 500.00
PRODUCT ARCHITECTURE & DESIGN	12944	08/21/13	2,022.60
Account No. 201-5990900	Description Early Literacy Area		Amount 2,022.60
PS PRINT, LLC	12945	08/21/13	1,395.00
Account No. 201-5970270	Description Acct #728235		Amount 1,395.00
RANDOM HOUSE INCORPORATED	12946	08/21/13	30.00
Account No. 201-5970610	Description Inv #1087466536		Amount 30.00
RECORDED BOOKS, LLC	12947	08/21/13	111.73
Account No. 201-5970610	Description Inv #74769879		Amount 67.75
201-5970610	Inv #74767607		28.99
201-5970610	Inv #74766835		14.99
RESEARCH TECHNOLOGY INTERNATION	12948	08/21/13	564.80
Account No. 201-5970100	Description Inv #176655		Amount 564.80
RUNCO OFFICE SUPPLY	12949	08/21/13	1,757.23
Account No. 201-5970100	Description Inv #548783-0		Amount 149.41
201-5970100	Inv #548301-0		628.20
201-5970100	Inv #547917-0		36.49
201-5970100	Inv #549607-0		599.90
201-5970100	Inv #549775-0		339.90

Des Plaines Public Library
 Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5970100 Inv #548301-1		08/21/13	3.33
SALLY DECKER SMITH	12950	08/21/13	200.00
Account No. Description		Amount	
201-5920204 All-Staff Meeting		200.00	
SHEET MUSIC PLUS	12951	08/21/13	312.07
Account No. Description		Amount	
201-5970600 Inv #14115		25.29	
201-5970600 Inv #14095		286.78	
STEPHANIE SPETTER	12952	08/21/13	128.75
Account No. Description		Amount	
201-5920202 Expense Reimbursement		128.75	
TELEVEND SERVICES INCORPORATED	12953	08/21/13	142.85
Account No. Description		Amount	
201-5970100 Inv #4655		142.85	
THE COUNCIL OF STATE GOVERNMENTS	12954	08/21/13	58.50
Account No. Description		Amount	
201-5970640 Inv #74148		58.50	
THE HAUSER GROUP, LTD.	12955	08/21/13	34,067.01
Account No. Description		Amount	
201-5980600 THE HAUSER GROUP, LTD.		801.42	
201-5980600 Inv #PF-13-5394		480.00	
201-5980600 Proposal #13-5371		1,602.83	
202-5980600 Inv #13-6933		2,942.60	
202-5980600 Inv #13-6934		3,720.60	
202-5980600 Inv #13-6939		8,791.74	
202-5980600 Inv #PF-13-5243		3,098.70	
202-5980600 Inv #PF-13-5244		8,791.74	
202-5980600 Inv #PF-13-5246		2,942.60	
202-5980600 Inv #PF-13-5370		894.78	
THOMSON REUTERS-WEST	12956	08/21/13	31.80
Account No. Description		Amount	
201-5970640 Inv #827667639		31.80	
TIMOTHY HASKELL	12957	08/21/13	125.00
Account No. Description		Amount	
201-5960990 Inv #71713		125.00	
TOM HAAS	12958	08/21/13	380.00
Account No. Description		Amount	
201-5930020 Kitchen Back Splash 2nd F		380.00	
TOM HAAS	12959	08/21/13	430.00
Account No. Description		Amount	
201-5990900 Ship Removal Second Floor		430.00	
VALDES ENTERPRISES	12960	08/21/13	528.00
Account No. Description		Amount	
201-5970170 Inv #2254		528.00	
VIKING PLUMBING SERVICES, LLC	12961	08/21/13	850.00
Account No. Description		Amount	
201-5930020 Inv #4906		850.00	
WESTON WOODS STUDIOS	12962	08/21/13	89.90
Account No. Description		Amount	
201-5970600 Inv #6802641		29.95	

10

Vendor Name	Chk. No.	Check Date	Amount
201-5970630 Inv #6802641		59.95	
		TOTAL	<u>218,645.91</u>

☐ All Checkbooks
☐ All check dates

Des Plaines Public Library
ACH Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
ALL ONE	50450	07/31/13	351.19
Account No.	Description	Amount	
201-5920120	ACH	351.19	
VERIZON WIRELESS	50451	07/31/13	697.18
Account No.	Description	Amount	
201-5920120	ACH	697.18	
LEVEL(3) COMMUNICATIONS, LLC.	50452	07/31/13	450.10
Account No.	Description	Amount	
201-5920120	ACH	450.10	
GE CAPITAL	50453	07/31/13	1,488.13
Account No.	Description	Amount	
201-5930210	ACH	1,488.13	
WOW! INTERENT CABLE	50454	07/31/13	124.27
Account No.	Description	Amount	
201-5920120	ACH	124.27	
PRO DATA	50455	07/31/13	701.92
Account No.	Description	Amount	
201-5920110	ACH	447.92	
201-5920110	ACH	234.00	
201-5920110	ACH	20.00	
IMRF	50456	07/31/13	67,658.03
Account No.	Description	Amount	
201-2401002	06/2013 EE IMRF Contrib	7,651.01	
201-2401002	07/2013 EE IMRF Contrib	8,091.56	
201-5918021	06/2013 ER IMRF Contrib	25,231.20	
201-5918021	07/2013 ER IMRF Contrib	26,684.26	
		TOTAL	<u>71,470.82</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	\$ 6,023,258	\$ 6,437,993	\$	\$	\$	\$	\$
Revenue (M-T-D)												
Property Taxes	-	811,352	2,151,626	435,503	41,639	-	945,205					
Other Revenue	15,762	12,970	23,118	37,674	14,915	45,284	17,055					
	15,762	824,322	2,174,744	473,177	56,554	45,284	962,259					
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	300,793					
Other Expense	348,979	162,895	148,263	171,316	183,641	248,707	185,365					
Change in A/P & A/E's	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	61,405					
	539,201	540,650	461,681	410,563	571,696	412,238	547,564					
Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)	(366,954)	414,695					

Des Plaines Public Library
 Disbursement Reconciliation
 July 31, 2013

Total Expenses per Expense Report			<u>\$486,158.54</u>
Gross Payroll	\$205,458.84		
Benefits Expense	<u>95,334.22</u>		
Total Payroll Expenses		\$300,793.06	
Vendor Checks Report		\$218,645.91	
Vendor ACH Report		<u>71,470.82</u>	
Total expenses per payroll and vendor checks reports			<u>590,909.79</u>
		Variance	<u>104,751.25</u>
Less: (disbursements included above)			
IMRF June/July CK # 50456		(67,658.03)	
LIMRiCC July Insurance Premiums CK# 12933		(30,683.00)	
Void CK# 12733		(4,500.00)	
Deposits		<u>(2,601.71)</u>	
			(105,442.74)
Plus:			
IL Funds Epay Fees		214.49	
Manual Checks		<u>477.00</u>	
Deposits			691.49
		Variance	<u>0.00</u>

July 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	
Jul 2013	3,533	YTD 2013	23,440
Jul 2012	8,103	YTD 2012	19,416
	% Change	-56.40%	% Change
			20.73%

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

CIRCULATION - GENERAL			
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.			
THIS MONTH		YEAR TO DATE	
Jul 2013		YTD 2013	
Youth Services	39,271	Youth Services	261,223
Adult Services	65,481	Adult Services	422,461
TOTAL	104,752	TOTAL	683,684
Jul 2012		YTD 2012	
Youth Services	41,250	Youth Services	268,763
Adult Services	64,641	Adult Services	431,027
TOTAL	105,891	TOTAL	699,790
	% Change	-1.08%	% Change
			-2.30%

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Jul 2013		YTD 2013	
Youth Services	5,389	Youth Services	27,830
Adult Services	8,573	Adult Services	55,388
TOTAL	13,962	TOTAL	83,218
Jul 2012		YTD 2012	
Youth Services	5,828	Youth Services	21,000
Adult Services	9,833	Adult Services	58,058
TOTAL	15,661	TOTAL	79,058
	% Change	-10.85%	% Change
			5.26%
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Jul 2013	8,176	YTD 2013	51,900
Jul 2012	6,692	YTD 2012	45,147
	% Change	22.18%	% Change
			14.96%

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Jul 2013		YTD 2013	
From Internal IP's	3,573	From Internal IP's	25,165
From External IP's	44,864	From External IP's	274,268
TOTAL	48,437	TOTAL	299,433
Jul 2012		YTD 2012	
From Internal IP's	3,691	From Internal IP's	24,970
From External IP's	41,863	From External IP's	287,672
TOTAL	45,554	TOTAL	312,642
% Change	6.33%	% Change	-4.22%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
July 2013 Unique Visitors		YTD 2013 Unique Visitors	
	21,987		118,542
July 2012 Unique Visitors		YTD 2012 Unique Visitors	
	23,410		178,248
% Change	-6.08%	% Change	-33.50%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Jan 1900	16,031	YTD 2013	106,887
Jul 2012	14,946	YTD 2012	113,519
% Change	7.26%	% Change	-5.84%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013		% of Population 2013	
	34,572		59.20%
YTD 2012		% of Population 2012	
	34,095		58.40%
% Change	1.40%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Jul 2013		YTD 2013	
Library Sponsored Prog	2,902	Library Sponsored Prog	14,730
Outside Groups	1,068	Outside Groups	10,042
Public Study Rooms	941	Public Study Rooms	6,877
Internal Meetings	100	Internal Meetings	600
TOTAL	5,011	TOTAL	32,249
Jul 2012		YTD 2012	
Library Sponsored Prog	2,058	Library Sponsored Prog	18,756
Outside Groups	1,231	Outside Groups	12,671
Public Study Rooms	967	Public Study Rooms	8,033
Internal Meetings	100	Internal Meetings	700
TOTAL	4,356	TOTAL	40,160
% Change	15.04%	% Change	-19.70%

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Jul 2013		YTD 2013	
Library Sponsored Prog	126	Library Sponsored Prog	822
Outside Groups	32	Outside Groups	327
Public Study Rooms	559	Public Study Rooms	4,177
Internal Meetings	10	Internal Meetings	70
TOTAL	727	TOTAL	5,396
Jul 2012		YTD 2012	
Library Sponsored Prog	102	Library Sponsored Prog	925
Outside Groups	35	Outside Groups	326
Public Study Rooms	632	Public Study Rooms	4,209
Internal Meetings	10	Internal Meetings	70
TOTAL	779	TOTAL	5,530
% Change	-6.68%	% Change	-2.42%

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	
Jul 2013		YTD 2013	
Youth Services	595	Youth Services	7,866
Adult Services	205	Adult Services	2,240
TOTAL	800	TOTAL	10,106
Jul 2012		YTD 2012	
Youth Services	196	Youth Services	7,880
Adult Services	187	Adult Services	2,341
TOTAL	383	TOTAL	10,221
% Change	109%	% Change	-1%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Jul 2013		YTD 2013	
Youth Services	3,141	Youth Services	19,676
Adult Services	13,243	Adult Services	90,132
Circulation	10,840	Circulation	67,752
TOTAL	27,224	TOTAL	177,560
Jul 2012		YTD 2012	
Youth Services	4,075	Youth Services	23,200
Adult Services	12,945	Adult Services	94,568
Circulation	8,975	Circulation	57,788
TOTAL	25,995	TOTAL	175,556
% Change	5%	% Change	1%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Jul 2013		YTD 2013	
	51,964		339,918
Jul 2012		YTD 2012	
	48,616		348,176
% Change	6.89%	% Change	-2.37%

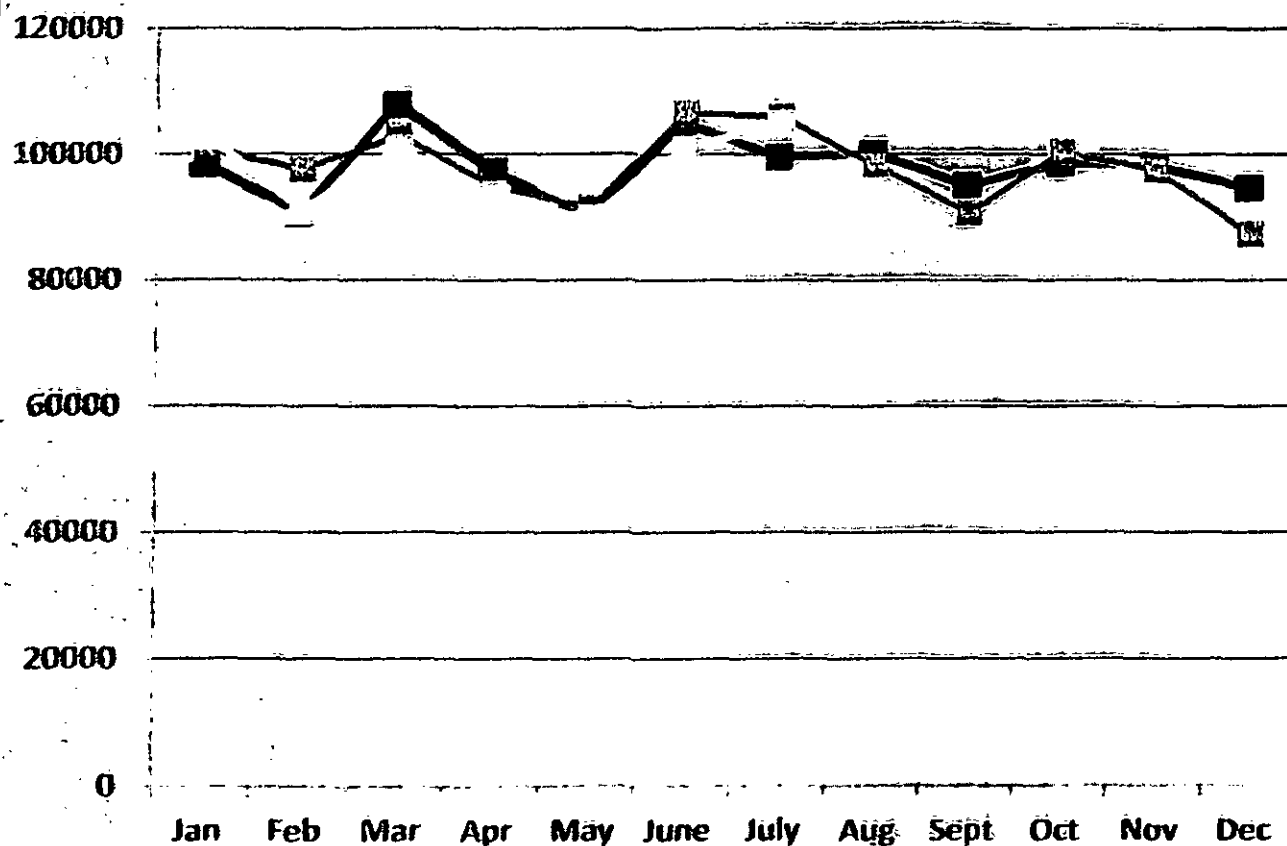
2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	188	215	275	280						1,693
CD-ROMs	288	193	219	153	255	376	395						1,859
CDs	917	990	1,010	1,097	878	1,127	921						6,940
DVDs	10,392	8,744	10,255	9,437	8,404	10,324	10,476						68,032
Fiction	17,985	16,373	17,195	15,858	15,241	20,617	18,967						122,236
Foreign language	1,832	2,383	1,913	1,695	1,287	1,457	1,459						12,026
Games	49	64	71	41	44	64	69						402
Holiday	727	538	722	285	215	304	195						2,986
Homeschool	359	366	271	246	235	291	324						2,092
Large type	23	23	28	25	27	40	44						210
Magazines	159	134	148	203	143	189	224						1,200
Nonfiction	5,913	5,492	6,355	5,802	5,154	6,049	5,771						40,536
Parent collection	175	143	141	169	114	123	146						1,011
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	41,236	39,271	0	0	0	0	0	261,223
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11	10	11	6	16						71
Audiobooks	2,055	1,794	2,020	1,904	1,919	2,086	2,190						13,968
CD-ROMs	672	619	684	674	535	561	627						4,372
CDs	6,495	5,595	6,456	6,121	6,416	6,433	6,690						44,206
DVDs	30,212	26,394	29,110	27,287	26,201	27,023	30,748						196,975
Fiction	7,733	6,597	7,263	6,924	7,041	7,826	8,024						51,408
Foreign language	1,349	1,126	1,242	1,213	1,072	1,315	1,378						8,695
High school	1,176	885	1,071	972	1,055	1,593	1,757						8,609
Large type	1,265	1,122	1,285	1,187	1,246	1,271	1,405						8,781
Literacy	171	177	163	183	167	135	174						1,170
Magazines	2,641	2,247	2,669	2,439	2,650	2,531	2,667						17,844
Nonfiction	9,963	8,678	10,342	9,375	9,135	9,064	9,805						66,362
ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	59,844	65,481	0	0	0	0	0	422,461
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	101,080	104,752	0	0	0	0	0	683,684
eMaterials	3,576	2,893	3,596	3,167	3,486	3,189	3,533						23,440
ILL (non consortial)	385	333	357	361	307	347	268						2,358
Miscellaneous	512	392	415	458	396	434	362						2,969
GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	105,050	108,915	0	0	0	0	0	712,451

Days close 1 1 2 1 2 1 2 1 2 10

Circulation Statistics 2011 - 2013

IX.C.3

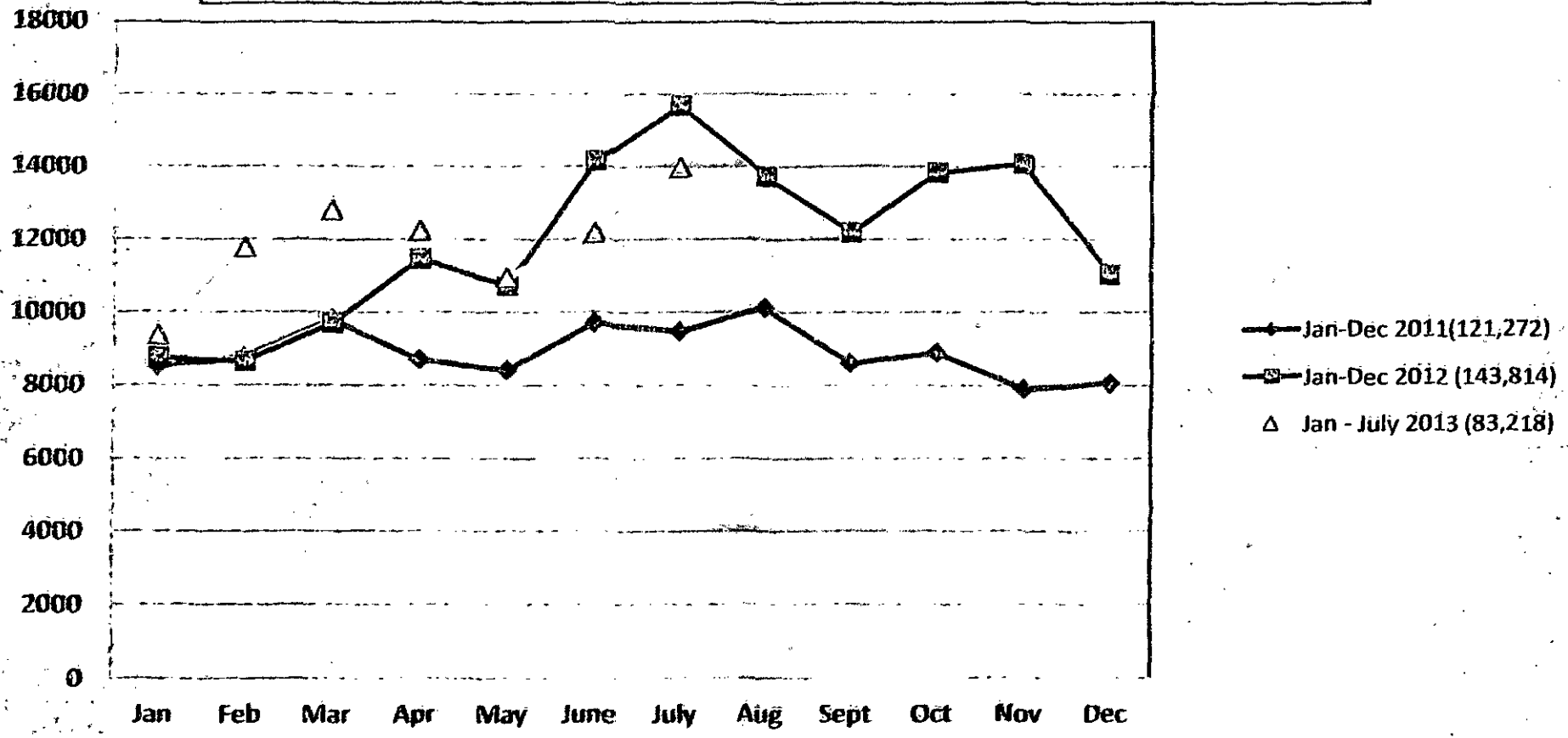


■ Jan-Dec 2011(1,176,467)
■ Jan-Dec 2012 (1,173,113)
■ Jan - July 2013 (683,684)

P.45

Computer Use - Wired

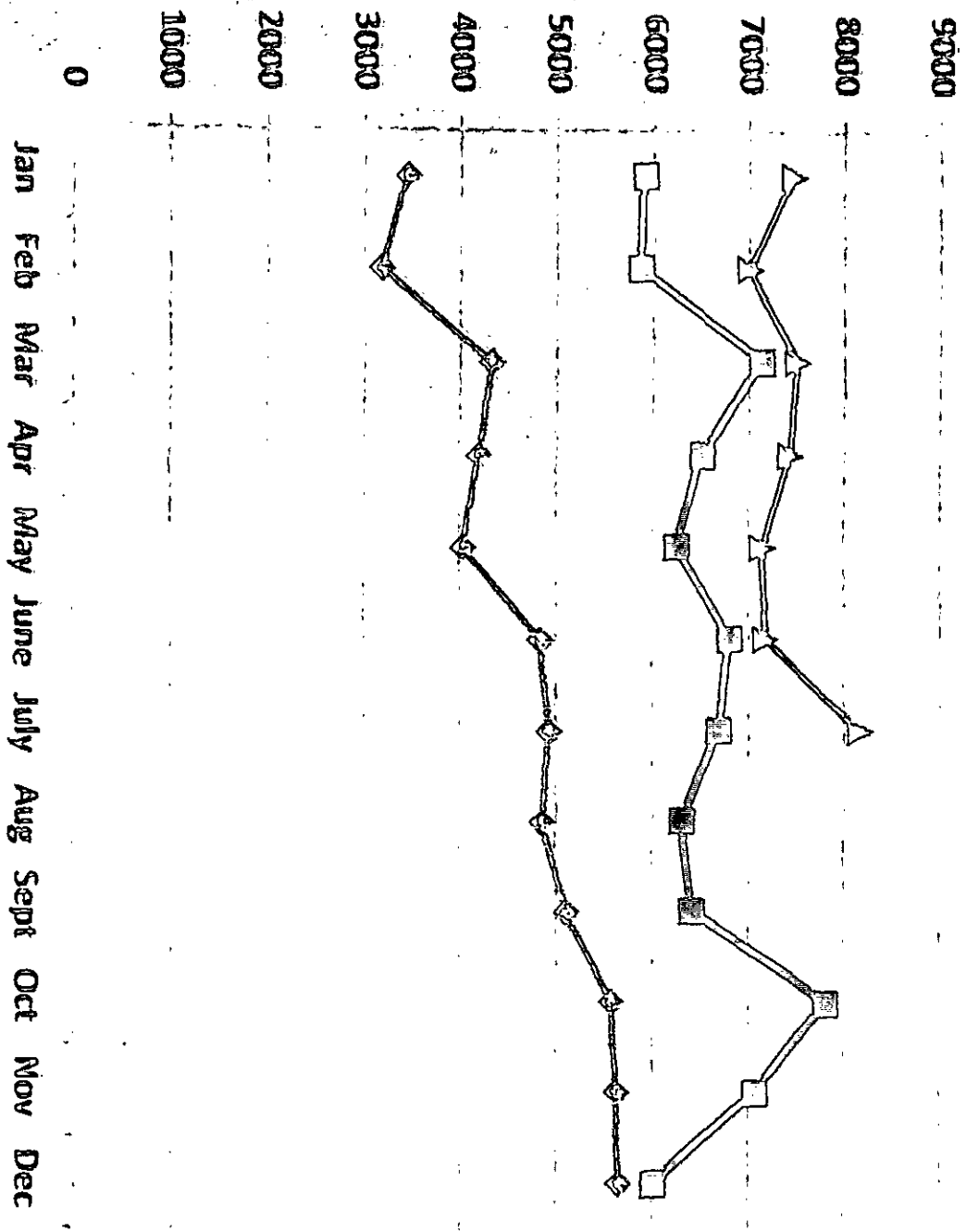
IX.C.4.



P. 46

Computer Use - Wireless

IX.C.5



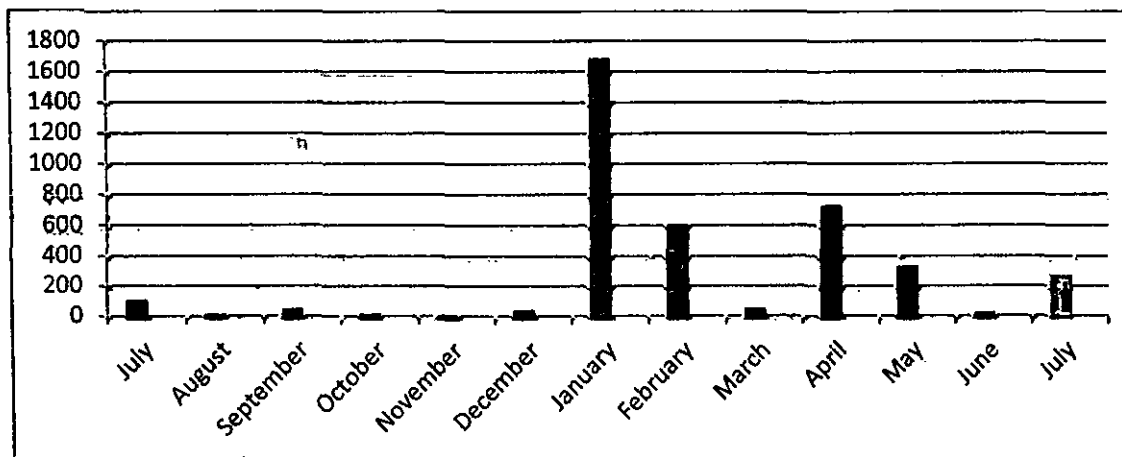
◆ Jan-Dec 2011(55,673)
 □ Jan-Dec 2012 (75,091)
 ▲ Jan - July 2013 (51,900)

Director's Report on Strategic Goals August, 2013

Collection Development Highlights – Goal #1

In July we focused on promoting *A to Z the USA* via Social Media and banners and fliers in the library. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted this great new resource. *A to Z the USA* offers detailed information and histories of the 50 states and 5 territories. Included is state, county and city information, maps, flags, photos, facts and more. The chart below shows the increase in usage during the July promotion.

A-Z the USA (July 2012- July 2013) – Promotion month July 2013



eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class one time in July which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 12 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class two times in July to show the public how to download eaudiobooks and ebooks. 11 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.

Battle of the Bands: part of the Teen Terminal Summer Reading Club program and in partnership with the Des Plaines Park District, the 4th Annual Battle of the Bands was held on Friday, July 5th on the Library Plaza. 350 teens came to cheer on their favorite bands, eat pizza and, as the slogan said, Stay Calm and Rock On!

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. 12 people attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in July to meet with the public and answer questions. 4 people attended.

Intermediate Computers in Spanish. Oakton Community College offered an intermediate computer class in Spanish focusing on Microsoft Word four times in July. 30 people attended.

Lifelong Learning Highlights – Goal #3

Six Adult Services librarians and three reference and readers' services assistants offered 15 computer classes in July teaching over 85 people.

Frugal Friends Coupon Club-Saving and Selling on Craigslist and eBay: In July the Coupon Club learned the basics of buying and selling on eBay and Craigslist and coupon deal swapping. 34 people attended.

The Joys of Jello: Amy Alessio presented this program about the history of this staple of American cuisine, desserts, salads and more. Samples tastings were handed out to attendees. 61 people attended.

Two for Brazil: Brazil met Jazz at the library in July when the talented duo of Greg Fishman, tenor saxophone, and Paulinho Garcia, guitar and vocals played a combination of standards, jazz and Brazilian music. 90 people attended.

DPPL Writing Group: The creative writing group met five times in July to read, give feedback and critique each other's writing. 37 people attended.

Job Seekers Group: This group meets monthly with licensed career counselor Edie Kleinman to discuss job hunting experiences, ask questions, seek advice and get support and motivation. 5 people attended.

Summer Reading Clubs

On Saturday, June 8th the adult, teen and youth summer reading clubs kicked off. For adults, every time someone reads a book they can enter a contest for a chance to win an iPad Mini and a trivia question will be posed each week for a chance to win an additional prize. 1,360 adults have participated so far.

The teen program invites teens to read 4 books for 20 hours and earn a \$5.00 gift card and a chance to win an iPad Mini. 358 teens have registered.

IX.C.6.

The youth program is for kids birth through 6th grade (7th and 8th graders get to choose either the youth or teen program) they receive a "passport" for keeping track of their time spent reading or listening to books. The goal for the summer is to spend 16 hours engaged in reading. At the half-way point (8 hours) kids receive a prize. When they have completed 16 hours of reading, kids receive a final prize. This year it's a choice of several paperback book titles and everyone receives a beautiful certificate of completion. 2,004 kids are registered.

The Friends of the Library sponsors the Summer Reading Club programs and generously paid for all the prizes.

2013 Cash Budget Projection

IX.C.7.

