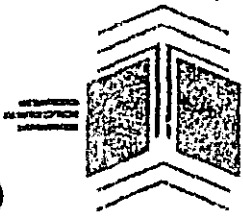


0653

BOARD PACKETS  
JULY - DECEMBER 2007



Des Plaines Public Library

1501 Ellinwood Street  
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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, DECEMBER 18, 2007**

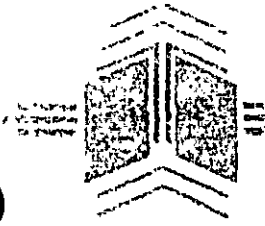
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Annual Budget Resolutions**
- **Review of Collection Development Policy**
- **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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



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III.

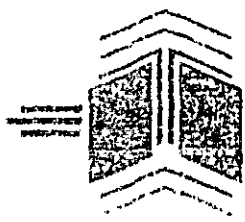
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**December 18, 2007**  
**7:00 PM**

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Martin Moylan.
- VI. Consent Agenda. [Action Item] (8:00 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – November 20, 2007.
  - B. Acceptance of Financial Reports for November 2007.
  - C. Approval of Library Expenditures.
    1. Warrant Register – November 05, 2007 - \$81,679.61.
    2. Warrant Register – November 19, 2007 - \$65,873.34.
    3. Salaries – November 07, 2007 - \$117,293.63.
    4. Salaries – November 20, 2007 - \$113,487.12.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Planning Committee Report – George Magerl.
- VII. Unfinished Business.
  - A. Photocopier/Print Lease Agreement. [Action Item]

- VIII. New Business. (8:30 PM)
- A. Approve Payment to Thomson Gale - \$12,388.39. [Action Item]
  - B. Approve Payment to Proquest LLC - \$14,040.00. [Action Item]
  - C. Approve Payment to Newsbank - \$10,750.00. [Action Item]
  - D. 3M Library Systems Service Agreement (01/01/08 – 09/30/08) - \$10,029.19. [Action Item]
  - E. Approve Payment to Roscor for Sound System Upgrade - \$21,873.00. [Action Item]
  - F. Review Budget FY2008. [Action Item]
  - G. Resolutions. [Action Item]
    - 1. Transfer of Funds to Fund Balance.
    - 2. Appropriation and Levy.
  - H. Salary Schedule 2008. [Action Item]
  - I. Declaration of Surplus Property. [Action Item]
  - J. Management Committee Report – Eldon Burk. [Action Item]
  - K. Review of Collection Development Policy. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other
- XII. Executive Session.
  - A. Semi-Annual Review of Executive Session Minutes.
- XIII. Executive Session Action.
  - A. Semi-Annual Review of Executive Session Minutes. [Action Item]
- XIV. Adjournment. (9:30 PM)



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## VI.

### BOARD OF TRUSTEES Minutes of the Regular Meeting November 20, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, November 20, 2007. President Noreen Lake called the meeting to order at 7:00 p.m.

#### ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read.

Also Present: Sandra Norlin, Holly Richards Sorensen, Carol Kidd, Karen McBride, Michael Lake, Stan Zimmerman, Susan Garland.

Absent: Elaine Tejcek.

#### CONSIDERATION OF THE AGENDA.

President Lake asked to amend the agenda by adding XIII. Executive Session to discuss Compensation, Discipline or Performance of a Specific Employee.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.  
 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION FROM NORTH SUBURBAN LIBRARY SYSTEM – Susan Boatman Garland and Sandra Norlin.

The presentation was given during New Business.

#### PUBLIC COMMENTS AND QUESTIONS

Stan Zimmerman asked if library employees receive a pension. Library Director Sandra Norlin responded that library employees participate in the Illinois Municipal Retirement

7557  
Fund and contribute 4.5% of their salary toward their pension. Sandra Norlin gave Mr. Zimmerman information on the IMRF plan.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by George Magerl, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,408.11
2. Petty Cash Expenditures	\$ 80.00
3. Budget Expenditures for October	\$ 417,960.47
4. Expenditures Year to Date	\$ 4,983,688.72
5. Revenue for October	\$ 106,087.41
6. Revenue Year to Date	\$ 3,414,035.19

MOTION by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

October 01, 2007	\$ 41,678.33
October 15, 2007	\$ <u>67,729.97</u>
Total	\$ 109,408.30

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read.  
NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by George Magerl, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

October 10, 2007	\$ 114,098.36
October 25, 2007	\$ <u>116,426.25</u>
Total	\$ 230,524.61

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read.  
NAYS: None. MOTION CARRIED.

## DIRECTOR'S REPORT

**Please note: I have received no official requests for confidential patron information since my last report.**

### PERSONNEL

Resignations/Separations for October/November 2007: Monica Benz, Part-Time Youth Services Librarian and Hector Marino, Coordinator of Computer and Technical Services.

Interviews will begin on November 19 for the position of Head of Public Information Services. We received 78 applications for this position. Applications for the IT Manager position closed on November 12. A decision about filling this position will be made after a decision on filling the Coordinator's position. I hope to have a recommendation following my meeting with Don Sofolo of Outsource Solutions Group on November 19.

### STAFF DEVELOPMENT

Three staff members, Christina Tropea, Jill Franklin, and Veronica Schwartz will be traveling to Guadalajara, Mexico to attend the annual book fair. They will select materials in Spanish to be added to our collection in 2008. Jill Franklin will be in touch with the personnel from our Sister Library to make arrangements for her exchange visit to the Benjamin Franklin Public Library in February.

Our annual Staff Holiday Party will be held December 13 from 8-10 AM. Library Trustees are cordially invited to join us.

### PATRON SERVICES

There were several increases in public use of our facilities and services during October, as compared to October 2006. A 4.05% increase in items circulated included fiction and DVDs from the Youth Services collection and small increases in non-fiction, CDs and DVDs from the Adult Collection. Please note the low circulation of videocassettes, which will be weeded out during the coming year. The low use of the collection does not justify the large share of shelf space it requires. Overall, the print materials accounted for 52% of the circulation. AV items account for 15% of the total collection and 48% of the circulation.

The door count increased from last October by 14% and meeting room attendance significantly (60%). I find the use of our meeting rooms remarkable at 160 times in a month when we were open for 31 days. The staff time involved in planning, scheduling, setting up and cleaning the rooms is worth noting.

Patron used our online reference sources 9,895 times in October. They used our computers 10,375 in the Adult Services Department and 1,622 times in the Youth Services Department.

#### OTHER PROFESSIONAL ACTIVITIES

I attended the Mayor's Prayer Breakfast and a meeting of the Library Production Studio Executive Committee on October 18; an NSLS Board of Directors meeting on October 22; a luncheon of North Suburban women directors and the Oakton Area Planning Council on November 1; the Library Production Studio Advisory Committee meeting on November 6; the Chamber of Commerce Board of Directors meeting on November 8, another Library Production Studio Executive Committee meeting on November 12; and a meeting with representatives of the regional United Way campaign on November 14.

I was on vacation from November 15 through November 18.

#### NEW BUSINESS

MOTION by George Magerl, seconded by Matthew Bogusz, to approve payment to Ebsco Information Services in the amount of \$35,509.16, which is a budgeted expense and is in the best interest of the library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by George Magerl, to approve payment to Gale Literature Resource Center in the amount of \$6,605.00, which is a budgeted item and is in the best interest of the library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

Eldon Burk asked if the Gale Literature Resource Center usage was increasing and Sandra Norlin responded that she would look into this request and report back to the board at the December board meeting.

MOTION by Eldon Burk, seconded by William Grice, to approve Cooperative Computer Services in the amount of \$5,243.99, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Matthew Bogusz, to approve a change to the Library Board of Trustees 2008 meeting date from Tuesday, September 16, 2008 to Tuesday, September 23, 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Rhys Read will attend the December 3 City Council meeting; Eldon Burk the December 17 meeting; George Magerl the January 7 meeting and Maria Bahamon the January 22 meeting.



0950  
MOTION by George Magerl, seconded by Jerry Mahony, to approve library closings for the period January 2008 through January 2009. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PRESENTATION FROM NORTH SUBURBAN LIBRARY SYSTEM – Susan Boatman Garland and Sandra Norlin.

Susan Garland from the Winnetka-Northfield Public Library and Library Director Sandra Norlin gave a presentation on the services offered by the North Suburban Library System to the Des Plaines Public Library. Susan Garland and Sandra Norlin serve on the Board of the North Suburban Library System. Sandra presented statistical information about the ways that the Des Plaines Public Library is served by NSLS, through interlibrary loan, trustee training, staff training and the ability to advertise job postings on their website.

NEW BUSINESS (continued)

Rhys Read stated that he will attend the November 7, 2007 City Council meeting with President Lake and Library Director Norlin when the library budget is scheduled to be approved. The Board discussed the City Council's request to postpone purchasing RFID equipment and the consensus was to approve the library budget with the increases proposed by the City of Des Plaines Finance Department for employee benefits and property liability insurance in the amount of \$8,018. The Board consensus was to ask President Lake, Library Director Norlin and Rhys Read to write a letter to the City Council explaining the budget decisions reached by the Board.

MOTION by Rhys Read, seconded George Magerl, to accept the 2008 library budget with benefit changes, as presented to the board. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

George Magerl, Chair of the Planning Committee, reported that the Planning Committee met and discussed the new goals and objectives for the Strategic Plan for 2008 – 2010 and recommend that these goals and objectives be approved by the Board.

MOTION by Committee, to approve the goals and objectives for the Strategic Plan for 2008 – 2010, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked that the new photocopier/print lease discussion be postponed until the December board meeting, when she will have more information about the equipment and terms of the proposed leasing agreement.

MOTION by George Magerl, seconded by Rhys Read, to table the Photocopier/Print lease agreement proposal until next month and to place the item under Unfinished Business. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin reported that because there are two open positions in the Information Technology department she had asked Outsource Solutions Group to prepare a proposal to maintain the current levels of services to both patrons and staff, as well as deal with project management and implement several key objectives for a period of three months. The cost for these services will not exceed \$67,600.00.

Matthew Bogusz left the meeting at 8:24 p.m.

Sandra explained that Outsource Solutions Group would provide 1 full-time person and 1 part-time person. Rhys Read asked if Outsource had provided resumes for the persons who would be working at the library and if Outsource had the appropriate insurance coverage. Rhys also asked if the results of criminal background checks were provided to the library. Sandra Norlin responded that she would ask for this information.

MOTION by Rhys Read, seconded by Jerry Mahony, to accept the proposal from Outsource IT Solutions Group in an amount not to exceed \$67,600 for a 3-month period and to obtain resumes for the employees from Outsource IT Solutions Group who will work at the library confirming that they have the appropriate experience and that they have passed a criminal background check, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

MOTION William Grice, seconded by Eldon Burk, to ask President Lake and a guest to attend the Chamber of Commerce annual dinner and installation of officers on February 8, 2008 and to ask Library Director Sandra Norlin and a guest to attend the dinner and that the library pay for the tickets. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read. NAYS: None. MOTION CARRIED.

#### ANNOUNCEMENTS

Board members made a contribution to fund the Staff Holiday party, which will be held on December 13, 2007 beginning at 8:00 a.m. Sandra Norlin invited the Board to attend.

The 2008 annual Legislative Breakfast will be held on February 18, 2008 at the Arboretum Club. Eldon Burk, Noreen Lake and George Magerl will attend the breakfast.

President Lake reminded board members that National Library Legislative Day in Washington, D.C. will be on May 13 and 14, 2008. Sandra Norlin reported that the budget allows for two trustees to attend.

Maria Bahamon stated that she was a panelist for a Latino Summit at Harper College.

## EXECUTIVE SESSION

MOTION by William Grice, seconded by George Magerl, to enter into an Executive Session at 8:40 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 8:56 p.m. and was called to order by President Noreen Lake.

MOTION by Jerry Mahony, seconded by William Grice, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:58 p.m.

Minutes prepared by Carol Kidd

## VI.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR NOVEMBER 2007**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 12,268.85
2. Petty Cash Expenditures	\$ 23.16
3. Budget Expenditures for November	\$ 467,672.07
4. Expenditures Year to Date	\$ 5,451,360.79
5. Revenue for November	\$ 26,520.40
6. Revenue Year to Date	\$ 3,440,555.59

Warrant Register

November 05, 2007	\$ 81,679.61
November 19, 2007	<u>\$ 65,873.34</u>
Total	\$ 147,552.95

Salaries

November 07, 2007	\$ 117,293.63
November 20, 2007	<u>\$ 113,487.12</u>
Total	\$ 230,780.75

VI.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR NOVEMBER 2007**

	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	1,152.65	806.52	9,020.22	9,566.43
Fines	9,037.33	9,150.57	90,898.07	95,713.87
Damage	73.98	186.41	1,164.33	975.70
Fees	744.60	456.75	5,507.94	4,525.68
Copies	1,750.35	1,663.60	25,876.81	22,105.12
Miscellaneous	452.00	5.00	502.95	139.50
<b>Total</b>	<b>\$13,210.91</b>	<b>\$12,268.85</b>	<b>\$132,970.32</b>	<b>\$133,026.30</b>

**PETTY CASH EXPENDITURES - NOVEMBER**

970110	Meals	\$20.41
930010	Repair & Maint Equip	<u>2.75</u>
<b>Total</b>		<b>\$23.16</b>

DATE: 12/10/07

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

TIME: 13:47:32

SELECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 11/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	50.00	
102007	CASH PAYROLL 1944652940	317.25	
102008	CASH DEPOSIT 1944650243		1,126,793.36
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	30,519.35	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	31,386.60	1,126,793.36
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	730.32	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	730.64	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
	TOTAL ACCOUNTS RECEIVABLE	6,059,950.10	.00
119125	RECEIVABLE-GRANTS	13,232.00	
	TOTAL RECEIVABLE-SALES TAX	13,232.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	16,502.14	
	TOTAL PREPAID ITEMS	16,502.14	.00
129999	DUE FROM OTHER FUNDS	69,337.99	
	TOTAL DUE FROM OTHER FUNDS	69,337.99	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	6,191,139.47	1,126,793.36

DATE: 12/10/07  
TIME: 13:47:32

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

LECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 11/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE	1,081.00	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
TOTAL DEPOSITS		.00	.00
430010	DUE TO-CORPORATE GENL		793,257.27
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.00
TOTAL DUE TO-OTHER FUNDS		.00	793,257.27
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		88,124.62
TOTAL ACCRUED LIABILITIES		.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	.00
471000	DEFERRED REV-OTHER		.00
TOTAL CURRENT LIABILITIES		4,122.79	6,895,314.89
TOTAL LIABILITIES		4,122.79	6,895,314.89
700110	EXPENDITURE CONTROL	5,432,481.79	
700120	REVENUE CONTROL		3,215,181.91
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
TOTAL SYSTEM CONTROL		11,844,668.79	9,627,369.79
720010	FUND BAL-RESRV-GIFT TRUST		.00
TOTAL FUND BALANCE-RESERVED		.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
TOTAL FUND EQUITY		.00	390,453.01
TOTAL EQUITIES		11,844,668.79	10,017,822.80
TOTAL LIBRARY FUND		18,039,931.05	18,039,931.05

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/07

TIME: 13:47:32

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 3  
STATM11

LECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 11/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		3,647.00
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
TOTAL CASH		.00	3,647.00
104075	PMA - FINANCIAL NETWORK	.00	
TOTAL INVESTMENTS		.00	.00
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
129999	DUE FROM OTHER FUNDS	723,919.28	
TOTAL DUE FROM OTHER FUNDS		723,919.28	.00
TOTAL ASSETS		723,919.28	3,647.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
TOTAL CURRENT LIABILITIES		.00	.00
TOTAL LIABILITIES		.00	.00
700110	EXPENDITURE CONTROL	18,879.00	
700120	REVENUE CONTROL		225,373.68
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
TOTAL SYSTEM CONTROL		223,879.00	430,373.02
730000	FUND BALANCE-UNRESERVED		513,778.26
TOTAL FUND EQUITY		.00	513,778.26
TOTAL EQUITIES		223,879.00	944,151.28
TOTAL LIBRARY CAPITAL PROJ FUND		947,798.28	947,798.28
TOTAL REPORT		18,987,729.33	18,987,729.33



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 12/10/07

TIME: 13:48:31

CITY OF DES PLAINES  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 11/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	.00	.00	-36,005.84	36,005.84	.00
	TOTAL PROPERTY TAXES 2003	.00	.00	.00	-36,005.84	36,005.84	.00
810021	PROPERTY TAXES 2004	.00	.00	.00	-15,454.07	15,454.07	.00
	TOTAL PROPERTY TAXES 2004	.00	.00	.00	-15,454.07	15,454.07	.00
810022	PROPERTY TAXES 2005	50,000.00	.00	.00	73,016.63	-23,016.63	146.03
	TOTAL PROPERTY TAXES 2005	50,000.00	.00	.00	73,016.63	-23,016.63	146.03
810023	PROPERTY TAXES 2006	5,954,939.00	.00	.00	2,815,966.34	3,138,972.66	47.29
	TOTAL PROPERTY TAXES 2006	5,954,939.00	.00	.00	2,815,966.34	3,138,972.66	47.29
	TOTAL TAXES	6,004,939.00	.00	.00	2,837,523.06	3,167,415.94	47.25

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
	TOTAL PERSONAL PROP REPL TAX	92,988.00	.00	.00	92,988.00	.00	100.00
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
	TOTAL STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822095	STATE GRANT:LIBRARY	30,260.00	.00	.00	23,710.00	6,550.00	78.35
	TOTAL STATE GRANT:LIBRARY	30,260.00	.00	.00	23,710.00	6,550.00	78.35
	TOTAL INTERGOVERNMENTAL REVEN	195,248.00	.00	.00	186,370.21	8,877.79	95.45

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	10,407.55	.00	110,458.50	-458.50	100.42
	TOTAL LIBRARY FINES	110,000.00	10,407.55	.00	110,458.50	-458.50	100.42
	TOTAL FINES	110,000.00	10,407.55	.00	110,458.50	-458.50	100.42

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	1,663.60	.00	24,894.42	15,105.58	62.24
	TOTAL COPYING FEE	40,000.00	1,663.60	.00	24,894.42	15,105.58	62.24

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
REVENUE STATUS REPORT

PAGE NUMBER: 2  
REVSTALL

SECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 11/07

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FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850200 FEES AND SERVICES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	7,820.25	12,179.75	39.10
TOTAL	SPECIAL PROGRAMS & EVEN	20,000.00	.00	.00	7,820.25	12,179.75	39.10
TOTAL	FEES AND SERVICES	60,000.00	1,663.60	.00	32,714.67	27,285.33	54.52

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	.00	.00	22,641.75	-17,641.75	452.84
TOTAL	INTEREST INCOME	5,000.00	.00	.00	22,641.75	-17,641.75	452.84
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
TOTAL	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	14,449.25	.00	25,473.72	9,526.28	72.78
TOTAL	MISCELLANEOUS REVENUE	35,000.00	14,449.25	.00	25,473.72	9,526.28	72.78
TOTAL	OTHER REVENUE	42,000.00	14,449.25	.00	48,115.47	-6,115.47	114.56
TOTAL	TITLE NOT FOUND	6,412,187.00	26,520.40	.00	3,215,181.91	3,197,005.09	50.14
TOTAL	LIBRARY FUND	6,412,187.00	26,520.40	.00	3,215,181.91	3,197,005.09	50.14

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
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REVSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")  
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FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	22,573.68	-21,573.68	2257.37
TOTAL	INTEREST INCOME	1,000.00	.00	.00	22,573.68	-21,573.68	2257.37
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
TOTAL	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL	OTHER REVENUE	5,000.00	.00	.00	25,373.68	-20,373.68	507.47

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL	OTHER FINANCING SOURCES	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL	TITLE NOT FOUND	205,000.00	.00	.00	225,373.68	-20,373.68	109.94
TOTAL	LIBRARY CAPITAL PROJ FU	205,000.00	.00	.00	225,373.68	-20,373.68	109.94

TOTAL REPORT		6,617,187.00	26,520.40	.00	3,440,555.59	3,176,631.41	51.99
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

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EXPSTA11

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FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
910100	SALARIES	2,377,624.00	143,999.72	.00	1,765,906.82	611,717.18	74.27
910200	TEMPORARY WAGES	983,825.00	65,644.02	.00	803,122.90	180,702.10	81.63
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	12,818.85	.00	165,767.02	-165,767.02	.00
910600	SICK PAY	.00	8,053.86	.00	79,851.71	-79,851.71	.00
910700	HOLIDAY PAY	.00	264.30	.00	61,146.02	-61,146.02	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	320.18	.00	696.44	-696.44	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL SALARIES	3,365,199.00	231,100.93	.00	2,876,490.91	488,708.09	85.48

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	1,844.25	614.75	75.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	16,833.53	.00	215,881.21	40,886.79	84.08
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	20,504.85	.00	259,077.02	45,851.98	84.96
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	671.00	.00	7,682.40	453.60	94.42
918050	MEDICAL INS PREMIUMS	398,427.00	28,951.80	.00	361,940.93	36,486.07	90.84
918055	DENTAL INSURANCE PREMIUM	25,401.00	1,719.66	.00	21,685.95	3,715.05	85.37
918070	WORKERS COMPENSATION	8,296.00	621.15	.00	7,365.26	930.74	88.78
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
	TOTAL BENEFITS	1,007,461.00	69,301.99	.00	882,983.85	124,477.15	87.64

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	1,631.25	8,368.75	16.31
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	5,600.00	.00	29,759.02	32,790.98	47.58
920120	COMMUNICATION SERVICES	22,040.00	2,338.43	.00	19,856.18	2,183.82	90.09
920140	DATA PROCESSING SERVICES	81,113.00	4,166.40	.00	42,086.30	39,026.70	51.89
920202	CONFERENCES	18,029.00	2,373.15	.00	10,616.97	7,412.03	58.89
920204	TRAINING	5,216.00	420.00	.00	3,980.00	1,236.00	76.30
920205	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,481.28	1,518.72	69.63
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	1,900.00	.00	6,104.00	-104.00	101.73
920225	LICENSING/TITLES	250.00	.00	.00	50.00	200.00	20.00
920230	PUBLICATION OF NOTICES	3,000.00	790.00	.00	3,885.25	-885.25	129.51
920240	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	22,280.25	7,426.75	75.00
930010	R & M EQUIPMENT	72,275.00	2,639.97	.00	68,048.59	4,226.41	94.15

SUNGARD PENTAMATION INC - FUND ACCOUNTING  
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CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.fund in ("201","202")  
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FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	4,000.00	.00	70,036.56	-17,241.56	132.66
930030	R & M VEHICLES	10,600.00	685.24	.00	9,956.64	643.36	93.93
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	690.06	.00	690.06	809.94	46.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	105.00	.00	35,330.57	11,649.43	75.20
930490	REFUSE CONTRACT	3,600.00	574.00	.00	4,379.00	-779.00	121.64
960070	AUTO/TRAVEL EXPENSES	6,275.00	1,088.71	.00	5,807.76	467.24	92.55
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	6,889.36	.00	32,400.43	599.57	98.18
960990	MISC CONTRACTUAL SVCS	108,340.00	19,417.64	.00	103,703.66	4,636.34	95.72
TOTAL CONTRACTUAL SERVICES		587,254.00	53,677.96	.00	474,429.32	112,824.68	80.79

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	7,591.41	.00	68,775.79	10,644.21	86.60
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	25.00	.00	1,891.75	708.25	72.76
970170	JANITORIAL	19,000.00	1,892.87	.00	15,465.10	3,534.90	81.40
970260	POSTAGE AND PARCEL	13,000.00	28.74	.00	5,384.98	7,615.02	41.42
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	10,213.46	386.54	96.35
970500	PURCHASE OF WATER	8,000.00	1,067.44	.00	4,826.08	3,173.92	60.33
970600	BOOKS	497,000.00	49,598.65	.00	381,811.43	115,188.57	76.82
970610	AUDIO MATERIALS	80,000.00	10,621.65	.00	63,603.00	16,397.00	79.50
970620	SUBSCRIPTIONS & BOOKS	68,000.00	472.86	.00	63,991.02	4,008.98	94.10
970630	VISUAL MATERIALS	81,000.00	7,847.27	.00	69,036.98	11,963.02	85.23
970640	AUTOMATED REFERENCE MAT'	106,000.00	4,935.00	.00	67,214.94	38,785.06	63.41
970810	NATURAL GAS	26,000.00	.00	.00	19,235.82	6,764.18	73.98
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	.00	.00	4,774.67	10,386.33	31.49
TOTAL COMMODITIES		1,009,781.00	84,080.89	.00	776,264.72	233,516.28	76.87

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	12,069.21	11,780.79	50.60
980420	COMPUTER SOFTWARE	36,590.00	2,106.00	.00	17,871.20	18,718.80	48.84
980600	FURNITURE & FIXTURES	32,650.00	162.30	.00	25,070.42	7,579.58	76.79
TOTAL CAPITAL EXPENDITURES		93,090.00	2,268.30	.00	55,010.83	38,079.17	59.09

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FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	15,307.00	.00	15,307.00	135.00	99.13
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	11,935.00	.00	11,935.00	105.00	99.13
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	27,242.00	.00	227,242.00	50,240.00	81.89
	TOTAL LIBRARY SERVICES	6,340,267.00	467,672.07	.00	5,292,421.63	1,047,845.37	83.47

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FUND-201 LIBRARY FUND  
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	2,580.06	4,119.94	38.51
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	.00	.00	49,610.30	-1,090.30	102.25

FUND-201 LIBRARY FUND  
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	.00	.00	71,197.30	722.70	99.00
	TOTAL LIBRARY FUND	6,412,187.00	467,672.07	.00	5,363,618.93	1,048,568.07	83.65

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS  
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	87,741.86	-2,791.86	103.29
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	.00	.00	87,741.86	17,208.14	83.60
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	.00	.00	87,741.86	17,208.14	83.60
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	.00	.00	87,741.86	17,208.14	83.60
TOTAL REPORT		6,517,137.00	467,672.07	.00	5,451,360.79	1,065,776.21	83.65



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 17

ACCTPAY1

ACCOUNTING PERIOD: 10/07

LECTION CRITERIA: payable.due\_date="11/05/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	106624	SCOTT PITOL	2007-001	391	5600.00
2110	920120	COMMUNICATION SE	09030	NEXTEL COMMUNICATIONS	655730511068	927	141.21
2110	920120	COMMUNICATION SE	103035	FEDERAL EXPRESS	2-281-29177	72	18.84
2110	920202	CONFERENCES	200119	PHYLLIS JOHNSON	REIMB	693	401.24
2110	920204	TRAINING	200298	WAVE TEAM LLC	7NPL917	379	325.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1270121	74	95.00
2110	920220	MEMBERSHIP DUES	25866	ROTARY CLUB OF DES PL	20071017-1	354	240.00
2110	920230	PUBLICATION OF N	01597	JOURNAL AND TOPICS NE	117034	641	790.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	69133	652	686.81
2110	930010	R & M EQUIPMENT	22498	FIRST SECURITY SYSTEM	567939	634	184.00
2110	930020	R & M BLDGS & ST	05076	NORB & SONS ELECTRIC,	36207-3	66	95.00
2110	930020	R & M BLDGS & ST	05076	NORB & SONS ELECTRIC,	35707-3	63	243.00
2110	930020	R & M BLDGS & ST	05076	NORB & SONS ELECTRIC,	36507-1	64	115.00
2110	930020	R & M BLDGS & ST	101362	STANLEY ACCESS TECH	98300099	372	468.50
2110	930020	R & M BLDGS & ST	102141	MILLER SALES	11547	52	404.50
2110	930030	R & M VEHICLES	74477	EHRHARDTS TRAILER SAL	18394	642	685.24
2110	930210	RENTAL OF EQUIPM	07424	NEOPOST INCORPORATED	43728098	112	690.06
2110	960070	AUTO/TRAVEL EXPE	09656	HOLLY RICHARDS SORENS	REIMB	370	112.20
2110	960070	AUTO/TRAVEL EXPE	200119	PHYLLIS JOHNSON	REIMB	653	52.00
2110	960210	SPECIAL EVENT PR	09645	ANNETTE M BALDWIN	11/07/07	647	200.00
2110	960210	SPECIAL EVENT PR	09733	ORIENTAL TRADING COMP	618741995-01	67	252.45
2110	960210	SPECIAL EVENT PR	100808	CHRISTINA TROPEA	REIMB	378	27.32
2110	960210	SPECIAL EVENT PR	103563	BILL HINCHLIFF	11-28-07	639	300.00
2110	960210	SPECIAL EVENT PR	105602	PARS ICE CREAM CO	77	65	931.46
2110	960210	SPECIAL EVENT PR	105894	EVOLUTION MARKETING G	613052	636	607.50
2110	960210	SPECIAL EVENT PR	106628	KIMBERLY WILLIS-HOLT	NOV 12, 2007	816	1000.00
2110	960210	SPECIAL EVENT PR	18227	DES PLAINES PARK DIST	FALL 2007	662	100.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M108218A	399	116.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M107537A	396	76.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2942769	241	50.05
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M107511A	215	1.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M111161A	234	5.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2932817	238	4.77
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019489350	220	3.06
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019476240	237	22.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019451375	240	35.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019467577	235	9.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019438876	225	21.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019438877	216	24.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019422594	255	7.08
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019485376	261	77.75
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019526425	264	50.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019425425	249	5.83
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019514094	263	35.44
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019533091	257	1.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019490450	262	166.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019496882	259	9.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019439757	267	82.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A93905260	266	33.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019419333	265	46.14

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019540480	344	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019520964	342	0.00	3.54
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019533003	338	0.00	2.99
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019497262	307	0.00	27.67
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019459344	304	0.00	24.45
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019506331	293	0.00	60.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019517818	312	0.00	26.05
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A94816040	310	0.00	7.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019533116	333	0.00	9.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019512813	330	0.00	24.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019476171	321	0.00	22.43
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019505247	325	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A94228650	145	0.00	11.10
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5333403	149	0.00	26.20
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342866	146	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5341458	148	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5333402	192	0.00	22.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5333404	142	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5341464	140	0.00	35.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5346694	135	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342867	129	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5333405	136	0.00	22.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5341459	137	0.00	10.35
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5341460	138	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5341457	132	0.00	17.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342870	144	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5346853	318	0.00	40.30
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5346855	328	0.00	107.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5346854	320	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5346851	315	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5349566	324	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5346856	311	0.00	10.15
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5338688	294	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5338689	300	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5338687	296	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5338690	302	0.00	35.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342865	290	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5349562	306	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5349565	308	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342868	289	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5349564	339	0.00	49.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5338691	271	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342874	288	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5349563	283	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5345661	274	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342873	278	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5338686	279	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342872	276	0.00	6.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342864	251	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5342568	196	0.00	19.50

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5345656	197	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5346696	212	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5341465	199	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5345657	205	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5341463	201	0.00	17.05
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5341462	206	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5346695	210	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5333401	194	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5341461	208	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5345659	224	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5345658	219	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5346693	227	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5345660	228	0.00	35.75
2110	960990	MISC CONTRACTUAL	101752	O C L C INCORPORATED	550179	78	0.00	88.50
2110	960990	MISC CONTRACTUAL	101752	O C L C INCORPORATED	553393	77	0.00	139.50
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	36475	654	0.00	333.79
2110	960990	MISC CONTRACTUAL	105470	OUTSOURCE SOLUTIONS G	6717	76	0.00	13500.00
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	12311A	675	0.00	21.38
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	12313A	676	0.00	73.92
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	7000247	69	0.00	497.00
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	528856	70	0.00	54.60
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	357881-0	352	0.00	31.39
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	353177-0	376	0.00	60.02
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	343850-0	375	0.00	96.24
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	350368-0	374	0.00	124.08
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	341112-0	392	0.00	394.40
2110	970100	SUPPLIES	09638	OFFICE DEPOT	401078478001	100	0.00	79.07
2110	970100	SUPPLIES	101098	AMERICAN LIBRARY ASSO	11668143	655	0.00	28.11
2110	970100	SUPPLIES	104456	SPY SOURCE	3141	387	0.00	2704.00
2110	970100	SUPPLIES	200294	DELL MARKETING LP	XC6KKCN95	680	0.00	479.94
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	2965884	377	0.00	8.38
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	540831	356	0.00	398.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M107511A	232	0.00	16.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2932017	239	0.00	11.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2942769	243	0.00	289.83
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M111161A	286	0.00	71.89
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M108218A	400	0.00	1521.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M107537A	398	0.00	981.63
2110	970600	BOOKS	02806	WORLD BOOK SCHOOL AND	WBE1341711	380	0.00	578.00
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	160919	646	0.00	356.50
2110	970600	BOOKS	03363	WEST GROUP	814379184	373	0.00	159.81
2110	970600	BOOKS	05338	STANDARD & POOR'S	30294917	371	0.00	687.02
2110	970600	BOOKS	05338	STANDARD & POOR'S	30294581	388	0.00	3687.72
2110	970600	BOOKS	05871	HARRIS INFOSOURCE INT	10096148	638	0.00	198.10
2110	970600	BOOKS	07439	THOMSON GALE	15355499	365	0.00	97.50
2110	970600	BOOKS	07439	THOMSON GALE	15355073	368	0.00	756.00
2110	970600	BOOKS	07439	THOMSON GALE	15373527	367	0.00	302.35
2110	970600	BOOKS	07439	THOMSON GALE	15355783	363	0.00	508.75
2110	970600	BOOKS	07439	THOMSON GALE	15384307	361	0.00	223.75
2110	970600	BOOKS	07439	THOMSON GALE	15376428	362	0.00	223.75

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	07439 THOMSON GALE	15380297	359	0.00	53.90
2110	970600	BOOKS	09647 INFO USA MARKETING, I	7-24-070743	640	0.00	830.00
2110	970600	BOOKS	09714 SCHOOL SPECIALTY INC.	51600303	358	0.00	383.66
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019533003	340	0.00	8.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019512813	341	0.00	313.07
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019520964	343	0.00	30.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019439756	366	0.00	1394.57
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019485375	383	0.00	1148.39
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019459344	305	0.00	623.02
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019527502	303	0.00	595.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019505247	326	0.00	85.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019533116	334	0.00	220.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019476171	323	0.00	181.22
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019497262	314	0.00	130.82
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019526424	335	0.00	564.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019514093	331	0.00	504.47
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019517818	332	0.00	151.15
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018621660	287	0.00	-19.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019451375	242	0.00	330.86
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019496882	260	0.00	117.60
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019425425	253	0.00	18.42
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019540480	254	0.00	87.18
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019419332	244	0.00	630.42
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019422594	256	0.00	56.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019476240	247	0.00	274.71
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019533091	258	0.00	11.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019438877	217	0.00	209.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019489350	221	0.00	42.55
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019438876	233	0.00	159.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019467577	236	0.00	89.13
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019490449	385	0.00	1880.09
2110	970600	BOOKS	100886 LAW BULLETIN PUBLISHI	951212	645	0.00	80.00
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HO	145068	357	0.00	916.46
2110	970600	BOOKS	103277 DUNDEE TOWNSHIP PUBLI	INTER LOAN	684	0.00	21.95
2110	970600	BOOKS	104861 ALGONQUIN AREA PUBLIC	INTER LOAN	347	0.00	27.50
2110	970600	BOOKS	105471 F & W PUBLICATIONS IN	14057514	635	0.00	380.00
2110	970600	BOOKS	105642 MCFARLAND & COMPANY I	912057	54	0.00	540.25
2110	970600	BOOKS	105644 D & B	8751984-01	679	0.00	981.69
2110	970600	BOOKS	106625 SHEET MUSIC PLUS	1520	363	0.00	665.00
2110	970600	BOOKS	106629 KIPLINGER RETIREMENT	2007-2008	643	0.00	39.95
2110	970600	BOOKS	12168 GREENWOOD PUBLISHING	3184506	637	0.00	476.75
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10479948	648	0.00	89.00
2110	970600	BOOKS	22462 SCHOOLSEARCH BY ESA	772193	355	0.00	202.92
2110	970600	BOOKS	74130 BBSO SUBSCRIPTION SV	1207017	117	0.00	-29.95
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	299425	651	0.00	32.00
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	299685	650	0.00	71.21
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	298554	649	0.00	805.65
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019439756	395	0.00	1116.08
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019485375	384	0.00	203.40
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019526424	336	0.00	60.64

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2019419332	245	0.00	114.51
2110	970610	AUDIO MATERIALS	103815	ZION-BENTON PUBLIC LI	INTER LOAN	381	0.00	23.98
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083741257	110	0.00	223.20
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083617533	83	0.00	80.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1183704739	81	0.00	80.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083704739	80	0.00	24.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083702731	79	0.00	103.20
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1183617533	87	0.00	36.00
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083660323	91	0.00	19.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-05-07-2	90	0.00	119.60
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-10-07-5	93	0.00	25.18
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-02-07-2	94	0.00	64.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-05-07-1	96	0.00	631.59
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-02-07-3	95	0.00	53.16
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-10-07-2	51	0.00	62.95
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-10-07-3	46	0.00	102.82
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-10-07-1	44	0.00	311.97
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-08-07-1	101	0.00	727.43
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	10-02-07-1	116	0.00	477.04
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	09-26-07-1	115	0.00	244.79
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	09-26-07-2	114	0.00	47.56
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3695228	109	0.00	169.00
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3667827	113	0.00	111.37
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3698373	108	0.00	192.54
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3707929	119	0.00	76.45
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3709752	124	0.00	7.95
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3691631	122	0.00	408.40
2110	970610	AUDIO MATERIALS	80139	RECORDED BOOKS, LLC	3676120	394	0.00	1388.18
2110	970620	SUBSCRIPTIONS &	102077	CUBS VINE LINE	RENEW DEC 07	382	0.00	24.95
2110	970620	SUBSCRIPTIONS &	71360	MORNINGSTAR INCORPORA	1603178	55	0.00	145.00
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	0-76520	75	0.00	237.30
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A94816040	292	0.00	69.06
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A93905260	273	0.00	254.80
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A94228650	222	0.00	100.63
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345659	226	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345658	223	0.00	65.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345656	231	0.00	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345660	230	0.00	238.39
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345657	218	0.00	38.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345655	229	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341465	200	0.00	89.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341463	202	0.00	125.20
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5333401	195	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346693	209	0.00	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341464	198	0.00	120.64
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341461	204	0.00	127.44
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5333402	193	0.00	176.92
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346695	211	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341462	207	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346696	213	0.00	37.48

RUN DATE 10/26/2007 TIME 11:24:04

SUNGARD PENTAMATION INC - FUND ACCOUNTING

10/26/07

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/26/07

TIME: 11:23:45

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 22

ACCTPAY1

ACCOUNTING PERIOD: 10/07

ELECTION CRITERIA: payable.due\_date="11/05/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341458	214	0.00	102.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341459	203	0.00	67.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342865	269	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5338691	272	0.00	63.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342874	282	0.00	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342872	277	0.00	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346694	268	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5338686	284	0.00	37.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5349563	285	0.00	44.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5345661	275	0.00	26.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5338690	270	0.00	298.37
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342873	250	0.00	52.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342869	248	0.00	112.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342864	252	0.00	14.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342871	246	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5338688	295	0.00	41.21
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346852	291	0.00	48.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5338689	301	0.00	68.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5349565	309	0.00	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342567	297	0.00	37.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5338687	299	0.00	14.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346851	316	0.00	56.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346854	322	0.00	20.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5349566	327	0.00	104.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5349562	317	0.00	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346856	313	0.00	53.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346853	319	0.00	327.61
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5346855	329	0.00	589.91
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5349564	337	0.00	348.60
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342866	128	0.00	7.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342867	130	0.00	24.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342868	131	0.00	76.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5333404	143	0.00	74.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341460	139	0.00	25.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342870	133	0.00	41.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5333405	141	0.00	144.68
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5341457	134	0.00	112.45
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5333403	150	0.00	141.66
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5342568	147	0.00	52.44
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12161B	678	0.00	230.00
2110	970630	VISUAL MATERIALS	25775	CRIMSON MULTIMEDIA DI	12180A	677	0.00	168.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3687519	118	0.00	31.00
2110	970640	AUTOMATED REPERE	71360	MORNINGSTAR INCORPORA	29586823	390	0.00	4935.00
2110	980600	FURNITURE & FIXT	18150	A S I - MODULEX	98146	656	0.00	162.30
TOTAL LIBRARY SERVICES						0.00	81679.61	
TOTAL FUND						0.00	81679.61	

RUN DATE 10/26/2007 TIME 11:24:04

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SECTION CRITERIA: payable.due\_date="11/19/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
201	119301	PREPAID EXPENSE	100602 PROQUEST CSA LLC	40131168	617	0.00	16502.14
TOTAL LIBRARY FUND						0.00	16502.14
2110	920140	DATA PROCESSING	72106 COOPERATIVE COMPUTER	DPK0907	614	0.00	4166.10
2110	920202	CONFERENCES	100808 CHRISTINA TROPEA	REIMB	576	0.00	406.62
2110	920202	CONFERENCES	106647 JILL FRANKLIN	REIMB	573	0.00	68.76
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	1113886	430	0.00	104.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	1113883	427	0.00	104.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	1191097	426	0.00	104.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	1113885	428	0.00	104.00
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	1191096	431	0.00	104.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	114848	432	0.00	135.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	105011	433	0.00	135.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	100416	441	0.00	135.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	100028	434	0.00	115.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	112702	439	0.00	150.00
2110	920220	MEMBERSHIP DUES	102534 ILLINOIS LIBRARY ASSO	101490	440	0.00	350.00
2110	920220	MEMBERSHIP DUES	103420 IL LIBRARIES UNICORN	2007 DUES	611	0.00	25.00
2110	920220	MEMBERSHIP DUES	105781 KIWANIS CLUB OF DES P	2007-08	579	0.00	95.00
2110	930010	R & M EQUIPMENT	00189 ANDERSON LOCK CO LTD	528815	438	0.00	50.66
2110	930010	R & M EQUIPMENT	05076 NORB & SONS ELECTRIC,	39807-2	604	0.00	940.00
2110	930010	R & M EQUIPMENT	104006 SCHMAUS CASH REGISTER	Q0610	600	0.00	660.00
2110	930010	R & M EQUIPMENT	106649 FOX VALLEY FIRE & SAF	405774	421	0.00	118.50
2110	930020	R & M BLDGS & ST	100604 M K PAINTING & DECORA	6	609	0.00	665.00
2110	930020	R & M BLDGS & ST	101362 STANLEY ACCESS TECH	98457957	584	0.00	164.00
2110	930020	R & M BLDGS & ST	103034 FRESCO PLASTER FINISH	F3489	612	0.00	660.00
2110	930020	R & M BLDGS & ST	103833 PROGRAM ONE PROF BUIL	97253	594	0.00	735.00
2110	930020	R & M BLDGS & ST	106102 GREAT LAKES ELEVATOR	17129	597	0.00	450.00
2110	930320	CLEANING:CUSTODI	102711 SPEED-E-KLEEN	3283	603	0.00	105.00
2110	930490	REFUSE CONTRACT	13394 ARC DISPOSAL COMPANY	1453192	449	0.00	574.00
2110	960070	AUTO/TRAVEL EXPE	100808 CHRISTINA TROPEA	REIMB	575	0.00	69.80
2110	960070	AUTO/TRAVEL EXPE	106647 JILL FRANKLIN	REIMB	574	0.00	72.10
2110	960070	AUTO/TRAVEL EXPE	12663 VERONICA SCHWARTZ	REIMB	572	0.00	187.21
2110	960210	SPECIAL EVENT PR	09272 AMERICAN EAGLE-PRODUC	12/16/2007	448	0.00	360.00
2110	960210	SPECIAL EVENT PR	09656 HOLLY RICHARDS SORENS	REIMB	577	0.00	40.55
2110	960210	SPECIAL EVENT PR	100223 INDESTRUCTO RENTAL CO	15535	625	0.00	1035.00
2110	960210	SPECIAL EVENT PR	106145 FANTASY AMUSEMENT COM	100707	606	0.00	450.00
2110	960210	SPECIAL EVENT PR	17112 MENARDS	19995	608	0.00	152.64
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2944989	629	0.00	161.29
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M11780A	626	0.00	232.41
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M120264A	445	0.00	13.58
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M112576A	452	0.00	0.48
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	M120275A	406	0.00	33.57
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019622000	506	0.00	16.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A95979180	510	0.00	5.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A95692020	508	0.00	3.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019623983	517	0.00	91.39
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019603650	514	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019576844	524	0.00	4.70

LECTION CRITERIA: payable.due\_date='11/19/2007'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019596023	525	0.00	11.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A96424110	512	0.00	3.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019575719	526	0.00	81.09
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019548481	520	0.00	72.26
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019533937	521	0.00	51.89
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019589717	522	0.00	44.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019581765	539	0.00	22.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019615474	531	0.00	4.68
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019574351	538	0.00	7.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019594972	537	0.00	31.25
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019622765	545	0.00	20.80
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019259584	534	0.00	17.52
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019629550	547	0.00	11.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019198659	535	0.00	23.36
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019554502	541	0.00	3.84
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019561727	543	0.00	14.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019581803	462	0.00	65.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019559611	504	0.00	1.65
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5008271220	623	0.00	47.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019623982	621	0.00	98.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019547725	553	0.00	8.37
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019600554	559	0.00	9.99
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019628735	561	0.00	13.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019594902	560	0.00	15.13
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019581252	565	0.00	14.16
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A96511740	567	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019588442	563	0.00	14.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A96303710	569	0.00	5.55
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5357756	489	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5357757	487	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5357753	486	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353709	481	0.00	6.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5357755	491	0.00	6.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5357752	493	0.00	26.80
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5350526	497	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5354762	494	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5354764	495	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353708	473	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5350713	467	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353707	479	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353705	472	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5350711	465	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353706	477	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353704	471	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5350712	469	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5350714	529	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5354765	511	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5353703	513	0.00	35.75
2110	960990	MISC CONTRACTUAL	106535 INTERIOR TROPICAL GAR	38208	610	0.00	85.00
2110	960990	MISC CONTRACTUAL	25775 CRIMSON MULTIMEDIA DI	12448A	412	0.00	60.63



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SELECTION CRITERIA: payable.due\_date="11/19/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	12382A	417	14.38
2110	960990	MISC CONTRACTUAL	72106	COOPERATIVE COMPUTER	OCT 2007	615	1724.11
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	C278561-0	425	-17.59
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	370819-0	416	696.41
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	365207-0	443	350.11
2110	970100	SUPPLIES	09733	ORIENTAL TRADING COMP	619518872-01	599	33.65
2110	970100	SUPPLIES	104724	ACE DES PLAINES INCOR	209193	429	8.98
2110	970100	SUPPLIES	106649	FOX VALLEY FIRE & SAF	407007	422	180.53
2110	970110	MEALS (PRSNRS/WR	08558	GARY VALENTE	REIMB	578	25.00
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	541276	586	57.50
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	541275	587	51.00
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	543575	585	467.76
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	542871	588	33.26
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	541855	598	54.11
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	541277	589	538.59
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	541274	592	110.00
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	540379	591	182.05
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-307-16650	409	28.74
2110	970500	PURCHASE OF WATE	00842	CITY OF DES PLAINES	71-080-76301	631	1067.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2944989	630	915.59
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M11780A	628	2506.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M120264A	414	96.91
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M112576A	454	45.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M116881A	451	261.90
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	M120275A	407	215.61
2110	970600	BOOKS	02339	WORLD CHAMBER OF COMM	152015	593	48.00
2110	970600	BOOKS	03363	WEST GROUP	814516495	595	257.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019628735	562	116.48
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019581252	566	116.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019576843	555	462.69
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019547725	554	79.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019588442	564	152.30
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019596022	557	138.61
2110	970600	BOOKS	09737	BAKER & TAYLOR	5008271220	624	1277.11
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019623982	622	1002.07
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019575718	620	1505.32
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019589716	456	825.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019575694	518	129.89
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019666573	519	363.12
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019603650	515	89.12
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019559611	505	14.66
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019533936	516	818.82
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019623819	527	54.08
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019622000	507	149.18
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019581765	540	173.31
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019629550	552	99.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019198659	536	33.86
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019554502	542	69.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019259584	533	113.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019561727	544	142.99

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SECTION CRITERIA: payable.due\_date="11/19/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019615474	532	0.00	29.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019622765	546	0.00	175.63
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019581803	530	0.00	585.54
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019594972	548	0.00	290.28
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019574351	549	0.00	63.94
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019594902	550	0.00	132.88
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019600554	551	0.00	75.55
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019641033	461	0.00	39.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019506330	460	0.00	696.67
2110	970600	BOOKS	101018 MCHENRY PUBLIC LIBRAR	INTERLOAN	605	0.00	24.95
2110	970600	BOOKS	102351 CHICAGO'S NEIGHBORHOOD	SEE ATTACHED	410	0.00	30.00
2110	970600	BOOKS	103083 LAKE VILLA PUBLIC LIB	100	590	0.00	34.00
2110	970600	BOOKS	105911 LIBRARY PARTNERSHIP T	62	616	0.00	6629.00
2110	970600	BOOKS	106359 CISION US INCORPORATE	BAC0013151	411	0.00	515.00
2110	970600	BOOKS	106625 SHEET MUSIC PLUS	1597	601	0.00	13.01
2110	970600	BOOKS	106651 DOROTHY FUSCO	REFUND	580	0.00	17.95
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPA	31294323001	607	0.00	16.34
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVIC	J1814463	570	0.00	44.85
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M112576A	453	0.00	4.79
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M116881A	450	0.00	97.63
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	300773	408	0.00	22.46
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	1675070	474	0.00	-42.93
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019506330	459	0.00	21.97
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019589716	457	0.00	38.46
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019576843	556	0.00	50.85
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019596022	558	0.00	58.78
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019575718	619	0.00	955.43
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083796822	581	0.00	40.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-17-07-2	444	0.00	269.27
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-11-07-1	447	0.00	506.41
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-11-07-2	446	0.00	186.81
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	10-17-07-1	442	0.00	144.78
2110	970620	SUBSCRIPTIONS &	21432 AMERICAN LIBRARY ASSO	2008	602	0.00	40.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	S-87055	418	0.00	25.61
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	2019589716	458	0.00	56.90
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A95979180	502	0.00	44.07
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A96303710	503	0.00	64.60
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A96424110	523	0.00	24.22
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A95692020	509	0.00	29.32
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A96511740	568	0.00	22.04
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5353703	528	0.00	206.14
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5357752	485	0.00	197.92
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5357757	488	0.00	64.44
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5353705	484	0.00	67.47
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5357756	490	0.00	56.22
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5354765	496	0.00	70.44
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5357753	483	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5350526	498	0.00	86.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5354763	499	0.00	149.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5357754	500	0.00	194.95

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/09/07

TIME: 11:20:23

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 14

ACCTPAY1

ACCOUNTING PERIOD: 11/07

ELECTION CRITERIA: payable.due\_date="11/19/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5354762	501	0.00	29.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5353709	482	0.00	48.73
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5357755	492	0.00	42.73
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5353704	463	0.00	25.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5350713	468	0.00	14.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5350714	464	0.00	26.23
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5350711	466	0.00	11.24
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5353707	480	0.00	130.44
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5354764	476	0.00	26.23
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5350712	470	0.00	20.24
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5353706	478	0.00	20.24
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5353708	475	0.00	52.46
2110	970630	VISUAL MATERIALS 102450	INSTRUCTIONAL VIDEO	29884B	596	0.00	76.38
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	12161C	415	0.00	20.00
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	12305A	413	0.00	186.00
2110	980420	COMPUTER SOFTWAR 08442	FORTRES GRAND CORPORA	44458	420	0.00	580.00
2110	980420	COMPUTER SOFTWAR 104840	EDUCATIONAL RESOURCES	844607	419	0.00	20.00
2110	980420	COMPUTER SOFTWAR 200299	TODAY'S BUSINESS SOLU	100107-19	582	0.00	680.00
2110	980420	COMPUTER SOFTWAR 200299	TODAY'S BUSINESS SOLU	92407-12	583	0.00	826.00
TOTAL LIBRARY SERVICES						0.00	49371.20
TOTAL FUND						0.00	65873.34

**DIRECTOR'S REPORT**

December 18, 2007

**Please note: I have not received an official request for confidential information since my last report.**

**I. PERSONNEL**

New employees for November/December are: Rachel Kamin, Preschool Liaison, Youth Services. And Brett Larson, Technology Page, IT Services.

Resignations/Separations: Hector Marino, Coordinator of Computer & Technical Services, and Laura House, Circulation Clerk.

We have completed our interviews for the Head of Public Information Services and have selected a candidate. She has accepted and her appointment is pending her background check. If all goes well, she will begin by mid-January.

**II. STAFF DEVELOPMENT**

The annual staff meeting and holiday party will take place on December 13, from 8-10 AM. The food is furnished through donations from the Friends of the Library, Department Heads, and the Board of Trustees. Thank you all for your generosity.

The Department Heads have been discussing the library's organizational structure and are recommending two divisions: Public Services and Administrative Services. Under this plan, the Technical Services Department will be the responsibility of the Coordinator of Public Services and the IT Department will be the responsibility of the Library Director. Web Services will also be part of the Public Services Division.

**III. PATRON SERVICES**

Our patrons once again checked out over a million items from the library in the first eleven months of 2007. We had a slight increase for the month over last year, but remain behind in overall circulation for the year to date. The ratio of print to non-print circulation has changed little, with 51% from our print collection overall. From the Youth Services Department 66% of the circulation is of print materials, whereas from the Adult Services

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collection the print circulation is only 43% of all items circulated. Patrons used Self Check to check out 45% of all items from the main library.

The meeting rooms continue to be well-used. In November they were used 127 by nearly 3000 people, representing 60 different groups, including library-sponsored programs.

The computers on the fourth floor were used 78718 times and the computers on the second floor (Youth Services) were used 1501 times.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I attended the following meetings in November and December: NSLS Board meeting on 11/26, the Friends of the Library on 11/27, the CCS Governing Board Meeting on 11/28, the Public Library Administrators Forum on 11/30, the Women Library Directors luncheon on 12/13, and the area library directors group known as SLURP on 12/14.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**November 2007**

				% Change
<b>Total 2006 to Date:</b>	1,020,027	<b>Total 2007 to Date:</b>	1,008,424	-1.14%
<b>November 2006</b>	91,786	<b>November 2007</b>	93,216	1.56%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	2006	2007	2006	2007	2006	2007
<b>CHILDREN</b>						
Non Fiction	5,502	4,754	626	776	6,128	5,530
Fiction	12,430	12,579	1,119	1,429	13,549	14,008
Foreign Language Non Fiction	292	355	56	29	348	384
Foreign Language Fiction	894	924	126	199	1,020	1,123
Periodicals	162	196	16	26	178	222
Compact Discs	1,290	1,150	76	53	1,366	1,203
Audio Cassettes	4	2	0	0	4	2
Audio Kits	85	31	38	45	123	76
Puzzles	0	0	9	1	9	1
Games	37	52	10	17	47	69
Audio Books	368	304	7	24	375	328
Video Fiction	475	195	125	14	600	209
Video Non Fiction	175	89	1	0	176	89
DVD	6,625	7,922	659	677	7,284	8,599
CD ROMs	554	436	0	0	554	436
<b>SUB TOTAL</b>	<b>28,893</b>	<b>28,989</b>	<b>2,868</b>	<b>3,290</b>	<b>31,761</b>	<b>32,279</b>
<b>ADULT</b>						
Non Fiction	12,214	11,874	337	326	12,551	12,200
Fiction	7,574	7,645	361	316	7,935	7,961
Large Type	1,235	1,266	53	44	1,288	1,310
Foreign Language Non Fiction	475	346	10	6	485	352
Foreign Language Fiction	1,058	1,024	3	11	1,061	1,035
High School Collection	536	708	5	5	541	713
Periodicals	2,051	2,393	152	144	2,203	2,537
Pamphlets	5	3	0	0	5	3
Compact Discs	7,851	8,563	308	282	8,159	8,845
Pictures	14	18	0	0	14	18
Audio Books	2,562	2,388	26	23	2,588	2,411
CD ROMs	188	135	0	0	188	135
Video Fiction	836	406	64	5	900	411
Video Non Fiction	833	542	6	1	839	543
DVD	20,027	21,268	915	753	20,942	22,021
Misc. Formats	319	432	7	10	326	442
	<b>57,778</b>	<b>59,011</b>	<b>2,247</b>	<b>1,926</b>	<b>60,025</b>	<b>60,937</b>
<b>GRAND TOTAL</b>	<b>86,671</b>	<b>88,000</b>	<b>5,115</b>	<b>5,216</b>	<b>91,786</b>	<b>93,216</b>
Self Check	18,886	40,003	0	0	18,886	40,003

\*Mobile Library down one day due to holiday.  
 \* Main Library closed one day due to holiday.

VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR NOVEMBER 2007**

**I. Library Card Registration Services**

<u>Nov 2006</u>	<u>Oct 2007</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
897	779	661	9,133	8,608	(-5.8%)
A.	New Library Card Registrations			265	
B.	Updated Library Card			299	
C.	Other Libraries			93	
D.	Non Resident Fee Paid Cards			0	
	(Year to Date - 63 Non Resident Fee Paid Cards )				
E.	Business Cards			4	
	Total			661	

**II. Other Registration Services**

1.	Patrons Registering for Programs	222
2.	Number of Meeting Room Uses	63
3.	Voters Registered	10
4.	Senior Cab Cards	15
	Total	310

**III. Total Number of Registered Borrowers**

Nov 2006	35,780	(62.8% of Population)
Nov 2007	35,506	(62.3% of Population)

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR NOVEMBER 2007**

**IV. Patron Attendance Count**

<u>Nov 2006</u>	<u>Oct 2007</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
40,963	47,319	41,011	541,544	478,835	(-11.6%)

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>% Change</u>
NSLS	13,797	14,081	2.1%
Other Systems	4,144	3,528	(-14.9%)
Total	17,941	17,609	(-1.2%)

**V. Interlibrary Loan**

	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
Sent	5,847	5,447	69,689	62,106	(-10.9%)
Received	4,001	4,691	51,659	48,018	(-7.1%)
Total	9,848	10,138	121,339	110,124	(-9.2%)



**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
NOVEMBER 2007**

Alldata	484*
Classical Music Library	37
CQ Researcher	34
First Search	1,586
Gale Group:	
• Biography Resource Center	492
• Business & Company Resource Center	99
• Chilton's Online	33*
• Contemporary Authors	6
• General OneFile	289
• General Reference Center Gold	287
• Kids Infobits	18
• LitFinder	27
• Literature Resource Center	81
• Opposing Viewpoints	261
• Student Resource Center	297
• ThomsonGale Legal Forms	32
• Virtual Reference Library	155
Greenwood Daily Life Online	53
Grolier Online	114
Hoover's Online	9
Morningstar	397
NewsBank:	
• American Obituaries and Death Notices	1,327
• Local newspapers	429
• Chicago Tribune Archive	542
• Periodicals	26
Novelist	384
ProQuest :	
• Ancestry Library Edition	125
• eLibrary	66
• eLibrary Elementary	1
• Heritage Quest	594
• SIRS Discoverer	7
• <i>Wall Street Journal</i>	44
• <i>New York Times Historical</i>	326
• <i>Chicago Tribune Historical (1890-1955)</i>	481

DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
NOVEMBER 2007

Reference USA	525
Rosetta Stone	124
TumbleBooks	315*
World Book Encyclopedia	48

Total Searches & Queries for November 2006	12,282	% Change
Total Searches & Queries for November 2007	10,155	(-17.3%)

\* Number of sessions or views (number of searches not provided)

VI.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
DECEMBER 2007

	<u>Nov 2007</u>	<u>Dec 2007</u>	<u>Change</u>	<u>% Change</u>
Books	264,725	266,487	1,762	0.67%
Audio	24,337	24,588	251	1.03%
Video	21,704	21,642	-62	-0.29%
Puzzles & Games	167	185	18	10.78%
Realia	241	241	0	0.00%
Pamphlets	553	553	0	0.00%
<b>Total</b>	<b>311,727</b>	<b>313,696</b>	<b>1,969</b>	<b>0.63%</b>

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
NOVEMBER 2007**

<b>Assistance/Service Desk</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	732	676	7,901	7,455	-5.6%
2. Patron Renewals	1,012	722	10,904	8,461	-22.4%
3. Patron Reserves Delivered	4,028	3,528	42,752	36,586	-14.4%
4. Directional	548	302	7,213	4,522	-37.3%
5. Account Inquiries	3,114	2,458	36,174	26,020	-28.1%
6. Program Sign-up	133	73	2,785	2,012	-27.8%
7. In Person Patron Assistance	1,102	733	12,323	8,423	-31.6%
<b>Total</b>	<b>10,669</b>	<b>8,492</b>	<b>120,052</b>	<b>93,479</b>	<b>-22.1%</b>
<b>Assistance/Switchboard</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	2,922	2,804	31,788	31,720	-0.2%
2. Delivery/Buzzer	123	51	494	668	35.2%
2-Way Radio	1	1	154	31	
<b>Total</b>	<b>3,046</b>	<b>2,856</b>	<b>32,436</b>	<b>32,419</b>	<b>-0.1%</b>
<b>Grand Total</b>	<b>13,715</b>	<b>11,348</b>	<b>152,488</b>	<b>125,898</b>	<b>-17.4%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
NOVEMBER 2007**

<b>Assistance</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,227	1,466	15,929	12,994	-18.4%
2. Mechanical	259	273	3,598	2,649	-26.4%
3. Directional	978	955	10,106	10,465	3.6%
4. Tax Forms	9	33	1,278	1,305	2.1%
<b>Total</b>	<b>2,473</b>	<b>2,727</b>	<b>30,911</b>	<b>27,413</b>	<b>-11.3%</b>
<b>Reference and Readers' Services</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	2,486	2,710	31,199	30,803	-1.3%
2. Ready Reference	1,527	1,311	16,552	15,353	-7.2%
3. In-Depth Reference	213	218	1,888	1,703	-9.8%
4. Information	1,351	1,093	16,021	14,806	-7.6%
5. Instruction	45	48	485	490	1.0%
6. Virtual Reference Desk	13	49	162	326	101.2%
7. Interlibrary Loan Request	90	139	1,348	1,547	14.8%
8. Readers' Advisory	130	124	1,321	1,274	-3.6%
9. CCS Holds	1,077	1,093	11,585	11,691	0.9%
<b>Total</b>	<b>6,932</b>	<b>6,785</b>	<b>80,561</b>	<b>77,993</b>	<b>-3.2%</b>
<b>Sign Up</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	7,692	7,818	103,924	91,518	-11.9%
2. Group Study Rooms	954	697	9,495	8,464	-10.9%
3. Ellis/Reading Edge	0	0	3	5	0.0%
<b>Total</b>	<b>8,646</b>	<b>8,515</b>	<b>113,422</b>	<b>99,987</b>	<b>-11.8%</b>
<b>Grand Total</b>	<b>18,051</b>	<b>18,027</b>	<b>224,894</b>	<b>205,393</b>	<b>-8.7%</b>
Downloadable Audiobooks	92	59			
PlayAway	20	54			

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
NOVEMBER 2007**

<b>Assistance</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	1,603	1,501	40,809	17,196	-57.9%
2. Mech Troubleshooting	206	221	2,049	2,223	8.5%
3. Computer Mech Instr	518	295	5,391	4,324	-19.8%
4. Program Sign-up	81	65	2,913	1,918	-34.2%
5. Information	487	375	6,781	5,714	-15.7%
6. Directional Questions	317	254	4,512	3,769	-16.5%
<b>Total</b>	<b>3,212</b>	<b>2,711</b>	<b>62,455</b>	<b>35,144</b>	<b>-43.7%</b>
<b>In-House Circulation</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,408	1,351	15,704	14,601	-7.0%
2. Chess/Checkers	14	15	222	153	-31.1%
3. School Supplies Handouts	66	69	509	619	21.6%
4. Textbooks	12	22	325	202	-37.8%
<b>Total</b>	<b>1,500</b>	<b>1,457</b>	<b>16,760</b>	<b>15,575</b>	<b>-7.1%</b>
<b>Reference</b>	<u>Nov 2006</u>	<u>Nov 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	1,045	944	13,271	11,559	-12.9%
2. Reference	399	381	4,286	4,490	4.8%
3. Readers' Advisory	282	282	2,659	2,531	-4.8%
4. ILL & Patron Holds	216	134	2,763	2,162	-21.8%
5. Book Bag Request	14	12	120	105	-12.5%
<b>Total</b>	<b>1,956</b>	<b>1,753</b>	<b>23,099</b>	<b>20,847</b>	<b>-9.7%</b>
<b>Grand Total</b>	<b>6,668</b>	<b>5,921</b>	<b>102,314</b>	<b>71,566</b>	<b>-30.1%</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR NOVEMBER 2007**

<b>Library Sponsored Programs/Meetings</b>	<b>Times Used</b>	<b>Meeting Room Used</b>	<b>Attendance</b>
Adult Services Meeting	1	C	8
Alzheimer's from the Inside Out	1	B/C	65
Carnegie Library	1	A	25
Career Counseling	1	SR4	5
Circulation Meeting	3	C	32
Department Head Meeting	4	C	26
Des Plaines Baseball	1	A	12
Drop-in Email Assistance	2	CL	7
Foreign Language Film Series	1	A	13
Frank Lloyd Wright: Genius and Egotist	1	B/C	60
Friends of the Library	1	C	25
Great Decisions	1	C	20
Intermediate Internet Searching Class	3	CL	16
Introduction to Basic Computers	2	CL	12
Introduction to the Internet	2	CL	16
LPS Executive Committee	1	C	6
Planning Committee Meeting	1	C	7
Senator Kotowski's Office	1	SR3	6
Sunday Afternoon Movie	1	A	60
Thursday Evening Book Discussion1	1	H	10
Tuesday Morning Book Group	1	H	25
<b>Total</b>	<b>31</b>		<b>456</b>

VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR NOVEMBER 2007**

<b>Outside Community Groups</b>	<b>Times Used</b>	<b>Meeting Room Used</b>	<b>Attendance</b>
American Cancer Society Relay 4 Life Meeting	1	B	5
Avalon Condo Association	1	C	23
Boy Scout Troop 6	1	A	20
Brighton Condo Association	1	A	11
Brown Condo Association	1	A	7
Cambria Condo Association	1	A	15
Community Service Officer Testing/City of DP	1	B/C	75
Des Plaines Art Guild	1	A	8
Des Plaines Home Schoolers	1	B	15
Des Plaines Ministerial Association	3	A/B/C	175
Des Plaines Toastmasters	2	A	36
FEMA Briefing	1	A	26
Hanul Family Alliance	1	B	20
Junior Woman's Club of Des Plaines	1	C	10
Library Courte Condo Association	1	C	60
Packards of Chicagoland	1	B	27
Polyglots Toastmasters	1	A	12
Quilting Divas	1	C	1
River Point Condominium Association	1	C	70
Romance Writers of America	1	A	25
Society of Children's Book Writers & Illustrators	1	C	15
Square Spare Square Dance Club	1	B	12
Stonegate Condominium Association	1	A	50
U.S. Census Bureau	1	B	5
<b>Total</b>	<b>27</b>		<b>723</b>



VI.D.1.

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR NOVEMBER 2007

	Times Used	Meeting Room Used	Attendance
<b>Other</b>			
Library Board Meeting	1	CR	14
Total	1		14
<b>Literacy Program</b>			
Learn to Read	15	B	900
Total	15		900
<b>Library Sponsored Children's Programs</b>			
2-year-olds Storytime	7	ST	119
3- to 5-year-olds Storytime	8	ST	77
Baby Book Times	15	ST	256
Drop-in Chess Club	1	ST	23
Drop-in Craft	1	ST	160
Drop-in Scrabble	1	ST	7
Kimberly Willis Holt author visit	1	B/C	27
Jr. Great Books Pre-1 Grades	6	ST	48
Jr. Great Books 2-4 Grades	6	ST	32
Nancy Werlin author visit	1	ST	9
PAWS	3	C	72
PJ Family Reading Night	1	C	41
Stories & More	1	ST	20
Story Explorer	1	ST	7
Total	53		898

## VII.D.1.

DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR NOVEMBER 2007

	Times Used	Meeting Room Used	Attendance
Grand Total November 2007	127		2,991
Grand Total November 2006	128		3,820
% Change			(-21.7%)

**Total = 60 groups involving 2,991 people.**

**2007 Year to Date Total = 1,405 groups involving 74,215 people.**

- A – Meeting Room A
- B – Meeting Room B
- C – Meeting Room C
- CL – 4th Floor Computer Lab
- CR – 2<sup>nd</sup> Floor Conference Room
- H – Heritage Room
- SR3 – Study Rooms 3<sup>rd</sup> Floor
- SR4 – Study Rooms 4<sup>th</sup> Floor
- ST – Storytime Room
- T – Teen Room

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
November 27, 2007

With the Treasurer and Chairman of Membership out ill, only the comment that \$48,000 remains in the Treasury with \$26,000 spoken for and all the membership applications in the "help yourself" racks were gone.

The Book Self sales returned \$650.00 for the past two weeks. Featured were VHS sales at \$.25 ea or 5/\$1. The question of the sale of audio books following the VHS sale was brought up but it was decided to wait until after the Christmas Book sale and possibly until after the 1<sup>st</sup> of the year.

The Holiday Book Sale is scheduled for December 8 from 9:30 am to 4:00 pm. Set up is scheduled for Friday, December 7 at 11:00 am. Volunteers are welcome. The DP library display case is to advertise the sale and is to be set up on December 3, 2007.

November's movie was "Little Miss Sunshine" and was well attended. December's movie is to be "Words and Lyrics" with Hugh Grant and Drew Barrymore.

Volunteers are needed to serve on the Nominating Committee. A report is expected at the March meeting.

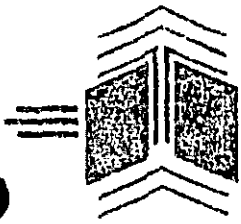
Bob Blanchard thanked the Friends for the purchase of the SARA equipment for the library.

The Library's Holiday Staff party is scheduled for December 13 from 8 am to 10 am. The Friends were thanked for their contribution and were invited to attend.

Sandra's Library Report included a report on the 2008 budget and the remodeling.

Respectfully submitted,

Elaine M. Tejcek



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

www.dppl.org

## VI.D.3.

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required 11/20/07

BOARD OF TRUSTEES  
Minutes of the Planning Committee Meeting  
November 20, 2007

Present: George Magerl, Maria Bahamon, Matthew Bogusz, Noreen Lake,  
Sandra Norlin, Carol Kidd, Holly Richards Sorensen.

Call to Order: 6:07 p.m. by George Magerl.

Sandra Norlin explained that the Department Heads took the information gathered from the Board retreat and developed the goals and objectives for the new Strategic Plan for 2008 - 2010. Holly Richards Sorensen distributed the proposed goals and objectives to the Committee.

The Committee discussed the proposed goals and made suggestions for additional objectives.

Maria Bahamon entered the meeting at 6:25 p.m.

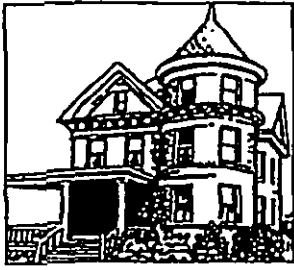
The Committee also suggested that Board members attend their City Ward meetings to talk about services the library offers to residents. It was suggested that information about the library be sent to new residents, that a library card be sent to new residents that would be activated at the time of the patron's first library visit (with proper identification) and that additional programs be offered to senior citizens, possibly on current events.

MOTION by George Magerl, seconded by Matthew Bogusz, to accept the proposed information for the Strategic Plan, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Matt Bogusz, seconded by Maria Bahamon, to adjourn the meeting.

The meeting adjourned at 6:43p.m.

Minutes prepared by Carol Kidd.



DES PLAINES  
Historical  
SOCIETY

December 9, 2007

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

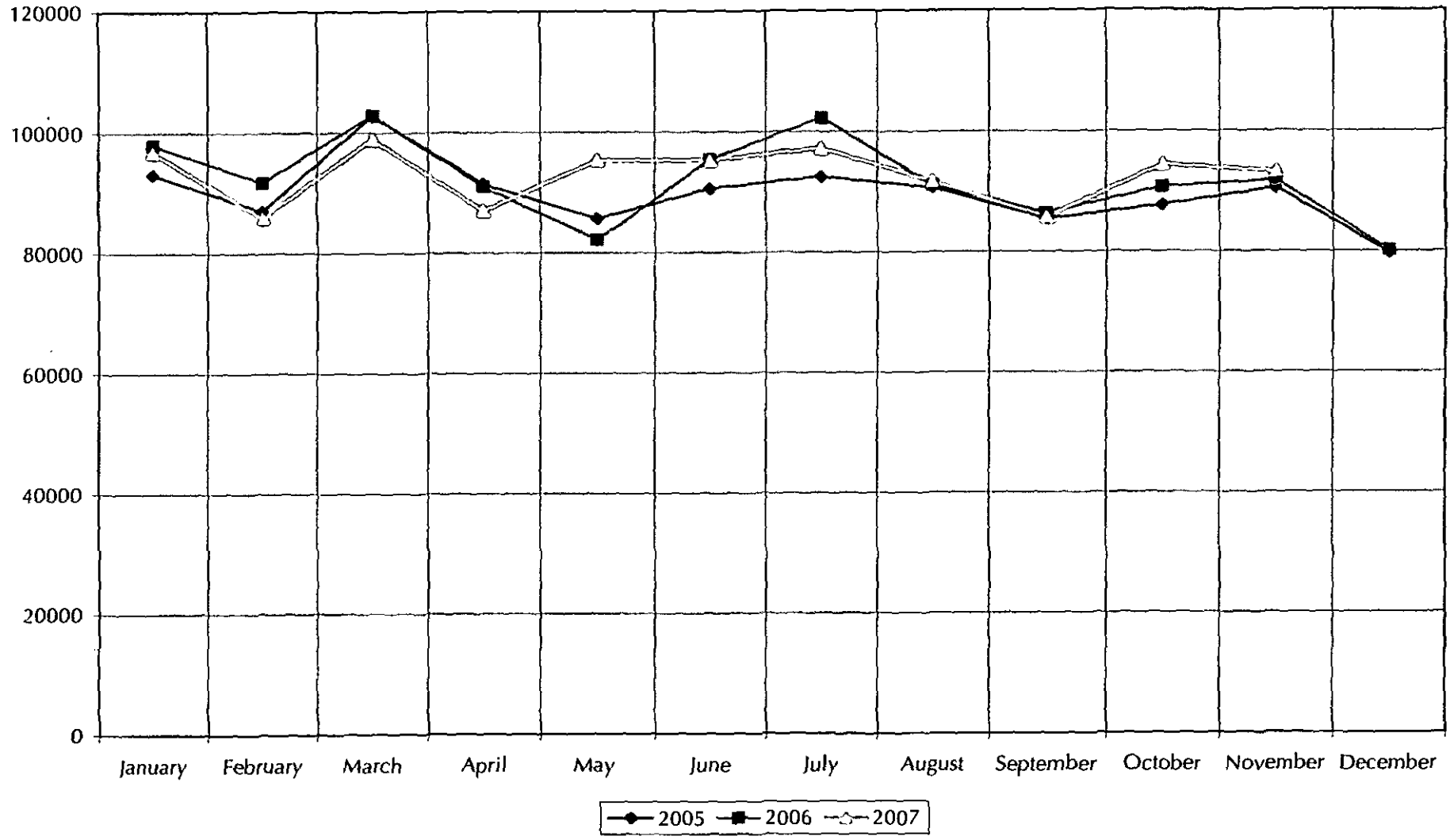
Dear Sandra,

On behalf of all of us at the Des Plaines Historical Society, I wish to thank you for sharing with us the talents of a "quartet" of your staff members at our recent Holiday Gala. Roberta Johnson, Karen McBride, Kelli Phillips and Holly Sorensen entertained visitors in the front parlor of the old Kinder House, singing a wonderful variety of Holiday songs. The effect was magical! Their harmonizing was highly professional, and their colorful dress added greatly to the atmosphere and old-fashioned decorations of the house. We very much appreciate their generous donation of their time as well as talents that night. You have every right to be very proud of them.