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	\$ 6,862,722	\$ 6,801,537	\$ 6,390,195	\$ 6,033,241	\$ 6,437,937	\$ 5,809,166	\$ 5,235,397	\$ 6,540,013	\$ 5,911,369			
Restricted cash donations	129,481	129,483	129,673	129,673	134,100	130,257	130,508	130,508	130,508	130,508	130,508	130,508			
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	4,716,531	5,000,001	6,713,047	6,475,237	6,239,938	5,892,733	6,307,429	5,678,658	5,104,899	6,409,325	5,780,861			
Revenue (M-T-D)															
Property Taxes	15,729	12,968	23,105	37,674	14,915	45,234	17,055	34,434	34,436	34,436	34,436	34,436	86,263,710	6,263,710	
Other Revenue	18,739	824,520	2,174,721	473,177	58,554	45,234	982,280	34,434	34,436	1,912,821	34,436	34,436	338,938	338,938	
Total Revenue													6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	277,443	396,460	236,017	300,793	342,626	342,626	342,626	342,626	342,626	3,933,725	3,933,725	
Contractual Services	162,138	88,509	73,481	86,021	97,180	72,601	59,888	80,487	80,487	80,487	80,487	80,484	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	68,641	67,300	115,509	76,787	80,358	80,358	80,358	80,358	80,364	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	1,876	10,394	4,832	5,609	5,609	5,609	5,609	5,612	62,270	62,270	
Other	24,198	30,891	1,064	3,720	4,550	13,243	2,625	99,125	99,125	99,125	99,125	35,423	433,000	433,000	
Adjustments	(34,393)	90,891	14,596	(33,396)	49,405	36,960	37,234	53,000	53,000	53,000	79,000	50,577	352,000	352,000	
Total Expenses	539,202	540,650	461,683	410,662	571,696	412,238	614,005	653,205	608,205	608,205	653,080	766,104			0
Net Increase/(Decrease)	(323,443)	285,370	1,713,048	62,615	(15,142)	(386,924)	414,696	(328,771)	(373,769)	1,304,616	(928,644)	(731,689)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,380,195	6,033,241	6,437,937	5,809,166	5,235,397	6,540,013	5,911,369	5,179,701			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,273,662	4,780,895	4,392,984	4,807,429	4,178,638	3,604,889	4,909,505	4,280,861	3,349,193			

2013 Contracts

IX.C.8.

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	
	7/17/2013	12827	201-5970100		\$6,211.54		\$6,211.54	
				\$6,211.54	\$19,695.23	\$25,906.77	\$25,906.77	
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	
	8/21/2013	12903	201-5930020		\$2,666.75		\$2,666.75	
				\$0.00	\$8,000.25	\$8,000.25	\$8,000.25	
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	\$4,660.75	\$4,660.75	\$4,660.75	
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	
	7/17/2013	12840	201-5930010		\$349.13		\$349.13	
	8/21/2012	12912	201-5930010		\$1,178.69		\$1,178.69	
				\$0.00	\$12,530.27	\$12,530.27	\$12,530.27	
CRYSTAL MANAGEMENT & MAINTENANCE SERVICES - Cleaning service								\$40,080.00 Annual
	2/20/2013	12492	201-5930320		\$3,340.00		\$3,340.00	

P. 52

2013 Contracts

IX.C.8.

Vendor	Date	Reference	Account	Amount paid under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	5/21/2013	12700	201-5930320		\$3,340.00			
	5/21/2013	12700	201-5960990	\$3,248.00				
	5/21/2013	12700	201-5930320	\$6,190.00			\$12,778.00	
	6/7/2013	12774	201-5930320		\$3,340.00			
	6/7/2013	12774	201-5930020	\$140.00			\$3,480.00	
	7/17/2013	12845	201-5930320		\$3,340.00			
	7/17/2013	12845	201-5960990	\$1,872.00			\$5,212.00	
	8/21/2013	12916	201-5930320		\$3,538.00			
	8/21/2013	12916	201-5960990	\$1,272.00			\$4,810.00	
				\$14,026.00	\$23,578.00	\$37,604.00	\$37,604.00	
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	
	8/21/2013	50453	201-5930210		\$1,488.13		\$1,488.13	
				\$6,102.52	\$6,102.52	\$6,102.52	\$6,102.52	
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	
	7/17/2013	12855	201-5930010		\$909.78		\$909.78	
	8/21/2013	12927	201-5930010		\$825.30		\$825.30	
				\$0.00	\$3,179.10	\$3,179.10	\$3,179.10	
LAUTERBACH & AMEN, LLP. - Accounting Services								\$19,920.00 Annual

P. 53

2013 Contracts

IX.C.8.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/17/2013	12862	201-5920110		\$3,340.00		\$3,340.00	
				\$0.00	\$9,460.00	\$9,460.00	\$9,460.00	
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	
	8/21/2013	12935	201-5930020	\$1,669.28			\$1,669.28	
				\$2,646.78	\$0.00	\$2,646.78	\$2,646.78	
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	
	7/17/2013	50445	201-5970260	\$1,000.00			\$1,000.00	
	8/21/2013	12934	201-5930210		\$177.00		\$177.00	
				\$5,086.08	\$531.00	\$5,617.08	\$5,617.08	
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	

P. 54

2013 Contracts

IX.C.8.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	
	7/17/2013	12871	201-5920110		\$27,083.33			
	7/17/2013	12871	201-5960990	\$1,530.00				
	7/17/2013	12871	201-5980420	\$2,835.00			\$31,448.33	
	8/21/2013	12939	201-5920110		\$27,083.33			
	8/21/2013	12939	201-5920110	\$280.00				
	8/21/2013	12939	201-5960990	\$1,250.00			\$28,613.33	
				<u>\$29,572.15</u>	<u>\$189,583.31</u>	\$219,155.46	\$219,155.46	
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	
	4/30/2013	50426	201-5920110		\$774.40		\$774.40	
	5/31/2013	50428	201-5920110		\$883.68		\$883.68	
	7/17/2013	50449	201-5920110		\$672.00		\$672.00	
	7/31/2013	50455	201-5920110		\$701.92		\$701.92	
				<u>\$0.00</u>	<u>\$5,399.95</u>	\$5,399.95	\$5,399.95	
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	
	7/17/2013	12876	201-5960990		\$76.32		\$76.32	
					<u>\$228.96</u>	\$228.96	\$228.96	
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	
	5/21/2013	12738	201-5930490		\$364.00		\$364.00	
	6/7/2013	12766	201-5930490		\$361.48		\$361.48	
	7/17/2013	12877	201-5930490		\$359.71		\$359.71	
	8/21/2013	12902	201-5930490		\$359.17		\$359.17	

P. 55

2013 Contracts

IX.C.8.

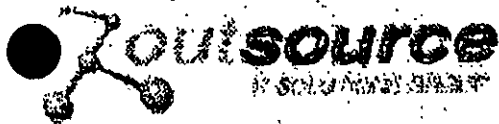
Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$2,530.98	\$2,530.98	\$2,530.98		
<u>SCHINDLER ELEVATOR CORPORATION</u>								
	3/20/2013	12595	201-5930020		\$7,262.76		\$7,262.76	\$7,500.00 Annual
				\$0.00	\$7,262.76	\$7,262.76	\$7,262.76	
<u>SOMETHING FISHY - Aquarium Services</u>								
	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	
<u>TODAY'S BUSINESS SOLUTIONS INC. - Service agreement for public printing and computer reservation system</u>								
	3/20/2013	12601	201-5930010		\$5,712.00		\$5,712.00	\$9,500.00 Annual
	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	
<u>TRANSWORLD SYSTEMS INC. - Collection Agency</u>								
				\$0.00	\$0.00	\$0.00	\$0.00	
						\$385,196.83		

P. 56

Computer Workstation Replacement Quote List				
Vendor	Price per Unit	Quantity of Units	Meets Minimum Hardware Requirements?*	Total Cost
Outsource Solutions Group	\$562.54	20	Yes	\$11,250.73
CDW-G	\$563.68	20	Not Min-Dell	\$11,273.60
PC Nation	\$571.50	19	Yes	\$10,858.50
GHA Technologies	\$574.00	20	Yes	\$11,480.00
PC Mall	\$575.00	19	Yes	\$10,925.00
TigerDirect	\$687.41	16	Yes	\$10,998.50
Dell	\$722.77	16	Yes	\$11,564.32

* Salesmen were contacted by e-mail to quote out the highest quantity workstations they can that meet the minimum requirements below with a maximum spending limit of \$11,500.00. The minimum requirements are:

- Dell Optiplex models only
- 3rd Gen Intel® Core™ i5-3470 Processor (Quad Core, 6MB, 3.20GHz w/HD2300 Graphics)
- 8GB 1600MHz or higher DDR3 RAM (or 4GB RAM with 4GB RAM upgrade included in price)
- 320GB+ HDD
- DVD+/-RW 16x Drive
- 3 year standard warranty
- Desktop form factor (as opposed to Mini Tower, Small Form Factor, or Ultra Small Form Factor)
- No monitor included



Outsource Solutions Group, Inc
P.O. Box 309
Itasca, IL 60143-0309
Phone: 630-236-6625
Fax: 630-428-0524

Prepared especially for
Des Plaines Public Library
On Monday, August 12, 2013
Prepared by Don Sofolo
dsofola@osgusa.com
(630) 236-6625

Prepsat: 12268
Created: 8/08/2013
Printed: 8/12/2013

017

Proposal for Des Plaines Public Library

**Proposal 12268
8/8/2013**

Quantity	Description	Price
20	DELL OPTI 3010 I5-3470 3.2G DT 4GB 500GB DVDRW W7P 64BIT	\$10,164.80
20	CRUCIAL 4GB 240-PIN DIMM DDR3 PC3-12800 MEMORY MODULE	\$670.20
	1. Shipping and Handling	\$119.73
Your Price:		\$11,250.73
Total:		\$11,250.73

Prices are firm until 8/31/2013 Terms: Due Upon Receipt

Quoted by: Don Sefola, dsefola@osgusa.com

Date: 8/8/2013

OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers changes prices daily and as a result our prices may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted)

Accepted by: _____

Date: _____

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY

0172

Proposal for Des Plaines Public Library

Proposal: 12269

8/8/2013

● We will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted)



CDW.com | 800.524.4229

00409893

SALES QUOTATION

0002487

11800771

05/20/12

BILL TO:
TIM MASKELL
1001 ELLIWOOD AVE

SHIP TO:
DUS PLAINSB PUBLIC LIBRARY
Attention To: TIM MASKELL
1001 ELLIWOOD AVE

Accounts Payable
DUS PLAINSB, IL 60019-4293

DUS PLAINSB, IL 60019-4293
Contact: TIM MASKELL

Customer Phone 6847.378.2027

Customer P.O. # NO DESKTOPS
QUOTE

JENNIFER LAGONI 800.338.7929

Customer Messenger Orders
10:00 am

Request Terms

GOVT-EXEMPT

QTY	ITEM NO	DESCRIPTION	PRICE	EXTENDED PRICE
20	2078700	HP 80 3500 IS 2470 80100 402 1570000 Mfg: COMPTON Compaq MARKET	509.00	11,270.00
SUBTOTAL				11,270.00
FREIGHT				0.00
TAX				0.00

TOTAL \$ 11,270.00

CDW Government
830 North Milwaukee Ave.
Vernon Hills, IL 60091

Fax: 312.706.9199

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1519
Chicago, IL 60678-1519

017

PCNation

We cut prices... not corners!

Mon-Thurs 9am - 7pm CST
Friday 9am - 6pm CST
800.235.4050

QUOTE #	DATE	ACCOUNT #
PCN018199	8/12/2013	

BILL TO:
 TIM HASKELL
 DES PLAINES PUBLIC LIBRARY
 1501 ELLINWOOD ST
 DES PLAINES, IL 60018

SHIP TO:
 TIM HASKELL
 DES PLAINES PUBLIC LIBRARY
 1501 ELLINWOOD ST
 DES PLAINES, IL 60018

ACCOUNT INFORMATION		SHIPPING METHOD	TERMS	
Ben Shay 800.235.4050x2804		Priority Ground		
QTY	ITEM NO	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
18	002368	OPTI 5010 IS-S470 J.29 DT 4GB 500GB DVD RW W2P 64BIT	\$523.00	\$9,414.00
18	PG0423	4GB 1600MHZ MODULE FOR DELL	\$48.90	\$880.20
			Subtotal	\$10,294.20
			Shipping	\$0.00
			Tax	\$0.00
			Grand Total:	\$10,294.20

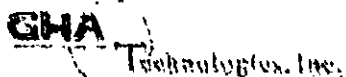
Thank you for taking the time to review this document for accuracy.

Ben Shay
 Sales
 PCNation
 500 Central Avenue
 Northfield, IL 60093
 800.235.4050x2804
 Fax 847-400-8277
 BShay@pcnation.com
 Please visit us at www.pcnation.com

Please remit payment to:
 PCNation
 500 Central Avenue
 Northfield, IL 60093

All prices subject to change without notice. PCNation reserves the right to change actual prices due to changing market conditions, product discovery, manufacturer price changes, errors in advertising and unforeseen printing circumstances.

E-mail



GHA Technologies, Inc.
Dept. #2030 PO Box 20301
Phoenix, Arizona 85035-9901
United States
http://www.gha-associates.com

Quotation

Date
Aug 9, 2013 1:36 PM CDT

Doc #
030712 - rev 1 of 1

Description
DELL Optiplex 3010 w/ 4GB upgrade

SalesRep
Prots, Ron
(P) 702-922-0203
(F) 702-416-1317

Customer Contact
Nashall, Tim
(P) 647-827-5531

Customer
Des Plaines Public Library (0319722)
1301 Elmwood Street
Des Plaines, Illinois 60016
(P) 647-827-5531

Bill To
Des Plaines Public Library
Nashall, Tim
1301 Elmwood Street
Des Plaines, Illinois 60016
(P) 647-827-5531

Ship To
Des Plaines Public Library
Nashall, Tim
1301 Elmwood Street
Des Plaines, Illinois 60016
(P) 647-827-5531

Customer PO:
None

Terms:
Undefined

Ship Via:
FedEx Ground

Special Instructions:
None

Carrier Account #:
None

Item	Description	Part #	Qty	Tax	Unit Price	Total
1	DELL Optiplex 3010 CPU - 1 x Core i3 3470 / 3.1 GHz - RAM 4 GB - HDD 1 x 500 GB - DVD-Writer - HD Graphics 2500 - Gigabit LAN - Windows 7 Professional 64-bit - Monitor : none. DELL	499-J124	20	No	\$520.00	\$10,400.00
2	Memory - 4 GB - DIMM 240-pin - DDR3 - 1600 MHz / PC3-12800 - unbuffered - non-ECC - for Intel i3 / Optiplex 3010, 7010, 9010; Precision Fixed Workstation T1630; Vostro 270 DELL	5NPV78PCY/4G	20	No	\$46.00	\$920.00

Subtotal: \$11,490.00
Tax (9.000%): \$9.99
Shipping: \$0.00
Total: \$11,490.00

Lease Options

- \$1 Buyout Option \$529.80 / mo. for 24 mos.
- \$367.82 / mo. for 36 mos.
- \$284.74 / mo. for 48 mos.
- \$236.67 / mo. for 60 mos.

Sales tax calculation is estimated and subject to change.

Lease payment calculations are estimated and may include sales tax in the payment amount. You can obtain an accurate lease quote from our leasing company.

GHA is an authorized and leading supplier for Microsoft, HP, Apple, and Cisco. GHA does not source any of these products from the gray market. If you have a pending quotation from a competitor that is significantly less in price, that may be a strong indication of gray market involvement. Please immediately bring this to the attention of your sales professional who can verify with the manufacturer for your benefit and protection. Your sales representative can also talk to you about the risks associated with doing business with a gray market supplier.

The prices quoted may change due to market conditions beyond our control. GHA cannot be responsible for manufacturer availability or delays. No verbal quotations or promises can be honored unless set forth herein.

Returns Policy: Custom computers are non-cancellable and non-returnable. No return will be accepted after 30 days from the invoice date. Goods accepted for credit upon return will be subject to handling/restocking charge, which shall be not less than 15% of the price of Goods. Custom-made Goods are not subject to return under any circumstances. In no case are Goods to be returned without first obtaining Seller's written permission. Goods must be securely packed in the original packaging and delivered to Seller in an undamaged condition with Buyer being solely responsible for paying all return freight expenses and

E-mail

keeping the GHA invoice current within 30 days from the date of shipment regardless of the reason for a return. All returns must be accompanied by an authorized RMA number, which is valid for 15 days after date of issuance. GHA Technologies makes NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE with respect to the goods described herein. This document shall be governed by the laws of the State of Arizona.

****CONFIDENTIAL - THIS QUOTE HAS BEEN PROVIDED FOR CLIENT AND GHA PURPOSES ONLY****

CORPORATE OFFICE:
(CREDIT PAYMENTS TO THE PO BOX LISTED ABOVE;
NO PAYMENTS SHOULD BE MAILED TO THE CORPORATE OFFICE)
GHA TECHNOLOGIES, INC.
8788 E. Ramirez Drive
Scottsdale, AZ 85250

0477

PCM CORPORATE QUOTATION

Prepared by: Jurij Slavec
 Email: Jurij.Slavac@pcm.com
 Phone: 800 700 1000 x98598
 Fax: 310 630 5753



PC MALL

Client: TIM HASKELL
DES PLAINES PUBLIC LIBRARY
 Phone: 847-827-5551

Quote Date: 8/9/2013
 Quote #: 58204693
 Account #: 148554073

PCM #	Product Description	Mfg	Qty	Unit Price	Ext Price
10118148	OPTI 3010 I9-3470 J 2G DT 4GB	DELL	19	\$529.00	\$10,051.00
2412530	4GB DDR3-1600ULL NON-ECC UDIMM	KINGSTON	19	\$36.00	\$679.00
Total:					\$10,929.00
UPS GROUND:					\$0.00
Tax:					\$0.00
Grand Total:					\$10,929.00

Suggested Products					
PCM #	Product Description	Mfg	Qty	Unit Price	Ext Price
Suggestions Total:					\$0.00
Suggestions Plus Grand Total:					\$10,929.00

Lease Estimate (Monthly Rates)		
	Fair Market Value	\$1 Buyout
24 Months	\$486.49	\$557.18
36 Months	\$354.08	\$393.08
48 Months	\$303.61	\$316.08

Lease rate subject to credit approval. Special programs available for 100% software leases. Specify lease options before ordering.

View Terms of Service and Policies at PCM.com

*** Pricing and availability are subject to change. Final pricing to be discussed at time of purchase. ***

Shipping, handling, and tax per client selected method will be prepaid and added.

Printed on Recycled Paper

TigerDirect.com

BUSINESS TO BUSINESS

Quote No. J4837484

Expires: 5/9/2013 12:00:00 AM

Bill To:

Tim Haskell
DES PLAINES LIBRARY
1801 ELLINWOOD STREET
ACCOUNTS PAYABLE
DES PLAINES, IL 60018
8478273351

Ship To:

TIM HASKELL
DES PLAINES LIBRARY
1801 ELLINWOOD STREET

DES PLAINES, IL 60018
8478273351

Dear Tim Haskell,

This email contains your quote summary. Should you have any additional questions or wish to complete your order, please feel free to call us at Phone:(800) 311-0289. Please refer to quote number J4837484 when contacting us for assistance.

Regards,

Juan Nunez
Phone:(800) 311-0289
Ext:(309) 415-4389
Juan.Nunez@tigerdirect.com
TigerDirect.com
Business To Business

Sku	Manufacturer	Sku Description	Unit Price	Qty	Total
A32-9802	PSD38G1600KH	Patriot Signature Line 8GB Desktop Memory Module Kit - With Heatshield, DDR3, 2 x 4GB, PC3-12800, 1600MHz, DIMM, CL 11, 1.5V, 240 Pin (PSD38G1600KH)	\$ 89.99	8	\$ 719.92
YYT1-10975500	469-3824	Dell OptiPlex 7010 - DT - 1 x Core i5 3220 / 3.3 GHz - RAM 4 GB - HDD 1 x 500 GB - DVD-Writer - HD Graphics 2000 - Gigabit LAN - Windows 7 Professional 64-bit - Monitor : none.	\$ 649.99	16	\$ 10,399.84

Purchase Order:

Shipping Method	Truck (3 to 9 days)
Total for all items	\$ 10,809.96
Shipping & Handlings	\$ 189.14
Sales Tax	\$ 0.00
Quote Total:	\$ 10,999.50

Please Payments as low as \$299.50/mo.
Click here for details.
or contact your account manager.

Payment Method:



Ask your agent about installation. We now offer expert hardware and software deployment services. No job is too big for us to handle from a simple small network to an enterprise level rollout.

Thank you for the opportunity to provide you with the pricing and information above.

Terms & Conditions

- Sales tax will be charged where applicable unless a tax-exempt certificate is on file.
- Special buy prices are subject to change without notice in the event the manufacturer/supplier raises the price. Prices are subject to change on any Instant Rebate form.
- This offer shall be valid for 1 day. Because of market volatility, memory & CPU pricing are only valid for the same day as quotation, unless otherwise stated on this quote.
- This offer is contingent on quantity restrictions and is subject to product availability.
- Original or faxed copy of the purchase order is required on all PO orders.
- A Return Authorization Number (RMA) is required on all returns. The RMA can only be issued within 30 days of the original ship date. We reserve the right to charge a 15% restocking fee where applicable.
- Returns of defective and misapplied software and some hardware are limited to exchanges only. Some defective hardware covered by the manufacturer's warranty must be handled directly through the respective manufacturer.
- All sales are final on special ordered items (no return, exchanges, or refunds).
- Shipping charges are contingent on quantity orders, total weight of products and unusual sizes.

TigerDirect.com is not responsible for typographical errors or omissions. This email was sent to THASKEU@OPHI.ORG in response to Order # 34837484

Note that TigerDirect.com never sells, rents, or leases your email address. For more information, please review the TigerDirect.com Privacy Policy. At: <http://www.tigerdirect.com/page/aboutus/privacy.asp>

For Merchandise Returns: TigerDirect Merchandise, 175 Ambassador Drive, Naperville, IL 60563

Copyright © 2013, TigerDirect, Inc. 1735 West Higgins Street, Suite 25, Miami, FL 33144 (Corporate Headquarters, No Mail or Returns Accepted)
[LEGAL NOTICES](#) | [PRIVACY POLICY](#)

Tim Haskell

From: Dell <kid_messaging_email@dell.com> on behalf of Marke Webb
 <Marke_Webb@Dell.com>
 Sent: Friday, August 09, 2013 4:07 PM
 To: Tim Haskell
 Subject: DES PLAINES PUBLIC LIBRARY C#: 15522763 (347) 376-3527 theaskell@dpspl.org
 Attachments: PO Requirements 108108_clean.doc; Dell_SnP_General/Ecosystem_brochure_8-2013_1n3.pdf



Your Dell Quote

Thank you for your interest in Dell. This message contains all of the information regarding your products and/or services. Please verify that it is accurate. Use the links below to purchase your new system now or to make modifications before placing your order. Feel free to contact your Sales Professional or visit www.dell.com if you have any further questions regarding your purchase.

Thanks again for choosing Dell.

Marke's Notes:
 Tim,
 I quoted sixteen Optiplex with 3 year next business day warranty at volume discount.



My direct fax number for purchase orders is 512-263-8408. If you would like to enter your credit card or purchase order online go to www.dell.com/go and select proceed to checkout. Enter your quote number and customer number. Follow the instructions. You can edit shipping information but do not edit billing or the order will not be placed correctly causing delays and cancellation.
 Thanks,
 Marke

Quote Information

Customer Number:	15522763
Customer Name:	DES PLAINES PUBLIC LIBRARY
Contract Number:	45ABZ
Agreement Number:	090701.02 MHEC

Your Sales Professional: **Marko Webb**
Marko_Webb@Dell.com
(800) 499-3333x 7250023

Quote Number: **690257399**

Quote Date: **08/09/2013**

Estimated Delivery Date: **If you place your order today, it is estimated to be delivered on or before 8/27/2013. ***

Quote Details

Quote Number: 690257399

Item Number	Quantity	Item Description	Unit Price	Extended Price
276-3520	16	OptiPlex 3010 Desktop Standard PSU	1922.77	31164.32
310-0734	16	3rd Gen Intel Core i3-3470 Processor (Quad Core, 6MB, 3.20GHz w/HD2500 Graphics), Dell OptiPlex 3010		
317-8987	16	4GB NON-ECC 1600MHZ DDR3 2DIMM OptiPlex		
331-9589	16	Dell USB KB, English, WIN7/8, OptiPlex and Precision Desktop		
320-3704	16	No Monitor Selected, Dell OptiPlex		
320-3803	16	Intel i#174, Integrated Graphics w/Single HDMI/VA, OptiPlex 3010		
342-4950	16	300GB SATA 3Gb/s OPTI 3010		
421-8906	16	Windows 7 Professional, No Media, 64-bit, OptiPlex, English		
330-6228	16	Windows 7 Label, OptiPlex, Precision, Vostro Desktop		
421-6934	16	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps), OptiPlex		
330-8458	16	Dell MS111 USB Optical Mouse, OptiPlex and Precision		
318-2234	16	16X DVD+RW SATA Data Only, Dell OptiPlex 3010 Desktop or Minitower Black		
318-2301	16	Thank you for Choosing Dell		
331-3184	16	Heat Sink, Performance, Dell OptiPlex 990 Desktop		
318-0319	16	Internal Speaker, OptiPlex		
318-2350	16	OptiPlex 3010 Desktop Standard Power Supply		
330-7422	16	Enable Low Power Mode for EUP Compliance, Dell OptiPlex		
331-8141	16	Regulatory Label, Dell OptiPlex 3010 Desktop		
340-ABSZ	16	Safety Environment and Regulatory Guide (English)		
330-1711	16	Power Cord, 125V 2M, C13, Dell OptiPlex		
331-8325	16	No. ESTAR Settings, OptiPlex		
313-3673	16	No Resource DVD for Dell OptiPlex, Latitude, Precision		
317-2828	16	Chassis Intrusion Switch, Dell OptiPlex Ultra Small Form Factor and Desktop		
310-8444	16	No Quick Reference Guide, Dell OptiPlex		
331-1269	16	Shipping Material for System, Desktop, Dell OptiPlex 990		
630-	16	Microsoft Office Trial, MUI, OptiPlex, Precision,		

AARP	Latitude	
938-7280	18	Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 2 Year Extended
938-8748	18	Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year
938-6338	18	Dell Limited Hardware Warranty Plus Service Extended Year(s)
938-2417	18	Dell Limited Hardware Warranty Plus Service Initial Year
991-2878	18	Dell ProSupport Service Offering Declined
		Subtotal: \$11,584.32
		Shipping & Handling: \$0.00
		Tax: \$0.00
		Environmental Disposal Fee: \$0.00
		Total Price w/Discounts: \$11,584.32

* Orders with Configuration Services might require additional processing time.

Important Things to Know:

- Purchase Order Requirements**
Who? To Bill: Billing address, Contact Name, Phone Number and purchase order.
Where? To Ship: Shipping Address, Contact Name and Phone Number.
What? To Ship: Quote Number, Quantity, Price (including tax and shipping charges if applicable).
When? To Pay: Net Terms, EFS, Lease or Credit Card.
- The above information on price, tax, shipping and monthly payment is estimated and subject to verification. All product information is based on the latest information available and is subject to change. Your order is subject to the terms of the agreement signed by you and Dell, or absent such agreement, to Dell's Terms of Sale. Prices and tax rates are valid in the U.S. only and are subject to change. Products displayed are available to U.S. customers who take delivery in the 48 United States. Shipments to California: For certain products, a State Environmental Fee Of Up to \$10 per item may be applied to your invoice. Prices in your cart do not reflect this fee. For more information on this fee please contact your Sales Professional. LCD panels in Dell products contain mercury, please dispose of them properly. Exceptions to Dell policies are at Dell's sole discretion and additional fees may apply.
- Sales/Use tax is a destination charge based on the "ship to" address on your purchase order. Please indicate your taxability status on your PO. If exempt, please fax exemption certificate to Dell Tax Department at 1-800-433-9023, referencing your customer number. If you have any questions regarding tax please email Tax_Department@dell.com.
- Please save this Quote Confirmation. To ensure that your quote is complete and accurate please verify that the operating system and configuration meet your IT and end user needs. If you'd like to place your order online, visit www.dell.com/quoteinfo. With a few simple clicks you can purchase it online. It's that easy. You may also fax your order to the attention of your Sales Professional at 1-866-807-6914.
- Learn more about the Estimated Delivery Date.

© 2008 Dell Inc. U.S. only. Dell Inc. is located at One Dell Way, Round Rock, TX 78717.

HVAC Program Maintenance Agreement
Full Coverage

We received four quotes:

Company	Year One	Year Two	Year Three	Total Cost of Three Year Agreement
Edwards Engineering	\$17,421.71	\$18,292.80	\$19,207.44	\$54,921.95
McQuay	\$33,292	\$34,291	\$35,319	\$102,902
Hayes Mechanical	\$37,461	\$38,585	\$39,731	\$115,777
Northtown	\$75,000	\$75,000	\$75,000	\$225,000

0484

Program Maintenance Agreement – Full Coverage

Prepared for:

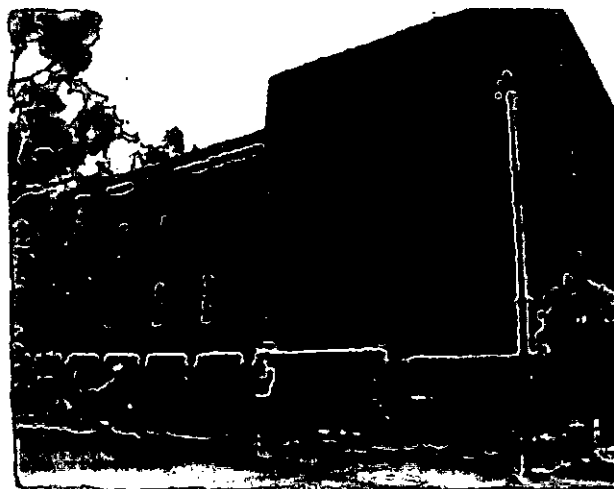
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016-4553



Prepared by:

Edwards Engineering Inc.
1000 Touhy Ave.
Elk Grove Village, IL 60007
Phone: 847-952-4736
Fax: 847-364-0188

Friday, May 24, 2013



1. EXECUTIVE SUMMARY

Edwards Engineering Inc. would like to thank Des Plaines Public Library for this opportunity to propose the following custom-tailored mechanical maintenance solution for your heating, ventilation, and air conditioning (HVAC) equipment. We wish to thank Gary Valente for assistance in getting the needed information to make this proposal possible.

In today's economy, companies like Des Plaines Public Library are charged with finding ways to continually improve upon quality service while containing or reducing costs. During this time, effective strategic decision-making is crucial to meeting these higher standards. Edwards Engineering Inc. is a resource that offers turnkey integrated mechanical maintenance solutions designed to help meet these goals. Edwards Engineering Inc. is dedicated to identifying, developing, and implementing strategies that will reduce your costs through the implementation of optimally designed mechanical maintenance programs and innovative procurement strategies.

Edwards Engineering Inc. has considerable experience in servicing other HVAC mechanical systems similar to Des Plaines Public Library's at the following client facilities:

Village of Arlington Heights
Village of Park Ridge
Village of Hoffman Estates
Village of West Dundee

Additional information on the above clients can be furnished upon request.

• **BENEFITS OF PROGRAM MAINTENANCE**

The Program Maintenance Agreement you are about to review is the optimum choice for Des Plaines Public Library to maintain its HVAC equipment operation at peak efficiency. This program is customized to meet all of the unique requirements of your specific HVAC equipment. Des Plaines Public Library will experience many benefits from a well-designed and implemented Program Maintenance Agreement such as the one we are offering here.

Edwards Engineering Inc.'s maintenance program is designed to help you reduce the cost of operating and maintaining your HVAC systems. Studies have shown that our type of maintenance program can help you:

- Avoid expensive downtime, employee productivity losses
- Avoid tenant turnover
- Avoid utility waste costs by up to 5-20%
- Extend the useful life of your equipment by 20% or more
- Reduce administrative costs associated with managing HVAC services

• **Program Maintenance Performed Around Your Schedule**

We have incorporated your business and technical requirements into this maintenance program. Our call center automatically dispatches the manufacturer's recommended maintenance procedures for your equipment on a predetermined schedule that best meets both your business and your equipment requirements.

• **Engineering Support**

This maintenance program includes engineering support services such as identifying indoor air quality problems, solving comfort complaints, and/or making modifications to reduce or add air conditioning, heating, or ventilation capacity in your facilities. As with any of our engineered solutions, we provide written performance guarantees.

• **Guaranteed Priority Emergency Service Response**

Our Program Maintenance Agreement has continuously proven to reduce emergency or trouble calls. However, when one does occur, you will receive our highest priority response. Edwards Engineering Inc. responds to emergency service or trouble calls even during peak periods within four (4) hours or less of your call.

• PROGRAM IMPLEMENTATION TEAM

Edwards Engineering Inc. has assembled a specialized equipment maintenance team dedicated to ensure a smooth integration of this maintenance program with Des Plaines Public Library's normal business activities. This use of a consistent team will ensure uniformity in the delivery of your maintenance program, provide for effective lines of communication, and allow you to avoid escorting unfamiliar people throughout your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs, and maintain tenant comfort.

Edwards Engineering	Main Number	847-364-8100
Service Dispatch Coordinator	Kim Salamone	847-952-4771
Service Dispatch Coordinator	Donna Boniecki	847-952-4766
Account Manager	Barry Landsman	847-952-4641

The primary responsibility of the Account Manager is to ensure proper coordination of the execution of this maintenance program, as well as being your direct contact for technical support.

• PROGRAM FEATURES

The implementation plan of your Program Maintenance Agreement will include the following scope of service to be provided on the equipment described in the "List of Maintained Equipment" located in Appendix A of this Agreement.

Scheduled Inspections: Edwards Engineering Inc. will provide 2 Annual inspections per year. The manufacturer's recommendations, equipment application, and our extensive experience determine the maintenance procedures, which our technicians precisely follow.

Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these procedures. Also included is replacement of any belts that are found to be worn or broken.

Air Filter Maintenance: Included in your program are 2 air filter changes per year. Edwards Engineering Inc. will provide the labor and disposal of

the used filters. Air Filters will be supplied by the Des Plaines Public Library for all units requiring filters.

Emergency and Trouble Call Coverage: Even with the comprehensive care provided in this program, occasional failures can occur. Under this Agreement, we will provide emergency response between scheduled visits, Monday through Sunday, including holidays, 24 hours per day to minimize downtime. Even during peak heating or cooling periods, we will be on-site within four (4) hours from receipt of your request.

Refrigerant Containment Service: We will leak test and report needed repairs on any equipment found low on refrigerant. We will use recovery, recycling, and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all federal, state, and local regulatory guidelines.

Service Documentation: We will document all scheduled and unscheduled service work showing the time, date, name of service technician, equipment identification, and brief description of work. This documentation will be made available upon request.

Corrective Maintenance and Component Replacement Coverage: The main objective of this Program Maintenance Agreement is to maintain your equipment at optimum efficiency. During the course of executing the maintenance procedures, our technicians are trained to identify impending problems and address them with you before they cause unplanned downtime.

Additional Services:

5. YOUR PROGRAM INVESTMENT

This Program Maintenance Agreement will be for an original term of 3 years, beginning on 6/17/2013. At the end of the original term of this Agreement, the program will automatically renew from year to year. Either party may terminate this Agreement with written notice forty-five (45) days before the end of the renewal term. Des Plaines Public Library's annual investment in this program is shown below:

TERM	PRICE	% ADJUSTMENTS
Year 1	\$17,421.71	
Year 2	\$18,292.80	
Year 3	\$19,207.44	

PLEASE CHECK PAYMENT OPTION BOX:

- Prepayment in full, reflecting 5 discount
 Quarterly
 Monthly
 Other (specify) _____

Payment terms will be thirty (30) days after Edwards Engineering Inc.'s date of invoice. Edwards Engineering Inc. reserves the right to discontinue its service anytime payments have not been made as agreed. Failure to make payments when due or impairment of customer's credit shall relieve Edwards Engineering Inc. of any and all obligations pertaining to work or performance of work.

We would appreciate your signature in the space provided below as your acceptance of this Agreement.

PROPOSAL OFFERED BY:

Barry Landsman,
Service Sales Representative
847-952-4741

DATE: Friday, May 24, 2013

CUSTOMER ACCEPTANCE

ACCEPTED BY: _____

TITLE: _____

DATE: _____

P.O. #: _____

Edwards Engineering Inc. ACCEPTANCE

ACCEPTED BY: _____

TITLE: _____

DATE: _____

6. TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS FOR MAINTENANCE AGREEMENTS

1. **Definitions.** The Customer includes the entity reference herein and all assigns. The Equipment is identified in Schedule A. The Planned Maintenance Services are defined in Schedule B. The Optional Services are defined in Schedule C. Maintenance Services are defined as Planned Maintenance Services and Optional Services.
2. **Access.** Customer agrees to furnish safe, free and timely access to all Equipment and systems covered by this Agreement and shall permit Edwards Engineering, Inc. and its employees (EEI) to regulate the Equipment as necessitated by Maintenance Services.
3. **Limitation of Liability.** In no event shall EEI be liable for any amount, for any reason whatsoever other than personal injury or property damage, greater than the annual premium amount of this Agreement. Further, EEI shall not be liable for:
 - a) damage or loss resulting from freezing, corrosive air or water, electrolysis, drain stoppage or plumbing, clogged filters, failure of any utility service including water, drain, steam, gas, oil, telephone, pneumatic piping, electrical lines, disconnect switches, fuses, and circuit breakers, low voltage conditions, lightning, single phasing, or other electrical abnormalities, or the unavailability of parts or refrigerants.
 - b) damage or loss resulting from improper operation or misuse of Equipment by Customer's employees, agents or tenants.
 - c) damage, loss or delays resulting from fire, explosion, flooding, the elements, strikes, labor disturbances, civil commotion, Acts of God, or any other cause beyond its control.
 - d) personal injuries or property damage except those caused by negligent acts or omissions of EEI and limits of EEI applicable insurance policy as required by CAP purchase order.
 - e) expenses incurred in removing, replacing or refinishing part of the building structure necessary for the performance of this Agreement, or
 - f) lost profits, damages for delay or actual special, indirect, incidental, or consequential damages suffered by Customer, even if EEI has been advised of the possibility of such damages.
 - g) any indirect, incidental or consequential damage or alleged personal injury of any kind relating to or arising out of the existence, effect, removal or treatment of an Organic Pathogen (i.e. any type of bacteria, virus, fungus, mildew, wet or dry rot, mold or mycotoxin, as well as their spores, odors and byproducts, along with any reproductive body they produce, and any material containing them)
4. **Excluded Service.** This Agreement is for the Maintenance Services of the Equipment and specifically excludes the maintenance, repair, or replacement of any item, including but not limited to the following: leakage at any valve, fitting, shaft seal, gland packing, joint or connection; malfunction including but not limited to adjustment, alignment, calibration, cleaning or modification; the functioning of any safety or protective devices; corrosion; normal wear and tear; recording or portable instruments, bearings, cabinets or casings, ductwork, dampers, insulation, grills, registers, diffusers, gaskets, latches, condensate drain pans, gauges, fixtures, door heaters, thermometers, clogged filters, all utilities and service (including water, drain, steam, gas, oil, pneumatic piping, and electrical and control wiring up to and including the Equipment disconnect switch), nonmoving parts including but not limited to coils (water, steam, and refrigerant), boiler shell, sections, tubes and refractory, chiller and condenser tubes, tube bundles, and shells, heating vent stacks, breeching, fan housings, tower fill, storage tanks, heat exchangers, obsolete components of the Equipment deemed beyond repair in the sole judgment of EEI, and work necessitated by adjustments, repairs, or alterations by parties not authorized by EEI. Customer agrees to assume responsibility and pay extra for all services and material required to be performed on any of the above as well as for all required crane rental and for all government-imposed excise taxes on required refrigerant. In addition, EEI shall not be required to furnish any equipment or service or to make any special tests that are recommended or required by insurance companies, governmental authorities, or equipment vendors. Balancing of air or water distribution systems is not included. The loading and unloading and refrigeration of food product or the supplying of ice is the Customer's sole responsibility. The redesign, repair or adaptation of the Equipment due to obsolescence or inability of refrigerants is beyond the scope of this Agreement.
5. **Repair Labor and Repair Parts.** The Agreement Price herein is based on the Customer's Equipment being in good operating condition. Should repairs be found necessary by EEI upon completion of the first scheduled maintenance inspection or the first appropriate seasonal start-up for equipment covered under Repair Labor or Repair Parts, and at all times for equipment not covered under Repair Labor or Repair Parts, an extra charge will be made for these repairs. This repair work will not be performed until approval of the Customer has been received. If the repairs are not authorized and not performed, the Equipment in need of repair shall have scheduled maintenance performed by EEI but Customer shall be responsible for its present or future repair or replacement.

6. **Exclusion of Warranties.** Customer understands and agrees that the services to be performed under this Agreement are not a guaranty against obsolescence or normal wear, that the inspections shall not constitute an approval or guaranty of Equipment condition or system design and performance; and that EEI has made no warranties, express or implied and no representations, promises or statements with respect to the Equipment, its performance or fitness. THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE, ALL OTHER IMPLIED WARRANTIES, IF ANY, AND ANY LIABILITY NOT BASED UPON CONTRACT ARE HEREBY DISCLAIMED AND EXCLUDED BY THIS AGREEMENT.
7. **Events of Default.** The occurrence of any of the following without the prior written consent of EEI shall constitute an event of default; a) failure by Customer to make any undisputed payment due to EEI within thirty (30) days after the same becomes due and payable, b) making of any alterations, additions, adjustments or repairs to Equipment by any party other than EEI or a party authorized by EEI, c) assignment of this Agreement by Customer without EEI's written consent; or d) breach by Customer of any other term of this Agreement.
8. **Remedies.** Upon the occurrence of an event of default or at any time, thereafter, EEI may refuse to furnish service to Customer, terminate this Agreement by notice to Customer, and/or exercise and enforce all other rights and remedies available to EEI.
9. **Arbitration.** Any claim or controversy arising out of or related to this Agreement or the breach thereof, except for mechanic's lien claims, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court having competent jurisdiction. Such claims or controversies shall be subject to arbitration upon written demand by either party. Arbitration shall not be commenced later than the applicable statute of limitations. Claims in excess of \$50,000.00 are not subject to arbitration and may, at either parties option, be asserted in a court of law having competent jurisdiction.
10. **Duration and Termination.** This Agreement shall begin on the effective date and continue for a period of one year unless another term is specifically stated herein. Thereafter, this Agreement shall be in writing renewed by issuance of a purchase order for successive renewal periods of one year, subject to price revision. Written notification of contract cancellation must be received by either party thirty (30) days prior to effective date of cancellation. If termination does not occur on the Anniversary Date, Customer agrees to pay the greater of: a) the difference between EEI's list price for all services and material supplied minus any contract payments made during the same period and b) the sum of the contract premiums for the period in which the contract was in effect. EEI's liability and obligation to perform or pay for Maintenance Services shall cease upon termination of this Agreement.
11. **Price Adjustment.** Any deletion, addition, or depreciation of Equipment and/or change in the operating costs of EEI may cause a change in the Agreement Price with thirty days advance notice to Customer. However, no increases shall be effective except on the anniversary date of this agreement.
12. **Notices.** All notices and demands hereunder shall be in writing and received thirty (30) days in advance and shall be deemed sufficiently given when personally delivered or mailed by United States mail postage prepaid, to the address indicated on the first page hereof or such other address as either party may hereafter designate by notice to the other.
13. **Miscellaneous.** A service charge of 1 1/2% per month will be added to the undisputed balance of all past due accounts. EEI shall have the right to charge its current trip charge on all service calls not included as part of this service contract. This Agreement contains the entire understanding of Customer and EEI and supersedes all prior negotiations, agreements and proposals concerning similar services. A modification, amendment, release or waiver of any provision of this Agreement shall be effective only if made in writing and signed by the party to be bound thereby. The term "Agreement" includes any future amendment made in accordance herewith. No delay or failure by EEI in the exercise of any right or remedy shall constitute a waiver thereof. This Agreement shall be governed by the laws of the State of Illinois. Any arbitration or litigation regarding a breach of this Agreement shall take place in Cook County, Illinois. Any term of this Agreement found to be unenforceable shall not invalidate the remainder of this Agreement. The person signing this Agreement on behalf of Customer represents that s/he has authority to enter into this Agreement and can bind the Customer.
14. Non-conflicting provisions of CAP's purchase order and its terms and conditions apply to this agreement.

7. APPENDIX A - LIST OF MAINTAINED EQUIPMENT

The following HVAC equipment was identified during our survey and will be covered as a part of Des Plaines Public Library's Program Maintenance Agreement.

The covered equipment is located at:

Des Plaines Library
1501 Ellinwood Street
Des Plaines, IL 60016-4553

Description	Quantity	Location	Activity
Air Handling Unit Return	1	Mechanical Room	Full Coverage
Air Handling Unit Supply	1	Mechanical Room	Full Coverage
Atmospheric Hot Water-Boiler Module	2	Mechanical Room	Full Coverage
Base Mount Pump Chilled Water	1	Mechanical Room	Full Coverage
Base Mount Pump Heating	1	Mechanical Room	Full Coverage
Chiller	1	Roof	Full Coverage
Electric baseboard heaters	all	Interior Wall Mount	Full Coverage
Electric Hanging Unit	1	Mechanical Room	Full Coverage
Electric Hanging Unit	1	North Main Entrance	Full Coverage
Electric Wall Mount Cabinet Heaters	8	Rear Emergency Stairs	Full Coverage
Exhaust Fans	5	Roof	Full Coverage
Fan Powered VAV Boxes	27	Int/Ext Ceiling	Inspection Only
Hot Water Boiler Control Panel	1	Mechanical Room	Full Coverage
Hot Water Hanging Unit Heater	2	Garage	Full Coverage
Humidifier Control Panel	1	Mechanical Room	Full Coverage
In-Line Pump - AHU 1	1	Mechanical Room	Full Coverage
In-Line Pump - AHU 2	1	Mechanical Room	Full Coverage
In-Line Pump - Heating Boilers	1	Mechanical Room	Full Coverage
Steam Gas Fire Humidifier	2	Mechanical Room	Full Coverage
Switchgear Cabinet VFD Units	All	Mechanical Room	Inspection Only

Holly Sorensen

From: Landsman, Barry <blandsman@edwardsengineering.com>
Sent: Tuesday, July 16, 2013 9:25 AM
To: Gary Valente; Holly Sorensen
Subject: RE: HVAC Full Coverage Maintenance Solutions - Edwards Engineering

Hi Gary,

Here are a few references. Let me know if these are sufficient or if you need additional references.

Business	Address	City	State	Zip	Contact	P
Barrington Area Library	505 Northwest Highway	Barrington	IL	60010	Detlev Pansch	8
W.W. Grainger Corporation	100 Grainger Parkway	Lake Forest	IL	60045	Dennis Cummings	2
Northwest Community Hospital	800 W. Central Rd	Arlington Heights	IL	60005	Mike Bayless	8
Arlington Heights Park District	1436 E. Davis	Arlington Heights	IL	60005	Alan Weik	8

Thank You!

Barry Landsman
Service Sales



EDWARDS ENGINEERING INC.
1000 Touhy Ave.
Elk Grove Village, IL 60007

847.952.4741 Office
847.254.8180 Mobile

blandsman@edwardsengineering.com
www.edwardsengineering.com

From: Gary Valente [mailto:GValente@dppl.org]
Sent: Monday, July 15, 2013 4:35 PM
To: Holly Sorensen; Gary Valente
Cc: Landsman, Barry
Subject: RE: HVAC Full Coverage Maintenance Solutions - Edwards Engineering

Barry,

As per the Library Directors request to me, please send me any current references that Edwards has active HVAC maintenance contracts with.

These facilities should be somewhat comparable to the Des Plaines Public Library.

Assured Maintenance Agreement



Customer Name: **Des Plaines Public Library**
(Hereinafter referred to as "Customer")

Proposal #:

Address: **1501 Ellinwood Street**

Agreement #:

City: **Des Plaines** State: **IL**

Zip Code: **60013**

Locations(s): **1501 Ellinwood Street**

Scope of Service

In consideration of their mutual agreement, McQuay Factory Service, a division of McQuay International (hereinafter also referred to as "McQuay Factory Service") and Customer agree that the following services and type of coverage for the above location(s) for the equipment listed on the attached Equipment Schedule (hereinafter referred to as "Equipment") will be provided in accordance with the Terms and Conditions, Assured Maintenance Agreement Equipment Schedule, and Assured Maintenance Agreement Plans and Service Programs included herein.

I. Type of Plan

- First Year Maintenance
- Labor Maintenance
- Inspection on 27 Fan powered VAV boxes
- Comprehensive Maintenance
- Plus Inspection on Added Equipment List page #5.

II. Systems Covered - Services Provided

- Air Conditioning
 - Electrical Equipment
 - Water Treatment
 - Heating
 - Facility Operations
 - Air Filters*
 - Refrigeration
 - Condenser Coil Cleaning
 - Belts*
 - Pneumatic / Electronic Controls
 - Head Removal/Replacement
 - Condenser Tube Brushing
 - Building Automation
 - Predictive Maintenance
 - Other
- *see page #3

Emergency Service Response

This Agreement includes emergency service response as checked below:

- 24 hours per day, 7 days per week including holidays.
- 24 hours per day, 5 days per week (Monday - Friday).
- During normal working hours on McQuay Factory Service scheduled business days.
- Not included in this Agreement but available on a time and material basis.

Important: Additional terms and conditions are continued on the following pages

***Customer supplies the filters; belts**

Assured Maintenance Agreement

Comprehensive Maintenance Plan

Inspections

During normal working hours McQuay Factory Service shall provide Nine (9) inspections per year, unless otherwise noted, for the Equipment.

1. McQuay Factory Service agrees to:

- a) Furnish labor, parts, oil, and material needed to maintain the Equipment in good operating condition, performed during normal working hours, unless otherwise specified on page 1 herein, in accordance with the Assured Maintenance Agreement Service Program(s) at the price stated herein and subject to the terms and conditions set forth herein.
- b) Annually brush clean the waterside of water-cooled condensers and airside of air-cooled condensers with procedures determined by McQuay Factory Service.
- c) Maintain the following items related to the Equipment:
 - i) Electric wiring from the starter to its respective motor.
 - ii) The pressure and temperature controls, thermometers, gauges, control devices, thermostats and manual valves located on the Equipment
 - iii) Starters.
- d) Provide a written report to the Customer about the condition of the Equipment and any recommendations for enhancements to maintain capacity, reliability, and efficiency.

2. Customer agrees to:

- a) Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from McQuay Factory Service in conjunction with the performance of this Agreement.
- b) Allow McQuay Factory Service to start and stop the Equipment in order to perform services specified in this Agreement.
- c) Operate the Equipment in accordance with McQuay Factory Service instruction, and to notify McQuay Factory Service promptly of any change in the usual operating conditions.
- d) Provide reasonable means of access to the Equipment, including any required removal, replacement and refinishing of the building structure.
- e) Permit the use by McQuay Factory Service of the usual building maintenance materials and tools.
- f) Employ only McQuay Factory Service personnel or persons authorized by McQuay Factory Service to perform all work on the Equipment, except for operation of same.
- g) Provide proper condenser water treatment.

3. It is understood that, except to the extent otherwise provided in the Assured Maintenance Agreement Equipment Schedule, the services and maintenance provided for herein includes only those items listed above. It does not, for example, include any of the following:

- a) Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- b) The maintenance of space conditions or system performance unless improper conditions are directly due to the failure of the mechanical Equipment covered hereunder.
- c) The changing or cleaning of air filters.
- d) Piping.
- e) Ductwork.
- f) Damage due to freezing weather.
- g) Water treatment.

- h) Corrosion or erosion damage to water and/or airside of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils.)
- i) Disconnect switches, fuses and circuit breakers.
- j) Portable recorders
- k) Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines).
- l) Boiler shell, tubes, and refractory material.
- m) Complete replacement of unit.
- n) Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.

Exceptions and additions:

- **McQuay will change filters in the air handling units and the fan-powered VAV boxes during the scheduled visits. However, the client will supply the required filters and belts.**

Assured Maintenance Agreement Equipment Schedule

Equipment Description	Size / Capacity	Qty	Manufacturer	Model/Serial No.	Service Program	Frequency
Air cooled Screw Chiller	205 tons	1	McQuay	ALS205A	16, 20	5
				STNU990900008		
Atmospheric Hot Water Boiler Module	7100mbh	1	Hydrotherm	MR2100B-PV	15	2
				MSM2359		
Atmospheric Hot Water Boiler Module	7100mbh	1	Hydrotherm	MR2100B-PV	15	2
				MSM2358		
Steam Generating Gas Fired Humidifier	400 mbh	1	Dri Steam	GTS-400	10, 14	2
				01-02-A		
Steam Generating Gas Fired Humidifier	400 mbh	1	Dri Steam	GTS-400	10, 14	2
				01-02-A		
Supply Air Handling Unit	60 hp	2	McQuay	CAH066FDAC	5	4
				SCOU33000444 & 5		
Return Air Handling Unit	25 hp	2	Greenheck	36TC5	17	4
				99H21273 & 272		
Base Mounted Pump Chilled Water	15 hp	2	B & G	5BL7.75BF	7	2
				2174032 & 833		
Base Mounted Pump Heating Water	7.5 hp	2	B & G	5BL7.750BF	7	2
				21736244 & 243		
In Line Pump Heating Boilers	3 hp	2	B & G		7	2
In Line Pump AHU #1	2 hp	1	B & G		7	2
In Line Pump AHU #2	2 hp	1	B & G		7	2
Roof top Exhaust fans	Various	5			5	1
Fan Powered VAV Boxes	Various	27		FDCQ15000C12		1
				29190811		
Please note:	VAV Boxes	Are	Under Inspection	Rest of the list	Is covered	Comprehensive
Electric Base Boards	Interior Wall					
See next sheet	For		More	Equipment		

Assured Maintenance Agreement Equipment Schedule Added Gear

Equipment Description	Size / Capacity	Qty	Manufacturer	Model/Serial No.	Service Program	Frequency
Electric Baseboard heaters.						2
Hot Water Hanging Unit Heater		2		In Garage		1
Electric Hanging Unit		1	Berko	In Mech. Room HUHAA2648		1
Electric Hanging Unit		1	Unknown	North Main Entrance		1
Electric Wall mount Cabinet heaters		8	Unknown	Rear Emergency Stairs		1
Switchgear Cabinet VFD units			Square D	In Mech. Room		As needed
End of list	These are		inspection only			

Assured Maintenance Agreement

Special Conditions:

Duration

This Agreement shall remain in effect beginning July 1, 2013, (the "Effective Date") and shall continue for three years thereafter unless at least 30 days prior to the anniversary date of the Effective Date or any extended term, either party gives the other written notice of its intention to terminate this Agreement.

Price and Payment Terms

1. Pursuant to the terms of this Assured Maintenance Agreement, McQuay Factory Service will perform the services at the prices listed below:

Year 1 \$33,292.00
Year 2 \$34,291.00
Year 3 \$35,319.00
Year 4 \$37,085.00 (Optional)
Year 5 \$38,940.00 (Optional)

2. Billings will be provided annually in advance beginning on the Effective Date of this Agreement and payment will be due upon receipt.
 3. Customer shall pay for all costs, including all taxes, fees and governmental assessments, for refrigerant used in connection with this Agreement.
 4. Reserved.
 5. Reserved.
 6. Reserved.
-

NOTE 1: This Agreement is subject to final approval by McQuay Factory Service. The signature of a McQuay Factory Service representative on this Agreement shall indicate such approval after Customer has executed the Agreement.

Assured Maintenance Agreement Amendments

This Agreement contains two (2) or more Plans as checked on page 1 hereof. The second and third Plan (if applicable) are attached as Exhibit A and incorporated herein.

This proposal expires on: September 30, 2013

The Terms and Conditions set forth on the pages following this signature page form an integral part of this Agreement and are expressly incorporated herein.

Submitted by: Larry Gruette Date: May 20, 2013
Account Manager
McQuay Factory Service

Accepted: Des Plaines Public Library Approved: McQuay International

(Full legal name of Customer signatory)

(Full legal name of McQuay Manager)

Signature

Signature

Title

Title

Date: _____

Date: _____

Service location: **McQuay Factory Service**

Address: 175 Hansen Court
Suite 103
Wood Dale, Illinois 60191

Location Code: **IL-CHIC**

Salesman Code: **IL-6184**

Phones: **Main: 630.616.8600**

Toll Free: 866.627.8291

Fax: 630.616.1737

Assured Maintenance Agreement

Screw Chiller

Service Program 20

McQuay Factory Service will perform the following procedures:

Annual Inspection

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and water piping for leaks.
3. Check freeze protection, evaporator and piping heaters, glycol content.
4. Check and blow down water piping strainers.
5. Check refrigerant in sightglass.
6. Check compressor oil presence in sightglass, if applicable.
7. Inspect and tighten electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Meg hermetic motor.
11. Check operation of electronic expansion valve.
12. Perform MicroTech check, log, last fault analysis, analyze performance.
13. Check condenser coils, clean debris from around condenser, Model ALS air-cooled units.
14. Check condenser fan operation, Model ALS air-cooled units.
15. Check condenser water flow, Model PFS water-cooled units.
16. Check and clean condenser coils, air-cooled units.
17. Check and clean condenser fans, air-cooled units.
18. Manually clean water side of condenser, water-cooled units.

Operating Inspection

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and inspect water piping for leaks.
3. Check and blow down water piping strainers.
4. Check refrigerant in sightglass.
5. Check compressor oil presence in sightglass, if applicable.
6. Inspect and tighten electrical connections.
7. Check relays and operating/safety controls.
8. Check crankcase heater operation.
9. Perform MicroTech check, log, last fault analysis, analyze performance.
10. Check condenser coils, clean debris from around condenser, Model ALS air-cooled units.
11. Check condenser water flow, Model PFS water-cooled units.
12. Take and record water side pressure drops across vessels.

Assured Maintenance Agreement

Vane Axial Fans

Service Program 17

McQuay Factory Service will perform the following procedures:

Inspection

1. Inspect inlet bells and screens, discharge flanges, fan supports and braces for defects.
2. Remove, clean and inspect all rotor blades for wear. (Blade removal not required on Joy fans.)
3. Inspect thrust bearing on each blade.
4. Remove spider of hub and clean.
5. Reassemble fan rotor and torque properly.
6. Check blade pitch.
7. Inspect linkages for proper operation and defects.
8. Check motor mounting bolts - torque per specification.
9. Verify correct lubricants recommended by manufacturer.
10. Install grease zerts where applicable.
11. Clean grease inlet areas to prevent grease contamination.
12. Lubricate motor bearings.
13. Grease blade shaft bearings.
14. Grease spider hub sliding joint. Joy fans - open pressure relief ports.
15. Lubricate blade links and inspect for binding.
16. Lubricate pillow block bearing where applicable.
17. Check starter contacts.
18. Check all electrical connections for looseness and overheating.
19. Check voltages on all phases of starter. Record values.
20. Check motor amps on each phase for balance and correctness at full pitch. Record values.
21. Meg motor windings. Record values.
22. Check for air leaks.
23. Check control air and actuator air pressures.
24. Calibrate pitch controller. Verify there is no hunting.
25. Check time delay on start-up.
26. Perform electronic vibration analysis of both axes. (This does not include cost of extensive balancing.)

Exceptions and additions:

Filters will be changed on fans and fan powered VAV boxes during scheduled inspections. Client is to provide the required filters.