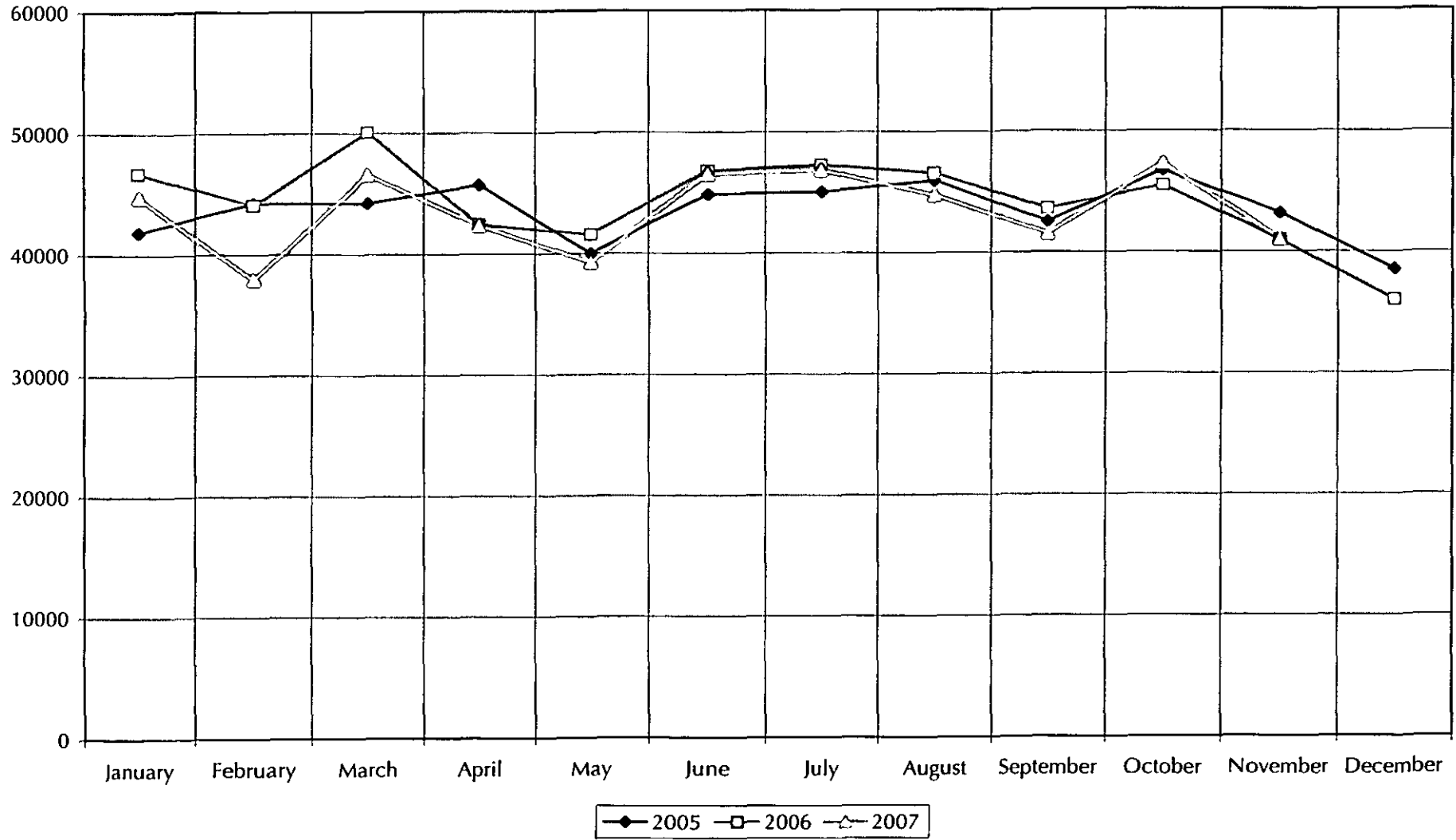
Sincerely,

John M. Burke  
President

Circulation Statistics  
Items Circulated Per Month By Year

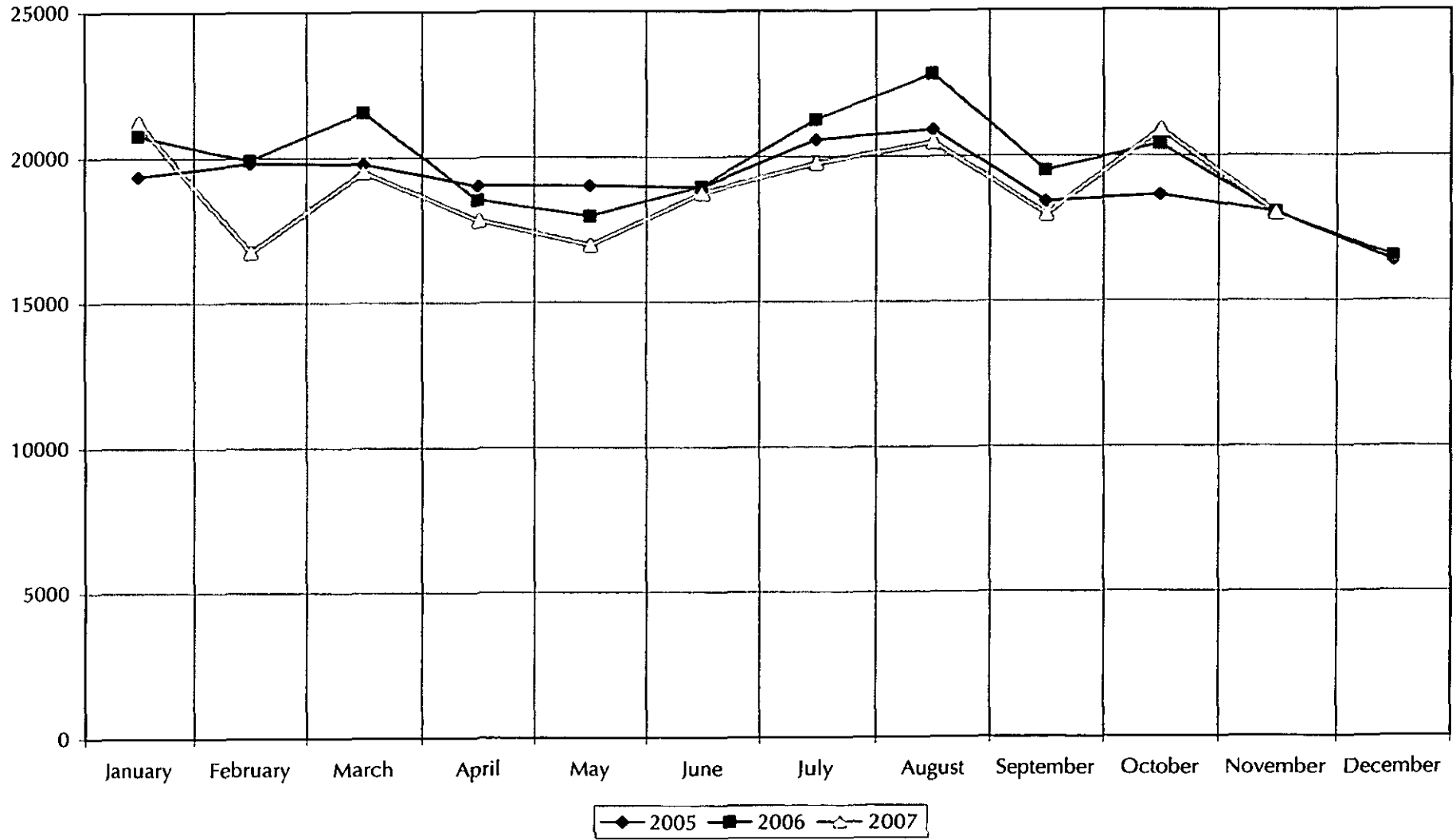


### Patron Attendance November 2007

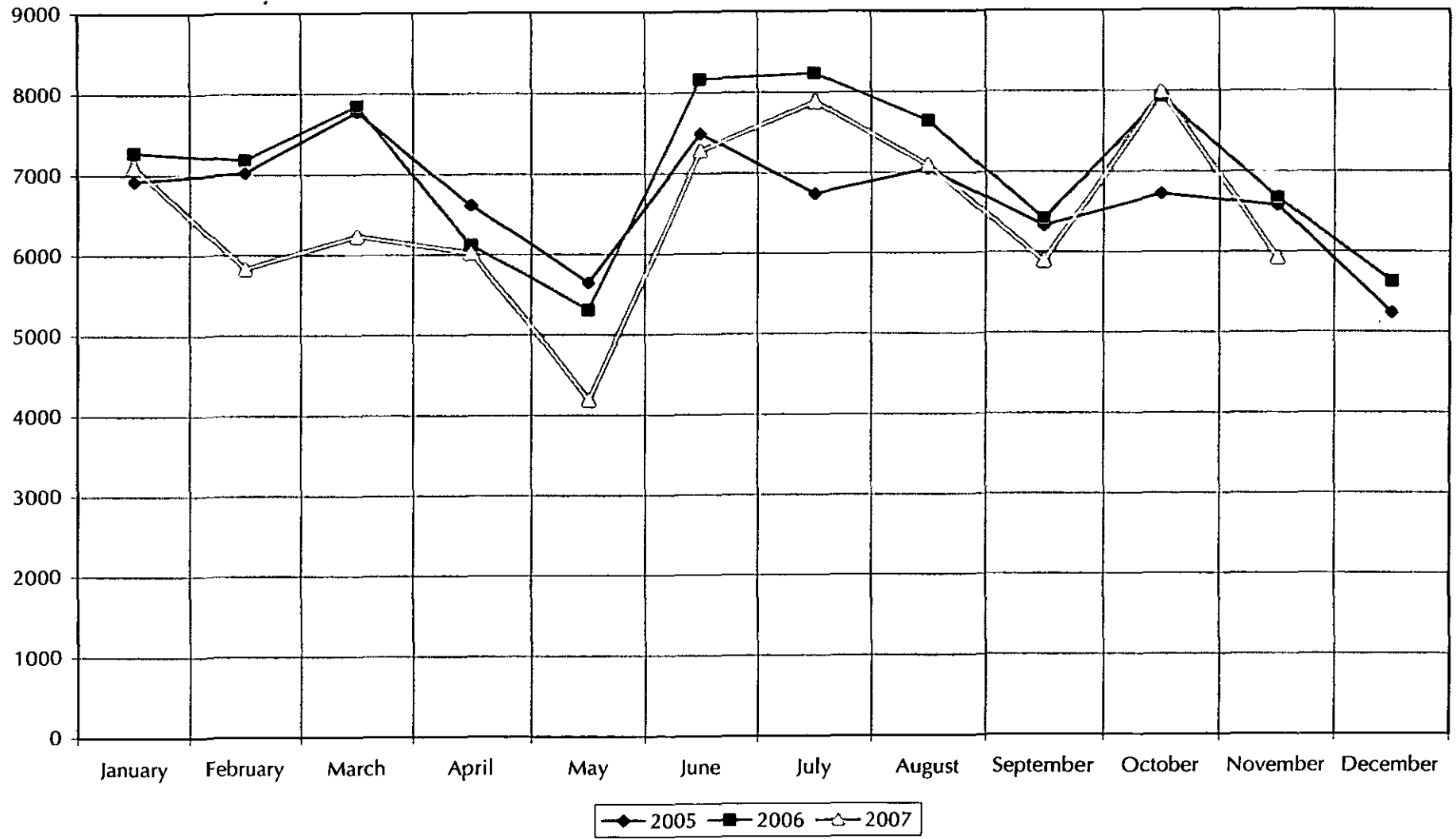




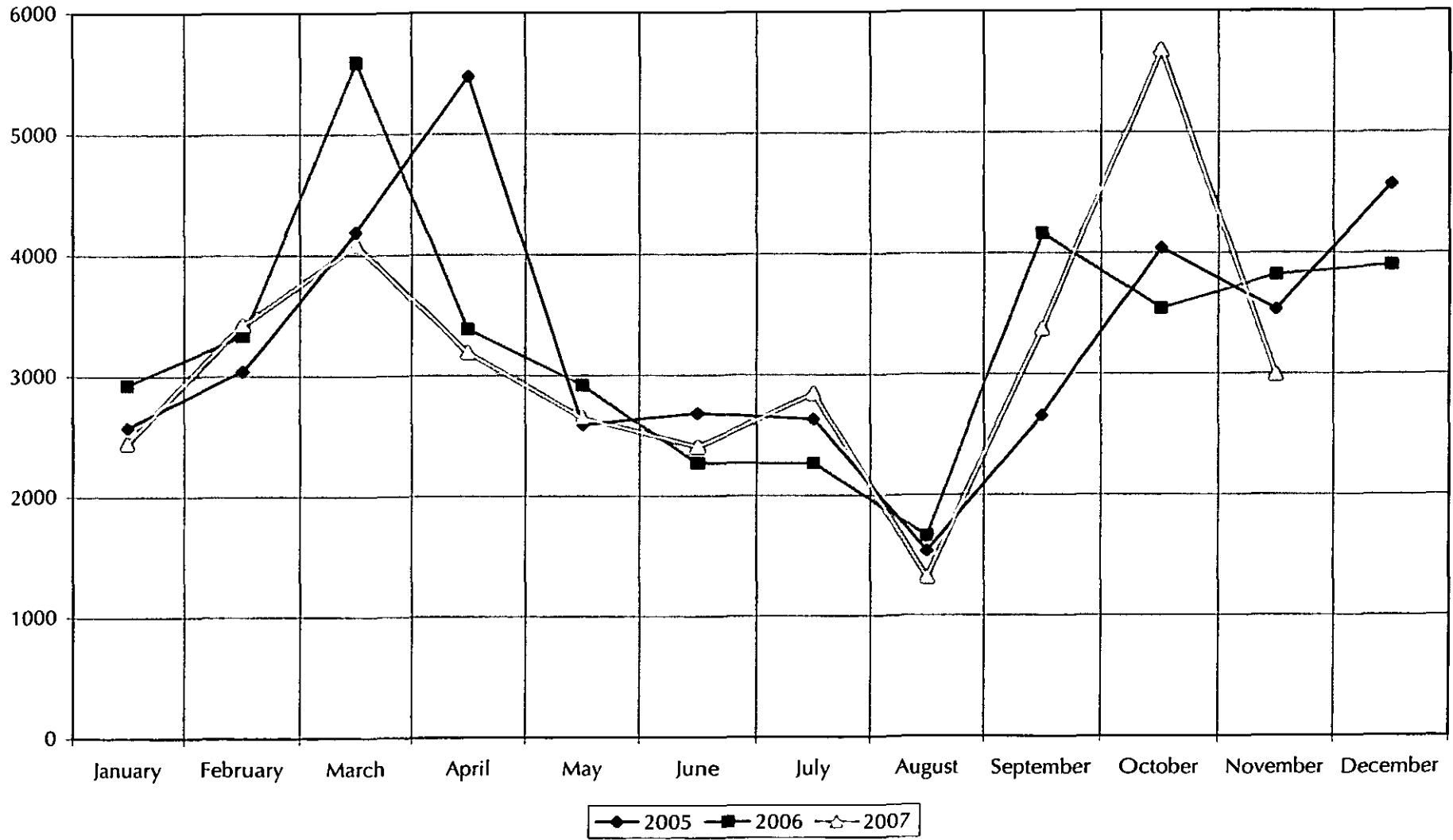
### Adult Patron Assistance November 2007



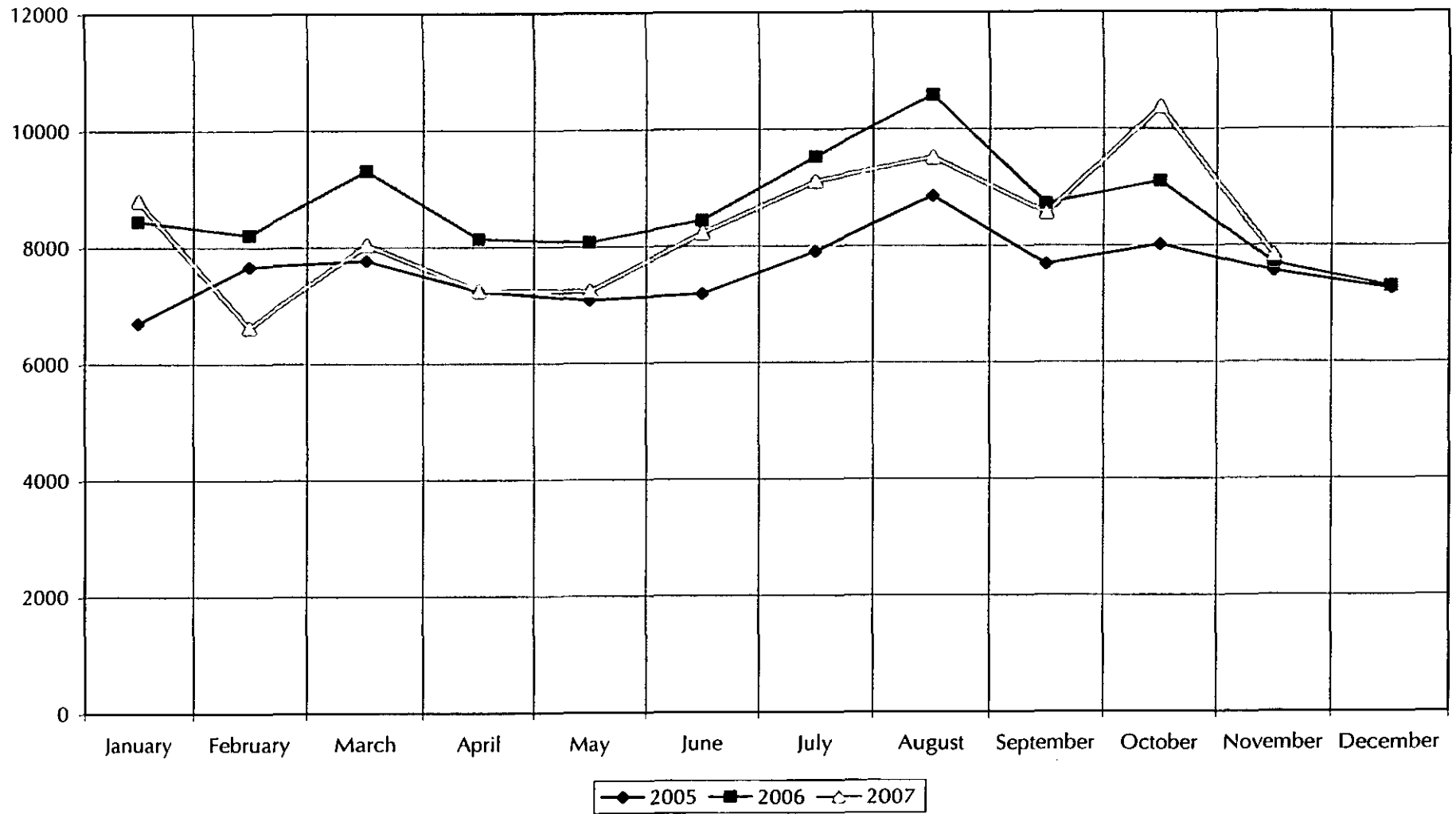
### Youth Patron Assistance November 2007



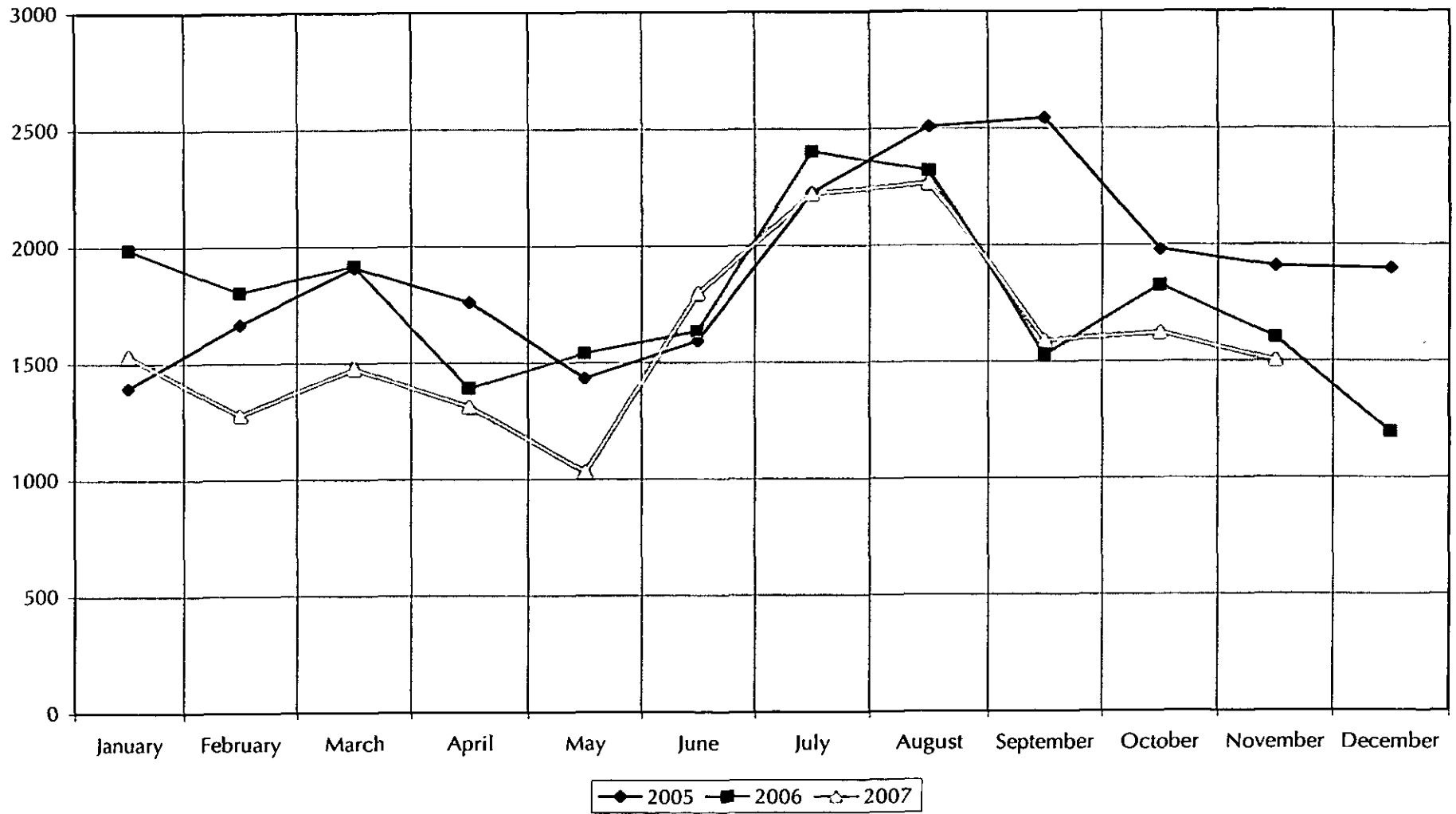
### Meeting Room Attendance November 2007



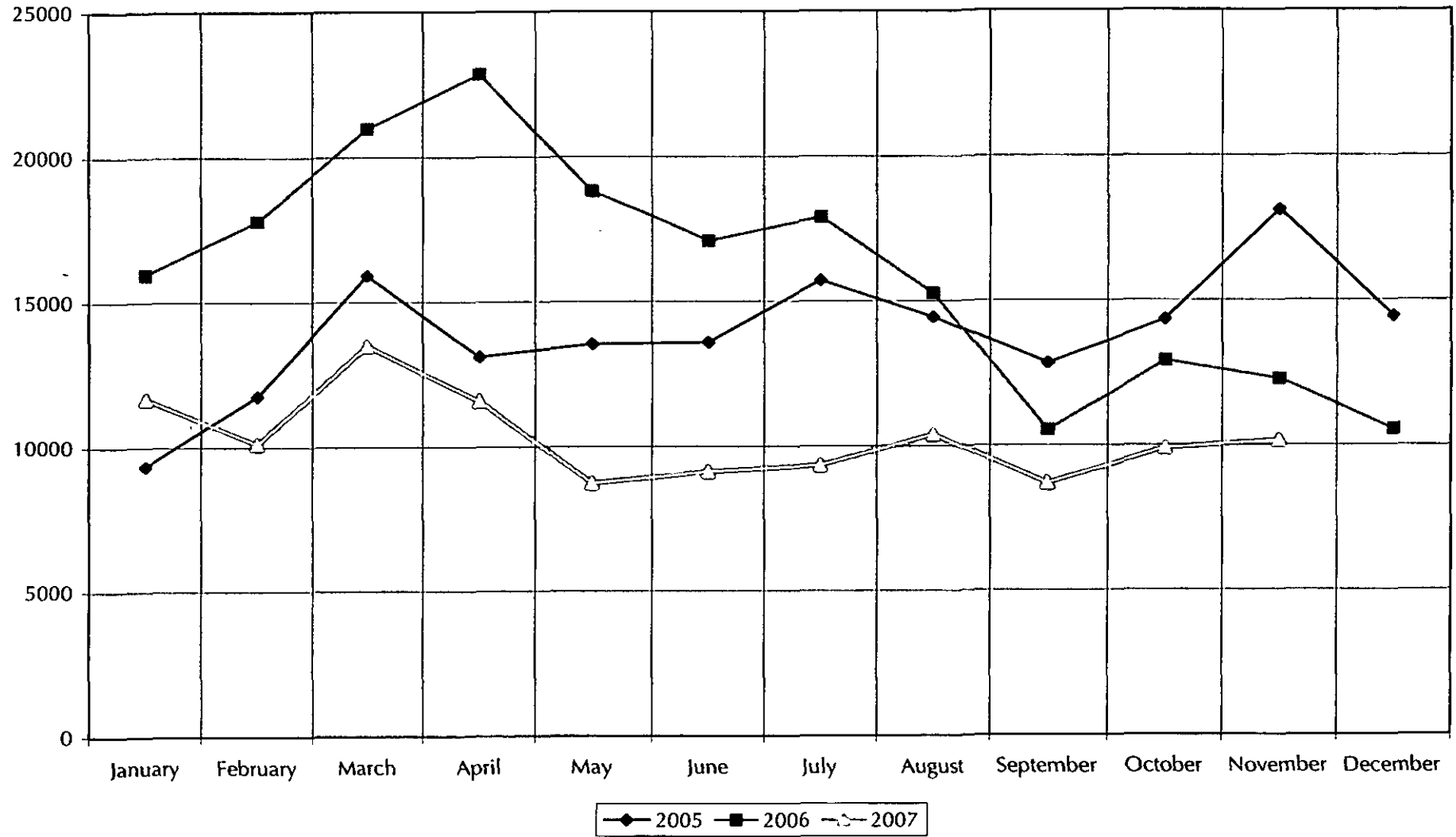
In-House Use of Library Computers  
Adult Services  
November 2007



In-House Use of Library Computers  
Youth Services  
November 2007



### Use of Online Reference Products November 2007



Number of copies per machine location  
Monthly Average

Charge Per Page

		Current Rate	Current Charges	ISBS		CDS		UBS	
Administration	8901	0.0085	\$ 75.66	0.0075	\$ 66.76	0.0085	\$ 75.66	0.01	\$ 89.01
Graphics									
B&W	4486	0.0085	\$ 38.13	0.0075	\$ 33.65	0.0085	\$ 38.13	0.01	\$ 44.86
Color	10666	0.108	\$ 1,151.93	0.069	\$ 735.95	0.085	\$ 906.61	0.071	\$ 757.29
Circulation	4861	0.0085	\$ 41.32	0.0075	\$ 36.46	0.0085	\$ 41.32	0.01	\$ 48.61
	<u>28,914</u>								
Public B&W (all four)	7255	0.0085	\$ 61.67	0.0075	\$ 54.41	0.0085	\$ 61.67	0.01	\$ 72.55
Public Color	122	0.108	\$ 13.18	0.079	\$ 9.64	0.085	\$ 10.37	0.071	\$ 8.66
	<u>7377</u>	cost/copy	\$ 1,381.88	cost/copy	\$ 936.86	cost/copy	\$ 1,133.76	cost/copy	\$ 1,020.98
		lease	\$2,686.00	lease	\$2,189.00	lease	\$2,116.00	lease	\$2,005.00
Total copies	36,291		<u>\$4,067.88</u>		<u>\$ 3,125.86</u>		<u>\$ 3,249.76</u>		<u>\$ 3,025.98</u>

extended lease cost \$131,340.00      extended lease cost \$126,960.00      extended lease cost \$120,300.00

annual lease cost \$10,945.00      annual lease cost \$10,580.00      annual lease cost \$10,025.00

*DLK*

DES PLAINES PUBLIC LIBRARY  
SIGN-IN

Name DORIS WAGNER

Address INDIAN TRAILS PUBLIC LIBRARY

Name Margie Bond

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

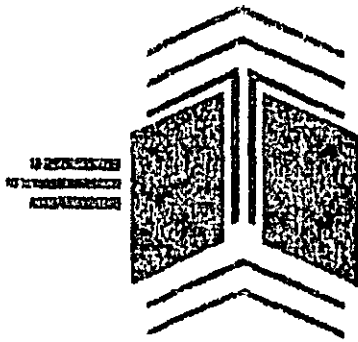
Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_





# Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016

847-827-5551

www.dppl.org

## RECOMMENDATION FOR LEASING COPIERS

I have two recommendations to make about the copy machine lease and the price we charge the public for copies.

1. I'm recommending United Business Solutions for our copy machine lease.
  - a. Lowest monthly lease cost **\$2005.00**
  - b. Savings of **\$681.00** a month
  - c. **\$40,860** over 60 months
  - d. UBS will buyout our current lease of **\$42,976.00**
  - e. We will receive all new machines
    - i. The public machines will look and operate the same, so the change will be transparent to the public
  - f. We will add to the 2<sup>nd</sup> and 4<sup>th</sup> floor one machine that copies both black and white and color. This will add an additional color copier for the public. (Currently we have one color copier only on the 4<sup>th</sup> floor.)
    - i. Included with these new dual machines are new coin and copy card boxes.
  
2. I'm also recommending that we reduce what we charge the public for copies from our current charges of **.15** a page for B/W and **\$1.00** for color, to **.10** a page for B/W, and **.50** for color.
  - a. **.10** a page for B/W standardizes all B/W charges in the whole building for both printing and copying
  - b. **.50** a page for color,
    - i. Our color copier on the 4<sup>th</sup> floor has very low usage (approx. 122 copies a month). The high price keeps our usage low.
    - ii. I checked with several local businesses and color copies are less expensive at the following places:
      1. Kinko's .49
      2. Staples .49
      3. Office Max .69
  - c. The library's cost per copy for color is **.19**, and for B/W **.09**

Replacement of Copy Machines

	LOCATION	CURRENT EQUIPMENT	CDS	UBS	ISBS
1	Public-B&W	Panasonic DP-2310	Panasonic DP-2330	Panasonic DP-2330	Panasonic DP-2330
2	Public-B&W	Panasonic DP-2310	Panasonic DP-C264**	Panasonic C3-DP213**	Panasonic DP-C213 **
3	Public-B&W	Panasonic DP-2310	Panasonic DP-2330	Panasonic DP-2330	Panasonic DP-2330
4	Public-B&W	Panasonic DP-2310			
5	Public-Color	Panasonic DP-C321	Panasonic DP-C264**	Panasonic C3-DP213**	Panasonic DP-C213 **
6	Administration	Panasonic DP-6020H	Konica C550	Ricoh LD160	Savin C6055
7	Circulation	Panasonic FP-350	Panasonic DP-4510	Panasonic DP-8035	Panasonic DP-2330
8	Graphics	Panasonic DP-C401	Konica C-451	Ricoh LD445c	Savin C3535 +Fiery Controller
9	Youth Services	NEW	Konica C-451	Ricoh LD445c	Savin C2020
		\$2686 per month	\$2116 per month	\$2005 per month	\$2189 per month

cost per copy  
\$.0085 BW  
\$.108 Color

cost per copy  
\$.0085 BW  
\$.085 Color

cost per copy  
\$.01 BW  
\$.071 Color

cost per copy  
\$.0075 BW  
\$.069 Color (staff)  
\$.079 Color (public)

Includes return of equipment to lease company.  
Not in contract. I spoke to Dave Wagner.

Includes return of equipment to lease company.  
Written in contract

Includes return of equipment to lease company if local. Will spill cost of longer distances.  
Not in contract. I spoke to Jason Rolloff.

\*\* + New Coin/Card Bill Operator to operate dual B/W & Color    \*\* + New Coin/Card Bill Operator to operate dual B/W & Color    \*\* + New Coin/Card Bill Operator to operate dual B/W & Color

Contact Info  
Dave Wagner  
630.305.9034 x1228  
[dwagner@cdsot.com](mailto:dwagner@cdsot.com)

Contact Info  
Mary Bilka  
630.620.4000  
[mbilka@ubslfc.com](mailto:mbilka@ubslfc.com)

Contact Info  
Jason Rolloff  
847.882.7500  
[jrolloff@isbscorp.com](mailto:jrolloff@isbscorp.com)

Number of copies per machine location  
Monthly Average

Charge Per Page

		Current Rate	Current Charges	ISBS		CDS		UBS
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	<u>28,914</u>							
Public B&W (all four)	7255	0.0085	\$ 61.67	0.0075	\$ 54.41	0.0085	\$ 61.67	0.01
Public Color	122	0.108	\$ 13.18	0.079	\$ 9.64	0.085	\$ 10.37	0.071
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<b>Total copies</b>	<b>36,291</b>		<b>\$4,067.88</b>		<b>\$ 3,125.86</b>		<b>\$ 3,249.76</b>	
				extended		extended		extended
				lease cost	\$131,340.00	lease cost	\$126,960.00	lease cost
				annual		annual		annual
				lease cost	\$10,945.00	lease cost	\$10,580.00	lease cost

<b>COMPUTER CHECKLIST</b>
---------------------------

<b>Make &amp; Model Number</b>	<b>Serial Number</b>	<b>Works</b>	<b>Bad</b>	<b>Location</b>
Dell Optiplex GX260	GH78P11		X	Storage
Dell Optiplex GX260	6QR6P11		X	Storage
Dell Optiplex GX260	9F78P11	X		Storage
Dell Optiplex GX260	BG78P11	X		Storage
Dell Optiplex GX260	6F78P11	X		Storage
Dell Optiplex GX260	1J78P11	X		Storage
Dell Optiplex GX260	1D8V971	X		Storage
Dell Optiplex GX260	F4TKG31	X		Storage
Dell Optiplex GX260	8H78P11	X		Storage
Dell Optiplex GX260	0NR6P11	X		Storage
Dell Optiplex GX260	4QR6P11	X		Storage
Dell Optiplex GX260	CH78P11	X		Storage
Dell Optiplex GX260	JGH78P11	X		Storage
Dell Optiplex GX260	4F78P11	X		Storage
Dell Optiplex GX260	6PR6P11	X		Storage
Dell Optiplex GX260	JF78P11	X		Storage
Dell Optiplex GX260	DF78P11	X		Storage
Dell Optiplex GX260	7NR6P11	X		Storage
Dell Optiplex GX270	94TKG31	X		Storage
Dell Optiplex GX270	9MQZH31	X		Storage

Dell Optiplex GX270	73TKG31	X		Storage
Dell Optiplex GX270	B5TKG31	X		Storage
Dell Optiplex GX270	75TKG31	X		Storage
Dell Optiplex GX270	BKQZH31	X		Storage
Dell Optiplex GX270	7VLWW31		X	Storage
Dell Optiplex GX270	64TKG31		X	Storage
Dell Optiplex GX270	2MQZH31		X	Storage
Dell Optiplex GX270	H3TKG31		X	Storage
Dell Optiplex GX270	6X75831		X	Storage
Dell Optiplex GX270	FFLWW31	X		Storage
Dell Optiplex GX280	GB8V971		X	IT Workroom

## MONITOR CHECKLIST

Make & Model Number	Serial Number	Works	Bad	Location
Dell E151FP	CN-06R644-47804-38M-N2W0	X		Storage
Dell E151FP	CN-06R644-47804-377-L7C2	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N6AX	X		Storage
Dell E151FP	CN-06R644-47804-38M-N37B	X		Storage
Dell E151FP	CN-06R644-47804-38M-N2TR	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N4HN	X		Storage
Dell E151FP	CN-06R644-47804-386-N4XS	X		Storage
Dell E151FP	CN-06R644-47804-386-N4VY	X		Storage
Dell E151FP	CN-06R644-47804-386-N4XU	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N6C2	X		Storage
Dell E151FP	CN-06R644-47804-387-L5QE	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N79N	X		Storage
Dell E151FP	CN-06R644-47804-386-N4WU	X		Storage
Dell E151FP	CN-06R644-47804-386-N4VH	X		Storage
Dell E151FP	CN-06R644-47804-38M-N2V0	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N6CD	X		Storage
Dell E151FP	CN-06R644-47804-38M-N2RF	X		Storage
Dell E151FP	CN-06R644-47804-37P-L17L		X	Storage
Dell E151FP	CN-06R644-47804-38M-N259	X		Storage
Dell E151FP	CN-06R644-47804-3B6-N54S	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N6B3	X		Storage
Dell E151FP	CN-06R644-47804-377-L5FL	X		Storage
Dell E151FP	CN-06R644-47804-387-L5QA	X		Storage
Dell E151FP	CN-06R644-47804-3AF-N6B1	X		Storage
Dell E151FP	CN-06R644-47804-37P-L14C	X		Storage

Dell E151FP	CN-06R644-47804-387-L2PL		X	Storage
Dell E151FP	CN-06R644-47804-387-L5QG		X	Storage
Dell E151FP	CN-06R644-47804-3AF-N6BD		X	Storage
Dell E151FP	CN-06R644-47804-37P-L13N		X	Storage
Dell E151FP	CN-06R644-47804-39K-N2DF		X	Storage
Dell E151FP	CN-06R644-47804-387-L5QW	X		Storage
Dell E151FP	CN-06R644-47804-387-L5QU		X	IT Workroom
Dell E151FP	CN-06R644-47804-37P-L14G		X	IT Workroom
Dell E153FP	CN-OY4413-72201-484-7FAL	X		Storage
Dell E153FP	CN-OD5421-46633-55A-0JUJ	X		Storage
Dell E1503FP	KR-032DVX-47602-15A-AAUR	X		Storage
Dell E1503FP	MX-032DVX-47605-27F-B0CF	X		Storage
Dell E1503FP	MX-032DVX-47605-27F-AAU6	X		Storage
Dell E1504FP	KR-05R408-47602-26J-A13U		X	Storage

## MISCELLANEOUS CHECKLIST

Make & Model Number	Serial Number	Works	Bad	Quantity	Location
Apple Keyboard M2452				1	Storage
Apple Keyboard M2980				1	Storage
Apple Keyboard M7803				1	Storage
Compaq Keyboard KB-3923				2	Storage
Compaq Keyboard RT-101				2	Storage
Compaq Keyboard RT-7A56TW				1	Storage
Dell Keyboard RT-7D20				3	Storage
Dell Keyboard SK-8100				1	Storage
Dell Keyboard SK-8100				4	Storage
Gateway Keyboard P/N 7001459				10	Storage
Gateway Keyboard P/N 7001628				5	Storage
Gateway Keyboard P/N 7002237				3	Storage
Gateway Keyboard SK-9921				1	Storage
Mitsumi Keyboard				1	Storage
NMB Keyboard				11	Storage
Ortek Keyboard				1	Storage
NEC Laser Printer Superscript 1800	B1GN600580E			1	Storage
HP Laserjet Printer 2100TN	USGR064985			1	Storage
SMC-EZ1016M	T184900079			1	IT Workroom
Smart-UPS 2200XL	WS0025000465			1	IT Workroom
Adtran TSU	T801A9466			1	IT Workroom
Adtran DSU III AR	E339A6887			1	IT Workroom
AT&T Paradyne 3510	DDSUJL7AAA			1	IT Workroom



SECOND NOTICE

SUBSCRIPTION RENEWAL NOTICE

CONTRACT NO.

165257

FEDERAL I.D. NO.: 06-1411737

DATE: 10/26/07

ACCOUNT NO.:

156071

ACCOUNT NO.:

156071

BILL TO:

DES PLAINES PUBLIC LIBRARY  
ATTN: CHRISTINA TROPEA  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

SHIP TO:

DES PLAINES PUBLIC LIBRARY  
ATTN: CHRISTINA TROPEA  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

GRN01107

ACT IMMEDIATELY

HURRY! By neglecting to renew your subscription to the following database(s), your patrons will no longer be able to access the comprehensive content they've come to rely on. Renew today!

2 EASY WAYS TO RENEW YOUR SUBSCRIPTION\*:

1. Sign and fax your notice to 1-800-990-4253

2. Sign and fax your renewal to 1-800-990-4253 and mail a copy, with payment, to Gale - PO Box 95501 - Chicago, IL 60694-5501

If you have any questions regarding your renewal call your Gale Client Relations Specialist at 1-800-899-7684.

Item Number	No. of users	No. of sites	Description	Subscription Period	Price
160706	Unlimited	1	GENERAL REFERENCE CENTER GOLD	01/01/08 - 12/31/08	\$0.00
9780787649500	Unlimited	1	BUSINESS & COMPANY RESOURCE CENTER	01/01/08 - 12/31/08	\$5,479.03
4775	Unlimited	1	INFOTRAC ONE FILE PLUS	01/01/08 - 12/31/08	\$6,909.36

2008 Budget

\* A signed notice must be received by Gale before a renewal can be processed. Please disregard this notice if you have already renewed.

Need more information on your Gale resources? Sign up for a web-based training event at [www.gale.com/webevents](http://www.gale.com/webevents). The courses listed are recommended for current subscribers that are looking for a refresher on how to use Gale resources to their full capability. Simply click the Product Training tab to view upcoming training events.

Did you know you can request personalized training? If you have questions on your renewal or would like to request training, call 1-800-899-7684 to speak with a Gale representative.

SUBTOTAL	\$12,388.39
SALES TAX	\$0.00
SHIPPING	\$0.00

PAY THIS AMOUNT

\$12,388.39

AUTHORIZED SIGNATURE FOR LICENSEE: \_\_\_\_\_

PRINT NAME OF AUTHORIZED SIGNATURE OF LICENSEE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

INVOICE NOW  INVOICE WHEN  PO# \_\_\_\_\_ HOLD FOR PURCHASE ORDER:

DES PLAINES PUBLIC LIBRARY warrants that the individual(s) who sign this document are empowered to execute and deliver in the name of this organization a contract with Gale for Online Subscription Services.

Legal Effect: Payment terms are net 30 days from renewal start date, all terms and conditions of the license agreement shall remain in full force and effect.

All trademarks and registered names are used herein under license.

**Thomson Gale Invoices 1/2008****Invoice Total: \$12,388.39****InfoTrac OneFile Plus****Price: \$6,909.36****Content:**

- 11,512 titles of which over 6,700 are full-text and over 3,600 are refereed
- 89 wire services
- Newspapers — full indexing of The New York Times, Wall Street Journal, Washington Post, Los Angeles Times and Christian Science Monitor
- Backfile to 1980

**Remote Access/ # of Users:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users for this product.

**Usage statistics:**

On average, 219 searches per month from January to October 2007.

**General Reference Center (Gold)**

**Price:** \$0.00 (access free with OneFile subscription – has content not included in OneFile)

**Content:**

Articles from newspapers, periodicals, and reference books on popular subjects including health, business, finance, sports, current events, and world affairs.

**Remote Access/ # of Users:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users for this product.

**Usage statistics:**

On average, 151 searches performed per month from January through October 2007.

**Summary:**

OneFile & General Reference Center are our most heavily used magazine/newspaper indexes for articles from academic journals as well as magazines of general interest.

**Business & Company Resource Center****Price:** \$5,479.03**Content:**

- company profiles
- brand information
- rankings
- investment reports
- company histories
- chronologies
- magazine articles

**Remote Access/# of Users:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users for this product.

**Usage statistics:**

On average, 186 searches performed per month from January through October 2007.

**Summary:**

This is a very popular online business reference source. It is frequently used by people who are job searching and looking for concise company profiles and industry overviews.

0727

# PROQUEST LLC

RENEWAL / INVOICE

**BILL TO:** 1042219

CHRISTINA TROPEA  
DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016

**SHIP TO:** 1042219

/ 6 0 0 1 6 7 /

CHRISTINA TROPEA  
DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016

*2008 Budget*

Renewal Number: 1603136

Renewal Month: January

Please verify information on your renewal, sign and return with payment. This renewal must be accompanied by an official purchase order or your signature below. If you have any questions, please call your ProQuest Customer Service Representative toll-free at 800-521-0600.

Total Titles	4	Total Net Price	\$14,040.00
Total Items	4	Total Tax	\$0.00
		Total Shipping	\$0.00
		Total Order Value	\$14,040.00

**For order processing and confirmation, please supply all information**

Method of Payment

- Check Enclosed
- Purchase Order Number \_\_\_\_\_
- Charge my credit card \_\_\_\_\_
  - VISA     MasterCard     American Express
- Expiration Date: \_\_\_\_\_ Signature \_\_\_\_\_
- Please Bill Me

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please Return With Payment**

## RENEWAL / INVOICE

DATE 09/05/07

RENEWAL NUMBER: 1603136  
 SOLD TO: 1042219  
 CHRISTINA TROPEA  
 DES PLAINES PUB LIBRARY  
 1501 ELLINWOOD AVE  
 DES PLAINES IL 60016

RENEWAL MONTH: JANUARY  
 SHIP TO: 1042219  
 CHRISTINA TROPEA  
 DES PLAINES PUB LIBRARY  
 1501 ELLINWOOD AVE  
 DES PLAINES IL 60016

DELIVER TO: 1042219  
 CHRISTINA TROPEA  
 DES PLAINES PUB LIBRARY  
 1501 ELLINWOOD AVE  
 DES PLAINES IL 60016

PHONE: 847-827-5551

PHONE: 847-827-5551

PHONE: 847-827-5551

PROQUEST LLC  
 6216 PAYSHERE CIRCLE  
 CHICAGO, IL 60674  
 TELEPHONE (734) 761-4700  
 (800) 521-0600  
 FTID 39-2053855

LINE #	DESCRIPTION	CATALOG NUMBER	VOL/ISSUES	INCLUSIVE DATES	QTY	FORMAT	CUSTOMER REFERENCE	TAX	LIST PRICE	DSCNT %	NET PRICE
1	HIST NEWS CHICAGO TRIB/EXT ED	HNCHEEP K	12	JAN 2008 - DEC 2008		ELECTRONIC		N	\$3,390.00		\$3,390.00
2	HIST NEWS CHIC TRIBUNE REMOTE	HNCHEEP K	12	JAN 2008 - DEC 2008	1	ELECTRONIC	970640	N	\$480.00		\$480.00
3	HIST NEWS NY TIMES / EXT ED	HNNYTEEP K	12	JAN 2008 - DEC 2008		ELECTRONIC		N	\$4,955.00		\$4,955.00
4	WALL ST JOURNAL PQD	WSJPOD	12	JAN 2008 - DEC 2008	1	ELECTRONIC	970640	N	\$5,215.00		\$5,215.00

YOUR SUBSCRIPTIONS FOR THE ITEMS LISTED ARE DUE TO EXPIRE IN THE NEXT FOUR MONTHS.

PLEASE INDICATE YOUR RENEWAL BY SIGNING THE COVER PAGE AND RETURNING THIS SUBSCRIPTION RENEWAL/INVOICE TO PROQUEST VIA FAX AT 877-337-7015 OR VIA MAIL AT THE ADDRESS LISTED BELOW. PLEASE DISREGARD IF YOU HAVE ALREADY PROCESSED AN EARLIER RENEWAL NOTICE.

YOU MAY WIRE TRANSFER FUNDS DIRECTLY TO OUR DEPOSITORY BANK ACCOUNT: LASALLE BANK MIDWEST, TROY, MI 48084, ABA ROUTING NO. 072000805, FOR THE ACCOUNT OF PROQUEST LLC, ACCOUNT NO. 1054521133. WHEN REMITTING PAYMENT, PLEASE IDENTIFY THE INVOICE(S) YOU ARE PAYING AND EMAIL DETAILS TO CASHOFFICE@PROQUEST.COM

PLEASE SEND PAYMENT TO:  
 PROQUEST LLC  
 6216 PAYSHERE CIRCLE  
 CHICAGO IL 60674

FEDERAL-STATE  
 EXEMPT-NUMBER  
 PUBLIC LIB

2008 Budget

PROQUEST

**RENEWAL / INVOICE**

DATE 09/05/07

**PROQUEST LLC**  
 6216 PAYSHERE CIRCLE  
 CHICAGO, IL 60674  
 TELEPHONE (734) 761-4700  
 (800) 521-0600  
 FTID: - 39-2053855

RENEWAL NUMBER: 1603136  
 SOLD TO: 1042219  
 CHRISTINA TROPEA  
 DES PLAINES PUB LIBRARY  
 1501 ELLINWOOD AVE  
 DES PLAINES IL 60016

RENEWAL MONTH: JANUARY  
 SHIP TO: 1042219  
 CHRISTINA TROPEA  
 DES PLAINES PUB LIBRARY  
 1501 ELLINWOOD AVE  
 DES PLAINES IL 60016

DELIVER TO: 1042219  
 CHRISTINA TROPEA  
 DES PLAINES PUB LIBRARY  
 1501 ELLINWOOD AVE  
 DES PLAINES IL 60016

PHONE: 847-827-5551

PHONE: 847-827-5551

PHONE: 847-827-5551

LINE #	DESCRIPTION	CATALOG NUMBER	VOL/ISSUES	INCLUSIVE DATES	QTY	FORMAT	CUSTOMER REFERENCE	TAX	LIST PRICE	DSCNT %	NET PRICE

PLEASE SEND PAYMENT TO:  
 PROQUEST LLC  
 6216 PAYSHERE CIRCLE  
 CHICAGO, IL 60674

FEDERAL-STATE  
 EXEMPT-NUMBER  
 PUBLIC LIB

SUB-TOTAL	\$14,040.00
TAXABLE AMOUNT	\$0.00
SALES TAX	\$0.00
SHIP & HANDLING	\$0.00
<b>TOTAL CHARGES</b>	<b>\$14,040.00</b>



*2008 Budget*



August 6, 2007

Dear Valued Customer:

We are writing to provide you with a formal account information update for all ProQuest and CSA products. As you may know, the name we selected for our company is ProQuest, reflecting values of both the CSA and ProQuest companies

Our legal name is "ProQuest LLC" and our Tax ID number is 39-2053855.

For your convenience, we are including an updated W-9 form on the back of this letter. Please forward this information to your Accounts Payable Department.

Additionally, effective immediately, please direct payments for any ProQuest products--from both the CSA and ProQuest families--to:

ProQuest LLC  
6216 Páysphere Circle  
Chicago, IL 60674

International invoices for CSA products may reflect a different remittance address.

ProQuest will continue to provide customers with access to high-quality information resources from operations in both Ann Arbor and Bethesda. You may continue to receive renewal notices from each of the locations, but they will share in the remittance address above. Over time we will be working to further streamline our systems and processes to better serve our customers, and we will continue to keep you informed.

If you need additional paperwork completed for this change, please contact Lynn Bell at 1-800-521-0600, ext 2551 or by email at [lynn.bell@il.proquest.com](mailto:lynn.bell@il.proquest.com) or Sally Ellenwood on ext. 2553 or by email at [sally.ellenwood@il.proquest.com](mailto:sally.ellenwood@il.proquest.com).

As always, we thank you for your business.

Sincerely,

Customer Accounting Department

**ProQuest Databases 2008**

**Invoice Total:** \$14,040.00

**ProQuest Historical Newspapers - Chicago Tribune:** \$3,654.00

**Remote Access:** \$480.00

**Content:**

Newspaper full-text (including graphics, photos, and advertisements) from 1849- 1986.

**Remote Access/ # of Users:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users

**Usage statistics:**

Average of 629 searches per month from January to October 2007.

**Note:**

This database is particularly popular with genealogists looking for obituaries and local historical information.

**ProQuest Historical Newspapers - New York Times:** \$4,955.00

**Content:**

Newspaper full-text (including graphics, photos, and advertisements) from 1851-2004.

**Remote Access/ # of Users:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users

**Usage statistics:**

Average of 124 searches per month from January to October 2007.

**Note:**

This database is particularly popular with students looking for primary source documents and articles on historic events.



**Wall Street Journal:** \$5,215.00

**Content:**

Newspaper full-text from 1984 to the present.

**Remote Access/ # of Users:**

Remote access is available through the library's Web site. We are allowed an unlimited number of simultaneous users.

**Usage statistics:**

Average of 89 searches per month from January to October 2007.

Note: WSJ is important to the business community and others looking for authoritative financial information.

# NewsBank<sup>inc.</sup>

397 Main Street, PO Box 1130  
 Chester, VT 05143  
 Toll Free: (800) 243-7694  
 Fax: (802) 875-2904  
 custservice@newsbank.com

Renewal Notice: RN507029  
 Customer Number: 12985 NB

<b>Bill to:</b> 12985 Des Plaines Public Library Attn: Christina Tropea 1501 Ellinwood Street Des Plaines IL 60016	<b>Ship to:</b> 12985 Des Plaines Public Library Attn: Christina Tropea 1501 Ellinwood Street Des Plaines IL 60016
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<b>Invoice Date</b> 11 OCT 2007	<b>NET 30 DAYS</b>	<b>Ship Via</b> US MAIL 1ST CLASS
<b>10 NOV 2007</b>	<b>Salesperson</b> David Merrell	<b>Purchase Order Number</b>
<b>Description</b> Annual Subscription January - December 2008  <ul style="list-style-type: none"> <li>- Americas Obituaries and Death Notices</li> <li>- Midwest Region</li> <li>- America's Newspapers by NewsBank</li> <li>- Online Training</li> <li>- Special Reports and News</li> <li>- Chicago Tribune</li> </ul> <div style="text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-15deg); display: inline-block;"> <b>2008 Budget</b> </div>	<b>Quantity</b> 1	<b>Amount</b> 10750.00
		<b>TOTAL DUE</b> 10,750.00

Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

The NewsBank license agreement(s) and/or any terms of use provided by NewsBank governs the terms and conditions of use regarding the NewsBank product(s) identified in the invoices issued by NewsBank from time to time. The terms of any document issued by a customer inconsistent with the terms of the NewsBank license agreement(s) and/or any terms of use provided by NewsBank shall not become binding on NewsBank.

## NewsBank Databases 2008

**Total Amount:** \$10,750.00

### Chicagoland Newspaper Collection

**Full-text Content:**

*Chicago Tribune* (1985-present)

*Chicago Sun-Times* (1986-present)

*Daily Herald* (1995-present)

*Des Plaines Times* (1995-present)

**Remote Access:**

Remote access is available through the library's Web site.

**Usage Statistics:**

Average of 354 searches per month from January to October 2007.

### America's Obituaries and Death Notices

**Content:**

Obituaries and death notices from newspapers across the country, searchable by name, residence, family members, and date range.

**Remote Access:**

Remote access is available through the library's Web site.

**Usage Statistics:**

Average of 1,298 searches per month from January to October 2007.

**Note:**

This database is very popular with genealogists and is our only national source for obits other than the *New York Times*.

0735

# 3M Invoice

PAGE 1 OF 3

PURCHASE ORDER..120307

INVOICE NO..... OF30569  
TYPE..... ORIGINAL  
DATE..... 12/05/2007

DIRECT INQUIRIES TO:  
CUSTOMER SERVICE DEPT.  
900 BUSH AVE, BLDG 42-6E  
ST PAUL MN 55106

ORDER DATE 12/04/2007  
SHIP DATE.....12/05/2007

TERMS OF SALE  
NET 30 DAYS  
TERMS DATE.....12/05/2007

DEC 10 2007

DES PLAINES  
PUBLIC LIBRARY

LIBRARY SYSTEMS EQUIP S  
PHONE NO...800-328-0067  
FAX NO.....888-263-1916

CONTRACT NO..... 3-1484  
PARTIAL ORDER..... NO

ACCOUNT NO.  
CHARGE TO: GRK5274 →

OF30569 Q01229



DES PLAINES PUBLIC  
LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
----------	------	-------------	------------	--------------

LOCATED AT DES PLAINES PUBLIC  
LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL  
60016 GRK5274

1	EACH	SVC AGMT M7205F FIREWALL SELFCHK ANNUAL RENEW BI LL MODEL 7205F SERIAL 6210352 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	1222.89	1,222.89
1	EACH	SELFCHK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE; GRATIS MODEL 3172 SERIAL 6210352 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08		.00
1	EACH	SRVC AGREEMENT M3801 SNGL CORR DET SYS ANNUAL RENE WAL BILLING MODEL 3801BC SERIAL 3815764 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	705.31	705.31
1	EACH	SRVC AGREEMENT M3801 SNGL CORR DET SYS ANNUAL RENE WAL BILLING MODEL 3801BC SERIAL 3815760	705.31	705.31

DETACH AND RETURN WITH PAYMENT

GRK5274  
DES PLAINES PUBLIC  
LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

REMIT PAYMENT TO  
3M  
2807 PAYSHERE CIR  
CHICAGO IL 60674-0000

INVOICE NO..... OF30569  
INVOICE DATE.... 12/05/2007  
TERMS DATE..... 12/05/2007

DEPT	ACCT
PROJ	RECEIVED
PO #	AMOUNT
APPROVED BY	ACCTS PAYABLE
COMPUTER	VENDOR #

TOTAL MUST BE RECEIVED BY: 01/04/2008  
INVOICE TOTAL 10,029.19

AMOUNT ENCLOSED

OF30569

0736

**3M Invoice**

PAGE 2 OF 3

PURCHASE ORDER..120307

INVOICE NO..... OF30569  
TYPE..... ORIGINAL  
DATE..... 12/05/2007CHARGE TO ACCOUNT NO... GRK5274  
CONTRACT NO..... 3-1484

SHIP TO: DES PLAINES PUBLIC

DES PLAINES IL 60016-4553

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08				
1	EACH	SRVC AGREEMENT 3802 DBL CORR DET SYS ANNUAL RENE WAL BILLING MODEL 3802BC SERIAL 3825743 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	962.61	962.61
1	EACH	SRVC AGREEMENT 995 WORK STATION ANNUAL RENE WAL BILLING MODEL 995 SERIAL 950828 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	647.72	647.72
1	EACH	SRVC AGREEMENT 995 WORK STATION ANNUAL RENE WAL BILLING MODEL 995 SERIAL 950827 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	647.72	647.72
1	EACH	SRVC AGREEMENT 995 WORK STATION ANNUAL RENE WAL BILLING MODEL 995 SERIAL 950826 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	647.72	647.72
1	EACH	SRVC AGREEMENT 995 WORK STATION ANNUAL RENE WAL BILLING MODEL 995 SERIAL 950825 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	647.72	647.72
1	EACH	SERVICE AGREEMENT MODEL 325 ANNUAL RENEWAL BILLING MODEL 325 SERIAL 3250370 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	145.85	145.85
1	EACH	SERVICE AGREEMENT MODEL 325 ANNUAL RENEWAL BILLING MODEL 325 SERIAL 3250371 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	145.85	145.85
1	EACH	SVC AGMT M7205F FIREWALL SELF CHECK ANNUAL RENEW BI LL MODEL 7205F SERIAL 6210870 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	1222.89	1,222.89
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3173 SERIAL 6210870 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08		.00
1	EACH	SRVC AGRMNT MDL 795 ANNUAL RENEWAL BILLING MODEL 795L SERIAL 7950149 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	726.25	726.25
1	EACH	SELF CHECK SOFTWARE MAINTENANCE ANNUAL RENEWAL BILL ING ITEM ABOVE: GRATIS MODEL 3181 SERIAL 7210264		.00

0737

# 3M Invoice

PAGE 3 OF 3

PURCHASE ORDER..120307

INVOICE NO..... OF30569  
TYPE..... ORIGINAL  
DATE..... 12/05/2007

CHARGE TO ACCOUNT NO... GRK5274  
CONTRACT NO..... 3-1484

SHIP TO: DES PLAINES PUBLIC

DES PLAINES IL 60016-4553

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08				
1	EACH	SVC AGMT M7210F FIREWALL SELF CHECK ANNUAL RENEW BI LL MODEL 7210F SERIAL 7210264 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	1309.65	1,309.65
1	EACH	SERVICE AGREEMENT MODEL 325 ANNUAL RENEWAL BILLING MODEL 325 SERIAL 3250759 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	145.85	145.85
1	EACH	SERVICE AGREEMENT MODEL 325 ANNUAL RENEWAL BILLING MODEL 325 SERIAL 3250760 CONTRACT PERIOD IS 01/01/08 THROUGH 09/30/08	145.85	145.85
CMS ID: 3-1484-9 Remedy ID: 000000000076851				
EXEMPTION CERTIFICATE: GOVERNMENT			G	

TOTAL MUST BE RECEIVED BY: 01/04/2008	INVOICE TOTAL	10,029.19
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Please see reverse side for terms and conditions of sale and address change form.



## Des Plaines Public Library

### Memorandum

To: Sandra  
From: Chris  
CC:  
Date: December 11, 2007  
Re: Sound System Upgrade

In late summer 2006 Hector Marino and I met with a representative from Roscor and a representative from AVI Midwest. We went to each of our meeting rooms describing all of the technology upgrades we would like to see. Each representative then sent Hector a proposal. The idea was that the upgrades would occur over a multi-year time frame. Priority would be given to upgrading the microphones for Room B/C and installing sound in the Storytime Room.

Before Hector left, he gave Holly Sorensen the contact names for the representatives from Roscor and AVI Midwest. Holly asked me to call them to see if they could resend the proposals. Holly and I examined the two proposals. We both were impressed with Roscor's proposal. The proposal was more specific, the cost was slightly less, and Roscor was also the company recommended by Josh Pfluger of Library Production Studio.

I've spoken with Tom Burns of Roscor several times and he has submitted a new quotation to cover the upgrade in the Storytime Room and the microphones and related items for Room B/C. The total cost is \$21,873.00

The cost includes four combination packages with both a lapel and handheld microphone, an additional microphone that could be used for singing and a microphone with a headset, storage rack, power strip, boom microphone stand, and additional equipment to insure balanced sound throughout the room as well as design, wiring, programming and installation.



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

[www.dppl.org](http://www.dppl.org)

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MANAGEMENT COMMITTEE MEETING**

**TUESDAY, DECEMBER 18, 2007**

**5:00 PM**

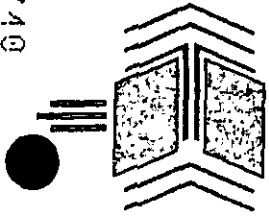
**Conference Room – Second Floor**

**Agenda:**

- **Review of Collection Development Policy**
- **Review Job Descriptions**
- **Electronic Meetings**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.





Des Plaines Public Library

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1501 Ellinwood Street

---

Des Plaines, IL 60016-4553

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847.827.5551 phone

---

847.827.7974 fax

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[www.dppl.org](http://www.dppl.org)

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**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Agenda for the Meeting of the Management Committee  
December 18, 2007  
5:00 PM

- I. Call to Order.
- II. Consideration of the Agenda.
- III. Review of Collection Development Policy.
- IV. Review Job Descriptions.
- V. Electronic Meetings.
- VI. Adjournment.

## Introduction

Collection development and management are integral to the operation of the Des Plaines Public Library. The Collection Development and Management Policy states the principles upon which a useful and well-rounded collection is built and maintained. Thus it determines the allocation of library resources, the contents of its collections, and the means by which collections are accessible to users. Collection development and management is not a single function, but rather a number of procedures by which the library achieves its goals. The practices and procedures outlined within describe selection, weeding, replacements, donations and gifts. They describe current reality as well as future intent to provide present and future librarians with consistent methodology and principles.

The goal of the Des Plaines Public Library is to select, organize, and make available materials in all appropriate formats, within the limits of space and budget, to implement the library's mission. Such materials may be informative, educational, recreational and cultural, and are provided equally to all patrons. It is the library's responsibility to provide a diverse collection, within the limits of current laws, which represents various points of view. Materials are selected to meet not only the current needs and interests of the library's patrons, but also to anticipate future demands.

To ensure that the Des Plaines Public Library continues to have a relevant and current collection, this policy should be reviewed, and if necessary revised, on a consistent basis. Rapidly changing technologies as well as a changing population mean that no more than two years should pass between formal revisions.

Documents to support this philosophy are appended to this policy: The Library Bill of Rights [Appendix XI], Intellectual Freedom Statement [Appendix XIII], the Freedom to Read Statement [Appendix XII], and the Des Plaines Public Library's Mission Statement, Statement of Beliefs and Vision Statement [Appendix XIV].

## SELECTION

### Responsibility

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. ~~The Coordinator of Public Services, who reports to the Library Director, reviews and approves selections for purchase, donations and gifts.~~ Staff members who participate in the selection of library materials have primary responsibility for their area of selection under the guidance of the appropriate Department Heads and the Coordinator of Public Services.

### Materials selection principles

Materials are selected on the basis of literary and artistic quality, accuracy, timeliness, significance of content and specific value for the library's collection. To achieve these principles, the library supports the Freedom to Read Statement [Appendix XIII]\* adopted June 25, 1953; revised January 28, 1972; January 16, 1991; July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, or to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as the guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

\*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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Revised and Approved 04/20/99  
Revised and Approved 04/17/01  
Revised and Approved 11/19/02  
Revised and Approved 10/21/03  
Revised and Approved 12/20/05

## General Principles of Collection Management

### A. Weeding

To ensure that the Library collection is up-to-date and relevant to community needs, the selectors (B-2) must, on a regular basis, re-evaluate the usefulness of the materials in the collection. This process is essential to identify physically deteriorated materials, areas where additional materials are needed, editions that need to be updated and areas where less material is needed. Periodically the median age, the size and the differing formats of an area should also be assessed.

A systematic weeding of all materials considers the following criteria:

- Physical condition
- Use pattern
- Reliability of the information (out-of-date, misleading)
- Duplicates.

Standard guides to core collections and other lists of "best books" should be used for guidance in weeding. However, professional judgment tempered with experience and common sense must also be used. It should be remembered that something is not always better than nothing. In addition, with the ease of interlibrary loan, it may not be necessary for each library to have all "core" or "standard" titles in an area. Some titles or items considered standard may also be outside the scope of the library's area of selection.

Some materials may not be weeded according to the previously established criteria. Such items might be those deemed of importance for local history or those which are out-of-print.

The process of weeding involves not only determining the removal or replacement of items from the collection, but also the placement of the item within the entire collection. At this time, recataloging may be necessary to meet new rules or to place items in a more useful area for public access.

To obtain a second point of view, the Coordinator of Public Services, or a designated professional librarian must review all items selected to be withdrawn.

Although weeding is an ongoing activity, a weeding schedule is established in the Youth and Adult Services Departments to ensure that the collection is current and balanced.

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Items that are weeded from the collection may be placed in the Friends' used book sales, donated to other libraries or discarded. Such decisions are made according to guidelines established by the Library Director.

**B. Replacement**

Not all items lost or damaged will be replaced. Each selector should first determine, according to general selection criteria, whether that item is still useful in the collection. Other considerations for replacement may also apply, such as the availability of new titles in the field, historical value of the item, and its listing in a standard indexing tool.

**C. Binding**

The choice of books to be rebound is made in accordance with the established policies of original selection, discard and replacement. Factors to consider are: value and use of the title; quality of the paper, margins, and illustrations; cost of rebinding versus the cost of replacement; the number and kind of similar titles in the collection; and the current validity of the contents. It is preferable to buy new editions of classics rather than having them rebound. Poorly bound foreign language books and selected paperbacks may be sent to the bindery before being placed in the collection.

**D. Gifts and Donations**

(See "Gifts and Endowments A-9 in the Policies Manual).

**E. Patron Requests**

Patron suggestions for purchase are encouraged and will receive favorable consideration for purchase based on the criteria stated in the Library's Selection Policy.

**F. Patron Complaints Concerning Materials**

The library recognizes that because of the diversity of materials in the collection individual complaints may arise.

(See "Complaints Concerning Library Materials" A-4 in the Policies Manual).

**G. Circulation Practices and Procedures**

Circulation policies establishing the length of time materials circulate and the reserves and renewal procedures affect the management of the collection. To ensure the availability of materials for patrons the length of time materials circulate may differ. Some materials may be placed permanently on shorter loan periods; others, to meet temporary demand, may be placed on short term loan. At the discretion of the Department Head, books may be checked out for vacation loan periods. Reference material may not circulate.

**H. Cataloging Practices and Procedures**

Cataloging practices are critical to the management of the collection, for they provide the points of access to materials. The Technical Services Department and the Public Services departments will jointly determine the location of materials to ensure the best access for the public.

## Collection Development Adult Services

Because of the limitations of budget and space, careful selection is necessary. Materials selection is based on the judgment, expertise and experience of librarians. Selectors are assigned subject categories according to their areas of expertise and interest. Reviews in journals and periodicals and reliable publishers' catalogs are used to assist selectors in making decisions that will meet the diverse needs and interests of the public.

### **A. Adult Material (Criteria for selection)**

- Timeliness
- Authority of the author
- Accuracy, viewpoint of the author
- Readability, organization of materials
- Suitable physical format - size, print, paper, binding
- Cost
- Appropriateness of the materials for the intended audience
- Community interests and requests
- Relationship to other material in the collection
- Permanent value to the collection
- Quality of sound
- Visual quality
- Availability of technical support and/or equipment.

### **Definition of terms that describe the subject areas**

In order to provide guidance for selection, each subject area of the collection is assigned a level that describes the scope and depth of that subject. Each subject area is collected to satisfy public needs and demands. The following definitions of collection levels, adapted from the RLG (Research Libraries Group) Collection Development Manual, 2d ed., help clarify the distinctions among subject areas.

1a - Minimal level, uneven coverage: Few selections and unsystematic coverage

1b - Minimal level, even coverage, chosen well: Basic authors, some core works and a diversity of points of view. This level supports basic inquiries from the general public and from students.

2a - Basic information level: Materials that are up to date and that define a subject: dictionaries, encyclopedias, surveys, periodicals and bibliographies. It supports high school instruction and lifelong learning.

2b - Augmented information level: A wider selection of reference materials, more periodicals and material that can answer some undergraduate inquiries.



3a - Basic study level: Includes the most important primary and secondary literature, a selection of basic journals/periodicals, fundamental reference and bibliographic tools for a subject. It supports basic undergraduate instruction and is adequate for the lifelong learning needs of the general public with coverage at all appropriate reading levels.

Although it is often difficult to categorize a collection area accurately, these designations are useful in determining the goals for selection. In general, the collection does not aim to serve upper level academic work.

**B. Adult Nonfiction (by Dewey Decimal categories)**

1. **000s Generalities** (General knowledge, journalism, library science, and computer science)

1a - Minimal level, uneven coverage -Library science, journalism, general knowledge, recent editions of encyclopedias, and fact books are selected to provide coverage of areas for reference and popular interest.

2b - Augmented information level - Computer science material is selected at beginning and intermediate levels. This material is chosen so that there is a representative selection of current major software programs, personal computer hardware, and major operating languages and systems. Periodicals help maintain currency in this area. Older materials are weeded rigorously, but representative selections on older programs and hardware are retained to support the community still using those programs. Test and certification guides, being both expensive and of limited shelf life, are usually purchased on patron request.

2. **100s Philosophy and Psychology** (Philosophy, ethics, paranormal phenomena and psychology)

2a - Basic information level—Works of major philosophers, ancient and modern, as well as popular writers of philosophy are collected. ~~Historical and current trends are covered.~~

Materials in the occult sciences and the paranormal are collected to meet popular interest.

~~In the occult sciences materials are chosen to meet popular interest, but also to maintain standards of quality.~~

Psychology holdings include materials on a wide range of psychological theories, including introductory textbooks. Works of major theorists, current and classic, as well as applied psychology are selected.

~~Works in psychology of major theorists, current and classic, as well as popular works are selected. Holdings include materials on a wide range of psychological theories and issues.~~

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3. **200s Religion** (Religions, theology and mythology)  
2a - Basic information level The collection includes works of current and enduring interest, inspirational works and commentaries, and balanced coverage of controversial and opposing points of view. Special effort is made to provide coverage of all ~~major world~~ religions.
4. **300s Social Sciences** (Sociology, statistics, political science, economics, social problems and services, law, public administration, crime, education, commerce, customs, folklore and etiquette)  
1a - Minimal level uneven coverage to 1b - Minimal level, even coverage, chosen well: The subjects under the broad heading of sociology are collected to provide general introductory material. To meet the demands of high school students and adult patrons, the subjects of economics and economic history, military science, communication, public administration, ecology, insurance, and transportation, are selected to cover a wide range of topics. General information on clothing ~~costumes~~ is ~~also~~ collected to represent differing styles throughout history. Folklore is collected to reflect popular interest and/or demand.  
1a - Minimal level, uneven coverage to 1b - Minimal coverage, even coverage, chosen well: Political science is an area of current interest, but also includes classic authors such as Hobbes, Machiavelli, and Locke. Information collected on the United States is up-to-date and of some depth; material on the rest of the world is collected primarily to meet current interest and demand.  
1a - Minimal level, uneven coverage, to 2a - Basic information level: In the field of education, major theorists, and popular guides for parents and students are collected. The areas of greatest concentration are test preparation manuals, college guides, and scholarship and financial aid information. Many of the titles are maintained through standing orders. Textbooks for education students and teachers, curriculum guides for teachers and homeschoolers, and subject-specific books at the high school level will be acquired as demand warrants. Books containing lesson plans and other specific curriculum aids for teachers and homeschoolers at the preschool through 8<sup>th</sup> grade level will be collected by the Youth Services Department.  
2a - Basic information level: The collection on law and crime is selected to meet public demand and interest. Many of the titles are maintained through standing orders. Legal statutes and codes are in Reference. Works on women, men, children and marriage and the family are also purchased to meet demand and interest. Popular information on divorce, children's rights and other topics of interest

are kept current. ~~Many etiquette books are selected, as are books on weddings and on major holidays.~~ Criminology and true crime are areas of particular interest and are collected to reflect demand.

2b - Augmented information level: Material on personal investing in such areas as stocks and real estate is of particular interest and demand. ~~to area residents, and the scope of the collection reflects this.~~ Reference books and online resources supplement this collection. Books on tax preparation for the general public, as well as other resources ~~such as loose leaf subscriptions on state tax laws,~~ are collected. The library carries an extensive collection ~~range of popular tax forms, publications and instructions.~~ ~~Reference books and online resources supplement this collection.~~ Material on career planning is also of particular interest.

5. **400s Language and Linguistics** (Language instruction, dictionaries, grammars, etymology)

1b - Minimal level, even coverage, chosen well: Material on linguistics is collected with less depth, as are instruction books and resources for less popular languages.

2a - Basic information level – English and foreign languages that are widely spoken or studied require multiple dictionaries, phrase books, basic through advanced level language instruction books, and grammars. ~~Instructional materials in other formats including audiobooks on cassette or CDs, and DVDs or VHS videorecordings~~ are also collected. Major, popular languages are represented by at least one periodical title.

6. **500s Natural Science and Mathematics** (Astronomy, physics, chemistry, earth sciences, biology and botany)

~~1b - Minimal level, even coverage, chosen well:~~ 2a - Basic information level: Most of the areas in science and mathematics are collected to meet the needs of students and lifelong learners. General introductory works are collected in the field of mathematics, as well as ~~Because of patron interest,~~ basic textbooks in algebra, geometry and calculus. ~~are collected.~~ All major areas of science are represented by at least one basic overview. Introductory works and study guides on biology, botany, chemistry, earth sciences, and physics are also collected.

~~2a - Basic information level:~~ 2a - Basic information level: ~~Certain areas of science are of special interest to both the general public and as well as to students. These include: general astronomy and the universe, space, galaxies and quasars, evolution, wildflowers and trees, specific animals, and Homo Sapiens.~~

7. **600s Applied Sciences and Technology** (Medicine, engineering, agriculture, gardening, cooking, sewing, parenting, and business management)

1a - Minimal level, uneven coverage: Soil conservation, animal husbandry, farming, model railroads, bicycles, robotics, and diesel, fuel injection and electronic engine controls are selected only to meet local interest.

1b - Minimal level, uneven coverage, chosen well: Material on general technology, engineering, manufacturing, trademarks and symbols, and inventions are collected at this level to meet the general interests of students and adult learners.

2a - Basic information level: ~~Automobile repair manuals cover a wide range of models and years. This collection also covers books on motorcycles, automobile bodywork and painting, and automobile history and culture. Many of the titles are maintained through standing orders. An Online resource for motor vehicle repair, as well as videos and magazines, supplement this collection.~~

~~Material, including videos and magazines, are collected to meet heavy patron interest in home repair and improvement.~~

Home repair and improvement books and magazines are collected to meet heavy patron interest.

~~Medical sciences, drugs and diseases are of great interest, and the collection reflects this demand. Popular and non-technical materials cover a wide range of diseases and symptoms. Online resources supplement this collection.~~

The cookbook collection includes a wide variety of different subjects, introductory materials, general cookbooks and a wide variety of cuisines. Pet care and flower and vegetable gardening are also areas of particular special popular interest. The sections on home economics, parenting, retirement, entertaining, housing, dating, relationships, ~~bodybuilding~~, and beauty include a wide variety of popular materials that ~~These materials~~ stress breadth, rather than depth. Consumer information in a variety of formats is included and current.