Assured Maintenance Agreement

Predictive Maintenance

Service Program 16

McQuay Factory Service will perform the following procedures:

Spectrochemical Oil Analysis

Parameters tested	Results
Metals	Diagnosis
Moisture	Trends
Acid Number	Recommendations

1 Oil analysis(es) will be performed annually per compressor

Refrigerant Analysis

Parameters tested	Results
High boiling residue	Diagnosis
Acid number	Trends
Moisture content	Recommendations

0 Refrigerant analysis(es) will be performed annually

Eddy Current Tube Analysis

Parameters tested	Results
Corrosion	Verbal report
Support wear	Written report
Freeze bulges	Charts/Diagrams
Split fins	Recommendations
Leakers	
Pitting	

0 Eddy current analysis(es) will be performed annually. (Or is available on a quoted basis.)

Vibration Analysis

1 Vibration analysis(es) will be performed annually per compressor

Lithium Bromide Analysis

Parameters tested	Results
Metals	Diagnosis
Lithium Bromide %	Trends
Lithium Hydroxide	Recommendations
Inhibitor	Chemical additions
Ammonia %	
Alcohol additive	
Foaming test	
Foreign contamination	

0 Lithium Bromide analysis(es) will be performed annually

Refrigerant Water Analysis

Parameters tested	Results
Lithium bromide content	Diagnosis
Alkalinity	Trends
Inhibitor by-product	Recommendations
N factor	

0 Refrigerant water analysis(es) will be performed annually.

Condenser Water Analysis

Parameters tested	Results
Color	Diagnosis
Microbial/Bacterial content	Trends
Dissolved solids	Recommendations
Suspended solids	
Reserve alkalinity	
Acid number	

0 Condenser water analysis(es) will be performed annually

Chilled Water Analysis

Parameters tested	Results
Color	Diagnosis
Glycol content	Trends
Freezing point	Recommendations
Suspended solids	
Reserve alkalinity	
Acid number	

1 Chilled water analysis(es) will be performed annually

Flue Gas Analysis

Parameters tested	Results
CO ₂ content	Diagnosis
O ₂ content	Trends
Stack temperature	Recommendations

0 Flue gas analysis(es) will be performed annually

Exceptions and additions:

Assured Maintenance Agreement

Hot Water Boilers

Service Program 15

McQuay Factory Service will perform the following procedures:

Annual Inspection

1. Inspect fireside of boiler and record condition.
2. Brush and vacuum soot and dirt from flues and combustion chamber.
3. Inspect firebrick and refractory for defects.
4. Visually inspect boiler pressure vessel for possible leaks and record condition.
5. Disassemble, inspect and clean low-water cutoff.
6. Check hand valves and automatic feed equipment. Adjust as required.
7. Inspect, clean and lubricate the burner and combustion control equipment.
8. Reassemble boiler.
9. Check burner sequence of operation and combustion air equipment.
10. Check fuel piping for leaks and proper support.

Seasonal Startup

1. Review manufacturer's recommendations for boiler and burner startup.
2. Check fuel supply.
3. Check auxiliary equipment operation.
4. Inspect burner, boiler and controls prior to startup.
5. Start burner and check operating controls. Test safety controls and pressure relief valve.
6. Perform combustion tests and adjust burner for maximum efficiency.
7. Log all operating conditions.
8. Review operating procedures and owner's log with boiler operator.

Operational Inspection

1. Review owner's log. Log all operating conditions.
2. Inspect boiler and burner and make adjustments as required.
3. Test low water cut-off and pressure relief valve.
4. Check operating and safety controls.
5. Review boiler operation with boiler operator.

Exceptions and additions: _____

Assured Maintenance Agreement

Steam Boilers

Service Program 14

McQuay Factory Service will perform the following procedures:

Annual Inspection

1. Inspect fireside of boiler and record condition.
2. Brush and vacuum soot and dirt from flues and combustion chamber.
3. Inspect firebrick and refractory for defects.
4. Visually inspect boiler pressure vessel for possible leaks and record condition.
5. Drain and flush water side of boiler to remove loose scales and sludge and record condition.
6. Disassemble, inspect and clean low-water cutoff.
7. Check hand valves and automatic feed equipment. Adjust as required.
8. Inspect, clean and lubricate the burner and combustion control equipment.
9. Reassemble and fill boiler. Fire burner to boil off oxygen.
10. Check burner sequence of operation and combustion air equipment.
11. Check fuel piping for leaks and proper support.

Seasonal Startup

1. Review manufacturer's recommendations for boiler and burner startup.
2. Check fuel supply.
3. Check auxiliary equipment operation.
4. Inspect burner, boiler and controls prior to startup.
5. Start burner and check operating controls. Test safety controls and pressure relief valve.
6. Perform combustion tests and adjust burner for maximum efficiency.
7. Log all operating conditions.
8. Review operating procedures and owner's log with boiler operator.

Operational Inspection

1. Review owner's log. Log all operating conditions.
2. Inspect boiler and burner and make adjustments as required.
3. Test low water cut-off and pressure relief valve.
4. Check operating and safety controls.
5. Review boiler operation with boiler operator.

Exceptions and additions: _____

Assured Maintenance Agreement

Pumps

Service Program 7

McQuay Factory Service will perform the following procedures:

Inspection

1. Lubricate pump bearings per manufacturer's recommendations.
2. Lubricate motor bearings per manufacturer's recommendations.
3. Tighten all nuts and bolts. Check motor mounts and vibration pads.
4. Visually check pump alignment and coupling.
5. Check motor operating conditions.
6. Inspect electrical connections and contactors.
7. Check and blow down condenser pump strainers and check hand valves.
8. Inspect mechanical seals or inspect pump packing.
9. Verify gauges for accuracy.

Exceptions and additions: _____

Assured Maintenance Agreement

Fan and Central Fan Systems

Service Program 5

McQuay Factory Service will perform the following procedures:

Fans - Inspection

1. Check and clean fan assembly.
2. Lubricate fan bearings per manufacturer's recommendations.
3. Lubricate motor bearings per manufacturer's recommendations.
4. Check belts and sheaves.
5. Tighten all nuts and bolts.
6. Check motor mounts and vibration pads.
7. Check motor operating conditions.
8. Inspect electrical connections and contactors.
9. Lubricate and adjust associated dampers and linkage.
10. Check fan operation.

Central Fan Systems - Inspection

1. Lubricate fan bearings per manufacturer's recommendations.
2. Lubricate motor bearings per manufacturer's recommendations.
3. Check belts and sheaves.
4. Tighten all nuts and bolts.
5. Check motor mounts and vibration pads.
6. Check motor operating conditions.
7. Inspect electrical connections and contactors.
8. Lubricate and adjust associated dampers and linkage.
9. Check fan operation.
10. Check strainers, check steam traps and hand valves.
11. Check filter-advancing mechanism. Lubricate and adjust as required.
12. Inspect filters.
13. Check heating and cooling coils.
14. Inspect humidifier.

Exceptions and additions: Filters will be changed on fans and fan powered VAV boxes during scheduled inspections. Client is to provide the required filters.

McQuay Factory Service TERMS & CONDITIONS

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by McQuay Factory Service. Further, you acknowledge and agree that any purchase order issued by you in accordance with this Agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of McQuay Factory Service.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from date shown on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Terms of payment are subject at all times to prior approval of McQuay Factory Service's credit department. Terms of payment are net upon receipt of invoice unless previously otherwise agreed in writing. Should payment become more than 30 days delinquent, McQuay Factory Service may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. McQuay Factory Service reserves the right to add to any account outstanding more than 30 days interest at 1 1/2% per month or the highest rate allowed by law. In the event of default in payment, Customer agrees to pay all costs of collection incurred by McQuay Factory Service including, but not limited to, collection agency fees, attorney fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
4. In the event that McQuay Factory Service determines, during the first thirty (30) days of any Maintenance Agreement or upon seasonal start-up (discovery period) that any equipment covered under this Agreement in need of repair and/or replacement, McQuay Factory Service shall inform Customer of the equipment condition and remedy. McQuay Factory Service shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment, until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
5. Any Maintenance Agreement price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor, subcontractor and material costs. The customer shall receive forty-five (45) days prior written notice of such adjustment unless specifically excluded otherwise in writing.
6. A Maintenance Agreement may be terminated: (A) by either party upon the anniversary date hereof, provided however, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (B) by McQuay Factory Service upon five (5) days prior written notice to Customer in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without McQuay Factory Service's prior approval; (C) by either party. In the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by McQuay Factory Service, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less. Notices required hereunder shall be sent via Certified U.S. Mail, Return Receipt Requested and provided that such notice is postmarked by the required date, such notice shall be deemed properly given.
7. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay McQuay Factory Service, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which McQuay Factory Service is required to pay in connection with the services or materials furnished hereunder. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, McQuay Factory Service may stop all work under this Agreement or terminate this Agreement as set forth in paragraph 6 herein above.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations") directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, McQuay Factory Service shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay McQuay Factory Service any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property.

Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless McQuay Factory Service and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. McQuay Factory Service shall have the right to suspend its work at no penalty to McQuay Factory Service until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. McQuay Factory Service reserves the right to engage others in a subcontractor status to perform the work hereunder.

11. Customer agrees to provide McQuay Factory Service personnel with the usual required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. McQuay Factory Service shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of McQuay Factory Service.
12. This agreement does not include responsibility for design of the system (unless specifically included), obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of McQuay Factory Service.
13. In the event that McQuay Factory Service is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond McQuay Factory Service's control, Customer shall pay McQuay Factory Service for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established McQuay Factory Service rates for performing such services.
14. McQuay Factory Service shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority, or of Customer, riot, war, embargo, fuel or energy shortage, wreck or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of McQuay Factory Service, McQuay Factory Service shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
15. MCQUAY FACTORY SERVICE SHALL NOT IN ANY EVENT BE LIABLE TO THE CUSTOMER OR TO THIRD PARTIES FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PRODUCTION, LOSS OF USE OR LOSS OF PROFITS OR REVENUE ARISING FROM ANY CAUSE WHATSOEVER INCLUDING, BUT NOT LIMITED TO, ANY DELAY, ACT, ERROR OR OMISSION OF MCQUAY FACTORY SERVICE. IN NO EVENT WILL MCQUAY FACTORY SERVICE'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENT RECEIVED BY MCQUAY FACTORY SERVICE FROM CUSTOMER UNDER THE INSTANT AGREEMENT.
16. McQuay Factory Service extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. McQuay Factory Service expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific service work done by McQuay Factory Service. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR SPECIFIC PURPOSE, WHICH ARE HEREBY SPECIFICALLY DISCLAIMED.
17. Each of us agrees that we are responsible for any injury, loss or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
18. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota.

Revised 10/28/40

HAYES MECHANICAL

ESTABLISHED 1918

5959 SOUTH HARLEM AVENUE, CHICAGO, IL 60638-3131

Mechanical Systems Full Service Maintenance Agreement

Proposal Date: July 12, 2013

Proposal Number: 131180

Customer: Des Plaines Public Library

Contact: Mr. Gary Valente, Head of Building and Security Services

Billing Address: Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, IL 60016

Phone: 847.376.2781

Site Address: 1501 Ellinwood Street
Des Plaines, IL 60016

Coverage

Full Service Maintenance This agreement provides labor and material to maintain the mechanical equipment on the attached Equipment Schedule. *Also included are repair parts and repair labor (at normal business hours) subject to the attached Terms and Conditions.*

Sample maintenance tasks include the cleaning of coil surfaces (including annual power washing), aligning of belt drives, calibrating safety controls, temperature and pressure controls, tightening electrical connections, mounting bolts, refrigerant piping fittings, etc. Also included is adjusting of super heat, fan RPM, etc. Lubrication of motors is included as well.

- ❖ Preventive Maintenance will be performed on the equipment listed four (4) times per year as per the attached scope of work details.
- ❖ Overtime labor shall not be included as part of this Agreement
- ❖ System belts will be provided by The Des Plaines Public Library and changed by Hayes Mechanical annually as per the attached scope of work details.
- ❖ System filters will be provided by The Des Plaines Public Library and changed by Hayes Mechanical two (2) times per year as per the attached scope of work details.
- ❖ Condenser coils will be power washed annually by Hayes Mechanical.

This program has been created to provide the Customer with an ongoing, comprehensive maintenance program. The Customer is informed of the program's progress and results on a continuing basis via detailed Work Order Tickets, presented after each service call for Customer's review, approval signature and record.

Agreement Term

The initial term of this agreement is three (3) years. This agreement shall not automatically renew. Should either party wish to engage in additional term, either party may request a proposal to extend the agreement for an additional term by written notice to the other party (30) days prior to the expiration of the initial term.

Compensation

Year One

The *Full Service Agreement* price is \$38,820.00 per year payable \$9,705.00 per quarter in advance, beginning of the effective date of _____ 2013. Customer may elect a cost-saving alternative annual payment plan of \$37,461.00 per year in advance, representing a 3½% discount.

Year Two

The *Full Service Agreement* price is \$39,984.00 per year payable \$9,996.00 per quarter in advance, beginning of the effective date of _____ 2013. Customer may elect a cost-saving alternative annual payment plan of \$38,585.00 per year in advance, representing a 3½% discount.

Year Three

The *Full Service Agreement* price is \$41,172.00 per year payable \$10,293.00 per quarter in advance, beginning of the effective date of _____ 2013. Customer may elect a cost-saving alternative annual payment plan of \$39,731.00 per year in advance, representing a 3½% discount.

- Quarterly payments
- Discounted annual payment

Clarifying Comments

This proposal is the proprietary property of Hayes Mechanical and is provided for Customer's use only. This proposal is valid only for 30 days from proposal date above.

This two page Agreement (including the Terms & Conditions), together with the Equipment Schedule attached hereto, constitute the entire agreement of the parties hereto and supersedes and rescinds any and all prior understandings between the parties either written or oral. Neither this Agreement nor any part hereof shall be changed, modified, amended or altered except in writing signed by both parties

Accepted by Customer:

Name: _____

Signature: _____

Title: _____

Date: _____

Hayes Mechanical

Name: Patricia Skermont-Pohrte

Signature: _____

Title: Account Representative

Date: _____

Hayes Mechanical LLC**Preventative Maintenance Equipment Schedule**

Maintenance site:
 Des Plaines Public Library
 1501 Ellinwood Street
 Des Plaines, IL 60016

Quantity	Manufacturer	Model Number	Serial Number	Unit Size	Location
1	McQUAY S Compressor Air- Cooled Chiller	ALS205A	STNU990900008	205 TON	Roof
1	HYDROTHERM Atmospheric Hot Water Boiler Module	MR2100B-PV	MSM2359	7100 MBH	Mechanical Room
1	HYDROTHERM Atmospheric Hot Water Boiler Module	MR2100B-PV	MSM2358	7100 MBH	Mechanical Room
1	HYDROTHERM Hot Water Boiler Control Panel	160105166	T.B.D.	S1000B	Mechanical Room
1	DRI STEAM Steam Generating Gas- fire Humidifier	GTS 400	01-02-A	400MBH	Mechanical Room
1	Humidifier Control Panel	T.B.D.	T.B.D.	T.B.D.	Mechanical Room
1	DRI STEAM Steam Generating Gas- fire Humidifier	GTS 400	01-01-A	400MBH	Mechanical Room
1	Humidifier Control Panel	T.B.D.	T.B.D.	T.B.D.	Mechanical Room
2	McQUAY Supply AHU	CAH065FDAC	SCOU33000444 SCOU33000445	60 HP	Mechanical Room
2	GREENHECK Return AHU	36TC5	99H21273 99H21272	25 HP	Mechanical Room
2	B & G Base Mount Pump (chilled water)	5BL7.75BF	2174932 2174933	15 HP	Mechanical Room

2	B & G Base Mount Pump (heating)	5BL7.75BF	2176244 2176243	7.5 HP	Mechanical Room
2	B & G In-line Pump (heating boilers)	T.B.D.	T.B.D.	5 HP	Mechanical Room
1	B & G In-line Pump (AHU 1)	T.B.D.	T.B.D.	2 HP	Mechanical Room
1	B & G In-line Pump (AHU 2)	T.B.D.	T.B.D.	2 HP	Mechanical Room
5	Rooftop Exhaust Fans	T.B.D.	T.B.D.	Various	Roof
27	Fan-powered VAV Boxes	T.B.D.	T.B.D.	Various	Interior/ Exterior Ceiling
ALL	Electric Baseboard Heaters	T.B.D.	T.B.D.	T.B.D.	Interior Wall-mount
2	Hot Water Hanging Unit Heater	T.B.D.	T.B.D.	T.B.D.	Garage
1	BERKO Electric Hanging Unit	HUHAA2548	T.B.D.	T.B.D.	Mechanical Room
1	Electric Hanging Unit	T.B.D.	T.B.D.	T.B.D.	North Main Entrance
8	Electric Wall-mount Cabinet Heaters	T.B.D.	T.B.D.	T.B.D.	Rear Emergency Stairs
ALL	SQUARE D Switchgear Cabinet VFD Units	T.B.D.	T.B.D.	Various	Mechanical Room

SCOPE OF WORK**AIR COOLED CHILLER**

Check unit for refrigerant leaks.
 Check and calibrate high / low safety controls.
 Check refrigerant charge
 Check and tighten electrical connections, contractors, relays and operating safety controls.
 Check starter, tighten all terminals and check contacts for wear.
 Lubricate fan bearings per manufacturer's specifications.
 Check motor operating conditions and amperage.
 Check crankcase heaters.
 Check external interlocks.
 Check oil level in compressors.
 Inspect evaporator coils during spring startup.
 Inspect condensing coil. (Power Wash coils annually.)
 Check system control operation.
 Check system glycol level.

AIR HANDLERS

Lubricate fan bearings per manufacturer's recommendations.
 Lubricate motor bearings per manufacturer's recommendations.
 Check belts and sheaves. (Change belts annually)
 Check motor mounts and vibration pads.
 Inspect wiring and tighten electrical connections.
 Check fan operation and heating coil(s).
 Lubricate and adjust dampers and linkage.
 Check motor operating voltage and amperages.
 Check and calibrate controls.
 Check and tighten electrical connections, contractors, relays and operating safety controls.
 Check starter, tighten all terminals and check contacts for wear.
 Lubricate motor bearings per manufacturer's specifications.
 Lubricate fan bearings per manufacturer's specifications.
 Clean outside air intake screen.
 Check all thermostats/sensors
 Check all economizer/damper operations, clean and adjust as necessary.
 Check air filters. (Change filters 4-times per year.)

HEATING BOILERS

Provide seasonal start-up and shutdown as required
 Remove burner for inspection and cleaning (annual)
 Inspect and clean primary heat exchangers (annual)
 Provide Air/Gas Measurements and adjust as required per manufacturer's recommendations (annual)
 Check Delta T measurement and adjust per manufacturers recommendations (annual)
 Calibrate gauges (annual)
 Replace surface igniters/flame rods (annual)
 Check all components including piping, wiring, interlocks, and shutoff valves
 Lubricate circulation pump
 Check carbon monoxide and oxygen levels and adjust as needed (annual)
 Conduct pilot turn down test (annual)
 Check coils and expansion tank level (annual)
 Perform leak test on pilot and main gas valves (annual)
 Test Purge timing (annual)
 Check for boiler trim corrosion (annual)
 Test high limit, low water out-off, and operating temperature controls (annual)

PUMPS

Clean Strainer.
 Lubricate bearing per manufacturer's recommendations.
 Check alignment and couplings.
 Inspect electrical connections and tighten, as needed.
 Check motor current and voltage.

HUMIDIFIERS

Clean and check strainers. Check steam traps and hand valves.
 Clean and check float assembly.
 Check and clean drains and drain pans.
 Clean heating element.
 Inspect electrical connections, relays, and contractors.
 Check operating and safety controls.
 Check motor current and voltage.
 Clean plugged spray nozzles.
 Check unit operating conditions.

UNIT HEATER - ELECTRICAL

Inspect and tighten electrical connections.
 Check heating coil operating amperage.
 Check and calibrate operating and safety controls.
 Check conductivity of element.
 Calibrate all thermostats and change batteries on an annual basis.

UNIT HEATERS - HOT WATER COIL

Check operation sequence (Fall startup)
 Check and clean blower motor, and electrical connections
 Check all thermostats.

EXHAUST FANS

Check unit operation
 Lubricate fan bearings as needed
 Check belts and sheaves adjust as required.
 Check unit for excessive noise and vibration

BREAK TANK SYSTEM

Service float system.
 Check pump operation.
 Check electrical connections.

CONTROL PANELS

Check calibration.
 Check set points.
 Check electrical connections.

FAN-POWERED & VAV BOXES

Inspect for proper operation two (2) times per year.
 Check electrical connections.
 Replace filters two (2) times per year.

SWITCHGEAR CABINET-MOUNTED VFD UNITS

Inspect for proper operation.
 Check and tighten electrical connections.
 Recommend replacement options as necessary.

NOT INCLUDED AS PART OF THIS FULL-SERVICE AGREEMENT

- Under the terms of this Full Service Agreement, Contractor will assume no responsibility for equipment damage incurred through misuse, abuse and acts of violence, unauthorized tampering or acts of nature such as storms, floods, power outages or lightning.
- Water supply and drains beyond the subject equipment proper.
- Electrical service.
- Plumbing service.
- Moving or relocating the subject equipment.
- Work made necessary by the enforcement of government codes, building or union regulations.
- Pressure vessels and pressure piping.
- Furnace and boiler combustion chambers, heat exchangers, sections or tubes, foundations, draft fans, smoke pipe and chimney and other accessories not an integral part of the burner or burner controls.
- Warranty service calls for new equipment not installed by Contractor.

TERMS AND CONDITIONS

1. The Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial season start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Hayes Mechanical may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
2. Excluded from this agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable, such as, but not limited to: electronic/solid-state controllers/microprocessors, loss of refrigerant due to piping/coil leaks (mechanical connections excluded), ductwork, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, electric heat elements, main power service, electrical disconnects, and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, storage vessels/tanks, castings, fixtures and tower fill, pump seals, shaft seals, and check valves.
3. This Agreement does not include responsibility for design of the system, obsolescence, safety testing, water/air balancing, duct cleaning, painting, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, unavailability of refrigerants, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other causes beyond control of Hayes Mechanical.
4. Customer shall permit Hayes Mechanical free and timely access to areas and equipment, and allow Hayes Mechanical to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Hayes Mechanical's normal working hours. Hayes Mechanical will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. Customer will make adequate trash disposal provisions for used filters, miscellaneous maintenance materials and small parts.
5. Customer shall permit only Hayes Mechanical's personnel or agent to perform the work included in the scope of this Agreement; should anyone else perform such work, Hayes Mechanical may, at its option, cancel this Agreement, eliminate the involved item of equipment from inclusion in this Agreement, or charge Customer for the related service work.
6. Hayes Mechanical expressly disclaims and all responsibility and liability for the indoor air quality of the Customer's facility.
7. Customer shall make available to Hayes Mechanical's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations. Customer is responsible for containing and clearly marking any known hazardous materials on site.
8. Hayes Mechanical's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of any asbestos products, removal of oil removed from equipment, or other hazardous substances. In the event such products or substances are encountered, Hayes Mechanical's sole obligation will be to notify the Customer of the existence of such products and materials. Hayes Mechanical shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
9. The Agreement price is subject to adjustment annually on each commencement anniversary to reflect increases in labor, material and other costs, unless otherwise stated (e.g. price protection provided by a multi-year initial term).
10. Amount on this agreement is based on payment by cash, check, or electronic payment. A convenience fee of 3.75% will be added to the total if paid with a credit card.
11. Customer agrees to promptly pay invoices within thirty days of issue. Should a payment become sixty days or more delinquent, Hayes Mechanical may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. Customer agrees to pay interest on any sums outstanding and past due (i.e. over thirty days) at a rate of 1.5% per month.
12. Services provided under this Agreement involving extra work (materials or labor) will become an extra charge (fixed price amount to be negotiated, or on a time and material basis at Hayes Mechanical's preferred Customer rates then in effect) over the sum stated in this Agreement. If a trouble call is made at Customer's request, and inspection indicates a condition which is not covered by this agreement, Hayes Mechanical may charge Customer at the rate then in effect for such services.
13. In the event Hayes Mechanical must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Hayes Mechanical all court costs and attorney's fees incurred by Hayes Mechanical. Any legal action relating to this Agreement, or the breach thereof, shall be commenced within one year from the date of work.
14. Hayes Mechanical shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Hayes Mechanical's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
15. In case of any failure to perform its obligations under a Full Service Agreement, Hayes Mechanical's liability is limited to repair or replacement at its option, and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
16. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Hayes Mechanical be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect, or consequential damages.
17. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Hayes Mechanical, its agent and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Hayes Mechanical.

MAINTENANCE AGREEMENT

NORTHTOWN MECHANICAL GROUP

270 Larkin Drive Wheeling IL 60090

HEATING & AIR CONDITIONING & REFRIGERATION

Tel. #: Office 847-499-3200 Fax 847-850-5001

II. PURCHASER

NAME DESPLAINES LIBRARY

ADDRESS 1501 ELLINWOOD STREET DESPLAINES IL 60016-4553

PHONE 847-376-2781 Person in Charge MR. GARY VALENTE

SERVICE LOCATION SAME

III. TYPE OF AGREEMENT

PARTS, LABOR AND COMPRESSOR COVERAGE

Note#1 - Overtime outside of the contract requires a P.O to be issued by the Des Plaines Library

Note#2 - All hvac filters will be replaced and supplied by the customer

Note#3 - REFRIGERANT AND/OR REFRIGERANT LEAKS ARE NOT INCLUDED WITH THE CONTRACT
ALL OTHER PROVISIONS APPLY - PARTS AND LABOR ON ALL MOVING PARTS THAT CAN BE MAINTAINABLE.

LABOR FOR THE ABOVE MENTIONED \$ 225,000.00 (3) YEARS OR \$75,000.00 PER YEAR.

PREVENTATIVE MAINTENANCE AGREEMENT ONLY

FAN POWERED AND VAV BOXES, SWITCH GEAR CABINET MOUNTED VFD INC WITH PRICE
ELECTRIC BASE BOARD HEATERS, ELECTRIC WALL MOUNT CABINET HEATERS

THIS IS A 3 YEAR CONTRACT AND TAKES EFFECT AS OF JUNE 1ST 2013. NOTE THAT ALL EQUIPEMENT MUST BE IN WORKING ORDER AND NORTH TOWN GROUP DOES NOT TAKE OVER ANY REPAIRS FROM THE EXISTING CONTRACTOR

IV. TERMS OF AGREEMENT

1. Purchaser agrees to pay Seller in advance the sum of \$6250.00 MONTH beginning with the effective date of this agreement.
2. This contract begins JUNE 1 2013, and automatically shall continue in force until notice of termination is given, consistent with the terms of this agreement.

ACCEPTANCE

This Agreement is not an offer to furnish equipment or services, but when signed by Purchaser at the place indicated below, it becomes Purchaser's offer to buy the equipment and services described herein, at the prices and on the terms and conditions indicated in this Agreement, which can be accepted following credit approval, only by a written notice of acceptance signed by a Corporate President or Secretary of Seller.

SELLER'S ACCEPTANCE

PURCHASER'S ACCEPTANCE

By _____

Signed By _____

Title _____

Title _____

Agreement Number _____

Date _____

VI. THE SELLER AGREES

A. LABOR

To Provide labor necessary to keep equipment in proper operating condition.

B. PARTS

To provide repairs or replacement of parts necessary to keep equipment in proper operating condition. This includes:

C. PREVENTIVE MAINTENANCE AND INSPECTION

- | | | | |
|--------------------------------|------------------------------|-----------------------------|-------------------------------|
| 1. Inspect entire system | 4. <u>Check & Adjust</u> | 5. • Start Up & Pump Down | 6. Furnish quotations for any |
| 2. Lubricate all moving parts. | • Motors & Starters | Air Conditioning once per | necessary work not covered |
| 3. Check operating temperature | • Valves | season. | by this agreement as |
| and pressures. | • Gas Fired Units | | requested by owner |
| | • Oil Burners | •Start up and Check Heating | |
| | • Safety Controls | | |
| | • Compressors | | |

VII. THE PURCHASER AGREES

GENERAL TERMS AND CONDITIONS

1. To accept the Judgement of Seller as to the best means and methods to be employed for any corrective or repair work necessary and to have repairs made promptly, and that failure to do so will release and terminate all obligation of the Seller.
2. That any alterations, additions, adjustments or repairs made by parties other than Seller, unless authorized by the Seller, may release and terminate all obligations of Seller at discretion of Seller. The Seller has the right to modify this Agreement to incorporate material changes made to the equipment by parties other than Seller during the time of this Agreement, and the Agreement price shall be adjusted accordingly.
3. That as part of this service Agreement, the Seller shall not be required to furnish or install any items of equipment which may be recommended or required by insurance companies, Government, State, Municipal or other authorities, unless paid for by purchaser.
4. That the Seller shall not be required to move or remove or replace or alter any part of the building structure in the performance of this agreement or to make any connection in design and/or engineering of the equipment or installation.
5. That the Seller will be provided at any and all times with access to all equipment and devices which are part of this agreement. Seller may at reasonable times and as necessitated by maintenance procedures, regulate the equipment listed on "Scheduled Equipment List".
6. That the product or equipment listed in this Agreement is being accepted with the understanding that said equipment is in good operating condition. Should any repairs be found necessary upon startup or initial inspections, Seller shall inform customer of its condition and remedy, and a charge will be made for these repairs, governed by the prevailing labor and material rates. Seller should not be obligated under this Agreement until such time as equipment is brought up to conditions acceptable to Seller.
7. To pay extra for the replacement or repair of water, steam, evaporator or refrigerant coils, water cooled receivers, compressors or hermetic sealed units not covered by manufacturer's warranty (unless otherwise stipulated), or major parts which cannot be repaired due to age or availability of replacements parts through normal trade suppliers, and for associated equipment not listed on "Scheduled Equipment List" of the Agreement. If materials are covered by warranty then the Purchaser agrees to pay Seller for the labor and materials necessary to replace said defective warranty equipment.
8. That Seller shall not be required to identify, detect, encapsulate, or remove asbestos, or products or materials containing asbestos or similar hazardous substances.
9. That preventive maintenance shall consist of labor required to perform preventive maintenance on the equipment listed on "Scheduled Equipment List". The materials required to perform scheduled maintenance visits on the equipment, where Seller is obligated under this Agreement for preventive maintenance materials, only those materials necessary to perform repairs on the listed equipment on "Scheduled Equipment List" shall be covered by this Agreement.
10. The Seller's obligation under this Agreement (unless specifically written herein) will not include: latches, hardware or glass, ductwork, hinges, gaskets, lights, fixtures, door heaters, plumbing and hydronic or pneumatic piping, centrifugal tubes, flues, sheetmetal, dampers, insulation, recording instruments, gauges or thermometers, water supply, electrical and control wiring up to and including the unit disconnect switch, drain and steam lines beyond the apparatus valves, electrical lines equipment beyond the apparatus main switch, moving or relocating the equipment, replacement of parts that are obsolete, repairs due to freezing or from contaminated corrosive water, water treatment (unless provided for under optional services), repairs of chiller or condenser tube bundle, all non-maintainable items such as pressure vessels, tubes, cabinets, tower fill, disconnect switches, circuit breakers, boiler tubes and boiler sections or refractory, furnace heat exchangers, combustion chambers, smoke stacks, chimney or breeching, boiler breechings and settings, radiators and their components, automatic water feeders, low water cutoffs, fan/blower housings/assemblies, blower shafts, condensate pans, structural supports, non-moving parts, storage tanks, painting of equipment, or cleaning of coils, ducts, chimneys and flues, delimiting and/or rodding of water cooling towers and condensers (unless included below), and balancing of air, steam, or water distribution system.