2b - Augmented information level:

The health and ~~M~~ medical sciences collection, is geared toward the consumer and represents traditional and alternative points of view. High-interest topics include drugs, and diseases, psychological disorders, physical fitness and diet are of great interest, and the collection reflects this demand. Popular and non-technical materials cover a wide range of diseases and symptoms. Online resources supplement this collection. Study guides for health related occupations are also collected.

Automobile repair manuals cover a wide range of models and years. This collection also covers books on motorcycles, automobile

bodywork and painting, and automobile history and culture. Many of the titles are maintained through standing orders. Online resources for motor vehicle repair, as well as magazines, supplement this collection.

Materials on business management and organization, small business, and entrepreneurs are kept current and developed at some depth. There are wide varieties, as well as multiple copies, of resume books and other materials for job seekers.

~~Consumer information in a variety of formats is included and current.~~

**8. 700s The Arts** (Art and artists, architecture, sculpture, landscape design, interior design, crafts, photography, antiques and collectibles, music, theater, movies, dance, sports and games)

1b - Minimal level, even coverage, chosen well: Books on music theory are collected at this level. Biographies of major composers are collected and retained.

Most sports are represented, although the level of coverage varies. Less popular sports are selected at the introductory level, including ~~Books include~~ rulebooks, instructions, histories and biographies.

2a - Basic information level: Landscape design, interior design, and antiques and collectibles are of particular popular interest, and the collection reflects this demand. Introductory works on the history of art, ~~and~~ art appreciation, ~~and~~ works on major artists and periods of art are emphasized. The ~~and~~ architecture collection ~~are collected with an emphasis on~~ emphasizes Chicago architecture. Reference works enhance the scope and depth of the collection.

How-to information in the fields of art, photography, graphic arts, and crafts is collected in some depth as well. Periodicals ~~and audiovisual materials~~ support this area of the collection.

Books on instruments, music instruction and performers reflect current demand. Fake books and print music are collected in some depth. Periodicals and reference materials supplement the music collection.

Books on movies, theatre and dance are collected at this level and reflect both current and historical interest. Periodicals, films and reference materials ~~add to the~~ supplement this collection.

Football, baseball, and basketball are given special attention and are collected at this level. Greater emphasis is given to Chicago teams and players.

**9. 800s Literature**

1b - Minimal level, even coverage, chosen well to 2a - Basic information level: Literature of most countries is represented by a history, criticism of major authors, and selected works. Much of this

collection is geared to meet the needs of high school and junior college students.

2a – Basic information level: Style manuals, thesauri, and books on writing and speaking are collected at this level to meet public needs and interests. Emerging trends in literature are selected to meet student demand and local interest.

2a – Basic information level, sometimes augmented: American and British literature are covered with a solid representation of criticism, literary technique, essays, poetry, and plays. Criticism and works of both major and minor authors are collected. Reference books and online resources supplement this collection.

**10. 900s History and Geography** (History, disasters, geography, genealogy, travel)

2a - Basic information level: The genealogy collection emphasizes how-to-do-it resources as well as information on how to locate genealogical information. Family histories are rarely collected. Heraldry and books on family names and baby names serve public interest. Online resources supplement this collection. ~~In general, well-chosen w-~~Works on world history, the history of individual nations, geography, archaeology, shipwrecks and disasters are also collected at this level.

2b - Basic information level, augmented: Works on the history of the United States are collected for depth and breadth. Illinois histories, especially histories of the Chicago area, are collected. Consistently popular subjects such as World War II, the Civil War, and P presidential biographies are emphasized. Works on topics that are perennially taught in local schools are also collected in greater depth.

2b - Basic information level, augmented: The travel collection covers ~~most~~ all areas of the world to meet travelers' demands, as well as to assist with student assignments. Certain areas of special popularity are collected in depth. These areas include the United States, Mexico, the Caribbean, and Western Europe. Books from different publishers are carried on standing order, to ensure coverage of less popular areas and to provide differing points of view. There are also guides for major world cities and regions ~~for areas of countries.~~ Many ~~m~~ Magazines, and travel videos, ~~and Web sites~~ augment this collection.

**C. Biographies**

2a - Basic information level: The biography collection includes popular, current titles, and to maintain depth, older ones on major historical figures and noteworthy figures. Individual biographies are preferred. ~~;-collected biographies are seldom purchased for circulation.~~

**D. Fiction**

2a - Basic information level: The fiction collection offers a wide selection of genres, subjects, and styles. A core collection of standard works is maintained. ~~However, m~~ More than any other print collection, this area responds to current popular demand and interests. ~~Therefore, f~~ Favorable reviews are not always a criteria if the item is written by a popular author or has received much publicity. Multiple copies are purchased where interest is great; the Quick Pick collection carries additional copies of high demand, current releases. Patron requests are almost always honored. Emphasis is on American and British authors, and popular authors from other countries are represented. Translated materials and short story collections by individual authors are collected with greater care as they are not always of popular appeal. After the book ceases to be in great demand, usually no more than two copies are usually kept in the permanent collection.

1a - Minimal level, uneven coverage: Few selections and unsystematic coverage

**Mullenbach Collection**

Established with a patron's donation in honor of her aunt, this special collection consists of hardcover adult and young adult fiction (chapter books) that can be classified as literature. Titles by classic authors are selected as well as modern-day winners of awards such as the Pulitzer Prize, Booker Prize, National Book Award, Coretta Scott King Award, and Newberry Award. Selectors attempt to purchase physically and visually attractive books whenever possible.

**E. Large Type**

~~2a - Basic information level:~~ 1b - Minimal level, even coverage, chosen well: Both fiction and nonfiction books are collected to meet the growing demand for materials in this format. ~~Several standing orders are maintained, and available best-sellers are purchased as published.~~ Emphasis is on popular fiction and current popular nonfiction titles. An effort is made to maintain series titles and a selection of classic works. Multiple copies of best sellers are purchased as demand warrants.

**F. Reference**

Reference is a non-circulating collection of general and specialized materials providing information on a wide range of human knowledge. The criteria for selection includes:

- clear presentation and arrangement
- indexing and other means of providing access
- accuracy
- scope
- depth of coverage.

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Some materials may be placed in this collection because of the high cost of replacement or to meet local needs and queries. Many of the titles are maintained through standing orders. Increasingly, electronic resources are purchased to replace or supplement existing books. (See section on Online Resources)

2a - Basic information level: Handbooks, almanacs, directories, indexes, dictionaries, encyclopedias, atlases, gazetteers, specialized monographs, biographical dictionaries, and government publications, materials for business and investment inquiries are collected at this level. ~~are selected for other areas of the collection to provide both depth and breadth as interest and needs demand.~~

~~3a - Basic study level:~~ Because of popular demand, materials for business and investment inquiries are collected at this level.

#### G. **Online Resources**

The library collects online resources that provide easy access to current information at the library or through the library's Web site, ~~via remote access.~~ These resources include full-text magazines and newspaper collections, directories, ~~and~~ encyclopedias and other databases that enhance the presentation of information and facilitate learning. The online ~~database~~ resources collection also focuses on areas of high interest such as current events, genealogy, and business, and reflects the academic needs of students. The library attempts to keep abreast of new and emerging technologies in electronic resources and materials.

#### H. **Periodicals**

The periodical collection serves two functions: first, as a popular collection serving community interests and requests; second, as a collection providing basic, introductory material for personal and school pursuits. A large range of popular magazines, journals, newspapers, business and investment newsletters and other periodicals are purchased. The criteria for selection are:

- Appropriateness for the library's scope
- Public interest
- Quality of the contributors
- Reputation of the publication

~~Foreign language~~ Magazines and newspapers are purchased ~~to serve non-English readers~~ in other languages. Periodicals are purchased as an aid in materials selection and for professional reading by the library staff.

The microfilm collection consists of backfiles of Time magazine to 1960, the Chicago Tribune to 1972, the New York Times to 1960, the Des Plaines Journal, from 1933 to 1945 and 1953 to the present, and the Des Plaines Times to 1954. Online resources supplement this collection.



I. **Literacy/ESL**

2a - Basic information level: Resources for non-native speakers learning English and native speakers acquiring literacy skills are collected in various formats including books, audiobooks, and reduced speed audiobooks and DVD's. ~~In general, materials geared towards speakers of any language is preferred. Materials aimed at speakers of specific languages are collected with less depth.~~

J. **Foreign Language**

A collection of popular and classic foreign language books is maintained with current emphasis on Gujarati, Polish, Russian and Spanish ~~books~~. Continuing review of this collection should ensure that it reflects the area's changing populations. [See IV. Recommendations of the Foreign Language Materials Report, 2003 - Appendix XV.]

K. **Audiovisual Materials**

The library collects audiovisual materials in multiple listening and viewing formats. New formats may be adopted in keeping with market trends and high patron demand

Music - A broad spectrum of recorded music is collected to meet demand for current, popular titles, and to maintain core collections of perennial favorites and influential works. A special effort is made to collect local performers.

Classical music is selected to represent ~~major~~ all periods of music. ~~composers, both major and minor, and historical and currently popular performers.~~ Although minor composers are collected, major composers are emphasized. The collection includes both current popular performers, and, for depth, performers from the past. ~~Special effort is made to ensure that the collection has at least one copy of the Lyric Opera performances as well as the current Lyric Opera season's commentaries.~~ Operas slated for performance by Lyric Opera are collected, as are the Lyric Opera Commentaries.

Audiobooks ~~books and spoken word audio~~ - This collection includes popular and classic fiction, nonfiction in all subjects, and language instruction. ~~, and radio shows. Audio books include both fiction and nonfiction titles;~~ Unabridged works are preferred, especially for fiction. Multiple copies are ~~rarely~~ purchased selectively where demand is great. A growing e-audiobook collection that is downloadable to MP3 players augments the ~~CD and cassette audiobooks~~ collection. Multiple Language instructional titles are ~~is~~ collected in many different languages.

Film - The collection includes fiction and nonfiction titles selected for their

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popularity, timeliness, social significance, and technical quality. The feature film collection consists of a varied selection of current high interest titles, critically acclaimed titles, classics and foreign films. Multiple copies are purchased where demand is great; the Quick Pick collection carries additional copies of high interest, current film and television releases. ~~Informational titles, primarily television productions, augment the book collection.~~ Special effort is made to have films in locally spoken foreign languages where available and suitable to the collection.

The nonfeature film collection consists of informational titles, documentaries and a variety of live performances. Informational titles augment the book collection in multiple areas. The documentary collection consists of high interest and critically acclaimed films. Popular nonfeature film publishers such as History Channel, Nova and PBS Home Video are purchased through standing order programs.

CD-ROMs - Software products are purchased for circulation to appeal to a broad range of interests. Selection includes materials that are informative, educational, recreational and creative. Multiple copies of income tax software are purchased every year.

Video Games - Popular video games are collected for console game systems such as Microsoft, Nintendo and Sony products with an emphasis on titles for the newest systems. Pre-owned titles may be purchased in an effort to develop the collection.

Framed art - Framed art prints are selected for circulation on the basis of artistic style, medium or content. They are all works of local artists. The collection will remain at approximately 200 items.

**L. Maps File and Des Plaines Information File**

This collection includes current road maps for travelers to supplement online and other resources.

Current maps of Des Plaines, such as zoning, flood plain, city wards and some historical materials of enduring interest to residents are collected. The Des Plaines Historical Society has an in depth collection of local maps and history.

**M. Professional Collection**

This collection includes material that enhances staff development and training, and it provides resources on issues of interest to the staff and for the administration of the library. The material in this collection does not circulate to the general public, but is reserved for staff use.

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## Summary of the Adult Nonfiction Subject Areas by Level

### 1a – Minimal level, uneven coverage

- Library science
- Journalism
- Economics, sociology, public administration, ecology, educational theory
- ~~Folklore and costumes~~
- Military science
- Transportation and communication
- Insurance
- Political science
- Clothing
- Military science

### 1b – Minimal level, even coverage, chosen well

- Science and mathematics
- Popular information on technology
- ~~General works on the history of art and architecture~~
- Music theory and composers
- Sports – Other than Chicago
- Literature and criticism – Other than Great Britain and the United States

### 2a – Basic information level

- Philosophy and the occult sciences
- Psychology
- Religion and mythologies
- Family and divorce
- Popular legal information
- True crime
- Dictionaries and language instruction
- ~~Automotive and~~ Home repairs
- ~~Popular medical information~~
- Weddings, etiquette and holidays
- Cookbooks, home economics
- Pets
- Gardening
- Landscape and interior design
- Chicago architecture and art
- Films, theater and dance
- Chicago sports
- American and British literature and criticism of major authors

- Style manuals, books on writing
- History – Other than the United States
- Biographies
- Fiction
- Large type
- Reference materials – ~~Other than business~~
- Literacy/ESL

### **2b – Augmented information level**

- Computers
- Personal investing and tax preparation
- Popular materials on business management and organization
- Resumes and general information for job seekers
- United States history
- Travel guides
- Automotive repair
- Medical information

### **3a – Basic study level**

- ~~Popular business and investment information (reference)~~

## Collection Development Youth Services

Children's materials are collected to serve the needs of young people and their caregivers from infancy through eighth grade. This collection also supports local curriculum and school programs. Selection for materials is based on reviews in journals, newspapers, periodicals, and reputable publishers' catalogs. Books in other languages are purchased to reflect changing demographics and need. The resources of the entire library are available to children and young adults.

### **A. Children's Materials: Criteria for selection:**

- Suitable physical format – size, print, paper, binding
- Artistic excellence
- Current interest, timeliness
- Curriculum demand
- Cost
- Appropriateness for intended age level
- Accuracy
- Relationship to other materials in the collection
- Permanent value to the collection

### **B. Fiction**

Special consideration of plot, pacing, setting, characterization, and illustrations are given when selecting children's fiction. Classics and award winners are collected and replaced as needed. Multiple copies are purchased to meet patron demand.

#### Board Books

Board books are intended for very young children, from infants through age two. Board books are selected for their sturdy format and appropriateness for the developmental level of infants and toddlers.

#### Big Books

~~Big books are picture books with text and illustrations in an oversize paperback binding. Big books are selected to provide another format choice of picture books and are appropriate for using with groups of young children. Big books are purchased for use in storytime programs.~~

#### Picture Books

0761

Picture books are selected for their aesthetics and appropriateness for the developmental level of children from preschool age through third grade. Classic and award winning picture books are collected and replaced as needed. Multiple copies are purchased to meet parent and teacher demand.

#### Early Readers

Early reading materials are intended for emergent readers, from pre-kindergarten through second grade. Books for the early reading collection are selected based on controlled vocabulary or phonetic approach to reading, attractive illustrations, and content that appeals to the targeted age group.

#### Juvenile Fiction

Beginning Chapter books are intended for children needing a bridge from early reading books to longer juvenile fiction. Chapter books generally have 70 to 80 pages, with eight to ten short chapters and at least one illustration per chapter. Reading levels for chapter books are first through third grade.

Fiction for grades three through six is also purchased for this collection. This collection reflects the various reading needs of its users. The titles selected strongly represent popular demand and subjects of interest. The collection supports award winning books and school assignments by purchasing multiple copies.

#### Large Type Juvenile Fiction

Fiction books are collected in this format to meet a demand for larger type in chapter book format. A standing order is maintained for this collection.

#### Young Adult (YA) Fiction

YA fiction is purchased for grades seven and eight. While extra copies of titles may be purchased to support school assignments, the main focus of this collection is to fulfill popular demand. The titles included in this collection deal with subjects that appeal to the more mature YA audience. Occasionally titles that are found in J/Fiction and the High School collection may also appeal to YA readers and will be duplicated here.

#### Large Type Young Adult (YA) Fiction

Fiction books are collected in this format to meet a demand for larger type in chapter book format. A standing order is maintained for this collection.

#### Holiday Books

Board book, picture book, and early reader holiday books are collected in this area. Most calendar holidays are reflected in this collection. Valentine's Day, Halloween, Thanksgiving, and Christmas books are collected in depth.

**C. Nonfiction**

Nonfiction books are selected to meet the informational and recreational needs of children and to provide materials that are useful for adults working with children. Standing orders of specific nonfiction series for children at all reading levels are purchased throughout the nonfiction collection.

Juvenile Nonfiction

Nonfiction selection for grades K-8 considers timeliness and accuracy as well as appropriateness for intended grade level. Primary consideration is given to supporting the school curriculum to assist students with school assignments. Popular materials are collected for recreational interests. Multiple copies of items on material known to be in demand are purchased.

000s – Generalities (General knowledge, journalism, library science, and computer science)

Computer books must be current due to the continuous changes made in this area. Books inform children of basic computer usage and general computer information. Books about the Internet supply children with enjoyable web sites to visit and information on using the Internet resources for school related projects.

Encyclopedia sets and fact books such as *Guinness World Records* are selected to meet student needs and interests.

100s – Paranormal and Psychology

Books on paranormal phenomena are selected to appeal to children's interest in the supernatural. The goal of this collection is to be entertaining to children and to expand their imagination.

This collection also concentrates on fundamentals of psychology that relate to a child's life. The collection contains a wide variety of books that will assist children with painful events in life and/or feelings that a child may need to express.

200s – Religion and Mythology

The collection of religion is selected to expose children to their own religion as well as to other religions of the world.

The collection contains mythology from around the world, with an emphasis on the myths of the Greeks and Romans.

300s – Social Sciences

The areas of social and political science are selected to introduce children to the history of political and social movements.

Books on divorce, new baby, and adoption are collected to assist parents and children with such issues.

0763

Fairy tale and folklore books are collected to reflect the folk tales of the many cultures of the world. Multiple versions of popular classics are purchased.

The history and customs of a variety of holidays are kept here.

#### 400s – Language and Linguistics

The language collection includes picture dictionaries, dictionaries, grammar and usage books.

Foreign language books in this section are both fun and informative, and cover a varied selection of languages of interest to children. The concentration here is on picture word and phrase books to introduce children to common words and conversational phrases of other languages. English-foreign language dictionaries are found here as well as in the juvenile reference collection.

#### 500s – Natural Science and Mathematics

Basic books on magnetism, light, sound, electricity, weather, biomes and plants are found here. Books on animals, space, and dinosaurs are collected in depth.

A large collection of books about science experiments are selected to assist children with school science projects.

The mathematics section provides parents and children with attractive and informative materials to enhance mathematical understanding. Emphasis is placed on beginning math concepts such as numbers, counting, measurement, and telling time, as well as introductory basic geometry and arithmetic concepts for grade school children.

#### 600s – Applied Science and Technology

Books on the human body, diseases, inventors, and inventions are collected to meet demand. Books about pets and pet care are collected to meet the variety of interests in that area. Cookbooks are selected to meet the personal interests of children as well as to meet the school assignment needs for multicultural foods and recipes. Books on trains, airplanes, trucks, and construction equipment that appeal to young children are collected in depth.

#### 700s – The Arts

Art, architecture and photography books give basic information on style, history and people, but mostly concentrate on instruction. Biographies of artists, composers and musicians, as well as books about musical instruments, are collected. Multiple copies of books about current popular film and music stars are collected to meet popular demand.



0764

Comics based on popular figures, and riddle, joke and magic books are collected. Craft and drawing books are collected in depth. Multiple copies of books in these areas are ordered to meet demand.

Instructional books on a variety of sports, as well as books on current sport stars and sport team biographies are collected. Series on professional sport teams are collected as available.

#### 800s – Literature

The focus of this section is to introduce children to writing and authors, plays, and American and international children's literature, with an emphasis on poetry for children. Books on creative writing, biographies of authors, and Shakespeare for children are also collected.

#### 900s – History and Geography

Current children's atlases are collected in this section as well as in the juvenile reference collection.

Collected biographies with an emphasis on explorers and saints are selected to meet student demand.

General information on ancient history, world history, and United States history is collected here. An emphasis is placed on Ancient Egypt, Greece, and Rome along with Native Americans and current sources of information regarding individual countries and states.

#### Biographies

This section displays prominent figures through history that would appeal to children's interests and satisfy school curriculum needs. There are multiple copies where needed and selections at all reading levels.

#### Young Adult (YA) Nonfiction

Most of the books in this collection are selected to meet the popular and personal interests of young people in middle school. We do not collect informational materials for school assignments in depth in this section, since those books are collected in the juvenile and adult nonfiction areas. Graphic novels are selected with an emphasis placed on classic comic book characters and age appropriate anime.

#### **D. Reference**

Non-circulating reference collection includes encyclopedias, dictionaries, almanacs, handbooks, atlases, guidebooks, statistical sources, and other ready reference tools that contain information about a wide variety of topics. Selection criteria include accuracy, currency and scope of information. This collection also includes a non-circulating collection of Caldecott winners.

- E. Textbooks**  
A noncirculating collection of textbooks from area schools is kept to assist students with assignments.
- F. Parent Collection**  
Parenting books are collected to assist parents with child development from infancy through adolescence, as well as to meet the information needs of parenting issues. Books in this collection also include picture books and children's fiction and nonfiction titles on sensitive subjects, e.g. death, illness, disabilities, appropriate for parents to read to young children. This collection is augmented and may be duplicated in the adult collection. Periodical titles are purchased to supplement this collection.
- G. Homeschooling/Teachers Collection**  
Books containing lesson plans, curriculum aids, and hands on activities are collected to aid teachers, parents, tutors and education students. Also included in this collection are workbooks and homeschooling resources. Periodical titles are purchased to supplement this collection.
- H. Foreign Language**  
Books and audiovisual materials are purchased to meet the language needs of the community. Authors and titles that are popular in English, as well as award winning books and classics, are purchased for this collection. Picture books are purchased with the most frequency, followed by Early Readers, J Fiction, and non-fiction that is purchased to support school curriculum and general interest. Audio-visual items that are popular in English are purchased in Spanish when available. [See Foreign Language Materials Report – Appendix A]
- I. Periodicals**  
Periodicals are selected for all ages based on their educational merit and the popular interests of the children.
- J. Electronic Reference Materials**  
Online databases are selected to support school curriculum and promote reading.
- K. Audiovisual Materials**  
The library collects audiovisual materials in multiple listening and viewing formats. New formats may be adopted in keeping with market trends and high patron demand.

Audio Kits

0766

~~Audio kits are selected to offer another format for popular picture books.~~  
The audio kit collection also includes nonfiction topics such as foreign languages, phonics instruction and practice, and children's songs.

#### Audio Books

Unabridged audio books are collected as an alternate format of early reader, juvenile and young adult fiction titles. ~~Unabridged audio books are preferred.~~ Award winning nonfiction, folktales, fairy tales and short stories are also collected.

#### Music

The collection includes current popular children's music. Specialized areas include holiday music, motion picture music, children's songs in other languages, folk music, and classical music. A separate Young Adult collection contains popular music with lyrics suitable for the intended audience.

#### CD-ROMs

CD-ROMs are selected for circulation and also for use in the library. Software products that are purchased for circulation should appeal to a broad range of interests. Selected titles should have an educational or developmental basis; therefore popular formats such as Nintendo and Sega are not collected. Hybrid format is selected for circulation when available.

#### Videos and DVDs

This collection is purchased to meet the recreational and developmental needs of children. This collection includes children's feature films, animated videos, literature-based videos, and popular television characters.

#### Nonfiction Videos and DVDs

The nonfiction video collection includes fairy tales and folklore, as well as topics of general interest to children including weather, animals, transportation, and geography. This collection is intended to meet the recreational interests of children, with minimal curriculum support for school assignment needs.

#### **L. ~~Puzzles and Games Flashcards~~**

~~Puzzles are purchased for use in the library. Selection criteria include attractive and child appealing graphics, durability and age appropriateness. A small~~ This collection of flash cards is intended for use as learning aids.

Revised and Approved 10/21/03

Revised and Approved 12/20/05

**Collection Development**  
**High School**

The High School collection is geared toward teenagers fifteen and over. It is assumed that at this age, homework needs are being met by the adult nonfiction collection. Therefore, this collection provides ~~pleasure~~-recreational reading for this age group. There ~~will be some~~ may be duplication between the High School ~~collection~~, adult fiction and the young adult collections. Multiple copies of local high school summer reading titles are purchased.

**A. Fiction**

Both young adult fiction and adult fiction suitable for older teens ~~will be~~ are considered ~~for~~ purchased.

**B. Graphic Novels**

This collection includes graphic novels, ~~English translation of Japanese~~ comics manga and ~~collections of popular~~ serialized comics for older teens.

**C. Magazines**

Popular magazines ~~will be~~ are selected on subjects of interest to teens.

**D. Nonfiction**

The collection contains book on subjects of particular interest to teens such as popular culture, relationships, sports, and teen pregnancy. A few school-related reference books such as style manuals are included in the ~~nonfiction~~ collection.

**Collection Development**  
**Mobile Library**

The Mobile Library serves the general population of the city, covering its diverse neighborhoods and reaching populations that would not necessarily come to the main library. The Mobile Library primarily offers current, popular materials for all ages. In addition, staff may meet special requests with materials borrowed from the main library's collection

**A. Adult Materials**

The Mobile Library follows the same general criteria for selection of adult materials as does Adult Services.

Adult nonfiction and fiction books are selected for their current popularity. To meet the needs of Mobile Library patrons in a timely fashion, multiple copies may be purchased, depending on demand. Although the main library may own most materials that also are available on the Mobile Library, materials not held by the main library may be selected to meet the demands and interests of Mobile Library patrons. These may include, for example, popular books in other languages. Featured fiction areas are general fiction and mysteries. Featured nonfiction areas include cooking, crafts, decorating, gardening, and parenting. Other current popular nonfiction works are selected, including personal and spiritual growth, health, sports, entertainment, and biography.

**B. Children's Materials**

The Mobile Library follows the same general criteria for selection as Youth Services. Because of the limited space available on the Mobile Library, a small selection of many different types of materials for youth, from infancy through middle school, is available.

Fiction and nonfiction books for children include board books, picture books, series, juvenile, easy readers, and young adult books. To meet the needs of the Mobile Library patrons in a timely fashion, multiple copies may be purchased. Materials are selected for children's leisure, recreational, and educational needs. Featured collection areas include animals, astronomy/earth sciences/weather, drawing, joke and riddle books, holidays, cartoons, sports, and transportation. A broad sample of other nonfiction works of interest to youth is also selected. Books are primarily available in English, with growing collections in other languages. A small selection of puzzles and flashcards for young children is available.

**C. Audiovisual Materials: Criteria for Selection**

Music – A broad spectrum of recorded music – for children and adults -- is collected primarily to meet demand for current, popular titles.

Audio books and spoken word audio items – Fiction audio books are available for children in primary and middle school grades, as well as for adults. Selections include both abridged and unabridged materials. Also available are book-and-cassette kits geared primarily for young children.

Film – The collection includes feature films and nonfiction titles, primarily selected for general family viewing and to satisfy popular demand. Informational titles augment the book collection. The feature film collection consists of a varied selection of current high-interest titles.

**D. Periodicals**

Popular magazines are selected for all ages. Areas such as cooking, decorating, crafts, and computer games are selected, as well as a few titles other languages.

Revised and approved 10/21/03

Revised and approved 12/20/05

# Electronic Attendance

## at Meetings

**O**n January 1, 2007, the Illinois General Assembly, passed Public Act 94-1058, which amends the Open Meetings Act. That act adds some stricter rules regarding violations of the Open Meetings Act, which can come about electronically through contemporary interactive communication. The act also gives library boards and districts the opportunity to legally hold meetings where a number of participants may attend electronically. We discuss these two issues in turn.

The scary part of the new law deals with situations in which library and other governmental officials can find themselves inadvertently violating the Open Meetings Act through participating in contemporaneous interactive communication. This provision is an expansion of the law which states that public officials can not participate in telephone conversations where a majority of a quorum is participating. If those conversations discuss public business, they constitute an illegal meeting. Since many of us have now moved from telephonic conversation to electronic conversation utilizing computers, the law has moved along with us.

The new law expands a meeting to include a gathering of persons by means of contemporaneous interactive communication, which constitute a majority of a quorum of the corporate authorities or a committee of a public body which is held for the purpose of discussing public business. This law is in the early stages of being interpreted, but it is quite clear that even casual instant messaging, involving a majority of a quorum of a public body, which moves from non-library discussion to book circulation numbers, library budget issues, or long term library planning, constitutes a violation of the Open Meetings Act.

“The scary part of the new law deals with situations in which library and other governmental officials can find themselves inadvertently violating the Open Meetings Act...”

We still believe that public officials utilizing electronic transmission which goes out to individuals, who might collectively constitute a majority of a quorum, does not violate the Open Meetings Act if the nature of the communication is not contemporaneous and interactive. One way to think about this new rule is that, under the pre-existing statutes, notes or letters exchanged between elected officials did not constitute a violation of the Open Meetings Act. That would be the case even if one library trustee sent a letter to all of the other trustees asking for a return note indicating their views on a particular matter. What did become a violation of the Open Meetings Act, as technology changed, was a single telephone conversation involving a majority of the quorum. That rule has now simply been extended to incorporate e-mail.

“Public officials need to become increasingly attentive to any situation in which they may be involved in contemporaneous interactive communication by any electronic method.”

The second part of Public Act 94-1058 is not mandatory, but permissive. Governmental bodies, which include libraries, may now allow individuals who serve on boards, councils, commissions, committees, and any other governmental entity subject to the Open Meetings Act, to permit absent members of those bodies or their committees to participate in meetings electronically rather than physically. The first thing for each library district and municipality, including its public library, to decide is whether it wishes to take advantage of this new opportunity. The corporate authority of each governmental body has the ability to decide for itself and all of its sub-units whether this permissive form of attendance will be permitted. If it is to be permitted, it can be allowed for all or some of the units and sub-units within the government. Each gov-

ernmental body should make a determination as to whether it will allow electronic participation. The local library board of a municipality should first check to see if the corporate authorities of the municipality have already allowed electronic participation, as there may be a conflict between the electronic participation policy of the library board and that of the municipal board or council. It is not clear if a library board of a municipality could choose to go in another direction. A strong argument can be made that the library boards can independently establish such rules of procedure. If a government wishes to allow electronic participation, it will need to pass an ordinance or a resolution permitting electronic attendance. That ordinance or resolution should contain rules of procedure or have such rules attached as an exhibit.

## Library Jobline of Illinois

<http://www.ila.org/jobline>

**Positions for Librarians and Support Staff**

All employer job openings are listed on the ILA Web site ([www.ila.org/jobline](http://www.ila.org/jobline)) for 30 days and the cost is \$80.






There are a few matters, which need to be understood as a governmental body develops the rules, which will apply to electronic participation in its meeting processes. Those key elements are the following:

1. For all library boards and districts, there must be a quorum physically present at the meeting in order for some other member of the body to participate electronically.
2. An individual allowed to participate electronically can do so at both an open session meeting and a properly-called closed session meeting, unless the rules otherwise provide;
3. A person seeking to participate electronically may only do so as a result of personal illness or disability, employment purposes, or the business of the public body; or family or other emergency. An absence due to either a brief or an extended vacation will not qualify an individual to seek permission to participate electronically. Legislation has been introduced to extend the privilege.
4. Unless your rules allow an absent member to participate for a specific number of meetings and for a qualifying purpose or purposes, the public body must approve each participation.
5. If an important matter, such as a bond issue, is on the agenda, the law firm which opinionates on your bonds may require that the authorizing vote include not only a majority of a quorum, but a majority of all the members of the board then in office. For uniformity, it may be best to choose this higher standard.

The Illinois Municipal League, an association of Illinois municipalities, through its Home Rule Attorneys Committee, and Paul Keller of this office participated in the production of sample ordinance/resolution and two versions of a set of rules which are attachments to the ordinance. With some changes to reflect the difference between municipalities and libraries, these documents can put in place the process of allowing members to electronically attend and participate in meetings. The report is available electronically at <http://www.iml.org>, search electronic attendance at meetings.

To summarize, public officials need to become increasingly attentive to any situation in which they may be involved in contemporaneous interactive communication by any electronic method. Participating in such a discussion regarding public business, with a majority of a quorum of a public body or its subsidiary bodies is a criminal violation.

Left for another day is the issue of how the courts might treat a governmental body, which allows representatives of one view to attend electronically, while refusing to allow others to participate in similar circumstances. It would be best if this privilege is granted or denied in an equal way.

If you have any questions about the contents of this article, please contact either Stewart Diamond or Britt Isaly. Phone: (312) 782-7606, e-mail: [sdiamond@ancelglink.com](mailto:sdiamond@ancelglink.com) or [bislay@ancelglink.com](mailto:bislay@ancelglink.com). For specific legal questions about the application of the Open Meetings Act to your library board, you may want to speak with your legal counsel. 

"It would be best if this privilege is granted or denied in an equal way."

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Address DPPL

Name Susan Garland

Address WNR

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

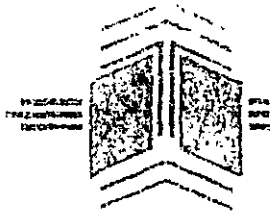
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Des Plaines Public Library

1501 Ellinwood Street  
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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, NOVEMBER 20, 2007**

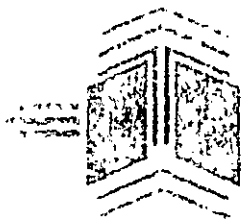
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Planning Committee Report**
- **Approve FY2008 Budget**
- **Approve Library Closings January 2008 – January 2009**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

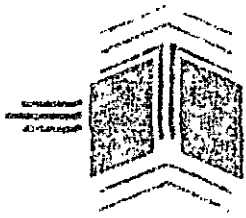
Agenda for the Regular Meeting

November 20, 2007

7:00 PM

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Presentation from North Suburban Library System – NSLS Board Members:  
Susan Boatman Garland and Sandra Norlin.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Martin Moylan.
- VII. Consent Agenda. [Action Item] (8:00 PM)
  - A. Approval of the Minutes of the Regular Board Meeting –  
October 16, 2007.
  - B. Acceptance of Financial Reports for October 2007.
  - C. Approval of Library Expenditures.
    1. Warrant Register – October 01, 2007 - \$41,678.33.
    2. Warrant Register – October 15, 2007 - \$67,729.97.
    3. Salaries – October 10, 2007 - \$114,098.36.
    4. Salaries – October 25, 2007 - \$116,426.25.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
    3. Finance Committee Report – Rhys Read.
- VIII. Unfinished Business.

- IX. New Business. (8:30 PM)
- A. Approve Payment to Ebsco Information Services - \$35,509.16. [Action Item]
  - B. Approve Payment to Gale Literature Resource Center - \$6,605.00. [Action Item]
  - C. Approve Payment to Cooperative Computer Services - \$5,243.99. [Action Item]
  - D. Approve Library Board Meeting Date – Tuesday September 23, 2008. [Action Item]
  - E. City Council Attendance – December 3, 17 and January 7, 22, 2008.
  - F. Approval of Library Closings through January 2009. [Action Item]
  - G. Approve FY2008 Budget. [Action Item]
  - H. Planning Committee Report – George Magerl. [Action Item]
  - I. Photocopier/Printer Lease Adjustment. [Action Item]
  - J. Proposal from Outsource Solutions Group to Provide Computer Consulting and Other Services. [Action Item]
  - K. Chamber of Commerce Winter Garden Ball, February 8, 2008 Attendance. [Action Item]
- X. Announcements.
- A. Annual Staff Holiday Party.
- XI. Correspondence.
- XII. Other
- XIII. Adjournment. (9:30 PM)



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## VII.A.

### BOARD OF TRUSTEES Minutes of the Regular Meeting October 16, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 16, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

#### ROLL CALL.

Roll call indicated the following board members were present: Matthew Bogusz, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Holly Richards Sorensen, Karen McBride, Alderman Martin Moylan, Michael Lake, Jan Provenzano.

Absent: Maria Bahamon, Eldon Burk, William Grice.

#### CONSIDERATION OF THE AGENDA.

MOTION by Rhys Read, seconded by Elaine Tejcek, to accept the agenda, as written.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS

Jan Provenzano, a representative of Commissioner Elizabeth Doody Gorman, read a proclamation from the Cook County Board of Commissioners congratulating the Des Plaines Public Library on reaching its one hundredth birthday.

#### CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Martin Moylan reported that after speaking with President Lake and Library Director Norlin he was made aware of several needed repairs in the parking garage and clean-up in the park area adjacent to the library. Alderman Moylan stated that the repairs and clean-up had been completed by the Public Work department. President Lake thanked Alderman Moylan for his assistance.

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## CONSENT AGENDA

Elaine Tejcek asked that D. Acceptance of Reports 1. Director's Report and 2. Friends of the Library Report be removed from the Consent Agenda.

MOTION by George Magerl, seconded by Jerry Mahony, to approve the Consent Agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Elaine Tejcek asked Sandra Norlin if the total number of registered borrowers for Des Plaines was normal when compared to other communities and if so, to what do we owe the low number of registered borrowers. Sandra Norlin responded that one of the ways the library tries to encourage new users is by asking businesses to offer a discount to library users who use their library cards. This promotion benefits both the businesses and the library. Sandra also stated that the library is in the process of trying to encourage Des Plaines business owners to get a library card.

Elaine Tejcek also asked Sandra Norlin if she was concerned with the decrease in the use of interlibrary loan and Sandra responded that two new libraries joined the North Suburban Library System, Evanston and Glenview, so there are more books available for transfer between libraries.

Matthew Bogusz asked Sandra Norlin if statistics for online database use could be separated to differentiate between resident and non-resident library cardholders. Sandra was not sure if this request was possible because of the way the information is gathered. She will inquire and report her finding to the Board.

Matthew Bogusz also asked Sandra Norlin if she thought the increase in the use of the Virtual Reference Desk indicated that patrons are moving away from using library computers and are using their home computers to do their research. Holly Richards Sorensen, Coordinator of Public Services, responded that more patrons are finding the link to our website where they have the opportunity to "chat" online with a librarian who will help to answer their question or to direct them where to look for the answer. Holly also stated that when school starts, students use this service and the number of users increases.

MOTION by Rhys Read, seconded by George Magerl, to accept the Director's Report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Elaine Tejcek stated that in the Friends of the Library report it was incorrectly stated that the new SARA (Scanning and Reading Appliance) machine was approved, but this will not be approved until the next Friends meeting.

MOTION by George Magerl, seconded by Matthew Bogusz, to accept the Friends of the Library report, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.



## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,105.97
2. Petty Cash Expenditures	\$ 43.50
3. Budget Expenditures for September	\$ 652,560.26
4. Expenditures Year to Date	\$ 4,565,728.25
5. Revenue for September	\$ 218,753.59
6. Revenue Year to Date	\$ 3,307,966.78

MOTION by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

September 04, 2007	\$ 59,792.96
September 17, 2007	\$ <u>51,429.93</u>
Total	\$ 111,222.89

ROLL CALL VOTE: AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None.  
MOTION CARRIED.

MOTION by George Magerl, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

September 13, 2007	\$ 117,527.86
September 27, 2007	\$ <u>134,949.78</u>
Total	\$ 252,477.64

ROLL CALL VOTE: AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None.  
MOTION CARRIED.

## DIRECTOR'S REPORT

**Please note: I have received no official requests for confidential patron information since my last report.**

### PERSONNEL

New Employees for September/October 2007

Resignations/Separations for September/October 2007  
Monica Benz, Part-time Youth Services Librarian, 09/15/07

John Haliotis, IT Manager, 9/7/07

### STAFF DEVELOPMENT

Carol Kidd and Roberta Johnson attended a two-day seminar on Crucial Conversations held at NSLS.

Four staff members are attending the Illinois Library Association Annual Conference in Springfield October 10 – 13.

### PATRON SERVICES

Patron service numbers are down in all categories, with a slight decline in circulation both for the month and year to date. Nearly 67% of the items checked out from the Youth Services collection was from the print collection, whereas 43% of the circulation of adult collection items was print, bringing the overall total print circulation to 52%. Attendance was down significantly, although over 3300 people attended meetings and programs during the month. Attendance at library programs was very healthy. In-house computer use was high at 8557 for adults and 1589 for youth, although overall the use is less than last year at this time.

### OTHER PROFESSIONAL ACTIVITIES

I attended the School Media Coordinators and Principals reception on September 19, the Library Production Studio Executive Committee meeting on September 20, the NSLS Board meeting on September 24, the Friends of the Library meeting on September 25, the CCS Governing Board meeting on October 3, and the Chamber of Commerce Board meeting on October 4.

## NEW BUSINESS

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to approve payment to Library Partnership Trust for Annual Membership for the Gale Virtual Reference Library in the amount of \$6,629.00. ROLL CALL VOTE: AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by George Magerl, to approve payment to Proquest in the amount of \$16,502.14, which is a budgeted item and is in the best interest of the library. ROLL CALL VOTE: AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to approve a 10:00 a.m. opening for All Staff Day on December 13, 2007, which is the best interest of the Des Plaines Public Library and staff. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Matthew Bogusz, to approve Thomson Gale in the amount of \$9,850.83, which is a budgeted expense and in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

Rhys Read, Chair of the Finance Committee, reported that several changes to the 2008 budget were suggested by the City of Des Plaines Finance Director at the September 25, 2007 budget meeting.

Rhys Read reported that the Finance Committee reviewed the City of Des Plaines Finance Director's comments, investigated his concerns and based on that review, recommend that we keep the budget as presented.

MOTION by Committee, to approve the final FY2008 Library Budget. ROLL CALL VOTE: AYES: Bogusz, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

The library budget will be presented to the City Council on November 7, 2007 at 6:30 p.m. Board members were invited to attend.

President Lake reported that she attended the October 15 City Council meeting with Sandra Norlin and Karen McBride to present information on the proposed RFID system to the City Council. President Lake stated that according to the library lease, any building changes must be approved by the City Council. The City Council approved the proposed changes to the building to accommodate the new system.

## Announcements

Sandra Norlin reported that the proposal from the Outsource Solutions Group was being postponed and will be presented to the Board at a later date.

George Magerl reported that he attended the Illinois Library Association conference in Springfield and encouraged Board members to attend in 2008 when the conference will be held in Chicago at Navy Pier.

Noreen Lake thanked Library staff, the Board of Trustees and the City of Des Plaines for hosting and helping with the Centennial Celebration.

Sandra Norlin asked for Board approval to change the Board meeting date in September, 2008. The Board meeting dates will be approved at the November Board meeting and the date for September, 2008 will be Tuesday, September 23, 2008.

Noreen Lake stated that she invited Alderman Walsten to attend the November Board meeting.

Sandra Norlin reported that the Planning Committee did not meet in October. George Magerl, Chair of the Planning Committee, suggested that the Committee meet on Tuesday, November 20, 2007 at 6:00 p.m.

## OTHER

MOTION by Jerry Mahony, seconded by George Magerl, to suspend the rules of order to allow Michael Lake to speak on behalf of the Veteran's of Foreign Wars. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Michael Lake thanked Sandra Norlin for providing space in the library to place a barrel for donations for American troops stationed in Iraq and Afghanistan.

## ADJOURNMENT

MOTION by Rhys Read, seconded by George Magerl, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:10 p.m.

Minutes prepared by Carol Kidd

## VII.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR OCTOBER 2007**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,408.11
2. Petty Cash Expenditures	\$ 80.00
3. Budget Expenditures for October	\$ 417,960.47
4. Expenditures Year to Date	\$ 4,983,688.72
5. Revenue for October	\$ 106,087.41
6. Revenue Year to Date	\$ 3,414,035.19

Warrant Register

October 01, 2007	\$ 41,678.33
October 15, 2007	<u>\$ 67,729.97</u>
Total	\$ 109,408.30

Salaries

October 10, 2007	\$ 114,098.36
October 25, 2007	<u>\$ 116,426.25</u>
Total	\$ 230,524.61

## VII.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR OCTOBER 2007**

	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	743.11	804.10	7,867.57	8,708.43
Fines	8,404.17	7,810.82	81,860.74	86,563.30
Damage	173.90	182.85	1,090.35	789.29
Fees	673.11	269.00	4,763.34	4,068.93
Copies	2,472.55	2,336.34	24,126.46	20,441.52
Miscellaneous	6.00	5.00	50.95	134.50
<b>Total</b>	<b>\$12,472.84</b>	<b>\$11,408.11</b>	<b>\$119,759.41</b>	<b>\$120,705.97</b>

**PETTY CASH EXPENDITURES - OCTOBER**

960210	Spec Events Prog	\$80.00
<b>Total</b>		<b>\$80.00</b>

0786

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/12/07

TIME: 10:27:23

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 10/07

## FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	.00	
102007	CASH PAYROLL 1944652940	317.25	
102008	CASH DEPOSIT 1944650243		669,089.55
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	30,519.35	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	31,336.60	669,089.55
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	730.32	
104075	PMA - FINANCIAL NETWORK	.00	
104077	INVEST-LIBRARY FOUNDATION	.00	
	TOTAL INVESTMENTS	730.64	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
	TOTAL ACCOUNTS RECEIVABLE	6,059,950.10	.00
119125	RECEIVABLE-GRANTS	13,232.00	
	TOTAL RECEIVABLE-SALES TAX	13,232.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	.00	
	TOTAL PREPAID ITEMS	.00	.00
129999	DUE FROM OTHER FUNDS	69,337.99	
	TOTAL DUE FROM OTHER FUNDS	69,337.99	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	6,174,587.33	669,089.55

RUN DATE 11/12/07 TIME 10:27:24

SUNGARD PENTAMATION INC - FUND ACCOUNTING

-11-

0787  
1870

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/12/07

TIME: 10:27:23

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 2

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 10/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
401000	ACCOUNTS PAYABLE	1,081.00	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		793,257.27
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS		.00
	TOTAL DUE TO-OTHER FUNDS	.00	793,257.27
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		88,124.62
	TOTAL ACCRUED LIABILITIES	.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	4,122.79	6,895,314.89
	TOTAL LIABILITIES	4,122.79	6,895,314.89
700110	EXPENDITURE CONTROL	4,964,809.72	
700120	REVENUE CONTROL		3,188,661.51
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	11,376,996.72	9,600,849.39
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		390,453.01
	TOTAL FUND EQUITY	.00	390,453.01
	TOTAL EQUITIES	11,376,996.72	9,991,302.40
	TOTAL LIBRARY FUND	17,555,706.84	17,555,706.84



0788

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/12/07

TIME: 10:27:23

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 3  
STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 10/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		3,647.00
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	.00	3,647.00
104075	PMA - FINANCIAL NETWORK	.00	
	TOTAL INVESTMENTS	.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	723,919.28	
	TOTAL DUE FROM OTHER FUNDS	723,919.28	.00
	TOTAL ASSETS	723,919.28	3,647.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL	18,879.00	
700120	REVENUE CONTROL		225,373.68
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	223,879.00	430,373.02
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	223,879.00	944,151.28
	TOTAL LIBRARY CAPITAL PROJ FUND	947,798.28	947,798.28
	TOTAL REPORT	18,503,505.12	18,503,505.12

0820

SUNGARD PENTAMATION INC - FUND ACCOUNTING  
DATE: 11/12/07  
TIME: 14:09:53

CITY OF DES PLAINES  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTAI1

SELECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 10/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	.00	.00	-36,005.84	36,005.84	.00
810021	PROPERTY TAXES 2004	.00	.00	.00	-15,454.07	15,454.07	.00
810022	PROPERTY TAXES 2005	50,000.00	.00	.00	73,016.63	-23,016.63	146.03
810023	PROPERTY TAXES 2006	5,954,939.00	.00	.00	2,815,966.34	3,138,972.66	47.29
TOTAL TAXES		6,004,939.00	.00	.00	2,837,523.06	3,167,415.94	47.25

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	92,093.06	.00	92,988.00	.00	100.00
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822095	STATE GRANT:LIBRARY	30,260.00	.00	.00	23,710.00	6,550.00	78.35
TOTAL INTERGOVERNMENTAL REVENUE		195,248.00	92,093.06	.00	186,370.21	8,877.79	95.45

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	10,248.01	.00	100,050.95	9,949.05	90.96
TOTAL FINES		110,000.00	10,248.01	.00	100,050.95	9,949.05	90.96

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	2,628.34	.00	23,230.82	16,769.18	58.08
850215	SPECIAL PROGRAMS & EVENT	20,000.00	500.00	.00	7,820.25	12,179.75	39.10
TOTAL FEES AND SERVICES		60,000.00	3,128.34	.00	31,051.07	28,948.93	51.75

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	.00	.00	22,641.75	-17,641.75	452.84
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	618.00	.00	11,024.47	23,975.53	31.50
TOTAL OTHER REVENUE		42,000.00	618.00	.00	33,666.22	8,333.78	80.16

TOTAL TITLE NOT FOUND 6,412,187.00 106,087.41 .00 3,188,661.51 3,223,525.49 49.73

TOTAL LIBRARY FUND 6,412,187.00 106,087.41 .00 3,188,661.51 3,223,525.49 49.73

SELECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 10/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	22,573.68	-21,573.68	2257.37
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	.00	.00	25,373.68	-20,373.68	507.47

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	.00	.00	225,373.68	-20,373.68	109.94
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	.00	.00	225,373.68	-20,373.68	109.94

TOTAL REPORT		6,617,187.00	106,087.41	.00	3,414,035.19	3,203,151.81	51.59
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SUNGARD PENTAMATION INC - FUND ACCOUNTING  
 DATE: 11/12/07  
 TIME: 14:10:44

CITY OF DES PLAINES  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")  
 ACCOUNTING PERIOD: 10/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	142,392.87	.00	1,621,907.10	755,716.90	68.22
910200	TEMPORARY WAGES	983,825.00	67,185.16	.00	737,478.88	246,346.12	74.96
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	13,076.73	.00	152,948.17	-152,948.17	.00
910600	SICK PAY	.00	7,619.02	.00	71,797.85	-71,797.85	.00
910700	HOLIDAY PAY	.00	.00	.00	60,881.72	-60,881.72	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	250.84	.00	376.26	-376.26	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL SALARIES	3,365,199.00	230,524.62	.00	2,645,389.98	719,809.02	78.61

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	1,844.25	614.75	75.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	17,338.13	.00	199,047.68	57,720.32	77.52
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	20,480.68	.00	238,572.17	66,356.83	78.24
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	671.00	.00	7,011.40	1,124.60	86.18
918050	MEDICAL INS PREMIUMS	398,427.00	29,224.68	.00	332,989.13	65,437.87	83.58
918055	DENTAL INSURANCE PREMIUM	25,401.00	1,733.17	.00	19,966.29	5,434.71	78.60
918070	WORKERS COMPENSATION	8,296.00	619.88	.00	6,744.11	1,551.89	81.29
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
	TOTAL BENEFITS	1,007,461.00	70,067.54	.00	813,681.86	193,779.14	80.77

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	1,631.25	.00	1,631.25	8,368.75	16.31
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	4,195.00	.00	24,159.02	38,390.98	38.62
920120	COMMUNICATION SERVICES	22,040.00	1,842.81	.00	17,517.75	4,522.25	79.48
920140	DATA PROCESSING SERVICES	81,113.00	4,755.56	.00	37,919.90	43,193.10	46.75
920202	CONFERENCES	18,029.00	376.78	.00	8,243.82	9,785.18	45.73
920204	TRAINING	5,216.00	810.00	.00	3,560.00	1,656.00	68.25
920205	TUITION REIMBURSEMENTS	5,000.00	.00	.00	3,481.28	1,518.72	69.63
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	370.00	.00	4,204.00	1,796.00	70.07
920225	LICENSING/TITLES	250.00	.00	.00	50.00	200.00	20.00
920250	PUBLICATION OF NOTICES	3,000.00	.00	.00	3,095.25	-95.25	103.18
920850	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	22,280.25	7,426.75	75.00
930010	R & M EQUIPMENT	72,275.00	-1,911.48	.00	65,408.62	6,866.38	90.50

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 11/12/07

TIME: 14:10:44

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 10/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	1,857.31	.00	66,036.56	-13,241.56	125.08
930030	R & M VEHICLES	10,600.00	968.20	.00	9,271.40	1,328.60	87.47
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	3,770.00	.00	35,225.57	11,754.43	74.98
930490	REFUSE CONTRACT	3,600.00	574.00	.00	3,805.00	-205.00	105.69
960070	AUTO/TRAVEL EXPENSES	6,275.00	1,344.10	.00	4,719.05	1,555.95	75.20
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	5,010.53	.00	25,511.07	7,488.93	77.31
960990	MISC CONTRACTUAL SVCS	108,340.00	13,268.14	.00	84,286.02	24,053.98	77.80
TOTAL CONTRACTUAL SERVICES		587,254.00	38,862.20	.00	420,751.36	166,502.64	71.65

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	5,850.50	.00	61,184.38	18,235.62	77.04
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	337.95	.00	1,866.75	733.25	71.80
970170	JANITORIAL	19,000.00	1,620.18	.00	13,572.23	5,427.77	71.43
970260	POSTAGE AND PARCEL	13,000.00	66.47	.00	5,356.24	7,643.76	41.20
970270	PRINTING-REPROD-BINDING	10,600.00	4,551.00	.00	10,213.46	386.54	96.35
970500	PURCHASE OF WATER	8,000.00	.00	.00	3,758.64	4,241.36	46.98
970600	BOOKS	497,000.00	38,233.41	.00	332,212.78	164,787.22	66.84
970610	AUDIO MATERIALS	80,000.00	9,095.04	.00	52,981.35	27,018.65	66.23
970620	SUBSCRIPTIONS & BOOKS	68,000.00	1,741.74	.00	63,518.16	4,481.84	93.41
970630	VISUAL MATERIALS	81,000.00	7,245.89	.00	61,189.71	19,810.29	75.54
970640	AUTOMATED REFERENCE MAT'	106,000.00	1,468.00	.00	62,279.94	43,720.06	58.75
970810	NATURAL GAS	26,000.00	.00	.00	19,235.82	6,764.18	73.98
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	39.70	.00	39.70	1,460.30	2.65
970900	EQUIPMENT <\$5,000	15,161.00	99.99	.00	4,774.67	10,386.33	31.49
TOTAL COMMODITIES		1,009,781.00	70,349.87	.00	692,183.83	317,597.17	68.55

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	2,713.21	.00	12,069.21	11,780.79	50.60
980410	COMPUTER HARDWARE	.00	160.00	.00	68,862.86	-68,862.86	.00
980420	COMPUTER SOFTWARE	36,590.00	355.00	.00	15,765.20	20,824.80	43.09
980600	FURNITURE & FIXTURES	32,650.00	31.03	.00	24,908.12	7,741.88	76.29
TOTAL CAPITAL EXPENDITURES		93,090.00	3,259.24	.00	121,605.39	-28,515.39	130.63

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SUNGARD PENTAMATION INC - FUND ACCOUNTING  
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CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 10/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	.00	15,442.00	.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	.00	12,040.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	200,000.00	77,482.00	72.08
	TOTAL LIBRARY SERVICES	6,340,267.00	413,063.47	.00	4,893,612.42	1,446,654.58	77.18

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

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EXPSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 10/07

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TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920202	CONFERENCES	.00	.00	.00	5,112.00	-5,112.00	.00
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	2,580.06	4,119.94	38.51
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	1,250.00	.00	10,598.24	-98.24	100.94
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	1,250.00	.00	49,610.30	-1,090.30	102.25

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	5,850.00	.00	100.00
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	15,737.00	1,813.00	89.67
	TOTAL COMMODITIES	23,400.00	.00	.00	21,587.00	1,813.00	92.25
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	1,250.00	.00	71,197.30	722.70	99.00
	TOTAL LIBRARY FUND	6,412,187.00	414,313.47	.00	4,964,809.72	1,447,377.28	77.43

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CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

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ACCOUNTING PERIOD: 10/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS  
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	3,647.00	.00	18,879.00	66,071.00	22.22
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	3,647.00	.00	18,879.00	86,071.00	17.99
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	3,647.00	.00	18,879.00	86,071.00	17.99
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	3,647.00	.00	18,879.00	86,071.00	17.99
TOTAL REPORT		6,517,137.00	417,960.47	.00	4,983,688.72	1,533,448.28	76.47



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ACCOUNTING PERIOD: 9/07

SECTION CRITERIA: payable.due\_date='10/01/2007'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	105910	MANAGEMENT ASSOCIATIO	34907	577	195.00
2110	920120	COMMUNICATION SE	09030	NEXTEL COMMUNICATIONS	655730511067	146	134.34
2110	920120	COMMUNICATION SE	106455	MCLEOD USA	1935831	562	249.26
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2007-08 DUES	573	75.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	68574	474	369.52
2110	930020	R & M BLDGS & ST	103034	FRESCO PLASTER FINISH	F3425	143	500.00
2110	930020	R & M BLDGS & ST	105793	CYBOR FIRE PROTECTION	39818	575	300.00
2110	930030	R & M VEHICLES	102935	BILL'S AUTO	36595	386	175.24
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	40424-JN	462	3665.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1437979	485	574.00
2110	960210	SPECIAL EVENT PR	200346	JIM BESTMAN	10-07-07	497	950.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2923045	338	4.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2936085	345	19.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2910753	340	71.05
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2901783	341	40.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2937083	347	15.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2925500	344	17.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2932819	357	1.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2932484	343	4.18
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2899113	359	97.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2938194	349	23.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2908659	353	88.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2917895	355	47.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2931081	371	36.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2913480	363	37.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2932815	367	3.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2936086	361	33.39
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2904967	365	19.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2928118	379	19.35
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2932816	380	3.70
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2921243	373	20.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2947585	375	1.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2928119	377	33.39
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2942770	300	8.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2913174	291	44.52
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2943762	310	33.54
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2912592	307	12.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2916189	294	18.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2933479	295	40.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2913593	302	20.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2919389	297	25.05
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2940606	306	18.36
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2908493	299	14.35
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2908494	304	6.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2917173	321	20.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2915472	315	44.35
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2943131	316	33.63
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2916188	324	40.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2927424	313	4.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2918856	318	16.40

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 11

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ACCOUNTING PERIOD: 9/07

SECTION CRITERIA: payable.due\_date='10/01/2007'

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2927585	333	0.00	137.00
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2918857	320	0.00	8.20
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2932818	336	0.00	10.25
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2921244	327	0.00	38.55
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2938195	331	0.00	27.50
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2935373	263	0.00	43.50
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	291754	275	0.00	19.08
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2913481	267	0.00	47.20
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2932485	273	0.00	4.10
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2901784	269	0.00	23.45
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2937082	265	0.00	24.20
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2923862	277	0.00	26.75
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2939126	287	0.00	18.90
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2915471	279	0.00	72.30
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2942771	282	0.00	3.30
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2938193	285	0.00	21.00
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2942768	286	0.00	11.90
2110	960990	MISC CONTRACTUAL 09643	A B M OFFICE EQUIPMEN	88893	475	0.00	95.00
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019268691	392	0.00	44.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019199189	387	0.00	22.07
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019179767	389	0.00	16.45
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	5008168049	490	0.00	47.45
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019233105	522	0.00	15.78
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A90887530	520	0.00	20.35
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019122478	516	0.00	3.39
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019143871	528	0.00	3.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019258072	510	0.00	10.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019155132	525	0.00	8.97
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019184853	512	0.00	38.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A90707880	518	0.00	29.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019155138	514	0.00	7.87
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019189244	536	0.00	6.60
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019226403	546	0.00	67.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019189243	538	0.00	13.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019184897	544	0.00	29.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019176367	530	0.00	10.62
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A90210410	540	0.00	5.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019185157	549	0.00	9.49
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2019236253	547	0.00	32.00
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A91121350	542	0.00	7.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5325667	506	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5325664	505	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5325665	527	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5325669	503	0.00	13.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5325668	500	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5328479	396	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320386	408	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320389	406	0.00	55.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5326481	393	0.00	22.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5328478	394	0.00	6.50

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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LECTION CRITERIA: payable\_due\_date="10/01/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5330116	404	36.15
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5320387	402	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5328482	410	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5326366	414	16.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5325666	411	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5325670	416	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5328480	412	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5323155	381	3.25
2110	960990	MISC CONTRACTUAL	100899	C D S OFFICE TECHNOLO	214658	471	437.25
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	12186A	576	82.91
2110	970100	SUPPLIES	09638	OFFICE DEPOT	398403385001	570	45.40
2110	970100	SUPPLIES	09733	ORIENTAL TRADING COMP	618472265-01	385	58.35
2110	970100	SUPPLIES	09733	ORIENTAL TRADING COMP	618379847-01	384	94.50
2110	970100	SUPPLIES	105752	CONSUMER ELECTRONICS	254788	469	762.50
2110	970100	SUPPLIES	19764	BRODART COMPANY	795350	473	26.81
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	2926028	468	2481.48
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	2924150	574	35.15
2110	970170	JANITORIAL	17132	MENARDS	7404	571	103.66
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	535662	467	722.15
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2904967	366	123.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2932815	368	15.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2921243	374	114.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2925500	369	89.44
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2947585	376	35.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2928118	370	80.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2928119	378	114.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2913480	364	174.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2936085	362	114.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2931081	372	190.68
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2901783	342	193.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2932484	346	20.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2938194	350	78.54
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2899113	351	488.14
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2937082	352	136.38
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2923046	339	11.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2908659	354	493.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2932818	337	59.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2917895	356	259.72
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2937083	348	77.62
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2932819	358	14.13
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2915472	317	262.50
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2918856	319	93.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2943131	325	329.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2916188	326	244.49
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2940606	322	137.92
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2927585	334	748.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2942768	329	69.06
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2921244	330	218.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2917173	323	98.74
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2938195	332	148.95

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2927424	314	0.00	21.75
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2917174	292	0.00	150.79
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2943762	311	0.00	567.56
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2933479	296	0.00	219.47
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2919389	298	0.00	165.41
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2942770	289	0.00	56.56
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2910753	290	0.00	322.97
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2908494	305	0.00	29.66
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2923045	312	0.00	18.95
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2918857	303	0.00	46.62
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2922592	308	0.00	65.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2916189	309	0.00	87.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2908493	301	0.00	104.06
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	291754	276	0.00	49.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2939126	288	0.00	112.50
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2932816	271	0.00	21.47
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2923862	278	0.00	151.62
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2942771	272	0.00	25.27
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2915471	280	0.00	481.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2936086	281	0.00	88.26
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2901784	270	0.00	97.14
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2912591	283	0.00	97.80
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2938193	284	0.00	160.70
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2932485	274	0.00	20.54
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2913481	268	0.00	300.78
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2935373	266	0.00	249.73
2110	970600	BOOKS	07439 THOMSON GALE	15316349	566	0.00	223.75
2110	970600	BOOKS	07439 THOMSON GALE	15326573	560	0.00	76.76
2110	970600	BOOKS	07439 THOMSON GALE	15322545	567	0.00	74.90
2110	970600	BOOKS	07439 THOMSON GALE	15314936	579	0.00	223.75
2110	970600	BOOKS	09714 SCHOOL SPECIALTY INC.	51564363	563	0.00	643.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019176367	531	0.00	87.18
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019184897	545	0.00	214.14
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019189243	539	0.00	115.12
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019189244	537	0.00	57.57
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019236252	548	0.00	564.60
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019143871	529	0.00	60.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019345255	489	0.00	1782.67
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019226402	492	0.00	1034.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008168049	491	0.00	1043.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019185157	526	0.00	98.66
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019268690	509	0.00	575.16
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019258072	511	0.00	86.43
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019184853	513	0.00	349.41
2110	970600	BOOKS	09737 BAKER & TAYLOR	1656359	507	0.00	-75.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019155138	515	0.00	53.21
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019122478	517	0.00	28.79
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019233105	523	0.00	105.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019155132	524	0.00	11.91
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019183158	391	0.00	8.90

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019179766	390	0.00	201.79
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019199188	388	0.00	338.00
2110	970600	BOOKS	104192 CENTER POINT LARGE PR	656569	470	0.00	76.68
2110	970600	BOOKS	12156 THOMSON LEARNING	83194101	565	0.00	225.66
2110	970600	BOOKS	19685 ICMA DISTRIBUTION CEN	11533607	137	0.00	104.50
2110	970600	BOOKS	19685 ICMA DISTRIBUTION CEN	11533607	126	0.00	106.50
2110	970600	BOOKS	200311 LEXICON MARKETING COR	1334648	572	0.00	684.00
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M104288A	293	0.00	16.13
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2938343	335	0.00	132.23
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M106630A	328	0.00	35.25
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M106002A	360	0.00	15.12
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M106031A	264	0.00	26.19
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	295655	472	0.00	317.05
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019268690	508	0.00	76.03
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019226402	493	0.00	42.29
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083561253	486	0.00	1331.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-07-07-1	554	0.00	794.52
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	08-29-07-2	476	0.00	237.83
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	08-28-07-1	479	0.00	302.14
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-05-07-1	478	0.00	234.98
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3654358	488	0.00	445.48
2110	970620	SUBSCRIPTIONS &	103035 FEDERAL EXPRESS	2-231-01644	584	0.00	85.04
2110	970620	SUBSCRIPTIONS &	14817 TEEN INK	14227-0708	569	0.00	149.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A91121350	543	0.00	44.06
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A90210410	541	0.00	52.83
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A90887530	521	0.00	129.91
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A90707880	519	0.00	217.78
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325668	501	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325666	502	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325669	504	0.00	77.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325667	550	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325664	401	0.00	60.72
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5328478	395	0.00	33.73
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5328482	400	0.00	35.23
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5328479	397	0.00	20.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5320387	403	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325665	399	0.00	60.72
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5330116	405	0.00	247.39
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5328481	398	0.00	128.18
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5320389	407	0.00	197.08
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5326366	415	0.00	110.95
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5328480	413	0.00	25.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5320386	409	0.00	14.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5325670	431	0.00	374.94
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5323156	383	0.00	352.42
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5323155	382	0.00	11.24
2110	970630	VISUAL MATERIALS	101193 ANNENBERG/CPB	333012	142	0.00	427.90
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DI	12161A	578	0.00	326.00
2110	970630	VISUAL MATERIALS	80139 RECORDED BOOKS, LLC	3649362	487	0.00	31.00
2110	970640	AUTOMATED REPERE	106564 CONSUMERS' CHECKBOOK	AUG 17 2007	130	0.00	150.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970900	EQUIPMENT <\$5,00	09010 NEXTEL COMMUNICATIONS	655730511067	173	0.00	99.99
2110	980420	COMPUTER SOFTWARE	106568 TOM SNYDER PRODUCTION	MS4911330101	136	0.00	270.00
2110	980600	FURNITURE & FIXT	17924 CORPORATE CONCEPTS, I	158570	580	0.00	31.03
TOTAL LIBRARY SERVICES						0.00	40428.33
2130	960210	SPECIAL EVENT PR	100367 PRAIRIE BRASS BAND	10-07-07	443	0.00	1250.00
TOTAL IL LIBRARY PER CAP GRANT						0.00	1250.00
TOTAL FUND						0.00	41678.33

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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ACCOUNTING PERIOD: 10/07

SELECTION CRITERIA: payable.due\_date="10/15/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	920100	LITIGATION & LEG	100392	ANCEL, GLINK, DIAMOND, B	7944	46	0.00	1631.25
2110	920110	PROFESSIONAL CON	104160	MIRIAM POLLACK & ASSO	451	519	0.00	4000.00
2110	920120	COMMUNICATION SE	106455	MCLEOD USA	2285538	5	0.00	246.15
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK0807	115	0.00	4755.56
2110	920202	CONFERENCES	200310	LINCOLN TRAIL LIBRARI	09-06-07	59	0.00	175.00
2110	920204	TRAINING	103420	IL LIBRARIES UNICORN	SEE ATTACHED	142	0.00	30.00
2110	920204	TRAINING	103420	IL LIBRARIES UNICORN	SEE ATTACHED	151	0.00	30.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRAR	1270920	72	0.00	750.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	S. F. GIESE	92	0.00	100.00
2110	920220	MEMBERSHIP DUES	104865	NORTH SUBURBAN LIBRAR	2007-08	94	0.00	25.00
2110	930010	R & M EQUIPMENT	106518	WIRELINE INCORPORATED	13684	492	0.00	135.00
2110	930010	R & M EQUIPMENT	106518	WIRELINE INCORPORATED	13722	491	0.00	135.00
2110	930010	R & M EQUIPMENT	106518	WIRELINE INCORPORATED	13685	493	0.00	135.00
2110	930020	R & M BLDGS & ST	02989	BEDCO INC	13403	501	0.00	270.00
2110	930020	R & M BLDGS & ST	102141	MILLER SALES	11473	530	0.00	337.31
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	16832	524	0.00	450.00
2110	930030	R & M VEHICLES	104621	X D REPAIR INCORPORAT	17875	71	0.00	792.96
2110	930320	CLEANING: CUSTODI	102711	SPEED-E-KLEEN	3267	480	0.00	105.00
2110	960070	AUTO/TRAVEL EXPE	16164	HECTOR MARINO	REIMB	91	0.00	80.57
2110	960210	SPECIAL EVENT PR	100223	INDESTRUCTO RENTAL CO	15446	525	0.00	540.00
2110	960210	SPECIAL EVENT PR	105296	ALEX BROOKS MIDWEST C	OCT/NOV 2007	120	0.00	200.00
2110	960210	SPECIAL EVENT PR	106079	SKOKIE PUBLIC LIBRARY	111	479	0.00	80.00
2110	960210	SPECIAL EVENT PR	106265	D L W STORYTELLER INC	OCT 25 2007	61	0.00	375.00
2110	960210	SPECIAL EVENT PR	106592	MAGIC BY RANDY INCORP	OCT 27 2007	62	0.00	375.00
2110	960210	SPECIAL EVENT PR	106596	MARCIA GUTIERREZ	OCT 7 2007	63	0.00	600.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2936087	406	0.00	39.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2945469	405	0.00	38.16
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2945878	407	0.00	23.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2945877	403	0.00	26.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2942201	397	0.00	82.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M106552A	401	0.00	1.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2952745	400	0.00	7.74
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2948646	409	0.00	13.26
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M105364A	351	0.00	24.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M105481A	508	0.00	69.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	M105365A	498	0.00	176.50
2110	960990	MISC CONTRACTUAL	07606	NIGHT OWL REFERENCE S	2007-08	110	0.00	3103.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019361840	362	0.00	14.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A91781300	381	0.00	7.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019286671	364	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019223169	374	0.00	7.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019390059	366	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019276916	379	0.00	14.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019422595	368	0.00	8.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019276960	376	0.00	2.74
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019374452	370	0.00	17.79
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019329890	377	0.00	4.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019257994	378	0.00	3.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018960051	372	0.00	17.52
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019319811	382	0.00	8.97

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: payable.due\_date="10/15/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019354329	432	0.00	46.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019345231	421	0.00	82.06
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019422508	413	0.00	10.94
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018896224	422	0.00	36.74
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019210847	415	0.00	17.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019390390	423	0.00	1.94
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019388458	417	0.00	16.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019210627	424	0.00	2.84
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019320869	431	0.00	74.87
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019402681	430	0.00	170.96
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019341941	420	0.00	12.57
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A92347240	393	0.00	11.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A91525460	391	0.00	9.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A93071740	390	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019368575	387	0.00	13.20
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019400918	389	0.00	14.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019371438	460	0.00	26.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019319774	468	0.00	19.99
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019308937	462	0.00	24.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019341852	463	0.00	83.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019407762	474	0.00	49.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019232591	472	0.00	47.69
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019341661	470	0.00	29.32
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019408355	467	0.00	18.46
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019286692	458	0.00	33.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019408247	456	0.00	54.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008206645	441	0.00	47.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018797058	451	0.00	5.84
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A93085870	435	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A91485060	439	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019332593	433	0.00	25.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019355983	434	0.00	28.62
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019345230	445	0.00	133.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A91880640	449	0.00	1.85
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5329365	349	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5326537	338	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5333190	341	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5333189	344	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5333188	345	0.00	6.90
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5338345	290	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5329653	291	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5320388	297	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5329366	293	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5331919	299	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5329367	295	0.00	13.20
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5331925	311	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5331920	302	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5331921	305	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5331922	307	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5331923	308	0.00	16.25



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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5331924	309	0.00	16.85
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5323373	313	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5323372	315	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5329658	328	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5323374	317	0.00	71.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5333187	336	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5323375	319	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5323371	334	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5329660	326	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5338343	333	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5329657	331	0.00	20.10
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5338344	262	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5333186	258	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5337335	263	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5326536	261	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5333185	260	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5326538	254	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5326539	256	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5323376	276	0.00	7.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5337337	287	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5337333	268	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5337334	284	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5329654	278	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5337332	271	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5334898	283	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5335256	273	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5337336	274	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5329656	280	0.00	16.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5338342	265	0.00	3.25
2110	960990	MISC CONTRACTUAL 102808	ADVANCED AQUATICS	36227	512	0.00	342.76
2110	960990	MISC CONTRACTUAL 105085	INITIAL ELECTRONICS	165600	528	0.00	72.00
2110	960990	MISC CONTRACTUAL 106535	INTERIOR TROPICAL GAR	37949	529	0.00	95.00
2110	960990	MISC CONTRACTUAL 72106	COOPERATIVE COMPUTER	OCLC JED PRF	516	0.00	1724.11
2110	960990	MISC CONTRACTUAL 83193	TRANSWORLD SYSTEMS IN	A62433-1722	517	0.00	2875.00
2110	970100	SUPPLIES 00189	ANDERSON LOCK CO LTD	526415	503	0.00	309.00
2110	970100	SUPPLIES 09638	OFFICE DEPOT	399228095001	483	0.00	47.06
2110	970100	SUPPLIES 19764	BRODART COMPANY	797326	500	0.00	1100.00
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL COR	2950912	531	0.00	325.73
2110	970100	SUPPLIES 24056	THE HIGHSMITH CO., IN	1122057001	526	0.00	59.90
2110	970170	JANITORIAL 106591	W S I LIGHTING	332348	60	0.00	295.32
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	538540	478	0.00	499.05
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	2-254-69546	523	0.00	66.47
2110	970270	PRINTING-REPROD- 05228	KASCO PRINTING	6054	515	0.00	4551.00
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	M105481A	497	0.00	973.60
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	M105365A	499	0.00	1212.13
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2942201	398	0.00	443.25
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2952745	402	0.00	123.58
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2945878	408	0.00	126.51
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2945469	395	0.00	146.51
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2945877	404	0.00	177.60

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALIS TAX	AMOUNT
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2948646	410	0.00	179.29
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2936087	354	0.00	221.08
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M105364A	352	0.00	248.07
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	M106552A	359	0.00	8.57
2110	970600	BOOKS	03363 WEST GROUP	814327725	477	0.00	207.50
2110	970600	BOOKS	07439 THOMSON GALE	15331171	482	0.00	47.18
2110	970600	BOOKS	07439 THOMSON GALE	15351482	486	0.00	159.60
2110	970600	BOOKS	07439 THOMSON GALE	15351386	487	0.00	159.60
2110	970600	BOOKS	07439 THOMSON GALE	15350494	488	0.00	133.50
2110	970600	BOOKS	07439 THOMSON GALE	15334625	494	0.00	53.90
2110	970600	BOOKS	07439 THOMSON GALE	15338988	481	0.00	223.75
2110	970600	BOOKS	07439 THOMSON GALE	15349617	489	0.00	208.55
2110	970600	BOOKS	07439 THOMSON GALE	15347997	484	0.00	295.00
2110	970600	BOOKS	07439 THOMSON GALE	15324245	522	0.00	24.72
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019402680	496	0.00	2348.27
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019320868	485	0.00	1381.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019286692	459	0.00	313.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019341661	471	0.00	226.98
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019232591	473	0.00	125.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019371438	461	0.00	309.84
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019319774	469	0.00	200.09
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019408247	457	0.00	478.81
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019341852	466	0.00	654.59
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019308937	464	0.00	224.94
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019407762	465	0.00	368.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019394497	455	0.00	769.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019345230	454	0.00	867.97
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018797058	452	0.00	11.87
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019422508	414	0.00	100.01
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019210847	416	0.00	156.38
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019388458	418	0.00	139.90
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018896224	411	0.00	96.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019408355	419	0.00	138.85
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019210627	425	0.00	4.75
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019441087	412	0.00	118.25
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019355982	428	0.00	378.25
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019404051	429	0.00	335.08
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019354328	427	0.00	544.47
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019332592	426	0.00	614.11
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008206645	396	0.00	893.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019453263	399	0.00	20.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019368575	388	0.00	116.24
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019390390	385	0.00	9.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019341941	386	0.00	132.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019400918	360	0.00	123.18
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019276960	358	0.00	28.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019286671	365	0.00	92.03
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019390059	367	0.00	83.00
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019422595	369	0.00	65.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019276916	371	0.00	45.99

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALIS TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019361840	363	0.00	108.49
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019374452	361	0.00	35.22
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019329890	384	0.00	42.88
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019257994	380	0.00	41.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019223169	375	0.00	59.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018960051	373	0.00	45.12
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019319811	383	0.00	20.89
2110	970600	BOOKS	100886 LAW BULLETIN PUBLISHI	947428	82	0.00	134.05
2110	970600	BOOKS	102747 ALIBRIS	22318172	502	0.00	22.35
2110	970600	BOOKS	105644 D & B	8730107-01	521	0.00	529.50
2110	970600	BOOKS	105724 EVANSTON PUBLIC LIBRA	INTER LOAN	123	0.00	22.95
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	54020220	79	0.00	53.25
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M102717A	4	0.00	86.93
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M107026A	356	0.00	46.36
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M111160A	353	0.00	39.31
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M109272A	357	0.00	10.08
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2952152	442	0.00	46.24
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019320868	495	0.00	118.47
2110	970610	AUDIO MATERIALS	103083 LAKE VILLA PUBLIC LIB	SEPT 19 2007	73	0.00	22.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083603731	476	0.00	40.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083588565	475	0.00	358.40
2110	970610	AUDIO MATERIALS	105724 EVANSTON PUBLIC LIBRA	INTER LOAN	148	0.00	77.00
2110	970610	AUDIO MATERIALS	106589 MCALLEN MEMORIAL LIBR	INTER LOAN	93	0.00	19.95
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-12-07-2	504	0.00	270.69
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-12-07-3	510	0.00	36.37
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-19-07-1	507	0.00	736.49
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-19-07-2	506	0.00	40.56
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-19-07-3	505	0.00	24.48
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-18-07-1	509	0.00	328.03
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	09-12-07-1	511	0.00	489.59
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3597608	518	0.00	2157.87
2110	970620	SUBSCRIPTIONS &	05477 INFORMATION TODAY, IN	2956313-RI	64	0.00	169.00
2110	970620	SUBSCRIPTIONS &	105376 ABRAHAM LINCOLN PRES	6225	514	0.00	545.16
2110	970620	SUBSCRIPTIONS &	105376 ABRAHAM LINCOLN PRES	6226	513	0.00	587.64
2110	970620	SUBSCRIPTIONS &	21432 AMERICAN LIBRARY ASSO	76582	124	0.00	40.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A91880640	438	0.00	19.84
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A93071740	437	0.00	11.01
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A91781300	443	0.00	55.77
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A91485060	440	0.00	14.69
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A93085870	436	0.00	21.30
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A91525460	392	0.00	76.35
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A92347240	394	0.00	60.93
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5333187	337	0.00	11.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5329364	348	0.00	37.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5329368	347	0.00	434.90
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5333189	342	0.00	35.23
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5326537	339	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5333190	343	0.00	67.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5329365	350	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5333188	346	0.00	44.98

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5323372	316	0.00	12.24
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5323374	318	0.00	425.01
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5323375	320	0.00	22.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5334898	321	0.00	85.46
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5338345	322	0.00	22.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5323373	314	0.00	89.97
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5338343	325	0.00	60.72
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5323371	335	0.00	20.24
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329659	330	0.00	59.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329658	329	0.00	40.47
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329657	332	0.00	134.94
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5338344	324	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329660	327	0.00	20.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331925	312	0.00	29.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331922	301	0.00	50.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329367	296	0.00	89.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331926	303	0.00	232.44
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331920	304	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329366	294	0.00	40.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331921	306	0.00	34.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5320388	298	0.00	29.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329653	292	0.00	67.47
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329655	289	0.00	89.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331924	310	0.00	116.95
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331919	300	0.00	44.97
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5338342	267	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337333	269	0.00	81.69
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337338	270	0.00	80.23
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337332	272	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5335256	275	0.00	65.22
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5331923	266	0.00	104.95
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337336	282	0.00	86.21
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337337	288	0.00	125.19
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337335	281	0.00	29.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329654	279	0.00	4.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5329656	285	0.00	86.20
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5337334	286	0.00	178.42
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5323376	277	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5333186	259	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5326538	255	0.00	48.73
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5326536	253	0.00	29.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5326539	257	0.00	69.71
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5333185	264	0.00	18.74
2110	970630	VISUAL MATERIALS 102450	INSTRUCTIONAL VIDEO	29884A	527	0.00	246.43
2110	970640	AUTOMATED REFERR	105644 D & B	8720292-01	114	0.00	1318.00
2110	980300	IMPROVEMENTS	100140 MIDWEST LIBRARY SYSTE	8-943 F1	520	0.00	2713.21
2110	980410	COMPUTER HARDWAR	100402 LAPIN SYSTEMS	I-872	74	0.00	160.00
2110	980420	COMPUTER SOFTWARE	106568 TOM SNYDER PRODUCTION	M54914200101	490	0.00	85.00
TOTAL LIBRARY SERVICES						0.00	67729.97

RUN DATE 10/04/2007 TIME 15:17:39

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/04/07

TIME: 15:17:25

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 17

ACCTPAY1

ACCOUNTING PERIOD: 10/07

SELECTION CRITERIA: payable.due\_date="10/15/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
TOTAL FUND						0.00	67729.97

RUN DATE 10/04/2007 TIME 15:17:39

SUNGARD PENTAMATION INC - FUND ACCOUNTING

# VII.D.1.

## DIRECTOR'S REPORT November 20, 2008

**Please note: I have received no official requests for confidential patron information since my last report.**

### I. PERSONNEL

Resignations/Separations for October/November 2007: Monica Benz, Part-Time Youth Services Librarian and Hector Marino, Coordinator of Computer and Technical Services.

Interviews will begin on November 19 for the position of Head of Public Information Services. We received 78 applications for this position. Applications for the IT Manager position closed on November 12. A decision about filling this position will be made after a decision on filling the Coordinator's position. I hope to have a recommendation following my meeting with Don Safolo of Outsource Solutions Group on November 19.

### II. STAFF DEVELOPMENT

Three staff members, Christina Tropea, Jill Franklin, and Veronica Schwartz will be traveling to Guadalajara, Mexico to attend the annual book fair. They will select materials in Spanish to be added to our collection in 2008. Jill Franklin will be in touch with the personnel from our Sister Library to make arrangements for her exchange visit to the Benjamin Franklin Public Library in February.

Our annual Staff Holiday Party will be held December 13 from 8-10 AM. Library Trustees are cordially invited to join us.

### III. PATRON SERVICES

There were several increases in public use of our facilities and services during October, as compared to October 2006. A 4.05% increase in items circulated included fiction and DVDs from the Youth Services collection and small increases in non-fiction, CDs and DVDs from the Adult Collection. Please note the low circulation of videocassettes,

which will be weeded out during the coming year. The low use of the collection does not justify the large share of shelf space it requires. Overall, the print materials accounted for 52% of the circulation. AV items account for 15% of the total collection and 48% of the circulation.

The door count increased from last October by 14% and meeting room attendance significantly (60%). I find the use of our meeting rooms remarkable at 160 times in a month when we were open for 31 days. The staff time involved in planning, scheduling, setting up and cleaning the rooms is worth noting.

Patron used our online reference sources 9,895 times in October. They used our computers 10,375 in the Adult Services Department and 1,622 times in the Youth Services Department.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I attended the Mayor's Prayer Breakfast and a meeting of the Library Production Studio Executive Committee on October 18; an NSLS Board of Directors meeting on October 22; a luncheon of North Suburban woman directors and the Oakton Area Planning Council on November 1; the Library Production Studio Advisory Committee meeting on November 6; the Chamber of Commerce Board of Directors meeting on November 8, another Library Production Studio Executive Committee meeting on November 12; and a meeting with representatives of the regional United Way campaign on November 14.

I was on vacation from November 15 through November 18.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**October 2007**

<b>Total 2006 to Date:</b>	928,241	<b>Total 2007 to Date:</b>	915,208	<b>% Change</b>	-1.40%
<b>October 2006</b>	90,715	<b>October 2007</b>	94,392		4.05%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2006	2007	2006	2007	2006	2007
Non Fiction	5,437	5,080	606	628	6,043	5,708
Fiction	12,130	13,185	1,172	1,310	13,302	14,495
Foreign Language Non Fiction	311	505	125	32	436	537
Foreign Language Fiction	902	1,075	19	167	921	1,242
Periodicals	245	143	13	22	258	165
Compact Discs	1,181	1,222	56	74	1,237	1,296
Audio Cassettes	2	0	0	0	2	0
Audio Kits	73	47	54	44	127	91
Puzzles	0	0	9	9	9	9
Games	40	57	19	18	59	75
Audio Books	314	232	16	22	330	254
Video Fiction	510	234	180	19	690	253
Video Non Fiction	179	161	2	2	181	163
DVD	6,459	7,873	524	749	6,983	8,622
CD ROMs	516	386	0	1	516	387
<b>SUB TOTAL</b>	<b>28,299</b>	<b>30,200</b>	<b>2,795</b>	<b>3,097</b>	<b>31,094</b>	<b>33,297</b>
<b>ADULT</b>						
Non Fiction	12,051	12,230	258	283	12,309	12,513
Fiction	7,972	7,911	314	351	8,286	8,262
Large Type	1,314	1,294	36	38	1,350	1,332
Foreign Language Non Fiction	534	462	16	17	550	479
Foreign Language Fiction	1,005	1,034	2	5	1,007	1,039
High School Collection	616	667	5	4	621	671
Periodicals	2,335	2,637	142	147	2,477	2,784
Pamphlets	13	6	0	0	13	6
Compact Discs	7,238	8,181	297	204	7,535	8,385
Pictures	15	20	0	0	15	20
Audio Books	2,686	2,450	32	19	2,718	2,469
CD ROMs	169	128	0	0	169	128
Video Fiction	856	538	85	3	941	541
Video Non Fiction	921	553	0	1	921	554
DVD	19,529	20,670	813	723	20,342	21,393
Misc. Formats	366	511	1	8	367	519
	57,620	59,292	2,001	1,803	59,621	61,095
<b>GRAND TOTAL</b>	<b>85,919</b>	<b>89,492</b>	<b>4,796</b>	<b>4,900</b>	<b>90,715</b>	<b>94,392</b>
Self Check	16,306	38,988	0	0	16,306	38,988

Mobile Library closed one day for mechanical repairs.



## VII.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
NOVEMBER 2007

	<u>Oct 2007</u>	<u>Nov 2007</u>	<u>Change</u>	<u>% Change</u>
Books	263,337	264,725	1,388	0.53%
Audio	24,123	24,337	214	0.89%
Video	21,748	21,704	-44	-0.20%
Puzzles & Games	169	167	-2	-1.18%
Realia	241	241	0	0.00%
Pamphlets	551	553	2	0.36%
<b>Total</b>	<b>310,169</b>	<b>311,727</b>	<b>1,558</b>	<b>0.50%</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR OCTOBER 2007**

**I. Library Card Registration Services**

<u>Oct 2006</u>	<u>Sept 2007</u>	<u>Oct 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
897	895	779	8,417	7,947	(-5.6%)

A.	New Library Card Registrations	307
B.	Updated Library Card	345
C.	Other Libraries	126
D.	Non Resident Fee Paid Cards (Year to Date - 63 Non Resident Fee Paid Cards )	0
E.	Business Cards	1
Total		779

**II. Other Registration Services**

1.	Patrons Registering for Programs	164
2.	Number of Meeting Room Uses	77
3.	Voters Registered	5
4.	Senior Cab Cards	12
Total		258

**III. Total Number of Registered Borrowers**

Oct 2006	35,746	(62.7% of Population)
Oct 2007	35,544	(62.4% of Population)

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR OCTOBER 2007**

**IV. Patron Attendance Count**

<u>Oct 2006</u>	<u>Sept 2007</u>	<u>Oct 2007</u>	<u>Year to Date</u> <u>2006</u>	<u>Year to Date</u> <u>2007</u>	<u>Year to Date</u> <u>% Change</u>
45,497	41,529	47,319	500,581	437,824	(-12.5%)

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>% Change</u>
NSLS	14,261	14,720	3.2%
Other Systems	3,488	3,898	11.8%
Total	17,749	18,618	4.9%

**V. Interlibrary Loan**

	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year to Date</u> <u>2006</u>	<u>Year to Date</u> <u>2007</u>	<u>Year to Date</u> <u>% Change</u>
Sent	5,525	5,979	63,833	56,659	(-11.2%)
Received	3,652	4,701	47,658	43,327	(-9.1%)
Total	9,177	10,680	111,491	99,986	(-10.3%)

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
OCTOBER 2007**

Alldata	484*
Classical Music Library	36
CQ Researcher	3
First Search	1,083
Gale Group:	
• Biography Resource Center	465
• Business & Company Resource Center	136
• Contemporary Authors	4
• General OneFile	281
• General Reference Center Gold	252
• Kids Infobits	58
• LitFinder	27
• Literature Resource Center	361
• Opposing Viewpoints	202
• Student Resource Center	236
• ThomsonGale Legal Forms	32
• Virtual Reference Library	257
Greenwood Daily Life Online	53
Grolier Online	137
Hoover's Online	18*
Morningstar	200*
NewsBank:	
• American Obituaries and Death Notices	1,867
• Local newspapers	365
• Chicago Tribune Archive	736
• Periodicals	31
Novelist	246
ProQuest :	
• Ancestry Library Edition	39*
• eLibrary	149
• eLibrary Elementary	4
• Heritage Quest	856
• SIRS Discoverer	9
• <i>Wall Street Journal</i>	92
• <i>New York Times Historical</i>	93
• <i>Chicago Tribune Historical (1890-1955)</i>	433
Reference USA	391

Rosetta Stone	150*	
TumbleBooks	59*	
World Book Encyclopedia	50	
<b>Total Searches &amp; Queries for October 2007</b>	<b>9,895</b>	<b>% Change</b>
<b>Total Searches &amp; Queries for October 2006</b>	<b>12,922</b>	<b>(-23.4%)</b>

\* Number of sessions or views (number of searches not provided)

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
OCTOBER 2007**

<b>Assistance</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,473	1,426	14,652	11,528	-21.3%
2. Mechanical	1,326	329	3,339	2,376	-28.8%
3. Directional	1	1,070	9,128	9,510	4.2%
4. Tax Forms	5	13	1,269	1,272	0.2%
<b>Total</b>	<b>2,805</b>	<b>2,838</b>	<b>28,388</b>	<b>24,686</b>	<b>-13.0%</b>
<b>Reference and Readers' Services</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	2,959	2,898	28,713	28,093	-2.2%
2. Ready Reference	1,575	1,209	15,025	14,042	-6.5%
3. In-Depth Reference	185	142	1,675	1,485	-11.3%
4. Information	1,413	1,286	14,670	13,710	-6.5%
5. Instruction	53	61	440	442	0.5%
6. Virtual Reference Desk	19	62	149	277	85.9%
7. Interlibrary Loan Request	126	130	1,258	1,408	11.9%
8. Readers' Advisory	134	124	1,191	1,150	-3.4%
9. CCS Holds	1,009	1,093	10,508	10,598	0.9%
<b>Total</b>	<b>7,473</b>	<b>7,005</b>	<b>73,629</b>	<b>71,205</b>	<b>-3.3%</b>
<b>Sign Up</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	9,107	10,375	96,232	83,700	-13.0%
2. Group Study Rooms	959	673	8,541	7,767	-9.1%
3. Ellis/Reading Edge	1	0	3	5	0.0%
<b>Total</b>	<b>10,067</b>	<b>11,048</b>	<b>104,776</b>	<b>91,472</b>	<b>-12.7%</b>
<b>Grand Total</b>	<b>20,345</b>	<b>20,891</b>	<b>206,793</b>	<b>187,363</b>	<b>-9.4%</b>

Downloadable Audiobooks 30  
PlayAway 25

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
OCTOBER 2007**

<b>Assistance/Service Desk</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	685	608	7,169	6,779	-5.4%
2. Patron Renewals	1,048	721	9,892	7,739	-21.8%
3. Patron Reserves Delivered	3,223	3,135	38,724	33,058	-14.6%
4. Directional	612	382	6,665	4,220	-36.7%
5. Account Inquiries	2,216	2,080	33,060	23,562	-28.7%
6. Program Sign-up	539	68	2,652	1,939	-26.9%
7. In Person Patron Assistance	905	753	11,221	7,690	-31.5%
<b>Total</b>	<b>9,228</b>	<b>7,747</b>	<b>109,383</b>	<b>84,987</b>	<b>-22.3%</b>
<b>Assistance/Switchboard</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	2,754	3,168	28,866	28,916	0.2%
2. Delivery/Buzzer	52	52	371	617	66.3%
3. 2-Way Radio	1	5	153	30	
<b>Total</b>	<b>2,807</b>	<b>3,225</b>	<b>29,390</b>	<b>29,563</b>	<b>0.6%</b>
<b>Grand Total</b>	<b>12,035</b>	<b>10,972</b>	<b>138,773</b>	<b>114,550</b>	<b>-17.5%</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
OCTOBER 2007**

<b>Assistance</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	1,827	1,622	18,353	15,695	-14.5%
2. Mech Troubleshooting	269	289	1,843	2,002	8.6%
3. Computer Mech Instr	596	601	4,873	4,029	-17.3%
4. Program Sign-up	66	75	2,832	1,853	-34.6%
5. Information	687	765	6,294	5,339	-15.2%
6. Directional Questions	385	584	4,195	3,515	-16.2%
<b>Total</b>	<b>3,830</b>	<b>3,936</b>	<b>38,390</b>	<b>32,433</b>	<b>-15.5%</b>
<b>In-House Circulation</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,780	1,603	14,296	13,250	-7.3%
2. Chess/Checkers	19	21	208	138	-33.7%
3. School Supplies Handouts	51	97	443	550	24.2%
4. Textbooks	73	12	313	180	-42.5%
<b>Total</b>	<b>1,923</b>	<b>1,733</b>	<b>15,260</b>	<b>14,118</b>	<b>-7.5%</b>
<b>Reference</b>	<u>Oct 2006</u>	<u>Oct 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	1,289	1,193	12,226	10,615	-13.2%
2. Reference	417	523	3,887	4,109	5.7%
3. Readers' Advisory	253	303	2,377	2,249	-5.4%
4. ILL & Patron Holds	206	287	2,547	2,028	-20.4%
5. Book Bag Request	11	10	106	93	-12.3%
<b>Total</b>	<b>2,176</b>	<b>2,316</b>	<b>21,143</b>	<b>19,094</b>	<b>-9.7%</b>
<b>Grand Total</b>	<b>7,929</b>	<b>7,985</b>	<b>74,793</b>	<b>65,645</b>	<b>-12.2%</b>



## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR OCTOBER 2007**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
Adult Reading Roundtable	1	B/C	25
Adult Services Meeting	1	CR	8
Centennial Celebration	3	A/B/C	1,500
Centennial Committee	1	CR	10
Circulation Meeting	3	CR	34
Department Heads Meeting	4	CR	28
Drop-in Email Assistance	2	CL	11
Friends of the Library	1	C	20
Friends of the Library	1	CR	25
Foreign Language film Series	1	A	17
Inside Writing and Publishing	1	CR	6
Intermediate Internet Searching Class	2	CL	13
Introduction to Basic Computers	3	CL	23
Introduction to the Internet	4	CL	26
Page Meeting	2	CR	20
Pilates for Library Staff	4	B/C	17
Reverse Mortgage Program	1	A	3
Sunday Afternoon Movie	1	A	55
Tuesday Evening Book Group	1	H	14
Web Redesign Meeting	1	CR	16
Woman's Journey to Financial Independence	1	A	20
<b>Total</b>	<b>39</b>		<b>1,891</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR OCTOBER 2007**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
Chicago North Romance Writers of America	1	C	35
City of Des Plaines Blood Drive	1	C	42
Current Events	1	C	20
Des Plaines Art Guild	1	A	10
Des Plaines Citizen's Police Academy Alumni	1	B	34
Des Plaines Environmental Deep Green	1	A	20
Des Plaines Employee Health Fair	1	A/B/C	100
Des Plaines Toastmasters	2	A	24
FEMA Briefing	1	B/C	100
Junior Woman's Club of Des Plaines	1	A	12
Hanul Family Alliance	1	B	25
Kiwanis Club of Des Plaines	1	C	12
Maine South Italian Club	1	B	15
Oakton Community College	1	C	8
Packards of Chicagoland	1	C	30
Polyglots Toastmasters	2	A	23
Quilting Divas	1	C	10
Rivers Edge Condominium Association	1	A	17
Senior Matters	1	B	15
Square Spare Square Dance Club	1	B	25
Stonegate Condominium Association	1	A	30
Toastmaster International	1	A	25
<b>Total</b>	<b>24</b>		<b>632</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR OCTOBER 2007**

	Times Used	Meeting Room Used	Attendance
<b>Other</b>			
Library Board Meeting	1	CR	14
<b>Total</b>	<b>1</b>		<b>14</b>
<b>Literacy Program</b>			
Learn to Read	15	B	960
<b>Total</b>	<b>15</b>		<b>960</b>
<b>Library Sponsored Children's Programs</b>			
2-year-olds Storytime	8	ST	179
3- to 5-year-olds Storytime	8	ST	60
Author Visit Candace Fleming	1	B/C	10
Baby Book Times	27	ST	448
Babysitting Clinic	5	A	126
Central School Scout Tour	1	ST	19
Donna Washington Storyteller	1	ST	62
Drop-in Chess Club	1	ST	13
Drop-in Craft	1	ST	232
Friendship CIP Tour	1	ST	30
Halloween Hoopla	1	ST	250
Halloween Magic Show	1	B/C	190
Jr. Great Books Pre-1 Grades	5	ST	93
Jr. Great Books 2-4 Grades	5	ST	68
North School Tour	7	ST	135
PAWS	2	C	62
Scrabble Lunch Bunch	1	ST	121
Scout Tour 3 <sup>rd</sup> graders	1	ST	19
Stories & More	2	ST	44
Story Explorer	2	ST	20
<b>Total</b>	<b>81</b>		<b>2,181</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR OCTOBER 2007**

	Times Used	Meeting Room Used	Attendance
Grand Total October 2007	160		5,678
Grand Total October 2006	148		3,540
% Change			60.4%

**Total = 65 groups involving 5,678 people.**

**2007 Year to Date Total = 1,345 groups involving 71,520 people.**

A – Meeting Room A  
 B – Meeting Room B  
 C – Meeting Room C  
 CL – 4th Floor Computer Lab  
 CR – 2<sup>nd</sup> Floor Conference Room  
 H – Heritage Room  
 SR3 – Study Rooms 3<sup>rd</sup> Floor  
 SR4 – Study Rooms 4<sup>th</sup> Floor  
 ST – Storytime Room  
 T – Teen Room

## VII.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
October 23, 2007

The Treasurer reported that not all funds allocated for the Harry Potter night were used and that approximately \$800 will be returned to the treasury. Also, it has been recommended that \$100 be donated to Citizens on Patrol for helping during the Friends fall book sale. The current balance in the Friends Treasury is \$47,473.57.

Bob Blanchard demonstrated the operation of the new SARA (Screening and Reading Appliance). Because of the cost over \$2000, the Friends needed a second vote to approve the appliance. Motion passed.

Friends membership now stands at 639 members; the majority are current. There have been no renewals or new memberships for a while, but have been getting more multiple year memberships which will have an affect on future year's budgets.

On the Book Shelf, the 10-day, 10 books for \$1, Centennial Sale produced \$153.30. The question of additional space for the bookshelf was discussed. The consensus seemed to be that it was not necessary to expand the bookshelf.

This month's film "The Devil Wears Prada" was not completely full, but about ¾ full. Those in attendance enjoyed it.

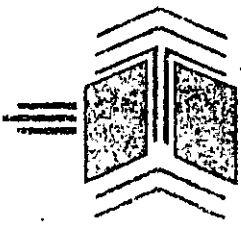
Mary and Ralph Minnes reported on the Fall Book Sale and requested names of organizations interested in taking the many left over books. They also announced that the Holiday Book Sale would be held on the 2<sup>nd</sup> Saturday in December.

The Friends commented on the wonderful success of the Centennial Celebration and felt that it was a great success. Except for the temperature on that day, the Friends who volunteered enjoyed themselves. They also discussed the matter of paying ½ of the carousel costs, but didn't know about the cost of the generator and whether they will have to pay for it. Holly Sorensen mentioned that there is a video on the library website. Holly also reported that 70 gallons of root beer, 20 gallons of lemonade, 1000 units of ice cream, 35 bags of ice, etc. were used during the celebration.

Holly mentioned that a Staff Holiday Party will be held in December (date was not mentioned) and asked whether the Friends, as they have in the past, will cover a portion of the costs. The Friends approved a donation of \$500 toward the Staff party.

Holly also mentioned that the Library received a grant of \$13,000 through the State of Illinois Library. The grant, "Special Families Need Special Libraries", is primarily aimed toward autism. Staff will need to be trained. Also, therapy dogs from Rainbow Animal Assisive Therapy will be involved.

Respectfully submitted,  
Elaine M. Tejcek



Des Plaines Public Library

1501 Ellinwood Street  
 Des Plaines, IL 60016-4553  
 847.827.5551 phone  
 847.827.7974 fax  
 www.dppl.org

## VII.D.3.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required October 16, 2007

## BOARD OF TRUSTEES

Minutes of the Finance Committee Meeting  
 October 16, 2007

Chair: Rhys Read.  
 Present: Rhys Read, Jerry Mahony, Noreen Lake, Sandra Norlin, Hector Marino,  
 Carol Kidd.

Call to Order: 6:05 p.m. by Rhys Read.

Sandra Norlin reported that the Library budget will be presented to the Des Plaines City Council on November 7, 2007 at 6:30 p.m.

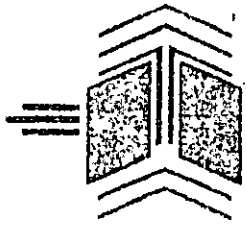
Sandra Norlin reported that the budget was reviewed by City of Des Plaines staff on September 25, 2007 and that several changes to the 2008 budget were suggested by the City's Finance Director.

The Committee reviewed the City of Des Plaines Finance Director's comments, investigated his concerns and based on that review, recommend that we keep the budget as presented.

MOTION by Rhys Read, seconded by Jerry Mahony, to adjourn. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:35 p.m.

Minutes prepared by Carol Kidd.



Des Plaines Public Library

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**IX.F.**

**January, 2008 – January, 2009 LIBRARY CLOSINGS**

Tuesday, January 1, 2008	New Year's Day
Sunday, March 23, 2008	Easter
Thursday, May 8, 2008	All Staff Inservice Day
Sunday, May 25, 2008	Memorial Day Holiday
Monday, May 26, 2008	Memorial Day
Friday, July 4, 2008	Independence Day
Sunday, August 31, 2008	Labor Day Holiday
Monday, September 1, 2008	Labor Day
Thursday, November 27, 2008	Thanksgiving
Wednesday, December 24, 2008	Christmas Eve
Thursday, December 25, 2008	Christmas Day
Wednesday, December 31, 2008	New Year's Eve
Thursday, January 1, 2009	New Year's Day

Sandra K. Norlin  
Library Director

Approved \_\_\_\_\_



Background information on agenda item IX.J:

IX - J Proposal from Outsource Solutions Group to provide computer consulting and other services. [Action]

This proposal is a result of Hector Marino's sudden departure at a time when we are without a fully-trained IT Manager. Don Sofolo, President of OSG, met with Holly Sorensen and me on November 12 to discuss our interim situation. We set a followup meeting on November 19 during which he will present two proposals. One is a proposal in which his company will become our sole provider of internet technology planning and support. In this case the library would hire an IT Manager to execute the plans and programs designated by OSG. The other proposal would be for OSG to provide interim services for the next 3-6 months to get the library's necessary network projects underway and/or completed. In this case the library would hire two new staff, to fill the two vacant positions.

Since I won't know the cost of this scenario until next Monday, November 19, I won't be able to share that information with you until the board meeting on November 20. If we decide that the full-service proposal is the best course to take, we will prepare a Request for Proposal and send it to other computer and IT consultant businesses in this area.

COOPERATIVE COMPUTER SERVICES  
 INVOICE #DPK1007  
 DES PLAINES PUBLIC LIBRARY  
 FOR OCTOBER 2007

CENTRAL COMPUTER MAINTENANCE: 45 Clients @ \$13.93/client \$626.85  
 Annual On Site Maintenance for Sun Fire V880 Server

PERSONNEL \$3,012.58  
 OPERATING EXPENSES \$125.93  
 DATA COMMUNICATIONS - INTERNET \$21.85  
 RENT \$411.63  
 UTILITIES \$79.67  
 DEVELOPMENT FUND \$301.93

SPECIAL CHARGES: \$540.92  
 Prof Dev/Prof Cont/Cap Exp/Ins

ICN PARTICIPATING SHARE - 10/16 - 11/15 \$27.92

SBC Phone Line for SVA \$94.71

TOTAL DUE ..... \$5,243.99

PLEASE RETURN ONE COPY WITH YOUR CHECK  
 PLEASE MAKE CHECKS PAYABLE TO COOPERATIVE COMPUTER SERVICES  
 ATTENTION - BOOKKEEPER

DEPT	2110	ACCT	930140
FUND		RECEIVED	MS
PO #		AMOUNT	5243.99
APPROVED BY		ACCTS PAYABLE	
COMPUTER		VENDOR #	701010

## Literature Resource Center 2007 Renewal

**Price:** \$6,605.00

**Content:**

Gale's Literature Resource Center contains traditional literary reference works, critical information on authors and their works, current journal articles and additional resources. This is our only comprehensive literature database for students.

**Remote Access:**

Remote access is available for all Gale products through the library's Web site.

**Usage statistics:**

98 searches per month, on average, from January - September 2007.



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**GALE**

CENGAGE Learning

10/25/2007

DES PLAINES PUBLIC LIBRARY (156071)  
CHRISTINA TROPEA

1501 ELLINWOOD AVE

DES PLAINES, IL 600164553  
UNITED STATES  
(847) 827-7974

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**Subscription Term Dates: 12/1/2007 - 11/29/2008**  
**Payment terms: Net 30 days**  
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Date

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8/30/07		CG-S-16193-00	10-24-2007		1210130	120	
TITLE CODE	QTY.	NAME OF PUBLICATION	FREQ.	ORDER NUMBER TO PUBLISHERS	TERM START DATE	PRICE UNIT	EXTENSION
						INVOICE SUBTOTAL	35509.16
						NET AMOUNT DUE	35509.16

TITLE NUMBERS IN BOLD REFLECT RECENTLY UPDATED PRICES.

US DOLLAR TRANSFERS CAN BE SENT TO:  
WACHOVIA BANK, CHARLOTTE, NORTH CAROLINA  
ACCOUNT NUMBER: 2000026313340  
ABA FOR WIRES: 111025013  
ABA FOR ACH'S: 111015159

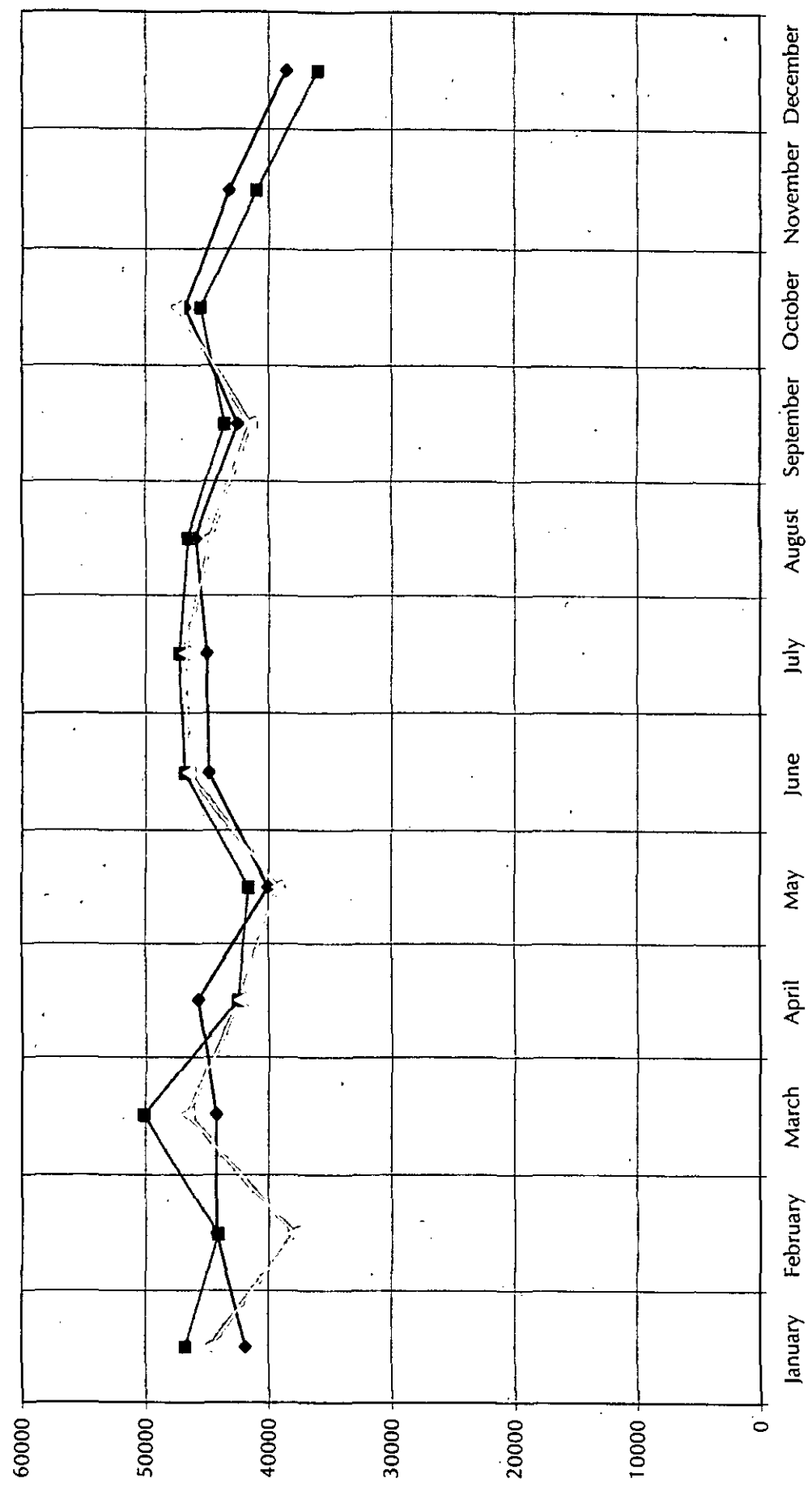
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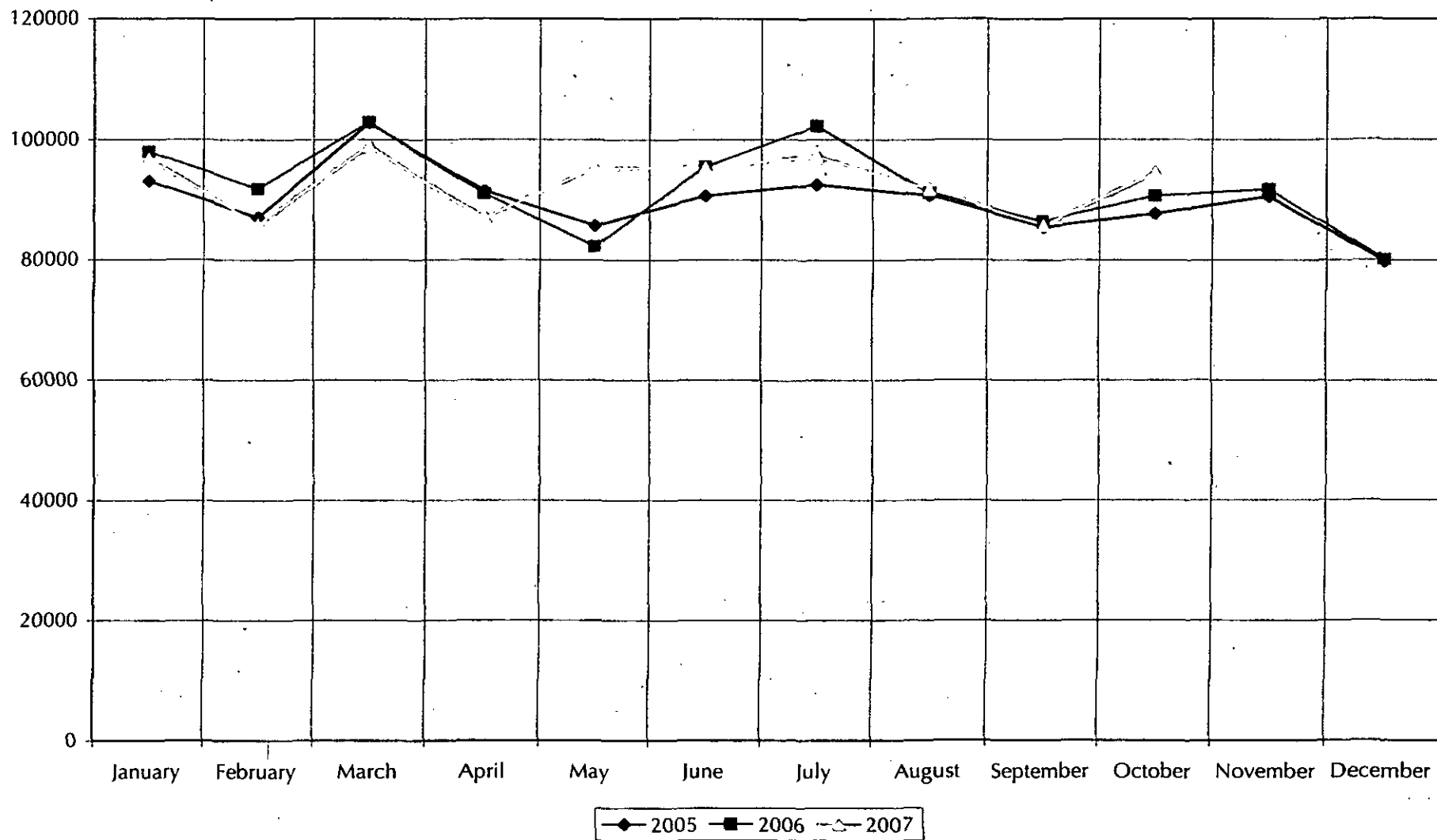
EBSC01

Patron Attendance  
October 2007

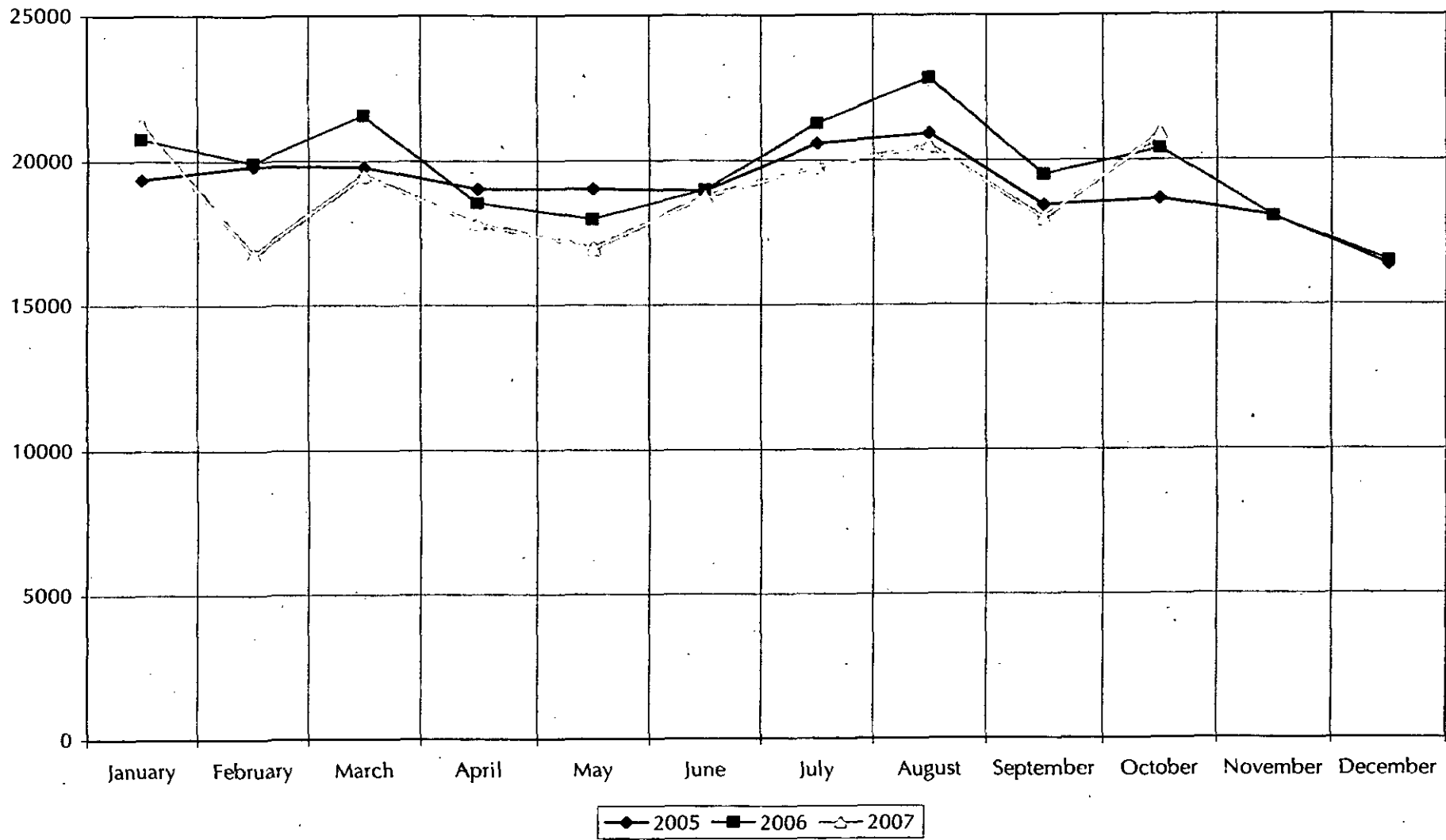


Legend:  
◆ 2005  
■ 2006  
△ 2007

Circulation Statistics  
Items Circulated By Month Per Year

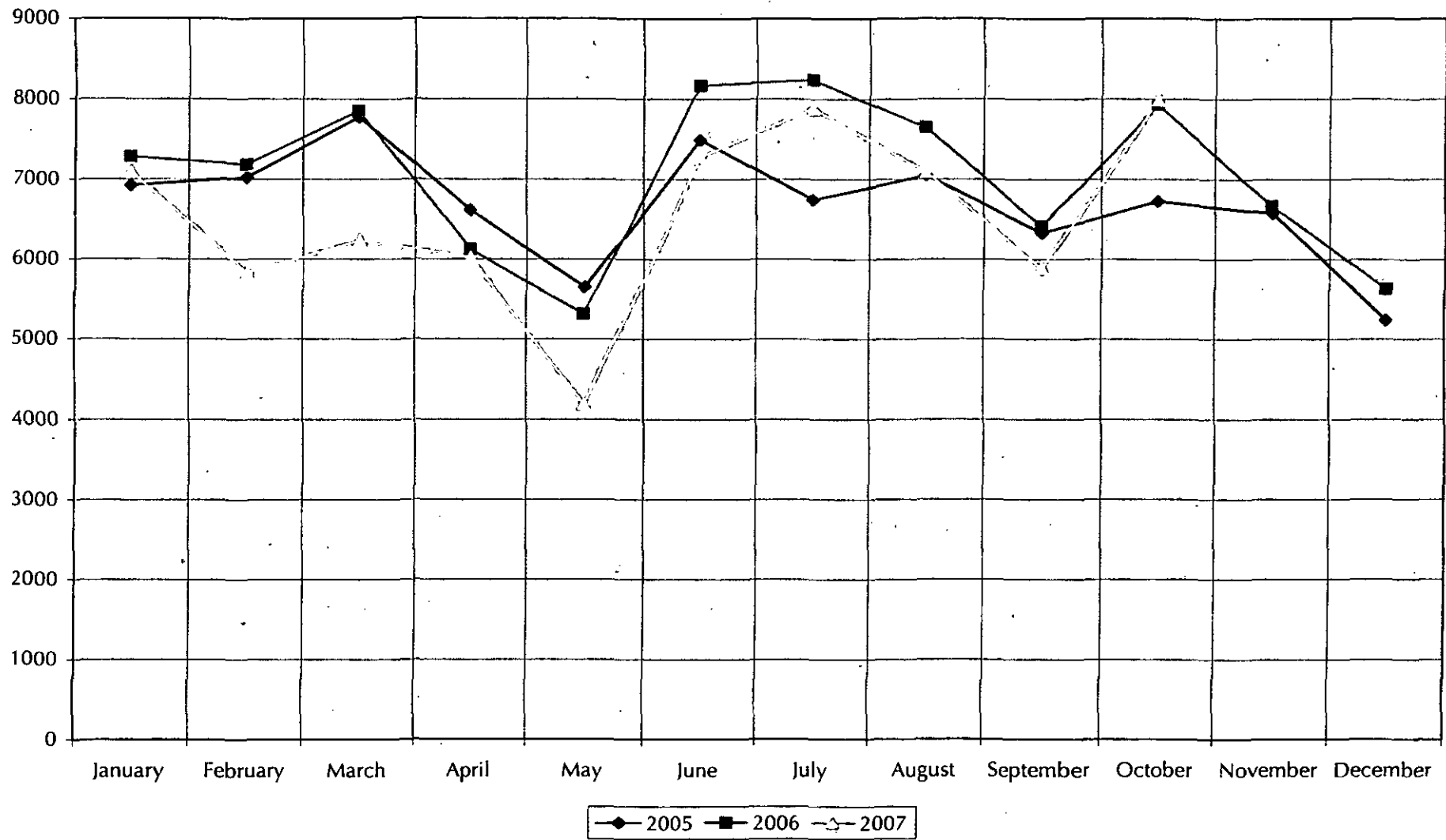


### Adult Patron Assistance October 2007

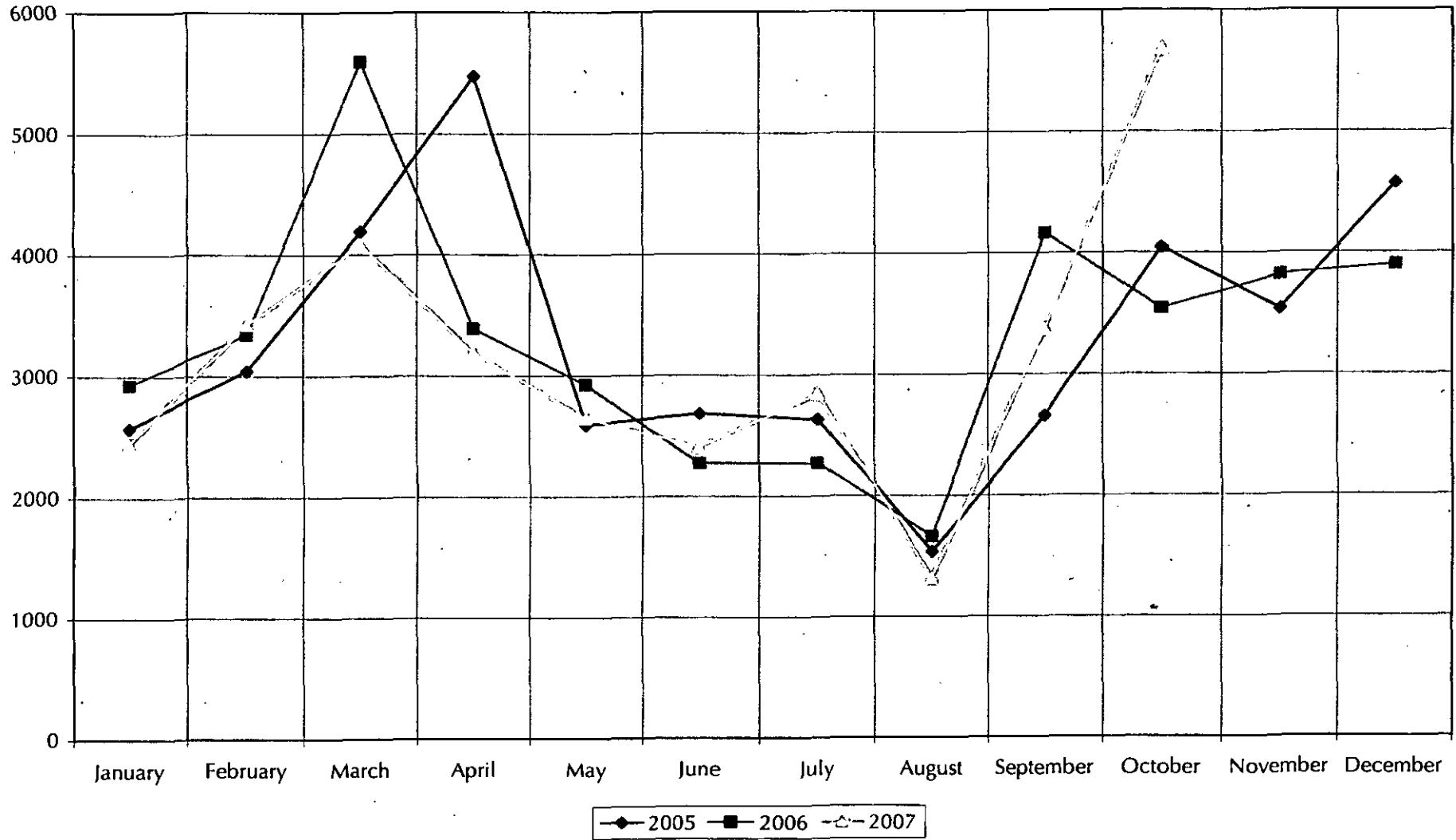




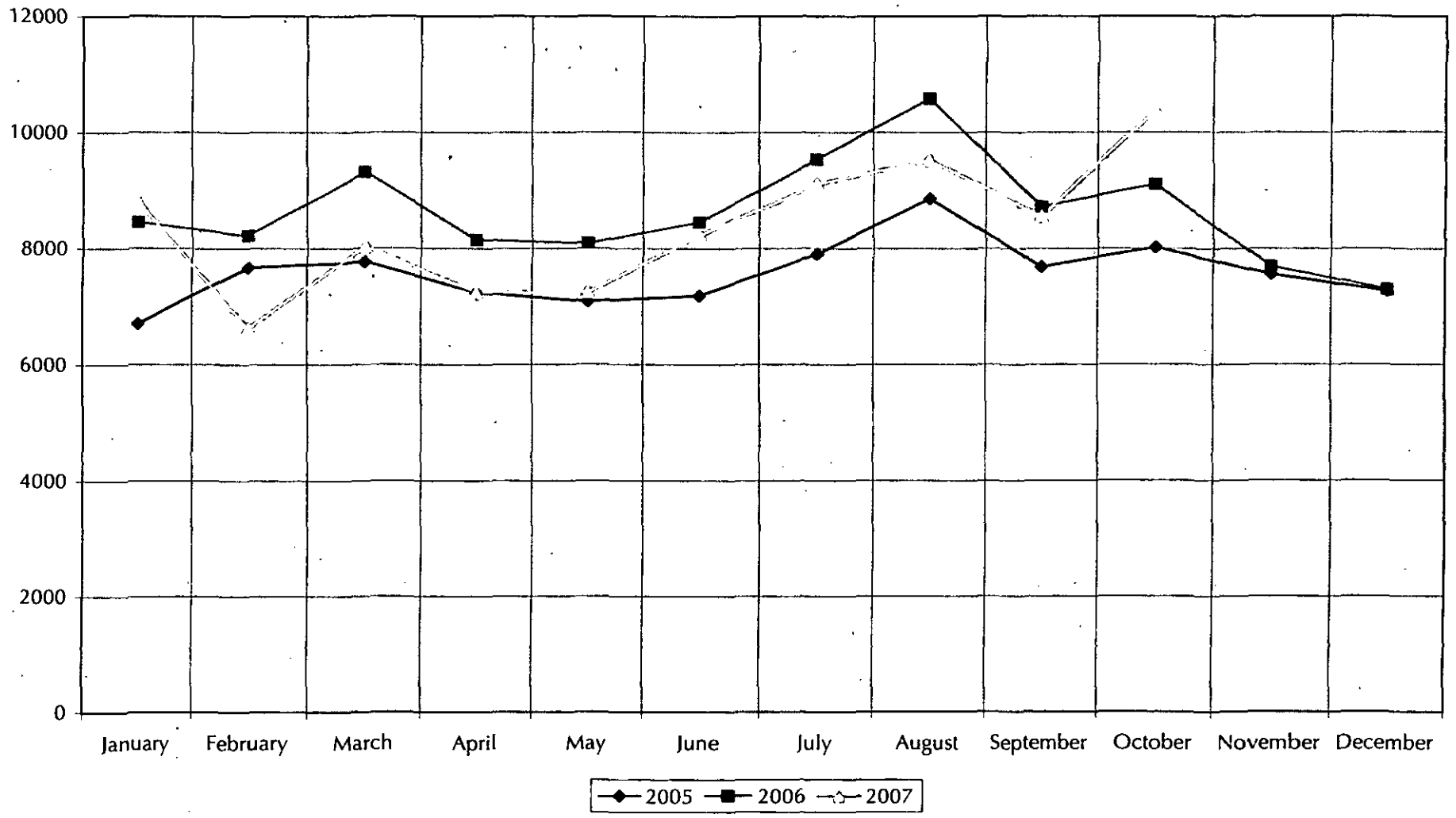
### Youth Patron Assistance October 2007



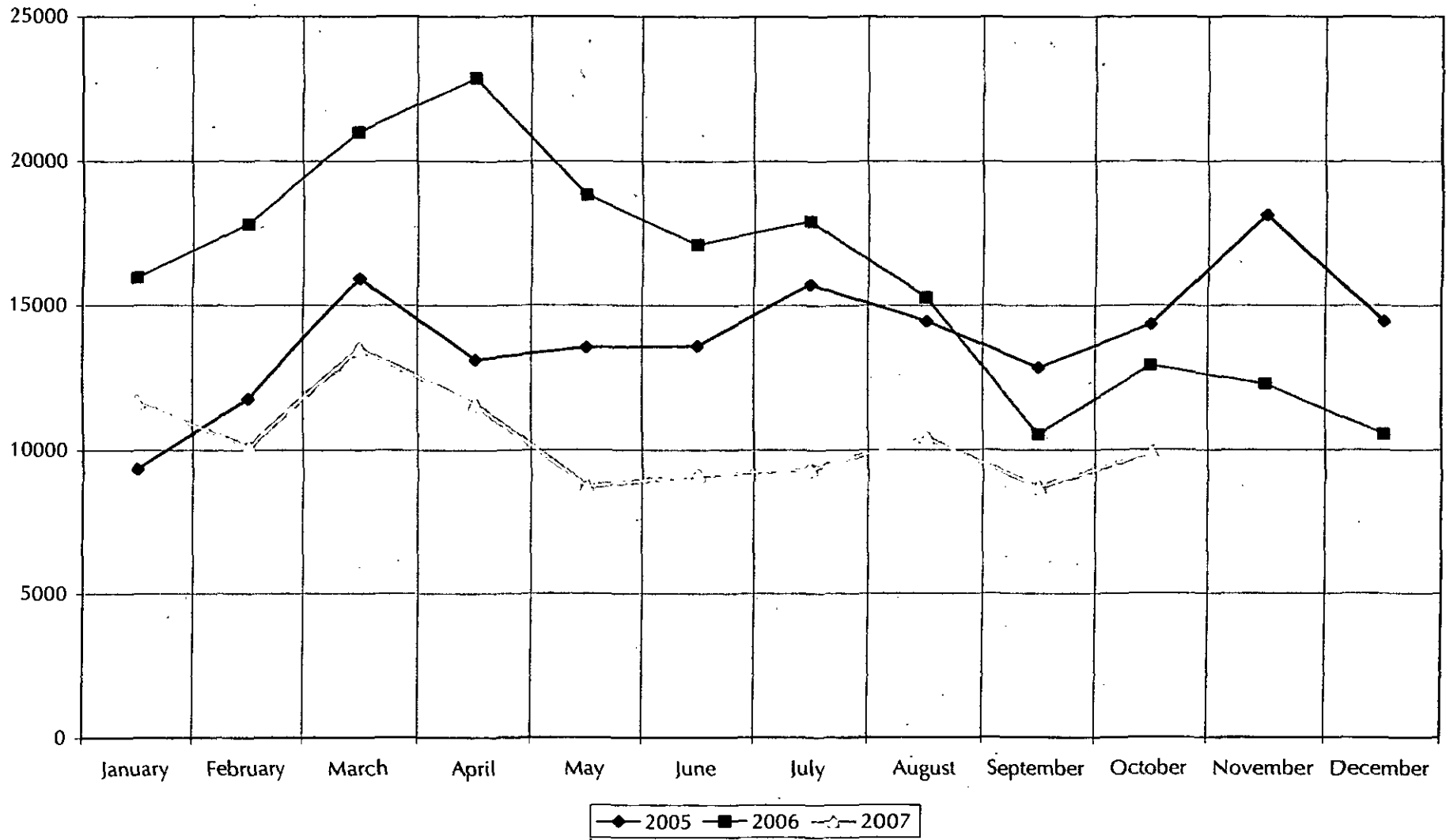
### Meeting Room Attendance October 2007



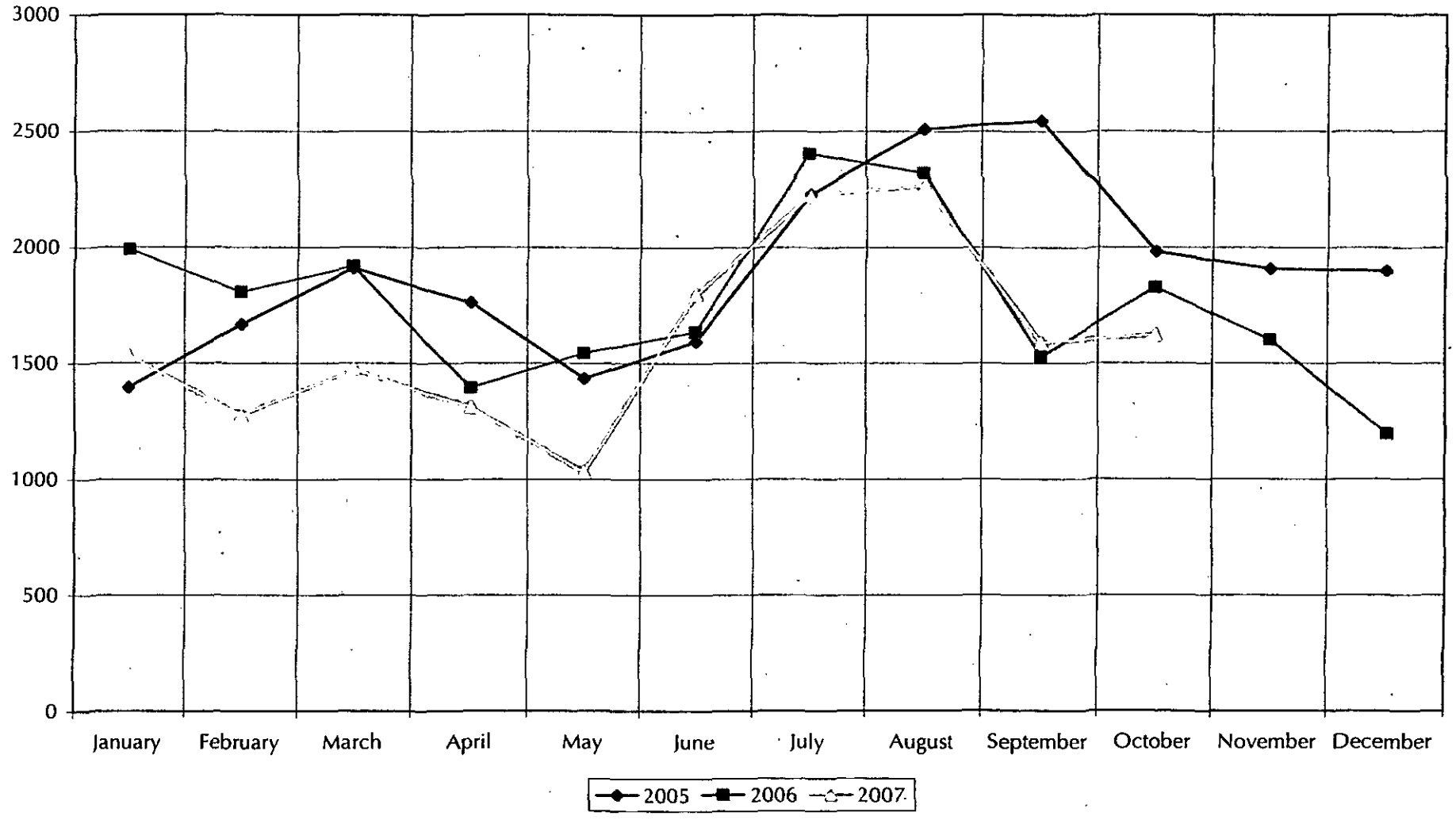
In-House Use of Library Computers  
Adult Services  
October 2007



### Use of Online Reference Products October 2007



In-House Use of Library Computers  
Youth Services  
October 2007



0811

Time: 12:16 PM

## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,897,101	2,377,624	1,800,000	2,471,985		
910200 - TEMPORARY WAGES	859,111	983,825	850,000	985,515		
910300 - SUPERVISORY OVERTIME	0	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	65	250	0	250		
910500 - VACATION PAY	161,861	0	125,000	0		
910600 - SICK PAY	106,550	0	65,000	0		
910700 - HOLIDAY PAY	80,171	0	58,000	0		
910900 - ACT/OUT OF CLASS/PREMIUM	0	0	0	0		
910950 - EXCESS SICK HRS PAY OUT	2,575	3,500	2,700	3,500		
910970 - COMPENSATED ABSENCES	0	0	0	3,900		
<b>TOTAL SALARIES</b>	<b>3,107,434</b>	<b>3,365,199</b>	<b>2,900,700</b>	<b>3,465,150</b>		

## BENEFITS

918010 - UNEMPLOYMENT COMPENSATIO	0	2,459	2,459	636	1544	
918020 - EMPLOYER CONTR-F.I.C.A.	231,757	256,768	217,387	264,499		
918021 - EMPLOYER CONTR-I.M.R.F.	280,712	304,929	245,518	317,030		
918030 - EAP PROGRAM	0	705	705	641		
918040 - LIFE INS PREMIUMS	8,734	8,136	7,452	6,923	7315	
918050 - PPO INSURANCE PREMIUMS	357,960	398,427	341,617	351,682	462636	
918051 - HMO INSURANCE PREMIUMS	0	0	0	119,298		
918055 - DENTAL INSURANCE PREMIUMS	23,970	25,401	20,528	25,770	24929	
918060 - TUITION REIMBURSEMENTS	0	0	0	0		
918070 - WORKERS COMPENSATION	8,519	8,296	6,749	9,565		
918085 - RHS PLAN PAYOUT	4,586	2,340	7,507	2,500		
<b>TOTAL BENEFITS</b>	<b>916,238</b>	<b>1,007,461</b>	<b>849,922</b>	<b>1,098,544</b>		

## CONTRACTUAL SERVICES

920100 - LITIGATION & LEGAL FEES	2,057	10,000	10,000	10,000	LEGAL FEES	10,000
920105 - COSTS OF LITIGATION	13	1,000	2,500	2,500	COST OF LITIGATION	2,500
920110 - PROFESSIONAL CONSULTING	41,943	62,550	62,550	59,800	NETWORK SUPPORT	20,000
					COMPUTER SUPPORT	10,500
					GRANT-SPECIAL	4,300
					FAMILIES/SPECIAL LIBRARIES	
					WEB REDESIGN	10,000
					STAFF DEVELOPMENT	5,000
					NETWORK UPGRADE	10,000

Time: 12:16 PM

## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
920120 - COMMUNICATION SERVICES	20,152	22,040	22,000	38,640	F0CAL	4,800
					ICN	3,600
					VERIZON (MOBILE LIBRARY)	2,200
					SPRINT	480
					WOW	960
					SBC (CALL ONE)	2,400
					NEXTEL	3,800
					AT&T OR BOB	18,000
					MCLEOD USA	2,400
920130 - ADMINISTRATIVE SERVICES	0	0	0	0		
920140 - DATA PROCESSING SERVICES	78,464	81,113	82,000	90,000	DATA PROCESSING OCLC/CCS	90,000
920202 - CONFERENCES	7,301	18,029	18,029	30,450	(2) ALA MIDWINTER PHILADELPHIA	3,000
					(7) ALA ANNUAL CA	11,900
					(4) PLA MINNESOTA	5,200
					(6) ILA CHICAGO	1,800
					(2) GUADALAJARA	1,400
					(1) BOOKMOBILE CONFERENCE OHIO	900
					(2) ALSC	2,000
					(2) ALA ADVOCACY DC	3,000
					(10) REACHING FORWARD	1,250
920204 - TRAINING	12,364	5,216	4,250	3,100	OFF SITE ONE DAY WORKSHOPS	500
					AED TRAINING	600
					CDL TRAINING	2,000
920205 - TUITION REIMBURSEMENTS	4,974	5,000	5,000	5,000		
920206 - SEMINARS	1,170	1,500	1,500	0		
920210 - IN-SERVICE TRAINING	850	0	0	0		
920220 - MEMBERSHIP DUES	8,119	6,000	6,000	6,500	ALA DUES FOR RY/BOARD/ADMIN/COORDINATORS AND ILA DUES FOR BOARD AND PROFESSIONAL STAFF OTHER MEMBERSHIP DUES	3,000
					FIVE CDL LICENSES AT \$50 EACH	250
920225 - LICENSING/TITLES	140	250	250	250	ADVERTISEMENTS FOR OPEN LIBRARY POSITIONS PUBLISHING BID NOTICES	2,000
920230 - PUBLICATION OF NOTICES	2,322	3,000	3,500	3,500		1,000
920850 - SUBSIDY:1994 E.R.P. TRANS	539	3,984	3,984	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	29,119	29,707	29,707	33,262-33129	INTERNAL SERVICE FUND CHARGE	33,262
930010 - R & M EQUIPMENT	88,434	72,275	72,275	76,895	PRINTER SUPPORT	6,900
					COPIER SUPPORT	15,000
					WIRELINE	5,000
					NETWORK REDESIGN MAINTENANCE	10,000

0813



Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

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www.dppl.org

To: Library Board of Trustees  
From: Sandra K. Norlin, Library Director  
Subject: Changes to the 2008 Library Budget  
Date: October 31, 2007

When I reviewed the 2008 library budget information transmitted to the City Council I discovered discrepancies between it and the budget you approved on September 18. Yesterday morning Carol Kidd and I met with Dorothy Wisniewski and Bruce Raymond of the City Finance Department to discuss these discrepancies. They were gracious and helpful and, I am happy to report, we were able to understand and correct the differences.

The budget document that accompanies this memo is the corrected version, with the changes from the budget you passed highlighted. This is the document that is being sent to the City Council for their review and for discussion on November 7.

The changes are the result of updated information received by the Finance Department after the September 18 Library Board meeting in which you approved the library's 2008 budget. The total amount is an additional \$8018 in expenditures, \$7885 of which is for employee benefits and \$133 of which is for property liability insurance. There will be no change in the property tax amount. I will recommend that the Library Board adopt these changes at the November 20, 2007 board meeting.



## PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2008 budget for library operations and capital projects at the regular board meeting of September 18, 2007. This budget will support the following:

- A 2.97% increase in salaries, which includes the changes to the salary schedule adopted by the Board of Trustees as recommended by the Compensation Study completed in 2007.
- Remodeling the library atrium and workrooms to accommodate the new self-check equipment and the automated checking equipment.
- The adoption of the RFID method for automating checkout and checkin as well as identification and security of library books, records, and movies.

The 2008 budget will require an increase of \$233,381, which is a 3.8% increase over taxes extended in 2007. We have supplemented the library's revenue through fees for library service to Rosemont (\$12,300) and grants (\$98,217).