VIII. THE PURCHASER FUTURE AGREES

11. The Seller shall in no event be liable and the purchaser will assume responsibility and pay extra for all service and material required due to but not limited to anyone of the following: crane rental, helicopter lifts, electrical power surge or loss, high or low voltage, inadequate power, blown or burned out main or branch fuses, open circuit breakers, lack of adequate natural gas or fuel supply or pressure, water in oil, inadequate or excessive water supply or pressure, inadequate or excessive hot water or steam supply or pressure, contamination of water supply or atmosphere, faulty system engineering or design, accident, freezing, flooding, willful damage, misuse, abuse, negligence, fire, theft, clogged filters (unless Seller performs optional air filter service), improper installation, lightning, storms, operation of equipment beyond design conditions, or by reason of any other cause other than normal wear and tear.

12. The Seller shall not be liable for any losses, delays, or damages due to, but not limited to, any one of the following: interruption in use of equipment, failure to maintain desired temperatures and humidity levels, failure to provide timely service, inability to obtain proper parts and/or materials through normal trade suppliers, engineering and/or design defects, strikes, lockouts, explosion, theft, riot, civil commotion, malicious mischief, asbestos, labor disturbances, freezeup, fire, rust or corrosion, commercial delays, spoilage, flooding, loss of business, war conditions. Acts of God, Acts of government, failure to provide required parts and/or materials or any other circumstances beyond Seller's reasonable control. It is expressly agreed that the Seller assumes no liability for negligence or failure whatsoever. Under no circumstances shall Seller be responsible or liable for any indirect, incidental or consequential damage or alleged personal injury of any kind relating to or arising out of the existence, effect, removal or treatment of an Organic Pathogen (i.e., any type of bacteria, virus, fungus, mildew, wet or dry rot, mold or mycotoxin, as well as their spores, odors and byproducts, along with any reproductive body they produce, and any material containing them). In no event, shall the Seller be liable to the Purchaser and/or to any party whatsoever for actual, incidental and/or consequential damages or losses. Liability of Seller shall not exceed, for any reason whatsoever, the amount of the service charge for one monthly period. In the event that a preventive maintenance inspection is not completed, Seller's liability is limited to the prorated fee for the missed inspection(s), only when brought to the Seller's attention by the Purchaser within the current contract period. Customer shall provide Seller with a copy of any and all warranties covering the equipment now or hereafter included in this agreement. Seller shall advise customer if such equipment becomes defective within the warranty period, during which time Seller shall not be responsible for replacing or repairing such equipment, but shall be responsible for the labor necessary to provide scheduled maintenance on such equipment to the extent provided herein. There are no express warranties other than set forth specifically above. There are no implied warranties on the goods and/or services provided, including the implied warranty of merchantability and fitness for a particular purpose. Emergency service required to protect life or property shall be limited to the scope of service described and type of coverage. If emergency service discloses no defect for which Seller is responsible under this Agreement, or if the emergency service is outside the coverage elected, customer agrees to pay Seller the prevailing charge for such service. If Purchaser's equipment and/or installation is of a critical nature, it is the Purchaser's sole responsibility to provide a complete standby system and/or adequate replacement parts and components on site to facilitate expedient repairs.

13. Not included in this Agreement are all charges related to the recovery of refrigerant, as required by the provisions of Section 608 of the U.S. Clean Air Act of 1990, performed on equipment covered under this maintenance Agreement.

14. The seller may terminate this Agreement by giving thirty (30) days written notice to the Purchaser at any time during the term of this Agreement. Seller reserves the right to modify the terms and conditions of this Agreement as deemed necessary, upon providing Purchaser with thirty (30) days written notice prior to any such change. The term of this Agreement is twelve (12) months. This Agreement is automatically renewed on its renewal date and is subject to price revisions. The Purchaser must provide thirty (30) days written notice of intent to non-renew prior to the expiration of the term of agreement.

15. Payment for services, parts, equipment, subcontractor fees and all other costs associated with the work covered by this Agreement is due upon receipt of invoice. Delinquent balances will accrue interest at a rate of 1.50% per month. Purchaser agrees to pay the cost of any and all expenses incurred by Seller to collect past due sums, including but not limited to attorney's costs and fees, collection and court costs. The Seller may elect to have any and all controverted matters submitted to mediation, arbitration or any other alternative resolution dispute procedure.

16. This document embodies the entire Agreement between the parties, and no oral Agreement or conversation shall be held to alter the provisions hereof, with the exception of modifications initiated by the Seller upon providing thirty (30) days written notice of same.

17. Each term of this Agreement is separate and severable from other terms herein and the failure, unenforceability or legal incapability of one or more terms will not effect the other terms of this Agreement which will remain in full force and effect.

IX. OPTIONAL SERVICES (Check box if included in this agreement)

Water Treatment

Annual Cleaning

Air Filters

[N/A] Boilers

[X] Condenser Coils

[X] Filters provided and changed

[N/A] Towers

[N/A] Towers

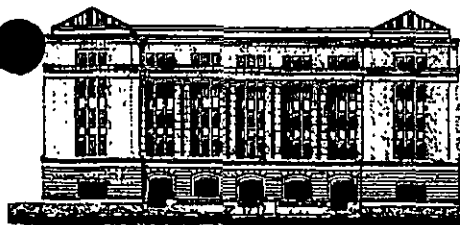
FOUR times per year

[X] INCLUDED SERVICE BELTS ARE CHANGED ANNUALLY AND INCLUDED

X.D.

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

WWW.OPERDRIVEILLINOIS.COM



**Illinois State Library
 FY2014 ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANTS APPLICATION**

DUE: OCTOBER 15, 2013, 11:59 PM

This is an email due date. The Illinois State Library is neither responsible for, nor obligated to fund, grant applications that are email time stamped after 11:59 pm, October 15, 2013, that are incomplete or that are missing components. The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135.

This application form is made available electronically so that libraries may complete the form online. After completing the required fields, the form must be submitted electronically to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants application. **Paper copies will not be accepted.** Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required form by 11:59 pm, October 15, 2013, or not completed, shall not be considered for funding by the Illinois State Library. The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current Illinois Public Library Annual Report (IPLAR).

The application must be submitted electronically to Percap-grant@ilsos.net on or before 11:59 p.m. on October 15, 2013. All required supporting documentation must be attached as a separate document(s) and submitted with the application.

Retain an electronic copy for the library's files; be sure the copy includes the email time stamp.

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

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

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

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

The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135. This application form has been made available electronically so that libraries may complete the form online. After completing the required fields, the form must be submitted electronically to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required form by 11:59 pm, October 15, 2013, or not completed, shall not be considered for funding by the Illinois State Library. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

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

By checking this box, I confirm that I am authorized to submit this application.

1. Legal name of library: Des Plaines Public Library

2. Has the library's name changed since October 16, 2012? Yes No

If yes, provide previous library name: _____

3. Library's Control Number 30226 Branch Number _____

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

Des Plaines 60016-4553
 (City) (ZIP + Four)

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

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for the FY2014 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

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

Holly Richards Sorensen Library Director
(First Name) (Last Name) (Title)

Library Phone Number: 847-827-5551

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

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

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

Board President Name: Mr. Mrs. Ms. Gregory Sarlo
(First Name) (Last Name)

Board Secretary Name: Mr. Mrs. Ms. Carol Kidd
(First Name) (Last Name)

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

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

6. Population Served: 58,364

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

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

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed by October 15, 2013, with the Office of Secretary of State, Index Department, or
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

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

7. Equalized Assessed Valuation (EAV)

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

a) Value of all taxable property within the library's service area as of January 1, 2013, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau.

a.1) Primary County Name _____
"TOTAL" line from primary county's County Clerk's page \$ 2,039,939,367 a.1)

a.2) County Name _____
"TOTAL" line from second county's County Clerk's page \$ 0.00 a.2)

a.3) County Name _____
Must match "TOTAL" line from third county's County Clerk's page \$ 0.00 a.3)

a.4) County Name _____
Must match "TOTAL" line from fourth county's County Clerk's page \$ 0.00 a.4)

EAV TOTAL:

Combined said valuation for all counties listed above: a.1) + a.2) + a.3) + a.4) = \$ 2,039,939,367 b)

e) Said valuation (b) multiplied by 0.0013 yields \$ 2,651,921.18 c)

d) Levy at 0.13% divided by population served yields per capita of \$ 45.44 d)

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

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

f) Enter valuation multiplied by 0.0013 obtained in step c) \$ 0.00 f)

g) Subtract f) from e) equals amount of Equalization Aid..... \$ _____ g)

ELIGIBILITY

8. In order to be eligible for either a Per Capita Grant or an Equalization Aid Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy (75 ILCS 10/8.1). If the library is applying for a grant on that basis, documentation for the most recent year available, must be attached as a separate document(s) and electronically submitted with the application. Please check the box to indicate the library has included the required documentation with this application.

Please check the box if the library's current Illinois Public Library Annual Report (IPLAR) has been filed with the Illinois State Library.

LEGAL COMPLIANCE

9. As per the requirements, the library administration and board of trustees must review Chapter 10, "Marketing, Promotion, and Collaboration" of the most recent edition of Standards for Illinois Public Libraries. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

On May 21, 2013, the board of trustees reviewed Chapter 10, "Marketing, Promotion, and Collaboration". Library staff provided an overview of the library's marketing plan for the board to discuss. The library uses print, electronic and social media resources to promote library services and events. Staff regularly promotes library services at community meetings and events. For example, the Chamber of Commerce, the Park District and the local schools. After the discussion, the board asked the staff to pursue additional advertising coverage in local newspapers.

COLLABORATION AND COOPERATION

10. Describe what the library is doing to position itself as a vital service to the community.

The library provides outreach services to nearly 50 local daycares, preschools and schools. The library's reading clubs support and encourage reading for all ages during summer and winter school breaks.

Staff deliver library materials to five senior living facilities and nearly 40 homebound individuals. The library offers both youth and adult programs and classes in Spanish and Polish to serve our non English-speaking residents. Library staff teach weekly computer classes (attended by over 1,500 people in 2012).

The library's meeting rooms are available to individuals and non-profit community groups such as homeschoolers, toastmasters and local writer's clubs. The library partners with local government representatives to provide in-library "office hours" in our study rooms to address residents' individual questions and concerns.

The library partners with organizations such as Illinois WorkNet and the Jewish Vocational Service to offer free training and support to job seekers.

LIBRARY'S PROMOTION AND PROGRAMMING

11. 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.

The library is marketed in-house to thousands of residents with banners, flyers, an electronic display system and other displays in the building. The library sends a weekly e-newsletter to over 3,000 subscribers as well as publicizing events to thousands of visitors to the library's website.

The library places stories and event information in Chicago area newspapers, both hard copy and online editions. We maintain three blogs on our website, two Facebook sites, two Twitter accounts, and a variety of Pinterest boards. The library's event highlights and board meeting videos are also posted on our own YouTube and Vimeo channel.

The library advertises in the Des Plaines Chamber of Commerce Community guide, Chicago Parent, Time Out Chicago, Oaklees.com and other community resources. The library's flyers and brochures are widely distributed to schools, the Park District and the city's print and electronic bulletin boards.

TRUSTEES

12. Based on the information gleaned from the environmental scan of the community conducted by the Board, identify the library's strengths, weaknesses, opportunities and challenges in meeting the future needs of the service area.

At the May 21st Board meeting, the trustees identified the following topics in the SWOT analysis.

STRENGTHS: Services; Knowledgeable staff; Location; Fiscal stability; Accessibility; Community presence; Collections.

WEAKNESSES: Limited Advertising; More hours (Saturday evening); Staff training (offsite conferences); Support continuing education for other people, groups, disciplines; Outside activities: use the plaza, more after hours events, etc.

OPPORTUNITIES: Training; Support continuing education for others, via classes, workshops, community partnerships; Remote learning: podcasts, lectures, via website; Downtown development.

CHALLENGES: Competition (other libraries, the digital world in general); Must plan and budget for and market any new services; Perception of libraries.

PLANNED USE OF FY2014 GRANT MONIES

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

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

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

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

14. Describe how the library plans to use FY2014 grant monies in order to meet standards in the most recent edition of Serving Our Public 2.0: Standards for Illinois Public Libraries. Use general categories in identifying actual planned expenditures. Per Capita funds cannot be used for capital expenditures. By way of definition, capital expenditures include, but are not limited to the construction or modification of a facility including anything attached to the building's interior or exterior. This includes HVAC systems, plumbing, electrical work, painting, carpeting and tiling. Other inappropriate expenses include, but are not limited to, appliances such as refrigerators, stoves, microwaves, water coolers and drinking fountains. Parking lot maintenance and landscaping are also excluded from Per Capita funding.

We will use Per Capita Grant funds to increase skill, abilities and knowledge of our staff by supporting and encouraging their attendance at conferences, local workshops and seminars (Chapter III). We will continue our marketing campaign in area newspapers and other media outlets to promote our services, particularly online databases and e-content, in an effort to attract new users (Chapter 10, Marketing, Promotion, and Collaboration). We will expand our Early Literacy Internship program to assist in early childhood programming and services throughout the year (Chapter 3, Personnel). Finally, we will purchase new furnishings to make DVD and CD collections easier to browse and search (Chapter 6, Access).

Libraries that did not report any or all use of FY2012 Per Capita Grant funds on last year's application, must provide required information below.

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

EXPENDITURE OF FY2012 PER CAPITA GRANT

15. Total FY2012 Per Capita Grant received: \$ 59,852.28
 (Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to the FY2012 Per Capita Grant.
 All expenditures listed here, must be addressed in the budget explanation below.

CATEGORY	FY2012 AMOUNT
Children's Materials (including electronic resources)	\$ 0.00
Adult Materials (including electronic resources)	\$ 0.00
Programs	\$ 0.00
Personnel	\$ 0.00
Continuing Education	\$ 1,206.15
Supplies	\$ 0.00
Equipment	\$ 0.00
Electronic Access (include computer software and hardware)	\$ 46,571.16
Travel	\$ 0.00
Public Relations	\$ 0.00
Telecommunications	\$ 0.00
Contractual Services (please specify) <u>Local History Digitization</u>	\$ 12,123.04
Other (please specify)	\$ 0.00
TOTAL (must be equal to or greater than the FY2012 Per Capita Grant)	\$ 59,900.35

If a Per Capita Grant was received in FY2012, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

We used Per Capita Grant funds to continue to encourage staff to acquire new skills to better serve the library and the community by supporting attendance at seminars, conferences and in-service training (Chapter III, Personnel). We purchased new computers and scanners for the public and staff according to our technology lifecycle plan to keep library hardware current and up to date (Chapter V, Technology). Finally, we expanded our local history digitization project, creating online, searchable access to historic community directories and other local print resources (Chapter VI, Access).

Libraries that did not report any or all use of FY2012 Equalization Grant funds on last year's application, must provide required information below.

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

EXPENDITURE OF FY2012 EQUALIZATION AID GRANT

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

List expenditures by general category. Total must be equal to the FY2012 Equalization Aid Grant. All expenditures listed here must be addressed in the budget explanation below.

Table with 2 columns: CATEGORY and FY2012 AMOUNT. Rows include Children's Materials, Adult Materials, Programs, Personnel, Continuing Education, Supplies, Equipment, Electronic Access, Travel, Public Relations, Telecommunications, Contractual Services, Other, and TOTAL.

If an Equalization Aid Grant was received in FY2012, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

Large empty rectangular box for providing a budget explanation for the expenditures.

FY2013 Per Capita Grant funds must be obligated by June 30, 2014, and expended by August 15, 2014

EXPENDITURE OF FY2013 PER CAPITA GRANT

17. Total FY2013 Per Capita Grant received: \$59,977.76
(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to the FY2013 Per Capita Grant.
All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY2013 AMOUNT
Children's Materials (including electronic resources)	\$ 0.00
Adult Materials (including electronic resources)	\$ 0.00
Programs	\$ 0.00
Personnel	\$ 0.00
Continuing Education	\$ 0.00
Supplies	\$ 0.00
Equipment	\$ 0.00
Electronic Access (include computer software and hardware)	\$ 0.00
Travel	\$ 0.00
Public Relations	\$ 0.00
Telecommunications	\$ 0.00
Contractual Services (please specify)	\$ 0.00
Other (please specify)	\$ 0.00
TOTAL (must be equal to or greater than the FY2013 Per Capita Grant)	\$ 0.00

If a Per Capita Grant was received in FY2013, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

Will report expenditures in 2014.

FY2013 Per Capita Grant funds must be obligated by June 30, 2014, and expended by August 15, 2014

EXPENDITURE OF FY2013 EQUALIZATION AID GRANT

18. Total FY2013 Equalization Aid Grant received: \$ 0.00
(Must be exact amount - do not round up or down)

*List expenditures by general category. Total must be equal to the FY2013 Equalization Aid Grant.
All expenditures listed here must be addressed in the budget explanation below.*

CATEGORY	FY2013 AMOUNT
Children's Materials (including electronic resources)	\$ 0.00
Adult Materials (including electronic resources)	\$ 0.00
Programs	\$ 0.00
Personnel	\$ 0.00
Continuing Education	\$ 0.00
Supplies	\$ 0.00
Equipment	\$ 0.00
Electronic Access (include computer software and hardware)	\$ 0.00
Travel	\$ 0.00
Public Relations	\$ 0.00
Telecommunications	\$ 0.00
Contractual Services (please specify)	\$ 0.00
Other (please specify)	\$ 0.00
TOTAL (must be equal to or greater than the FY2013 Equalization Aid Grant)	\$ 0.00

If an Equalization Aid Grant was received in FY2013, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, Serving Our Public 2.0: Standards for Illinois Public Libraries, most recent edition.

All expenditures addressed here must also be represented above.

**TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2014
Illinois Public Library Per Capita and Equalization Aid Grants application**

PRIMARY COUNTY CLERK'S PAGE

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

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

***TOTAL \$0.00** _____

***USE THIS FIGURE ON LINE a.1) OF QUESTION 7 ON PAGE 3 OF THIS APPLICATION**

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

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

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

**TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2014
Illinois Public Library Per Capita and Equalization Aid Grants application**

SECOND COUNTY CLERK'S PAGE

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

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

***TOTAL \$0.00**

***USE THIS FIGURE ON LINE a.2) OF QUESTION 7 ON PAGE 3 OF THIS APPLICATION**

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

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

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

**TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2014
Illinois Public Library Per Capita and Equalization Aid Grants application.**

THIRD COUNTY CLERK'S PAGE

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

I, _____, Clerk of the County of _____

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

***TOTAL \$0.00** _____

***USE THIS FIGURE ON LINE a.3) OF QUESTION 7 ON PAGE 3 OF THIS APPLICATION**

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

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

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

TO BE USED BY COUNTY CLERK'S OFFICE AND INCLUDED WITH THE LIBRARY'S FY2014 Illinois Public Library Per Capita and Equalization Aid Grants application

FOURTH COUNTY CLERK'S PAGE

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

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

***TOTAL \$0.00** _____

***USE THIS FIGURE ON LINE a.4) OF QUESTION 7 ON PAGE 3 OF THIS APPLICATION**

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

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

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

0539

AMERICA

JULY



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, JULY 16, 2013

4:00 PM*

Conference Room – Second Floor

Agenda:

- **Installation of Trustees**

***Note: Special Time**

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





IX. 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
July 16, 2013
4:00 PM

- I. Call to Order. (4:00 PM)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Consideration of the Agenda.
- V. Oath of Office. (Gregory Sarlo- President, Vince Rangel – Vice President, Carol Kidd - Secretary)
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Jack Robinson.
- VIII. Risk Management Discussion – Marcus Henthorn, Arthur J. Gallagher & Co.
 [Action Item]
- IX. Consent Agenda. [Action Item] (4:15 PM)
 - A. Approval of the Minutes of the Regular Board Meeting – June 18, 2013.
 - B. Approval of the Minutes of the Nominating Committee – June 18, 2013.
 - C. Acceptance of Financial Reports for June 2013.
 1. Treasurer's Report as of June 30, 2013.
 - D. Acceptance of Reports.
 1. June 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

- X. Nominating Committee. [Action Item] (4:30 PM)
 - A. Election of Treasurer.
 - B. Oath of Office.

- XI. New Business. (4:45 PM)
 - A. Approve Payment of Vendor Checks Report - \$276,858.52 and ACH Payments - \$6,691.52. [Action Item]
 - B. Approve Payment to Ebsco - \$28,631.20. [Action Item]
 - C. Report Out Finance Committee Action, May 20, 2013 - Jennifer Tsalapatanis. [Action Item]
 - D. Board Committee Assignments.
 - E. Proposals for Building & Space Allocation Audit.

- XII. Announcements.

- XIII. Correspondence.

- XIV. Other

- XV. Adjournment. (5:15 PM)

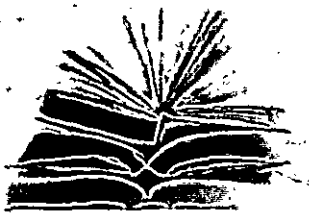
This meeting will be recorded for television broadcast and can be viewed on the library website at www.dppl.org.



Treasurer Bond vs. Crime Policies

Effective January 1, 2012 Libraries can secure an insurance policy providing coverage for negligent or intentional acts by Library officials and employees that could result in the loss of Library funds as an alternative to a bond for the Library Treasurer.

<u>Bond</u>	<u>Crime Policy</u>
\$0 Deductible.	Deductible applies, varies by coverage section.
Covers the Treasurer or other individual only.	Covers all Board Members, Trustees, and Employees acting on behalf of the Library.
Needs to be updated for new Treasurer or other bonded individuals.	No need for annual updates aside from change in limit.
Provides a guarantee that bonded individuals perform their position faithfully and with integrity.	Coverage includes faithful performance as well as standard crime coverages and computer fraud.
Typically priced at 10% of the Bond amount (ex: \$3,500,000 bond is \$3,500 in premium).	Premium varies depending on the limit and number of employees; may be higher than bond premium.
Personal credit information needed from Treasurer to bond. Bond subject to Treasurer being approved.	General Library Crime Controls needed to quote - No personal information required.



Gallagher Library Program



1301 Ellinwood Street
 Des Plaines, IL 60016-4553
 847-827-5551 phone
 847-827-7974 fax

BOARD OF TRUSTEES
 Minutes of the Regular Meeting
 June 18, 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, June 18, 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, Richard Pope, Vince Rangel, Gregory Sarlo.

Absent: Alma Perez, Jennifer Tsalapatani, Carol Kidd.

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

III. PLEDGE OF ALLEGIANCE.

IV. CONSIDERATION OF THE AGENDA.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, 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 John Robinson.

Alderman Robinson was not in attendance.

VII. CONSENT AGENDA.

Trustee Fregetto asked to remove A. Approval of the Minutes of the Regular Board Meeting – May 21, 2013.

DRAFT**IX.A.**

Trustee Kendrick asked to remove C. Acceptance of Financial Reports for May 2013, 1. Treasurer's Report as of May 31, 2013 and D. Acceptance of Reports, 7. 2013 Cash Budget Projection.

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

Trustee Fregetto stated that he was not present at the May 21, 2013 Board meeting, although the minutes reflect that he was in attendance.

MOTION by Eugene Fregetto, seconded by Gregory Sarlo, to approve the minutes of the May 21, 2013 regular board meeting, as amended. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Trustee Kendrick stated that the ending balance listed on the Treasurer's Report as of May 31, 2013 was different from the number reported on the 2013 Cash Budget Projection. Director Sorensen agreed that this was incorrect and she would correct this in her next report.

MOTION by Vince Rangel, seconded by Gregory Sarlo, to approve the 2013 Cash Budget Projection report, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VIII. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report - \$210,606.52 and ACH Payments - \$62,039.80. [Action Item]

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to approve the payment of vendor checks in the amount of \$210,606.52, and ACH Payments paid in the amount of \$62,039.80 as listed on the vendor checks report of May 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.

- B. Approve Payment to Innovation Experts for MyMediaMall - \$11,739.00. [Action Item]

MOTION by Gregory Sarlo, seconded by Dion Kendrick, to approve payment to Innovation Experts for MyMediaMall in the amount of \$11,739.00. VOTE: AYES : All. NAYS: None. MOTION CARRIED.

DRAFT

IX.A.

- C. Approve Payment to Reference USA - \$12,024.00. [Action Item]

MOTION by Steve Mokry, seconded by Gregory Sarlo, to approve payment to Reference USA in the amount of \$12,024.00. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- D. Approve Plans for Adult Technology Reorganization. [Action Item]

Director Sorensen explained the plans for the Adult Technology Reorganization and that it is a budgeted item in Capital Projects for 2013.

Randy Leggee, Director of Business Development, Environments That Work, distributed information on the pricing model that was used and also explained contract pricing. Trustee Moylan Krey asked if the products are American made and Mr. Leggee replied that they are made in Canada.

MOTION by Susan Moylan Krey, seconded by Gregory Sarlo, to amend the costs of the plans for the Adult Technology Reorganization to \$84,811.51 and to name the companies, Environments that Work and Norman Electric, and to correct the overage amount to \$5,811.51, which will be funded from the operating budget, account 930020.

AMENDED MOTION by Eugene Fregetto, seconded by Dion Kendrick, to amend the costs of the plans for the Adult Technology Reorganization to \$84,811.51, and to name the companies involved, Environments That Work and Norman Electric, and to correct the overage amount to \$5,811.51, which will be funded from the operating budget, account 930020, R & M Bldg & Structures, and to amend the agenda to reflect these costs, Environments That Work - \$70,511.51 and Norman Electric - \$14,300.00. ROLL CALL VOTE: AYES: Fregetto, Kendrick, Mokry, Moylan Krey, Rangel, Sarlo, Pope. NAYS: None, MOTION CARRIED.

- E. Report Out Finance Committee Action, May 20, 2013 – Vince Rangel. [Action Item]

This item was tabled until the July 16, 2013 board meeting.

- F. Report Out Nominating Committee Action, June 18, 2013 – Susan Moylan Krey. [Action Item]

Trustee Moylan Krey reported that the Nominating Committee met on June 18, 2013. Trustee Moylan Krey suggested and President Pope concurred that an immediate vote be taken to recommend Gregory Sarlo for President, Vince Rangel for Vice President, Jennifer Tsalapatani for Treasurer, and Carol Kidd for Secretary.

DRAFT**IX.A.**

MOTION by Steve Mokry, seconded by Dion Kendrick, to modify the slate of officers as follows: Gregory Sarlo for President, Vince Rangel for Vice President, Carol Kidd for Secretary and that the office of Treasurer be slated in July.

ROLL CALL VOTE: AYES: Kendrick, Mokry, Moylan Krey, Pope, Rangel, Sarlo. NAYS: Fregetto. MOTION CARRIED.

G. Approval of Library Board Meeting Dates. [Action Item]

MOTION by Dion Kendrick, seconded by Gregory Sarlo, to approve the Library Board Meeting Dates for August 2013 – July 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

H. Approval of Non-Resident Fee. [Action Item]

MOTION by Susan Moylan Krey, seconded by Dion Kendrick to approve the Non-Resident fee in the amount of \$275.55 for the period July 1, 2013 – June 30, 2014. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. ANNOUNCEMENTS.

The July 16, 2013 Board of Trustees meeting will be at 4:00 p.m., with the Semi-Annual board dinner to immediately follow the meeting.

X. CORRESPONDENCE.

None

XI. OTHER.

XII. EXECUTIVE SESSION.

Motion by Rich Pope, seconded by Vince Rangel, to enter into an Executive Session at 8:49 p.m. for Semi-Annual Review of Executive Session Minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:53 p.m. and was called to order by President Pope.

DRAFT**IX.A.****XIII. EXECUTIVE SESSION ACTION.**

MOTION by Dion Kendrick, seconded by Susan Moylan Krey, to concur with the consensus in Executive Session that the following Executive Session minutes no longer require confidential treatment and are available for public inspection:

December 18, 2012 – Review of Executive Session Minutes.

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.

XIV. ADJOURNMENT.

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

Meeting adjourned at 8:55 p.m.

Minutes prepared Margaret Scholl.



BOARD OF TRUSTEES
Minutes of the Nominating Committee Meeting
June 18, 2013

I CALL TO ORDER

The Nominating Committee was held in the second floor conference room on Monday, June 18, 2013. Chairwoman Moylan Krey called the meeting to order at 6:18 p.m.

II, ROLL CALL.

Roll call indicated the following committee members were present: Susan Moylan Krey, Steve Mokry, Vince Rangel.

Also present: Gregory Sarlo, Dion Kendrick, Holly Richards Sorensen, Margaret Scholl.

III. CONSIDERATION OF THE AGENDA.

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

IV. NOMINATIONS FOR THE OFFICE OF PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

Trustee Moylan Krey called for nominations from the committee. Trustee Mokry said that President Pope plans to step down as President, but remain on the Board.

Trustee Mokry nominated Trustee Sarlo for President of the Des Plaines Library Board of Trustees. Trustee Moylan Krey and Trustee Rangel concurred.

The committee nominated Trustee Sarlo for President of the Des Plaines Public Library Board of Trustees.

Trustee Moylan Krey nominated Trustee Rangel for Vice President and Trustee Mokry concurred with the recommendation.

The committee nominated Trustee Rangel for Vice President of the Des Plaines Public Library Board of Trustees.