	2006 Actual	2007 Budget	2007 Projected	2008 Proposed
Beginning Balance	(78,441)	203,319	289,091	1,000,047
Revenues	6,132,120	6,412,187	6,500,928	6,789,173
Expenditures	(5,586,070)	(6,134,705)	(5,512,625)	(6,574,799)
Transfers	(178,518)	(277,482)	(277,347)	(500,847)
Ending Balance	289,091	203,319	1,000,047	713,574
Full Time	45	45	45	45
Part Time	90	90	90	90

### ◆ Library Capital Projects Fund

	2006 Actual	2007 Budget	2007 Projected	2008 Proposed
Beginning Balance	397,049	458,099	513,778	634,202
Revenues	13,966	5,000	25,374	10,000
Expenditures	(47,237)	(104,950)	(104,950)	(915,492)
Transfers	150,000	200,000	200,000	400,000
Ending Balance	513,778	558,149	634,202	128,710

PERSONNEL EXHIBIT  
Fiscal Year 2008

<u>Department: Library</u>		<u>Div: Library Services</u>		<u>Div. No: 2110</u>	
<u>Title</u>	Authorized Positions				
	2006 Actual	2007 Budget	2008 Proposed		
Library Director	1.00	1.00	1.00		
Coordinator of Computer & Technology Services	1.00	1.00	1.00		
Coordinator of Public Services	1.00	1.00	1.00		
Department Heads	5.00	5.00	5.00		
Readers' Services Manager/	1.00	1.00	1.00		
Technical Services Manager/	1.00	1.00	1.00		
Assistant Head of Circulation Services/	1.00	1.00	1.00		
IT Manager	1.00	1.00	1.00		
School Liaison	1.00	1.00	1.00		
Librarian II	7.00	7.00	7.00		
Page Supervisor	1.00	1.00	1.00		
Community Liaison	1.00	1.00	1.00		
Youth Services Librarian	1.00	1.00	1.00		
Administrative Assistant	1.00	1.00	1.00		
Reference Librarian/Youth Svcs Librarian	1.00	1.00	1.00		
Cataloger	1.00	1.00	1.00		
Readers' Services Assistant	3.00	3.00	3.00		
Reference Assistant	1.00	1.00	1.00		
Youth Services Assistant	3.00	3.00	3.00		
Circulation Assistant	5.00	5.00	5.00		
Mobile Library Circulation Assistant	1.00	1.00	1.00		
Building and Security Assistant	1.00	1.00	1.00		
Security Monitor	2.00	2.00	2.00		
Library Assistant IV	0.00	0.00	0.00		
Library Assistant III	0.00	0.00	0.00		
Library Assitant II	0.00	0.00	0.00		
Library Assistant I	0.00	0.00	0.00		
Technical Services Assistant	3.00	3.00	3.00		

PERSONNEL EXHIBIT

Fiscal Year 2007

Department: Library	Div: Library Services	Div. No: 2110
---------------------	-----------------------	---------------

Title	Authorized Positions		
	2006 Actual	2007 Budget	2008 Proposed
Part time Youth Services Librarian	1.50	1.50	1.50
Readers' Services Assistant	2.00	2.00	2.00
Part time Reference Librarian	3.50	3.50	3.50
Reference Assistant	0.50	0.50	0.50
Youth Services Assistant	0.50	0.50	0.50
Mobile Library Circulation Assistant	1.00	1.00	1.00
Graphic Artist	0.50	0.50	0.50
Webmaster	0.50	0.50	0.50
Part time Circulation Assistant	4.00	4.00	4.00
Monitor	2.00	2.00	2.00
Page II	2.00	2.00	2.00
Circulation Clerk	6.50	6.50	6.50
IT Assistant	1.50	1.50	1.50
Administrative Assistant Clerk	0.50	0.50	0.50
Processing Clerk	1.00	1.00	1.00
Technology Page	3.50	3.50	3.50
Page	14.00	14.00	14.00
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>

Time: 12:01 PM

Date: 10/30/2007

**City of Des Plaines, IL**  
**Revenue by Fund**  
**201 - LIBRARY FUND**

Acct	Account Title	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification
<b>TAXES</b>						
810019	PROPERTY TAXES 2002	-23,407	0	0	0	
810020	PROPERTY TAXES 2003	-13,962	0	-36,006	0	
810021	PROPERTY TAXES 2004	46,087	0	-15,454	0	
810022	PROPERTY TAXES 2005	5,687,690	50,000	73,017	0	
810023	PROPERTY TAXES 2006	0	5,954,939	6,100,000	50,000	
810024	PROPERTY TAXES 2007	0	0	0	6,366,968	
<b>TOTAL TAXES</b>		<b>5,696,408</b>	<b>6,004,939</b>	<b>6,121,557</b>	<b>6,416,968</b>	
<b>INTERGOVERNMENTAL REVENUE</b>						
810800	PERSONAL PROP REPL TAX	92,988	92,988	92,988	92,988	
822040	STATE GRANT:PER CAPITA	70,128	72,000	69,673	69,700	
822095	STATE GRANT:LIBRARY	33,591	30,260	23,710	28,517	BLD. IL.\$15K, XXX \$13,517
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>196,707</b>	<b>195,248</b>	<b>186,371</b>	<b>191,205</b>	
<b>FINES</b>						
850102	LIBRARY FINES	113,416	110,000	110,000	110,000	
<b>TOTAL FINES</b>		<b>113,416</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	
<b>FEES AND SERVICES</b>						
850201	COPYING FEE	36,685	40,000	25,000	25,000	
850215	SPECIAL PROGRAMS & EVENTS	3,955	20,000	10,000	5,000	
<b>TOTAL FEES AND SERVICES</b>		<b>40,640</b>	<b>60,000</b>	<b>35,000</b>	<b>30,000</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	15,439	5,000	23,000	20,000	
890050	SALE OF FIXED ASSETS	0	2,000	0	1,000	
899900	MISCELLANEOUS REVENUE	36,001	35,000	25,000	20,000	
899920	LIBRARY DONATIONS	33,509	0	0	0	
<b>TOTAL OTHER REVENUE</b>		<b>84,949</b>	<b>42,000</b>	<b>48,000</b>	<b>41,000</b>	
<b>FUND TOTAL</b>		<b>6,132,120</b>	<b>6,412,187</b>	<b>6,500,928</b>	<b>6,789,173</b>	

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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,897,101	2,377,624	1,800,000	2,471,985		
910200 - TEMPORARY WAGES	859,111	983,825	850,000	985,515		
910300 - SUPERVISORY OVERTIME	0	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	65	250	0	250		
910500 - VACATION PAY	161,861	0	125,000	0		
910600 - SICK PAY	106,550	0	65,000	0		
910700 - HOLIDAY PAY	80,171	0	58,000	0		
910900 - ACT/OUT OF CLASS/PREMIUM	0	0	0	0		
910950 - EXCESS SICK HRS PAY OUT	2,575	3,500	2,700	3,500		
910970 - COMPENSATED ABSENCES	0	0	0	3,900		
<b>TOTAL SALARIES</b>	<b>3,107,434</b>	<b>3,365,199</b>	<b>2,900,700</b>	<b>3,465,150</b>		

**BENEFITS**

918010 - UNEMPLOYMENT COMPENSATIO	0	2,459	2,459	636	1544	
918020 - EMPLOYER CONTR-F.I.C.A.	231,757	256,768	217,387	264,499		
918021 - EMPLOYER CONTR-I.M.R.F.	280,712	304,929	245,518	317,030		
918030 - EAP PROGRAM	0	705	705	641		
918040 - LIFE INS PREMIUMS	8,734	8,136	7,452	6,923	7315	
918050 - PPO INSURANCE PREMIUMS	357,960	398,427	341,617	351,682	462636	
918051 - HMO INSURANCE PREMIUMS	0	0	0	119,298		
918055 - DENTAL INSURANCE PREMIUMS	23,970	25,401	20,528	25,770	24929	
918060 - TUITION REIMBURSEMENTS	0	0	0	0		
918070 - WORKERS COMPENSATION	8,519	8,296	6,749	9,565		
918085 - RHS PLAN PAYOUT	4,586	2,340	7,507	2,500		
<b>TOTAL BENEFITS</b>	<b>916,238</b>	<b>1,007,461</b>	<b>849,922</b>	<b>1,098,544</b>		

**CONTRACTUAL SERVICES**

920100 - LITIGATION & LEGAL FEES	2,057	10,000	10,000	10,000	LEGAL FEES	10,000
920105 - COSTS OF LITIGATION	13	1,000	2,500	2,500	COST OF LITIGATION	2,500
920110 - PROFESSIONAL CONSULTING	41,943	62,550	62,550	59,800	NETWORK SUPPORT	20,000
					COMPUTER SUPPORT	10,500
					GRANT-SPECIAL FAMILIES/SPECIAL LIBRARIES	4,300
					WEB REDESIGN	10,000
					STAFF DEVELOPMENT	5,000
					NETWORK UPGRADE	10,000

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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
920120 - COMMUNICATION SERVICES	20,152	22,040	22,000	38,640	FOCAL	4,800
					ICN	3,600
					VERIZON (MOBILE LIBRARY)	2,200
					SPRINT	480
					WOW	960
					SBC (CALL ONE)	2,400
					NEXTEL	3,800
					AT&T OR BOB	18,000
					MCLEOD USA	2,400
920130 - ADMINISTRATIVE SERVICES	0	0	0	0		
920140 - DATA PROCESSING SERVICES	78,464	81,113	82,000	90,000	DATA PROCESSING OCLC/CCS	90,000
920202 - CONFERENCES	7,301	18,029	18,029	30,450	(2) ALA MIDWINTER PHILADELPHIA	3,000
					(7) ALA ANNUAL CA	11,900
					(4) PLA MINNESOTA	5,200
					(6) ILA CHICAGO	1,800
					(2) GUADALAJARA	1,400
					(1) BOOKMOBILE CONFERENCE OHIO	900
					(2) ALSC	2,000
					(2) ALA ADVOCACY DC	3,000
					(10) REACHING FORWARD	1,250
920204 - TRAINING	12,364	5,216	4,250	3,100	OFF SITE ONE DAY WORKSHOPS	500
					AED TRAINING	600
					CDL TRAINING	2,000
920205 - TUITION REIMBURSEMENTS	4,974	5,000	5,000	5,000		
920206 - SEMINARS	1,170	1,500	1,500	0		
920210 - IN-SERVICE TRAINING	850	0	0	0		
920220 - MEMBERSHIP DUES	8,119	6,000	6,000	6,500	ALA DUES FOR RY/BOARD/ADMIN/COORDINATORS AND ILA DUES FOR BOARD AND PROFESSIONAL STAFF OTHER MEMBERSHIP DUES	3,000  3,000 500
920225 - LICENSING/TITLES	140	250	250	250	FIVE CDL LICENSES AT \$50 EACH	250
920230 - PUBLICATION OF NOTICES	2,322	3,000	3,500	3,500	ADVERTISEMENTS FOR OPEN LIBRARY POSITIONS PUBLISHING BID NOTICES	2,000  1,000
920850 - SUBSIDY:1994 E.R.P. TRANS	539	3,984	3,984	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	29,119	29,707	29,707	33,262	INTERNAL SERVICE FUND CHARGE	33,262
930010 - R & M EQUIPMENT	88,434	72,275	72,275	76,895	PRINTER SUPPORT COPIER SUPPORT WIRELINE NETWORK REDESIGN MAINTENANCE	6,900 15,000 5,000 10,000

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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
930010 - R & M EQUIPMENT...	88,434...	72,275...	72,275...	76,895...	CARD READERS	3,800
					VIDEO MASTER MONITORING	310
					UPS SYSTEMS	2,000
					COOPERATIVE COMPUTER SERVICES	20,460
					READER/PRINTERS	2,625
					LAMINATOR MAINTENANCE CONTRACT	300
					RFID MAINTENANCE CONTRACT (PARTIAL YEAR)	9,000
					APPLIANCE REPAIR	1,500
930020 - R & M BLDGS & STRUCTURES	50,678	52,795	65,000	77,700	MCQUAY	8,500
					WINDOW WASHING	1,800
					CARPET CLEANING	8,000
					PAINTING QUARTERLY	2,400
					PAINTING ENTIRE LEVEL	1,600
					FRESCO	1,000
					WOODWORK	4,500
					REPAIR/CARPENTRY	
					FIRE PUMP MAINTENANCE	1,500
					LIGHTING/BALLAST REPAIR	3,000
					HVAC CONTROLS	6,400
					HVAC MECHANICAL	7,500
					ELEVATOR MAINTENANCE	5,400
					CARPETING	1,500
					HVAC CHILLED WATER REPLACEMENT	1,000
					ATRIUM LIGHTING REPAIR	3,500
					SPRINKLER/FIRE PROTECTION REPAIRS	1,300
					SPECIALIZED DRAPERY CLEANING	10,500
					SLIDING DOOR MAINTENANCE	1,600
					PLUMBING REPAIRS	3,000
					MEETING ROOM PARTITION MAINTENANCE	500
					RESTROOM BACKSPLASH REPAIR/REPLACE	3,200
930030 - R & M VEHICLES	3,932	10,600	8,500	7,950	MOBILE LIBRARY MAINTENANCE/REPAIRS	3,950
					LIBRARY VAN MAINTENANCE	1,000
					MOBILE LIBRARY PREVENTATIVE MAINTENANCE	3,000
930195 - BOOK BINDING & REPAIR	1,248	2,500	2,500	3,000	BINDING SOFT COVER AND HARD COVER BOOKS & PERIODICALS	3,000
930210 - RENTAL OF EQUIPMENT	825	1,500	1,500	5,500	POSTAGE MACHINE	1,500
					RFID CONVERSION - 3 MONTHS	4,000

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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
930320 - CLEANING:CUSTODIAL SERV	49,202	46,980	49,598	95,050	CONTRACT FOR CLEANING LIBRARY/MOBILE LIBRARY	88,200
					ADDITIONAL HOUSEKEEPING	3,000
					GLASS CLEANING	3,850
930490 - REFUSE CONTRACT	5,965	3,600	4,500	6,888	WASTE HAULING	6,888
960070 - AUTO/TRAVEL EXPENSES	3,331	6,275	6,200	500	AUTO/TRAVEL	500
960210 - SPECIAL EVENT PROGRAMMING	29,228	33,000	33,000	26,000	YOUTH SERVICES PROGRAMMING	7,500
					ADULT SERVICES PROGRAMMING	15,000
					GRANT	2,000
					REFRESHMENTS	1,500
960990 - MISC CONTRACTUAL SVCS	73,656	108,340	108,340	96,480	FIRE/SPRINKLER INSPECTION	300
					BAKER & TAYLOR TITLE SOURCE	3,705
					ADVANCED AQUATICS	3,500
					BWI	18,000
					MIDWEST TAPE	1,500
					TEMPORARY PERSONNEL	5,000
					BAKER & TAYLOR PROCESSING	22,000
					CRIMSON MULTIMEDIA	1,500
					INITIAL PLANT SERVICE	1,500
					TESTING OF FIRE PROTECTION EQUIPMENT	650
					TESTING OF LIFE SAFETY	1,600
					BACKFLOW DEVISE TESTING	1,000
					LAMP DISPOSAL	500
					CONSTANT CONTACT (NEWSLETTER)	500
					INVICTA SERVICES	300
					NEWSLETTER GRAPHICS 2008	6,000
					GRANT - SPECIAL FAMILIES/SPECIAL LIBRARIES	1,800
					OCLC TECH PRO	22,125
					FURNITURE CLEANING	4,000
					ASK AWAY	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>516,026</b>	<b>587,254</b>	<b>602,683</b>	<b>678,965</b>		

## COMMODITIES

970100 - SUPPLIES	58,285	79,420	78,500	230,170	TOOLS	2,400
					DEBIT CARDS	1,450
					TONER	2,000
					MICE/KEYBOARDS	1,000
					HEADPHONES	2,500
					BOOK PROCESSING	23,620



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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
970100 - SUPPLIES...	58,285...	79,420...	78,500...	230,170...	AV PROCESSING	12,000
					LIBRARY CARDS	4,200
					BACKUP TAPES	2,000
					SUPPLIES	28,500
					RFID TAGS	150,000
					SHREDDER - TECH SERVICES	500
970110 - MEALS (PRSNRS/WRKRS/VOLS)	1,597	2,600	1,600	1,800	LIBRARY HOSTED MEETINGS & PUBLIC PROGRAMS, ALL STAFF	800
					VOLUNTEER PARTY	1,000
970170 - JANITORIAL	18,965	19,000	19,000	21,100	HOUSEKEEPING SUPPLIES	11,500
					LIGHTING	6,000
					FILTERS	1,600
					HVAC CHEMICAL WATER TREATMENT	1,000
					WASTE RECEPTACLES	1,000
970200 - COPYING/FAX SUPPLIES	0	0	0	0		
970260 - POSTAGE AND PARCEL	9,564	13,000	13,000	15,000	POST INTERLIBRARY LOAN, OUTGOING MAIL, FED EX, NWSLTR	11,000
					NEWSLETTER POSTAGE	4,000
970270 - PRINTING-REPROD-BINDING	19,977	10,600	10,600	15,000	NEWSLETTER	12,000
					ALL OTHER PRINTING	3,000
970320 - SUPPLIES: BLDG R/M	0	0	0	0		
970500 - PURCHASE OF WATER	6,548	8,000	8,000	8,000	PURCHASE OF WATER	8,000
970600 - BOOKS	479,100	497,000	490,000	492,800	BOOKS	487,000
					GRANT	5,800
970610 - AUDIO MATERIALS	69,015	80,000	78,500	78,500	CDS, BOOKS ON TAPE, CASSETTEES	78,500
970620 - SUBSCRIPTIONS & BOOKS	69,564	68,000	68,000	78,000	PERIODICALS	78,000
970630 - VISUAL MATERIALS	70,642	81,000	85,000	87,500	DVDS, VIDEOS	87,500
970640 - AUTOMATED REFERENCE MAT'L	101,923	106,000	106,000	127,000	ELECTRONIC DATABASES	127,000
970810 - NATURAL GAS	23,751	26,000	26,000	27,300		
970820 - ELECTRICITY	0	500	0	0		
970840 - DIESEL	0	2,000	2,000	3,500		
970850 - GASOLINE	0	1,500	1,500	1,500		
970900 - EQUIPMENT <\$5,000	4,138	15,161	15,000	16,100	(1) COPIER YOUTH SERVICES	350
					AV EQUIPMENT MEETING ROOMS	3,000
					(3) LASER SCANNERS ADULT SERVICES	900
					SECURITY CAMERA UPGRADE	2,700
					RESTROOM REPLACEMENT	3,500
					PARTS/FAUCET FLUSH VALVE	
					CROWD CONTROL STANCHIONS	1,250
					(2) COLOR PRINTERS ADULT SERVICES/GRAPHICS	4,000
					((2) SCANNERS	400

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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
<b>TOTAL COMMODITIES</b>	<b>933,066</b>	<b>1,009,781</b>	<b>1,002,700</b>	<b>1,203,270</b>		

## CAPITAL EXPENDITURES

980300 - IMPROVEMENTS	0	23,850	16,850	7,300	INTERIOR DOORS AUTOMATIC OPENING TO INTERIOR DOOR TO M MEETING ROOMS	7,300 0
980400 - EQUIPMENT	0	0	0	10,000	COPIER/PRINTER YOUTH SERVICES	10,000
980410 - COMPUTER HARDWARE	10,161	0	0	900	COMPUTER HARDWARE 19" MONITOR BELKIN REMOTE ( LAPTOP FOR SERVICES)	200 700
980420 - COMPUTER SOFTWARE	22,076	36,590	35,200	35,670	PC RESERVATION/PCOUNTER NETWORK SNIFFER WEBSense MS OFFICE EVANCED DESKTOP AUTHORITY ENOTIFY WEB CLASSIFICATION GAMES/EDUATIONAL SOFTWARE SYMATIC SECURITY WEB DEWEY CATALOGER DESK	4,130 2,000 4,990 4,500 1,300 8,700 800 575 900 6,450 575 750
980500 - VEHICLES	0	0	0	0		
980600 - FURNITURE & FIXTURES	10,930	32,650	32,650	5,300	PUBLIC COMPUTER CHAIRS	5,300
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>43,167</b>	<b>93,090</b>	<b>84,700</b>	<b>59,170</b>		

## OTHER FUNDING ACTIVITIES

990910 - TRANS TO D/S:93 GO BOND	0	0	0	0		
990935 - TRANS TO D/S: 2002A BOND	16,326	15,442	15,307	14,852	ENDS WITH 2011 BUDGET	14,852
990940 - TRANS TO LIB CAP PROJ FND	150,000	200,000	200,000	400,000		
990955 - TRANS TO D/S: 2003B BOND	12,192	12,040	12,040	10,995	ENDS WITH 2008 BUDGET	10,995
993000 - CONTINGENCY RESERVE	0	50,000	50,000	75,000		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>	<b>178,518</b>	<b>277,482</b>	<b>277,347</b>	<b>500,847</b>		

<b>Division Totals</b>	<b>5,694,449</b>	<b>6,340,267</b>	<b>5,718,052</b>	<b>7,005,946</b>		
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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 2130 - IL LIBRARY PER CAP GRANT

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920202 - CONFERENCES	4,985	0	0	0		
920204 - TRAINING	760	0	0	4,325	(5) BILINGUAL TRAINING	825
					SISTER LIBRARIES	1,000
					NSLS WORKSHOPS	2,500
920206 - SEMINARS	0	0	0	0		
920210 - IN-SERVICE TRAINING	2,688	6,700	6,700	6,700	IN-SERVICE MEETINGS	5,300
					THREE ALL STAFF DAY MEETINGS	1,400
930010 - R & M EQUIPMENT	0	0	0	0		
960070 - AUTO/TRAVEL EXPENSES	2,188	0	0	0		
960210 - SPECIAL EVENT PROGRAMMING	3,400	10,500	10,500	0		
960990 - MISC CONTRACTUAL SVCS	31,320	31,320	31,320	42,675	LIBRARY PRODUCTION STUDIO	31,320
					BROCHURES	2,500
					TRANSLATORS	3,000
					NEWSLETTER GRAPHICS	5,855
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>45,341</b>	<b>48,520</b>	<b>48,520</b>	<b>53,700</b>		

**COMMODITIES**

970260 - POSTAGE AND PARCEL	3,875	5,850	5,850	4,000	NEWSLETTER POSTAGE - 2 ISSUES	4,000
970270 - PRINTING-REPROD-BINDING	20,923	17,550	17,550	12,000	NEWSLETTER - 2 ISSUES	12,000
<b>TOTAL COMMODITIES</b>	<b>24,798</b>	<b>23,400</b>	<b>23,400</b>	<b>16,000</b>		

<b>Division Totals</b>	<b>70,139</b>	<b>71,920</b>	<b>71,920</b>	<b>69,700</b>		
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## City of Des Plaines, IL

Date: 10/30/2007

**Revenue by Fund**  
**202 - LIBRARY CAPITAL PROJ FUND**

Acct	Account Title	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	13,966	1,000	22,574	10,000	
899900	MISCELLANEOUS REVENUE	0	3,900	0	0	
899920	LIBRARY DONATIONS	0	100	2,800	0	
<b>TOTAL OTHER REVENUE</b>		<b>13,966</b>	<b>5,000</b>	<b>25,374</b>	<b>10,000</b>	
<b>OTHER FINANCING SOURCES</b>						
898902	TRANSFER FROM LIB FUND	150,000	200,000	200,000	400,000	
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>150,000</b>	<b>200,000</b>	<b>200,000</b>	<b>400,000</b>	

<b>FUND TOTAL</b>	<b>163,966</b>	<b>205,000</b>	<b>225,374</b>	<b>410,000</b>
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## FY 2008 Budget WorkSheet

Date: 10/30/2007

## 202F - LIBRARY CAPITAL PROJECTS

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL CONSULTING	15,123	0	0	45,000	CIRCULATION/ATRIUM/1ST FLOOR WORKROOM REDESIGN	45,000
960990 - MISC CONTRACTUAL SVCS	14,560	0	0	6,000	INSTALLATION & TRAINING RFID	6,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>29,683</b>	<b>0</b>	<b>0</b>	<b>51,000</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	0	0	175,000	CONSTRUCTION OF ATRIUM AND FIRST FLOOR WORKROOM	175,000
980400 - EQUIPMENT	0	0	0	533,392	RFID EQUIPMENT & TV MONITOR	533,392
980410 - COMPUTER HARDWARE	0	84,950	84,950	156,100	ROUTER (NEW ICN LINE)	2,600
					(60) COMPUTERS PCS STAFF	54,000
					(2) LAPTOPS PCS - (1) IT & (1) WEB SERVICES LIBRARIAN	3,500
					NETWORK REDESIGN SWITCHES	90,000
					PACKETEER	6,000
980420 - COMPUTER SOFTWARE	0	0	0	0		
980600 - FURNITURE & FIXTURES	17,554	20,000	20,000	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>17,554</b>	<b>104,950</b>	<b>104,950</b>	<b>864,492</b>		

<b>Division Totals</b>	<b>47,237</b>	<b>104,950</b>	<b>104,950</b>	<b>915,482</b>		
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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**PLANNING COMMITTEE MEETING**

**TUESDAY, NOVEMBER 20, 2007**

**6:00 PM**

**Conference Room – Second Floor**

**Agenda:**

**Strategic Planning**

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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Agenda for the Meeting of the Planning Committee  
November 20, 2007  
6:00 PM

- I. Call to order. (5:30 p.m.)
- II. Consideration of the Agenda.
- III. Results from Strategic Planning Retreat .
- IV. Adjournment. (6:30 p.m.)

2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,897,101	2,377,624	1,800,000	2,471,985		
910200 - TEMPORARY WAGES	859,111	983,825	850,000	985,515		
910300 - SUPERVISORY OVERTIME	0	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	65	250	0	250		
910500 - VACATION PAY	161,861	0	125,000	0		
910600 - SICK PAY	106,550	0	65,000	0		
910700 - HOLIDAY PAY	80,171	0	58,000	0		
910900 - ACT/OUT OF CLASS/PREMIUM	0	0	0	0		
910950 - EXCESS SICK HRS PAY OUT	2,575	3,500	2,700	3,500		
910970 - COMPENSATED ABSENCES	0	0	0	3,900		
<b>TOTAL SALARIES</b>	<b>3,107,434</b>	<b>3,365,199</b>	<b>2,900,700</b>	<b>3,465,150</b>		

**BENEFITS**

918010 - UNEMPLOYMENT COMPENSATIO	0	2,459	2,459	636	1544	
918020 - EMPLOYER CONTR-F.I.C.A.	231,757	256,768	217,387	264,499		
918021 - EMPLOYER CONTR-I.M.R.F.	280,712	304,929	245,518	317,030		
918030 - EAP PROGRAM	0	705	705	641		
918040 - LIFE INS PREMIUMS	8,734	8,136	7,452	6,923	7315	
918050 - PPO INSURANCE PREMIUMS	357,960	398,427	341,617	351,682	462636	
918051 - HMO INSURANCE PREMIUMS	0	0	0	119,298		
918055 - DENTAL INSURANCE PREMIUMS	23,970	25,401	20,528	25,770	24929	
918060 - TUITION REIMBURSEMENTS	0	0	0	0		
918070 - WORKERS COMPENSATION	8,519	8,296	6,749	9,565		
918085 - RHS PLAN PAYOUT	4,586	2,340	7,507	2,500		
<b>TOTAL BENEFITS</b>	<b>916,238</b>	<b>1,007,461</b>	<b>849,922</b>	<b>1,098,544</b>		

**CONTRACTUAL SERVICES**

920100 - LITIGATION & LEGAL FEES	2,057	10,000	10,000	10,000	LEGAL FEES	10,000
920105 - COSTS OF LITIGATION	13	1,000	2,500	2,500	COST OF LITIGATION	2,500
920110 - PROFESSIONAL CONSULTING	41,943	62,550	62,550	59,800	NETWORK SUPPORT	20,000
					COMPUTER SUPPORT	10,500
					GRANT-SPECIAL FAMILIES/SPECIAL LIBRARIES	4,300
					WEB REDESIGN	10,000
					STAFF DEVELOPMENT	5,000
					NETWORK UPGRADE	10,000



## 2110 - LIBRARY SERVICES

Account	2006 Actual	2007 Budget	2007 Projected	2008 Proposed	Budget Justification	Amount
920120 - COMMUNICATION SERVICES	20,152	22,040	22,000	38,640	FOCAL	4,800
					ICN	3,600
					VERIZON (MOBILE LIBRARY)	2,200
					SPRINT	480
					WOW	960
					SBC (CALL ONE)	2,400
					NEXTEL	3,800
					AT&T OR BOB	18,000
					MCLEOD USA	2,400
920130 - ADMINISTRATIVE SERVICES	0	0	0	0		
920140 - DATA PROCESSING SERVICES	78,464	81,113	82,000	90,000	DATA PROCESSING OCLC/CCS	90,000
920202 - CONFERENCES	7,301	18,029	18,029	30,450	(2) ALA MIDWINTER PHILADELPHIA	3,000
					(7) ALA ANNUAL CA	11,900
					(4) PLA MINNESOTA	5,200
					(6) ILA CHICAGO	1,800
					(2) GUADALAJARA	1,400
					(1) BOOKMOBILE CONFERENCE OHIO	900
					(2) ALSC	2,000
					(2) ALA ADVOCACY DC	3,000
					(10) REACHING FORWARD	1,250
920204 - TRAINING	12,364	5,216	4,250	3,100	OFF SITE ONE DAY WORKSHOPS	500
					AED TRAINING	600
					CDL TRAINING	2,000
920205 - TUITION REIMBURSEMENTS	4,974	5,000	5,000	5,000		
920206 - SEMINARS	1,170	1,500	1,500	0		
920210 - IN-SERVICE TRAINING	850	0	0	0		
920220 - MEMBERSHIP DUES	8,119	6,000	6,000	6,500	ALA DUES FOR BY/BOARD/ADMIN/COORDINATORS AND ILA DUES FOR BOARD AND PROFESSIONAL STAFF OTHER MEMBERSHIP DUES	3,000 3,000 500
920225 - LICENSING/TITLES	140	250	250	250	FIVE CDL LICENSES AT \$50 EACH	250
920230 - PUBLICATION OF NOTICES	2,322	3,000	3,500	3,500	ADVERTISEMENTS FOR OPEN LIBRARY POSITIONS PUBLISHING BID NOTICES	2,000 1,000
920850 - SUBSIDY:1994 E.R.P. TRANS	539	3,984	3,984	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	29,119	29,707	29,707	33,262	33129 INTERNAL SERVICE FUND CHARGE	33,262
930010 - R & M EQUIPMENT	88,434	72,275	72,275	76,895	PRINTER SUPPORT COPIER SUPPORT WIRELINE NETWORK REDESIGN MAINTENANCE	6,900 15,000 5,000 10,000

## WORK

The businesses and workforce of Des Plaines make full use of the library's services and resources to advance our community's economic quality of life.

### Objectives

1. 500 job seekers have experienced the library's career center either by attending a program or workshop.
2. 3000 user will access the library's online Career Center each year.
3. 15 local businesses will participate in a library fair, showcase or workshop.

### Activities

#### Department Heads

Arts and crafts fair  
 Local writers and brewers and wineries  
 Fair trade (100 miles)  
 Sustainability  
 Make a difference  
 Volunteer fair  
 Techno expo  
 Art project business partners  
 Your business can save money by going green  
 Product showcases and services (ABT)  
 DP garden club  
 Shop locally  
 Small business consultant (SBA)  
 Autism part of job fair  
 Job center for new residents and businesses

#### Readers' and Circulation Services

Inventor/inventions showcase  
 Mentor program for teens starting a first job  
 Online job hunting program  
 Resources/programs for people reentering the workforce

#### Reference, Public Information and Web Services

Fair for business development organizations on career counseling with breakout sessions including organizations such as: CEDA, JVS, Maine Center, Genesis, St. Mary's, State of IL, City of Des Plaines HR  
Career Resource center; print  
 Group session/support group for job seekers  
 Offer computer lab for local companies or organizations to use for training

## LEARN

The residents of Des Plaines recognize and use the library as a center for lifelong learning.

### Objectives

1. 500 residents will use the library as a gateway into Des Plaines community life.
2. 3000 users will access the library's online Green Center each year.
3. 200 students will attend the library's college test preparation classes.

### Activities

#### Department Heads

Volunteering info center  
 Techno expo  
 Artist in residence  
 Art tells history of Des Plaines  
 Awareness of green movement  
 Challenged authors  
 Activism/advocacy  
 Forums on related topic  
 Autism resource center  
 Orientation learn about us

#### Youth Services

Create a resource an early learning resource center for parents  
 Create a welcome to the YS department packet of fliers and information to give to new patrons  
 Stickers to be given out at Circ. when children get their first library card  
 Children's health fair (this was a suggestion from a local business) The target would be children, games about healthy eating, handouts, etc.

#### Readers' Services and Circulation Services

Cooking classes  
 Partner with groups that already meet in the library  
 Wiki for awareness of city services  
 One on one computer instruction using volunteers

#### Reference, Public Information and Web Services

Gateway to community information using the blog and the web site, staff should always tell people who attend programs and classes to look there  
 Multiple blogs for different events and activities, tie in to other services, resources and programs at every opportunity  
 Monthly feature on the blog; topics Des Plaines organizations, someone you should know.

## PLAY

The residents of Des Plaines experience the library in unexpected and exciting ways.

### Objectives

1. 500 residents will take part in the library's talent showcase and techno expo.
2. The library will organize a major art event.
3. Library users will view the library's YouTube/online videos 10,000 times a year.

### Activities

#### Department Heads

Talent showcase  
 Techno expo  
 Art event  
 The greening of the building  
 Exhibits  
 Soil mobile

#### Youth Services

The development of the Thomas the Tank Engine Depot

#### Readers' Services and Circulation Services

Mural that the community can add too  
 Juried art gallery  
 Display local school kid's art in first floor hallway

#### Reference, Public Information and Web Services

Local banks sponsor object that local artist create turn into art "piggy banks"  
 Teen talent showcase (TAB)  
 "Dancing with the Aldermen"  
 "Are you smarter than a reference librarian?"  
 Improv/comedy classes that culminate in a competition or live event  
 Online trivia, jeopardy

## WORK

The businesses and workforce of Des Plaines make full use of the library's services and resources to advance our community's economic quality of life.

## LEARN

The residents of Des Plaines use the library as a center for lifelong learning.

## PLAY

The residents of Des Plaines experience the library in unexpected and exciting ways.

**FIGURE 10**

The Planning Process from General to Specific



while involved in library planning, everyone will be able to use those terms to communicate effectively. In this process, following are the definitions being used:

**Goal** The outcome your community (or a target population within your community) will receive because the library provides programs and services related to a specific service response

**Objective** The way the library will measure its progress toward reaching a goal

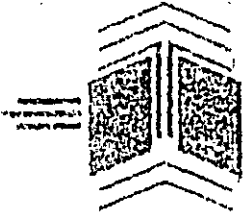
**Activities** The strategies or groupings of specific actions that the library will carry out to achieve its goals and objectives

### **Write Goals**

The first, and perhaps the most important, thing to understand about the goals you will write for this plan is that they are *service* goals. Service



0867



Des Plaines Public Library

1501 Ellinwood Street  
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www.dppl.org

**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, OCTOBER 16, 2007**

**7:00 PM**

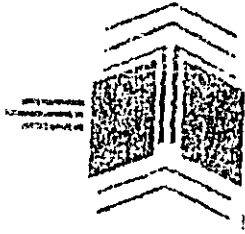
**Conference Room – Second Floor**

**Agenda:**

- Finance Committee Report
- Approve FY2008 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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.





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DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

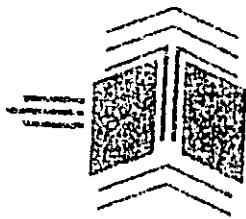
Agenda for the Regular Meeting  
 October 16, 2007  
 7:00 PM

III.

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Martin Moylan.
- VI. Consent Agenda. [Action Item] (7:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – September 18, 2007.
  - B. Acceptance of Financial Reports for September 2007.
  - C. Approval of Library Expenditures.
    1. Warrant Register – September 04, 2007 - \$59,792.96.
    2. Warrant Register – September 17, 2007 - \$51,429.93.
    3. Salaries – September 13, 2007 - \$117,527.86.
    4. Salaries – September 27, 2007 - \$134,949.78.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Friends of the Library Report – Elaine Tejcek.
- VII. Unfinished Business.

- VIII. New Business. (8:00 PM)
- A. Approve Payment to Library Partnership Trust for Annual Membership for the Gale Virtual Reference Library - \$6,629.00. [Action Item]
  - B. Approve Payment to Proquest - \$16,502.14. [Action Item]
  - C. Approve 10:00 a.m. Opening for All Staff Day on December 13, 2007. [Action Item]
  - D. Approve Payment to ThomsonGale - \$9,850.83. [Action Item]
  - E. Finance Committee Report - Rhys Read. [Action Item]
  - F. Approve FY2008 Budget. [Action Item]
  - G. North Suburban Open House - November 9, 2007, 1:30 - 4:00 p.m.
  - H. Approve Payment to Outsource Solutions Group - IT Network Support and Consulting. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other
- XII. Adjournment. (9:30 PM)

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



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V.I.A.

BOARD OF TRUSTEES  
 Minutes of the Regular Meeting  
 September 18, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, September 18, 2007. President Noreen Lake called the meeting to order at 7:02p.m.

ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Holly Richards Sorensen, Karen McBride, Alderman Martin Moylan, Matthew Bellamy, Michael Lake.

Absent: Matthew Bogusz.

CONSIDERATION OF THE AGENDA.

MOTION by Eldon Burk, seconded by Jerry Mahony, to accept the agenda, as written.  
 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

PUBLIC COMMENTS AND QUESTIONS

Karen McBride, Web Services Librarian, showed a video of the September 8 Croquet Tournament.

CONSENT AGENDA

MOTION by Eldon Burk, seconded by William Grice, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

0871

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 12,655.10
2. Petty Cash Expenditures	\$ 32.47
3. Budget Expenditures for August	\$ 657,876.29
4. Expenditures Year to Date	\$ 3,913,167.99
5. Revenue for August	\$ 800.00
6. Revenue Year to Date	\$ 2,089,840.93

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

August 06, 2007	\$ 124,007.00
August 20, 2007	<u>\$ 64,233.22</u>
Total	\$ 188,240.22

ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek.  
NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by William Grice, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

August 02, 2007	\$ 120,380.71
August 16, 2007	\$ 116,331.25
August 30, 2007	<u>\$ 117,253.65</u>
Total	\$ 353,965.61

ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek.  
NAYS: None. MOTION CARRIED.

### DIRECTOR'S REPORT

Please note: I have received no official requests for confidential patron information since my last report.

### PERSONNEL

New employees for August/September, 2007 are Anton Tsybulsky, and Lino Vestidas, Technology Pages; and Shabana Usufishaq, Carolyn Romin, and Melissa Zulaski, Circulation Pages.

0872  
Resignations/Separations for August/September, 2007 are Travis Jones, Circulation Page, and Kathleen Konopasek, Circulation Services Clerk.

#### STAFF DEVELOPMENT

Our Fall All-Staff meeting was held on September 12. "Movement Matters", a presentation on the physiology of everyday movements was given by Mary Albrecht, trainer and owner of the Fitness Loft in Libertyville. The second portion of the meeting included a presentation on the new salary schedule, the Green Team's recycling suggestions, and the arrangements for the October 7 Centennial Carnival.

#### PATRON SERVICES

We charted a slight increase in circulation over August 2006, but remain behind in circulated items for the year, to date. Patrons used Self-Check for 46% of the items checked out of the main library. The print/non-print ratio continues to shift toward audio-visual items. This month 62% of the youth services circulation was for print materials; 43% of the items circulated from the adult collection was for print material. Overall, print materials account for 49% of the total number of items circulated in August.

Carol Kidd has added a chart indicating the use of public computers during the past two and the current years. Christina Tropea has submitted a report explaining the reasons that our database use statistics show a decline. The essence of her report is to state that we now have a more accurate and appropriate way of counting the uses of our databases, but that they will show a decline for the next year when compared with the earlier way the information was collected and reported. Her report is included in the board packet.

#### OTHER PROFESSIONAL ACTIVITIES

I attended two Chamber of Commerce events: a fundraiser on 8/22 and the monthly board meeting on 9/13. I attended the Friends of the Library Roundtable meeting on 8/28, a Holiday Lighting Committee meeting on 9/6, an Executive Committee meeting of the Library Production Studio on 9/7, and NSLS Board meeting on 9/10, the 9/11 Commemoration at City Hall, and the Rotary Golf Outing on 9/11. On Saturday, 9/8 I attended a Board retreat for NSLS in the morning, the First Lady's Luncheon at noon, and the Croquet Tournament during the afternoon.

#### NEW BUSINESS

Rhys Read, Chair of the Finance Committee, presented the first draft of the 2008 budget.

Sandra Norlin gave an overview of the 2008 budget, which included the new RFID equipment and the atrium and workroom remodeling project.

0873  
MOTION by Committee, to approve the first draft of 2008 budget, as presented. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

Sandra Norlin explained to the Board that RFID equipment that is UL certified is only offered by the 3M Company. Sandra asked Board members if they would still require a Request for Proposal. The Board consensus was to ask staff to prepare a request for proposal.

MOTION by Rhys Read, seconded by George Magerl, to move F. Approve Des Plaines Public Library Disaster Plan 2007 to C. under VIII. New Business. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Board reviewed the Des Plaines Public Library Disaster Plan for 2007.

MOTION by Rhys Read, seconded by Maria Bahamon, to approve the Des Plaines Public Library Disaster Recovery Plan for 2007, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by George Magerl, to approve the Per Capita Grant, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Eldon Burk will attend the October 1 City Council meeting; Noreen Lake the October 15 meeting; Jerry Mahony the November 5 meeting and Rhys Read the November 19 meeting.

MOTION by Eldon Burk, seconded by William Grice, to approve payment to Midwest Library Systems in the amount of \$2,713.21 for freight charges for book returns and carts. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

Sandra Norlin introduced Karen McBride, Web Services Librarian, and explained that Karen was the project leader for the library's Website Redesign Project. Karen reported that she prepared a Request for Proposal for the Website Redesign and made the following hiring recommendations to the Board:

Scott Pitol, an independent contractor from Roselle, IL, for the majority of the Des Plaines Public Library Web site redesign - \$17,000.00.

In-Sight Marketing of Des Plaines, IL, is recommended to design the Children and Teen sections, with experience with Flash-based Web design - \$2,500.00.

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Website Redesign Project recommendations of Karen McBride, Web Services Librarian, and to enter into an agreement with Scott Pitol and In-Sight Marketing for Website Redesign, in the amount of

0874

\$19,500.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

Hector Marino, Coordinator of Computer and Technical Services, proposed installation of Comcast cable for the library's Internet service. The cost for a two-year contract is \$1,187.00 per year and will increase bandwidth from 3 Mbps to 8 Mbps.

MOTION by Eldon Burk, seconded by George Magerl, to enter into a two-year agreement with Comcast at a cost of \$1,187.00 per year to increase bandwidth to 8 Mbps for the library's internet connection. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan stated that the City of Des Plaines will not change their current parking agreement with the 701 Lee Street tenants and therefore parking spaces in the parking garage will not be reduced for library staff.

#### ANNOUNCEMENTS

The Board will not write an article for the next library newsletter.

We will continue to send a liaison to the Friends of the Library meetings who will provide reports to the library board.

#### ANNOUNCEMENTS

George Magerl, Chair of the Planning Committee, thanked Library Board members and Department Heads for attending an all-day Board Retreat. A new Strategic Plan will be presented to the Board for their approval at their October meeting.

Sandra Norlin introduced Holly Richards Sorensen, the new Coordinator of Public Services. Holly previously worked as the Head of Adult Services.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 8:25p.m.

Minutes prepared by Carol Kidd

## VI.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR SEPTEMBER 2007**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 11,105.97
2. Petty Cash Expenditures	\$ 43.50
3. Budget Expenditures for September	\$ 652,560.26
4. Expenditures Year to Date	\$4,565,728.25
5. Revenue for September	\$ 218,753.59
6. Revenue Year to Date	\$3,307,966.78

Warrant Register

September 04, 2007	\$ 59,792.96
September 17, 2007	<u>\$ 51,429.93</u>
Total	\$ 111,222.89

Salaries

September 13, 2007	\$ 117,527.86
September 27, 2007	<u>\$ 134,949.78</u>
Total	\$ 252,477.64



## VI.B.

DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR SEPTEMBER 2007

	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	618.46	704.20	7,124.46	7,904.33
Fines	7,684.36	7,836.75	73,456.57	78,752.48
Damage	64.94	52.89	916.45	606.44
Fees	310.15	490.00	4,090.23	3,799.93
Copies	1,989.26	2,014.13	21,653.91	18,105.18
Miscellaneous	7.00	8.00	44.95	129.50
<b>Total</b>	<b>\$10,674.17</b>	<b>\$11,105.97</b>	<b>\$107,286.57</b>	<b>\$109,297.86</b>

PETTY CASH EXPENDITURES - SEPTEMBER

960070	Auto/Travel	\$11.00
970110	Meals	\$24.00
970100	Supplies	\$8.50
<b>Total</b>		<b>\$43.50</b>

007

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:09:53

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

STATM011

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043		9,356.00
102007	CASH PAYROLL 1944652940		174,714.84
102008	CASH DEPOSIT 1944650243		466,959.83
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	30,519.35	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	31,019.35	651,030.67
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	730.32	
104075	FMA - FINANCIAL NETWORK	1,544.15	
104077	INVEST-LIBRARY FOUNDATION	4,427.00	
	TOTAL INVESTMENTS	6,701.79	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
	TOTAL ACCOUNTS RECEIVABLE	6,059,950.10	.00
119125	RECEIVABLE-GRANTS	27,815.00	
	TOTAL RECEIVABLE-SALES TAX	27,815.00	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
119301	PREPAID EXPENSE	.00	
	TOTAL PREPAID ITEMS	.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
	TOTAL FIXED ASSETS	.00	.00
	TOTAL ASSETS	6,125,486.24	651,030.67
401000	ACCOUNTS PAYABLE	1,081.00	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		504,297.99
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS	69,337.99	
	TOTAL DUE TO-OTHER FUNDS	69,337.99	504,297.99
450030	ACCRUED LIAB-COMP ABSENCE		.00

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:09:53

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

## FUND - 201 - LIBRARY FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
450040	ACCRUED PAYROLL		88,124.62
	TOTAL ACCRUED LIABILITIES	.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	73,460.78	6,606,355.61
	TOTAL LIABILITIES	73,460.78	6,606,355.61
700110	EXPENDITURE CONTROL	4,550,496.25	
700120	REVENUE CONTROL		3,082,593.10
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	10,962,683.25	9,494,780.98
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		409,463.01
	TOTAL FUND EQUITY	.00	409,463.01
	TOTAL EQUITIES	10,962,683.25	9,904,243.99
	TOTAL LIBRARY FUND	17,161,630.27	17,161,630.27

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:09:53

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	217,224.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	217,224.00	.00
104075	PMA - FINANCIAL NETWORK	71,735.28	
	TOTAL INVESTMENTS	71,735.28	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
129999	DUE FROM OTHER FUNDS	434,960.00	
	TOTAL DUE FROM OTHER FUNDS	434,960.00	.00
	TOTAL ASSETS	723,919.28	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL	15,232.00	
700120	REVENUE CONTROL		225,373.68
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	220,232.00	430,373.02
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	220,232.00	944,151.28
	TOTAL LIBRARY CAPITAL PROJ FUND	944,151.28	944,151.28
	TOTAL REPORT	18,105,781.55	18,105,781.55

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:14:25

CITY OF DES PLAINES  
REVENUE STATUS REPORT

REVSTA11

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-800000 TAXES

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	-8,147.74	.00	-36,005.84	36,005.84	.00
810021	PROPERTY TAXES 2004	.00	-127.29	.00	-15,454.07	15,454.07	.00
810022	PROPERTY TAXES 2005	50,000.00	-253.41	.00	73,016.63	-23,016.63	146.03
810023	PROPERTY TAXES 2006	5,954,939.00	13,923.95	.00	2,815,966.34	3,138,972.66	47.29
TOTAL TAXES		6,004,939.00	5,395.51	.00	2,837,523.06	3,167,415.94	47.25

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	894.94	92,093.06	.96
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822045	STATE GRANT:LIBRARY	30,260.00	.00	.00	23,710.00	6,550.00	78.35
TOTAL	INTERGOVERNMENTAL REVEN	195,248.00	.00	.00	94,277.15	100,970.85	48.29

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	7,993.53	.00	89,821.94	20,178.06	81.66
TOTAL FINES		110,000.00	7,993.53	.00	89,821.94	20,178.06	81.66

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	2,326.03	.00	20,602.48	19,397.52	51.51
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	7,320.25	12,679.75	36.60
TOTAL FEES AND SERVICES		60,000.00	2,326.03	.00	27,922.73	32,077.27	46.54

FUND-201 LIBRARY FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	157.89	.00	22,641.75	-17,641.75	452.84
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	80.63	.00	10,406.47	24,593.53	29.73
TOTAL OTHER REVENUE		42,000.00	238.52	.00	33,048.22	8,951.78	78.69

TOTAL TITLE NOT FOUND		6,412,187.00	15,953.59	.00	3,082,593.10	3,329,593.90	48.07
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TOTAL LIBRARY FUND		6,412,187.00	15,953.59	.00	3,082,593.10	3,329,593.90	48.07
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:14:25

CITY OF DES PLAINES  
REVENUE STATUS REPORT

REVST11

SELECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 9/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	22,573.68	-21,573.68	2257.37
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	2,800.00	.00	2,800.00	-2,700.00	2800.00
TOTAL OTHER REVENUE		5,000.00	2,800.00	.00	25,373.68	-20,373.68	507.47

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	200,000.00	.00	200,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES		200,000.00	200,000.00	.00	200,000.00	.00	100.00
TOTAL TITLE NOT FOUND		205,000.00	202,800.00	.00	225,373.68	-20,373.68	109.94
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	202,800.00	.00	225,373.68	-20,373.68	109.94

TOTAL REPORT		6,617,187.00	218,753.59	.00	3,307,966.78	3,309,220.22	49.99
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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:17:26

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	153,426.19	.00	1,479,514.23	898,109.77	62.23
910200	TEMPORARY WAGES	983,825.00	64,395.96	.00	670,293.72	313,531.28	68.13
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	16,550.39	.00	139,871.44	-139,871.44	.00
910600	SICK PAY	.00	9,715.07	.00	64,178.83	-64,178.83	.00
910700	HOLIDAY PAY	.00	8,390.03	.00	60,881.72	-60,881.72	.00
910900	ACT/OUT OF CLASS/PREMIUM	.00	125.42	.00	125.42	-125.42	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
TOTAL SALARIES		3,365,199.00	252,603.06	.00	2,414,865.36	950,333.64	71.76

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-918000 BENEFITS

918010	UNEMPLOYMENT COMPENSATIO	2,459.00	614.75	.00	1,844.25	614.75	75.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	19,019.41	.00	181,709.55	75,058.45	70.77
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	23,001.23	.00	218,091.49	86,837.51	71.52
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	686.40	.00	6,340.40	1,795.60	77.93
918050	MEDICAL INS PREMIUMS	398,427.00	30,511.18	.00	303,764.45	94,662.55	76.24
918055	DENTAL INSURANCE PREMIUM	25,401.00	1,824.52	.00	18,233.12	7,167.88	71.78
918070	WORKERS COMPENSATION	8,296.00	671.27	.00	6,124.23	2,171.77	73.82
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
TOTAL BENEFITS		1,007,461.00	76,328.76	.00	743,614.32	263,846.68	73.81

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	8,503.00	.00	19,964.02	42,585.98	31.92
920120	COMMUNICATION SERVICES	22,040.00	1,769.19	.00	15,674.94	6,365.06	71.12
920140	DATA PROCESSING SERVICES	81,113.00	4,241.41	.00	33,164.34	47,948.66	40.89
920202	CONFERENCES	18,029.00	1,035.00	.00	12,979.04	5,049.96	71.99
920204	TRAINING	5,216.00	40.00	.00	2,750.00	2,466.00	52.72
920205	TUITION REIMBURSEMENTS	5,000.00	625.00	.00	3,481.28	1,518.72	69.63
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	210.00	.00	3,834.00	2,166.00	63.90
920225	LICENSING/TITLES	250.00	.00	.00	50.00	200.00	20.00
920230	PUBLICATION OF NOTICES	3,000.00	.00	.00	3,095.25	-95.25	103.18
920230	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAB CONTRIBUTI	29,707.00	7,426.75	.00	22,280.25	7,426.75	75.00
930010	R & M EQUIPMENT	72,275.00	12,037.76	.00	67,320.10	4,954.90	93.14

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:17:26

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930020	R & M BLDGS & STRUCTURES	52,795.00	8,201.38	.00	64,179.25	-11,384.25	121.56
930030	R & M VEHICLES	10,600.00	273.60	.00	8,303.20	2,296.80	78.33
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	3,770.00	.00	31,455.57	15,524.43	66.96
930490	REFUSE CONTRACT	3,600.00	574.00	.00	3,231.00	369.00	89.75
960070	AUTO/TRAVEL EXPENSES	6,275.00	714.25	.00	3,374.95	2,900.05	53.18
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	1,457.67	.00	28,339.06	4,660.94	85.88
960990	MISC CONTRACTUAL SVCS	108,340.00	6,958.39	.00	71,017.88	37,322.12	65.55
TOTAL CONTRACTUAL SERVICES		587,254.00	57,837.40	.00	394,839.68	192,414.32	67.23

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	6,606.60	.00	55,333.88	24,086.12	69.67
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	246.21	.00	1,528.80	1,071.20	58.80
970170	JANITORIAL	19,000.00	820.76	.00	11,952.05	7,047.95	62.91
970260	POSTAGE AND PARCEL	13,000.00	2,118.27	.00	9,139.77	3,860.23	70.31
970270	PRINTING-REPROD-BINDING	10,600.00	2,975.35	.00	9,806.46	793.54	92.51
970500	PURCHASE OF WATER	8,000.00	1,244.77	.00	3,758.64	4,241.36	46.98
970600	BOOKS	497,000.00	31,054.05	.00	293,979.37	203,020.63	59.15
970610	AUDIO MATERIALS	80,000.00	9,570.65	.00	43,886.31	36,113.69	54.86
970620	SUBSCRIPTIONS & BOOKS	68,000.00	127.77	.00	61,776.42	6,223.58	90.85
970630	VISUAL MATERIALS	81,000.00	4,320.94	.00	53,943.82	27,056.18	66.60
970640	AUTOMATED REFERENCE MAT'	106,000.00	2,497.33	.00	60,811.94	45,188.06	57.37
970810	NATURAL GAS	26,000.00	166.80	.00	19,235.82	6,764.18	73.98
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	15,161.00	1,316.40	.00	4,674.68	10,486.32	30.83
TOTAL COMMODITIES		1,009,781.00	63,065.90	.00	629,827.96	379,953.04	62.37

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	9,356.00	.00	9,356.00	14,494.00	39.23
980410	COMPUTER HARDWARE	.00	165.00	.00	68,702.86	-68,702.86	.00
980420	COMPUTER SOFTWARE	36,590.00	2,614.85	.00	15,410.20	21,179.80	42.12
980600	FURNITURE & FIXTURES	32,650.00	4,749.71	.00	24,877.09	7,772.91	76.19
TOTAL CAPITAL EXPENDITURES		93,090.00	16,885.56	.00	118,346.15	-25,256.15	127.13



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:17:26

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn: fund in ("201", "202")

ACCOUNTING PERIOD: 9/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	.00	15,442.00	.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	200,000.00	.00	200,000.00	.00	100.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	.00	12,040.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	200,000.00	.00	200,000.00	77,482.00	72.08
	TOTAL LIBRARY SERVICES	6,340,267.00	666,720.68	.00	4,501,493.47	1,838,773.53	71.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:17:26

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

EXPSTA11

SECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 9/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920210	IN-SERVICE TRAINING	6,700.00	.00	.00	2,580.06	4,119.94	38.51
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	263.58	.00	1,509.72	8,990.28	14.38
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	263.58	.00	35,409.78	13,110.22	72.98

FUND-201 LIBRARY FUND  
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	2,000.00	3,850.00	34.19
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	11,593.00	5,957.00	66.06
	TOTAL COMMODITIES	23,400.00	.00	.00	13,593.00	9,807.00	58.09
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	263.58	.00	49,002.78	22,917.22	68.14
	TOTAL LIBRARY FUND	6,412,187.00	666,984.26	.00	4,550,496.25	1,861,690.75	70.97

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 10/05/07

TIME: 12:17:26

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 9/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS  
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	-14,424.00	.00	15,232.00	69,718.00	17.93
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	-14,424.00	.00	15,232.00	89,718.00	14.51
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	-14,424.00	.00	15,232.00	89,718.00	14.51
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	-14,424.00	.00	15,232.00	89,718.00	14.51
	TOTAL REPORT	6,517,137.00	652,560.26	.00	4,565,728.25	1,951,408.75	70.06

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 09/23/07

TIME: 11:56:24

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 8/07

LECTION CRITERIA: payable\_due\_date="09/04/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	103586 VALERIE HALIOTIS	7-02	467	0.00	1728.00
2110	920110	PROFESSIONAL CON	105470 OUTSOURCE SOLUTIONS G	6563	456	0.00	2875.00
2110	920110	PROFESSIONAL CON	105910 MANAGEMENT ASSOCIATIO	34638	469	0.00	3900.00
2110	920120	COMMUNICATION SE	09030 NEXTEL COMMUNICATIONS	655730511066	670	0.00	126.74
2110	920120	COMMUNICATION SE	106455 MCLEOD USA	1557494	475	0.00	256.53
2110	920204	TRAINING	43806 NORTH SUBURBAN LIBRAR	1270816	346	0.00	20.00
2110	920205	TUITION REIMBURS	101890 LAURA ADLER	REIMB	335	0.00	250.00
2110	920205	TUITION REIMBURS	106520 ADRIANA AVALOS	REIMB	457	0.00	250.00
2110	930010	R & M EQUIPMENT	09789 VAHE GHAZARIAN	395728	351	0.00	80.00
2110	930010	R & M EQUIPMENT	102833 MIDWEST FIRE PUMP TES	7244	345	0.00	595.00
2110	930010	R & M EQUIPMENT	103824 BUSINESS MACHINE AGEN	68164	251	0.00	280.43
2110	930010	R & M EQUIPMENT	106518 WIRELINE INCORPORATED	13507	395	0.00	135.00
2110	930020	R & M BLDGS & ST	00189 ANDERSON LOCK CO LTD	52194	342	0.00	3261.97
2110	930020	R & M BLDGS & ST	00189 ANDERSON LOCK CO LTD	52195	333	0.00	1294.25
2110	930020	R & M BLDGS & ST	05076 NORB & SONS ELECTRIC.	28907-1	361	0.00	224.00
2110	930020	R & M BLDGS & ST	100604 M K PAINTING & DECORA	5	360	0.00	425.00
2110	930020	R & M BLDGS & ST	106201 AUTOMATED LOGIC	106572	471	0.00	2408.00
2110	930020	R & M BLDGS & ST	59843 SHERWIN WILLIAMS	3075-9	359	0.00	100.66
2110	930320	CLEANING: CUSTODI	200147 MAJESTY MAINTENANCE I	40313	468	0.00	3665.00
2110	960210	SPECIAL EVENT PR	09733 ORIENTAL TRADING COMP	617880368-01	340	0.00	31.90
2110	960210	SPECIAL EVENT PR	101470 BERNARD D. MARTIN	10-07-07	344	0.00	250.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2922363	378	0.00	16.50
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2923503	373	0.00	14.70
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2919717	376	0.00	14.70
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2918271	367	0.00	20.79
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2925941	371	0.00	34.26
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2925079	369	0.00	23.94
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019011846	524	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018998845	280	0.00	73.56
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018997190	267	0.00	13.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A88064130	288	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018974140	269	0.00	3.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019020020	285	0.00	9.25
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018976530	271	0.00	21.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019017617	282	0.00	7.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019004056	273	0.00	33.13
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019017656	281	0.00	7.08
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A88442690	275	0.00	3.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018988940	265	0.00	4.51
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019025699	300	0.00	39.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019067058	312	0.00	7.08
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019059694	310	0.00	13.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019043286	302	0.00	13.79
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019028454	303	0.00	15.35
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019062798	295	0.00	9.15
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019060523	304	0.00	37.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019034339	308	0.00	7.25
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019060593	306	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019052746	299	0.00	56.35
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2019005098	289	0.00	59.00

RUN DATE 09/23/2007 TIME 11:56:34

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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☐SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 08/23/07

TIME: 11:56:24

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 8/07

SELECTION CRITERIA: payable.due\_date=\*09/04/2007\*

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019020003	253	0.00	2.84
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018977394	254	0.00	43.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018976534	259	0.00	13.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018977393	255	0.00	110.03
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018997889	262	0.00	30.45
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018716248	250	0.00	18.37
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018974355	261	0.00	11.66
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310701	242	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310707	249	0.00	29.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310702	241	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5314177	247	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310700	245	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5313426	218	0.00	9.95
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5314176	227	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5314178	225	0.00	26.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5313424	217	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5314175	221	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310704	239	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310708	230	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310706	231	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310705	233	0.00	36.95
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5310703	235	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5313427	214	0.00	26.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5313425	216	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5313429	292	0.00	13.90
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5313423	284	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5316964	319	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5312683	322	0.00	48.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5316966	320	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5316965	316	0.00	3.25
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	35862	316	0.00	323.79
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	35788	476	0.00	394.75
2110	960990	MISC CONTRACTUAL	72106	COOPERATIVE COMPUTER	JULY 2007	465	0.00	1724.11
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	284843-0	328	0.00	339.90
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	288890-0	329	0.00	54.51
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	289015-0	327	0.00	53.38
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	296480-0	326	0.00	178.67
2110	970100	SUPPLIES	19764	BRODART COMPANY	789294	337	0.00	271.29
2110	970100	SUPPLIES	200294	DELL MARKETING LP	KC41CD2C9	399	0.00	333.18
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	2911137	339	0.00	854.61
2110	970110	MEALS (PRSNRS/WR	00842	CITY OF DES PLAINES	2007	659	0.00	60.00
2110	970170	JANITORIAL	20696	RUNGE PAPER COMPANY,	532209	356	0.00	820.76
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-166-09514	330	0.00	100.51
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2918271	368	0.00	214.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2925079	370	0.00	398.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2919717	377	0.00	105.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2923503	374	0.00	145.36
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2925941	372	0.00	534.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2922363	379	0.00	143.48
2110	970600	BOOKS	07439	THOMSON GALE	15286650	391	0.00	97.50

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 8/07

SELECTION CRITERIA: payable.due\_date="09/04/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICES	RECNO	SALES TAX	AMOUNT	
2110	970600	BOOKS	07439	THOMSON GALE	15286609	392	0.00	221.75
2110	970600	BOOKS	07439	THOMSON GALE	15270876	385	0.00	126.37
2110	970600	BOOKS	07439	THOMSON GALE	15276192	388	0.00	140.79
2110	970600	BOOKS	07439	THOMSON GALE	15274626	387	0.00	47.18
2110	970600	BOOKS	07439	THOMSON GALE	15264923	386	0.00	25.47
2110	970600	BOOKS	07439	THOMSON GALE	15274956	389	0.00	140.79
2110	970600	BOOKS	07439	THOMSON GALE	15278372	390	0.00	117.58
2110	970600	BOOKS	08851	P J KENEDY & SONS	436326	353	0.00	343.20
2110	970600	BOOKS	09713	KENT DISTRICT LIBRARY	4957	474	0.00	35.00
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019011846	519	0.00	84.01
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019059694	314	0.00	120.72
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019060523	317	0.00	325.61
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019067058	313	0.00	57.52
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019019062	270	0.00	169.10
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018976530	272	0.00	172.15
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019017617	274	0.00	79.23
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018997190	268	0.00	116.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018988940	266	0.00	48.55
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018998844	279	0.00	1313.70
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019005097	277	0.00	1094.82
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019017656	283	0.00	58.64
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019020020	286	0.00	65.77
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019060581	107	0.00	84.59
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019034339	311	0.00	70.58
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019043286	294	0.00	61.64
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019062797	296	0.00	127.09
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019028453	305	0.00	167.97
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018716248	297	0.00	43.33
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019025698	301	0.00	565.02
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019052745	298	0.00	876.11
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018974353	263	0.00	28.43
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019020003	244	0.00	8.93
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018977393	256	0.00	899.23
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018976534	260	0.00	104.93
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018997889	257	0.00	275.44
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018974140	258	0.00	25.40
2110	970600	BOOKS	09737	BAKER & TAYLOR	2019004056	264	0.00	255.54
2110	970600	BOOKS	103277	DUNDEE TOWNSHIP PUBLI	INTERLOAN	341	0.00	21.95
2110	970600	BOOKS	103859	WILMETTE PUBLIC LIBRA	INTERLOAN2	394	0.00	17.00
2110	970600	BOOKS	103859	WILMETTE PUBLIC LIBRA	INTERLOAN	393	0.00	16.00
2110	970600	BOOKS	105644	D & B	8641984-01	398	0.00	2218.50
2110	970600	BOOKS	105751	THESTREET.COM RATINGS	G-607135-REN	357	0.00	429.00
2110	970600	BOOKS	105751	THESTREET.COM RATINGS	G-607043-REN	358	0.00	429.00
2110	970600	BOOKS	105751	THESTREET.COM RATINGS	G-607136-REN	355	0.00	429.00
2110	970600	BOOKS	17211	DELTA SYSTEMS CO., IN	549849	338	0.00	247.82
2110	970600	BOOKS	20232	REGENT BOOK COMPANY	19050	352	0.00	13.17
2110	970600	BOOKS	20737	THE COUNCIL OF STATE	52755	397	0.00	58.50
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M103045A	365	0.00	24.72
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M103275A	364	0.00	29.99
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M101841A	375	0.00	84.95

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

SELECTION CRITERIA: payable.due\_date="09/04/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M102852A	366	12.10
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	292819A	363	145.90
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	M102934A	332	47.60
2110	970610	AUDIO MATERIALS	02482	B B C AUDIOBOOKS	292685	396	348.55
2110	970610	AUDIO MATERIALS	07339	BLACKSTONE AUDIO BOOK	434006	252	414.43
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2019052745	309	490.32
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2018998844	278	100.65
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083424129	347	103.20
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1183424129	348	118.40
2110	970610	AUDIO MATERIALS	105911	LIBRARY PARTNERSHIP T	60107	461	1000.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-06-07-1	380	377.01
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-08-07-2	384	391.64
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-08-07-1	381	535.06
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-08-07-3	383	26.50
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-08-07-5	382	39.87
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	1207017	401	29.95
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	1207017	400	29.95
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A88064130	287	22.04
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A88442690	276	29.38
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313429	293	104.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5312683	291	172.35
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313425	290	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316965	318	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316964	315	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316966	321	119.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5314177	248	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310702	243	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310700	246	31.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313426	219	58.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5314176	228	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310704	240	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313424	229	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5314175	223	33.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310705	224	126.64
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310706	232	22.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313423	222	7.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310701	234	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5314178	226	157.42
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310703	236	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310708	237	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5310707	238	243.65
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313428	220	89.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5313427	215	101.92
2110	970630	VISUAL MATERIALS	103083	LAKE VILLA PUBLIC LIB	100-A	343	10.99
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3619699	350	31.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3619082	349	90.35
2110	970640	AUTOMATED REFERE	102142	ALLDATA LLC	11-07-11-08	470	1500.00
2110	970900	EQUIPMENT <\$5,00	106519	BARCODESINC	134401	362	716.40
2110	980420	COMPUTER SOFTWARE	105470	OUTSOURCE SOLUTIONS G	6476	466	2495.00
2110	980600	FURNITURE & FIXT	09638	OFFICE DEPOT	394859177001	325	719.98

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 08/23/07

TIME: 11:56:24

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 8/07

LECTION CRITERIA: payable.due\_date="09/04/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	-----TITLE-----	-----VENDOR-----	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	980600	FURNITURE & FIXT	103924	KNOLL INCORPORATED	2405143	354	0.00	644.47
2110	980600	FURNITURE & FIXT	103924	KNOLL INCORPORATED	2395506	527	0.00	2074.07
2110	980600	FURNITURE & FIXT	19764	BRODART COMPANY	777229	463	0.00	1042.42
TOTAL LIBRARY SERVICES						0.00	59792.96	
TOTAL FUND						0.00	59792.96	

RUN DATE 08/23/2007 TIME 11:56:34

SUNGARD PENTAMATION INC - FUND ACCOUNTING



SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 09/07/07

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 9/07

SELECTION CRITERIA: payable.due\_date="09/17/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK0707	44	4241.41
2110	920202	CONFERENCES	05179	ADULT READING ROUND T	JOEL SAWYER	497	60.00
2110	920204	TRAINING	102859	REBECCA CAUDILL YOUNG	2007-08	673	10.00
2110	920204	TRAINING	104863	I S L M A	S MCLAUGHLIN	658	10.00
2110	920205	TUITION REIMBURS	106539	SUZANNE JOHNSON	REIMB	635	125.00
2110	920220	MEMBERSHIP DUES	101750	LACONI	SEE ATTACHED	480	80.00
2110	920220	MEMBERSHIP DUES	103832	LINCOLN STORY LEAGUE	2007-08	636	30.00
2110	930010	R & M EQUIPMENT	102833	MIDWEST FIRE PUMP TES	7250	689	1295.00
2110	930010	R & M EQUIPMENT	72106	COOPERATIVE COMPUTER	DPK0707	45	6966.33
2110	930020	R & M BLDGS & ST	102242	A D T SECURITY SERVIC	55181290	588	37.50
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	16507	634	450.00
2110	930030	R & M VEHICLES	104378	ACCURATE AUTO CLINIC	4090	586	273.60
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3251	660	105.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1421789	585	574.00
2110	960210	SPECIAL EVENT PR	105602	PARS ICE CREAM CO	105	481	250.00
2110	960210	SPECIAL EVENT PR	105894	EVOLUTION MARKETING G	613011	503	483.69
2110	960210	SPECIAL EVENT PR	106534	CANDACE FLEMING	10-17-07	506	300.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2933186	494	17.28
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2937784	490	12.33
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2928445	492	23.01
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2920955	674	138.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008125156	683	45.05
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019171264	681	189.44
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008083873	655	20.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019061307	560	41.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019070110	563	18.49
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A89066990	556	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019088402	561	5.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019089590	558	81.97
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2017571085	513	4.19
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019096853	514	32.59
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019122654	522	6.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019122394	520	24.15
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018761470	516	5.84
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019107570	526	19.32
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019060522	539	2.99
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019097077	531	17.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A89780460	532	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019114968	540	20.75
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019097048	536	13.68
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019142907	529	41.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019108906	535	36.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019079193	548	53.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A89250510	552	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019098759	542	28.46
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A88802650	550	5.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2019118417	549	24.95
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5319364	546	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5319359	509	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5319358	511	13.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 09/07/07

TIME: 09:31:32

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 9/07

SELECTION CRITERIA: payable.due\_date="09/17/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316194	459	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5317644	464	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5317642	461	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316196	463	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5317643	467	0.00	72.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316195	457	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5317641	469	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5317640	471	0.00	22.95
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316199	453	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5322540	441	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5322537	447	0.00	16.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5322539	443	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316197	450	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5322541	448	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316198	455	0.00	52.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5322538	445	0.00	19.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5316193	555	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320059	574	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5319357	575	0.00	16.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5319363	553	0.00	26.40
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5319361	568	0.00	32.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320056	571	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320055	565	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320058	569	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5319360	581	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5320057	577	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5319362	583	0.00	9.75
2110	960990	MISC CONTRACTUAL 106535	INTERIOR TROPICAL GAR	37842	668	0.00	85.00
2110	960990	MISC CONTRACTUAL 106535	INTERIOR TROPICAL GAR	37841	667	0.00	233.75
2110	960990	MISC CONTRACTUAL 25139	FIRST MIDWEST BANK	BR 504	505	0.00	20.00
2110	960990	MISC CONTRACTUAL 72106	COOPERATIVE COMPUTER	AUGUST 2007	691	0.00	1724.11
2110	970100	SUPPLIES 05228	KASCO PRINTING	6047	473	0.00	987.35
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	301616-0	499	0.00	89.13
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	306312-0	508	0.00	22.29
2110	970100	SUPPLIES 09638	OFFICE DEPOT	396612798001	449	0.00	35.24
2110	970100	SUPPLIES 09689	RADIO SHACK	238779	484	0.00	21.96
2110	970100	SUPPLIES 106458	MELODY HOUSE	54057	475	0.00	9.00
2110	970100	SUPPLIES 106533	RENAISSANCE LEARNING	3187565	690	0.00	3020.47
2110	970260	POSTAGE AND PARC 103035	FEDERAL EXPRESS	2-205-12013	504	0.00	17.76
2110	970270	PRINTING-REPROD- 15976	GRAPHIC SOLUTIONS	7093	682	0.00	95.00
2110	970270	PRINTING-REPROD- 15976	GRAPHIC SOLUTIONS	7108	685	0.00	2437.00
2110	970270	PRINTING-REPROD- 26420	MINUTEMAN PRESS	1482	476	0.00	443.35
2110	970500	PURCHASE OF WATE 00842	CITY OF DES PLAINES	4-27-6-27-07	639	0.00	1244.77
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2920955	665	0.00	905.48
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2928445	493	0.00	297.56
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2933186	495	0.00	193.89
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2937784	491	0.00	147.03
2110	970600	BOOKS 03363	WEST GROUP	814176222	659	0.00	159.00
2110	970600	BOOKS 07439	THOMSON GALE	15290657	607	0.00	25.47
2110	970600	BOOKS 07439	THOMSON GALE	15305993	606	0.00	35.93

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1  
ACCOUNTING PERIOD: 9/07

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	07439 THOMSON GALE	15299029	605	0.00	25.47
2110	970600	BOOKS	07439 THOMSON GALE	15287949	602	0.00	727.50
2110	970600	BOOKS	07439 THOMSON GALE	15302433	603	0.00	76.36
2110	970600	BOOKS	07439 THOMSON GALE	15302626	601	0.00	76.36
2110	970600	BOOKS	07439 THOMSON GALE	15306310	622	0.00	40.43
2110	970600	BOOKS	07439 THOMSON GALE	15281317	599	0.00	24.72
2110	970600	BOOKS	07439 THOMSON GALE	15303505	600	0.00	26.93
2110	970600	BOOKS	07439 THOMSON GALE	15294255	597	0.00	26.22
2110	970600	BOOKS	07439 THOMSON GALE	15297013	598	0.00	152.50
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019088401	559	0.00	92.73
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019070110	564	0.00	129.85
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019061306	562	0.00	686.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019079192	677	0.00	924.37
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019171263	679	0.00	2314.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008083873	676	0.00	1883.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008125156	675	0.00	1443.59
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019089589	688	0.00	1234.29
2110	970600	BOOKS	09737 BAKER & TAYLOR	1645670	512	0.00	-21.25
2110	970600	BOOKS	09737 BAKER & TAYLOR	A90361160	515	0.00	29.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019122654	523	0.00	57.56
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019096853	524	0.00	93.28
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019108905	519	0.00	289.44
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019107569	527	0.00	358.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019122394	521	0.00	225.61
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018761470	518	0.00	18.95
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019098758	541	0.00	451.54
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019097048	538	0.00	121.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019118416	543	0.00	579.71
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019097077	534	0.00	145.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019142907	530	0.00	335.16
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019060522	533	0.00	8.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2019114968	537	0.00	147.49
2110	970600	BOOKS	100991 B N A BOOKS	3712588	643	0.00	544.97
2110	970600	BOOKS	101750 LACONI	SEE ATTACHED	479	0.00	50.00
2110	970600	BOOKS	102144 RUSSIAN PUBLISHING HO	145009	662	0.00	64.01
2110	970600	BOOKS	105107 CRYSTAL LAKE PUBLIC L	INTER LOAN	507	0.00	27.00
2110	970600	BOOKS	13071 MULTI-CULTURAL BOOKS	3734	477	0.00	428.00
2110	970600	BOOKS	20270 NATIONAL REGISTER PUB	436950	478	0.00	371.70
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	I10472964	642	0.00	92.00
2110	970600	BOOKS	23806 FACTS ON FILE	528630	637	0.00	53.50
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M103631A	489	0.00	82.33
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	292113	641	0.00	48.00
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019088401	567	0.00	90.83
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019079192	678	0.00	1019.06
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019171263	680	0.00	244.89
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019107569	528	0.00	302.27
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2019118416	544	0.00	38.74
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083480592	488	0.00	96.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1183480592	487	0.00	206.40
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	98013208	486	0.00	-116.10

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 9/07

LECTION CRITERIA: payable.due\_date="09/17/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083477359	485	263.20
2110	970610	AUDIO MATERIALS	105107	CRYSTAL LAKE PUBLIC L	INTER LOAN	498	163.99
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-15-07-5	686	51.76
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-13-07-1	684	306.35
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-13-07-2	672	239.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-13-07-5	671	174.87
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	08-15-07-1	670	267.89
2110	970620	SUBSCRIPTIONS &	74130	EBSCO SUBSCRIPTION SV	9-56055	502	33.00
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A88802650	551	63.90
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A89780460	525	22.04
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A89066990	557	18.35
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A89250510	554	10.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5320056	572	20.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5320059	576	41.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316193	573	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5320055	566	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5320058	570	44.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5320057	578	33.72
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319362	584	54.97
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319358	580	67.46
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319360	582	11.24
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319361	579	214.60
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319359	510	40.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319357	517	90.70
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319364	547	47.22
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5319363	545	103.42
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5317644	466	48.73
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5317640	472	73.43
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316196	460	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316195	458	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5317643	468	443.01
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5317642	462	147.67
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316197	465	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5317641	470	167.93
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5322538	446	134.94
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5322540	442	14.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5322541	440	22.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316194	451	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316198	456	343.34
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5322537	452	59.20
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5322539	444	44.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5316199	454	20.24
2110	970640	AUTOMATED REFERE	100602	PROQUEST CSA LLC	1570798	661	730.00
2110	970640	AUTOMATED REFERE	105648	TUMBLEWEED PRESS INCO	3760	694	267.33
2110	970900	EQUIPMENT <\$5,00	22890	P C NATION	040808201016	483	92.00
2110	970900	EQUIPMENT <\$5,00	22890	P C NATION	040808201024	482	508.00
2110	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	XC4T22122	501	120.00
2110	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	XC4RRNRT2	500	45.00
2110	980420	COMPUTER SOFTWAR	106266	INVICTA SERVICES LLC	1268	666	74.85
2110	980600	FURNITURE & FIXT	103924	KNOLL INCORPORATED	2412985	474	268.77

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 9/07

SECTION CRITERIA: payable.due\_date="09/17/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
TOTAL LIBRARY FUND						0.00	51429.93
TOTAL FUND						0.00	51429.93

## LIBRARY DIRECTOR'S REPORT

October 16, 2007

**Please note: I have received no official requests for confidential patron information since my last report.**

### I. PERSONNEL

New Employees for September/October 2007

Resignations/Separations for September/October 2007

Monica Benz, Part-time Youth Services Librarian, 09/15/07

John Haliotis, IT Manager, 9/7/07

### II. STAFF DEVELOPMENT

Carol Kidd and Roberta Johnson attended a two-day seminar on Crucial Conversations held at NSLS.

Four staff members are attending the Illinois Library Association Annual Conference in Springfield October 10 - 13.

### III. PATRON SERVICES

Patron service numbers are down in all categories, with a slight decline in circulation both for the month and year to date. Nearly 67% of the items checked out from the Youth Services collection was from the print collection, whereas 43% of the circulation of adult collection items was print, bringing the overall total print circulation to 52%. Attendance was down significantly, although over 3300 people attended meetings and programs during the month. Attendance at library programs was very healthy. In-house computer use was high at 8557 for adults and 1589 for youth, although overall the use is less than last year at this time.

### IV. OTHER PROFESSIONAL ACTIVITIES

I attended the School Media Coordinators and Principals reception on September 19, the Library Production Studio Executive Committee meeting on September 20, the NSLS Board meeting on September 24, the Friends of the Library meeting on September 25, the CCS Governing Board meeting on October 3, and the Chamber of Commerce Board meeting on October 4.

**DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT**  
**September 2007**

<b>Total 2006 to Date:</b>	837,526	<b>Total 2007 to Date:</b>	820,816	<b>% Change</b>
<b>September 2006</b>	86,447	<b>September 2007</b>	85,757	-2.00%
			85,757	-0.80%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2006	2007	2006	2007	2006	2007
Non Fiction	4,676	4,405	664	483	5,340	4,888
Fiction	11,913	12,920	1,217	1,061	13,130	13,981
Foreign Language Non Fiction	285	339	12	6	297	345
Foreign Language Fiction	797	855	106	36	903	891
Periodicals	244	116	10	25	254	141
Compact Discs	1,149	977	65	35	1,214	1,012
Audio Cassettes	13	0	0	0	13	0
Audio Kits	65	34	46	38	111	72
Puzzles	0	0	3	4	3	4
Games	34	36	5	4	39	40
Audio Books	283	240	28	24	311	264
Video Fiction	483	218	112	1	595	219
Video Non Fiction	203	170	13	0	216	170
DVD	5,753	6,922	537	517	6,290	7,439
CD ROMs	439	442	2	0	441	442
<b>SUB TOTAL</b>	<b>26,337</b>	<b>27,674</b>	<b>2,820</b>	<b>2,234</b>	<b>29,157</b>	<b>29,908</b>
<u>ADULT</u>	2006	2007	2006	2007	2006	2007
Non Fiction	11,061	10,823	289	179	11,350	11,002
Fiction	8,058	7,628	252	300	8,310	7,928
Large Type	1,371	1,227	44	15	1,415	1,242
Foreign Language Non Fiction	509	362	7	12	516	374
Foreign Language Fiction	949	801	2	0	951	801
High School Collection	652	586	6	2	658	588
Periodicals	2,306	2,330	181	116	2,487	2,446
Pamphlets	11	3	0	0	11	3
Compact Discs	6,698	7,561	267	236	6,965	7,797
Pictures	22	10	0	0	22	10
Audio Books	2,472	2,283	28	20	2,500	2,303
CD ROMs	142	101	0	0	142	101
Video Fiction	891	498	55	0	946	498
Video Non Fiction	972	421	1	1	973	422
DVD	18,911	19,214	791	633	19,702	19,847
Misc. Formats	341	482	1	5	342	487
	55,366	54,330	1,924	1,519	57,290	55,849
<b>GRAND TOTAL</b>	<b>81,703</b>	<b>82,004</b>	<b>4,744</b>	<b>3,753</b>	<b>86,447</b>	<b>85,757</b>
Self Check	16,075	36,283	0	0	16,075	36,283

\*Mobile Library missed 2 days due to holiday.

\*main Library closed 2 days due to holiday

VI.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
OCTOBER 2007

	<u>Sept 2007</u>	<u>Oct 2007</u>	<u>Change</u>	<u>% Change</u>
Books	262,716	263,337	621	0.24%
Audio	24,031	24,123	92	0.38%
Video	21,913	21,748	-165	-0.75%
Puzzles & Games	171	169	-2	-1.17%
Realia	241	241	0	0.00%
Pamphlets	552	551	-1	-0.18%
<b>Total</b>	<b>309,624</b>	<b>310,169</b>	<b>545</b>	<b>0.18%</b>



## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR SEPTEMBER 2007**

**I. Library Card Registration Services**

<u>Sept 2006</u>	<u>Aug 2007</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
852	903	895	7,520	7,168	(-4.7%)

A.	New Library Card Registrations	397
B.	Updated Library Card	369
C.	Other Libraries	125
D.	Non Resident Fee Paid Cards	4
	(Year to Date - 63 Non Resident Fee Paid Cards )	
	<b>Total</b>	<b>895</b>

**II. Other Registration Services**

1.	Patrons Registering for Programs	220
2.	Number of Meeting Room Uses	70
3.	Voters Registered	3
4.	Senior Cab Cards	10
	<b>Total</b>	<b>303</b>

**III. Total Number of Registered Borrowers**

Aug 2006	35,746	(62.7% of Population)
Aug 2007	35,599	(62.4% of Population)

VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR SEPTEMBER 2007**

**IV. Patron Attendance Count**

<u>Sept 2006</u>	<u>Aug 2007</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
43,520	44,727	41,529	455,084	390,505	(-14.2%)

**Reciprocal Borrowing  
(Materials Lent)**

	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>% Change</u>
NSLS	15,751	16,457	4.5%
Other Systems	3,022	3,758	24.3%
Total	18,773	20,215	7.7%

**V. Interlibrary Loan**

	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
Sent	5,382	5,290	58,308	50,680	(-13.1%)
Received	4,087	4,193	44,006	38,626	(-12.2%)
Total	9,469	9,483	102,314	89,306	(-12.7%)

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRÓN ASSISTANCE  
SEPTEMBER 2007**

<b>Assistance/Service Desk</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	723	522	6,486	6,171	-4.9%
2. Patron Renewals	925	709	8,731	7,018	-19.6%
3. Patron Reserves Delivered	3,795	2,824	34,875	29,923	-14.2%
4. Directional	537	341	6,112	3,838	-37.2%
5. Account Inquiries	2,986	1,809	29,620	21,482	-27.5%
6. Program Sign-up	331	128	2,478	1,871	-24.5%
7. In Person Patron Assistance	973	589	9,998	6,937	-30.6%
<b>Total</b>	<b>10,270</b>	<b>6,922</b>	<b>98,300</b>	<b>77,240</b>	<b>-21.4%</b>
<b>Assistance/Switchboard</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	3,190	2,482	25,566	25,748	0.7%
2. Delivery/Buzzer	52	24	311	565	81.7%
3. 2-Way Radio	9	1	153	25	
<b>Total</b>	<b>3,251</b>	<b>2,507</b>	<b>26,030</b>	<b>26,338</b>	<b>1.2%</b>
<b>Grand Total</b>	<b>13,521</b>	<b>9,429</b>	<b>124,330</b>	<b>103,578</b>	<b>-16.7%</b>

## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
SEPTEMBER 2007**

<b>Assistance</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,161	1,164	12,867	10,102	-21.5%
2. Mechanical	159	285	2,846	2,047	-28.1%
3. Directional	1,016	970	10,142	8,440	-16.8%
4. Tax Forms	15	28	1,274	1,259	-1.2%
<b>Total</b>	<b>2,351</b>	<b>2,447</b>	<b>27,129</b>	<b>21,848</b>	<b>-19.5%</b>
<b>Reference and Readers' Services</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	2,905	2,510	25,700	25,195	-2.0%
2. Ready Reference	1,555	1,157	13,430	12,833	-4.4%
3. In-Depth Reference	156	155	1,461	1,343	-8.1%
4. Information	1,538	1,231	13,382	12,424	-7.2%
5. Instruction	61	54	395	381	-3.5%
6. Virtual Reference Desk	19	47	130	215	65.4%
7. Interlibrary Loan Request	120	112	1,126	1,278	13.5%
8. Readers' Advisory	92	106	1,015	1,026	1.1%
9. CCS Holds	1,146	936	9,636	9,505	-1.4%
<b>Total</b>	<b>7,592</b>	<b>6,308</b>	<b>66,275</b>	<b>64,200</b>	<b>-3.1%</b>
<b>Sign Up</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	8,718	8,557	86,736	73,325	-15.5%
2. Group Study Rooms	845	673	7,468	7,094	-5.0%
3. Ellis/Reading Edge	1	0	2	5	0.0%
<b>Total</b>	<b>9,564</b>	<b>9,230</b>	<b>94,206</b>	<b>80,424</b>	<b>-14.6%</b>
<b>Grand Total</b>	<b>19,507</b>	<b>17,985</b>	<b>187,610</b>	<b>166,472</b>	<b>-11.3%</b>

Downloadable Audiobooks	26
PlayAway	55

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
SEPTEMBER 2007**

Alldata	638*
Classical Music Library	7
CQ Researcher	2
First Search	965
Gale Group:	
• Biography Resource Center	423
• Business & Company Resource Center	177
• Contemporary Authors	10
• General Reference Center Gold	80
• InoTrac OneFile	49
• Kids Infobits	0
• LitFinder	27
• Literature Resource Center	61
• Opposing Viewpoints	43
• Student Resource Center	92
• ThomsonGale Legal Forms	26
• Virtual Reference Library	58
Greenwood Daily Life Online	6
Grolier Online	59
Hoover's Online	22*
Morningstar	410*
NewsBank:	
• American Obituaries and Death Notices	1,580
• Local newspapers	341
• Chicago Tribune Archive	657
• Periodicals	24
Novelist	172
ProQuest :	
• Ancestry Library Edition	72*
• eLibrary	68
• eLibrary Elementary	2
• Heritage Quest	1,060
• SIRS Discoverer	2
• <i>Wall Street Journal</i>	102
• <i>New York Times</i> Historical	162
• <i>Chicago Tribune</i> Historical (1890-1955)	627
Reference USA	560

Rosetta Stone	46*	
TumbleBooks	28*	
World Book Encyclopedia	33	
<b>Total Searches &amp; Queries for September 2007</b>	<b>8,691</b>	<b>% Change</b>
<b>Total Searches &amp; Queries for September 2006</b>	<b>10,528</b>	<b>(-17.4%)</b>

\* Number of sessions or views (number of searches not provided)

VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
SEPTEMBER 2007**

<b>Assistance</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	1,526	1,589	16,526	14,073	-14.8%
2. Mech Troubleshooting	119	112	1,424	1,713	20.3%
3. Computer Mech Instr	463	341	4,144	3,428	-17.3%
4. Program Sign-up	107	148	2,807	1,778	-36.7%
5. Information	561	416	5,481	4,574	-16.5%
6. Directional Questions	357	254	3,782	2,931	-22.5%
<b>Total</b>	<b>3,133</b>	<b>2,860</b>	<b>34,164</b>	<b>28,497</b>	<b>-16.6%</b>
<b>In-House Circulation</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,340	1,386	12,076	11,647	-3.6%
2. Chess/Checkers	16	7	186	117	-37.1%
3. School Supplies Handouts	52	49	393	453	15.3%
4. Textbooks	12	19	179	168	-6.1%
<b>Total</b>	<b>1,420</b>	<b>1,461</b>	<b>12,834</b>	<b>12,385</b>	<b>-3.5%</b>
<b>Reference</b>	<u>Sept 2006</u>	<u>Sept 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	1,053	836	10,701	9,422	-12.0%
2. Reference	415	408	3,468	3,586	3.4%
3. Readers' Advisory	233	162	2,104	1,946	-7.5%
4. ILL & Patron Holds	149	145	3,284	1,741	-47.0%
5. Book Bag Request	14	13	98	83	-15.3%
<b>Total</b>	<b>1,864</b>	<b>1,564</b>	<b>19,655</b>	<b>16,778</b>	<b>-14.6%</b>
<b>Grand Total</b>	<b>6,417</b>	<b>5,885</b>	<b>66,653</b>	<b>57,660</b>	<b>-13.5%</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR SEPTEMBER2007**

<b>Library Sponsored Programs/Meetings</b>	<b>Times Used</b>	<b>Meeting Room Used</b>	<b>Attendance</b>
Adult Services Meeting	1	CR	8
All Staff Meeting	1	B/C	60
Film – Who Killed the Electric Car & Car Exhibit	1	A	20
Centennial Committee	2	CR	16
Circulation Meeting	3	CR	25
Department Heads Meeting	3	CR	21
Friends of the Library	3	C	22
Finance Meeting	1	CR	9
Foreign Language film Series	1	A	21
Great Decisions	1	CR	19
Ike and Mamie Eisenhower	1	B/C	87
Inside Writing and Publishing	1	CR	6
JVS Career Counseling	1	SR4	5
Making Memories (Memoir Writing Program)	1	A	9
Millennium Park Unveiled	1	A	31
Newsletter Redesign	1	CR	8
Page Meeting	1	CR	12
Pilates for Library Staff	2	B	13
Polytalk	1	CR	10
Readers Services Meeting	1	CR	8
Schakowsky Office Hours	1	3009	8
Sunday Afternoon Movie	1	A	37
Tuesday Morning Book Group	1	H	19
<b>Total</b>	<b>33</b>		<b>474</b>



## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR SEPTEMBER 2007**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
Bahai's of Des Plaines	1	B	3
CHADD	1	B	25
Chicago North Romance Writers of America	1	C	30
Cook County Board Meeting	1	B	70
Des Plaines Art Guild	1	A	8
Des Plaines Medical Reserve Corps	2	A	83
Des Plaines Toastmasters	2	A	25
Forum on Com Ed Emergency Response	1	B/C	100
Friends of the Library Book Sale	1	A/B/C	1,000
Graceland Manor Condos	1	A	5
Library Courte Condo Association	1	C	90
Meridian Condo Association	1	A	25
Monte Clare Condo Association	1	A	15
Packards of Chicagoland	1	A	25
Polyglots Toastmasters	2	A	16
Quilting Divas	1	C	2
Scandinavian Collectors Club	1	C	12
Senator Kotowski & MCYAF	1	A	29
Society of Childrens Book Writers & Illustrators	1	C	25
Spain Trip - District 207	1	B	45
Square Spares & Pairs	1	B	12
<b>Total</b>	<b>24</b>		<b>1,645</b>

VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR SEPTEMBER 2007**

	<i>Times Used</i>	<i>Meeting Room Used</i>	<i>Attendance</i>
<b>Other</b>			
Library Board Meeting	1	CR	16
Total	1		16
<b>Literacy Program</b>			
Learn to Read	6	B	480
Total	6		480
<b>Library Sponsored Children's Programs</b>			
2-year-olds Storytime	6	ST	123
3- to 5-year-olds Storytime	6	ST	40
Baby Book Times	21	ST	338
Ballet Folklorico Mexico	1	B/C	95
Berenstain Bears	1	B/C	83
Book Share	2	C	12
Caudill Club	1	ST	7
Library Media Specialist/Principal Reception	1	ST	18
Stories & More	1	ST	18
Story Explorer	2	ST	20
Total	42		754
Grand Total September 2007	107		3,369
Grand Total September 2006	108		4,164
% Change			(-19.1%)

**Total = 56 groups involving 3,369 people.**

**2007 Year to Date Total = 1,280 groups involving 65,842 people.**

A – Meeting Room A  
B – Meeting Room B  
C – Meeting Room C  
CL – 4th Floor Computer Lab  
CR – 2<sup>nd</sup> Floor Conference Room  
H – Heritage Room  
SR3 – Study Rooms 3<sup>rd</sup> Floor  
SR4 – Study Rooms 4<sup>th</sup> Floor  
ST – Storytime Room  
T – Teen Room

## VI.D.2.

FRIENDS OF THE DES PLAINES PUBLIC LIBRARY  
September 25, 2007

- The treasurer reported a total of \$51,519 in the Friend's Treasury. Although there are outstanding expenses, it was reported that \$13,354 was collected at the most recent book sale, including memberships.
- A recent solicitation interested Dawn Conlon to become a new member of the Friend's Roundtable.
- There were 60 renewals and 21 new members joined the Friends during the book sale. It was reported that there are 600 + members now in the database.
- The Book Shelf committee reported that \$3326 was collected during the months of June through September 2007. Book Shelf receipts June 2002 to September 2007 totaled \$30,517. The Friends will announce a 10-for-\$1 bookshelf sale on October 1-7, 2007.
- Sunday's monthly film programs continue to be well attended.
- The Book Sale committee thanked all volunteers and will have more information at a later date. A meeting to review the operation of the book sale has been set for October 18 at 1:00 p.m.
- A partial payment of \$7,000 of the \$authorized \$10,000 for the Library Centennial carnival activities has been made. Library staff asked for volunteers to assist during the event, which is planned for October 7, 1007 from 1-4pm. About 8 Friends volunteered.
- Sandra Norlin reported that she received an e-mail from the manager of Cheeseburger in Paradise suggesting that the Friends may wish to hold a fundraiser at his location. Cheeseburger will supply the food at no cost and the Friends would sell tickets for, possibly, \$10 each.
- Sandra also reported on Library activities. Self check activity has increased from 18% to 48%. She also reported on progress on the RFID, circulation, library cards, attendance, computer use and meeting room use, among other things.

- The Friends approved funding for the following library activities:
  - 2 new Thomas the Tank Engine train sets and tables @ \$780
  - SARA – A scanning and reading appliance; a technology for people with hearing or sight disabilities @\$2668. A suggestion was made that library staff contact optometrists and ophthalmologists in the area to inform them of the availability of this technology for their patients. The Friends asked to view the appliance at its next meeting.
  - A program featuring Leslie McCurdy, an actor, dancer, singer from Toronto in a one-woman show portraying the life of Harriet Tubman @\$1000. The program is to be held during Black History Month, February 2008. The Friends asked that as much publicity as possible be developed, especially through local schools.

A request for ten 72" in diameter Mighty Light round tables @\$3000 was tabled until storage space could be found.

Kathy Krus suggested that a binder be kept of all proposals and program approvals to have a physical record of all transactions made by the Friends of the Des Plaines Public Library.

Respectfully submitted,  
Elaine M. Tejcek

10/19/06

## Gale Virtual Reference Library Consortium Agreement Summary

### What is the Gale Virtual Reference Library?

The Gale Virtual Reference Library is a collection of 330-plus e-reference books (online versions of print reference titles). The collection is easily searchable and accessible 24/7 through the library's Web site.

The purchase of this virtual library would turn a sizeable part of our reference collection, which does not check out, into a circulating collection students and other patrons would be able to use at home.

### Pricing

- Pricing for the Gale Virtual Reference Library is based on current per capita statistics.
- We will pay an annual membership fee of \$6,629 for three years plus a one-time setup fee of \$250.
- The annual membership fee includes an initial collection of 330 titles, plus the addition of new releases in years two and three.
- The cost of the initial collection without the consortium discount would be \$112,778.00.\* The value of the new releases in years 2 & 3 would be \$60,894.00.\*

In other words, we are buying the collection for a total cost of \$19,887.00 (plus the one-time \$250 access fee) and the payments are being spread over 3 years. The total cost to us, if we purchased these titles on our own without the consortium discount, would be \$173,762.00\*.

### Additional Benefit

- We are entitled to a 75% on the print version of any online version of any title we purchase.

\*This is the price for the print collection – the electronic version of these titles is usually more than the print version

Library Partnership  
TRUST

200 W. Dundee Rd. • Wheeling, IL 60090-2799 • phone 847.459.1300 • fax 847.459.0380  
www.librarypartnershiptrust.org

Invoice #62

September 19, 2007

Des Plaines Public Library  
1501 Ellinwood  
Des Plaines, IL 60016

Attention: Christina Tropea

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Annual Membership for the Gale Virtual Reference Library	\$6629
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Total Due:	<u>\$6629</u>
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Please remit payment to:

Library Partnership Trust  
200 West Dundee Road  
Wheeling, IL 60090

Contact: Dale Lawrence 847-353-7122 or Donna Veldt 847-353-7120  
dlawrence@nsls.info or dveldt@nsls.info

PROQUEST INVOICE  
AMOUNT: \$16,502.14

This invoice includes payment for microfilm of the:

1. Chicago Tribune - Jan 2008-Dec 2008
2. New York Times - Jan 2008-Dec 2008

It also includes payment for the paper indexes for the above microfilm.





PROQUEST LLC

970620 HRS



SHIP TO 102379  
DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553



BILL TO 102379  
DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

SUMMARY TOTALS FOR INVOICE - 40131168

DATE: 09/08/07

PURCHASE ORDER: STANDING ORDER

Sub Total	15,716.32
Shipping and Handling	785.82
Taxable Amount	.00
Sales Tax	.00
Total Charges	16,502.14
Advance Payment	.00
Invoice Net \$	16,502.14

INVOICE: 40131168

DETACH AND MAIL THIS SECTION WITH YOUR CHECK FOR THE TOTAL

AMOUNT BY 10/08/07

16,502.14

SOLD TO: 102379

DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

REMIT TO:

ProQuest LLC  
6216 Paysphere Circle  
Chicago IL 60674

INVOICE - 40131168    CUSTOMER - 102379    DATE - 09/08/07    AMOUNT - \$ 16,502.14



# PROQUEST LLC

6216 Paysphere Circle  
Chicago IL 60674

**BILL TO: 102379**  
DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

**SHIP TO: 102379**  
DES PLAINES PUB LIBRARY  
1501 ELLINWOOD AVE  
DES PLAINES IL 60016-4553

Tel: (734) 761-4700 or (800) 521-0600

FTID - 39-2053855

(847)827-5551

(847)827-5551

Invoice	
INVOICE NUMBER - 40131168 RI	PAGE NUMBER - 1 OF 2
SOLD TO - 102379	INVOICE DATE - 09/08/07
ORDER NUMBER - 1-45308866	

## Newspapers

LINE #	O C	DESCRIPTION	VOL ISSUE	FORMAT	CT	QTY	CATALOG	INCLUSIVE DATES	F R E Q	PO	PACKING LIST NO	LIST PRICE	T A X	DIS %	NET PRICE
1		PB CHICAGO TRIBUNE		35 VE P		1	60190.00	JAN 2008 - DEC 2008	M	STANDING ORDER		6,998.90	N	20.00	5,599.12
		PRICE REFLECTS PROQUEST HISTORICAL NEWSPAPER DISCOUNT.													
2		PB NEW YORK TIMES		35 SI P		1	60001.00	JAN 2008 - DEC 2008	M	056730		6,729.00	N	20.00	5,383.20
		PRICE REFLECTS PROQUEST HISTORICAL NEWSPAPER DISCOUNT.													

## Newspaper Index

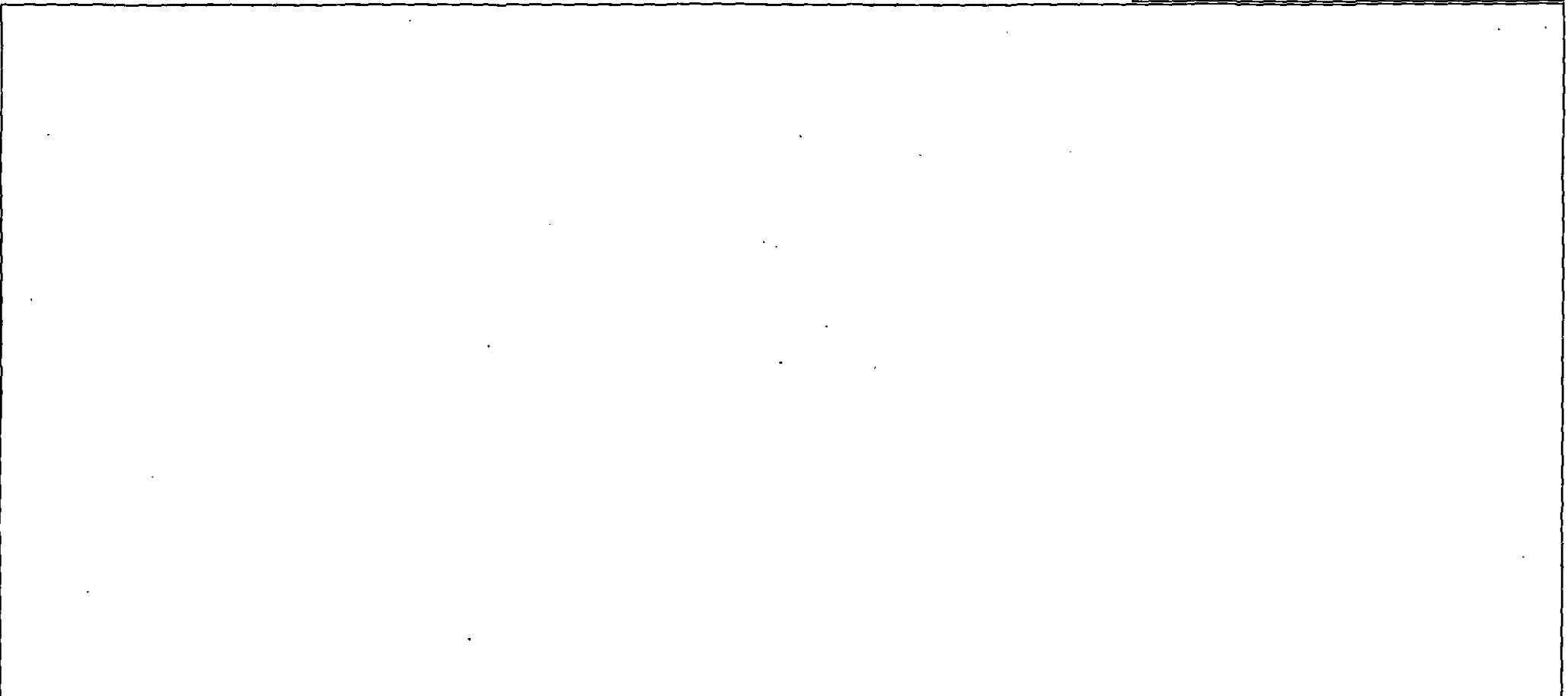
LINE #	O C	DESCRIPTION	VOL ISSUE	FORMAT	CT	QTY	CATALOG	INCLUSIVE DATES	F R E Q	PO	PACKING LIST NO	LIST PRICE	T A X	DIS %	NET PRICE
3		PB CHICAGO TRIBUNE INDEX		PP HBD		1	60201.00	JAN 2008 - DEC 2008	M	056728		2,228.00	N		2,228.00
4		PB NEW YORK T INDEX		PP HBD		1	60029.00	JAN 2008 - DEC 2008	M	056729		2,506.00	N		2,506.00

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September 2007

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Thank you for subscribing to The New York Times Index from ProQuest. We trust you're satisfied with the value the Index provides by directing users to reliable information from The New York Times – undoubtedly one of the world's most renowned dailies.

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## The New York Times Index: Shipment Summary

Index & Volume Year	Actual Ship Date
2004 – 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Quarter	8/18/06
2004 Annual – <i>Standard Edition- Hardbound</i>	11/7/06
Sept 2005 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	10/16/06 & 11/21/06
October 2005 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	11/29/06
November 2005 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	12/12/06 & 1/5/07
December 2005 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	1/5/07 & 1/17/07
January 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	2/19/07
February 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	3/7/07
March 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	3/29/07
April 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	4/5/07 & 4/19/07
May 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	4/19/07 & 5/1/07
2005 - 1 <sup>st</sup> Quarter	6/13/07
2005 - 2 <sup>nd</sup> Quarter	7/07
2005 - 3 <sup>rd</sup> Quarter	August 2007
June 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	September 2007
Index & Volume Year	Anticipated Ship Date
July 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	September 2007
August 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	October 2007
September 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	October/November 2007
October 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	November 2007
2005 Annual Hardbound Index	November 2007
November 2006 – 1 <sup>st</sup> and 2 <sup>nd</sup> semi-monthly	December 2007
2006 – 1 <sup>st</sup> Quarter	January 2008
2006 – 2 <sup>nd</sup> Quarter	January 2008



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We thank you in advance for participating—and making these must-have resources available to your patrons for historical and genealogical research.

Sincerely,

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Lynda James-Gilboe, Vice President  
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# ProQuest UMI News

2007-2008

VOLUME

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Libraries across the nation are getting a 20% discount on selected microfilm editions of ProQuest® Historical Newspapers titles they own or subscribe to. Even those who recently purchased or subscribed to ProQuest Historical Newspapers are automatically qualified to get a 20% discount on their current microform subscription.\*

Pricing will be frozen at the first-year rate for the next three years for librarians who commit to their current UMI® newspapers and newspaper indexes through the ProQuest Plan Ahead & Save program. Librarians who are currently participating will see savings reflected in their enclosed invoices.

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Libraries everywhere are quickly realizing that newspapers in microform are a must-have primary resource in their permanent collection. Owning ProQuest's UMI Newspapers in Microform complements print and online newspapers, and supplies a research tool for generations to come. Plus, microfilm provides substantial space savings when compared to storing perishable newspapers.

For permanence, specialization, and granularity of content, there's no match for microform.

## MICROFILM TELLS THE WHOLE STORY

Library patrons can only get the entire picture when they view newspapers exactly as originally published. In microform, researchers not only see the text of the article, they see where the article was placed in the issue, any pictures with captions, advertisements, and even obituaries.

"Beyond what's reported in a newspaper article, examining the full-page image on microfilm is so valuable—because frequently, elements such as which page and where on the page the article appeared, the size of the headline, and so forth reveal insights about the importance of an event or person. This becomes even more important when a researcher traces the story's progress day after day," said Chris Cowan, vice president of Publishing at ProQuest.



\* Not included in this offer: New York Amsterdam News, Atlanta Daily World, Los Angeles Sentinel, and the Pittsburgh Courier.

available in the U.S. and Canada through June 30, 2008. Some restrictions apply.

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# INFORMATION UPDATE

Try our online searching and quote request tool – the UMI Newspapers in Microform catalog. Use this online tool, located at <http://il.proquest.com/sim> to search for newspapers; review availability and reference pricing; and even take a look at our filming policies and specifications. As always, your UMI representative will be happy to help with any questions: 1.800.521.0600 ext. 2793 or [umisalessinfo@il.proquest.com](mailto:umisalessinfo@il.proquest.com).

Here's a listing of some recent changes to titles in the UMI Newspapers in Microform program (UMI catalog number is in parentheses following each title):

### Newly available from UMI Newspapers in Microform (title, place of publication, UMI catalog #):

- Canton Independent-Sentinel – Canton, PA (#70365.00)
- Community News – Aledo, TX (#60379.01) Now available for continuing subscriptions as well as backfile.
- Dayton Chronicle – Dayton, WA (#70358.00)
- Delo – Ljubljana, Slovenia (#70397.00)
- Forum – Orlando, FL (#70387)
- Instinkt – Praha (Prague), Czech Republic (#70363.00)
- Leader-Times – Kittanning, PA (#61791.01)
- Marcellus News – Marcellus, MI (various dates from 1959 thru 2006) (#70332.00)
- Myrtle Beach Herald – Myrtle Beach, SC (#60295.00)
- Wyandotte Echo – Wyandotte, MI (#70386)

### Virginia titles (dates from January 2006 and forward):

- Arlington Connection – McLean, VA (#70437)
- Brick – Richmond, VA (#70425)
- Centre View – McLean, Va (#70426)
- Chesterfield Observer – Midlothian, VA (#70435.01)
- Colonial Voice – Petersburg, VA (#70436)
- Crozet Gazette – Crozet, VA (#70427)
- Fairfax Connection McLean, VA (#70432)
- Glo-Quips-Gloucester, VA (#70430)
- Loudoun Connection – McLean, VA (#70428)
- Metro Herald – Alexandria, VA (#70434)
- Mount Vernon Gazette – Alexandria, VA (#70433)
- New Kent-Charles City Chronicle – Eltham, VA (#70431)
- Southside Messenger – Keysville, VA (#70429)
- The Times (McLean, Great Falls, Vienna) – Reston, VA (#70438)
- The Times (Springfield, Burke, Fairfax Station) – Reston, VA (#66810.01)

### Titles once again available from UMI Newspapers in Microform:

- Worthington News – Worthington, OH (#68113.01)

### Name or microfilming changes:

- El Mensajero – Rochester, NY (#70406) Previously filmed with Catholic Courier Weekly (#60349). Beginning with 2006 volume year, El Mensajero to be filmed as a separate title.
- Sunday Mail – Kuala Lumpur, Malaysia (#60704.00) Ends May 21, 2006. New title: Weekend Mail begins May 28, 2006.
- The Mobile Register – Mobile, Alabama (#60117.00) Ends with April 1, 2006. New title: Press-Register begins with April 2, 2006.

### Ceased Titles — These titles are no longer published (various backfile dates still available from UMI Newspapers in Microform):

- Catholic Parent – Huntington, IN (#69071.00) Ceased with vol 14, no. 1 (July/Aug. 2006).
- Mlady Svet – Prague, Czech Republic (#70026.00) Ceased with 47, roc., 24 (2005).
- Springfield Times – Springfield, VA (#69038) Ceased with March 29, 2006 (See The Times: Springfield, Burke, Fairfax, Station #66810.01)
- The Burke Times – Burke, VA (#69124) Ceased with March 30, 2006. (See The Times: Springfield, Burke, Fairfax, Station #66810.01)
- The McLean Times & Providence Journal – McLean, VA (#66703) Ceased with March 29, 2006. (See The Times: Mclean, Great Falls, Vienna #70438.)
- The Traveler Watchman – Riverhead, New York (#69338.00) Ceased with Oct. 13, 2005.

### No longer available from UMI Newspapers in Microform:

- Aiken Standard – Aiken, SC (#68493)
- Daily News – Ludington, MI (#63792.00)
- Daily Register Mail – Galesburg, IL (#61329.00)
- Democrat – Galesburg, IL (#62622.00)
- Mineral Daily News Tribune – Keyser, WV (#61918)

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**Biography Resource Center (BRC) 2007 Renewal**

**Price:** \$3,831.18

**Content:**

This database combines more than 432,000 biographies from Gale print sources with full-text articles from close to 300 magazines.

**Remote Access:**

Remote access is available through the library's Web site.

**Usage statistics:**

507 searches per month, on average, from January - August 2007.

**Student Resource Center (SRC) 2007 Renewal**

**Price:** \$6,019.65

**Content:**

- curriculum-targeted primary documents
- biographies
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- over 20,000 photographs and illustrations

**Remote Access:**

Remote access is available through the library's Web site.

**Usage statistics:**

137 searches per month, on average, from January - August 2007.

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DATE: 06/22/07

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ACCOUNT NO.: 156071

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9780787633707	Unlimited	1	BIOGRAPHY RESOURCE CENTER	11/22/07 - 11/21/08	\$3,831.18
9780787608972	Unlimited	1	CONT AUTHORS ON GALENET	11/22/07 - 11/21/08	\$0.00

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**Personnel Policy Manual  
Chapter V – Recruitment & Selection**

**CONFIDENTIAL**

DRAFT 6/5/2007

**DRAFT**

**5.12. Probationary Period**

All new employees covered by a CBA serve a formal probationary period. The length of the period ranges from twelve (12) months to longer periods outlined in the rules of the BFPC for covered sworn Fire and Police personnel. Probationary employees are evaluated periodically as to satisfactory progress in meeting job requirements, proficiency in performing essential job functions, as well as, identifying areas of improvement and development. Probationary employees may be suspended, laid off, or terminated during this period at the sole discretion of the City. A termination during a probationary period is not subject to the provisions of any CBA grievance procedure nor the grievance procedure described in the Manual. Non-union employees do not serve a probationary period, as they are at-will employees.

**5.13. Employment of Relatives**

It shall be the policy of the City that ~~members of the immediate family of an elected City official will not be hired.~~ <sup>SPD hiring</sup> The immediate family shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, step parent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian ①

*or relatives will not be hired*

Further, the City does not allow two (2) or more relatives to work in the same department/division in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the City will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate. ① The definition of relative for the purpose of this section shall include those relations identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and the spouses of any of them.

*hiring section*

**5.14. Enrollment and Orientation**

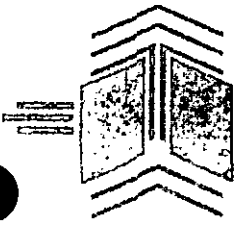
All new employees come to the Human Resources Division on the first day of employment to complete their enrollment forms, receive an explanation of benefit programs, policies and procedures, and be provided a copy of the Manual and other applicable policies. Also on the first day of employment, departments to which new employees are assigned will provide an orientation as to operations, policies, procedures and safety practices.

**5.15. Re-employment Opportunities**

Former employees who have separated or retired from employment with the City may be eligible to be re-hired if they demonstrate the ability to perform the essential job

0926

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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, SEPTEMBER 18, 2007**

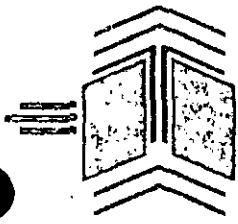
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Finance Committee Report**
- **Approve First Draft of 2008 Budget**
- **Per Capita Grant Application**

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III.

DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting

**September 18, 2007**

**7:00 PM**

- I. Call to Order. (7:00 PM)
- II. Roll Call.
- III. Consideration of the Agenda.
- IV. Public Comments and Questions.
- V. City Council Community Services Committee – Alderman Martin Moylan.
- VI. Consent Agenda. [Action Item] (7:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – August 21, 2007.
  - B. Acceptance of Financial Reports for August 2007.
  - C. Approval of Library Expenditures.
    1. Warrant Register – August 06, 2007 - \$124,007.00.
    2. Warrant Register – August 20, 2007 - \$64,233.22.
    3. Salaries – August 02, 2007 - \$120,380.71.
    4. Salaries – August 16, 2007 - \$116,331.25.
    5. Salaries – August 30, 2007 - \$117,253.65.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
    2. Planning Committee Report – George Magerl.
    3. Management Committee Report – Eldon Burk.
- VII. Unfinished Business.

- VIII. New Business. (8:00 PM)
- A. Finance Committee Report. [Action Item]
  - B. Approve First Draft of 2008 Budget. [Action Item]
  - C. Per Capita Grant Application. [Action Item]
  - D. City Council Attendance – October 1, 15 and November 5, 19.
  - E. Approve Payment to Midwest Library Systems - \$2,713.21. [Action Item]
  - F. Approve Des Plaines Public Library Disaster Plan 2007. [Action Item] (Requirement for 2008 Per Capita Grant Application)
  - G. Accept Proposal for Website Design Services - \$19,500.00. [Action Item]
  - H. Approve Bandwidth Service Upgrade through Comcast - \$1,187.40. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Other
- XII. Adjournment. (9:30 PM)



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## VI.A.

### BOARD OF TRUSTEES Minutes of the Regular Meeting August 21, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, August 21, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

#### OATH OF OFFICE

President Noreen Lake administered the Oath of Office to Trustee Vice President Jerry Mahony.

#### ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Carol Kidd, Gary Valente, Wally Meyer, Mary Ellicson, Karen McBride, Roberta Johnson, Alderman Martin Moylan.

#### CONSIDERATION OF THE AGENDA.

Eldon Burk asked that XVII. Management Committee Report be moved to F. under XI. New Business and that XI. New Business. F. Contract for Services from Outsource Solutions Group - \$13,500.00 [Action Item] be moved to XVII. Matthew Bogusz asked that H. Continuing Education be added to XI. New Business.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### PRESENTATION TO MARY ELLICSON.

President Noreen Lake thanked former trustee, Mary Ellicson, for serving on the library board from 2004 - 2007.



## PUBLIC COMMENTS AND QUESTIONS

Wally Meyer, President of the Friends of the Library, congratulated library staff on hosting the popular Harry Potter Extravaganza on July 20, 2007, which the Friends of the Library sponsored. Wally Meyer stated that the Friends of the Library would like to support other programs of this caliber.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

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

## CONSENT AGENDA

MOTION by Rhys Read, seconded by Jerry Mahony, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Matthew Bogusz asked Library Director Sandra Norlin why she thought circulation was down in July 2007 compared to July 2006 and Sandra responded that she thought that it may be that patrons are going to the library's website to reserve materials or gather information rather than coming to the library and it may be that we are beginning to experience a new usage pattern.

Matthew Bogusz also asked why the percentage of use of online reference products was down 47% and Sandra Norlin responded that the library is tracking the usage in a different way to better reflect how patrons are utilizing the databases.

Matthew Bogusz asked if the statistics for use of online reference products could be included in the board packet as another chart and Sandra Norlin responded that the chart will be in the September packet.

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 12,626.15
2. Petty Cash Expenditures	\$ 18.95
3. Budget Expenditures for July	\$ 477,354.11
4. Expenditures Year to Date	\$ 3,251,578.76
5. Revenue for July	\$ 11,220.59
6. Revenue Year to Date	\$ 3,003,708.70

MOTION by Rhys Read, seconded by Jerry Mahony, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

July 02, 2007	\$ 58,270.72
July 16, 2007	<u>\$ 89,840.95</u>
Total	\$ 148,111.67

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

July 05, 2007	\$ 123,731.70
July 19, 2007	<u>\$ 118,560.01</u>
Total	\$ 242,291.71

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

## DIRECTOR'S REPORT

**Please note: I have received no official requests for confidential information since my last report.**

### PERSONNEL

New Employees for July/August 2007 are Olivia Gugalo, Page, 07/03/07 Cuyler Jenkins, Page, 07/16/07 Elliott Rowe, Circulation Services Clerk, 07/09/07 Angel Matias, Page, 07/09/07 Nancy Stewart, Page, 07/26/07.

Resignations/Separations for July/August 2007 are Susan Holstrom, PT Reference Librarian, 07/31/07 Kimberly McDuffee, Technology Page, 08/06/07, Mary Mulcrone, Page, 08/10/07 Leslie Steiner, Head of Public Information Services, 07/24/07.

### STAFF DEVELOPMENT

The next All-Staff meeting will be held on Wednesday, September 12 at 8 AM. The featured event will be a presentation, "Movement Matters," given by a personal trainer and fitness coach who will describe how everyday movements can affect our health and wellness.

0933  
Four staff members have applied for grants to attend FLL, the annual book fair in Guadalajara.

Jill Franklin will take part in the Sister Library staff exchange program in February, 2008.

#### PATRON SERVICES

Our Summer Reading Clubs were very active this summer. The Adult and Teen SRC had 133 adults and 75 teens participating. The children's program had 2009 enrolled and 1054 who completed all requirements. Look for the Carnival of Reading t-shirts the finishers are wearing. The pre-readers listened to 13,376 and our independent readers read for 10,176 hours in June and July. The attendance at the programs was also high.

The highlight of the summer was the Harry Potter extravaganza held on July 20/21 from 9:30 to just after midnight. It's hard to tell from the reports and fan letters who appreciated the evening most, the 96 kids, their parents, or the staff and volunteers who worked on the planning and the night at Hogwarts. For a taste of this splendid event, please look at the video on our website.

The month in numbers shows a decline in use and attendance, except for attendance at programs and meetings. Just over half of all items circulated in July were print, with DVDs as the only medium gaining in use. Patrons used self check to circulate 48% of all items checked out of the main library.

#### OTHER PROFESSIONAL ACTIVITIES

I was on vacation July 20 through 27 and August 9 through 13.

I attended the Library Production Studio Executive Committee meeting on July 19. On August 2, I participated in a Trustee Training seminar at NSLS with Noreen Lake. We were part of a four-person panel discussing budget and finance matters for trustees. I also attended the Chamber of Commerce After Hours event at Duncan Flooring on August 14.

#### PRESENTATION ON OPEN MEETINGS ACT – Carol Kidd.

Carol Kidd presented information on recent changes to the Open Meetings Act.

Roberta Johnson, Readers' Services Manager, invited the Board to attend the library Croquet Tournament on Saturday, September 8, 2007. The board will form a team consisting of Matt Bogusz, Elaine Tejcek and Noreen Lake.

## NEW BUSINESS

MOTION by Eldon Burk, seconded by George Magerl, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy.

**Computers**

Make-Model	Serial Number	Status
Dell Dimension 8100-P4-40G-256K-DVD	51ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	2YYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	BWYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	HYYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	HWYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	DYYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	90ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	9YYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	10ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	F1ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	32ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	G3ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	2XYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	BXYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	4ZYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	5WYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	6XYRM01	Working

**Monitors**

Make-Model	Serial/Tag Number	Status
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4Z8	Working
Dell E771 - 17" CRT	MX-0419TG-47801-1BN-B138	Working
Dell E771 - 17" CRT	MX-0419TG-47801-278-B2TC	Working
Dell E771 - 17" CRT	MX-0419TG-47801-278-B2VH	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YW	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4Z4	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B2VD	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YZ	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4Z7	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YU	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YV	Working

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

MOTION by William Grice, seconded by Jerry Mahony, to declare (1) building automation system computer and (1) monitor surplus and obsolete property and to dispose of the equipment according to library policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin will present the first draft of the 2008 budget to the Finance Committee on Wednesday, September 5, 2007 and to the Board on September 18, 2007. The final budget is scheduled to be approved at the October Board meeting.

George Magerl reported that the Planning Committee met to discuss the all-day board retreat on Saturday, September 15, 2007. Miriam Pollack of Miriam Pollack and Associates will be the facilitator for the meeting.

The request to purchase a new ICN 10 Mbps Line in the amount of \$15,600.00 was postponed. The Board asked that additional information be gathered about other technology.

MOTION by William Grice, seconded by Rhys Read, to postpone the purchase of a new ICN 10 Mbps Line and to direct staff to investigate all alternative technology and to talk to the City of Des Plaines staff and Des Plaines schools to inquire about the possibility of a partnership with them on the new ICN line. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rhys Read, seconded by William Grice, to approve payment to Cooperative Computer Services in the amount of \$11,207.74, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

#### MANGAGEMENT COMMITTEE MEETING

MOTION by Committee, to approve changes to library policy C-1 Registration Eligibility, Company Courtesy Cards as follows:

##### Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. ~~The card is issued for the circulation of work-related materials only.~~ A courtesy card shall be offered to elected officials, according to policy.

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

MOTION by Committee, to pay the service club membership fees for two employees, which is in the best interest of the Des Plaines Public Library.

MOTION by Rhys Read, seconded by Maria Bahamon to amend the motion to read:

"to pay the service club membership fees for two employees in an amount not to exceed \$500.00", which is in the best interest of the Des Plaines Public Library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Committee, to approve the addition of the following policy to the library policy:

#### Employment of Relatives

It shall be the policy of the Des Plaines Public Library that immediate family or relatives of a serving Board of Trustee will not be hired. The immediate family shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, step parent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian. The definition of relative for the purpose of this section shall include those relatives identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and spouses of any of them.

Further, the Des Plaines Public Library does not allow two (2) or more relatives to work in the same department/division in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the Des Plaines Public Library will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate.

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

Sandra Norlin reported to the Board that she is concerned that the library building is slowly deteriorating due to the lack of proper cleaning by the cleaning companies who are hired using the bid process. Sandra stated that the companies bid low and after a short period of time try to clean the 82,000 sq ft building with only 2 - 3 people for a few hours each evening. The results are that valuable library staff time is spent calling the cleaning companies reporting problems that should have been addressed by the cleaning company. The library has changed cleaning services several times and the results are the same. Sandra asked for Board approval to waive the bid process and enter in an agreement with Mueller Building Services to clean the library building. Mueller has been highly recommended by other libraries for their attention to detail.

MOTION by Eldon Burk, seconded by Maria Bahamon, to give seven days notice to the current cleaning company and enter into an agreement with Mueller Building Services, Inc. and to reconsider the contract at any time, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Mahony, Tejcek. NAYS: Read. MOTION CARRIED.

Matthew Bogusz asked the Board to consider a continuing education program sponsored by the library offering SAT, GED and other classes to help students and adults prepare for tests. Matthew referred to the Atlanta-Fulton Public Library System in Atlanta, GA, who offers these services to their patrons. Sandra Norlin stated that she thinks that the library may be able to offer these services to patrons and will pursue with Board approval.

#### ANNOUNCEMENTS

Noreen Lake stated that North Suburban Library System offers training courses for library trustees and encouraged the Board to attend.

Noreen Lake received a letter of complaint from a patron regarding the level of noise in the building, how the toilets flush and how the meeting rooms are used. Noreen distributed a copy of the letter from Reme C. Aleck and Rose B. Lisnek to trustees and stated that she and Sandra Norlin will meet with the patrons making the complaint.

Sandra Norlin reported that the library received a grant in the amount of \$2,800 from Target for the support of Centennial Reading for the Family. The donation will be used to sponsor a storyteller for the October 7 Centennial Celebration and to purchase bilingual books to give away on that day.

Elaine Tejcek congratulated library staff on the grand Harry Potter Extravaganza on July 20. Elaine said that the Friends of the Library were very involved in the program.

George Magerl and Matthew Bogusz stated that they were interested in attending the ILA Conference in Springfield in October and will contact Carol Kidd, who will make their reservations.

Sandra Norlin reported that the library roof has not been repaired. Gary Valente stated that the roof is not leaking at this time, but the temporary patches will not last. The Board is concerned due to the large amount of rain that has fallen in the past week.

William Grice left the meeting at 9:31 p.m.

#### EXECUTIVE SESSION

MOTION by Eldon Burk, seconded by Jerry Mahony, to enter into an Executive Session at 9:38 p.m. to discuss Deliberations Concerning Salary Schedules for One or More Classes of Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 10:39 p.m. and was called to order by President Noreen Lake.

#### ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Rhys Read, Elaine Tejcek.

Members Absent: William Grice.

#### ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Elaine Tejcek, seconded by George Magerl, to recommend the new salary schedule effective January 1, 2008 prepared by the Management Association of Illinois, to bring employees who are below the minimum range up to the minimum and to adjust the salary schedule yearly as of January 1. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcke. NAYS: Bogusz, Read. MOTION CARRIED.

MOTION by Eldon Burk, seconded by George Magerl, to recommend that staff salary increases remain the same as in 2007. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Lake, Magerl, Mahony, Read. NAYS: Tejcek. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to recommend that the following positions be exempt from Civil Service:  
Head of Public Information Services  
Head of Building and Security Services  
to take effect upon approval of the Des Plaines Civil Service Commission.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to recommend that the following positions be exempt from the Fair Labor Standards Act, based on the recommendation from the Management Association:  
IT Manager  
Head of Public Information Services  
Head of Building & Security Services  
Page Supervisor  
Assistant Head of Circulation Services  
to take effect August 22, 2007.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.



CONTRACT FOR SERVICES FROM OUTSOURCE SOLUTIONS GROUP

MOTION by Jerry Mahony to approve payment to Outsource Solutions Group to build a firewall in the amount of \$13,500.00, which is in the best interest of the Des Plaines Public Library.

MOTION failed for lack of a second.

MOTION by Rhys Read, seconded by Jerry Mahony, to approve payment to Outsource Solutions Group to extend the existing contract to build a firewall in the amount of \$13,500.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Lake, Magerl, Mahony, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Elaine Tejcek, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 10:50 p.m.

Minutes prepared by Carol Kidd

## VI.B.

**DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR AUGUST 2007**

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 12,655.10
2. Petty Cash Expenditures	\$ 32.47
3. Budget Expenditures for August	\$ 657,876.29
4. Expenditures Year to Date	\$3,913,167.99
5. Revenue for August	\$ 800.00
6. Revenue Year to Date	\$2,089,840.93

**Warrant Register**

August 06, 2007	\$ 124,007.00
August 20, 2007	\$ <u>64,233.22</u>
Total	\$ 188,240.22

**Salaries**

August 02, 2007	\$ 120,380.71
August 16, 2007	\$ 116,331.25
August 30, 2007	\$ <u>117,253.65</u>
Total	\$ 353,965.61

## VI.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR AUGUST 2007**

	<u>August 2006</u>	<u>August 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	613.87	1,166.40	6,501.41	7,200.13
Fines	8,341.62	8,734.57	66,429.47	70,915.73
Damage	163.80	42.95	950.37	553.55
Fees	305.00	402.39	3,774.93	3,309.93
Copies	2,448.81	2,301.79	19,664.65	16,091.05
Miscellaneous	3.00	7.00	33.95	121.50
<b>Total</b>	<b>\$11,876.10</b>	<b>\$12,655.10</b>	<b>\$97,354.78</b>	<b>\$98,191.89</b>

**PETTY CASH EXPENDITURES - AUGUST**

960070	Auto/Travel	\$13.77
970260	Postage	\$18.70
<b>Total</b>		<b>\$32.47</b>

0  
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1

SELECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 8/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243		642,372.44
102012	CASH IL FUND 007139119668	.00	
102028	CASH LIBRARY DONATIONS	30,519.35	
102073	CASH IL- EPAY151600008073	.00	
TOTAL CASH		31,019.35	642,372.44
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	730.32	
104075	PMA - FINANCIAL NETWORK	125,424.46	
104077	INVEST-LIBRARY FOUNDATION	4,427.00	
TOTAL INVESTMENTS		130,582.10	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
TOTAL ACCOUNTS RECEIVABLE		6,059,950.10	.00
119125	RECEIVABLE-GRANTS	27,815.00	
TOTAL RECEIVABLE-SALES TAX		27,815.00	.00
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
119301	PREPAID EXPENSE	.00	
TOTAL PREPAID ITEMS		.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
TOTAL FIXED ASSETS		.00	.00
TOTAL ASSETS		6,249,366.55	642,372.44
401000	ACCOUNTS PAYABLE	1,081.00	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00
TOTAL DEPOSITS		.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS	69,337.99	
TOTAL DUE TO-OTHER FUNDS		69,337.99	.00
450030	ACCRUED LIAB-COMP ABSENCE		.00

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 8/07

## FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
450040	ACCRUED PAYROLL		88,124.62
	TOTAL ACCRUED LIABILITIES	.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	73,460.78	6,102,057.62
	TOTAL LIABILITIES	73,460.78	6,102,057.62
700110	EXPENDITURE CONTROL	3,883,511.99	
700120	REVENUE CONTROL		3,052,445.37
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	10,295,698.99	9,464,633.25
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		409,463.01
	TOTAL FUND EQUITY	.00	409,463.01
	TOTAL EQUITIES	10,295,698.99	9,874,096.26
	TOTAL LIBRARY FUND	16,618,526.32	16,618,526.32

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 8/07

## FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	.00	
102073	CASH IL- EPAY151600008073	.00	
TOTAL CASH		.00	.00
104075	PMA - FINANCIAL NETWORK	500,533.02	
TOTAL INVESTMENTS		500,533.02	.00
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
TOTAL ASSETS		500,533.02	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
TOTAL CURRENT LIABILITIES		.00	.00
TOTAL LIABILITIES		.00	.00
700110	EXPENDITURE CONTROL	29,656.00	
700120	REVENUE CONTROL		16,411.42
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
TOTAL SYSTEM CONTROL		234,656.00	221,410.76
730000	FUND BALANCE-UNRESERVED		513,778.26
TOTAL FUND EQUITY		.00	513,778.26
TOTAL EQUITIES		234,656.00	735,189.02
TOTAL LIBRARY CAPITAL PROJ FUND		735,189.02	735,189.02
TOTAL REPORT		17,353,715.34	17,353,715.34

0945

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 09/08/07

TIME: 09:46:59

CITY OF DES PLAINES  
REVENUE STATUS REPORT

PAGE NUMBER: 1

REVSTA11

SELECTION CRITERIA: orgn.fund in ("210", "202")

ACCOUNTING PERIOD: 8/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	16,411.42	-15,411.42	1641.14
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	.00	100.00	.00
TOTAL OTHER REVENUE		5,000.00	.00	.00	16,411.42	-11,411.42	328.23

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	.00	200,000.00	.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	.00	200,000.00	.00
TITLE NOT FOUND		205,000.00	.00	.00	16,411.42	188,588.58	8.01
TOTAL LIBRARY CAPITAL PROJ FU		205,000.00	.00	.00	16,411.42	188,588.58	8.01

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 09/08/07

TIME: 09:47:31

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPST11

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 8/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
910100	SALARIES	2,377,624.00	212,007.00	.00	1,326,088.04	1,051,535.96	55.77
910200	TEMPORARY WAGES	983,825.00	102,249.69	.00	605,897.76	377,927.24	61.59
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	26,106.07	.00	123,321.05	-123,321.05	.00
910600	SICK PAY	.00	12,942.65	.00	54,463.76	-54,463.76	.00
910700	HOLIDAY PAY	.00	660.20	.00	52,491.69	-52,491.69	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL SALARIES	3,365,199.00	353,965.61	.00	2,162,262.30	1,202,936.70	64.25

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-918000 BENEFITS

918000	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	1,229.50	1,229.50	50.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	26,648.03	.00	162,690.14	94,077.86	63.36
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	31,411.19	.00	195,090.26	109,838.74	63.98
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	686.40	.00	5,654.00	2,482.00	69.49
918050	MEDICAL INS PREMIUMS	398,427.00	45,508.67	.00	273,253.27	125,173.73	68.58
918055	DENTAL INSURANCE PREMIUM	25,401.00	2,723.28	.00	16,408.60	8,992.40	64.60
918070	WORKERS COMPENSATION	8,296.00	953.63	.00	5,452.96	2,843.04	65.73
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	7,506.83	-5,166.83	320.80
	TOTAL BENEFITS	1,007,461.00	107,931.20	.00	667,285.56	340,175.44	66.23

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	4,500.00	.00	11,461.02	51,088.98	18.32
920120	COMMUNICATION SERVICES	22,040.00	2,576.97	.00	13,905.75	8,134.25	63.09
920140	DATA PROCESSING SERVICES	81,113.00	4,480.62	.00	28,922.93	52,190.07	35.66
920202	CONFERENCES	18,029.00	946.05	.00	11,944.04	6,084.96	66.25
920204	TRAINING	5,216.00	15.00	.00	2,710.00	2,506.00	51.96
920205	TUITION REIMBURSEMENTS	5,000.00	.00	.00	2,856.28	2,143.72	57.13
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	965.00	.00	3,624.00	2,376.00	60.40
920225	LICENSING/TITLES	250.00	50.00	.00	50.00	200.00	20.00
920230	PUBLICATION OF NOTICES	3,000.00	100.00	.00	3,095.25	-95.25	103.18
920240	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920900	PROPERTY/LIAS CONTRIBUTI	29,707.00	.00	.00	14,853.50	14,853.50	50.00
930010	R & M EQUIPMENT	72,275.00	6,775.80	.00	55,282.34	16,992.66	76.49
930020	R & M BLDGS & STRUCTURES	52,795.00	15,819.50	.00	55,977.87	-3,182.87	106.03



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2

EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 8/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT

TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930030	R & M VEHICLES	10,600.00	103.26	.00	8,029.60	2,570.40	75.75
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING: CUSTODIAL SERV	46,980.00	4,253.00	.00	27,685.57	19,294.43	58.93
930490	REFUSE CONTRACT	3,600.00	574.00	.00	2,657.00	943.00	73.81
960070	AUTO/TRAVEL EXPENSES	6,275.00	705.53	.00	2,660.70	3,614.30	42.40
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	2,222.79	.00	26,881.39	6,118.61	81.46
960990	MISC CONTRACTUAL SVCS	108,340.00	10,245.16	.00	64,059.49	44,280.51	59.13
TOTAL CONTRACTUAL SERVICES		587,254.00	54,332.68	.00	337,002.28	250,251.72	57.39

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	3,294.24	.00	48,727.28	30,692.72	61.35
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	138.64	.00	1,282.59	1,317.41	49.33
970170	JANITORIAL	19,000.00	605.56	.00	11,131.29	7,868.71	58.59
970260	POSTAGE AND PARCEL	13,000.00	.00	.00	7,021.50	5,978.50	54.01
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	6,831.11	3,768.89	64.44
970500	PURCHASE OF WATER	8,000.00	.00	.00	2,513.87	5,486.13	31.42
970600	BOOKS	497,000.00	38,245.15	.00	262,925.32	234,074.68	52.90
970610	AUDIO MATERIALS	80,000.00	7,079.01	.00	34,315.66	45,684.34	42.89
970620	SUBSCRIPTIONS & BOOKS	68,000.00	602.21	.00	61,648.65	6,351.35	90.66
970630	VISUAL MATERIALS	81,000.00	8,231.75	.00	49,622.88	31,377.12	61.26
970640	AUTOMATED REFERENCE MAT'	106,000.00	12,182.00	.00	58,314.61	47,685.39	55.01
970810	NATURAL GAS	26,000.00	118.40	.00	19,069.02	6,930.98	73.34
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	15,161.00	351.66	.00	3,358.28	11,802.72	22.15
TOTAL COMMODITIES		1,009,781.00	70,848.62	.00	566,762.06	443,018.94	56.13

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	.00	23,850.00	.00
980410	COMPUTER HARDWARE	.00	63,024.00	.00	68,537.86	-68,537.86	.00
980420	COMPUTER SOFTWARE	36,590.00	125.00	.00	12,795.35	23,794.65	34.97
980600	FURNITURE & FIXTURES	32,650.00	7,142.29	.00	20,127.38	12,522.62	61.65
TOTAL CAPITAL EXPENDITURES		93,090.00	70,291.29	.00	101,460.59	-8,370.59	108.99

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
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SELECTION CRITERIA: orgn.fund in ("201","202")  
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TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	.00	15,442.00	.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	.00	200,000.00	.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	.00	12,040.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	.00	277,482.00	.00
	TOTAL LIBRARY SERVICES	6,340,267.00	657,369.40	.00	3,834,772.79	2,505,494.21	60.48

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: orgn.fund in ("201","202")

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PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920210	IN-SERVICE TRAINING	6,700.00	250.00	.00	2,580.06	4,119.94	38.51
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	256.89	.00	1,246.14	9,253.86	11.87
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	506.89	.00	35,146.20	13,373.80	72.44

FUND-201 LIBRARY FUND

ORGANIZATION-2130 IL LIBRARY PER CAP GRANT

1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	2,000.00	3,850.00	34.19
970270	PRINTING-REPROD-BINDING	17,550.00	.00	.00	11,593.00	5,957.00	66.06
	TOTAL COMMODITIES	23,400.00	.00	.00	13,593.00	9,807.00	58.09
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	506.89	.00	48,739.20	23,180.80	67.77
	TOTAL LIBRARY FUND	6,412,187.00	657,876.29	.00	3,883,511.99	2,528,675.01	60.56

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SELECTION CRITERIA: orgn.fund in ("201", "202")  
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SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION-202F LIBRARY CAPITAL PROJECTS  
1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	29,656.00	55,294.00	34.91
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	.00	.00	29,656.00	75,294.00	28.26
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	.00	.00	29,656.00	75,294.00	28.26
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	.00	.00	29,656.00	75,294.00	28.26
TOTAL REPORT		6,517,137.00	657,876.29	.00	3,913,167.99	2,603,969.01	60.04

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SUNGARD PENTAMATION INC - FUND ACCOUNTING  
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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	105910	MANAGEMENT ASSOCIATIO	34493	929	1300.00
2110	920120	COMMUNICATION SE	09030	NEXTEL COMMUNICATIONS	655730511065	877	129.41
2110	920120	COMMUNICATION SE	106455	MCLEOD USA	1204991	697	741.30
2110	920202	CONFERENCES	09656	HOLLY RICHARDS SORENS	REIMB	395	51.84
2110	920202	CONFERENCES	100808	CHRISTINA TROPEA	REIMB	685	590.40
2110	920202	CONFERENCES	101296	SARA MCLAUGHLIN	REIMB	1048	86.79
2110	920202	CONFERENCES	16164	HECTOR MARINO	REIMB	1050	54.52
2110	920204	TRAINING	21092	PETTY CASH	7-10-07	767	15.00
2110	920220	MEMBERSHIP DUES	100075	AMERICAN LIBRARY ASSO	2007	690	290.00
2110	920220	MEMBERSHIP DUES	102534	ILLINOIS LIBRARY ASSO	2007-08	964	160.00
2110	930020	R & M BLDGS & ST	02989	BEDCO INC	13196	641	2180.00
2110	930020	R & M BLDGS & ST	05076	NORB & SONS ELECTRIC,	22607-1	1035	590.00
2110	930020	R & M BLDGS & ST	106201	AUTOMATED LOGIC	106438	643	1248.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	40203	1025	3665.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	40151	1024	92.00
2110	930490	REFUSE CONTRACT	13394	ARC DISPOSAL COMPANY	1406269	693	574.00
2110	960070	AUTO/TRAVEL EXPE	09656	HOLLY RICHARDS SORENS	REIMB	692	54.00
2110	960070	AUTO/TRAVEL EXPE	09978	ELAINE TEJCEK	REIMB	772	46.00
2110	960070	AUTO/TRAVEL EXPE	100808	CHRISTINA TROPEA	REIMB	686	132.00
2110	960070	AUTO/TRAVEL EXPE	101296	SARA MCLAUGHLIN	REIMB	1049	137.60
2110	960070	AUTO/TRAVEL EXPE	16164	HECTOR MARINO	REIMB	1051	131.75
2110	960070	AUTO/TRAVEL EXPE	21092	PETTY CASH	7-10-07	779	7.60
2110	960070	AUTO/TRAVEL EXPE	21092	PETTY CASH	7-10-07	771	11.00
2110	960070	AUTO/TRAVEL EXPE	21092	PETTY CASH	7-10-07	761	16.78
2110	960210	SPECIAL EVENT PR	09733	ORIENTAL TRADING COMP	617357152-01	696	94.05
2110	960210	SPECIAL EVENT PR	106457	PENELOPE BINGHAM	08-29-07	903	175.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2885122	786	3.18
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2896671	784	12.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2887966	780	18.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2871986	790	16.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2878035	788	20.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2879959	782	28.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2885123	838	6.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2885121	836	16.05
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2893645	833	26.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2904453	841	19.80
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2897239	712	14.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2872514	718	67.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2890219	715	9.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2890218	749	6.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2874397	722	36.95
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2885757	739	22.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2885120	738	4.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A84735610	759	24.05
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A83944940	760	3.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	1618662	766	-6.40
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018843852	753	71.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018831708	757	5.98
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A83367420	763	57.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018855937	673	26.71

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 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date="08/06/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018862444	675	0.00	4.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018833543	402	0.00	1.77
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018855859	398	0.00	29.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018796005	400	0.00	26.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018791559	418	0.00	5.83
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018807523	426	0.00	7.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018807601	424	0.00	4.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018807204	420	0.00	28.35
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018813777	414	0.00	33.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018851704	429	0.00	10.64
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018838499	428	0.00	133.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018879659	422	0.00	5.48
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018849994	433	0.00	10.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018879614	861	0.00	14.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018825746	844	0.00	16.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018798267	859	0.00	18.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018855814	856	0.00	38.28
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018825790	852	0.00	23.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018831780	848	0.00	8.25
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018879613	863	0.00	4.51
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018894977	826	0.00	10.62
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018895732	829	0.00	11.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018882794	830	0.00	66.64
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018845065	824	0.00	26.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018580732	791	0.00	40.88
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018762065	776	0.00	5.83
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018820667	775	0.00	58.87
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5007988216	797	0.00	17.00
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018851920	795	0.00	127.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018538052	812	0.00	23.36
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018866952	793	0.00	8.67
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297658	798	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297657	805	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5301964	811	0.00	19.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297655	810	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5294443	827	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5294442	820	0.00	11.15
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297659	870	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297661	866	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297660	868	0.00	42.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5297662	412	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5298739	390	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5298737	396	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5298740	392	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304396	393	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5298738	388	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5301962	386	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304398	385	0.00	9.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304397	681	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5301963	679	0.00	9.75

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CASH REQUIREMENTS BILL LIST

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5304399	683	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5294441	750	16.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299531	737	6.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299530	742	33.10
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5298736	732	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5294440	744	42.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299529	743	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299532	734	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5304395	366	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299750	382	7.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299746	368	3.45
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299749	380	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299747	370	10.65
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299752	376	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5304394	365	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299748	372	26.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5299751	384	9.75
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5302494	373	6.50
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	35253	701	438.43
2110	960990	MISC CONTRACTUAL	21092	PETTY CASH	7-10-07	768	1.00
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	12000A	702	10.25
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	11999A	708	154.25
2110	970100	SUPPLIES	00189	ANDERSON LOCK CO LTD	516547	691	366.62
2110	970100	SUPPLIES	105894	EVOLUTION MARKETING G	612975	698	177.16
2110	970100	SUPPLIES	106458	MELODY HOUSE	54057	1007	50.00
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	2867503	906	231.02
2110	970110	MEALS (PRSNRS/WR	09978	ELAINE TEJCEK	REIMB	404	55.00
2110	970110	MEALS (PRSNRS/WR	100214	ELDON BURK	REIMB	684	55.00
2110	970110	MEALS (PRSNRS/WR	21092	PETTY CASH	7-10-07	770	5.06
2110	970110	MEALS (PRSNRS/WR	21092	PETTY CASH	7-10-07	769	8.12
2110	970600	BOOKS	00170	NEWSCLIP	2072	1034	225.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2885122	787	25.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2878035	789	103.27
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2896671	785	147.67
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2879959	783	226.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2893645	835	278.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2885121	837	62.37
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2890218	831	83.18
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2885123	840	23.60
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2681480	843	164.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2681481	842	12.93
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2872514	720	216.88
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2871986	711	74.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2890219	717	49.78
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2897239	713	103.09
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2885120	746	25.41
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2887966	727	43.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2874397	725	185.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2885757	735	115.35
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2904453	728	193.74

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DATE: 07/30/07

CITY OF DES PLAINES

ACCTPAY1

TIME: 07:49:34

CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 7/07

LECTION CRITERIA: payable.due\_date="08/06/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	154504	1026	352.70
2110	970600	BOOKS	03363	WEST GROUP	6045630242	1044	197.00
2110	970600	BOOKS	03363	WEST GROUP	6045773722	1045	59.00
2110	970600	BOOKS	05477	INFORMATION TODAY, IN	1053909-B1	965	206.95
2110	970600	BOOKS	07439	THOMSON GALE	15224282	860	169.43
2110	970600	BOOKS	07439	THOMSON GALE	15228360	847	223.75
2110	970600	BOOKS	07439	THOMSON GALE	15225726	855	25.47
2110	970600	BOOKS	07439	THOMSON GALE	15217839	850	40.43
2110	970600	BOOKS	07439	THOMSON GALE	15214849	851	76.36
2110	970600	BOOKS	07439	THOMSON GALE	15228361	845	152.50
2110	970600	BOOKS	07439	THOMSON GALE	15220690	857	25.47
2110	970600	BOOKS	07439	THOMSON GALE	15214991	853	76.36
2110	970600	BOOKS	07439	THOMSON GALE	15237202	834	53.15
2110	970600	BOOKS	07439	THOMSON GALE	15233244	839	140.79
2110	970600	BOOKS	07439	THOMSON GALE	15234852	832	142.29
2110	970600	BOOKS	07439	THOMSON GALE	15216226	781	26.18
2110	970600	BOOKS	07439	THOMSON GALE	15209349	865	223.75
2110	970600	BOOKS	07439	THOMSON GALE	15233642	721	140.79
2110	970600	BOOKS	07439	THOMSON GALE	15236322	745	45.68
2110	970600	BOOKS	07439	THOMSON GALE	15236588	747	47.18
2110	970600	BOOKS	07439	THOMSON GALE	15220188	405	25.47
2110	970600	BOOKS	07980	ENCYCLOPAEDIA BRITANN	1941396 RR	959	48.90
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	603929	962	352.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018851919	937	1943.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018882793	933	1066.13
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018820666	934	922.01
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018838498	930	1352.66
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018513481	778	72.70
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018762065	777	20.63
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018580732	792	68.13
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018895732	774	101.53
2110	970600	BOOKS	09737	BAKER & TAYLOR	1633912	773	-21.09
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018866952	794	33.45
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018538052	816	41.22
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018879614	799	141.69
2110	970600	BOOKS	09737	BAKER & TAYLOR	5007988216	802	491.27
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018845064	803	321.73
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018894977	828	87.36
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018831780	849	77.34
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018825746	846	126.60
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018825790	854	198.34
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018879613	864	33.75
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018883648	862	6.60
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018855814	858	273.36
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018798266	408	260.19
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018855859	399	183.44
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018796005	401	240.08
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018851703	423	423.57
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018879659	413	67.32
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018807601	415	45.78



DATE: 07/30/07  
 TIME: 07:49:34

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

SELECTION CRITERIA: payable.due\_date="08/06/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018807204	421	0.00	261.49
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018813777	417	0.00	313.40
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018832974	430	0.00	9.45
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018791559	419	0.00	17.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018855937	432	0.00	227.38
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018833543	431	0.00	14.66
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018849994	425	0.00	150.90
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018807523	427	0.00	59.65
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018831708	758	0.00	7.43
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018843852	756	0.00	615.61
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018862444	676	0.00	44.58
2110	970600	BOOKS	101098 AMERICAN LIBRARY ASSO	11326395	687	0.00	104.00
2110	970600	BOOKS	104192 CENTER POINT LARGE PR	645048	694	0.00	76.68
2110	970600	BOOKS	105606 ACCUITY INC	2195224	688	0.00	240.90
2110	970600	BOOKS	105606 ACCUITY INC	2192203	689	0.00	644.98
2110	970600	BOOKS	105606 ACCUITY INC	2199142	403	0.00	305.90
2110	970600	BOOKS	105683 HUNTLEY AREA PUBLIC L	06-29 LOAN	963	0.00	30.00
2110	970600	BOOKS	106456 B R B PUBLICATIONS IN	100175	904	0.00	164.41
2110	970600	BOOKS	13071 MULTI-CULTURAL BOOKS	3715	1032	0.00	428.00
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	110468423	699	0.00	88.00
2110	970600	BOOKS	20579 SALEM PRESS	364268	1042	0.00	83.00
2110	970600	BOOKS	20737 THE COUNCIL OF STATE	51929	706	0.00	112.50
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	50259482	1054	0.00	2041.50
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	288926	695	0.00	341.80
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO BOOK	430613	700	0.00	802.50
2110	970610	AUDIO MATERIALS	07567 RADIO SPIRITS INC.	15554	1036	0.00	86.53
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018838498	931	0.00	14.82
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018882793	932	0.00	37.34
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018851919	936	0.00	52.19
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018820666	935	0.00	110.88
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018845064	804	0.00	58.99
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018798266	410	0.00	179.69
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1443987	409	0.00	11.99
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1437657	411	0.00	12.59
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1440963	406	0.00	37.56
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083308189	1040	0.00	176.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083242627	1039	0.00	38.40
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083282341	1037	0.00	64.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083251925	1038	0.00	248.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	1204177	1067	0.00	46.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	13270	1066	0.00	-32.00
2110	970630	VISUAL MATERIALS	02737 MUSIC OCLC USERS GROU	2007 RENEWAL	1033	0.00	20.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A83944940	762	0.00	44.02
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A84735610	765	0.00	171.85
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A83367420	764	0.00	689.93
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5294440	748	0.00	164.87
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5299531	740	0.00	26.23
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5299531	736	0.00	26.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5294441	741	0.00	78.70
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5298736	733	0.00	14.99

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DATE: 07/30/07

CITY OF DES PLAINES

ACCTPAY1

TIME: 07:49:34

CASH REQUIREMENTS BILL LIST

ACCOUNTING PERIOD: 7/07

CTION CRITERIA: payable.due\_date="08/06/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299530	730	0.00	127.40
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5298737	731	0.00	88.46
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5304397	682	0.00	69.71
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5301964	678	0.00	137.94
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5304399	674	0.00	65.97
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5302494	677	0.00	43.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5301963	680	0.00	47.97
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5298739	391	0.00	44.97
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5301962	387	0.00	93.69
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5304398	397	0.00	39.72
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5298738	389	0.00	62.20
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5298740	394	0.00	14.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299529	407	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297662	416	0.00	93.70
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297659	796	0.00	359.14
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297658	800	0.00	97.48
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297657	807	0.00	14.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297655	819	0.00	16.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5294442	825	0.00	251.18
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5294443	821	0.00	18.74
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297661	867	0.00	14.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5297660	869	0.00	152.87
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299746	369	0.00	29.99
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299747	371	0.00	67.47
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5304396	378	0.00	29.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5304395	367	0.00	22.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299752	379	0.00	56.22
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299748	374	0.00	136.42
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5304394	377	0.00	41.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299749	381	0.00	36.72
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299751	375	0.00	33.72
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5299750	383	0.00	24.73
2110	970630	VISUAL MATERIALS 103277	DUNDEE TOWNSHIP PUBLI	06-25 LOAN	1065	0.00	21.99
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	11817A	705	0.00	525.00
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	11565B	704	0.00	20.00
2110	970630	VISUAL MATERIALS 80139	RECORDED BOOKS, LLC	3563900	1041	0.00	31.00
2110	970640	AUTOMATED REFERE	INPO USA MARKETING, I	7-90-049360	956	0.00	11890.00
2110	970900	EQUIPMENT <\$5,00	DELL MARKETING LP	XC32N2581	905	0.00	328.00
2110	980410	COMPUTER HARDWAR	DELL MARKETING LP	XC2N4P858	649	0.00	30704.00
2110	980410	COMPUTER HARDWAR	DELL MARKETING LP	XC3555XJ8	650	0.00	32320.00
2110	980600	FURNITURE & FIXT	GIBSON	623931	960	0.00	164.55
2110	980600	FURNITURE & FIXT	GIBSON	623932	961	0.00	419.34
2110	980600	FURNITURE & FIXT	CORPORATE CONCEPTS, I	156470	950	0.00	5492.63
2110	980600	FURNITURE & FIXT	BRODART COMPANY	781634	703	0.00	498.00
TOTAL LIBRARY SERVICES						0.00	124007.00
TOTAL FUND						0.00	124007.00

DATE: 08/08/07

TIME: 15:47:25

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

ACCTPAY1

ACCOUNTING PERIOD: 8/07

ACTION CRITERIA: payable.due\_date="08/20/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	104044	FACE TO FACE COMM & T	93207220	358	2500.00
2110	920110	PROFESSIONAL CON	106153	JENNIFER LEVINE	DPPL 003	375	700.00
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK0607	344	4480.62
2110	920202	CONFERENCES	106492	A B O S ANNUAL CONFER	SEE ATTACHED	746	162.50
2110	920220	MEMBERSHIP DUES	43806	NORTH SUBURBAN LIBRAR	1200711	338	300.00
2110	920225	LICENSING/TITLES	08558	GARY VALENTE	REIMB	331	50.00
2110	930010	R & M EQUIPMENT	101323	RAYMOND BORGIC	7-18-07	320	210.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	67802	280	307.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	67815	269	538.98
2110	930010	R & M EQUIPMENT	200299	TODAY'S BUSINESS SOLU	50107-56	354	3033.82
2110	930020	R & M BLDGS & ST	101362	STANLEY ACCESS TECH	98322859	327	698.20
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2276224	23	3784.02
2110	930020	R & M BLDGS & ST	102412	DUNCAN CARPET COMPANY	103637	370	250.00
2110	930020	R & M BLDGS & ST	102412	DUNCAN CARPET COMPANY	103633	371	3289.28
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	16432	359	2750.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	16230	324	450.00
2110	930020	R & M BLDGS & ST	106201	AUTOMATED LOGIC	106488	326	580.00
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3235	345	105.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	40260	310	391.00
2110	960210	SPECIAL EVENT PR	101470	BERNARD D. MARTIN	09-08-07	342	250.00
2110	960210	SPECIAL EVENT PR	102811	PRESIDENTS AND THEIR	9-16-07	336	300.00
2110	960210	SPECIAL EVENT PR	103688	ART EXCURSIONS INCORP	09-05-07	337	200.00
2110	960210	SPECIAL EVENT PR	106479	WILLIAM WHISENHUNT	08-15-07	334	225.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2877471	293	6.60
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2915814	296	33.84
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2877470	290	9.90
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2917593	298	29.97
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2908932	292	26.10
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2913833	351	144.27
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2915093	381	82.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2916653	383	84.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2911146	284	46.59
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2915092	281	20.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2916707	283	-2.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2916708	277	-9.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2915094	286	12.30
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2916520	278	-1.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2917872	279	1.29
2110	960990	MISC CONTRACTUAL	07581	ARLINGTON HEIGHTS MEM	01-07-08-SA	357	1000.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5008049072	347	37.20
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018900146	321	88.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018925068	256	184.05
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018900115	216	14.48
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A84900260	215	11.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018911533	88	19.15
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A85248550	75	3.70
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018937503	95	5.16
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A86436170	77	1.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018911941	85	6.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018900106	79	46.45

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FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018625910	93	0.00	17.52
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018896332	87	0.00	89.64
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018630715	92	0.00	11.68
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018900095	90	0.00	31.52
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A85513040	73	0.00	5.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018906298	102	0.00	8.95
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018944271	97	0.00	595.83
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018944272	99	0.00	44.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A86900240	139	0.00	7.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018933993	167	0.00	11.66
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018946371	161	0.00	12.60
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018931003	157	0.00	5.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018912250	159	0.00	3.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018948296	163	0.00	26.65
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018956193	164	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018928951	171	0.00	10.62
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018956070	180	0.00	14.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A87739880	184	0.00	9.25
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018956151	174	0.00	1.77
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018937480	175	0.00	12.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018934062	169	0.00	3.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018956066	177	0.00	18.49
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304940	192	0.00	9.95
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304939	190	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304937	186	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304938	188	0.00	3.45
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5308864	155	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310112	162	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304944	128	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310119	137	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304942	134	0.00	42.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5302715	113	0.00	29.45
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5302714	107	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5302709	105	0.00	29.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5302712	115	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5304943	117	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5034941	116	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5306392	213	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5305579	211	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5302713	209	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310155	238	0.00	26.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310446	219	0.00	13.00
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310117	230	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310447	221	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5307588	236	0.00	15.80
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5310448	223	0.00	6.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5307585	232	0.00	45.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5307587	233	0.00	16.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5307583	226	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5307589	234	0.00	6.90

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5310116	217	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307819	228	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307825	240	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5310113	264	0.00	42.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307823	244	0.00	16.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307822	253	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307821	246	0.00	6.50
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5310114	262	0.00	9.75
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307820	248	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5310118	260	0.00	16.65
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307586	250	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5302711	257	0.00	65.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307824	242	0.00	42.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5307584	252	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5302708	303	0.00	13.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5302710	301	0.00	9.75
2110	960990	MISC CONTRACTUAL 100899	C D S OFFICE TECHNOLO	CM00214656	305	0.00	4046.75
2110	960990	MISC CONTRACTUAL 25775	CRIMSON MULTIMEDIA DI	9996A	335	0.00	109.60
2110	960990	MISC CONTRACTUAL 25775	CRIMSON MULTIMEDIA DI	9997A	372	0.00	37.00
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	276051-0	206	0.00	165.62
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	276051-1	204	0.00	5.70
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	278561-0	207	0.00	37.11
2110	970100	SUPPLIES 08520	WAREHOUSE DIRECT	276092-0	66	0.00	13.19
2110	970100	SUPPLIES 200294	DELL MARKETING LP	XC3XJ31R2	369	0.00	90.00
2110	970100	SUPPLIES 20177	DEMCO EDUCATIONAL COR	2887922	380	0.00	1374.95
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	527796	276	0.00	559.07
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	528544	274	0.00	28.63
2110	970170	JANITORIAL 20696	RUNGE PAPER COMPANY,	529381	272	0.00	2.91
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2915092	288	0.00	343.17
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2915094	287	0.00	122.91
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2877471	285	0.00	20.56
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2917872	282	0.00	16.30
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2911146	275	0.00	621.98
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2916653	374	0.00	1129.98
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2915093	382	0.00	1372.66
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2913833	352	0.00	2386.97
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2877470	291	0.00	30.84
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2914812	300	0.00	343.17
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2915814	297	0.00	284.43
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2908932	294	0.00	252.28
2110	970600	BOOKS 02191	BOOK WHOLESALERS INC	2917593	299	0.00	401.95
2110	970600	BOOKS 03363	WEST GROUP	813988459	330	0.00	159.81
2110	970600	BOOKS 03363	WEST GROUP	813935238	8	0.00	534.55
2110	970600	BOOKS 07439	THOMSON GALE	15247556	72	0.00	223.75
2110	970600	BOOKS 07439	THOMSON GALE	15254337	71	0.00	225.40
2110	970600	BOOKS 07439	THOMSON GALE	15244058	111	0.00	24.72
2110	970600	BOOKS 07439	THOMSON GALE	15240350	103	0.00	25.47
2110	970600	BOOKS 07439	THOMSON GALE	15239682	112	0.00	25.47
2110	970600	BOOKS 07439	THOMSON GALE	15258516	109	0.00	25.47
2110	970600	BOOKS 07439	THOMSON GALE	15249679	110	0.00	97.50

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	07439 THOMSON GALE	15253235	273	0.00	76.36
2110	970600	BOOKS	07439 THOMSON GALE	15253860	267	0.00	76.36
2110	970600	BOOKS	07439 THOMSON GALE	15254152	266	0.00	26.18
2110	970600	BOOKS	07439 THOMSON GALE	15257715	268	0.00	40.43
2110	970600	BOOKS	07439 THOMSON GALE	15254528	265	0.00	233.25
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018900146	322	0.00	218.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018896331	349	0.00	1456.55
2110	970600	BOOKS	09737 BAKER & TAYLOR	5008049072	348	0.00	1952.75
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018925067	384	0.00	2268.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018908734	101	0.00	428.20
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018946370	100	0.00	144.51
2110	970600	BOOKS	09737 BAKER & TAYLOR	1638739	141	0.00	-5.92
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018942261	143	0.00	75.80
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018933993	168	0.00	39.06
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018948296	166	0.00	240.75
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018931002	158	0.00	229.51
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018912250	160	0.00	27.66
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018937480	176	0.00	106.03
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018956193	183	0.00	67.02
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018928951	173	0.00	87.18
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018956070	181	0.00	126.99
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018956066	178	0.00	145.05
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018956151	179	0.00	14.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018934062	170	0.00	29.32
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018911533	89	0.00	217.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018906297	84	0.00	192.07
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018900106	80	0.00	429.29
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018625910	94	0.00	26.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018900115	82	0.00	112.96
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018911941	86	0.00	58.64
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018630715	83	0.00	33.15
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018937503	96	0.00	41.22
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018900095	91	0.00	241.72
2110	970600	BOOKS	104192 CENTER POINT LARGE PR	650814	343	0.00	76.68
2110	970600	BOOKS	106477 SOURCEBOOKS INCORPORA	3021523	353	0.00	53.66
2110	970600	BOOKS	106478 WASHINGTON TOXIC COAL	8989	332	0.00	24.15
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	M101630A	323	0.00	118.90
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2918364	289	0.00	282.49
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018896331	350	0.00	458.46
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018944271	98	0.00	175.88
2110	970610	AUDIO MATERIALS	09788 MIDWEST TAPE	1450362	136	0.00	10.39
2110	970610	AUDIO MATERIALS	101753 THE TEACHING COMPANY	3001243	328	0.00	749.75
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	97969449	341	0.00	118.40
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083393756	339	0.00	176.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083389372	340	0.00	752.10
2110	970610	AUDIO MATERIALS	106480 GLENVIEW PUBLIC LIBRA	INTER LOAN	373	0.00	69.99
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-11-07-1	205	0.00	46.87
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-23-07-3	68	0.00	218.22
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-25-07-1	65	0.00	778.52
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-23-07-5	67	0.00	79.74

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-23-07-2	64	0.00	66.44
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-11-07-3	70	0.00	48.96
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-11-07-2	69	0.00	160.87
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-25-07-3	62	0.00	25.18
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	07-23-07-1	63	0.00	203.55
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3574526	270	0.00	192.54
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3598627	271	0.00	63.00
2110	970620	SUBSCRIPTIONS &	103968 WASHINGTON TIMES NATL	SEE ATTACHED	329	0.00	69.95
2110	970620	SUBSCRIPTIONS &	105645 NATIONAL ARCHIVE PUBL	09-07	365	0.00	363.66
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A85248550	76	0.00	29.36
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A86436170	78	0.00	21.28
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A85513040	74	0.00	62.41
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A84900260	81	0.00	47.75
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A87739880	138	0.00	75.65
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A86900240	140	0.00	50.57
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304944	142	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304942	135	0.00	108.12
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304940	133	0.00	43.47
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302715	114	0.00	150.66
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307585	104	0.00	299.11
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302709	106	0.00	191.16
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302714	108	0.00	41.23
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304938	189	0.00	26.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304937	187	0.00	5.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307584	182	0.00	153.67
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5034941	172	0.00	11.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304939	191	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302712	165	0.00	22.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5308864	156	0.00	40.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5304943	153	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5310112	154	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302710	302	0.00	56.22
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302708	304	0.00	63.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302707	295	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307822	245	0.00	163.42
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307821	247	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307820	249	0.00	11.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307586	251	0.00	137.17
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307824	243	0.00	169.37
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302711	258	0.00	222.55
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307589	254	0.00	52.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5310119	259	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5307825	241	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5310118	261	0.00	110.95
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5310113	255	0.00	273.62
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5310114	263	0.00	71.22
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5302713	210	0.00	105.69
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5305579	212	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5306392	214	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5310446	220	0.00	67.46

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ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5310447	222	0.00	56.20
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5310448	224	0.00	59.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5307587	225	0.00	50.20
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5310116	218	0.00	7.49
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5307583	227	0.00	11.24
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5307819	229	0.00	44.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5307823	235	0.00	104.95
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5307588	237	0.00	80.96
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5310117	231	0.00	29.98
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5310155	239	0.00	107.92
2110	970630	VISUAL MATERIALS 25775	CRIMSON MULTIMEDIA DI	9964A	367	0.00	245.91
2110	970640	AUTOMATED REPERE 21030	CONGRESSIONAL QUARTER	1616850X	368	0.00	292.00
2110	970900	EQUIPMENT <\$5,00 09638	OFFICE DEPOT	392596889001	208	0.00	-249.99
2110	970900	EQUIPMENT <\$5,00 09638	OFFICE DEPOT	390195394001	61	0.00	273.65
2110	980600	FURNITURE & FIXT 103924	KNOLL INCORPORATED	2390381	366	0.00	567.77
TOTAL LIBRARY SERVICES						0.00	63983.22
2130	920210	IN-SERVICE TRAIN 106482	FITNESS LOFT	07-20-07	376	0.00	250.00
TOTAL IL LIBRARY PER CAP GRANT						0.00	250.00
TOTAL FUND						0.00	64233.22



**LIBRARY DIRECTOR'S REPORT**

September 18, 2007

**Please note: I have received no official requests for confidential patron information since my last report.**

**I. PERSONNEL**

New employees for August/September, 2007 are Anton Tsybulsky, and Lino Vestidas, Technology Pages; and Shabana Usufishaq, Carolyn Romin, and Melissa Zulaski, Circulation Pages.