IX. B.

Trustee Moylan Krey nominated Trustee Tsalapatani for Treasurer and Trustee Rangel and Trustee Mokry concurred with the recommendation.

The committee nominated Trustee Tsalapatani for Treasurer of the Des Plaines Public Library Board of Trustees.

Trustee Moylan Krey nominated Carol Kidd for Secretary. Trustee Mokry and Trustee Rangel concurred with the recommendation.

The committee nominated Carol Kidd for Secretary of the Des Plaines Public Library Board of Trustees.

The slate of candidates that will be presented to the Board is as follows:

President:	Gregory Sarlo
Vice President:	Vince Rangel
Treasurer:	Jennifer Tsalapatani
Secretary:	Carol Kidd

V. ADJOURNMENT.

The meeting adjourned at 6:35 p.m.

Minutes prepared by Margaret Scholl.

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
June 30, 2013

Prepared by:
Lauterbach & Amen, LLP

Des Plaines Public Library
Table of Contents

	Page
Monthly Compilation Opinion.....	1-1
 Financial Statements	
Governmental Funds Balance Sheet.....	2-1
Governmental Funds Income Statement.....	3-1
 Supplementary Information	
Treasurers Report.....	4-1
Balance Sheet.....	5-x
Revenue Report.....	6-x
Expenditures Report.....	7-x
Check Register.....	8-x
Vendor Checks Report.....	9-x
ACH Payments.....	10-x
Cash Flow Summary.....	11-x

IX.C.

Monthly Compilation Opinion

0551

Lauterbach & Amen, LLP

27W457 Warrenville Road, Warrenville, IL 60555-3902

Certified Public Accountants

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

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

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

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

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

Respectfully Submitted,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

Financial Statements

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

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 5,688,781.25	\$ 334,476.54	\$ 6,023,257.79
Receivables			
Property Taxes	6,201,073.00	-	6,201,073.00
Due from other funds	-	-	-
Total Assets	\$ 11,889,854.25	\$ 334,476.54	\$ 12,224,330.79
LIABILITIES			
Accounts Payable	\$ 246,132.54	\$ 36,959.53	\$ 283,092.07
Accrued Payroll	63,489.37	-	63,489.37
Due to other funds	218,869.94	-	218,869.94
Total Liabilities	528,491.85	36,959.53	565,451.38
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	6,201,073.00	-	6,201,073.00
Total Liabilities and Deferred Inflows of Resources	6,729,564.85	36,959.53	6,766,524.38
FUND BALANCE			
Fund Balance - Unreserved	5,160,289.40	297,517.01	5,457,806.41
Total Fund Balance	5,160,289.40	297,517.01	5,457,806.41
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 11,889,854.25	\$ 334,476.54	\$ 12,224,330.79

See Accountants' Compilation Report

Des Plaines Public Library

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

For the 6 Months Ended June 30, 2013

	Library Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 3,440,119.55	\$ -	\$ 3,440,119.55
Intergovernmental	50,494.00	-	50,494.00
Fines & Fees	80,419.46	-	80,419.46
Interest	2,026.88	32.58	2,059.46
Miscellaneous	16,749.33	-	16,749.33
Total Revenues	3,589,809.22	32.58	3,589,841.80
EXPENDITURES			
Personnel	\$ 1,768,783.56	\$ -	\$ 1,768,783.56
Operating	549,930.41	-	549,930.41
Library Materials	534,716.24	-	534,716.24
Capital Outlay	25,390.11	131,188.89	156,579.00
Other Expenditures	22,576.38	-	22,576.38
Total Expenditures	2,901,396.70	131,188.89	3,032,585.59
Net Change in Fund Balances	688,412.52	(131,156.31)	557,256.21
FUND BALANCE			
Beginning of the year	4,471,876.88	428,673.32	4,900,550.20
End of the period	\$ 5,160,289.40	\$ 297,517.01	\$ 5,457,806.41

Supplementary Information

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

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102009 - Cash Payroll #8100292278	<u>149,145.65</u>
	<u>149,145.65</u>
201-1102015 - First Midwest Operating #8100292260	513,363.93
202-1102015 - First Midwest Operating #8100292260	<u>13,979.77</u>
	<u>527,343.70</u>
201-1102028 - Cash Library Donations	<u>26,619.41</u>
	<u>26,619.41</u>
201-1102073 - Cash IL - Epay #151600222104	<u>101,650.83</u>
201-1102078 - Cash IL - Epay Library	<u>19,405.58</u>
201-1102079 - IL Funds - 151600222591	4,774,458.25
202-1102079 - IL Funds - 151600222591	<u>320,496.77</u>
	<u>5,094,955.02</u>
201-1104006 - Investments - Certificates of Deposit	<u>103,637.60</u>
Total Invested	<u>6,023,257.79</u>

**Des Plaines Public Library
Balance Sheet as of June 30, 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	104,297.99	44,847.66	149,145.65
1102015 - First Midwest Operating #8100292260	329,712.35	183,651.58	513,363.93
1102028 - Cash Library Donations	26,618.39	1.02	26,619.41
1102073 - Cash IL - Epay 151600008073	97,306.70	4,344.13	101,650.83
1102078 - Cash IL - Epay Library	18,863.47	542.11	19,405.58
1102079 - IL Funds - 151600222591	5,331,521.46	(557,063.21)	4,774,458.25
1104006 - Investments - Certificates of Deposit	103,482.37	155.23	103,637.60
1118000 - Receivable - Property Taxes	6,201,073.00	0.00	6,201,073.00
	<u>12,213,375.73</u>	<u>(323,521.48)</u>	<u>11,889,854.25</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	167,171.17	72,727.82	239,898.99
2401002 - Payroll Liabilities	0.00	6,233.55	6,233.55
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>6,650,603.48</u>	<u>78,961.37</u>	<u>6,729,564.85</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>11,122,480.36</u>	<u>78,961.37</u>	<u>11,201,441.73</u>
Excess Revenues Over Expenses	<u>1,090,895.37</u>	<u>(402,482.85)</u>	<u>688,412.52</u>

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

Capital Projects Fund

Assets

1102015 - First Midwest Operating #8100292260	27,415.12	(13,435.35)	13,979.77
1102079 - IL Funds - 151600222591	<u>350,493.92</u>	<u>(29,997.15)</u>	<u>320,496.77</u>
	<u>377,909.04</u>	<u>(43,432.50)</u>	<u>334,476.54</u>

Liabilities and Fund Balance

Liabilities

2401000 - Accounts Payable	<u>43,435.35</u>	<u>(6,475.82)</u>	<u>36,959.53</u>
	<u>43,435.35</u>	<u>(6,475.82)</u>	<u>36,959.53</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>472,108.67</u>	<u>(6,475.82)</u>	<u>465,632.85</u>
Excess Revenues Over Expenses	<u>(94,199.63)</u>	<u>(36,956.68)</u>	<u>(131,156.31)</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>

**Des Plaines Public Library
Balance Sheet as of June 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 6 Months Ended June 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	0.00	3,440,119.55	6,263,710.00	2,823,590.45	54.92
	<u>0.00</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	23,247.00	46,494.00	92,988.00	46,494.00	50.00
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	4,000.00	4,000.00	0.00	(4,000.00)	0.00
	<u>27,247.00</u>	<u>50,494.00</u>	<u>151,988.00</u>	<u>101,494.00</u>	<u>33.22</u>
<u>Fines & Fees</u>					
4850101 - Library Fees	496.00	2,441.74	4,000.00	1,558.26	61.04
4850102 - Library Fines	4,781.60	27,011.98	72,000.00	44,988.02	37.52
4850103 - Library Fines / Credit Card	5,092.84	29,507.00	45,000.00	15,493.00	65.57
4850201 - Copying Fee	2,437.53	14,778.03	30,000.00	15,221.97	49.26
4850202 - Damaged Materials	177.90	636.67	700.00	63.33	90.95
4850203 - Lost Materials	1,280.48	4,181.44	6,500.00	2,318.56	64.33
4850205 - Bags	50.00	310.00	750.00	440.00	41.33
4850207 - Non-Res Cards	72.00	801.00	1,000.00	199.00	80.10
4850208 - Meeting Room Fees	15.00	751.60	2,000.00	1,248.40	37.58
	<u>14,403.35</u>	<u>80,419.46</u>	<u>161,950.00</u>	<u>81,530.54</u>	<u>49.66</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	244.48	1,261.88	4,000.00	2,738.12	31.55
4890050 - Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
4899900 - Miscellaneous Revenue	3,386.65	13,249.33	20,000.00	6,750.67	66.25
4899920 - Library Donations	0.00	765.00	1,000.00	235.00	76.50
	<u>3,631.13</u>	<u>15,276.21</u>	<u>25,000.00</u>	<u>9,723.79</u>	<u>61.10</u>
Total Library Fund	<u>45,281.48</u>	<u>3,589,809.22</u>	<u>6,602,648.00</u>	<u>3,012,838.78</u>	<u>54.37</u>

**Des Plaines Public Library
Revenue Report
For the 6 Months Ended June 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	<u>2.85</u>	<u>32.58</u>	<u>0.00</u>	<u>(32.58)</u>	<u>0.00</u>
	<u>2.85</u>	<u>32.58</u>	<u>0.00</u>	<u>(32.58)</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>2.85</u></u>	<u><u>32.58</u></u>	<u><u>300,000.00</u></u>	<u><u>299,967.42</u></u>	<u><u>0.01</u></u>
Total of All Funds	<u><u>45,284.33</u></u>	<u><u>3,589,841.80</u></u>	<u><u>6,902,648.00</u></u>	<u><u>3,312,806.20</u></u>	<u><u>52.01</u></u>

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 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	143,303.66	992,169.13	2,098,574.00	1,106,404.87	47.28
5910200 - Temporary Wages	51,802.57	347,338.81	777,327.00	429,988.19	44.68
	<u>195,106.23</u>	<u>1,339,507.94</u>	<u>2,875,901.00</u>	<u>1,536,393.06</u>	<u>46.58</u>
Benefits					
5918010 - Unemployment Compensation	201.45	888.96	78,000.00	77,111.04	1.14
5918020 - Employer Contribution - FICA	14,532.92	102,117.72	216,328.00	114,210.28	47.21
5918021 - Employer Contribution - IMRF	0.00	147,661.41	363,636.00	215,974.59	40.61
5918040 - Life Insurance Premiums	9.00	54.00	4,100.00	4,046.00	1.32
5918050 - PPO Insurance Premiums	15,856.80	105,502.63	275,713.00	170,210.37	38.27
5918051 - HMO Insurance Premiums	8,706.30	50,305.80	99,504.00	49,198.20	50.56
5918055 - Dental Insurance Premiums	1,603.88	10,330.10	25,543.00	15,212.90	40.44
5918070 - Workers Compensation	0.00	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>40,910.35</u>	<u>429,275.62</u>	<u>1,077,824.00</u>	<u>648,548.38</u>	<u>39.83</u>
Contractual Services					
5920100 - Legal Fees	78.00	229.50	9,000.00	8,770.50	2.55
5920110 - Professional Services	35,195.33	207,898.84	362,000.00	154,101.16	57.43
5920120 - Communication Services	2,444.66	20,698.17	34,100.00	13,401.83	60.70
5920140 - Data Processing Services	5,794.17	31,644.44	98,500.00	66,855.56	32.13
5920202 - Conferences	180.00	4,143.76	5,000.00	856.24	82.88
5920204 - Training	336.00	2,164.10	5,000.00	2,835.90	43.28
5920220 - Membership Dues	0.00	2,085.00	7,000.00	4,915.00	29.79
5920230 - Publication of Notices	314.00	855.95	2,000.00	1,144.05	42.80
5920990 - Property/Liability Insurance	0.00	28,330.00	33,000.00	4,670.00	85.85
5930010 - R&M Equipment	2,603.91	87,627.10	112,650.00	25,022.90	77.79
5930020 - R&M Buildings & Structures	575.51	35,076.79	132,150.00	97,073.21	26.54
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	16,098.53	31,300.00	15,201.47	51.43
5930320 - Cleaning/Custodial Services	3,460.00	24,892.00	47,400.00	22,508.00	52.51
5930490 - Refuse Contract	359.71	2,171.81	6,000.00	3,828.19	36.20
5960040 - Employee Physicals	0.00	0.00	250.00	250.00	0.00
5960065 - Bank Fees	208.40	1,188.76	1,800.00	611.24	66.04
5960070 - Travel Expense	0.00	377.19	500.00	122.81	75.44
5960210 - Special Event Programming	3,584.42	26,354.30	38,800.00	12,445.70	67.92
5960990 - Misc. Contractual Services	15,979.20	58,094.17	84,300.00	26,205.83	68.91
	<u>72,601.44</u>	<u>549,930.41</u>	<u>1,012,250.00</u>	<u>462,319.59</u>	<u>54.33</u>
Commodities					
5970100 - Office Supplies	9,210.64	30,982.53	105,300.00	74,317.47	29.42
5970110 - Meals	167.69	868.31	2,000.00	1,131.69	43.42
5970115 - Supplies - Dept/Other	831.23	1,970.84	5,200.00	3,229.16	37.90
5970170 - Janitorial	496.00	9,751.75	28,300.00	18,548.25	34.46
5970260 - Postage & Parcel	1,046.18	3,711.23	15,000.00	11,288.77	24.74
5970270 - Printing -Reproduction-Binding	0.00	8,548.27	6,500.00	(2,048.27)	131.51
5970500 - Purchase of Water	709.09	2,133.26	6,000.00	3,866.74	35.55
5970600 - Books	26,938.40	155,940.96	342,000.00	186,059.04	45.60

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 6 Months Ended June 30, 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	6,346.40	31,655.46	72,000.00	40,344.54	43.97
5970620 - Subscriptions & Books	33,452.29	54,124.69	68,000.00	13,875.31	79.60
5970630 - Visual Materials	7,846.96	63,156.64	106,000.00	42,843.36	59.58
5970640 - Automated Reference Materials	8,327.40	126,289.03	185,000.00	58,710.97	68.26
5970650 - Downloadable Materials	19,049.94	28,831.23	45,000.00	16,168.77	64.07
5970810 - Natural Gas	1,086.73	16,471.72	26,000.00	9,528.28	63.35
5970850 - Gasoline	0.00	280.32	1,000.00	719.68	28.03
	<u>115,508.95</u>	<u>534,716.24</u>	<u>1,013,300.00</u>	<u>478,583.76</u>	<u>52.77</u>
<u>Capital Expenditures</u>					
5980410 - Computer Hardware	169.58	3,781.18	7,300.00	3,518.82	51.80
5980420 - Computer Software	3,667.70	11,783.66	39,770.00	27,986.34	29.63
5980600 - Furniture & Fixtures	6,557.12	9,825.27	15,200.00	5,374.73	64.64
	<u>10,394.40</u>	<u>25,390.11</u>	<u>62,270.00</u>	<u>36,879.89</u>	<u>40.77</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	12,062.00	20,364.82	58,000.00	37,635.18	35.11
5990901 - Grant Expenditures	1,180.96	2,211.56	0.00	(2,211.56)	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>13,242.96</u>	<u>22,576.38</u>	<u>433,000.00</u>	<u>410,423.62</u>	<u>5.21</u>
Total Library Fund Expenditures	<u>447,764.33</u>	<u>2,901,396.70</u>	<u>6,474,545.00</u>	<u>3,573,148.30</u>	<u>44.81</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	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	9,421.97	33,382.94	45,000.00	11,617.06	74.18
5980420 - Computer Software	12,000.00	24,000.00	55,000.00	31,000.00	43.64
5980600 - Furniture & Fixtures	15,537.56	38,550.20	82,000.00	43,449.80	47.01
	<u>36,959.53</u>	<u>131,188.89</u>	<u>338,000.00</u>	<u>206,811.11</u>	<u>38.81</u>
Total Capital Projects Fund Expenditures	<u>36,959.53</u>	<u>131,188.89</u>	<u>353,000.00</u>	<u>221,811.11</u>	<u>37.16</u>
Total of All Funds	<u>484,723.86</u>	<u>3,032,585.59</u>	<u>6,827,545.00</u>	<u>3,794,959.41</u>	<u>44.42</u>

See Accountants' Compilation Report

Des Plaines Public Library
Check Register

Check Number	Check Date	Payee	Amount
Checks			
12708	05/21/13	GREY HOUSE PUBLISHING	-495.00
12827	07/17/13	3BRANCH PRODUCTS, INC.	154.20
12828	07/17/13	3M, INC	6,211.54
12829	07/17/13	ACCUITY INC	1,307.00
12830	07/17/13	ACE DES PLAINES INCORPORATED	35.94
12831	07/17/13	ALEXIAN BROTHERS CORP HEALTH SERV	414.00
12832	07/17/13	ALLIUM PRESS OF CHICAGO	266.96
12833	07/17/13	AMAZON	2,082.68
12834	07/17/13	ANDERSON LOCK CO LTD	432.60
12835	07/17/13	BAKER & TAYLOR	29,003.93
12836	07/17/13	BANKCARD SERVICES	8,921.50
12837	07/17/13	BLACK BOOK	224.00
12838	07/17/13	BOOK PAGE	720.00
12839	07/17/13	CAVENDISH SQUARE	445.88
12840	07/17/13	CHICAGO OFFICE TECHNOLOGY GROUP	349.13
12841	07/17/13	CITY OF DES PLAINES	4,166.00
12842	07/17/13	CITY OF DES PLAINES	709.09
12843	07/17/13	CITY OF DES PLAINES	25.00
12844	07/17/13	COOPERATIVE COMPUTER SERVICES	5,794.17
12845	07/17/13	CRYSTAL MAINTENANCE SERVICES CORP	5,212.00
12846	07/17/13	DEMCO EDUCATIONAL CORP	156.39
12847	07/17/13	DES PLAINES CHAMBER OF COMMERCE	200.00
12848	07/17/13	EBSCO SUBSCRIPTION SVC	30,753.60
12849	07/17/13	ENVISIONWARE, INC	707.70
12850	07/17/13	EVOLUTION MARKETING GROUP INC	337.05
12851	07/17/13	FEDERAL EXPRESS	34.68
12852	07/17/13	FINDAWAY WORLD LLC	169.98
12853	07/17/13	GALE	6,345.30
12854	07/17/13	GREG FISHMAN	500.00
12855	07/17/13	IMPACT NETWORKING, LLC.	909.78
12856	07/17/13	INFORMATION TODAY, INC.	254.45
12857	07/17/13	INNOVATION EXPERTS	11,739.00
12858	07/17/13	KELLY MARON HORVATH	3,185.00
12859	07/17/13	KLEIN, THORPE & JENKINS, LTD.	78.00
12860	07/17/13	KSIEGARNIA QUO VADIS	1,007.68
12861	07/17/13	LAMP RECYCLERS	142.91
12862	07/17/13	LAUTERBACH & AMEN, LLP.	3,340.00
12863	07/17/13	LIMRiCC	34,208.65
12864	07/17/13	MENARDS	80.55
12865	07/17/13	METHODTREE, INC.	12,000.00
12866	07/17/13	MICHAEL R. MADDUX	330.00
12867	07/17/13	MICHELLE MEYER-EDLEY	30.00
12868	07/17/13	MIDWEST SWISS EMBROIDERIES CO.	329.56
12869	07/17/13	MIDWEST TAPE	14,645.02
12870	07/17/13	OFFICE DEPOT	1,037.57
12871	07/17/13	OUTSOURCE SOLUTIONS GROUP, INC.	31,448.33
12872	07/17/13	OVERDRIVE, INC.	360.94
12873	07/17/13	PEARSON EDUCATION	140.26
12874	07/17/13	RANDOM HOUSE INCORPORATED	47.50
12875	07/17/13	RECORDED BOOKS, LLC	236.12
12876	07/17/13	RED HAWK FIRE SECURITY SYSTEMS, LLC.	76.32
12877	07/17/13	REPUBLIC SERVICES	359.71
12878	07/17/13	SALEM PRESS, INC.	188.00
12879	07/17/13	SPEED-E-KLEEN, INC.	120.00
12880	07/17/13	SPRING AIR FILTER, INC	496.00
12881	07/17/13	TELEVEND SERVICES INCORPORATED	190.35
12882	07/17/13	THE COUNCIL OF STATE GOVERNMENTS	58.50
12883	07/17/13	THE HAUSER GROUP, LTD.	36,970.18
12884	07/17/13	THOMSON REUTERS-WEST	31.80
12885	07/17/13	TIGERDIRECT, INC.	9,421.97
12886	07/17/13	VAHE GHAZARIAN	90.00

0568

All checkbooks
June 2013Des Plaines Public Library
Check Register

DESPLANSLIB

Check Number	Check Date	Payee	Amount
12887	07/17/13	VIOLA PUBLIC LIBRARY	250.00
12888	07/17/13	WEISS RATINGS	424.05
12889	07/17/13	LIBRARY IDEAS LLC	6,950.00
50440	06/30/13	CALL ONE	656.18
50441	06/30/13	McLeod USA, Inc	292.95
50442	06/30/13	VERIZON WIRELESS	444.44
50443	06/30/13	COMCAST CABLE	430.30
50444	06/30/13	LEVEL(3) COMMUNICATIONS, LLC.	450.50
50445	06/30/13	NEO-POST USA, INC.	1,000.00
50446	06/30/13	NICOR GAS	1,086.73
50447	06/30/13	GE CAPITAL	1,488.13
50448	06/30/13	WOW! INTERENT CABLE	170.29
50449	06/30/13	PRO DATA	672.00
Total checks	74	Total	<u>283,055.04</u>

**Des Plaines Public Library
Vendor Checks Report**

Vendor Name	Chk. No.	Check Date	Amount
3BRANCH PRODUCTS, INC.	12827	07/17/13	154.20
Account No.		Amount	
201-5970100	Description	Inv #620	154.20
3M, INC	12828	07/17/13	6,211.54
Account No.		Amount	
201-5970100	Description	Inv #UM14044	1,446.00
201-5970100		Inv #UM14208	2,966.09
201-5970100		Inv #UM14207	1,799.45
ACCUITY INC	12829	07/17/13	1,307.00
Account No.		Amount	
201-5970640	Description	Inv #2656668	1,307.00
ACE DES PLAINES INCORPORATED	12830	07/17/13	35.94
Account No.		Amount	
201-5970100	Description	Cust #204173	35.94
ALEXIAN BROTHERS CORP HEALTH SER	12831	07/17/13	414.00
Account No.		Amount	
201-5960990	Description	Inv #477149	225.00
201-5960990		Inv #478725	189.00
ALLIUM PRESS OF CHICAGO	12832	07/17/13	266.96
Account No.		Amount	
201-5970600	Description	inv #00436	266.96
AMAZON	12833	07/17/13	2,082.68
Account No.		Amount	
201-5970600	Description	Amazon June 2013	640.14
201-5970610		Amazon June 2013	735.20
201-5970630		Amazon June 2013	224.19
201-5970640		Amazon June 2013	183.69
201-5990901		Amazon June 2013	299.46
ANDERSON LOCK CO LTD	12834	07/17/13	432.60
Account No.		Amount	
201-5930020	Description	Inv #0813811	432.60
BAKER & TAYLOR	12835	07/17/13	29,003.93
Account No.		Amount	
201-5960990	Description	Inv #2028309458	77.70
201-5960990		Inv #2028310272	8.20
201-5960990		Inv #2028310271	15.55
201-5960990		Inv #2028312379	68.25
201-5960990		Inv #2028312378	7.65
201-5960990		Inv #2028307075	52.80
201-5960990		Inv #2028312331	15.60
201-5960990		Inv #2028309458	77.70
201-5960990		Inv #2028320671	8.40
201-5960990		Inv #2028318096	5.49
201-5960990		Inv #2028258479	79.07
201-5960990		Inv #2028253499	8.52
201-5960990		Inv #2028258339	1.50
201-5960990		Inv #2028253485	1.50
201-5960990		Inv #2028253458	0.85
201-5960990		Inv #2028253456	1.77
201-5960990		Inv #2028253394	8.10
201-5960990		Inv #2028254459	0.70
201-5960990		Inv #2028254512	2.10
201-5960990		Inv #2028239299	40.40
201-5960990		Inv #2028231222	1.40
201-5960990		Inv #2028270671	14.43

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #5012518291		7.00
201-5960990	Inv #5012450702		9.80
201-5960990	Inv #5012540745		13.30
201-5960990	Inv #2028262671		1.40
201-5960990	Inv #2028271243		0.70
201-5960990	Inv #2028271157		1.40
201-5960990	Inv #2028274045		58.60
201-5960990	Inv #2028251128		88.20
201-5960990	Inv #2028268009		55.20
201-5960990	Inv #2028267718		57.25
201-5960990	Inv #2028278659		19.05
201-5960990	Inv #2028270713		8.85
201-5960990	Inv #2028272265		24.50
201-5960990	Inv #2028258478		8.88
201-5960990	Inv #2028260012		72.35
201-5960990	Inv #2028239510		1.40
201-5960990	Inv #0000138505		11.44
201-5960990	Inv #2028239496		2.10
201-5960990	Inv #2028265518		16.89
201-5960990	Inv #2028279060		30.00
201-5960990	Inv #2028276222		11.36
201-5960990	Inv #2028268641		3.85
201-5960990	Inv #2028276205		6.85
201-5960990	Inv #2028276164		0.85
201-5960990	Inv #2028278841		7.25
201-5960990	Inv #2028278693		40.20
201-5960990	Inv #2028282868		18.95
201-5960990	Inv #2028292110		4.20
201-5960990	Inv #2028291344		30.70
201-5960990	Inv #2028298115		54.95
201-5960990	Inv #2028298114		587.07
201-5960990	Inv #2028289664		1.50
201-5960990	Inv #2028291694		4.50
201-5960990	Inv #2028289721		12.85
201-5960990	Inv #2028286952		146.20
201-5960990	Inv #2028293846		47.00
201-5960990	Inv #2028304125		3.50
201-5960990	Inv #2028299568		9.35
201-5960990	Inv #2028295765		8.77
201-5960990	Inv #2028300371		1.40
201-5960990	Inv #2028295728		6.25
201-5960990	Inv #2028299230		4.50
201-5960990	Inv #2028298100		8.07
201-5960990	Inv #2028299707		0.85
201-5960990	Inv #2028295767		4.50
201-5960990	Inv #2028295768		2.81
201-5960990	Inv #2028300331		2.80
201-5960990	Inv #2028299567		8.85
201-5960990	Inv #2028289683		8.37
201-5960990	Inv #2028295791		4.65
201-5960990	Inv #2028295585		2.35
201-5960990	Inv #2028299451		19.50
201-5960990	Inv #2028281622		46.20
201-5960990	Inv #M16983960		11.96
201-5960990	Inv #2028297914		26.90
201-5960990	Inv #2028310202		8.37
201-5960990	Inv #2028310193		8.58
201-5960990	Inv #2028310217		6.00
201-5960990	Inv #2028324273		42.45
201-5960990	Inv #2028248811		9.00
201-5960990	Inv #2028246782		13.50
201-5960990	Inv #2028265514		49.10
201-5960990	Inv #2028266615		24.30

Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5960990	Inv #2028257368		20.90
201-5960990	Inv #2028258476		13.50
201-5960990	Inv #2028257146		11.34
201-5970600	Inv #2028314272		826.35
201-5970600	Inv #2028297913		444.54
201-5970600	Inv #2028251127		1,366.64
201-5970600	Inv #2028309457		1,517.73
201-5970600	Inv #2028310272		304.97
201-5970600	Inv #2028316662		273.52
201-5970600	Inv #2028310271		170.31
201-5970600	Inv #2028312379		678.40
201-5970600	Inv #2028312378		57.04
201-5970600	Inv #2028307075		412.08
201-5970600	Inv #2028312331		118.16
201-5970600	Inv #2028176509		312.72
201-5970600	Inv #2028320670		144.88
201-5970600	Inv #2028318096		107.97
201-5970600	Inv #2028310202		27.00
201-5970600	Inv #2028258479		165.42
201-5970600	Inv #2028253499		37.55
201-5970600	Inv #2028258339		12.77
201-5970600	Inv #2028253485		10.21
201-5970600	Inv #2028253458		4.51
201-5970600	Inv #2028253456		14.76
201-5970600	Inv #2028253394		61.91
201-5970600	Inv #2028254459		16.15
201-5970600	Inv #2028254512		8.95
201-5970600	Inv #2028231221		17.92
201-5970600	Inv #2028270671		146.61
201-5970600	Inv #5012427631		13.63
201-5970600	Inv #5012518291		222.02
201-5970600	Inv #5012450702		241.14
201-5970600	Inv #5012404116		142.95
201-5970600	Inv #5012493491		462.73
201-5970600	Inv #5012540745		274.12
201-5970600	Inv #5012564027		230.45
201-5970600	Inv #2028262670		20.91
201-5970600	Inv #2028271242		8.96
201-5970600	Inv #2028271156		22.11
201-5970600	Inv #2028239298		954.38
201-5970600	Inv #2028268008		851.67
201-5970600	Inv #2028278659		183.18
201-5970600	Inv #2028270713		74.90
201-5970600	Inv #2028267717		1,127.12
201-5970600	Inv #2028272265		110.45
201-5970600	Inv #2028258478		18.52
201-5970600	Inv #2028239509		22.10
201-5970600	Inv #0000138505		102.33
201-5970600	Inv #2028239495		17.82
201-5970600	Inv #2028265518		52.17
201-5970600	Inv #2028279060		315.17
201-5970600	Inv #2028276222		38.58
201-5970600	Inv #2028268641		76.16
201-5970600	Inv #2028276205		73.12
201-5970600	Inv #2028276164		19.08
201-5970600	Inv #2028278841		66.40
201-5970600	Inv #2028278693		533.11
201-5970600	Inv #2028282868		180.69
201-5970600	Inv #2028257389		47.47
201-5970600	Inv #2028292109		59.16
201-5970600	Inv #2028291343		474.40
201-5970600	Inv #2028289664		7.95
201-5970600	Inv #2028219694		36.43