Resignations/Separations for August/September, 2007 are Travis Jones, Circulation Page, and Kathleen Konopasek, Circulation Services Clerk.

**II. STAFF DEVELOPMENT**

Our Fall All-Staff meeting was held on September 12. "Movement Matters", a presentation on the physiology of everyday movements was given by Mary Albrecht, trainer and owner of the Fitness Loft in Libertyville. The second portion of the meeting included a presentation on the new salary schedule, the Green Teams recycling suggestions, and the arrangements for the October 7 Centennial Carnival.

**III. PATRON SERVICES**

We charted a slight increase in circulation over August 2006, but remain behind in circulated items for the year, to date. Patrons used Self-Check for 46% of the items checked out of the main library. The print/non-print ratio continues to shift toward audio-visual items. This month 62% of the youth services circulation was for print materials; 43% of the items circulated from the adult collection was printed material. Overall, print materials account for 49% of the total number of items circulated in August.

Carol Kidd has added a chart indicating the use of public computers during the past two and the current years. Christina Tropea has submitted a report explaining the reasons that our database use statistics

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show a decline. The essence of her report is to state that we now have a more accurate and appropriate way of counting the uses of our databases, but that they will show a decline for the next years when compared with the earlier way the information was collected and reported. Her report is included in the board packet.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I attended two Chamber of Commerce events: a fundraiser on 8/22 and the monthly board meeting on 9/13. I attended the Friends of the Library Roundtable meeting on 8/28, a Holiday Lighting Committee meeting on 9/6, an Executive Committee meeting of the Library Production Studio on 9/7, and NSLS Board meeting on 9/10, the 9/11 Commemoration at City Hall, and the Rotary Golf Outing on 9/11. On Saturday, 9/8 I attended a Board retreat for NSLS in the morning, the First Lady's Luncheon at noon, and the Croquet Tournament during the afternoon.

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

## August 2007

			% Change
<b>Total 2006 to Date:</b>	751,079	<b>Total 2007 to Date:</b>	735,059     -2.13%
<b>August 2006</b>	91,020	<b>August 2007</b>	91,695     0.74%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
	CHILDREN	2006	2007	2006	2007	2006
Non Fiction	3,993	3,931	299	353	4,292	4,284
Fiction	11,711	12,042	556	751	12,267	12,793
Foreign Language Non Fiction	156	250	7	0	163	250
Foreign Language Fiction	472	646	36	19	508	665
Periodicals	161	222	7	10	168	232
Compact Discs	1,181	1,023	45	32	1,226	1,055
Audio Cassettes	6	0	0	0	6	0
Audio Kits	79	37	24	18	103	55
Puzzles	0	0	4	1	4	1
Games	34	98	7	1	41	99
Audio Books	358	285	18	6	376	291
Video Fiction	786	280	52	2	838	282
Video Non Fiction	221	240	2	0	223	240
DVD	6,601	8,068	416	390	7,017	8,458
CD ROMs	446	582	0	0	446	582
<b>SUB TOTAL</b>	26,205	27,704	1,473	1,583	27,678	29,287
<b>ADULT</b>						
Non Fiction	11,617	10,881	115	89	11,732	10,970
Fiction	9,385	9,033	206	210	9,591	9,243
Large Type	1,515	1,508	36	35	1,551	1,543
Foreign Language Non Fiction	256	496	11	0	267	496
Foreign Language Fiction	1,234	1,009	0	19	1,234	1,028
High School Collection	878	813	1	2	879	815
Periodicals	2,596	2,645	127	114	2,723	2,759
Pamphlets	13	18	0	0	13	18
Compact Discs	7,889	8,230	209	151	8,098	8,381
Pictures	10	14	0	0	10	14
Audio Books	2,928	2,358	24	12	2,952	2,370
CD ROMs	164	148	0	0	164	148
Video Fiction	1,240	713	33	0	1,273	713
Video Non Fiction	1,114	516	3	5	1,117	521
DVD	20,677	22,397	674	500	21,351	22,897
Misc. Formats	385	489	2	3	387	492
<b>GRAND TOTAL</b>	61,901	61,268	1,441	1,140	63,342	62,408
<b>Self Check</b>	17,409	41,297	0	0	17,409	41,297

Mobile Library closed 5 days for mechanical, 1 day for weather.  
Main library closed 4 hrs. for weather.

VI.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
SEPTEMBER 2007

	<u>Aug 2007</u>	<u>Sept 2007</u>	<u>Change</u>	<u>% Change</u>
Books	261,713	262,716	1,003	0.38%
Audio	23,697	24,031	334	1.41%
Video	21,829	21,913	84	-0.38%
Puzzles & Games	143	171	28	19.58%
Realia	241	241	0	0.00%
Pamphlets	552	552	0	0.00%
<b>Total</b>	<b>308,175</b>	<b>309,624</b>	<b>1,449</b>	<b>0.47%</b>

## VI.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR AUGUST 2007**

**I. Library Card Registration Services**

<u>Aug 2006</u>	<u>July 2007</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
822	807	903	6,668	6,273	(-5.9%)

A.	New Library Card Registrations	386
B.	Updated Library Card	386
C.	Other Libraries	131
D.	Non Resident Fee Paid Cards (Year to Date - 63 Non Resident Fee Paid Cards )	0
	<b>Total</b>	<b>903</b>

**II. Other Registration Services**

1.	Patrons Registering for Programs	258
2.	Number of Meeting Room Uses	37
3.	Voters Registered	3
4.	Senior Cab Cards	5
	<b>Total</b>	<b>303</b>

**III. Total Number of Registered Borrowers**

Aug 2006	35,633	(62.5% of Population)
Aug 2007	35,489	(62.3% of Population)

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR AUGUST 2007**

**IV. Patron Attendance Count**

<u>Aug 2006</u>	<u>July 2007</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
46,586	46,846	44,727	411,494	348,976	(-15.2%)

**Reciprocal Borrowing  
(Materials Lent)**

	<u>August 2006</u>	<u>August 2007</u>	<u>% Change</u>
NSLS	14,013	13,692	(-2.3%)
Other Systems	3,488	4,223	21.1%
Total	17,501	17,915	2.4%

**V. Interlibrary Loan**

	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
Sent	5,902	6,159	52,926	45,390	(-14.2%)
Received	4,436	4,930	39,919	34,433	(-13.7%)
Total	10,338	11,089	92,845	79,823	(-14.0%)

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
AUGUST 2007**

<b>Assistance/Service Desk</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	753	656	5,763	5,649	-2.0%
2. Patron Renewals	822	812	7,806	6,309	-19.2%
3. Patron Reserves Delivered	3,877	3,189	31,080	27,299	-12.2%
4. Directional	395	408	5,575	3,497	-37.3%
5. Account Inquiries	3,296	2,415	26,634	19,673	-26.1%
6. Program Sign-up	125	150	2,147	1,743	-18.8%
7. In Person Patron Assistance	1,002	719	9,025	6,348	-29.7%
<b>Total</b>	<b>10,270</b>	<b>8,349</b>	<b>88,030</b>	<b>70,518</b>	<b>-19.9%</b>
<b>Assistance/Switchboard</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	2,909	3,118	22,376	23,266	4.0%
2. Delivery/Buzzer	38	135	259	541	108.9%
3. 2-Way Radio	0	5	144	24	
<b>Total</b>	<b>2,947</b>	<b>3,258</b>	<b>22,779</b>	<b>23,831</b>	<b>4.6%</b>
<b>Grand Total</b>	<b>13,217</b>	<b>11,607</b>	<b>110,809</b>	<b>94,349</b>	<b>-14.9%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
AUGUST 2007**

<b>Assistance</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,554	1,552	11,706	8,938	-23.6%
2. Mechanical	338	274	2,687	1,762	-34.4%
3. Directional	1,241	1,202	9,126	7,470	-18.1%
4. Tax Forms	5	4	1,259	1,231	-2.2%
<b>Total</b>	<b>3,138</b>	<b>3,032</b>	<b>24,778</b>	<b>19,401</b>	<b>-21.7%</b>
<b>Reference and Readers' Services</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	3,711	3,042	22,795	22,685	-0.5%
2. Ready Reference	1,480	1,286	11,875	11,676	-1.7%
3. In-Depth Reference	153	136	1,305	1,188	-9.0%
4. Information	1,560	1,280	11,844	11,193	-5.5%
5. Instruction	12	11	334	327	-2.1%
6. Virtual Reference Desk	8	11	111	168	51.4%
7. Interlibrary Loan Request	117	173	1,006	1,166	15.9%
8. Readers' Advisory	136	108	923	920	-0.3%
9. CCS Holds	1,204	1,143	8,490	8,569	0.9%
<b>Total</b>	<b>8,381</b>	<b>7,190</b>	<b>58,683</b>	<b>57,892</b>	<b>-1.3%</b>
<b>Sign Up</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	10,581	9,518	78,018	64,768	-17.0%
2. Group Study Rooms	727	741	6,623	6,421	-3.0%
3. Ellis/Reading Edge	1	2	1	5	0.0%
<b>Total</b>	<b>11,309</b>	<b>10,261</b>	<b>84,642</b>	<b>71,194</b>	<b>-15.9%</b>
<b>Grand Total</b>	<b>22,828</b>	<b>20,483</b>	<b>168,103</b>	<b>148,487</b>	<b>-11.7%</b>
Downloadable Audiobooks		63			
PlayAway		45			



**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
AUGUST 2007**

Alldata	769*
Classical Music Library	4
CQ Researcher	0
First Search	1,201
Gale Group:	
• Biography Resource Center	158
• Business & Company Resource Center	373
• Contemporary Authors	20
• General Reference Center Gold	93
• InoTrac OneFile	82
• Kids Infobits	4
• LitFinder	20
• Literature Resource Center	108
• Opposing Viewpoints	66
• Student Resource Center	51
• ThomsonGale Legal Forms	51
• Virtual Reference Library	128
Greenwood Daily Life Online	0
Grolier Online	42
Hoover's Online	20
Morningstar	994*
NewsBank:	
• American Obituaries and Death Notices	1,436
• Local newspapers	283
• Chicago Tribune Archive	666
• Periodicals	24
Novelist	164
ProQuest :	
• Ancestry Library Edition	72*
• eLibrary	53
• eLibrary Elementary	2
• Heritage Quest	1,061
• SIRS Discoverer	0
• <i>Wall Street Journal</i>	51
• <i>New York Times Historical</i>	371
• <i>Chicago Tribune Historical (1890-1955)</i>	1,037

Reference USA	877	
Rosetta Stone	89*	
TumbleBooks	15*	
World Book Encyclopedia	7	
<b>Total Searches &amp; Queries for August 2007</b>	<b>10,392</b>	<b>% Change</b>
<b>Total Searches &amp; Queries for August 2006</b>	<b>15,264</b>	<b>(-31.9%)</b>

\* Number of sessions or views (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
AUGUST 2007**

<b>Assistance</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	2,320	2,265	35,552	12,484	-64.9%
2. Mech Troubleshooting	107	252	1,305	1,601	22.7%
3. Computer Mech Instr	410	386	3,681	3,087	-16.1%
4. Program Sign-up	62	85	2,700	1,630	-39.6%
5. Information	644	524	4,920	4,158	-15.5%
6. Directional Questions	372	310	3,425	2,677	-21.8%
<b>Total</b>	<b>3,915</b>	<b>3,822</b>	<b>51,583</b>	<b>25,637</b>	<b>-50.3%</b>
<b>In-House Circulation</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,641	1,631	10,736	10,261	-4.4%
2. Chess/Checkers	15	12	170	110	-35.3%
3. School Supplies Handouts	25	48	341	404	18.5%
4. Textbooks	19	42	167	149	-10.8%
<b>Total</b>	<b>1,700</b>	<b>1,733</b>	<b>11,414</b>	<b>10,924</b>	<b>-4.3%</b>
<b>Reference</b>	<u>Aug 2006</u>	<u>Aug 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	1,163	852	9,648	8,586	-11.0%
2. Reference	352	311	3,053	3,179	4.1%
3. Readers' Advisory	274	189	1,871	1,784	-4.6%
4. ILL & Patron Holds	229	173	3,135	1,596	-49.1%
5. Book Bag Request	13	9	84	70	-16.7%
<b>Total</b>	<b>2,031</b>	<b>1,534</b>	<b>17,791</b>	<b>15,215</b>	<b>-14.5%</b>
<b>Grand Total</b>	<b>7,646</b>	<b>7,089</b>	<b>80,788</b>	<b>51,776</b>	<b>-35.9%</b>

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR AUGUST 2007**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
Adult Services Meeting	1	C	8
Budget Meeting	1	C	6
Circulation Meeting	2	CR	19
Department Heads Meeting	3	CR	22
Documentary Film & Discussion	1	A	20
Friends of the Library	3	C	65
Genetic Engineering: Past, Present and Future	1	A	20
Just What is American Food	1	C	15
Management Meeting	2	C	15
Newsletter Redesign	1	C	8
Occupations of Our Ancestors	1	A	32
Page Meeting	1	CR	12
Planning Meeting	1	C	9
Reclassification Meeting	2	C	16
Sunday Afternoon Movie	1	A	68
Tribute to Barbra Streisand	1	B/C	123
Youth Services Meeting	2	C	14
<b>Total</b>	<b>25</b>		<b>472</b>
<b>Outside Community Groups</b>			
Avalon Condo Association	1	C	35
City of Des Plaines Blood Drive	1	C	52
Current Events 2007	1	C	15
Des Plaines Toastmasters	1	A	20
Kiwanis Club of Des Plaines	1	C	10
Lincolnshire Area CHADD	1	B	21
Packards of Chicagoland	1	A	46
Polyglots Toastmasters	2	A	23
Quilting Divas	1	C	10
Rivers Edge Condo Association	1	A	27
Romance Writers of America-NW	1	C	16
Square Spares & Pairs	1	B	15
Toastmasters	1	C	17
Women's Spirituality	1	C	10
<b>Total</b>	<b>15</b>		<b>317</b>

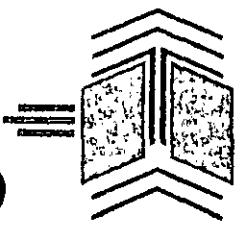
**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR AUGUST 2007**

	Times Used	Meeting Room Used	Attendance
<b>Other</b>			
Library Board Meeting	1	CR	18
Total	1		18
<b>Literacy Program</b>			
Learn to Read	5	B	300
Total	5		300
<b>Library Sponsored Children's Programs</b>			
Drop-in Craft Fest	2	ST	182
Volunteer Pizza Party	1	B	26
Total	3		208
Grand Total August 2007	49		1,315
Grand Total August 2006	69		1,676
% Change			(-21.5%)

**Total = 35 groups involving 1,315 people.**

**2007 Year to Date Total = 1,225 groups involving 62,483 people.**

A – Meeting Room A  
 B – Meeting Room B  
 C – Meeting Room C  
 CL – 4th Floor Computer Lab  
 CR – 2<sup>nd</sup> Floor Conference Room  
 H – Heritage Room  
 SR3 – Study Rooms 3<sup>rd</sup> Floor  
 SR4 – Study Rooms 4<sup>th</sup> Floor  
 ST – Storytime Room  
 T – Teen Room



Des Plaines Public Library

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**VIII.A.**

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required September 18, 2007

**BOARD OF TRUSTEES**  
 Minutes of the Finance Committee Meeting  
 September 5, 2007

Chair: Rhys Read.  
 Present: Rhys Read, Jerry Mahony, William Grice, Noreen Lake, Sandra Norlin,  
 Holly Richards Sorensen, Hector Marino, Carol Kidd, Matthew Bellamy.

Call to Order: 5:31 p.m. by Rhys Read.

MOTION by William Grice, seconded by Jerry Mahony, to approve the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed and discussed the budget line items for funds 201 and 202. Sandra Norlin reported that the proposed 2008 budget includes the new RFID (Radio Frequency Identification) equipment. Sandra stated that several of the companies marketing RFID equipment are less expensive because the equipment is not UL (Underwriters Laboratories) certified. Matthew Bellamy, 3M Track and Trace Solutions, attended the meeting and explained to the Committee why 3M uses UL certified equipment. Matthew Bellamy stated that the RFID equipment that 3M sells is UL certified and this is because 3M is committed to producing and selling a safe and reliable product. The Committee consensus was to purchase equipment that is UL certified, which is part of Board's fiduciary responsibility. The Committee consensus was to request proposals for this equipment, even if there were few companies that offered UL certified equipment. Sandra will make adjustments to the proposed 2008 budget for the increased costs that will be incurred by purchasing UL certified equipment.

Rhys Read asked that most, if not all, of 980410 Computer Hardware, be moved to Fund 202, Capital Projects Fund, as in previous years budgets.

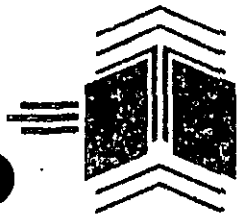
MOTION by William Grice, seconded by Jerry Mahony, to recommend the 2008 budget to the Board at their September 18, 2007 meeting, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee reviewed the 2007 budget and the projected expenditures.

MOTION by Jerry Mahony, seconded by William Grice, to adjourn the meeting.

The meeting adjourned at 6:20 p.m.

Minutes prepared by Carol Kidd.



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## VI.D.2.

Progress Report

Response Requested by \_\_\_\_\_

Board Action Required

**BOARD OF TRUSTEES**  
Minutes of the Planning Committee Meeting  
August 21, 2007

Present: George Magerl, Maria Bahamon, Matthew Bogusz, Noreen Lake, Sandra Norlin, Hector Marino, Carol Kidd, Miriam Pollack, Holly Richards Sorensen.

Call to Order: 5:36 by George Magerl.

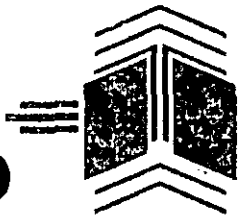
MOTION by Maria Bahamon, seconded by Matthew Bogusz, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin introduced Miriam Pollack from Miriam Pollack and Associates. Miriam Pollack will facilitate an all-day Board retreat on September 15, 2007. The Board will meet with library Department Heads to plan for the future of the Des Plaines Public Library. The Board will develop a Strategic Plan for 2008 – 2010, which is a requirement for the Per Capita Grant.

The meeting adjourned at 6:00p.m.

Minutes prepared by Carol Kidd.





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### VI.D.3.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required 08/21/07

BOARD OF TRUSTEES  
Minutes of the Management Committee Meeting  
August 21, 2007

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Noreen Lake, Sandra Norlin, Hector Marino, Carol Kidd.

Call to Order: 2:08 PM by Eldon Burk.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to accept the agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin asked for Committee approval to add the following policy on "Employment of Relatives" to the library policy.

#### Employment of Relatives

It shall be the policy of the Des Plaines Public Library that immediate family or relatives of a serving Board of Trustee will not be hired. The immediate family shall include spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, step parent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian. The definition of relative for the purpose of this section shall include those relatives identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and spouses of any of them.

Further, the Des Plaines Public Library does not allow two (2) or more relatives to work in the same department/division in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the Des Plaines Public Library will assign the more recently hired or promoted employee to a different department, division, work unit or shift, as appropriate.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to approve the newly created policy "Employment of Relatives". VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### EXECUTIVE SESSION

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to enter into an Executive Session at 2:24 p.m. to discuss Deliberations Concerning Salary Schedules for One or More Classes of Employees. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 4:22 p.m. and was called to order by Eldon Burk.

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Noreen Lake, Sandra Norlin, Hector Marino, Carol Kidd.

#### EXECUTIVE SESSION ACTION

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to recommend the new salary schedule effective January 1, 2008 prepared by the Management Association of Illinois, to bring employees who are below the minimum range up to the minimum and to adjust the salary schedule yearly as of January 1. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Maria Bahamon, seconded by Elaine Tejcek, to recommend that staff salary increases remain the same as in 2007, effective January 1, 2008. VOTE: AYES: Bahamon, Burk. NAYS: Tejcek. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to recommend that the following positions be exempt from the Fair Labor Standards Act, based on the recommendation from the Management Association:

IT Manager

Head of Public Information Services

Head of Building & Security Services

Page Supervisor

Assistant Head of Circulation Services

to take effect August 22, 2007. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to recommend that the following positions be exempt from Civil Service:

Head of Public Information Services  
Head of Building and Security Services  
to take effect upon approval of the Des Plaines Civil Service Commission. VOTE: AYES:  
All. NAYS: None. MOTION CARRIED.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to adjourn the meeting.

The meeting adjourned at 4:29 p.m.

Minutes prepared by Carol Kidd.

DISTRICT OFFICE:  
932 LEE ST., SUITE 201  
DES PLAINES, ILLINOIS 60016  
847/297-6533  
FAX: 847/297-2978  
e-mail: repmulligan@usa.net

STATE CAPITOL:  
218-N STRATTON BUILDING  
SPRINGFIELD, ILLINOIS 62706  
217/782-8007



**ROSEMARY MULLIGAN**  
STATE REPRESENTATIVE · 65TH DISTRICT

COMMITTEES:

HUMAN SERVICES- APPROPRIATIONS  
MINORITY SPOKESPERSON  
DCFS OVERSIGHT-  
MINORITY SPOKESPERSON  
HEALTH & HEALTH CARE DISPARITIES  
HEALTH CARE AVAILABILITY & ACCESS  
ELEMENTARY & SECONDARY EDUCATION  
REGISTRATION & REGULATION  
JOINT COMMITTEE ON  
ADMINISTRATIVE RULES

MEMBER:

SR. PHARMACEUTICAL ASSISTANCE  
REVIEW COMMITTEE  
ILLINOIS IMMIGRANTS & REFUGEES  
TASK FORCE

August 29, 2007

Director Sandra Norlin  
Des Plaines Public Library  
1501 Ellinwood St.  
Des Plaines, IL 60016

Dear Director Norlin, *Sandra*

Several weeks ago, legislative members were given the opportunity to request monies for deserving projects in our districts for the upcoming budget (in other words "pork"). These requests have come to the attention of the press and I wanted to clarify what was done.

I kept your organization in mind and submitted a request for you in the amount of \$15,000 to be used for equipment and children's programs. I have not contacted you sooner because the governor does not always honor his pledge and I didn't want to see anyone disappointed.

Currently, the House Republican's requests have survived the governor's amendatory veto. I believe he hoped that if he spared our projects we would desert our pledge to override his veto. The majority of our caucus will honor their pledge and vote to override. The good news is that whatever happens, successful override or not, your project will remain in the budget. The bad news is we can't be sure what the governor will actually release.

Also, I serve on the Joint Committee for Administrative Rules. The governor intends to circumvent the legislature in implementing a health care plan by doing rules through this committee. I have not seen the rules, so I do not know how I will vote. As much as I would like to see your organization receive the funds that I requested, I must again express my concern as to whether the governor will honor any of these requests if he is unhappy with the way I vote.

I have enclosed a copy of the August 24th Capitol Fax (a gossip column) which discusses the community projects money. Once all these maneuvers are done; you can apply for the grants and see what happens. If you have never done this before, we will try to assist you. If you need any additional information, please contact my office at 847-297-6533.

Sincerely,

*Rosemary*  
Rosemary Mulligan

RM/ags

Encl.

0983

# Maine Township High School East



**Steven T. Isoye**  
*Principal*

2601 Dempster Street  
Park Ridge, IL 60068-1177  
(847) 825-4484  
Fax: (847) 692-8260



**Michael W. Pressler**  
*Assistant Principal - Instruction*

**Dino F. DiLegge**  
*Assistant Principal - Students*

**Victor A. DiPrizio**  
*Director*  
*Student Personnel Services*

Sep. 6, 2007

Ms. Sandra Norlen  
Des Plaines Public Library  
1501 Ellinwood Ave  
Des Plaines, IL 60016

Dear Ms. Norlen,

Thank you very much for allowing Steve Giese and Cheryl Gladfelter to come to Maine East High School and participate in our Freshmen Orientation program last week. Both Steve and Cheryl enthusiastically presented the programs and services available to our high school students through the Des Plaines Public Library, as well as provided students within the Des Plaines district the opportunity to obtain a library card.

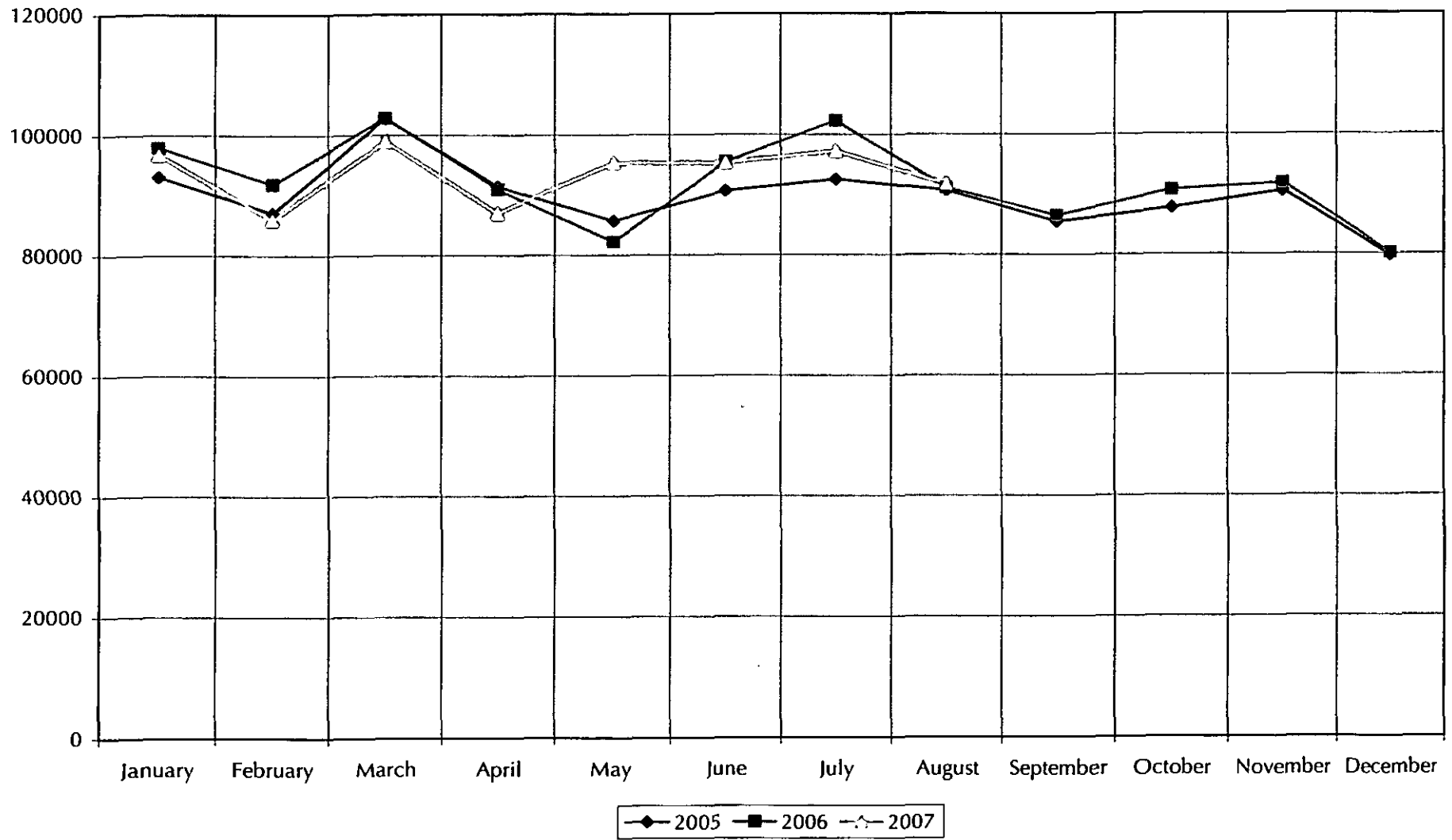
We feel this is an important and necessary experience in making our students aware of the public libraries that serve our school community, as well as the variety of programs and services they offer. It was a pleasure collaborating with Steve and Cheryl and we look forward to future experiences that showcase the relevant services all libraries provide.

Sincerely,

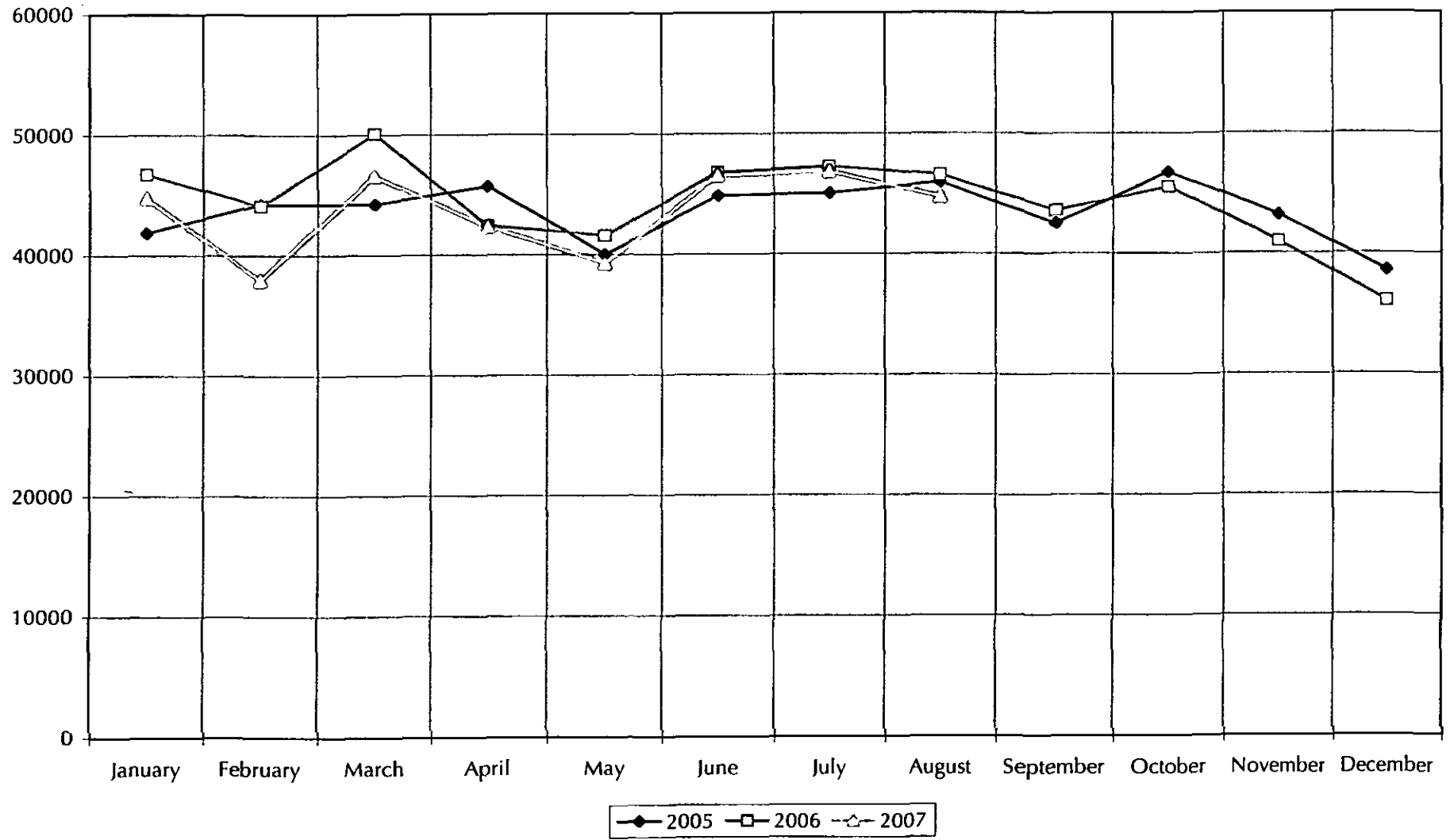
Merrilee Andersen Kwielord  
Lead Librarian

Terri Berkowitz  
Associate Librarian

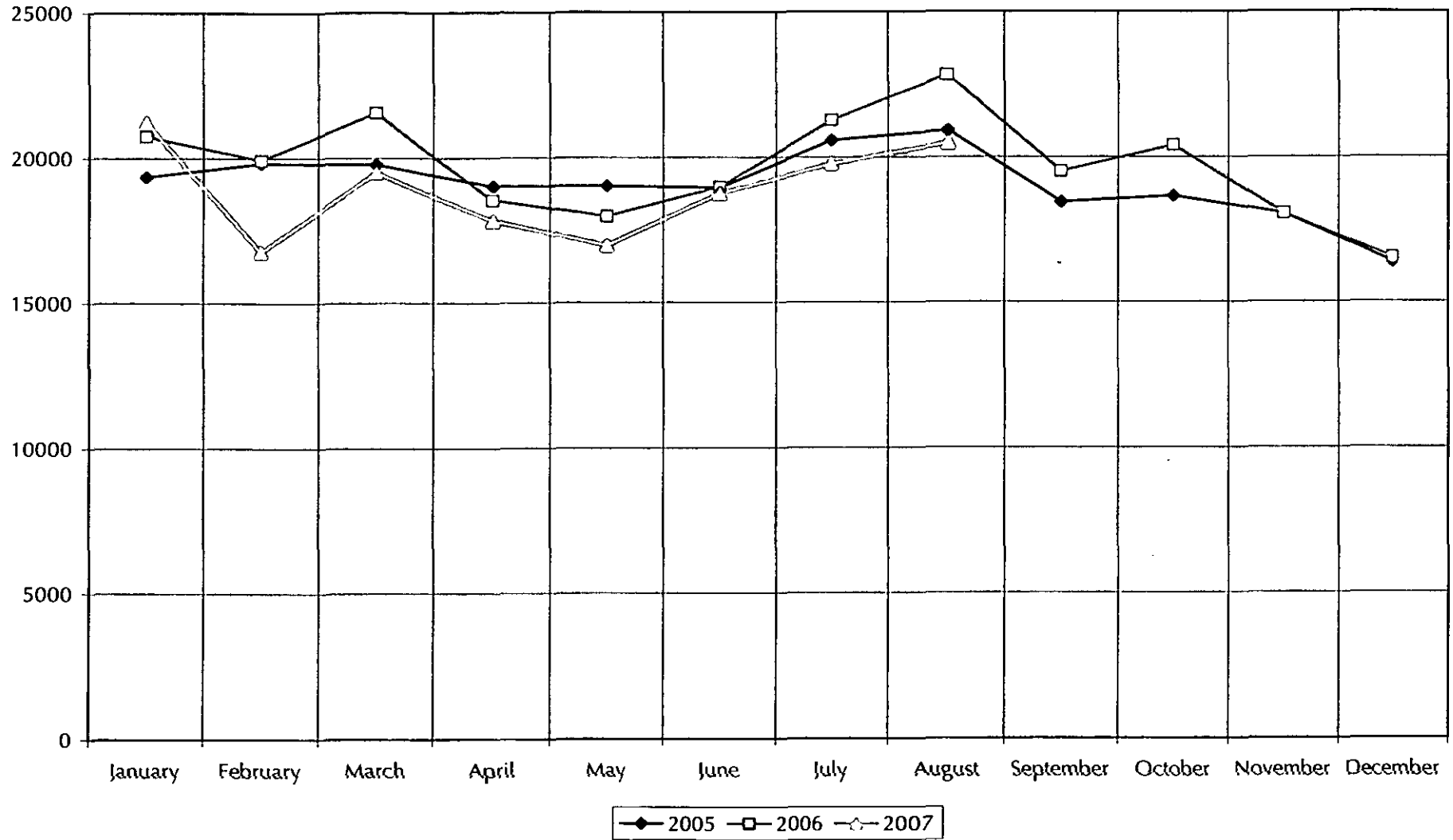
Circulation Statistics  
Items Circulated By Month Per Year



Patron Attendance  
August 2007

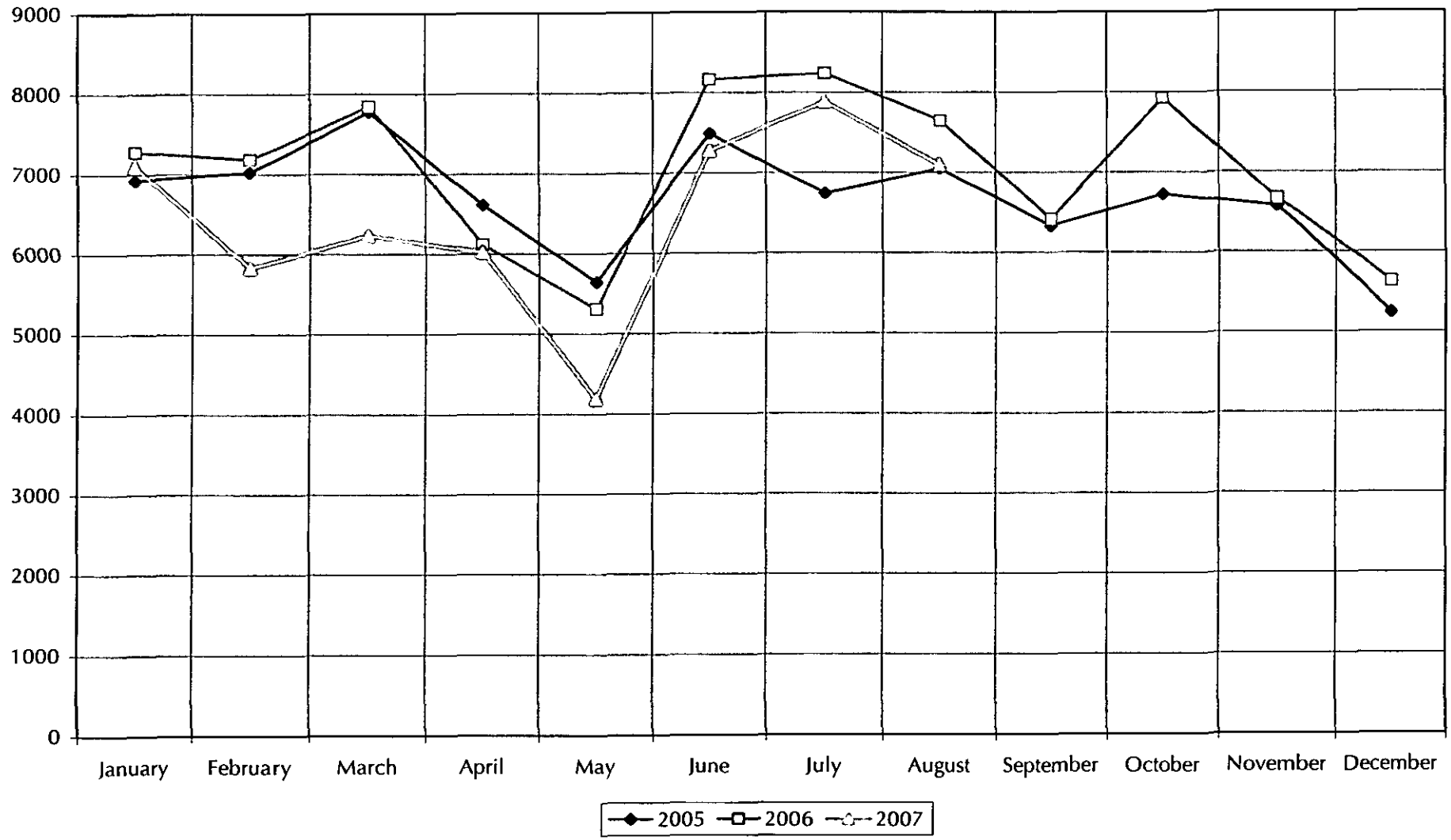


Adult Patron Assistance  
August 2007

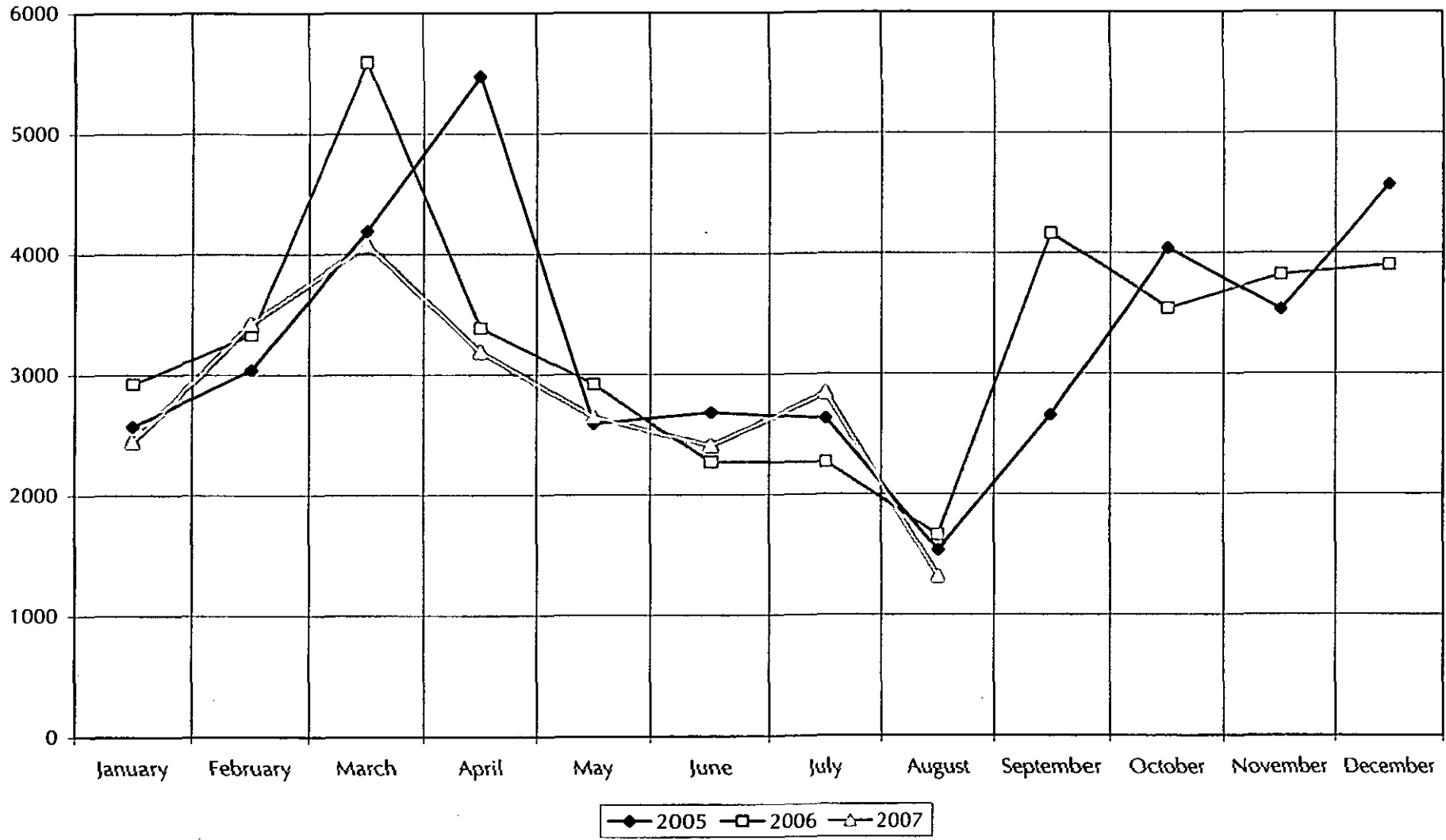




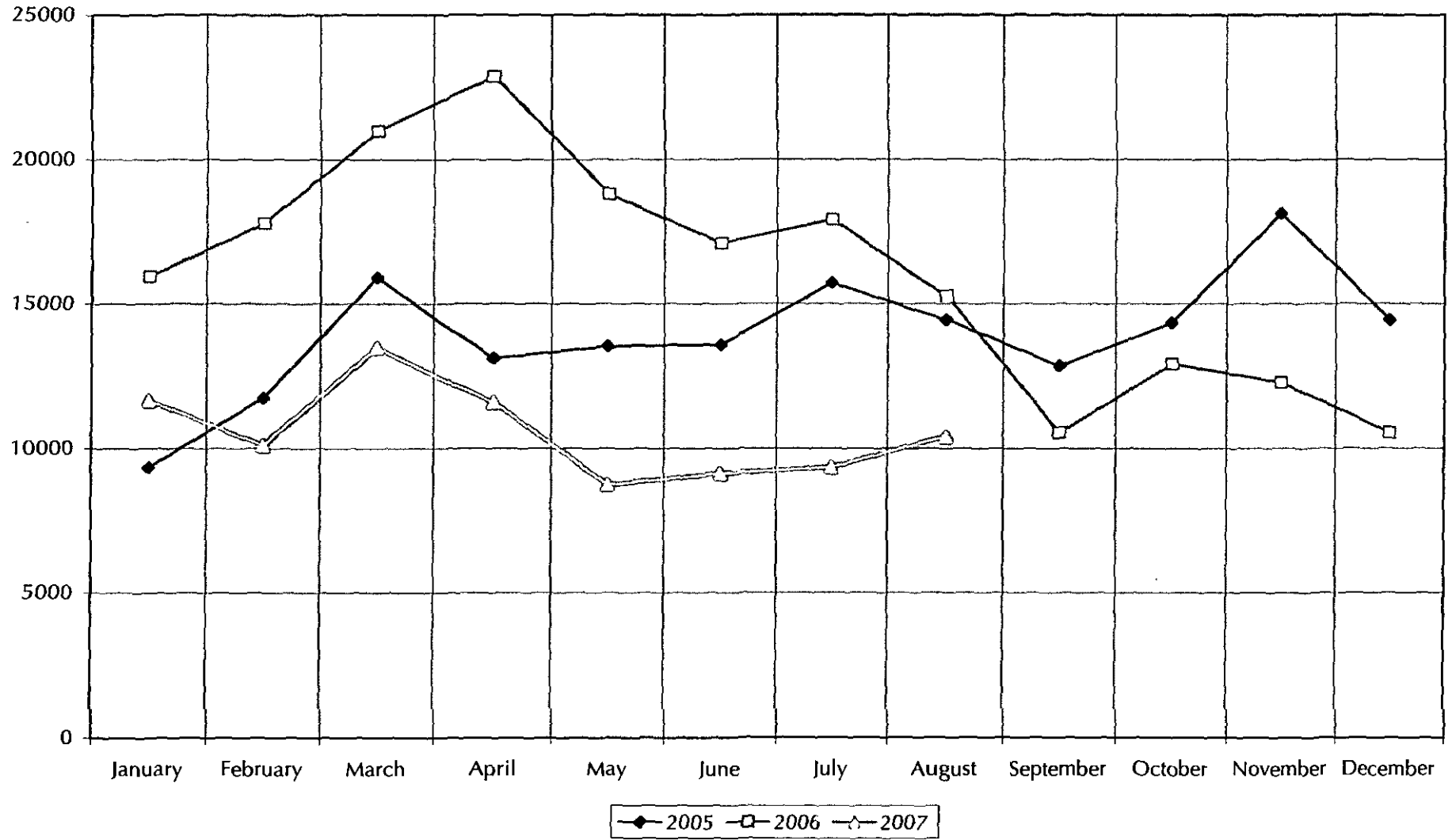
Youth Patron Assistance  
August 2007



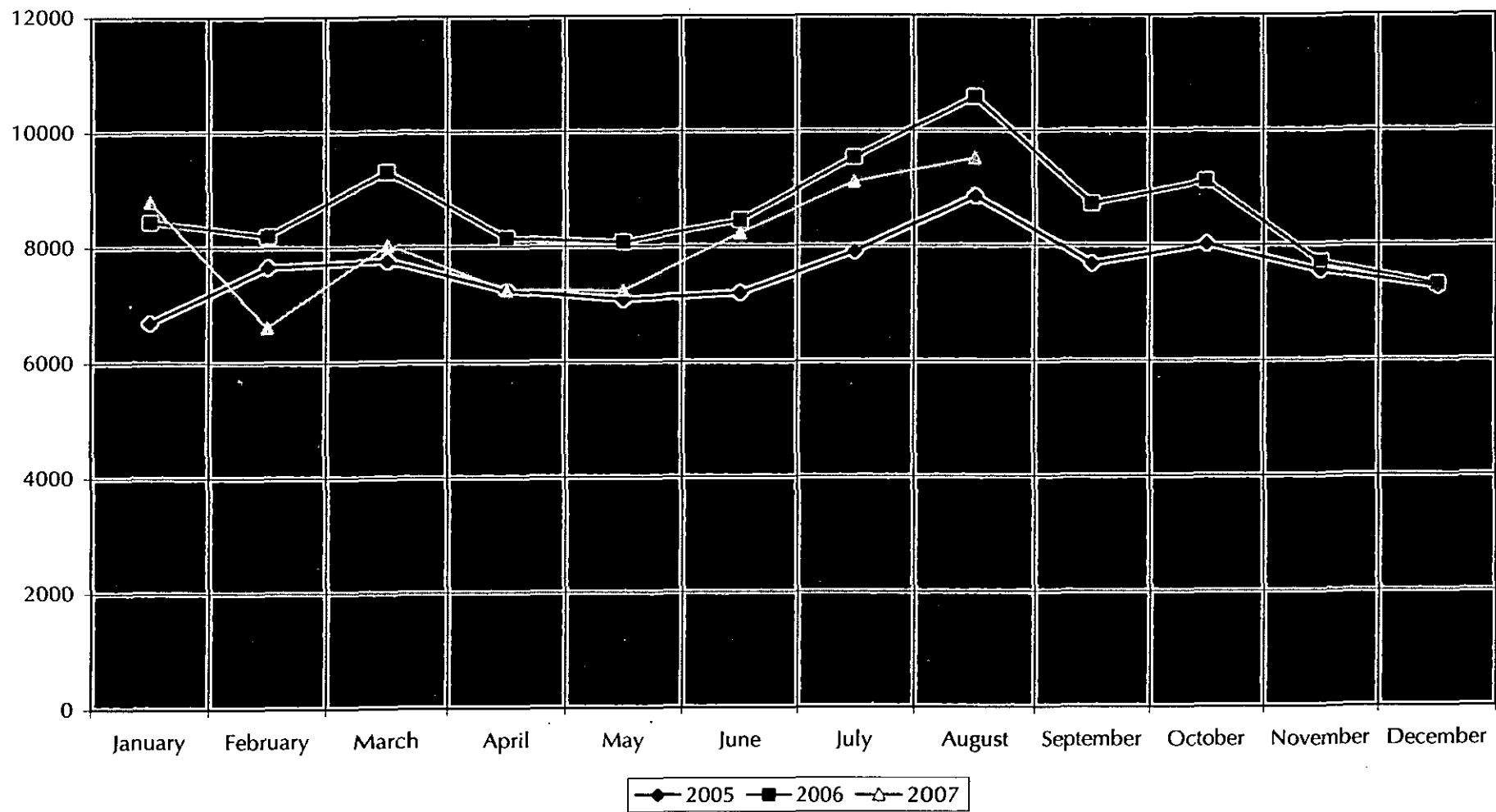
Meeting Room Attendance  
August 2007



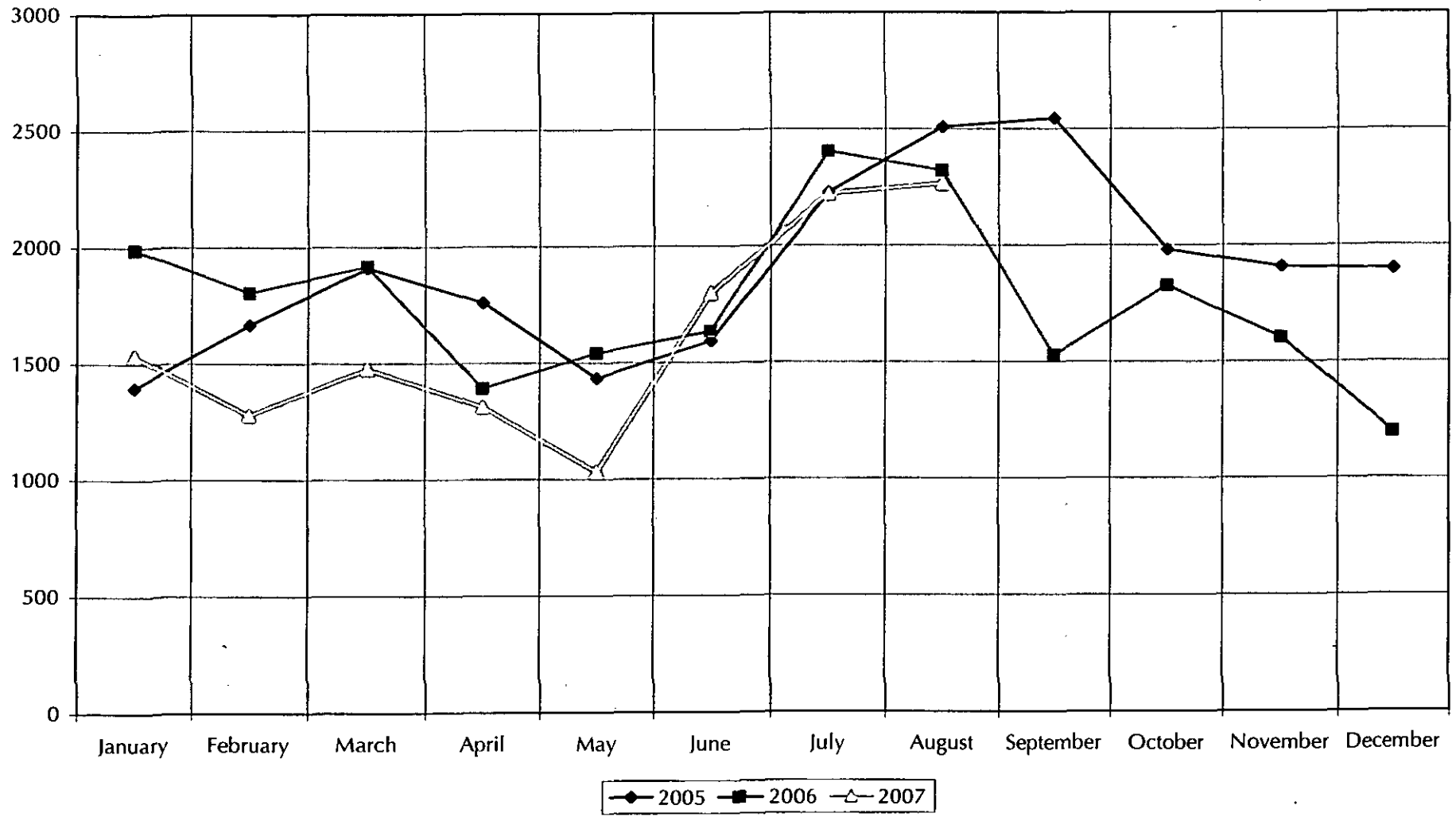
Use of Online Reference Products  
August 2007

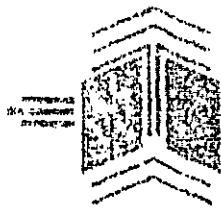


In-House Use of Library Computers  
Adult Services  
August 2007



In-House Use of Library Computers  
Youth Services  
August 2007





Des Plaines  
Public Library

Agenda Item:  
VIII. New Business.  
G. Accept Proposal  
for Website Design  
Services.

### Summary - Website Redesign Project

The DPPL is about to undertake its Web Site Redesign Project. The project will include detailed consultation with the selected designers and DPPL departments. The Web Site Redesign Committee has also drafted a list of requirements for the new site. A site hierarchy will then be determined and a new home page will be designed. Then secondary/content pages will be created, similar in design to the home page. Areas for Children and Teens will receive special consideration and a more graphic interface. The Web Services Librarian and Webmaster will receive training on maintenance and content management of the new site and usability studies will be conducted. It is our goal to have the new Web site ready to roll out by January 2, 2008.

The following criteria were valued while considering the four proposals we received for this project:

- Enthusiasm.
- Experience.
- Creativity.
- Knowledge of excellent Web design and the special needs of libraries.
- Understanding of ADA compliance.
- An impressive portfolio of past work, and a willingness to work with services/products that the library requires and within our budget range.

Based on our needs and the criteria listed above, we recommend:

- **Scott Pitol**, an independent contractor from Roselle, IL, for the majority of our Web site redesign. Scott has more than ten years of corporate Web design experience, holds an MLIS from Dominican University and brings tremendous enthusiasm and understanding to the project. Cost = \$17,000.00
- **In-Sight Marketing** of Des Plaines, IL, is recommended to design our Children and Teen sections, based on their enthusiasm, creativity and experience with Flash-based Web design. Cost = \$2,500.00

**TOTAL = \$19,500.00**

0993

Agenda Item  
VI. New Business  
H. Approve Bandwidth Service  
MEMORANDUM Upgrade Through Comcast

TO: SANDRA  
FROM: HECTOR  
SUBJECT: INTERNET CONNECTION  
DATE: 09-14-07

The Library's current Internet connection is insufficient some or all of the time due to high usage by public and staff. Library patrons became more active and sophisticated technology users so the demand for faster and better service is needed. Patrons are bringing MP3 players, digital cameras, USB drives, telephones and laptop computers to the library. Social networking and games - including YouTube, MySpace, Flickr, Facebook - are the top sites of library computers and Internet access.

Because of the high usage of Internet, I recommend the following action:

1. Installation of Comcast cable for public Internet. This option priced at \$ 1,187 per year will give us more speed and immediate **8 Mbps** (\*) bandwidth. Two-year contract is attached.
2. Use current ICN/ATT connection of **3 Mbps** for library staff.
3. Hold on ATT or BOB **10 Mbps** lines. Their proposed price (\$ 18,000 per year) may go down.

(\*) Mbps stands for *millions of bits per second* or *megabits per second* and is a measure of bandwidth (the total information flow over a given time) on a telecommunications medium.

Agenda Item:  
 VIII. New Business.  
 H. Approve Bandwidth  
 Service Upgrade through  
 Comcast.

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**Executive Brief**  
**The State of Technology and Funding**  
**in U.S. Public Libraries in 2007**

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**EXECUTIVE SUMMARY**

Libraries have always been about the business of connecting communities of people with the information they want and need in order to learn, explore, create and build success. Computers and the Internet have been a growing part of fulfilling this mission over the past dozen years.

Funded by the Bill & Melinda Gates Foundation and the American Library Association (ALA), the accompanying comprehensive *Public Library Funding & Technology Access Study* is part of a sustained effort to provide current information that describes access to computers and the Internet in U.S. public libraries.

The study presents national and state data gathered through three integrated approaches: a national survey that collected information about public library Internet connectivity, use, services, funding and sustainability issues (see page 28); a questionnaire sent to the Chief Officers of State Library Agencies (see page 124); and focus groups and site visits held in four states: Delaware, Maryland, Nevada and Utah (see page 144).

Three significant themes emerged from the study research:

- **Technology is bringing more – not less – public library use**  
 Providing education resources and services for job seekers are the Internet services most critical to the role of public libraries (see figure 24). Seventy-three percent of libraries report they are the only source of free public access to computers and the Internet in their communities (see Figure 31).
- **Library infrastructure (space, bandwidth and staffing) is being pushed to capacity**  
 An increased number of visitors to libraries coupled with increasingly complex technology products and services challenge libraries with facilities that were built before the advent of networked services and budgets and staff sizes that have not grown even with the addition of new services (see Figures 13, 14 and Section Three).
- **Libraries need more technology planning and dedicated technology support**  
 Providing technology access does not represent a one-time investment of funds or staff training. More than a quarter of libraries do not have upgrade or replacement schedules for their computers (see Figure 12), and state libraries identified an inability to plan and budget for IT upgrades, replacement and maintenance as a significant challenge for public libraries with vulnerable technology services.

This report – along with more than a decade of research from the *Public Libraries and the Internet* studies ([www.ii.fsu.edu/plinternet](http://www.ii.fsu.edu/plinternet)) – demonstrates that libraries have moved rapidly into Internet-based services that their communities want and need. Ongoing attention and investments must be made to ensure that these essential services provided by libraries are sustained.



Sandra Norlin

Agenda Item:  
 VIII. New Business.  
 H. Approve Bandwidth Service  
 Upgrade through Comcast.

**From:** board-cabinet-bounces@maillist.nsls.info on behalf of Sarah Ann Long [slong@nsls.info]  
**Sent:** Wednesday, September 12, 2007 12:12 PM  
**To:** All NSLS Staff; board-cabinet@maillist.nsls.info  
**Subject:** [Board-cabinet] FW: Bloomington Pantagraph Reports Today: Despite demand, libraries won't add PCs

Preview of results in new ALA report....  
 Sarah

Sarah Ann Long  
 Executive Director  
 slong@nsls.info

North Suburban Library System  
 200 W. Dundee Road  
 Wheeling, IL 60090  
 phone: 847-459-1300 x7125  
 fax: 847-459-0391  
 www.nsls.info

-----Original Message-----

**From:** Robert P. Doyle [mailto:doyle@ila.org]  
**Sent:** Wednesday, September 12, 2007 8:32 AM  
**To:** Sarah Ann Long  
**Subject:** Bloomington Pantagraph Reports Today: Despite demand, libraries won't add PCs

Despite demand, libraries won't add PCs

By ANICK JESDANUN

NEW YORK (AP) -- YouTube, online job applications and homework help sites have boosted demand and contributed to lines for Internet access at the nation's public libraries, yet a new survey finds the majority have no immediate plans to add computers.

For many library systems, the buildings simply do not have enough room, and their electrical wiring couldn't deliver the required power. Others

are already struggling to stay open, buy books and encourage youths to read.

"We have this entirely brand new service coming to libraries, but the funding has not recognized that," said Kathleen Reif, director of the St.

Mary's County Library in Leonardtown, Md. "We're still continuing the books, the outreach, the work with young children and the student support."

A new study from the American Library Association, scheduled for release Wednesday, finds the average number of public Internet terminals largely unchanged since 2002, yet only 1 in 5 libraries say they have enough computers to meet demand at all times.

Besides cost, limitations in space, electrical outlets and cabling are cited as the chief factors preventing libraries from buying more computers. Las Vegas officials, for instance, say they reached capacity a few years ago.

"There are times, especially during those peak usage after school and as people get out of work, that you may have to wait an hour, an hour and a half," said Robb Morss, deputy director of the Las Vegas-Clark County Library District.

Meanwhile, three-quarters of the libraries say they are the only source of free Internet access in their communities, increasing pressure on them to meet demand.

"Libraries are a place where books and periodicals are available, but increasingly public libraries are being asked by their patrons to make these information technologies available," said Greg Shaw, the director of U.S. program advocacy for the Bill & Melinda Gates Foundation, which co-sponsored the study.

Local and county governments remain the chief sources of funding for libraries, but the study found many libraries having to turn to non-tax revenues such as fines and donations to pay for basic technology-related services.

The St. Mary's system is likely to leave one full-time position unfilled to free up \$40,000 to buy an additional 20 computers, Reif said. That means a 50 percent cut in staff available for outreach programs serving youths.

"You've got some basic missions that you're trying to achieve in a community, trying to reach children at birth and trying to get them

ready for school, and you have these computers you need to access the world of information," Reif said.

"It's a very difficult choice you have, to be constantly balancing those needs."

Libraries are increasingly turning to wireless networking to help reduce wait. More than 17 percent of libraries say they plan to add wireless capabilities within a year, meaning 71 percent would be allowing patrons to connect through their own laptops and in some cases through loaner machines.

But libraries haven't always been able to boost the size of their pipes because of cost or availability of high-speed services in the area. More computers sharing the same pipes mean slower speeds, even as Google Inc.'s video-sharing site YouTube and interactive homework help sites like Tutor.com demand more capacity.

"We may be in fact where we were in 2002" when many libraries still had only slower, dial-up access, said Denise Davis, director of the American Library Association's Office for Research and Statistics. "Just everything is faster and larger files are being moved around."

Las Vegas is one of the more fortunate systems, serving a growth area with ample revenues.

Although it doesn't have room to add computers, it has money to add bandwidth - something it had to do earlier this year with the growth of interactive sites.

"We were seeing a great slowdown after school," Morss said. Students "are looking at interactive sites. They are not looking at text-based sites. Everybody who wants their site to be viewed realizes they have to keep up with the competition."

About half the libraries, however, say their connection speed is inadequate some or all the time. Yet 17 percent say they cannot get anything faster in the region, and another 18 percent say they cannot afford to upgrade.

The survey of 4,027 public libraries, conducted from September 2006 to January 2007, has a margin of sampling error of plus or minus 5 percentage points. The American Library Association conducted it with Florida State University and the Gates foundation, which distributes grants to libraries for new computers and high-speed connections.

The foundation's Shaw said poorer families are at risk "if the connection speeds ... are not sufficient to take full advantage of what's available on the Internet, and if there's an insufficient supply of computers. Those of us who have regular access to computing, whether

© 2007  
at home or at work, risk taking for granted that access."

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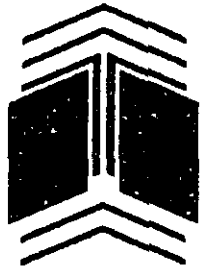
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Chicago, IL 60610-4306  
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fax: (312) 644-1899  
[www.ila.org](http://www.ila.org)

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Board-cabinet mailing list  
[Board-cabinet@maillist.nsls.info](mailto:Board-cabinet@maillist.nsls.info)  
<http://maillist.nsls.info/mailman/listinfo/board-cabinet>



## Des Plaines Public Library

### Memorandum

To: Sandra Norlin  
 From: Christina Tropea  
 Date: 9/13/2007  
 Re: Database Usage Graph

Month	2005	2006	2007
January	9,339	15,948	11,647
February	11,760	17,792	10,100
March	15,913	20,980	13,483
April	13,111	22,863	11,583
May	13,529	18,812	8,728
June	13,587	17,099*	9,118
July	15,724	17,906	9,331
August	14,444	15,264	10,392
September	12,840	10,528	
October	14,338	12,922	
November	18,131	12,282	
December	14,442	10,539	

Please note two major factors contributing to drop in statistics:

#### 1. Significance of Green Numbers

From July 2005 to August 2006, we offered access to several Gale databases using their Power Search tool. All databases were pre-selected in Power Search during this time period. Unless users deselected databases, a search was recorded for each individual, pre-selected database every time the search button was clicked. This resulted in higher search totals for these databases.

We decided to continue offering Power Search, but asked Gale to deselect all the databases so that users would be able to select the databases they wished to search instead of having to deselect the ones they weren't interested in. We felt that this would yield better search results for our patrons and give us more meaningful statistics as to which databases were being used. The change resulted in a decrease in the number of searches recorded.

Agenda Item  
 VI. Acceptance of  
 Reports  
 1. Director's Report

2. \* Due to an error on the part of the vendor we were mistakenly getting remote access to Ancestry until June, 2006. The average number of sessions\* dropped from an average of 2,400 per month (in March 2006 there were 5,083 sessions recorded ) to about 100 per month on average when remote access was disabled.

\* Note on sessions

Unfortunately not all database vendors record statistics in the same way. When the number of searches is not available, we record the number of sessions. This number does not always adequately reflect the amount of usage a database is receiving. For example, the number of sessions recorded for Ancestry last month was only 72. Each session, however, lasted an average of 1.5 hours, which indicates fairly heavy usage. This is also the case with RosettaStone. One session may consist of several hours spent studying a language on this database.

**JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY**

**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT**

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

In making application for a grant or grants, the Library Board agrees to expend 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 shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION**, during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records, which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: September 18, 2007

Mr.  Mrs.  Ms. \_\_\_\_\_  
USE **BLUE** INK FOR SIGNATURE: *President, Board of Directors/Trustees*

Noreen Lake  
Name (typed)

Mr.  Mrs.  Ms. \_\_\_\_\_  
USE **BLUE** INK FOR SIGNATURE: *Secretary, Board of Directors/Trustees*

Carol Kidd  
Name (typed)

Mr.  Mrs.  Ms. \_\_\_\_\_  
USE **BLUE** INK FOR SIGNATURE: *Librarian*

Sandra Norlin  
Name (typed)

**One (1) ORIGINAL** grant application with original signatures in blue ink, including the original County Clerk(s) signature(s) and seal(s) with any supporting documentation and **one (1) COPY** is to be postmarked on or before **October 15, 2007** or hand delivered no later than **4:30 p.m. on October 15, 2007.**

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

The Illinois State Library is neither responsible for nor obligated to fund grant applications that are received after the deadline date, 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 the State of Illinois Administrative Code Rules 33.105, State Grants. Postmark legibility and proof of postal receipt are the applicant's responsibility. The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current IPLAR (Illinois Public Library Annual Report).

**Make three (3) COPIES** of the original application and all supporting documentation. Submit the **ORIGINAL** and **one (1) COPY** to the Illinois State Library. **Retain one (1) COPY** for the library's files and send **one (1) COPY** to the regional library system.

City \_\_\_\_\_  
Library \_\_\_\_\_  
Please print city and library name on each page

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 a Per Capita Grant and/or an Equalization Aid Grant to be used for library purposes.

1. Legal name of library: Des Plaines Public Library  
\*Note any name changes made between October 16, 2006 and October 15, 2007 due to conversion or other reasons should be reported on line 1.