0572

First Midwest Bank
07/01/13-07/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970600	Inv #2028292556	9.65	
201-5970600	Inv #2028289721	131.62	
201-5970600	Inv #2028286952	1,003.16	
201-5970600	Inv #2028293845	1,018.99	
201-5970600	Inv #2028304125	14.92	
201-5970600	Inv #2028299568	138.31	
201-5970600	Inv #2028295765	85.13	
201-5970600	Inv #2028300370	25.70	
201-5970600	Inv #2028295728	44.55	
201-5970600	Inv #2028299230	32.66	
201-5970600	Inv #2028298100	18.51	
201-5970600	Inv #2028299707	16.03	
201-5970600	Inv #2028301774	72.14	
201-5970600	Inv #2028295767	47.61	
201-5970600	Inv #2028295768	8.97	
201-5970600	Inv #2028300330	25.68	
201-5970600	Inv #2028299567	75.38	
201-5970600	Inv #2028289683	14.32	
201-5970600	Inv #2028295791	62.65	
201-5970600	Inv #2028295585	51.40	
201-5970600	Inv #2028299451	189.52	
201-5970600	Inv #2028281621	986.44	
201-5970600	Inv #2028310193	32.60	
201-5970600	Inv #2028310217	54.31	
201-5970600	Inv #2028260011	1,268.69	
201-5970600	Inv #2028274044	978.85	
201-5970600	Inv #2028239298	523.03	
201-5970600	Inv #2028248811	87.80	
201-5970600	Inv #2028245782	136.91	
201-5970600	Inv #5012607713	1,044.43	
201-5970600	Inv #2028265514	538.56	
201-5970600	Inv #2028266615	235.38	
201-5970600	Inv #2028257368	186.53	
201-5970600	Inv #2028258476	132.78	
201-5970600	Inv #2028257146	101.51	
201-5970610	Inv #M16346170	12.73	
201-5970610	Inv #M16983960	88.24	
201-5970640	Inv #5012427631	95.00	
201-5970640	Inv #5012404116	61.10	
201-5970640	Inv #5012493491	867.29	
201-5970640	Inv #5012564027	837.38	
201-5970640	Inv #2028239298	58.59	
201-5970640	Inv #2028257389	7.30	
201-5970640	Inv #5012607713	147.00	
201-5990901	Inv #2028324272	26.55	
201-5990901	Inv #2028297913	32.11	
201-5990901	Inv #2028251127	40.37	
201-5990901	Inv #2028260011	45.76	
201-5990901	Inv #2028274044	107.41	
201-5990901	Inv #2028239298	489.04	

BANKCARD SERVICES

12836

07/17/13

8,921.50

Account No.	Description	Amount
201-5920202	Visa June 2013	150.00
201-5920204	Visa June 2013	336.00
201-5920230	Visa June 2013	314.00
201-5930010	Visa June 2013	1,442.51
201-5960210	Visa June 2013	1,862.81
201-5960990	Visa June 2013	1,540.79
201-5970100	Visa June 2013	1,358.65
201-5970110	Visa June 2013	167.69
201-5970115	Visa June 2013	750.68
201-5970260	Visa June 2013	11.50

0574

First Midwest Bank
07/01/13-07/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5980420 Inv #INV-US-13341		707.70	
EVOLUTION MARKETING GROUP INC	12850	07/17/13	337.05
Account No. Description		Amount	
201-5960210 Inv #614031		337.05	
FEDERAL EXPRESS	12851	07/17/13	34.68
Account No. Description		Amount	
201-5970260 Inv #2-316-55116		34.68	
FINDAWAY WORLD LLC	12852	07/17/13	169.98
Account No. Description		Amount	
201-5970610 Inv #98232		99.99	
201-5970610 Inv #101752		69.99	
GALE	12853	07/17/13	6,345.30
Account No. Description		Amount	
201-5970600 Inv #99432462		499.70	
201-5970600 Inv #99396002		123.50	
201-5970620 Inv #99431554		742.35	
201-5970640 Inv #99446358		4,069.26	
201-5970640 Inv #99501073		599.84	
201-5970640 Inv #99464556		310.65	
GREG FISHMAN	12854	07/17/13	500.00
Account No. Description		Amount	
201-5960210 Programming		500.00	
IMPACT NETWORKING, LLC.	12855	07/17/13	909.78
Account No. Description		Amount	
201-5930010 Inv #264886		909.78	
INFORMATION TODAY, INC.	12856	07/17/13	254.45
Account No. Description		Amount	
201-5970600 Inv #1479194-B1		254.45	
INNOVATION EXPERTS	12857	07/17/13	11,739.00
Account No. Description		Amount	
201-5970650 Inv #MMM70113-14		11,739.00	
KELLY MARON HORVATH	12858	07/17/13	3,185.00
Account No. Description		Amount	
201-5990900 Inv #004		3,185.00	
KLEIN, THORPE & JENKINS, LTD.	12859	07/17/13	78.00
Account No. Description		Amount	
201-5920100 May 2013		78.00	
KSIEGARNIA QUO VADIS	12860	07/17/13	1,007.68
Account No. Description		Amount	
201-5970600		972.60	
201-5970630		35.08	
LAMP RECYCLERS	12861	07/17/13	142.91
Account No. Description		Amount	
201-5930020 Inv #65497		142.91	
LAUTERBACH & AMEN, LLP.	12862	07/17/13	3,340.00
Account No. Description		Amount	
201-5920110 Invoice No. 1325		1,910.00	
201-5920110 Invoice No. 1596		1,430.00	
LIBRARY IDEAS LLC	12889	07/17/13	6,950.00

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
Account No. 201-5970650		Description Invoice # 29695	Amount 6,950.00
LIMRiCC	12863	07/17/13	34,208.65
Account No. 201-2401002		Description June 2013	Amount 34,208.65
MENARDS	12864	07/17/13	80.55
Account No. 201-5970115		Description Inv #18061	Amount 80.55
METHODTREE, INC.	12865	07/17/13	12,000.00
Account No. 202-5980420		Description Inv #3110	Amount 12,000.00
MICHAEL R. MADDOX	12866	07/17/13	330.00
Account No. 201-5960210		Description Programming	Amount 330.00
MICHELLE MEYER-EDLEY	12867	07/17/13	30.00
Account No. 201-5920202		Description Expense Reimbursement	Amount 30.00
MIDWEST SWISS EMBROIDERIES CO.	12868	07/17/13	329.56
Account No. 201-5960210		Description Inv #72418	Amount 329.56
MIDWEST TAPE	12869	07/17/13	14,645.02
Account No. 201-5960990		Description Inv #91089106	Amount 26.95
201-5960990		Inv #91089105	16.25
201-5960990		Inv #91089102	11.10
201-5960990		Inv #91089104	167.40
201-5960990		Inv #91088537	134.75
201-5960990		Inv #91088538	7.40
201-5960990		Inv #91088535	103.40
201-5960990		Inv #91083345	127.30
201-5960990		Inv #91073866	11.10
201-5960990		Inv #91703960	77.00
201-5960990		Inv #91073869	71.30
201-5960990		Inv #91083343	83.40
201-5960990		Inv #91083346	7.40
201-5960990		Inv #91061031	84.70
201-5960990		Inv #91061030	22.75
201-5960990		Inv #91060848	167.80
201-5960990		Inv #91076065	16.25
201-5960990		Inv #91076064	23.60
201-5960990		Inv #91076062	3.70
201-5960990		Inv #91073868	13.00
201-5960990		Inv #91060847	11.10
201-5960990		Inv #91070705	14.80
201-5960990		Inv #91070702	203.35
201-5960990		Inv #91070701	6.50
201-5960990		Inv #91070704	127.80
201-5960990		Inv #91056204	191.45
201-5960990		Inv #91056203	7.70
201-5960990		Inv #91056206	7.40
201-5960990		Inv #91053185	29.45
201-5960990		Inv #91050416	25.50
201-5960990		Inv #91050414	5.55
201-5960990		Inv #91050417	6.50
201-5960990		Inv #91041483	35.75
201-5960990		Inv #91041482	15.40

0576

First Midwest Bank
07/01/13-07/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
-------------	----------	------------	--------

201-5960990	Inv #91035965		3.25
201-5960990	Inv #91041239		212.60
201-5960990	Inv #91041481		24.05
201-5970610	Inv #91089106		84.08
201-5970610	Inv #91089102		205.94
201-5970610	Inv #91088537		425.35
201-5970610	Inv #91088538		114.96
201-5970610	Inv #91083345		399.27
201-5970610	Inv #91073866		186.94
201-5970610	Inv #91703960		237.85
201-5970610	Inv #91083346		130.96
201-5970610	Inv #91061031		286.58
201-5970610	Inv #91063778		459.93
201-5970610	Inv #91076064		62.34
201-5970610	Inv #91076062		52.98
201-5970610	Inv #91063950		35.99
201-5970610	Inv #91060847		239.94
201-5970610	Inv #91070705		244.92
201-5970610	Inv #91070704		392.52
201-5970610	Inv #91056203		35.83
201-5970610	Inv #91056206		169.96
201-5970610	Inv #91045042		175.97
201-5970610	Inv #91045040		31.48
201-5970610	Inv #91050414		126.97
201-5970610	Inv #91041482		47.06
201-5970610	Inv #91025541		351.94
201-5970610	Inv #91041481		556.87
201-5970630	Inv #91089105		118.95
201-5970630	Inv #91089104		899.52
201-5970630	Inv #91088535		475.20
201-5970630	Inv #91073869		426.55
201-5970630	Inv #91083343		467.78
201-5970630	Inv #91061030		172.93
201-5970630	Inv #91060848		902.52
201-5970630	Inv #91076065		85.45
201-5970630	Inv #91073868		109.96
201-5970630	Inv #91070702		832.00
201-5970630	Inv #91070701		44.98
201-5970630	Inv #91056204		963.21
201-5970630	Inv #91045044		90.71
201-5970630	Inv #91053185		238.51
201-5970630	Inv #91050416		127.43
201-5970630	Inv #91045043		9.99
201-5970630	Inv #91050417		37.98
201-5970630	Inv #91041483		303.89
201-5970630	Inv #91035965		22.49
201-5970630	Inv #91041239		1,153.64

OFFICE DEPOT

12870

07/17/13

1,037.57

Account No.	Description	Amount
201-5970100	Inv #662991576001	114.35
201-5970100	Inv #663201026001	49.33
201-5970100	Inv #663243785001	29.68
201-5970100	Inv #663201107001	11.99
201-5970100	Inv #659730954002	2.65
201-5970100	Inv #663237865001	444.75
201-5970100	Inv #663237003001	87.76
201-5970100	Inv #659730954001	159.30
201-5970100	Inv #663243899001	137.76

OUTSOURCE SOLUTIONS GROUP, INC.

12871.

07/17/13

31,448.33

Account No.	Description	Amount
201-5920110	Inv #17761	27,083.33

Des Plaines Public Library
Vendor Checks Report

Vendor Name	Chk. No.	Check Date	Amount
201-5960990 Inv #17808		280.00	
201-5960990 Inv #17609		1,250.00	
201-5980420 Inv #17645		2,835.00	
OVERDRIVE, INC.	12872	07/17/13	360.94
Account No. Description		Amount	
201-5970650 Inv #1018-120043303-06061		360.94	
PEARSON EDUCATION	12873	07/17/13	140.26
Account No. Description		Amount	
201-5990901 Inv #BK 69907587		140.26	
RANDOM HOUSE INCORPORATED	12874	07/17/13	47.50
Account No. Description		Amount	
201-5970610 Inv #1087227588		15.00	
201-5970610 Inv #1087225720		22.50	
201-5970610 Inv #1087206110		10.00	
RECORDED BOOKS, LLC	12875	07/17/13	236.12
Account No. Description		Amount	
201-5970610 Inv #74754742		67.75	
201-5970610 Inv #74753983		9.99	
201-5970610 Inv #74748309		158.38	
RED HAWK FIRE SECURITY SYSTEMS, LI	12876	07/17/13	76.32
Account No. Description		Amount	
201-5960990 Inv #93397		76.32	
REPUBLIC SERVICES	12877	07/17/13	359.71
Account No. Description		Amount	
201-5930490 Inv #0551-010242332		359.71	
SALEM PRESS, INC.	12878	07/17/13	188.00
Account No. Description		Amount	
201-5970640 Inv #122037		188.00	
SPEED-E-KLEEN, INC.	12879	07/17/13	120.00
Account No. Description		Amount	
201-5930320 Inv #3792		120.00	
SPRING AIR FILTER, INC	12880	07/17/13	496.00
Account No. Description		Amount	
201-5970170 Inv #24375		496.00	
TELEVEND SERVICES INCORPORATED	12881	07/17/13	190.35
Account No. Description		Amount	
201-5970100 Inv #4537		190.35	
THE COUNCIL OF STATE GOVERNMENTS	12882	07/17/13	58.50
Account No. Description		Amount	
201-5970640 Inv #73922		58.50	
THE HAUSER GROUP, LTD.	12883	07/17/13	36,970.18
Account No. Description		Amount	
201-5960990 Inv #PF-13-5347		5,998.50	
201-5980600 Inv #13-6931		506.00	
201-5980600 Inv #PF-13-5360		6,051.12	
201-5990900 Inv #PF-13-5332		8,877.00	
202-5980600 Inv #PF-13-5339		5,988.50	
202-5980600 Inv #PF-13-5355		9,549.06	
THOMSON REUTERS-WEST	12884	07/17/13	31.80
Account No. Description		Amount	

0578

First Midwest Bank
07/01/13-07/31/13Des Plaines Public Library
Vendor Checks Report

DESPLANSLIB

Vendor Name	Chk. No.	Check Date	Amount
201-5970640 Inv #827430092		31.80	
TIGERDIRECT, INC.	12885	07/17/13	9,421.97
Account No. Description		Amount	
202-5980410 Inv #J42549980104		2,413.19	
202-5980410 Inv #J42549980102		2,182.40	
202-5980410 Inv #J42549980103		4,826.38	
VAHE GHAZARIAN	12886	07/17/13	90.00
Account No. Description		Amount	
201-5960990 Tuned Yamaha		90.00	
VIOLA PUBLIC LIBRARY	12887	07/17/13	250.00
Account No. Description		Amount	
201-4899900 Donation		250.00	
WEISS RATINGS	12888	07/17/13	424.05
Account No. Description		Amount	
201-5970620 Order #871924		424.05	
		TOTAL	<u>276,858.52</u>

Des Plaines Public Library
ACH Report

Vendor Name	Chk. No.	Check Date	Amount
CALL ONE	50440	06/30/13	656.18
Account No.		Amount	
201-5920120		ACH	328.28
201-5920120		ACH	327.90
McLeod USA, Inc	50441	06/30/13	292.95
Account No.		Amount	
201-5920120		ACH	292.95
VERIZON WIRELESS	50442	06/30/13	444.44
Account No.		Amount	
201-5920120		ACH	444.44
COMCAST CABLE	50443	06/30/13	430.30
Account No.		Amount	
201-5920120		ACH	215.15
201-5920120		ACH	215.15
LEVEL(3) COMMUNICATIONS, LLC.	50444	06/30/13	450.50
Account No.		Amount	
201-5920120		ACH	450.50
NEO-POST USA, INC.	50445	06/30/13	1,000.00
Account No.		Amount	
201-5970260		ACH	1,000.00
NICOR GAS	50446	06/30/13	1,086.73
Account No.		Amount	
201-5970810		ACH	1,086.73
GE CAPITAL	50447	06/30/13	1,488.13
Account No.		Amount	
201-5930210		ACH	1,488.13
WOW! INTERENT CABLE	50448	06/30/13	170.29
Account No.		Amount	
201-5920120		ACH	170.29
PRO DATA	50449	06/30/13	672.00
Account No.		Amount	
201-5920110		ACH	442.00
201-5920110		ACH	230.00
		TOTAL	<u>6,691.52</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	\$ 6,023,258	\$	\$	\$	\$	\$	\$
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	45,284	-	-	-	-	-	-
	15,762	824,322	2,174,744	473,177	56,554	45,284	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	-	-	-	-	-	-
Other Expense	348,979	162,895	148,263	171,316	183,641	248,707	-	-	-	-	-	-
Change in A/P & A/E's	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)	-	-	-	-	-	-
	539,201	540,650	461,681	410,563	571,696	412,238	-	-	-	-	-	-
Net Increase/(Decrease)	(523,440)	283,672	1,713,062	62,613	(515,142)	(366,954)	-	-	-	-	-	-

Des Plaines Public Library
 Disbursement Reconciliation
 June 30, 2013

Total Expenses per Expense Report			<u><u>\$484,723.86</u></u>
Gross Payroll	\$195,106.23		
Benefits Expense	<u>40,910.35</u>		
Total Payroll Expenses		\$236,016.58	
Vendor Checks Report		\$276,858.52	
Vendor ACH Report		<u>6,691.52</u>	
Total expenses per payroll and vendor checks reports			<u>519,566.62</u>
		Variance	34,842.76
Less: (disbursements included above)			
LIMRiCCJune Insurance Premiums CK# 12863		(34,208.65)	
Void CK# 12708		(495.00)	
Donation check		<u>(250.00)</u>	
			(34,953.65)
Plus:			
IL Funds Epay Fees		110.89	
			110.89
		Variance	<u><u>0.00</u></u>

MEETING ROOM BOOKINGS			
Number of times DPPL Meeting Rooms are reserved and used.			
THIS MONTH		YEAR TO DATE	
Jun 2013		YTD 2013	
Library Sponsored Prog	98	Library Sponsored Prog	696
Outside Groups	21	Outside Groups	295
Public Study Rooms	505	Public Study Rooms	3,618
Internal Meetings	10	Internal Meetings	60
TOTAL	634	TOTAL	4,669
Jun 2012		YTD 2012	
Library Sponsored Prog	128	Library Sponsored Prog	823
Outside Groups	31	Outside Groups	291
Public Study Rooms	536	Public Study Rooms	3,577
Internal Meetings	10	Internal Meetings	60
TOTAL	705	TOTAL	4,751
% Change	-10.07%	% Change	-1.73%

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	
Jun 2013		YTD 2013	
Youth Services	2,156	Youth Services	7,271
Adult Services	351	Adult Services	2,035
TOTAL	2,507	TOTAL	9,306
Jun 2012		YTD 2012	
Youth Services	717	Youth Services	7,684
Adult Services	450	Adult Services	2,154
TOTAL	1,167	TOTAL	9,838
% Change	115%	% Change	-5%

PATRON ASSISTANCE			
Number of times a patron is substantially assisted by DPPL staff while in the DPPL building.			
THIS MONTH		YEAR TO DATE	
Jun 2013		YTD 2013	
Youth Services	3,253	Youth Services	16,535
Adult Services	12,814	Adult Services	76,889
Circulation	10,169	Circulation	56,912
TOTAL	26,236	TOTAL	150,336
Jun 2012		YTD 2012	
Youth Services	5,846	Youth Services	19,125
Adult Services	13,565	Adult Services	81,623
Circulation	8,213	Circulation	48,813
TOTAL	27,624	TOTAL	149,561
% Change	-5%	% Change	1%

PATRON ATTENDANCE			
DPPL gate count, divided by two.			
THIS MONTH		YEAR TO DATE	
Jun 2013		YTD 2013	
	50,753		287,954
Jun 2012		YTD 2012	
	54,509		299,560
% Change	-6.89%	% Change	-3.87%

VISITS TO WEBSITE			
Number of hits to dppl.org from IP's both within the library and outside the library.			
Jun 2013		YTD 2013	
From Internal IP's	3,251	From Internal IP's	21,592
From External IP's	36,415	From External IP's	229,404
TOTAL	39,666	TOTAL	250,996
Jun 2012		YTD 2012	
From Internal IP's	3,570	From Internal IP's	21,279
From External IP's	40,211	From External IP's	245,809
TOTAL	43,781	TOTAL	267,088
% Change	-9.40%	% Change	-6.02%

UNIQUE VISITORS TO WEBSITE			
Number of unique devices to access DPPL.org.			
June 2013 Unique Visitors		YTD 2013 Unique Visitors	
	14,978		96,555
June 2012 Unique Visitors		YTD 2012 Unique Visitors	
	24,595		154,838
% Change	-39.10%	% Change	-37.64%

DATABASE USAGE			
Number of searches performed on all subscription databases.			
THIS MONTH		YEAR TO DATE	
Jun 2013	11,751	YTD 2013	90,856
Jun 2012	11,371	YTD 2012	98,573
% Change	3.34%	% Change	-7.83%

LIBRARY CARD OWNERSHIP			
Number of valid library cards held by DPPL residents. Expired cards are purged monthly.			
YTD 2013		% of Population 2013	
	34,506		59.10%
YTD 2012		% of Population 2012	
	34,023		58.30%
% Change	1.42%		

MEETING ROOM ATTENDANCE			
Number of individuals attending programs and events held in DPPL Meeting Rooms.			
THIS MONTH		YEAR TO DATE	
Jun 2013		YTD 2013	
Library Sponsored Prog	1,861	Library Sponsored Prog	11,828
Outside Groups	635	Outside Groups	8,974
Public Study Rooms	992	Public Study Rooms	5,936
Internal Meetings	100	Internal Meetings	500
TOTAL	3,588	TOTAL	27,238
Jun 2012		YTD 2012	
Library Sponsored Prog	2,995	Library Sponsored Prog	16,698
Outside Groups	640	Outside Groups	11,440
Public Study Rooms	1,055	Public Study Rooms	7,066
Internal Meetings	100	Internal Meetings	600
TOTAL	4,790	TOTAL	35,804
% Change	-25.09%	% Change	-23.92%

June 2013 Statistics Report

CIRCULATION - E-MATERIALS			
Includes downloadable books (MyMedia Mall), music (Freemal), movies (New World Cinema) and magazines (Zinio).			
THIS MONTH		YEAR TO DATE	
Jun 2013	3,189	YTD 2013	19,907
Jun 2012	2,071	YTD 2012	11,313
% Change		% Change	
53.98%		75.97%	

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

CIRCULATION - GENERAL			
Includes circulation of books, audio books, dvds, music, art and other resouces that are physically checked out.			
THIS MONTH		YEAR TO DATE	
Jun 2013		YTD 2013	
Youth Services	41,236	Youth Services	221,952
Adult Services	59,844	Adult Services	356,980
TOTAL	101,080	TOTAL	578,932
Jun 2012		YTD 2012	
Youth Services	44,013	Youth Services	227,513
Adult Services	62,521	Adult Services	366,386
TOTAL	106,534	TOTAL	593,899
% Change		% Change	
-5.12%		-2.52%	

COMPUTER			
PUBLIC ACCESS COMPUTERS			
Number of one-hour sessions on the library's 64 public access computers in the building.			
Jun 2013		YTD 2013	
Youth Services	4,838	Youth Services	22,441
Adult Services	7,328	Adult Services	46,815
TOTAL	12,166	TOTAL	69,256
Jun 2012		YTD 2012	
Youth Services	5,676	Youth Services	15,172
Adult Services	8,451	Adult Services	48,225
TOTAL	14,127	TOTAL	63,397
% Change		% Change	
-13.88%		9.24%	
WIRELESS			
Number of times DPPL's public access wireless was accessed from within the building.			
THIS MONTH		YEAR TO DATE	
Jun 2013	7,179	YTD 2013	43,724
Jun 2012	6,801	YTD 2012	38,455
% Change		% Change	
5.56%		13.70%	

2013 CIRCULATION BY MONTH

CHILDREN	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Audiobooks	251	237	249	186	215	275							1,413
CD-ROMs	268	193	219	153	255	376							1,464
CDs	917	990	1,010	1,097	878	1,127							6,019
DVDs	10,392	8,744	10,255	9,437	8,404	10,324							57,556
Fiction	17,985	16,373	17,195	15,858	15,241	20,617							103,269
Foreign language	1,832	2,383	1,913	1,695	1,287	1,457							10,567
Games	49	64	71	41	44	64							333
Holiday	727	538	722	285	215	304							2,791
Homeschool	359	366	271	246	235	291							1,768
Large type	23	23	28	25	27	40							166
Magazines	159	134	148	203	143	189							976
Nonfiction	5,913	5,492	6,355	5,802	5,154	6,049							34,765
Parent collection	175	143	141	169	114	123							865
CHILDREN TOTAL	39,050	35,680	38,577	35,197	32,212	41,236	0	0	0	0	0	0	221,952
ADULT	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Art	11	6	11	10	11	6							55
Audiobooks	2,055	1,794	2,020	1,904	1,919	2,086							11,778
CD-ROMs	672	619	684	674	535	561							3,745
CDs	6,495	5,595	6,456	6,121	6,416	6,433							37,516
DVDs	30,212	26,394	29,110	27,287	26,201	27,023							166,227
Fiction	7,733	6,597	7,263	6,924	7,041	7,826							43,384
Foreign language	1,349	1,126	1,242	1,213	1,072	1,315							7,317
High school	1,176	885	1,071	972	1,155	1,593							6,852
Large type	1,265	1,122	1,285	1,187	1,246	1,271							7,376
Literacy	171	177	163	183	167	135							996
Magazines	2,641	2,247	2,669	2,439	2,650	2,531							15,177
Nonfiction	9,963	8,678	10,342	9,375	9,135	9,064							56,557
ADULT TOTAL	63,743	55,240	62,316	58,289	57,548	59,844	0	0	0	0	0	0	356,980
SUBTOTAL	102,793	90,920	100,893	93,486	89,760	101,080	0	0	0	0	0	0	578,932
eMaterials	3,576	2,893	3,596	3,167	3,486	3,189							19,907
ILL (non consortial)	385	333	357	361	307	347							2,090
Miscellaneous	512	392	415	458	396	434							2,607
GRAND TOTAL	107,266	94,538	105,261	97,472	93,949	105,050	0	0	0	0	0	0	603,536

Days closed

1

1

2

1

2

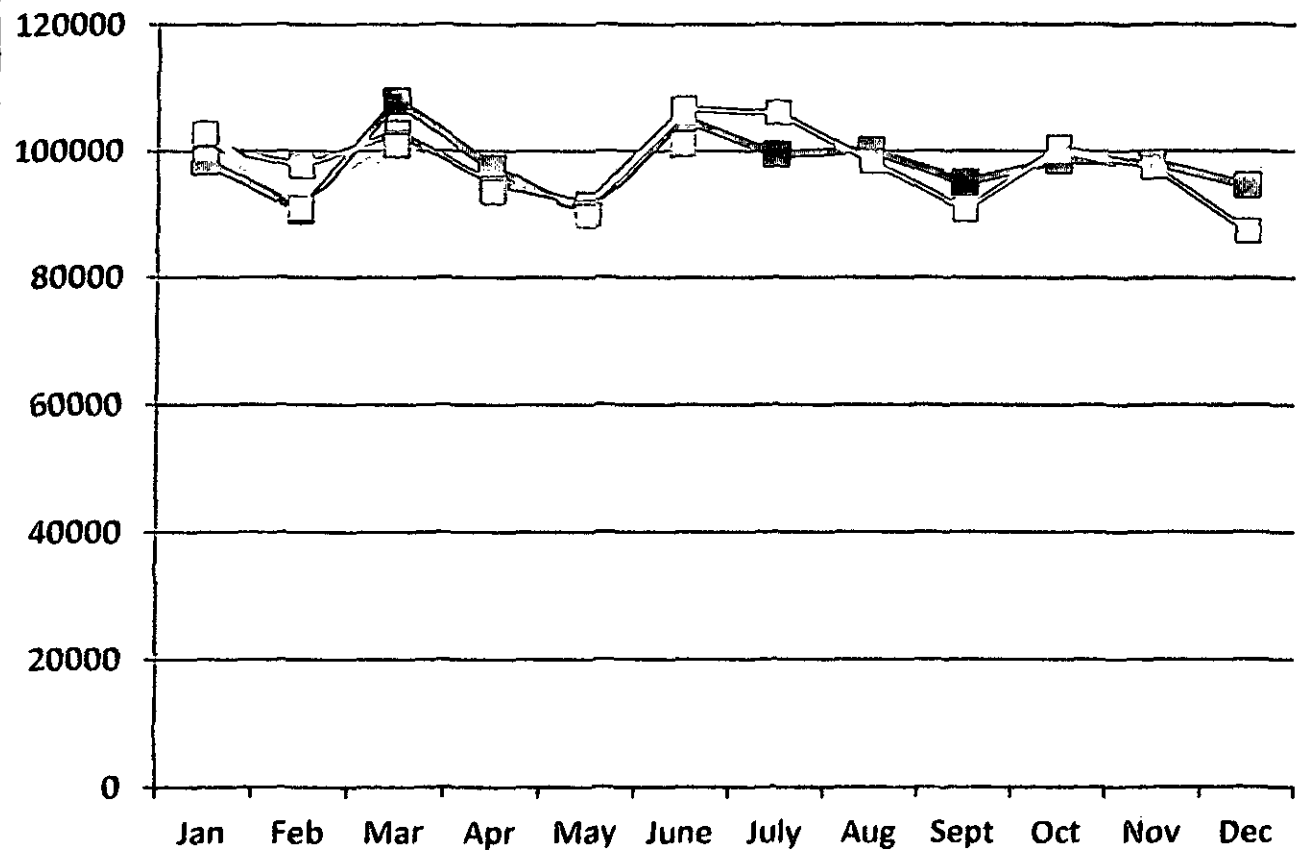
1

2

10

Circulation Statistics 2011 - 2013

IX.D.3

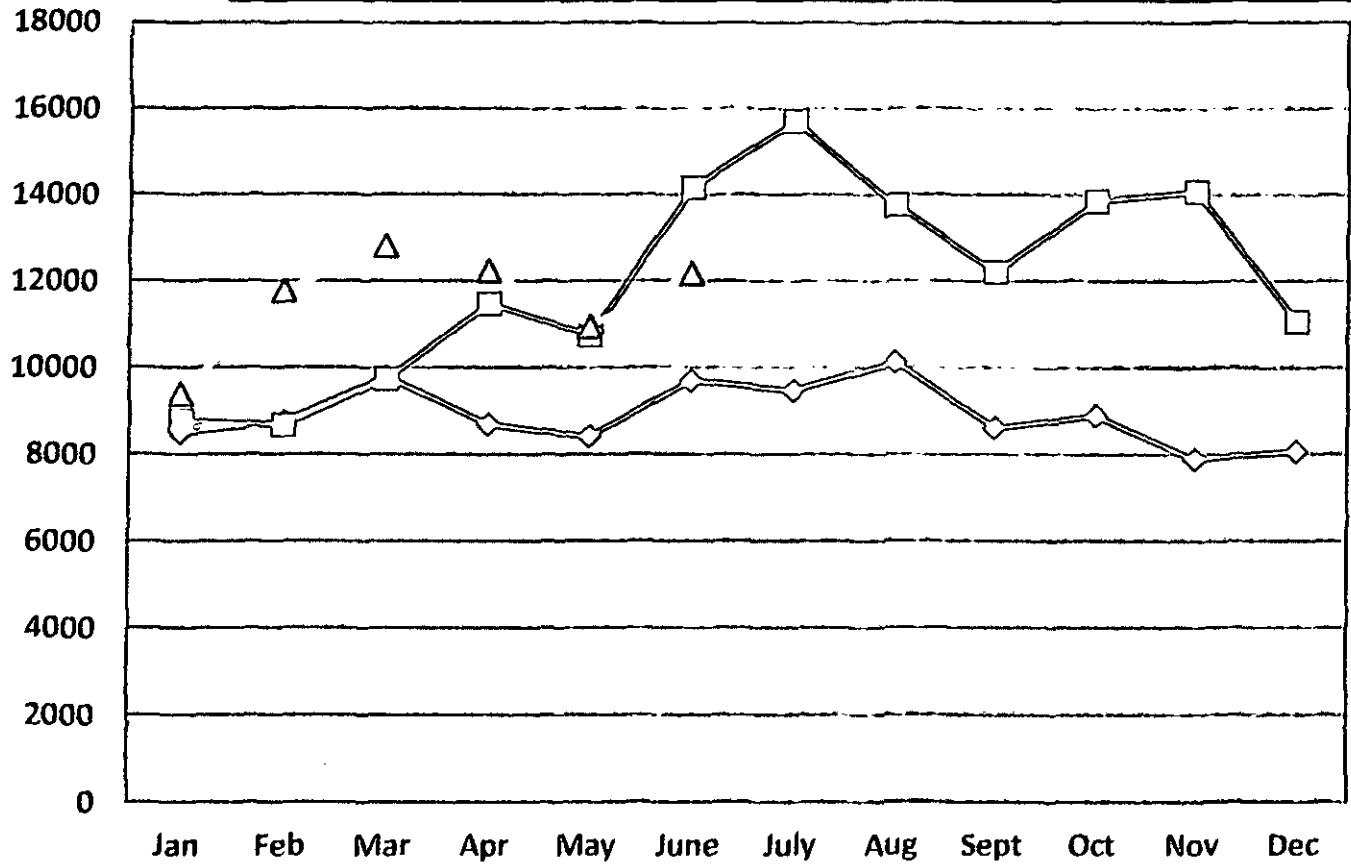


■ Jan-Dec 2011(1,176,467)
□ Jan-Dec 2012 (1,173,113)
□ Jan - June 2013 (578,932)

P. 47

Computer Use - Wired

IX.D.4.

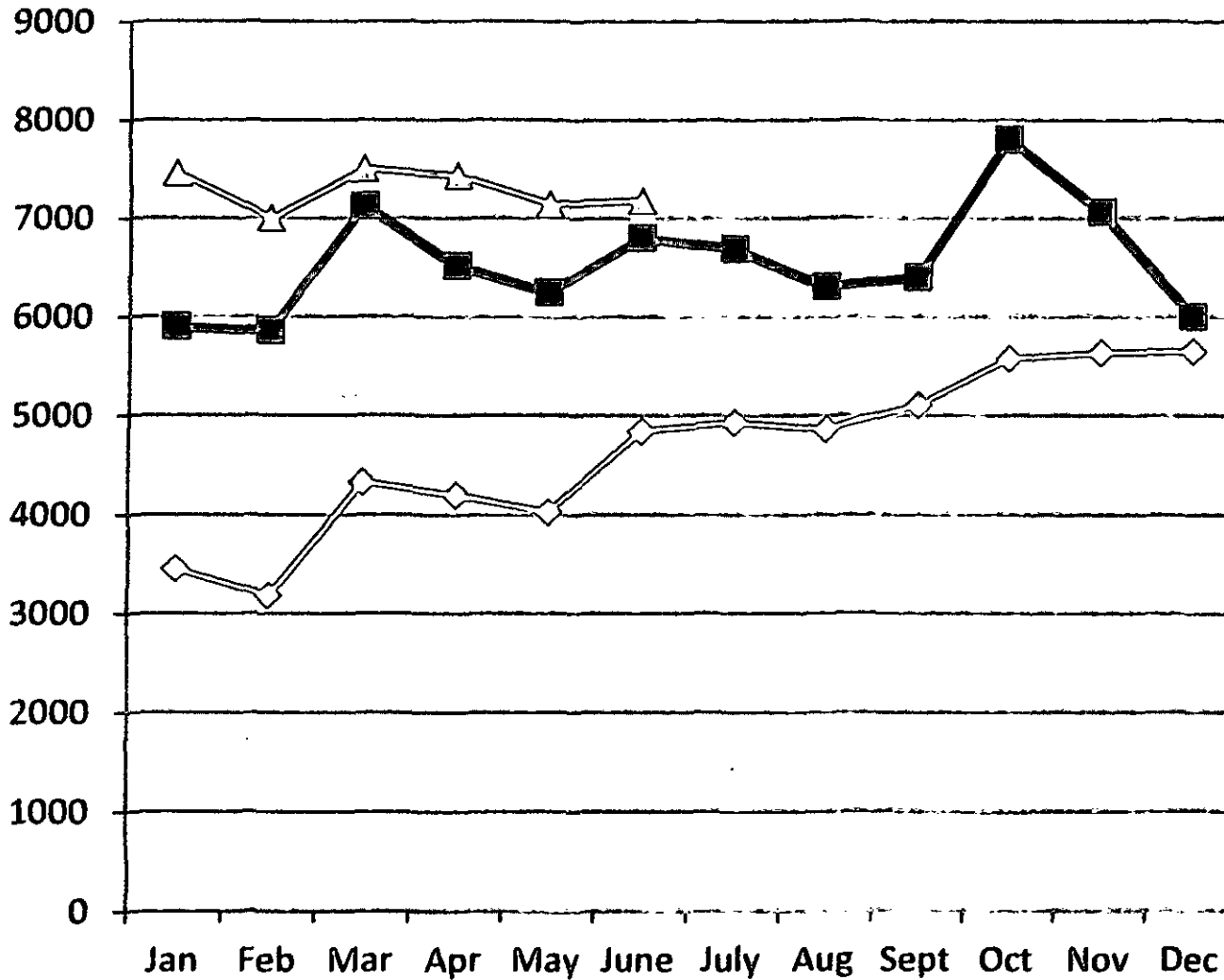


◆ Jan-Dec 2011 (121,272)
■ Jan-Dec 2012 (143,814)
△ Jan - June 2013 (69,256)

P. 48

Computer Use - Wireless

IX.D.5



Jan-Dec 2011 (55,673)
Jan-Dec 2012 (75,091)
Jan - June 2013 (43,724)

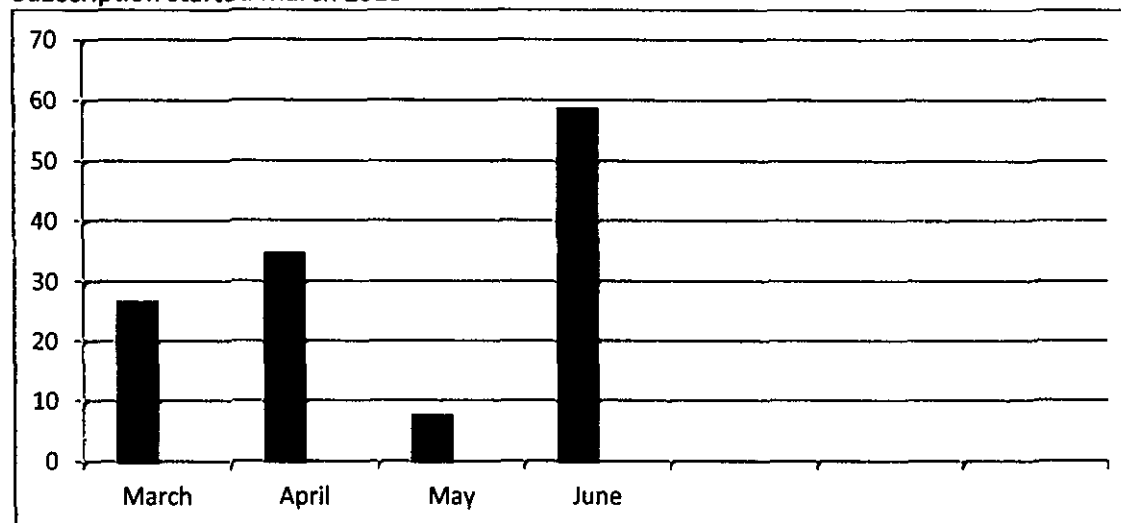
Director's Report on Strategic Goals July, 2013

Collection Development Highlights – Goal #1

In June we focused on promoting our *Vogue Archive* via Social Media and banners and fliers in the library. Using Facebook, Twitter, Pinterest, the enewsletter, the library blogs and website as well as submissions to the local press we promoted this great new resource. The *Vogue Archive* offers a complete searchable archive of *American Vogue* from the first issue in 1892 to the current month. The public has online access to over 100 years of the magazine featuring every cover, page, advertisement and photograph. The chart below shows the increase in usage during the June promotion.

Vogue Archive – March, 2013- June, 2013 – Promotion month June 2013

Subscription started March 2013



eDPPL: Books, Music and More 24/7. One DPPL librarian offered this class one time in June which teaches downloading books, music, movies, magazines and mobile APPS as well as hands-on help with ereaders. 9 people attended.

MyMediaMall Lab. One DPPL librarian and one readers' services assistant offered this class three times in June 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.

Clinical Government Class: Twice in June Maine West High School clinical government students toured the library and two adult services librarians helped them answer questions and research term papers. 17 students participated.

IX.D.6.

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. 11 people attended.

Meet with State Senator Dan Kotowski's Office. Staff from the Senator's office were at the library one time in June to meet with the public and answer questions. 7 people attended.

Intermediate Computers in Spanish. Oakton Community College offered an intermediate computer class in Spanish focusing on Microsoft Word five times in June. 30 people attended.

Lifelong Learning Highlights – Goal #3

Six Adult Services librarians and three reference and readers' services assistants offered 17 computer classes in June teaching over 90 people.

DPPL Writing Group: The creative writing group met four times in June to read, give feedback and critique each other's writing. 39 people attended.

Job Seekers Group: This group meets monthly with licensed career counselor Edie Kleinman to discuss job hunting experiences, ask questions, seek advice and get support and motivation. 8 people attended.

Abilities Expo: Vendors and service agency representatives were here to discuss their products and services for low vision, limited hearing, mobility issues and physical challenges. 25 people attended.

LinkedIn: Building a Foundation: This program offered a lecture and discussion on how to build a compelling profile and what are the best practices when using LinkedIn. 33 people attended.

Finals Cafe: Students in grades 9 through 12 gathered in the Teen Lounge on the 3rd floor for to study for finals, enjoy snacks and enter a raffle for fun prizes. The Friends of the Library sponsor this program and paid for the snacks. 36 teens attended.

Summer Reading Clubs

On Saturday, June 8th the adult, teen and youth summer reading clubs kicked off. For adults, every time someone reads a book they can enter a contest for a chance to win an iPad Mini and a trivia question will be posed each week for a chance to win an additional prize. 672 adults have participated so far.

The teen program invites teens to read 4 books for 20 hours and earn a \$5.00 gift card and a chance to win an iPad Mini. 238 teens have registered.

IX.D.6.

The youth program is for kids birth through 6th grade (7th and 8th graders get to choose either the youth or teen program) they receive a "passport" for keeping track of their time spent reading or listening to books. The goal for the summer is to spend 16 hours engaged in reading. At the half-way point (8 hours) kids receive a prize. When they have completed 16 hours of reading, kids receive a final prize. This year it's a choice of several paperback book titles and everyone receives a beautiful certificate of completion. 1,878 kids are registered.

The Friends of the Library sponsors the Summer Reading Club programs and generously paid for all the prizes.

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	\$ 6,390,195	\$ 6,023,241	\$ 5,255,626	\$ 4,733,011	\$ 4,230,156	\$ 6,586,131	\$ 5,964,516			
Restricted cash donations	129,481	129,483	129,673	129,675	130,100	130,257	130,257	130,257	130,257	130,257	130,257	130,257			
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	6,775,237	6,259,938	5,892,984	5,125,369	4,602,754	4,099,899	6,455,874	5,834,259			
Revenue (M-T-D)															
Property Taxes		811,352	2,151,626	435,503	41,639					2,823,590			\$6,263,710	6,263,710	
Other Revenue	15,759	12,968	23,105	37,674	14,915	45,284	31,538	31,538	31,538	31,538	31,538	31,543	338,938	338,938	
Total Revenue	15,759	824,320	2,174,731	473,177	56,554	45,284	31,538	31,538	31,538	2,855,128	31,538	31,543	6,602,648	6,602,648	
Expenses															
Payroll & Benefits	274,615	286,864	303,185	272,643	395,460	236,017	336,190	336,190	336,190	336,190	336,190	503,991	3,953,725	3,953,725	
Contractual Services	162,138	88,509	73,481	86,021	67,180	72,601	77,054	77,054	77,054	77,054	77,054	77,050	1,012,250	1,012,250	
Commodities	157,824	64,188	61,255	68,641	67,300	115,509	79,763	79,763	79,763	79,763	79,763	79,768	1,013,300	1,013,300	
Capital Expenditures	4,820	10,198	(2,131)	933	1,176	10,394	6,146	6,146	6,146	6,146	6,146	6,150	62,270	62,270	
Other			1,064	3,720	4,550	13,243	300,000				75,000	35,423	433,000	433,000	
202	24,198		14,596	12,000	43,435	36,960		53,000	35,240		79,000	52,571	353,000	353,000	
Adjustments	(84,393)	90,891	10,233	(33,396)	(7,405)	(72,486)									
Total Expenses	539,202	540,650	461,683	410,562	571,696	412,238	799,153	554,153	534,393	499,153	653,153	754,933			0
Net Increase/(Decrease)	(523,443)	283,670	1,713,048	62,615	(515,142)	(366,954)	(767,615)	(522,615)	(502,855)	2,355,973	(621,615)	(723,410)			
Cash End of Month	4,846,004	5,129,674	6,842,722	6,905,337	6,390,195	6,023,241	5,255,626	4,733,011	4,230,156	6,586,131	5,964,516	5,241,106			
Cash End of Month less restricted cash donations and reserves	3,216,523	3,500,191	5,213,049	5,275,662	4,760,095	4,392,984	3,625,369	3,102,754	2,599,899	4,955,874	4,334,259	3,610,849			

2013 Contracts

IX.D.8.

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	
	7/17/2013	12827	201-5970100		\$6,211.54		\$6,211.54	
				\$6,211.54	\$19,695.23	\$25,906.77	\$25,906.77	
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	
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	\$4,660.75	\$4,660.75	\$4,660.75	
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	
	7/17/2013	12840	201-5930010		\$349.13		\$349.13	
				\$0.00	\$11,351.58	\$11,351.58	\$11,351.58	
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	

P. 54

2013 Contracts

IX.D.8.

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	201-5930320		\$3,340.00			
	5/21/2013	12700	201-5960990	\$3,248.00				
	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	
	7/17/2013	12845	201-5930020		\$3,340.00			
	7/17/2013	12845	201-5960990	\$1,872.00			\$5,212.00	
				\$12,754.00	\$20,040.00	\$32,794.00	\$32,794.00	
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	
	7/17/2013	12855	201-5930010		\$909.78		\$909.78	
				\$0.00	\$2,353.80	\$2,353.80	\$2,353.80	
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	
	7/17/2013	12862	201-5920110		\$3,340.00		\$3,340.00	
				\$0.00	\$9,460.00	\$9,460.00	\$9,460.00	
LYNGSOE SYSTEMS - Maintenance Agreement for RFID materials handler								\$24,170.00 Annual 2012

P. 55

2013 Contracts

IX.D.8.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
	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	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	
	7/17/2013	50445	201-5970260	\$1,000.00			\$1,000.00	
				\$5,086.08	\$354.00	\$5,440.08	\$5,440.08	
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	
	7/17/2013	12871	201-5920110		\$27,083.33			
	7/17/2013	12871	201-5960990	\$1,530.00				
	7/17/2013	12871	201-5980420	\$2,835.00			\$31,448.33	

2013 Contracts

IX.D.8.

Vendor	Date	Reference	Account	Amount paid not under of contract	Amount paid under contract	Vendor Transaction Total	Period Total	Contract Amt.
				\$28,042.15	\$162,499.98	\$190,542.13	\$190,542.13	
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	
	4/30/2013	50426	201-5920110		\$774.40		\$774.40	
	5/31/2013	50428	201-5920110		\$883.68		\$883.68	
	7/17/2013	50449	201-5920110		\$672.00		\$672.00	
				\$0.00	\$4,698.03	\$4,698.03	\$4,698.03	
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	
	7/17/2013	12876	201-5960990		\$76.32		\$76.32	
					\$228.96	\$228.96	\$228.96	
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	
	5/21/2013	12738	201-5930490		\$364.00		\$364.00	
	6/7/2013	12766	201-5930490		\$361.48		\$361.48	
	7/17/2013	12877	201-5930490		\$359.71		\$359.71	
					\$2,171.81	\$2,171.81	\$2,171.81	
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	\$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								
								\$9,500.00 Annual

P.57

2013 Contracts

IX.D.8.

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	
	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	
						\$342,707.26		

X.I.E.

CORDOGAN, CLARK & ASSOCIATES INC.
: ARCHITECTS • ENGINEERS :

Ms. Holly Sorensen
Director
DesPlaines Public Library
1501, Ellinwood Street
DesPlaines
IL 60016

August 28, 2012

RE: Des Plaines Public Library Improvements Proposal

Dear Ms Sorensen,

It is with pleasure to meet with you and Roberta Johnson recently to discuss the renovations you wish to make to the library. As requested we are providing you with a fee range that you can use for your budget.

The Preliminary Design Concepts are based on the scope outline which we enclose. We would identify, research, study and execute schematic design concepts with associated estimates of construction cost to assist the Library in making informed decisions for future improvements.

Our base proposal includes the following:

1. Schematic Design concepts for the scope outline.
2. Research product data applicable to each scope concept.
3. Meet with IT and Furniture vendors.
4. Create schematic drawings and/or sketches.
5. Provide Budgetary estimates of probable costs for scope.
6. Present documents for owner review.

These basic services will be provided at our hourly rates attached for a fixed fee of **\$28,000.00 to \$32,000.00**.

We would then review the total costs with you to determine which scope items would be implemented into the Library. Once these scope items are approved by the Library we would then provide a proposal for complete A&E services for construction documentation through construction administration and closeout.

Any reimbursements for mileage, shipping, printing, etc. will be billed at 1.1 times the direct cost. Our current hourly rates are attached. If there are any changes in the scope that are not included in the basic services, we would apply these hourly rates.

At this stage we did not include the fee for the work needed to study how best to incorporate the outdoor balcony on the fourth floor in to useful public space.

I am available to meet with you at your convenience to discuss this proposal further. We very much wish to become your architects for these renovations and can promise you our full commitment in making the experience of working with us a very pleasant one.

Yours Truly


Anthony Oliver
Senior Library Executive

SCOPE OUTLINE

DATE: August 28, 2012

RE: Des Plaines Public Library Renovations

First Floor

Hallway between meeting rooms and library lobby

- Art Gallery – new sound system, new lighting.

Atrium outside meeting rooms.

- Provide some form of display cases or banner hardware for upcoming events or other advertisements.

Repurpose projector room in small meeting room.

- Remove raised floor.

Repurpose book mobile garage.

- Some area needs to be retained for maintenance.
- May be used for staff space if Tech Services could move to first floor.
- Workroom adjacent to the garage is adjacent to IT and could be repurposed.

Second Floor

Early Literacy

- More space is needed.
- Ship display will be removed.
- Stage in corner will stay.
- Programming space at current Children's reference/Home school stack area.

Third Floor

Adult Services

- More space needed for staff.
- Space could expand into Heritage Room.

Heritage Room

- Keep windows.
- Up to 18 people need to be accommodated.
- Expand space out into stack area, approximately 5 or 6 feet.

Teen Space

- Expand space out into stack area, approximately 5 or 6 feet.

Tech Services

- Could be relocated – possibly 1st floor, if space is available.

Fourth Floor

Computer Stations

- Current computer stations are decentralized and shall be centralized.
- Current Reference area to be used for a new Computer Lab.
- Help Desk to be adjacent to Computer Lab.
- Transparent walls are needed for monitoring and for some level of sound barrier.
- New computer tables to be 2' by 4' wide.
- Existing Computer Lab could be re-purposed.
- White noise may be incorporated.
- Outdoor area is under-utilized and needs to be incorporated with public use.

Cordogan Clark & Associates, Inc.
2012 Hourly Rates

Principal	\$150.00
Architectural	
Vice President	\$125.00
Associate	\$105.00
Interior Designer	\$100.00
Architect	\$95.00
Architect II	\$85.00
Architect I	\$75.00
Tech I	\$65.00
Engineering	
Structural	\$125.00
Structural Tech	\$75.00
Mechanical	\$125.00
Mechanical Designer	\$100.00
Mechanical Tech	\$70.00
Electrical	\$125.00
Electrical Designer	\$110.00
Electrical Tech	\$75.00
Construction Management	
Vice President	\$125.00
Coordinator	\$105.00
Estimator	\$90.00
Clerical	\$70.00

- Reimbursable expenses are billed at one point (1.1) times the direct cost. Typical reimbursable expenses include travel and printing and shipping costs.

XI.E.

LOHAN ANDERSON

24 May 2013

via e-mail

Holly Sorensen, Director
DES PLAINES PUBLIC LIBRARY
1501 Ellinwood St.
Des Plaines, IL 60016

Re: Des Plaines Public Library
Architectural Design Consulting Services Proposal

Dear Holly:

Per your request we are submitting a proposal for general architectural design services to assist the Library in preparing a Master Plan for multiple future improvements. We are basing this scope on our meeting with you on April 30, 2013.

It is our understanding that these services are only to develop a Master Plan at a Schematic Design level including multiple improvements and/or renovations to be phased in over a 3 to 5 year period, and to develop approximate costs for the improvements. These services do not include preparation of design services beyond the schematic level, construction documents, bidding documents or detailed research except as it relates to help on the costing exercise.

Anticipated Improvements

Based on our meeting on April 30th, we understand the changes you want to be considered as we collaborate on the Master Plan are as summarized below.

1. Garage conversion - consider repurposing the former bookmobile garage space into usable staff and/or public space. New exterior enclosure to replace the door, and new hvac conditioning will need to be taken into consideration.
2. Adult Services staff work areas - consider relocating and consolidating all Adult Services staff into one area within the building.
3. Technical Services staff work area - consider relocating Technical Services staff to the ground floor.
4. Circulation Staff work area - consider reducing the amount of space dedicated to Circulation Staff work areas, if this contributes to the feasibility of other improvements.
5. Teen Lounge - consider repurposing existing space to be a dedicated lounge for teen patrons, larger than the study room currently used for this function.
6. Youth Services Program Space - consider repurposing existing space to increase the amount of area available for children's programs.
7. I.T. Staff work areas - consider relocating the I.T. staff work areas if this

1 NORTH MICHIGAN AVE	CHICAGO, IL 60610	TEL: 773.327.1100
2ND FLOOR	TEL: 773.327.1100	WWW.LOHANANDERSON.COM
CHICAGO, IL 60610	TEL: 773.327.1100	
FAX: 773.327.1100		
LOHANANDERSON.COM		
1000 N. MICHIGAN AVE		

24 April 2013
LOHAN ANDERSON
 Mr. Sorensen
 Re: Proposal

- contributes to the feasibility of other improvements.
8. Graphics Staff work area - consider relocating the Graphics staff work area if this contributes to the feasibility of other improvements.
 9. Early Literacy Area - consider repurposing existing space to introduce an early literacy area. The Library may begin introducing this patron amenity prior to development of the Master Plan, with the likely location at the existing puppet theater "boat".
 10. Meeting Room A (Theater) - consider repurposing the existing projection space of the meeting room.
 11. Outdoor Terrace - consider ways to make the outdoor roof terrace more usable.

For any mechanical, electrical and technology tasks that may arise through this work, Lohan Anderson will retain the services of an engineering firm to be selected.

Our proposal includes:

- Schematic Design - The ideas described above will be considered in total, and a schematic design inclusive of all possible improvements and renovations will be developed. Rough estimates of cost for the various changes will also be developed, through collaboration with an estimating consultant to be selected.
- We will then prepare a booklet of drawings describing both in graphic and narrative form the changes included in the Master Plan. The document will also attempt to identify, per collaborative study with the Library, a phased approach to implementing the changes.

Schedule

We have based our proposal on the assumption that we would require about 8 weeks to finalize the design and prepare the Master Plan booklet.

Fee

It is very difficult to propose a fee for this type of consulting, one where there is a long list of potential items, some requiring more investigation than others. We estimate the Lohan Anderson services could range from \$30,000 to \$45,000. Therefore we propose an hourly billing based on the attached rate schedules. Engineering and/or cost estimating consultants' services will be in addition to our fees.

We will of course conduct our services in as efficient a manner as possible and only when directed. Obviously, the more investigation that can be accomplished by Library staff, the more these costs can be controlled.

If this suggested budget and proposal is acceptable please have the two enclosed copies signed and return one to our office for our records. Holly, we appreciate the Library's trust in our services to date and we look forward to working with you and your colleagues once again.

Reimbursable Expenses

Reimbursable costs for travel, printing and reproduction, courier and messenger service and owner requested professional renderings and models will be billed as incurred.

XI.E.

24 April 2013
LOHAN ANDERSON
Mr. Sorensen
Re: Proposal

Assuming a limited printing of images, and not including professional renderings and models, we estimate that reimbursable expenses will not exceed \$1000.

Billing

These amounts will be billed monthly at our standard hourly rates.

Since the engineering and cost estimator services will not be required until later in this process we will solicit and review their proposals with the Library prior to their engagement and for separate Library approval.

Payments for services and reimbursables are due within 45 days of receipt of an invoice.

Two copies of this document with the attachments are enclosed. Please sign both, keep one for your records, and return one copy to us. This will serve as our agreement for these services.

Authorized Owner Signatory



Floyed Anderson, AIA
Principal

Title

Date

24 May 2013

Date

Sincerely,



Michael Barnes, AIA, LEED AP
Associate Principal

cc: F. Anderson, D. Brightfield, File

Attachments: Exhibit A - Contract Terms and Conditions dated 24 May 2013;
Exhibit B - Lohan Anderson Hourly Rates

LOHAN ANDERSON

EXHIBIT A
TERMS AND CONDITIONS

May 24, 2013

1. The amount of the Owner's budget for the Cost of the Work, excluding the Architect's compensation, is undetermined.
2. The Owner shall require the Contractor to name the Architect and the Architect's consultants as additional insureds on the Contractor's general liability policy on a primary and non-contributory basis. The Architect shall be provided with certificates of insurance at the start of construction and upon each renewal thereafter.
3. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any errors, omissions or inconsistencies in such services or information. The Owner warrants ownership of documents prepared by others or that permission has been received to use documents prepared by others prior to the transmittal of those documents to the Architect for the Architect's use on the Project. The Owner shall provide, if requested by the Architect, evidence that such ownership or permission has been received by the Owner.
4. Drawings, specifications and other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this Project. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.
5. Prior to the Architect providing to the Owner, or Contractor as requested by the Owner, any Instruments of Service in electronic form or the Owner providing to the Architect any electronic data for incorporation into the Instruments of Service, the Owner and the Architect shall by separate written agreement set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations or licenses not otherwise provided in this Agreement.
6. Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to discussion between the parties and then mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect as a condition precedent to the institution of legal or equitable proceedings by either party. Request for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by legal or equitable proceedings. The request may be made concurrently with the filing of a demand for the commencement of legal or equitable proceedings but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the

Terms and Conditions
24 May 2013

parties or court order. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

7. The Architect and the Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Paragraphs 10 and 11.

8. The Architect shall provide services per this agreement as an independent consultant not as an agent of the Owner.

9. This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause. If the Project is suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred due to the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted. If the Project is suspended or the Architect's services are suspended for more than 90 consecutive days, the Architect may terminate this Agreement by giving not less than seven days' written notice.

10. If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, prior to suspension of services, the Architect shall give seven days' written notice to the Owner. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted. The Architect shall take precedence for payments due over other entities that may have claims to payments due to the default of the Owner or other reasons not the fault of the Architect.

11. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

12. The Architect's services shall be performed using professional efforts, skill and judgment, and exercising the degree of care and diligence generally exercised by reputable members of the architectural profession performing services in Architectural Design for projects similar in scope, type, quality and complexity to the Project, as expeditiously as is consistent with professional skill and care and the orderly progress of the Project.

13. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

14. Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.

Terms and Conditions
24 May 2013

15. The Owner agrees to limit the Architect's liability to the amount of the Architect's fee for the Project.

16. To the fullest extent permitted by law, and in addition to all other rights, remedies and indemnifications provided by applicable law, the Architect and Owner shall indemnify and hold harmless each other from and against any and all damages, liabilities, losses, costs and expenses, including reasonable attorneys' fees and disbursements caused by any negligent acts, errors or omissions or intentional misconduct of the Architect, any of its consultants or any of their respective employees or agents; provided, however, that the Architect and Owner shall not be required to indemnify or hold harmless the other party for their proportionate share of damages, costs and expenses resulting from the other party's negligence or intentional misconduct.

ARCHITECTURE
PLANNING
INTERIORS

LOHAN ANDERSON

STANDARD HOURLY RATES - 2013

Title	Hourly Rate (USD)
Principals	\$250
Associate Principals	\$180 - \$200
Senior Associates	\$145 - \$180
Senior Interior Designers	\$140 - \$175
Interior Designers	\$ 85 - \$125
Associates	\$ 90 - \$140
Design Personnel	\$ 75 - \$100

Note:

These rates are for additional services or hourly rate proposals only and are not the rates used for lump sum fee calculations.