Formerly: \_\_\_\_\_

2. Address: 1501 Ellinwood Street  
(Street Address) (Post Office Box)

Des Plaines Illinois 60016-4553  
(City) (ZIP + Four)

County: COOK

3. Name of corporate authority that levies the tax supporting the library: \_\_\_\_\_

4. Type of library applying: (check one)  City  County  District  
 Town  Village  Township  Other \_\_\_\_\_

5. Beginning with the primary county, list all counties in the library's service area: COOK

6. Date library was legally established: \_\_\_\_\_

7. Library System:  Alliance  Chicago Public  DuPage  Lewis & Clark  Lincoln Trail  
 Metropolitan  North Suburban  Prairie Area  Rolling Prairie  Shawnee

8. Federal Tax Identification Number (FEIN#): 36-6005849

9. Is the library participating in the non-resident reciprocal borrowing program:  Yes  No

10. The library's non-resident fee for FY2008 is: \$ 274.00 see attachment

11. Name and title of the person preparing this application:  
Sandra K. Norlin Library Director  
Name Title

Library Phone Number: 847-827-5551

Library FAX Number: 847-827-7074

E-Mail Address: snorlin@dpspl.org  
(E-mail address of the person preparing this application)

Main Library Hours: Monday 9:00am - 9:00pm Tuesday 9:00am - 9:00pm Wednesday 9:00 - 9:00

Thursday 9:00 - 9:00 Friday 9:00 - 9:00 Saturday 9:00 - 5:00 Sunday 1:00 - 5:00



12. Calculation of Per Capita Grant: Population Served \_\_\_\_\_

ONLY THE OFFICIAL 2000 CENSUS (INCLUDING CORRECTED OR REVISED) OR A SPECIAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF OCTOBER 15, 2007 FOR THE AREA WILL BE ACCEPTED.

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

a) Value of all taxable property within the library's service area as of January 1, 2006, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau

Must match "Total" line from primary county's County Clerk's page..... \$ 2099 449 704

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

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

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

Total of combined said valuation for primary and/or additional counties ..... \$ 2099 449 704 a)

b) Said valuation multiplied by 0.0013 yields..... \$ 2729285 b)

c) Levy at 0.13% divided by population served yields per capita of..... \$ 47.93 c)

d) Population served multiplied by \$4.25 equals..... \$ \_\_\_\_\_ d)

e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ \_\_\_\_\_ e)

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

14. Attachments and Certifications Check Off:

a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof), attach a sheet showing the population for each and a total. If necessary, include documentation for any population changes officially on file with the Secretary of State's Office as of October 15, 2007 (such as a special census or correction). Please check if applicable. *We do not have yet*

b) County Clerk Certification(s): Check the box if the library has attached the original copy from the county clerk(s), including original signature and seal, certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within the library's service area as of January 1, 2006 or the most recent year available.

c) 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. If the library is applying for a grant on that basis, attach documentation for the most recent year available. Please check if applicable.

d) Please check the box if the library's current IPLAR (Illinois Public Library Annual Report) is on file at the Illinois State Library.

e) Qualification for this grant requires the library review and, if necessary, update the library's ELI record. Review the library's record and if changes are needed, please send a message to jheffernan@ilsos.net with the updated information along with the library's ELI control number and branch number. Go to http://elillinois.org to search for the library's ELI record. Please check the box to indicate the library has completed this requirement. *Kevin did this*

f) Qualification for this grant requires the library to submit a Disaster Plan with this application. Include the date of implementation and planned review schedule. Plans adopted by the library board after October 15, 2005 will be accepted. Please check the box to indicate the library has completed this requirement.

*Yancy is working on compiling the report & getting to me*

City  
Library

1002

15. In narrative format, report on the library's progress in meeting Chapter X, "System and ILLINET Membership Responsibilities of SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION.

*Sandra*

16. In narrative format, describe the library's introduction, orientation and training process for newly hired staff members. If the library does not have such a plan currently in place, one must be designed prior to the October 15, 2007 deadline and included with this grant application.

*Sandra*

City  
Library

17. In narrative format, describe the library's introduction, orientation and training process for newly seated trustees. If the library does not have such a plan currently in place, one must be designed prior to the October 15, 2007 deadline and included with this grant application.

*Sandra*

18. If a disaster should strike the community, describe, in narrative format, the library's role in the recovery effort.

*Sandra or  
Gay*

City  
Library

20. In narrative format, describe how the library is coping with the challenges of today's economic climate.

*Sandra*

**PLANNED USE OF FY2008 GRANT MONIES**

21. Describe how the library plans to use FY2008 grant monies in order to meet standards in *SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION*. Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building interior or exterior, is considered a capital expenditure) will not be an approved use for per capita funds.*

3

Staff Training 11025.00

Miscellaneous Contractual  
SUCS

Library Production Studio 31320

Newsletter Graphics 5855

Translators 3000

Brochures 2500

Postage (for newsletter) 4000

Printing (for newsletter) 12000

69700

1004

For libraries that reported the use of FY2006 Per Capita Grant funds on last year's application, proceed to page number 9.

For libraries that did not report any or all of the use of FY2006 Per Capita Grant funds on last year's application, the information below is required.

EXPENDITURE OF FY2006 PER CAPITA GRANT

22. Total FY2006 Per Capita Grant received: (Must be exact - do not round up) \$ 70127.77

If a Per Capita Grant was received in FY2006, 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: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION.

All expenditures addressed here, must also be represented below.

We used Per Capita Grant monies to extend our programs throughout the community by participating in the Library Cable (TV) Network and by publishing and mailing the library newsletter to all residents four times a year. (Chapter VIII) We increased the skill, abilities and knowledge of our staff by supporting and encouraging their attendance at conferences and local workshops and seminars. (Chapter III) We also used monies to support two author visits.

see attachments (2)

List expenditures by general category. Total must be equal to or greater than the FY2006 Per Capita Grant.

All expenditures listed below, must be addressed above.

Table with 2 columns: CATEGORY and FY06 AMOUNT. Rows include Children's Materials, Adult Materials, Programs (3400.00), Personnel, Continuing Education, Supplies (Postage Newsletter 3875.00), Equipment, Electronic Access, Travel (2188.09), Public Relations, Telecommunications, Contractual Services (Library Cable Network + Library Newsletter 52243), Other, and TOTAL (70138.77).

CITY Library

For libraries that reported the use of FY2006 Equalization Aid Grant funds on last year's application, proceed to page number 10.

For libraries that did not report any or all of the use of FY2006 Equalization Aid Grant funds on last year's application, the information below is required.

**EXPENDITURE OF FY2006 EQUALIZATION AID GRANT**

23. Total FY2006 Equalization Aid Grant received: \$ \_\_\_\_\_  
 (Must be exact - do not round up)

If an Equalization Aid Grant was received in FY2006, 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: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION*.

All expenditures addressed here, must also be represented below.

List expenditures by general category. Total must be equal to or greater than the FY2006 Equalization Aid Grant.

All expenditures listed below, must be addressed above.

CATEGORY	FY06 AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications	\$ _____
Contractual Services (please specify)	\$ _____
_____	\$ _____
Other (please specify)	\$ _____
_____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2006 Equalization Aid Grant)</b>	<b>\$ _____</b>

City

Library

1005

EXPENDITURE OF FY2007 PER CAPITA GRANT

24. Total FY2007-Per Capita Grant received: \$ 71124.31  
(Must be exact - do not round up)

If a Per Capita Grant was received in FY2007, 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: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION.*

All expenditures addressed here, must also be represented below.

*Standard*

List expenditures/obligations by general category. Total must be equal to or greater than the FY2007. Per Capita Grant.

All expenditures/obligations listed below, must be addressed above.

CATEGORY	FY07 AMOUNT
Children's Materials (including electronic resources)	\$ _____
Adult Materials (including electronic resources)	\$ _____
Programs	\$ <u>10598.24</u>
Personnel	\$ _____
Continuing Education	\$ <u>7692.06</u>
Supplies	\$ _____
Equipment	\$ _____
Electronic Access (include computer software and hardware)	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications	\$ _____
Contractual Services (please specify) <i>Library Cable Network</i>	\$ <u>52907.00</u>
<i>Newsletter layout</i>	\$ _____
<i>PRINTING</i>	\$ _____
Other (please specify)	\$ _____
<b>TOTAL (must be equal to or greater than the FY2007 Per Capita Grant)</b>	\$ <u>71197.30</u>

City  
Library

**EXPENDITURE OF FY2007 EQUALIZATION AID GRANT**

- 25. Total FY2007 Equalization Aid Grant received: \_\_\_\_\_  
 (Must be exact - do not round up)

If an Equalization Aid Grant was received in FY2007, 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: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, REVISED EDITION*.

*All expenditures addressed here, must also be represented below.*

List expenditures/obligations by general category. Total must be equal to or greater than the FY2007 Equalization Aid Grant.

*All expenditures/obligations listed below, must be addressed above.*

CATEGORY	FY07 AMOUNT
Children's Materials <i>(including electronic resources)</i>	\$ _____
Adult Materials <i>(including electronic resources)</i>	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access <i>(include computer software and hardware)</i>	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications	\$ _____
Contractual Services <i>(please specify)</i>	\$ _____
_____	
Other <i>(please specify)</i>	\$ _____
_____	
<b>TOTAL <i>(must be equal to or greater than the FY2007 Equalization Aid Grant)</i></b>	<b>\$ _____</b>

City

Library



COUNTY CLERK PAGE

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

SUBMIT A SEPARATE FORM FOR EACH COUNTY WITHIN THE LIBRARY'S SERVICE AREA

I, \_\_\_\_\_ Clerk of the County of \_\_\_\_\_

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

I will attach the original

Table with 2 columns: Property Type (Real Estate, Pollution Control, Railroad Property, All Other, TOTAL) and Amount (\$ \_\_\_\_\_)

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

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

If this tax rate was reduced from the previous year, was it because of Property Tax Extension Limitation Law?
[ ] YES [ ] NO

I HAVE HEREUNTO SET MY HAND AND AFFIXED THE SEAL OF THE COUNTY OF \_\_\_\_\_ IN THE CITY OF \_\_\_\_\_ IN SAID COUNTY.

(County Seal)

(County Clerk Signature)

(Date)

## PUBLIC LIBRARY FUNDS

The Library Board of Trustees adopted the 2008 budget for library operations and capital projects at the regular board meeting of September 18, 2007. This budget will support the following:

- A 2.97% increase in salaries, which includes the changes to the salary schedule adopted by the Board of Trustees as recommended by the Compensation Study completed in 2007.
- Remodeling the library atrium and workrooms to accommodate the new self-check equipment and the automated checking equipment.
- The adoption of the RFID method for automating checkout and checkin as well as identification and security of library books, records, and movies.
- The 2008 budget will require an increase of \$233,381, which is a 3.8% increase over taxes extended in 2007. We have supplemented the library's revenue through fees for library service to Rosemont (\$12,300) and grants (\$98,217).

	2006 Actual	2007 Budget	2007 Projected	2008 Proposed
Beginning Balance	\$ -78,441	\$203,319	\$289,091	\$578,455
Revenues	6,132,120	6,412,187	6,079,336	6,789,173
Expenditures	-5,586,070	-6,134,705	-5,512,625	-6,566,781
Transfers	-178,518	-277,482	-277,347	-500,847
Ending Balance	-\$289,091	\$203,319	\$578,455	\$300,000
Full Time	45	45	45	45
Part Time	90	90	90	90

◆ Library Capital Projects Fund

	2006 Actual	2007 Budget	2007 Projected	2008 Proposed
Beginning Balance	\$397,049	\$458,099	\$513,778	\$625,328
Revenues	13,966	5,000	16,500	10,000
Expenditures	-47,237	-104,950	-104,950	-915,492
Transfers	150,000	150,000	200,000	400,000
Ending Balance	\$513,778	\$508,149	\$625,328	\$119,836

9/18/2007

Fund 201

DRAFT

2008 Revenue	
Fund Balance	\$578,455
Property Tax 2006	\$50,000
Property Tax 2007	\$6,366,968
Personal Property Tax Replacement	\$92,988
Per Capita Grant	\$69,700
State Grant	\$13,517
Legislative Grant	\$15,000
Fines	\$110,000
Copying Fees	\$25,000
Special Programs	\$5,000
Interest Income	\$20,000
Sale of Fixed Assets	\$1,000
Misc Revenue	\$20,000
<b>TOTAL</b>	<b>\$7,367,628</b>
2006 Property Tax	\$5,954,939
Extended Amount	\$6,133,587
Need to Cover Expenditures	\$6,366,968
Difference	\$233,381 = 3.8%

9/18/2007

Fund 202

DRAFT

2008 Revenue	
Fund Balance	\$608,828
Revenues	\$10,000
Expenditures	\$915,492
Transfers	\$400,000
Ending Balance	\$103,336

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SECTION CRITERIA: bexpledgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR			REQUESTED	
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
201-201-2110-2110-2110		2,301,284	2,377,624	1,084,984	1,800,000	2,471,985	0
910100	LIBRARY SERVICES SALARIES						
201-201-2110-2110-2110		947,953	983,825	473,626	850,000	985,515	0
910200	LIBRARY SERVICES TEMPORARY WAGES						
201-201-2110-2110-2110		0	0	0	0	0	0
910300	LIBRARY SERVICES SUPERVISORY OVERT						
201-201-2110-2110-2110		250	250	0	0	250	0
910400	LIBRARY SERVICES NON-SUPERVISORY O						
201-201-2110-2110-2110		0	0	86,734	125,000	0	0
910500	LIBRARY SERVICES VACATION PAY						
201-201-2110-2110-2110		0	0	39,681	65,000	0	0
910600	LIBRARY SERVICES SICK PAY						
201-201-2110-2110-2110		0	0	35,148	58,000	0	0
910700	LIBRARY SERVICES HOLIDAY PAY						
201-201-2110-2110-2110		0	0	0	0	0	0
910900	LIBRARY SERVICES ACT/OUT OF CLASS/						
201-201-2110-2110-2110		3,500	3,500	0	2,700	3,500	0
910950	LIBRARY SERVICES EXCESS SICK HRS P						
201-201-2110-2110-2110		0	0	0	0	3,900	0
910970	LIBRARY SERVICES COMPENSATED ABSEN						
TOTAL SALARIES		3,252,987	3,365,199	1,720,172	2,900,700	3,465,150	0
201-201-2110-2110-2110		0	2,459	2,459	2,459	1,544	0
918010	LIBRARY SERVICES UNEMPLOYMENT COMP						
201-201-2110-2110-2110		248,043	256,768	136,042	217,387	264,499	0
918020	LIBRARY SERVICES EMPLOYER CONTR-F.						
201-201-2110-2110-2110		295,069	304,929	163,679	245,518	317,030	0
918021	LIBRARY SERVICES EMPLOYER CONTR-I.						
201-201-2110-2110-2110		0	705	0	705	641	0
918030	LIBRARY SERVICES EAP PROGRAM						
201-201-2110-2110-2110		8,765	8,136	4,968	7,452	7,315	0
918040	LIBRARY SERVICES LIFE INS PREMIUMS						
201-201-2110-2110-2110		490,513	398,427	227,745	341,617	462,636	0
918050	LIBRARY SERVICES MEDICAL INS PREMI						
201-201-2110-2110-2110		33,073	25,401	13,685	20,528	24,929	0
918055	LIBRARY SERVICES DENTAL INSURANCE						
201-201-2110-2110-2110		0	0	0	0	0	0
918060	LIBRARY SERVICES TUITION REIMBURSE						
201-201-2110-2110-2110		0	8,296	4,499	6,749	9,565	0
918070	LIBRARY SERVICES WORKERS COMPENSAT						
201-201-2110-2110-2110		0	2,340	7,507	7,507	2,500	0
918085	LIBRARY SERVICES RHS PLAN PAYOUT						
TOTAL BENEFITS		1,075,463	1,007,461	560,584	849,922	1,090,659	0
201-201-2110-2110-2110		10,000	10,000	0	10,000	10,000	0
920100	LIBRARY SERVICES LITIGATION & LEGA						
LEGAL FEES				10,000			

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR			REQUESTED	
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
201-201-2110-2110-2110		1,000	1,000	0	2,500	2,500	0
920105	LIBRARY SERVICES COSTS OF LITIGATI						
	COST OF LITIGATION			1,000			
201-201-2110-2110-2110		59,000	62,550	6,961	62,550	59,800	0
920110	LIBRARY SERVICES PROFESSIONAL CONS						
	NETWORK SUPPORT			20,000			
	COMPUTER SUPPORT			10,500			
	GRANT-SPECIAL FAMILIES/SPECIAL LIBRARIES			4,300			
	WEB REDESIGN			10,000			
	STAFF DEVELOPMENT			5,000			
	NETWORK UPGRADE			10,000			
201-201-2110-2110-2110		17,000	22,040	11,731	22,000	38,640	0
920120	LIBRARY SERVICES COMMUNICATION SER						
	FOCAL			4,800			
	ICN			3,600			
	VERIZON (MOBILE LIBRARY)			2,200			
	SPRINT			480			
	WOW			960			
	SBC (CALL ONE)			2,400			
	NEXTEL			3,800			
	AT&T OR BOB			18,000			
	MCLEOD USA			2,400			
201-201-2110-2110-2110		0	0	0	0	0	0
920130	LIBRARY SERVICES ADMINISTRATIVE SE						
201-201-2110-2110-2110		75,000	81,113	24,442	82,000	90,000	0
920140	LIBRARY SERVICES DATA PROCESSING S						
	DATA PROCESSING OCLC/CCS			90,000			
201-201-2110-2110-2110		8,738	18,029	11,640	18,029	30,450	0
920202	LIBRARY SERVICES CONFERENCES						
	(2) ALA MIDWINTER PHILADELPHIA			3,000			
	(7) ALA ANNUAL CA			11,900			
	(4) PLA MINNESOTA			5,200			
	(6) ILA CHICAGO			1,800			
	(2) GUADALAJARA			1,400			
	(1) BOOKMOBILE CONFERENCE OHIO			900			
	(2) ALSC			2,000			
	(2) ALA ADVOCACY DC			3,000			
	(10) REACHING FORWARD			1,250			

1011

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

LECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR			REQUESTED	
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
201-201-2110-2110-2110		4,600	5,216	2,710	4,250	3,100	0
920204	LIBRARY SERVICES TRAINING						
	OFF SITE ONE DAY WORKSHOPS			500			
	AED TRAINING			600			
	CDL TRAINING			2,000			
201-201-2110-2110-2110		5,000	5,000	2,856	5,000	5,000	0
920205	LIBRARY SERVICES TUITION REIMBURSE						
201-201-2110-2110-2110		250	1,500	0	1,500	0	0
920206	LIBRARY SERVICES SEMINARS						
	NLS WORKSHOPS			1,500			
201-201-2110-2110-2110		0	0	52	0	0	0
920210	LIBRARY SERVICES IN-SERVICE TRAINI						
201-201-2110-2110-2110		6,000	6,000	2,949	6,000	6,500	0
920220	LIBRARY SERVICES MEMBERSHIP DUES						
	ALA DUES FOR LIBRARY/BOARD/ADMIN/COORDINATORS AND			3,000			
	ILA DUES FOR BOARD AND PROFESSIONAL STAFF			3,000			
	OTHER MEMBERSHIP DUES			500			
201-201-2110-2110-2110		250	250	0	250	250	0
920225	LIBRARY SERVICES LICENSING/TITLES						
	FIVE CDL LICENSES AT \$50 EACH			250			
201-201-2110-2110-2110		2,000	3,000	2,995	3,500	3,500	0
920230	LIBRARY SERVICES PUBLICATION OF NO						
	ADVERTISEMENTS FOR OPEN LIBRARY POSITIONS			2,000			
	PUBLISHING BID NOTICES			1,000			
201-201-2110-2110-2110		3,500	3,984	0	3,984	0	0
920850	LIBRARY SERVICES SUBSIDY: 1994 E.R.						
201-201-2110-2110-2110		29,119	29,707	29,707	29,707	33,129	0
920900	LIBRARY SERVICES PROPERTY/LIAB CON						
	INTERNAL SERVICE FUND CHARGE			29,707			
201-201-2110-2110-2110		76,290	72,275	45,821	72,275	76,895	0
930010	LIBRARY SERVICES R & M EQUIPMENT						
	PRINTER SUPPORT			6,900			
	COPIER SUPPORT			15,000			
	WIRELINE			5,000			
	NETWORK REDESIGN MAINTENANCE			10,000			
	CARD READERS			3,800			

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR		REQUESTED		
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
	VIDEO MASTER MONITORING			310			
	UPS SYSTEMS			2,000			
	CCS			20,460			
	READER/PRINTERS			2,625			
	LAMINATOR MAINTENANCE CONTRACT			300			
	RFID MAINTENANCE CONTRACT (PARTIAL YEAR)			9,000			
	APPLIANCE REPAIR			1,500			
201-201-2110-2110-2110		68,897	52,795	40,158	65,000	77,700	0
930020	LIBRARY SERVICES R & M BLDGS & STR						
	MCQUAY			8,500			
	WINDOW WASHING			1,800			
	CARPET CLEANING			8,000			
	PAINTING QUARTERLY			2,400			
	PAINTING ENTIRE LEVEL			1,600			
	FRESCO			1,000			
	WOODWORK REPAIR/CARPENTRY			4,500			
	FIRE PUMP MAINTENANCE			1,500			
	LIGHTING/BALLAST REPAIR			3,000			
	HVAC CONTROLS			6,400			
	HVAC MECHANICAL			7,500			
	ELEVATOR MAINTENANCE			5,400			
	CARPETING			1,500			
	HVAC CHILLED WATER REPLACEMENT			1,000			
	ATRIUM LIGHTING REPAIR			3,500			
	SPRINKLER/FIRE PROTECTION REPAIRS			1,300			
	SPECIALIZED DRAPERY CLEANING			10,500			
	SLIDING DOOR MAINTENANCE			1,600			
	PLUMBING REPAIRS			3,000			
	MEETING ROOM PARTITION MAINTENANCE			500			
	RESTROOM BACKSPLASH REPAIR/REPLACE			3,200			
201-201-2110-2110-2110		4,500	10,600	7,926	8,500	7,950	0
930030	LIBRARY SERVICES R & M VEHICLES						
	MOBILE LIBRARY MAINTENANCE/REPAIRS			3,950			
	LIBRARY VAN MAINTENANCE			1,000			
	MOBILE LIBRARY PREVENTATIVE MAINTENANCE			3,000			
201-201-2110-2110-2110		2,500	2,500	294	2,500	3,000	0
930195	LIBRARY SERVICES BOOK BINDING & RE						
	BINDING SOFT COVER AND HARD COVER BOOKS & PERIODICALS			2,500			
201-201-2110-2110-2110		1,500	1,500	0	1,500	5,500	0
930210	LIBRARY SERVICES RENTAL OF EQUIPME						
	POSTAGE MACHINE			1,500			



CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpledgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR			REQUESTED	
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
	RFID CONVERSION - 3 MONTHS			4,000			
201-201-2110-2110-2110		46,980	46,980	23,433	49,598	95,050	0
930320	LIBRARY SERVICES CLEANING:CUSTODIA						
	CONTRACT FOR CLEANING LIBRARY/MOBILE LIBRARY			88,200			
	ADDITIONAL HOUSEKEEPING			3,000			
	GLASS CLEANING			3,850			
201-201-2110-2110-2110		3,600	3,600	2,657	4,500	6,888	0
930490	LIBRARY SERVICES REFUSE CONTRACT						
	WASTE HAULING			6,888			
201-201-2110-2110-2110		3,070	6,275	2,223	6,200	500	0
960070	LIBRARY SERVICES AUTO/TRAVEL EXPEN						
	AUTO/TRAVEL			500			
201-201-2110-2110-2110		23,000	33,000	24,928	33,000	26,000	0
50210	LIBRARY SERVICES SPECIAL EVENT PRO						
	YOUTH SERVICES PROGRAMMING			7,500			
	ADULT SERVICES PROGRAMMING			15,000			
	GRANT			2,000			
	REFRESHMENTS			1,500			
201-201-2110-2110-2110		92,695	108,340	56,173	108,340	96,480	0
960990	LIBRARY SERVICES MISC CONTRACTUAL						
	FIRE/SPRINKLER INSPECTION			300			
	BAKER & TAYLOR TITLE SOURCE			3,705			
	ADVANCED AQUATICS			3,500			
	BWI			18,000			
	MIDWEST TAPE			1,500			
	<del>TEMPORARY PERSONNEL</del>			<del>5,000</del>			
	BAKER & TAYLOR PROCESSING			22,000			
	CRIMSON MULTIMEDIA			1,500			
	INITIAL PLANT SERVICE			1,500			
	TESTING OF FIRE PROTECTION EQUIPMENT			650			
	TESTING OF LIFE SAFETY			1,600			
	BACKFLOW DEVISE TESTING			1,000			
	LAMP DISPOSAL			500			
	CONSTANT CONTACT (ENEWSLETTER)			500			
	INVICTA SERVICES			300			
	NEWSLETTER GRAPHICS 2008			6,000			
	GRANT - SPECIAL FAMILIES/SPECIAL LIBRARIES			1,800			
	OCLC TECH PRO			22,125			
	FURNITURE CLEANING			4,000			

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR		REQUESTED		
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
	ASK AWAY			1,000			
TOTAL	CONTRACTUAL SERVICES	544,489	587,254	299,655	602,683	678,832	0
201-201-2110-2110-2110		88,000	79,420	46,208	78,500	230,170	0
970100	LIBRARY SERVICES SUPPLIES						
	TOOLS			2,400			
	DEBIT CARDS			1,450			
	TONER			2,000			
	MICE/KEYBOARDS			1,000			
	HEADPHONES			2,500			
	BOOK PROCESSING			23,620			
	AV PROCESSING			12,000			
	LIBRARY CARDS			4,200			
	BACKUP TAPES			2,000			
	SUPPLIES			28,500			
	RFID TAGS			150,000			
	SHREDDER - TECH SERVICES			500			
201-201-2110-2110-2110		1,600	2,600	1,267	1,600	1,800	0
970100	LIBRARY SERVICES MEALS (PRSNRS/WRK						
	LIBRARY HOSTED MEETINGS & PUBLIC PROGRAMS, ALL STAFF			800			
	VOLUNTEER PARTY			1,000			
201-201-2110-2110-2110		19,000	19,000	10,526	19,000	21,100	0
970170	LIBRARY SERVICES JANITORIAL						
	HOUSEKEEPING SUPPLIES			11,500			
	LIGHTING			6,000			
	FILTERS			1,600			
	HVAC CHEMICAL WATER TREATMENT			1,000			
	WASTE RECEPTACLES			1,000			
201-201-2110-2110-2110		0	0	0	0	0	0
970200	LIBRARY SERVICES COPYING/FAX SUPPL						
201-201-2110-2110-2110		12,300	13,000	7,022	13,000	15,000	0
970260	LIBRARY SERVICES POSTAGE AND PARCE						
	POST INTERLIBRARY LOAN, OUTGOING MAIL, FED EX, NWSLTR			11,000			
	NEWSLETTER POSTAGE			4,000			
201-201-2110-2110-2110		3,000	10,600	6,831	10,600	15,000	0
970270	LIBRARY SERVICES PRINTING-REPROD-B						
	NEWSLETTER			12,000			
	ALL OTHER PRINTING			3,000			

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DRAFT

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR		REQUESTED		
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
201-201-2110-2110-2110		0	0	0	0	0	0
970320	LIBRARY SERVICES SUPPLIES: BLDG R/						
201-201-2110-2110-2110		8,000	8,000	2,514	8,000	8,000	0
970500	LIBRARY SERVICES PURCHASE OF WATER						
	PURCHASE OF WATER			8,000			
201-201-2110-2110-2110		492,000	497,000	235,204	490,000	492,800	0
970600	LIBRARY SERVICES BOOKS						
	BOOKS			487,000			
	GRANT			5,800			
201-201-2110-2110-2110		76,000	80,000	28,682	78,500	78,500	0
970610	LIBRARY SERVICES AUDIO MATERIALS						
	CDS, BOOKS ON TAPE, CASSETTEES			78,500			
201-201-2110-2110-2110		68,000	68,000	61,046	68,000	78,000	0
970620	LIBRARY SERVICES SUBSCRIPTIONS & B						
	PERIODICALS			78,000			
201-201-2110-2110-2110		76,000	81,000	45,508	85,000	87,500	0
970630	LIBRARY SERVICES VISUAL MATERIALS						
	DVDS, VIDEOS			87,500			
201-201-2110-2110-2110		106,000	106,000	46,133	106,000	127,000	0
970640	LIBRARY SERVICES AUTOMATED REFEREN						
	ELECTRONIC DATABASES			127,000			
201-201-2110-2110-2110		26,000	26,000	18,393	26,000	27,300	0
970810	LIBRARY SERVICES NATURAL GAS						
201-201-2110-2110-2110		500	500	0	0	0	0
970820	LIBRARY SERVICES ELECTRICITY						
201-201-2110-2110-2110		2,000	2,000	0	2,000	3,500	0
970840	LIBRARY SERVICES DIESEL						
201-201-2110-2110-2110		1,500	1,500	0	1,500	1,500	0
970850	LIBRARY SERVICES GASOLINE						
201-201-2110-2110-2110		2,650	15,161	3,335	15,000	16,100	0
970900	LIBRARY SERVICES EQUIPMENT <\$5,000						
	(1) COPIER YOUTH SERVICES			350			
	AV EQUIPMENT MEETING ROOMS			3,000			
	(3) LASER SCANNERS ADULT SERVICES			900			
	SECURITY CAMERA UPGRADE			2,700			
	RESTROOM REPLACEMENT PARTS/FAUCET FLUSH VALVE			3,500			

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DRAFT

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR			REQUESTED	
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
	CROWD CONTROL STANCHIONS			1,250			
	(2) COLOR PRINTERS ADULT SERVICES/GRAPHICS			4,000			
	((2) SCANNERS			400			
TOTAL	COMMODITIES	982,550	1,009,781	512,667	1,002,700	1,203,270	0
201-201-2110-2110-2110		0	23,850	0	16,850	7,300	0
980300	LIBRARY SERVICES IMPROVEMENTS						
	INTERIOR DOORS AUTOMATIC OPENING TO INTERIOR DOOR TO M MEETING ROOMS			7,300			
201-201-2110-2110-2110		0	0	0	0	10,000	0
980400	LIBRARY SERVICES EQUIPMENT						
	COPIER/PRINTER YOUTH SERVICES			10,000			
201-201-2110-2110-2110		11,000	0	5,514	0	900	0
980410	LIBRARY SERVICES COMPUTER HARDWARE						
	COMPUTER HARDWARE 19" MONITOR			200			
	BELKIN REMOTE ( LAPTOP FOR SERVICES)			700			
201-201-2110-2110-2110		42,060	36,590	12,670	35,200	35,670	0
980420	LIBRARY SERVICES COMPUTER SOFTWARE						
	PC RESERVATION/PCOUNTER			4,130			
	NETWORK SNIFFER			2,000			
	WEBSENSE			4,990			
	MS OFFICE			4,500			
	EVANCED			1,300			
	DESKTOP AUTHORITY			8,700			
	ENOTIFY			800			
	WEB CLASSIFICATION			575			
	GAMES/EDUATIONAL SOFTWARE			900			
	SYNATIC SECURITY			6,450			
	WEB DEWEY			575			
	CATALOGER DESK			750			
201-201-2110-2110-2110		0	0	0	0	0	0
980500	LIBRARY SERVICES VEHICLES						
201-201-2110-2110-2110		3,250	32,650	13,483	32,650	5,300	0
980600	LIBRARY SERVICES FURNITURE & FIXTU						
	PUBLIC COMPUTER CHAIRS			5,300			
TOTAL	CAPITAL EXPENDITURES	56,310	93,090	31,667	84,700	59,170	0
201-201-2110-2110-2110		0	0	0	0	0	0

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpdedgr.key\_orgn="2110"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION		PRIOR YEAR	CURRENT YEAR			REQUESTED	
ACCOUNT	TITLE	BUDGET	BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
990910	LIBRARY SERVICES TRANS TO D/S: 93 G						
201-201-2110-2110-2110		16,326	15,442	15,307	15,307	14,852	0
990935	LIBRARY SERVICES TRANS TO D/S: 200						
ENDS WITH 2011 BUDGET				15,442			
201-201-2110-2110-2110		150,000	200,000	200,000	200,000	400,000	0
990940	LIBRARY SERVICES TRANS TO LIB CAP						
201-201-2110-2110-2110		12,192	12,040	11,935	12,040	10,995	0
990955	LIBRARY SERVICES TRANS TO D/S: 200						
ENDS WITH 2008 BUDGET				12,040			
201-201-2110-2110-2110		50,000	50,000	0	50,000	75,000	0
993000	LIBRARY SERVICES CONTINGENCY RESER						
TOTAL	OTHER FUNDING ACTIVITIES	228,518	277,482	227,242	277,347	500,847	0
TOTAL	PUBLIC LIBRARY	6,140,317	6,340,267	3,351,988	5,718,052	6,997,928	0
TOTAL	LIBRARY FUND	6,140,317	6,340,267	3,351,988	5,718,052	6,997,928	0
TOTAL	REPORT	6,140,317	6,340,267	3,351,988	5,718,052	6,997,928	0

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

SELECTION CRITERIA: bexpdedgr.key\_orgn="2130"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT -----TITLE-----	PRIOR YEAR BUDGET	----- CURRENT YEAR -----			----- REQUESTED -----	
		BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
201-201-2110-2130-2130 920202 IL LIBRARY PER CA CONFERENCES	7,286	0	0	0	0	0
201-201-2110-2130-2130 920204 IL LIBRARY PER CA TRAINING	1,500	0	0	0	4,325	0
(5) BILINGUAL TRAINING			825			
SISTER LIBRARIES			1,000			
NLS WORKSHOPS			2,500			
201-201-2110-2130-2130 920206 IL LIBRARY PER CA SEMINARS	720	0	0	0	0	0
201-201-2110-2130-2130 920210 IL LIBRARY PER CA IN-SERVICE TRAINI	4,000	6,700	2,330	6,700	6,700	0
IN-SERVICE MEETINGS			5,300			
THREE ALL STAFF DAY MEETINGS			1,400			
201-201-2110-2130-2130 930010 IL LIBRARY PER CA R & M EQUIPMENT	0	0	0	0	0	0
201-201-2110-2130-2130 960070 IL LIBRARY PER CA AUTO/TRAVEL EXPEN	1,850	0	0	0	0	0
201-201-2110-2130-2130 960110 IL LIBRARY PER CA SPECIAL EVENT PRO	3,000	10,500	989	10,500	0	0
201-201-2110-2130-2130 960990 IL LIBRARY PER CA MISC CONTRACTUAL	32,000	31,320	31,320	31,320	42,675	0
LIBRARY PRODUCTION STUDIO			31,320			
BROCHURES			2,500			
TRANSLATORS			3,000			
NEWSLETTER GRAPHICS			5,855			
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>50,356</b>	<b>48,520</b>	<b>34,639</b>	<b>48,520</b>	<b>53,700</b>	<b>0</b>
201-201-2110-2130-2130 970260 IL LIBRARY PER CA POSTAGE AND PARCE	6,400	5,850	2,000	5,850	4,000	0
NEWSLETTER POSTAGE - 2 ISSUES			4,000			
201-201-2110-2130-2130 970270 IL LIBRARY PER CA PRINTING-REPROD-B	16,400	17,550	11,593	17,550	12,000	0
NEWSLETTER - 2 ISSUES			12,000			
<b>TOTAL COMMODITIES</b>	<b>22,800</b>	<b>23,400</b>	<b>13,593</b>	<b>23,400</b>	<b>16,000</b>	<b>0</b>
<b>TOTAL PUBLIC LIBRARY</b>	<b>73,156</b>	<b>71,920</b>	<b>48,232</b>	<b>71,920</b>	<b>69,700</b>	<b>0</b>
<b>TOTAL LIBRARY FUND</b>	<b>73,156</b>	<b>71,920</b>	<b>48,232</b>	<b>71,920</b>	<b>69,700</b>	<b>0</b>

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

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SELECTION CRITERIA: bexpdedgr.key\_orgn="2130"

FUND - 201 - LIBRARY FUND  
FUNCTION - 201 - PUBLIC LIBRARY

ORGANIZATION ACCOUNT -----TITLE-----	PRIOR YEAR BUDGET	----- CURRENT YEAR -----		---- REQUESTED ----		
		BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
TOTAL REPORT	73,156	71,920	48,232	71,920	69,700	0

CITY OF DES PLAINES  
REQUESTED EXPENDITURE BUDGET WORKSHEET

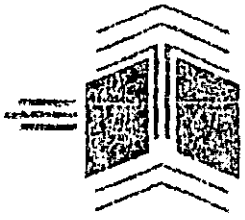
SELECTION CRITERIA: budorgn.fund="202"

FUND - 202 - LIBRARY CAPITAL PROJ FUND  
FUNCTION - 00 - NOT USED

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	CURRENT YEAR			REQUESTED	
			BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
202-00-000-0000-202F		55,000	0	0	0	45,000	0
920110	LIBRARY CAPITAL P PROFESSIONAL CONS						
	CIRCULATION/ATRIUM/1ST FLOOR WORKROOM REDESIGN			45,000			
202-00-000-0000-202F		22,900	0	0	0	6,000	0
960990	LIBRARY CAPITAL P MISC CONTRACTUAL						
	INSTALLATION & TRAINING RFID			6,000			
TOTAL	CONTRACTUAL SERVICES	77,900	0	0	0	51,000	0
202-00-000-0000-202F		5,000	0	0	0	175,000	0
980300	LIBRARY CAPITAL P IMPROVEMENTS						
	CONSTRUCTION OF ATRIUM AND FIRST FLOOR WORKROOM			175,000			
202-00-000-0000-202F		0	0	0	0	533,392	0
980400	LIBRARY CAPITAL P EQUIPMENT						
	RFID EQUIPMENT & TV MONITOR			533,392			
202-00-000-0000-202F		0	84,950	29,656	84,950	156,100	0
980410	LIBRARY CAPITAL P COMPUTER HARDWARE						
	ROUTER (NEW ICN LINE)			2,600			
	(60) COMPUTERS PCS STAFF			54,000			
	(2) LAPTOPS PCS - (1) IT & (1) WEB SERVICES LIBRARIAN			3,500			
	NETWORK REDESIGN SWITCHES			90,000			
	PACKETEER			6,000			
202-00-000-0000-202F		0	0	0	0	0	0
980420	LIBRARY CAPITAL P COMPUTER SOFTWARE						
202-00-000-0000-202F		22,000	20,000	0	20,000	0	0
980600	LIBRARY CAPITAL P FURNITURE & FIXTU						
	MEETING ROOM EQUIP REPLACEMENT & UPGRADE			20,000			
TOTAL	CAPITAL EXPENDITURES	27,000	104,950	29,656	104,950	864,492	0
TOTAL	NOT USED	104,900	104,950	29,656	104,950	915,492	0
TOTAL	LIBRARY CAPITAL PROJ FUND	104,900	104,950	29,656	104,950	915,492	0
TOTAL REPORT		104,900	104,950	29,656	104,950	915,492	0







Des Plaines Public Library

1501 Ellinwood Street

Des Plaines, IL 60016-4553

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**NOTICE**

**DES PLAINES PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**REGULAR BOARD MEETING**

**TUESDAY, AUGUST 21, 2007**

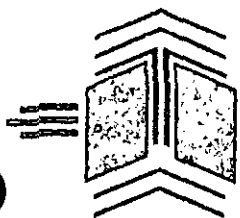
**7:00 PM**

**Conference Room – Second Floor**

**Agenda:**

- **Planning Committee Report**
- **Executive Session – To Discuss**
  - **Deliberations Concerning Salary Schedules for One or More Classes of Employees.**
- **Management Committee Report**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



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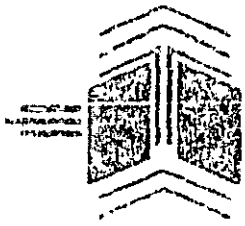
DES PLAINES PUBLIC LIBRARY

BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**August 21, 2007**  
**7:00 PM**

- I. Call to Order. (7:00 PM)
- II. Oath of Office – Jerry Mahony.
- III. Roll Call.
- IV. Consideration of the Agenda.
- V. Presentation to Mary Ellicson.
- VI. Public Comments and Questions.
- VII. City Council Community Services Committee – Alderman Martin Moylan.
- VIII. Consent Agenda. [Action Item] (7:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – July 17, 2007.
  - B. Acceptance of Financial Reports for July 2007.
  - C. Approval of Library Expenditures.
    1. Warrant Register – July 02, 2007 - \$58,270.72.
    2. Warrant Register – July 18, 2007 - \$89,840.95.
    3. Salaries – July 05, 2007 - \$123,731.70.
    4. Salaries – July 19, 2007 - \$118,560.01.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
- IX. Presentation on Open Meetings Act – Carol Kidd.
- X. Unfinished Business.

- XI. New Business. (5:00 PM)
  - A. Declaration of Surplus Property. [Action Item]
  - B. 2008 Budget Procedures and Schedules.
  - C. Planning Committee Report.
  - D. New ICN 10 Mbps Line - \$15,600.00. [Action Item]
  - E. Cooperative Computer Services - \$11,207.74. [Action Item]
  - F. Contract for Services from Outsource Solutions Group - \$13,500.00. [Action Item]
  - G. Change in Housekeeping Contract. [Action Item]
  
- XII. Announcements.
  
- XIII. Correspondence.
  
- XIV. Other
  
- XV. Executive Session.
  - A. Deliberations Concerning Salary Schedules for One or More Classes of Employees.
  
- XVI. Executive Session Action.
  - A. Deliberations Concerning Salary Schedules for One or More Classes of Employees. [Action Item]
  
- XVII. Management Committee Report. [Action Item]
  
- XVIII. Adjournment. (10:30 PM)



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## VIII.A.

### BOARD OF TRUSTEES Minutes of the Regular Meeting July 17, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, July 17, 2007. President Noreen Lake called the meeting to order at 4:02 p.m.

#### OATH OF OFFICE

President Noreen Lake administered the Oath of Office to Trustee Maria Bahamon, Trustee Eldon Burk and new Trustee Matthew Bogusz.

#### ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Matthew Bogusz, Eldon Burk, William Grice, Noreen Lake, George Magerl, Rhys Read, Elaine Tejcek.

Also Present: Sandra Norlin, Hector Marino, Leslie Steiner, Carol Kidd, Margie Borris, Gary Valente, Judy Clar, Wayne Serbin.

Members Absent: Jerry Mahony.

#### CONSIDERATION OF THE AGENDA.

Sandra Norlin asked that E. Library Comparison Report and F. Library Water Usage be added to the agenda under IX. New Business . George Magerl asked that A. Non-Resident Fee Calculations be added to the agenda under VIII. Unfinished Business.

MOTION by Eldon Burk, seconded by William Grice, to accept the agenda, as modified.  
 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### PUBLIC COMMENTS AND QUESTIONS

Leslie Steiner, Head of Public Information, stated that she will retire on July 24 and that it was a pleasure to work with the board and the staff of the library

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Wayne Serbin, 835 Pearson Street, asked what the library was doing to promote high school attendance and Sandra Norlin responded that the library currently has a teen advisory board that helps plan programs for teens and that programs for teens have included preparation for SAT and finals week study groups. William Grice stated that the Teen Advisory Board (TAB) won a Super Star Volunteer Award from the City of Des Plaines.

CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

Alderman Moylan was not in attendance.

CONSENT AGENDA

MOTION by George Magerl, seconded by Elaine Tejcek, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 13,302.53
2. Petty Cash Expenditures	\$ 0.00
3. Budget Expenditures for June	\$ 458,058.56
4. Expenditures Year to Date	\$ 2,756,280.45
5. Revenue for June	\$ 18,327.52
6. Revenue Year to Date	\$ 2,968,705.11

MOTION by George Magerl, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

June 04, 2007	\$ 59,672.52
June 18, 2007	\$ <u>58,531.64</u>
Total	\$ 118,204.16

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

June 07, 2007	\$ 124,061.91
June 21, 2007	\$ <u>121,884.08</u>
Total	\$ 245,945.99

ROLL CALL VOTE: AYES: Bahamon, Bogusz, Burk, Grice, Lake, Magerl, Read, Tejcek. NAYS: None. MOTION CARRIED.

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## DIRECTOR'S REPORT

July 17, 2007

**Please note: I have received no official requests for confidential information since my last report.**

### PERSONNEL

New employee for June/July, 2007: Jonathan D. Oswald, Page.

Resignations/Separations: Liezl Oliveros, Technology Page; Carolyn Romin, Melissa Zulaski, Jennifer Ortigoza, Stephen Galt, Christopher Ponce, and Meghan McQuillan, Pages; Allen Cummins, Processing Clerk.

### STAFF DEVELOPMENT

Several department heads are attending the Trends Discussion Meetings conducted by Miriam Pollack. Ms. Pollack will be facilitating our Board Staff Strategic Planning retreat on September 15.

I have approved Tuition Reimbursement awards to six staff members for the fall semester.

### PATRON SERVICES

I hope you all had the pleasure of seeing the debut performance of CartWheels, the library's centennial book cart drill team, led by Gail Bradley. Brief video clips of the practice and the parade are available on the library's Website. Karen McBride has introduced PlainTalk, a blog for conversations on a variety of topics of interest to Des Plaines residents.

Plans for the Harry Potter Extravaganza on July 20/21 are in place. Registration for the event is going well, with 52 children registered to date.

All of our Summer Reading Clubs have excellent participation, exceeding the enrollment of last year at this time. In Youth Services, 1795 children have registered; in the Adult department, 131 adults and 59 teens have registered. The Friends of the Library are sponsoring programming and prizes for all of the SRCs.

The circulation count is down slightly from June, 2006, but it is good to see that the use of fiction is up in the Youth Services department. DVD circulation from the Adult Collection continues to increase. Please note the significant drop in use of our video collections. Self Check was used for 48% of our circulation from the main library in June. The numbers from use of our online reference products are being adjusted. The Gale Group was not able to provide us with accurate counts for the past three months. Computer use also remains active, with over 8,000 uses in the Adult department and nearly 1800 in Youth Services for the month of June.

## OTHER PROFESSIONAL ACTIVITIES

I was on vacation from June 25 through July 3. Since my return I have attended the North Suburban Library System Board Management Affairs Committee meeting on 7/9, the Library Production Studio Advisory Committee meeting on 7/10, and the Chamber of Commerce Board of Directors Meeting on 7/12.

## UNFINISHED BUSINESS

George Magerl stated that he thought the formula for determining the Non-Resident Fee was stated incorrectly. Sandra Norlin stated that she would review the formula with Carol Kidd.

## NEW BUSINESS

MOTION by Eldon Burk, seconded by William Grice, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy. VOTE: AYES: None. NAYS: None. MOTION CARRIED.

Maria Bahamon asked what would happen to the bookdrops and Sandra Norlin responded that they will be offered for sale to other libraries. Sandra also stated that the Friends of the Library would be asked if they wanted to use the book drops for collecting donated books.

<u>Make- Model</u>	<u>Description</u>	<u>Status</u>
(2) Kingsley Legend Series #0315	Ultra capacity 500 books All steel and welded construction Side door with padlock and key Tan color 52"L x 43" W x 46" H 277 Wt. (4) transport carts	Useable

George Magerl will attend the August 6 City Council meeting, Maria Bahamon the August 20 meeting and Noreen Lake the September 4 meeting and Elaine Tejcek the September 17 meeting.

Sandra Norlin reported that the agreement between the Des Plaines Public Library and the Village of Rosemont for Mobile Library Service to Rosemont will renew automatically on September 1, 2007, unless either party terminates the agreement.

Sandra Norlin recommended that service be offered to Rosemont for another year at an increase of 3.7%, which is the latest increase shown in the Consumer Price Index for the Chicago area. The new cost would be \$12,237.00.



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Eldon Burk suggested that the amount be rounded to \$12,300.00 and asked that the agreement be reviewed in six months and adjusted to reflect changes in fuel costs

MOTION by Eldon Burk, seconded by Rhys Read, to renew the agreement to provide Mobile Library Service to the Village of Rosemont for 2007/2008 in the amount of \$12,300.00, which is an increase of 4.2%, and to review the contract in six months and adjust the amount of the contract to reflect changes in fuel costs. VOTE: AYES: All. NAYS:

President Lake invited members of the Board to attend the 2007 First Lady's Luncheon on September 8, 2007. The proceeds go to the Healthy Community Partnership Foundation

MOTION by William Grice, seconded by George Magerl, to pay for tickets for Library Director Sandra Norlin and Board President Noreen Lake to attend the 2007 First Lady's Luncheon and if they cannot attend to offer the tickets to a board member or library staff member. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin explained the library comparison report that was included in the Board packet and distributed a Management Profile with statistical information for the Des Plaines Public Library from 1995 - 2006. The Board directed Sandra Norlin to send the statistical information to the Aldermen.

President Lake stated that at the July 16, 2007 City Council meeting, Alderman Walsten stated that a Des Plaines resident was concerned that the library's water usage was excessive due to toilets that flush twice. Gary Valente, Head of Building and Security Services, explained that the newer toilets use less water and the double flush helps to keep the drains clear, which results in fewer plumbing problems.

#### ANNOUNCEMENTS

The library will host a party for children on Friday night, July 20 to celebrate the release of the final Harry Potter book.

The Relay for Life team raised over \$9,000.00 at the all-night fund raiser held at Maine West High School.

Noreen Lake congratulated the CartWheels on their great performance while marching in the Fourth of July parade.

Noreen Lake and the Board of the Trustees thanked Leslie Steiner for her many years of service.

#### NOMINATING COMMITTEE

Motion by Eldon Burk, seconded by William Grice, to close nominations for slate of officers for the Library Board of Trustees for 2007/2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to reaffirm the slate of officers, Noreen Lake, President, Jerry Mahony, Vice President and Carol Kidd, Secretary, by acclamation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Noreen Lake took the oath of office for President and Carol Kidd took the oath of office for Secretary. Jerry Mahony was not in attendance and will take the oath of office at another meeting.

President Lake distributed the new committee assignments.

The Management committee will meet Wednesday, August 15 at 4:15 p.m. to discuss policy review, position descriptions, and recommendations from the Management Association salary survey.

The Finance committee will meet on Wednesday, September 5 at 5:30 p.m. to discuss recommendations for the 2008 budget.

The Planning committee will meet on Tuesday, August 21 at 5:30 p.m. to finalize plans for the board retreat on Saturday, September 15.

MOTION by Rhys Read, seconded by Elaine Tejcek, to adjourn the regular meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 5:22 p.m.

Minutes prepared by Carol Kidd

VIII.B.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR JULY 2007

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 12,626.15
2. Petty Cash Expenditures	\$ 18.95
3. Budget Expenditures for July	\$ 477,354.11
4. Expenditures Year to Date	\$3,251,578.76
5. Revenue for July	\$ 11,220.59
6. Revenue Year to Date	\$3,003,708.70

Warrant Register

July 02, 2007	\$ 58,270.72
July 16, 2007	<u>\$ 89,840.95</u>
Total	\$ 148,111.67

Salaries

July 05, 2007	\$ 123,731.70
July 19, 2007	<u>\$ 118,560.01</u>
Total	\$ 242,291.71

## VIII.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR JULY 2007**

	<u>July 2006</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	322.72	1,214.62	5,887.54	6,033.73
Fines	8,633.59	8,880.43	58,087.85	62,181.16
Damage	78.24	87.85	786.57	510.60
Fees	257.15	485.99	3,469.93	2,907.54
Copies	1,772.10	1,955.26	17,215.84	13,789.26
Miscellaneous	2.00	2.00	30.95	114.50
<b>Total</b>	<b>\$11,065.80</b>	<b>\$12,626.15</b>	<b>\$85,478.68</b>	<b>\$85,536.79</b>

**PETTY CASH EXPENDITURES - JULY**

960070	Auto/Travel	\$7.61
970100	Supplies	\$11.34
<b>Total</b>		<b>\$18.95</b>

SELECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 7/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243		464,835.52
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	30,519.35	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
TOTAL CASH		31,019.35	464,835.52
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DOWNING	.32	
104035	LIBRARY DONATION BROKERAG	730.32	
104075	PMA - FINANCIAL NETWORK	547,099.06	
104077	INVEST-LIBRARY FOUNDATION	4,427.00	
TOTAL INVESTMENTS		552,256.70	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARNS	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
TOTAL ACCOUNTS RECEIVABLE		6,059,950.10	.00
119125	RECEIVABLE-GRANTS	27,815.00	
TOTAL RECEIVABLE-SALES TAX		27,815.00	.00
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
119301	PREPAID EXPENSE	.00	
TOTAL PREPAID ITEMS		.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
TOTAL FIXED ASSETS		.00	.00
TOTAL ASSETS		6,671,041.15	464,835.52
401000	ACCOUNTS PAYABLE	1,081.00	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	

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SUNGARD PENTAMATION INC - FUND ACCOUNTING  
DATE: 08/09/07  
TIME: 10:27:03

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 2  
STATMN11

SELECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 7/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
410020	ESCROW DEPOSITS		.00
	TOTAL DEPOSITS	.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS	69,337.99	
	TOTAL DUE TO-OTHER FUNDS	69,337.99	.00
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		88,124.62
	TOTAL ACCRUED LIABILITIES	.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
	TOTAL DEFERRED REV-PROPERTY TAX	.00	.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	73,460.78	6,102,057.62
	TOTAL LIABILITIES	73,460.78	6,102,057.62
700110	EXPENDITURE CONTROL	3,221,922.76	
700120	REVENUE CONTROL		2,990,067.66
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
	TOTAL SYSTEM CONTROL	9,634,109.76	9,402,255.54
720010	FUND BAL-RESRV-GIFT TRUST		.00
	TOTAL FUND BALANCE-RESERVED	.00	.00
730000	FUND BALANCE-UNRESERVED		409,463.01
	TOTAL FUND EQUITY	.00	409,463.01
	TOTAL EQUITIES	9,634,109.76	9,811,718.55
	TOTAL LIBRARY FUND	16,378,611.69	16,378,611.69

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LECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 7/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243	.00	
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	.00	.00
104075	PMA - FINANCIAL NETWORK	497,762.64	
	TOTAL INVESTMENTS	497,762.64	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
	TOTAL ASSETS	497,762.64	.00
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL	29,656.00	
700120	REVENUE CONTROL		13,641.04
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	234,656.00	218,640.38
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	234,656.00	732,418.64
	TOTAL LIBRARY CAPITAL PROJ FUND	732,418.64	732,418.64
	TOTAL REPORT	17,111,030.33	17,111,030.33

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SUNGARD PENTAMATION INC - FUND ACCOUNTING  
 DATE: 08/09/07  
 TIME: 10:27:56

CITY OF DES PLAINES  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVST11

SELECTION CRITERIA: orgn.fund in ("201","202")  
 ACCOUNTING PERIOD: 7/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
 ORGANIZATION- TITLE NOT FOUND  
 1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	.00	.00	-19,175.21	19,175.21	.00
810021	PROPERTY TAXES 2004	.00	.00	.00	-13,264.27	13,264.27	.00
810022	PROPERTY TAXES 2005	50,000.00	.00	.00	57,961.21	-7,961.21	115.92
810023	PROPERTY TAXES 2006	5,954,939.00	.00	.00	2,748,014.05	3,206,924.95	46.15
TOTAL TAXES		6,004,939.00	.00	.00	2,773,535.78	3,231,403.22	46.19

FUND-201 LIBRARY FUND  
 ORGANIZATION- TITLE NOT FOUND  
 1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	.00	.00	894.94	92,093.06	.96
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822045	STATE GRANT:LIBRARY	30,260.00	-800.00	.00	23,710.00	6,550.00	78.35
TOTAL INTERGOVERNMENTAL REVEN		195,248.00	-800.00	.00	94,277.15	100,970.85	48.29

FUND-201 LIBRARY FUND  
 ORGANIZATION- TITLE NOT FOUND  
 1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	8,729.04	.00	70,303.43	39,696.57	63.91
TOTAL FINES		110,000.00	8,729.04	.00	70,303.43	39,696.57	63.91

FUND-201 LIBRARY FUND  
 ORGANIZATION- TITLE NOT FOUND  
 1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	1,812.05	.00	14,690.95	25,309.05	36.73
850215	SPECIAL PROGRAMS & EVENT	20,000.00	1,394.94	.00	6,973.23	13,026.77	34.87
TOTAL FEES AND SERVICES		60,000.00	3,206.99	.00	21,664.18	38,335.82	36.11

FUND-201 LIBRARY FUND  
 ORGANIZATION- TITLE NOT FOUND  
 1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	.00	.00	20,007.63	-15,007.63	400.15
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	84.56	.00	10,279.49	24,720.51	29.37
TOTAL OTHER REVENUE		42,000.00	84.56	.00	30,287.12	11,712.88	72.11

TOTAL TITLE NOT FOUND		6,412,187.00	11,220.59	.00	2,990,067.66	3,422,119.34	46.63
TOTAL LIBRARY FUND		6,412,187.00	11,220.59	.00	2,990,067.66	3,422,119.34	46.63



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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 08/09/07

TIME: 10:27:56

CITY OF DES PLAINES  
REVENUE STATUS REPORT

PAGE NUMBER: 2  
REVSTA11

SELECTION CRITERIA: orgn.fund in ("201", "202")  
ACCOUNTING PERIOD: 7/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT - - - - TITLE - - - - -	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010 INTEREST INCOME	1,000.00	.00	.00	13,641.04	-12,641.04	1364.10
899900 MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920 LIBRARY DONATIONS	100.00	.00	.00	.00	100.00	.00
TOTAL OTHER REVENUE	5,000.00	.00	.00	13,641.04	-8,641.04	272.82

FUND-202 LIBRARY CAPITAL PROJ FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902 TRANSFER FROM LIB FUND	200,000.00	.00	.00	.00	200,000.00	.00
TOTAL OTHER FINANCING SOURCES	200,000.00	.00	.00	.00	200,000.00	.00
TOTAL TITLE NOT FOUND	205,000.00	.00	.00	13,641.04	191,358.96	6.65
TOTAL LIBRARY CAPITAL PROJ FU	205,000.00	.00	.00	13,641.04	191,358.96	6.65

TOTAL REPORT 6,617,187.00 11,220.59 .00 3,003,708.70 3,613,478.30 45.39

1030

SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 08/09/07

TIME: 10:29:24

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 7/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	144,865.65	.00	1,114,081.04	1,263,542.96	46.86
910200	TEMPORARY WAGES	983,825.00	68,865.65	.00	503,648.07	480,176.93	51.19
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	15,112.25	.00	97,214.98	-97,214.98	.00
910600	SICK PAY	.00	3,971.93	.00	41,521.11	-41,521.11	.00
910700	HOLIDAY PAY	.00	9,476.23	.00	51,831.49	-51,831.49	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL SALARIES	3,365,199.00	242,291.71	.00	1,808,296.69	1,556,902.31	53.74

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-918000 BENEFITS

918000	UNEMPLOYMENT COMPENSATIO	2,459.00	.00	.00	1,229.50	1,229.50	50.00
918020	EMPLOYER CONTR-F.I.C.A.	256,768.00	18,227.15	.00	136,042.11	120,725.89	52.98
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	21,899.61	.00	163,679.07	141,249.93	53.68
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	708.40	.00	4,967.60	3,168.40	61.06
918050	MEDICAL INS PREMIUMS	398,427.00	31,329.82	.00	227,744.60	170,682.40	57.16
918055	DENTAL INSURANCE PREMIUM	25,401.00	1,865.05	.00	13,685.32	11,715.68	53.88
918070	WORKERS COMPENSATION	8,296.00	644.43	.00	4,499.33	3,796.67	54.23
918085	RHS PLAN PAYOUT	2,340.00	7,506.83	.00	7,506.83	-5,166.83	320.80
	TOTAL BENEFITS	1,007,461.00	82,181.29	.00	559,354.36	448,106.64	55.52

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	1,050.00	.00	6,961.02	55,588.98	11.13
920120	COMMUNICATION SERVICES	22,040.00	1,705.56	.00	10,859.85	11,180.15	49.27
920140	DATA PROCESSING SERVICES	81,113.00	3,888.72	.00	24,442.31	56,670.69	30.13
920202	CONFERENCES	18,029.00	3,895.96	.00	10,997.99	7,031.01	61.00
920204	TRAINING	5,216.00	300.00	.00	2,695.00	2,521.00	51.67
920205	TUITION REIMBURSEMENTS	5,000.00	1,350.00	.00	2,856.28	2,143.72	57.13
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	.00	.00	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	40.00	.00	2,659.00	3,341.00	44.32
920225	LICENSING/TITLES	250.00	.00	.00	.00	250.00	.00
920230	PUBLICATION OF NOTICES	3,000.00	.00	.00	2,995.25	4.75	99.84
920235	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920240	PROPERTY/LIAB CONTRIBUTI	29,707.00	.00	.00	14,853.50	14,853.50	50.00
930010	R & M EQUIPMENT	72,275.00	5,119.93	.00	45,820.54	26,454.46	63.40
930020	R & M BLDGS & STRUCTURES	52,795.00	8,740.86	.00	40,158.37	12,636.63	76.06

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SUNGARD PENTAMATION INC - FUND ACCOUNTING .

DATE: 08/09/07

TIME: 10:29:24

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTALL

SELECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 7/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930030	R & M VEHICLES	10,600.00	787.98	.00	7,926.34	2,673.66	74.78
930195	BOOK BINDING & REPAIR	2,500.00	.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING:CUSTODIAL SERV	46,980.00	4,245.41	.00	23,432.57	23,547.43	49.88
930490	REFUSE CONTRACT	3,600.00	574.00	.00	2,083.00	1,517.00	57.86
960070	AUTO/TRAVEL EXPENSES	6,275.00	129.00	.00	1,955.17	4,319.83	31.16
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	3,802.64	.00	24,658.60	8,341.40	74.72
960990	MISC CONTRACTUAL SVCS	108,340.00	7,691.48	.00	53,814.33	54,525.67	49.67
TOTAL CONTRACTUAL SERVICES		587,254.00	43,321.54	.00	279,514.67	307,739.33	47.60

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-970000 COMMODITIES

970100	SUPPLIES	79,420.00	3,867.73	.00	45,433.04	33,986.96	57.21
970110	MEALS (PRSNRS/WRKRS/VOLS	2,600.00	25.00	.00	1,143.95	1,456.05	44.00
970170	JANITORIAL	19,000.00	2,044.54	.00	10,525.73	8,474.27	55.40
970260	POSTAGE AND PARCEL	13,000.00	1,850.00	.00	7,021.50	5,978.50	54.01
970270	PRINTING-REPROD-BINDING	10,600.00	.00	.00	6,831.11	3,768.89	64.44
970500	PURCHASE OF WATER	8,000.00	834.48	.00	2,513.87	5,486.13	31.42
970600	BOOKS	497,000.00	32,175.91	.00	224,680.17	272,319.83	45.21
970610	AUDIO MATERIALS	80,000.00	6,577.05	.00	27,236.65	52,763.35	34.05
970620	SUBSCRIPTIONS & BOOKS	68,000.00	1,252.95	.00	61,046.44	6,953.56	89.77
970630	VISUAL MATERIALS	81,000.00	4,388.39	.00	41,391.13	39,608.87	51.10
970640	AUTOMATED REFERENCE MAT	106,000.00	3,078.75	.00	46,132.61	59,867.39	43.52
970810	NATURAL GAS	26,000.00	.00	.00	18,392.61	7,607.39	70.74
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	15,161.00	469.83	.00	3,006.62	12,154.38	19.83
TOTAL COMMODITIES		1,009,781.00	56,564.63	.00	495,355.43	514,425.57	49.06

FUND-201 LIBRARY FUND

ORGANIZATION-2110 LIBRARY SERVICES

1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	.00	23,850.00	.00
980410	COMPUTER HARDWARE	.00	2,746.00	.00	5,513.86	-5,513.86	.00
980420	COMPUTER SOFTWARE	36,590.00	74.85	.00	12,670.35	23,919.65	34.63
980600	FURNITURE & FIXTURES	32,650.00	12,845.09	.00	12,985.09	19,664.91	39.77
TOTAL CAPITAL EXPENDITURES		93,090.00	15,665.94	.00	31,169.30	61,920.70	33.48

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 08/09/07

TIME: 10:29:24

CITY OF DES PLAINES  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
EXPST11

SECTION CRITERIA: orgn.fund in ("201", "202")  
ACCOUNTING PERIOD: 7/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	.00	15,442.00	.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	.00	200,000.00	.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	.00	12,040.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	.00	277,482.00	.00
	TOTAL LIBRARY SERVICES	6,340,267.00	440,025.11	.00	3,173,690.45	3,166,576.55	50.06

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 SUNGARD PENTAMATION INC - FUND ACCOUNTING  
 DATE: 08/09/07  
 TIME: 10:29:24

CITY OF DES PLAINES  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 4  
 EXPSTA11

LECTION CRITERIA: orgn.fund in ("201","202")  
 ACCOUNTING PERIOD: 7/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT  
 TOTALED ON: FUND,ORGANIZATION,1ST SUBTOTAL  
 PAGE BREAKS ON: FUND,ORGANIZATION

FUND-201 LIBRARY FUND  
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920210	IN-SERVICE TRAINING	6,700.00	875.75	.00	2,330.06	4,369.94	34.78
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	989.25	.00	989.25	9,510.75	9.42
960990	MISC CONTRACTUAL SVCS	31,320.00	31,320.00	.00	31,320.00	.00	100.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	33,185.00	.00	34,639.31	13,880.69	71.39

FUND-201 LIBRARY FUND  
 ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
 1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	2,000.00	3,850.00	34.19
970270	PRINTING-REPROD-BINDING	17,550.00	4,144.00	.00	11,593.00	5,957.00	66.06
	TOTAL COMMODITIES	23,400.00	4,144.00	.00	13,593.00	9,807.00	58.09
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	37,329.00	.00	48,232.31	23,687.69	67.06
	TOTAL LIBRARY FUND	6,412,187.00	477,354.11	.00	3,221,922.76	3,190,264.24	50.25

SUNGARD PENTAMATION INC - FUND ACCOUNTING  
 DATE: 08/09/07  
 TIME: 10:29:24

CITY OF DES PLAINES  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 5  
 EXPSTA11

SECTION CRITERIA: orgn.fund in ("201","202")  
 ACCOUNTING PERIOD: 7/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
 TOTALED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
 PAGE BREAKS ON: FUND, ORGANIZATION

FUND-202 LIBRARY CAPITAL PROJ FUND  
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS  
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	.00	.00	29,656.00	55,294.00	34.91
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	.00	.00	29,656.00	75,294.00	28.26
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	.00	.00	29,656.00	75,294.00	28.26
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	.00	.00	29,656.00	75,294.00	28.26
TOTAL REPORT		6,517,137.00	477,354.11	.00	3,251,578.76	3,265,558.24	49.89

SECTION CRITERIA: payable.due\_date="07/02/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920120	COMMUNICATION SE 09030	NEXTEL COMMUNICATIONS	655730511062	644	0.00	129.17
2110	920120	COMMUNICATION SE 09030	NEXTEL COMMUNICATIONS	655730511061	594	0.00	133.60
2110	920120	COMMUNICATION SE 09030	NEXTEL COMMUNICATIONS	655730511064	934	0.00	134.79
2110	920120	COMMUNICATION SE 09030	NEXTEL COMMUNICATIONS	655730511063	904	0.00	131.35
2110	920140	DATA PROCESSING 72106	COOPERATIVE COMPUTER	DPK0507	212	0.00	3888.72
2110	920204	TRAINING 104160	MIRIAM POLLACK & ASSO	641	267	0.00	300.00
2110	930020	R & M BLDGS & ST 02989	BEDCO INC	13099	729	0.00	170.00
2110	930020	R & M BLDGS & ST 05076	NORB & SONS ELECTRIC,	21207-2	228	0.00	1495.00
2110	930020	R & M BLDGS & ST 106102	GREAT LAKES ELEVATOR	15741	294	0.00	775.00
2110	930020	R & M BLDGS & ST 106201	AUTOMATED LOGIC	106351	220	0.00	2681.76
2110	930320	CLEANING:CUSTODI 200147	MAJESTY MAINTENANCE I	40089-IN	217	0.00	3665.00
2110	930490	REFUSE CONTRACT 13394	ARC DISPOSAL COMPANY	1391365	780	0.00	574.00
2110	960210	SPECIAL EVENT PR 09733	ORIENTAL TRADING COMP	616559098-01	728	0.00	73.55
2110	960210	SPECIAL EVENT PR 106103	CLASS ACT	09-30-07	8	0.00	140.00
2110	960210	SPECIAL EVENT PR 20878	DAVID'S BISTRO	07-11-07	383	0.00	250.00
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2864416	370	0.00	28.62
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2862766	366	0.00	9.05
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2863346	368	0.00	18.00
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2864863	310	0.00	20.64
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2867075	293	0.00	50.46
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2863787	686	0.00	45.87
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2872928	681	0.00	15.27
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2852908	684	0.00	22.29
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2871095	688	0.00	17.46
2110	960990	MISC CONTRACTUAL 02191	BOOK WHOLESALERS INC	2840241	698	0.00	23.85
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018707834	678	0.00	12.65
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018681524	677	0.00	12.80
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018661952	738	0.00	14.15
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018678233	744	0.00	9.90
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018660283	736	0.00	4.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A81169040	730	0.00	9.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018660260	734	0.00	23.23
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018285182	733	0.00	5.84
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018676555	742	0.00	10.10
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018678935	740	0.00	26.35
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018678234	746	0.00	8.96
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	5007916694	399	0.00	19.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018715287	387	0.00	8.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018683710	406	0.00	9.90
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018709056	389	0.00	16.50
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A80714880	397	0.00	7.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018684536	390	0.00	11.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018678860	401	0.00	19.98
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A80893710	393	0.00	16.65
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018640802	300	0.00	2.99
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018660243	380	0.00	17.04
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018680805	377	0.00	93.55
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A81468510	373	0.00	14.80
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5280905	696	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5280906	694	0.00	13.20

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SECTION CRITERIA: payable.due\_date="07/02/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5286036	699	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5280907	692	26.20
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5285764	690	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5289162	699	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5289165	706	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5289163	710	6.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5286823	704	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5289164	708	29.65
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5286822	702	29.25
2110	960990	MISC CONTRACTUAL	25775	CRIMSON MULTIMEDIA DI	11790A	381	105.02
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	238185-0	395	64.49
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	236305-1	394	16.23
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	236305-0	385	551.02
2110	970100	SUPPLIES	09638	OFFICE DEPOT	387647758001	782	11.88
2110	970100	SUPPLIES	20177	DEMCO EDUCATIONAL COR	2844243	720	622.45
2110	970110	MEALS (PRSNRS/WR	37429	DES PLAINES CHAMBER O	4-5137	384	25.00
2110	970170	JANITORIAL	01250	GRAINGER	9364308495	392	9.20
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES IN	13073	266	532.34
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2862766	367	35.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2871095	364	187.65
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2863346	369	97.11
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2867075	365	669.45
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2864416	371	60.85
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2866329	352	145.39
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2864863	292	287.40
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2840241	680	77.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2863787	687	580.81
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2872928	682	237.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2852908	685	285.78
2110	970600	BOOKS	02958	MARQUIS WHO'S WHO	151140	215	356.50
2110	970600	BOOKS	03363	WEST GROUP	813748579	265	179.24
2110	970600	BOOKS	05948	BUSINESS & LEGAL REPO	3-6155003	725	551.95
2110	970600	BOOKS	07439	THOMSON GALE	15166728	727	76.36
2110	970600	BOOKS	07439	THOMSON GALE	15179739	715	264.91
2110	970600	BOOKS	07439	THOMSON GALE	15167366	714	76.36
2110	970600	BOOKS	07439	THOMSON GALE	15168340	700	25.47
2110	970600	BOOKS	07439	THOMSON GALE	15174591	712	97.50
2110	970600	BOOKS	07439	THOMSON GALE	15174829	719	155.35
2110	970600	BOOKS	07439	THOMSON GALE	15164418	718	223.75
2110	970600	BOOKS	07439	THOMSON GALE	15167672	717	26.18
2110	970600	BOOKS	07439	THOMSON GALE	15162125	716	40.43
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	608040	252	429.00
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	609993	295	308.50
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018660260	372	147.66
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018680804	275	1270.04
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018707834	679	95.24
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018681523	676	159.51
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018676555	743	96.31
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018678935	741	137.48
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018660283	737	43.49



SELECTION CRITERIA: payable.due\_date="07/02/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018285182	735	0.00	36.05
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018661952	739	0.00	109.11
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018678233	745	0.00	90.54
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018678234	747	0.00	111.76
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018709056	391	0.00	145.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018715287	388	0.00	68.91
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018640802	405	0.00	7.74
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018660243	386	0.00	91.35
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018684536	404	0.00	100.97
2110	970600	BOOKS	09737 BAKER & TAYLOR	5007916694	400	0.00	813.01
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018678860	402	0.00	182.00
2110	970600	BOOKS	09737 BAKER & TAYLOR	20186803710	542	0.00	90.54
2110	970600	BOOKS	104192 CENTER POINT LARGE PR	639598	379	0.00	76.68
2110	970600	BOOKS	104370 R H DONNELLEY	MAY-14-2007	781	0.00	684.00
2110	970600	BOOKS	105751 THESTREET.COM RATINGS	5019954	276	0.00	261.95
2110	970600	BOOKS	106359 CISION US INCORPORATE	BAC0009594	378	0.00	470.00
2110	970600	BOOKS	20361 BERNAN ASSOCIATES	10463562	724	0.00	65.00
2110	970600	BOOKS	21121 THE MCGRAW-HILL COMPA	31294323001	256	0.00	2794.41
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2873472	681	0.00	174.67
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	285929	721	0.00	663.31
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	286567	723	0.00	48.71
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	285584	722	0.00	80.00
2110	970610	AUDIO MATERIALS	07339 BLACKSTONE AUDIO BOOK	427904	726	0.00	667.50
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018680804	210	0.00	21.97
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	97777457	260	0.00	-129.60
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083139473	259	0.00	191.20
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083188264	258	0.00	80.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	05-24-07-3	779	0.00	11.19
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	05-24-07-1	777	0.00	165.26
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	05-24-07-2	778	0.00	87.42
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3528768	255	0.00	202.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3532100	264	0.00	55.60
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3497463	262	0.00	41.40
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3464562	263	0.00	450.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A81468510	376	0.00	91.03
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A81169040	731	0.00	59.51
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A80893710	396	0.00	190.89
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A80714880	398	0.00	51.26
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5280907	693	0.00	252.65
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5280906	695	0.00	101.21
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5285764	691	0.00	17.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5286822	703	0.00	200.91
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5289163	713	0.00	38.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5286823	705	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5289162	701	0.00	21.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5280905	697	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5286036	711	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5289165	707	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5289164	709	0.00	202.41
2110	970630	VISUAL MATERIALS	25775 CRIMSON MULTIMEDIA DI	11565A	382	0.00	380.00

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/22/07

TIME: 07:36:35

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 19

ACCTPAY1

ACCOUNTING PERIOD: 6/07

SELECTION CRITERIA: payable.due\_date="07/02/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE		VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3512844	261	0.00	31.00
2110	970640	AUTOMATED REFERE	05702	NEWSBANK	RN495038	218	0.00	1460.00
2110	970640	AUTOMATED REFERE	12168	GREENWOOD PUBLISHING	3220670	257	0.00	743.75
2110	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	XC1MWP RR1	211	0.00	1938.00
2110	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	XC1RJ4FT2	732	0.00	808.00
2110	980420	COMPUTER SOFTWARE	106266	INVICTA SERVICES LLC	1256	254	0.00	74.85
2110	980600	FURNITURE & FIXT	105896	D & B POWER ASSOCIATE	16868	213	0.00	966.59
2110	980600	FURNITURE & FIXT	105896	D & B POWER ASSOCIATE	16867	214	0.00	11878.50
TOTAL LIBRARY SERVICES							0.00	53250.97
2130	920210	IN-SERVICE TRAIN	03239	GIUSEPPE'S LA CANTINA	10-MAY-07	403	0.00	875.75
2130	970270	PRINTING-REPROD-	05228	KASCO PRINTING	6026	216	0.00	4144.00
TOTAL IL LIBRARY PER CAP GRANT							0.00	5019.75
TOTAL FUND							0.00	58270.72

RUN DATE 06/22/2007 TIME 07:36:51

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 07/06/07

TIME: 11:13:56

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 10

ACCTPAY1

ACCOUNTING PERIOD: 7/07

SELECTION CRITERIA: payable.due\_date="07/16/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	918085	RHS PLAN PAYOUT	100980	VANTAGEPOINT TRANSFER	PLAN 800126	104	7506.83
2110	920110	PROFESSIONAL CON	106153	JENNIFER LEVINE	DPPL 002	642	1050.00
2110	920202	CONFERENCES	91968	SUZANNE PIRIE	REIMB	389	45.25
2110	920205	TUITION REIMBURS	101575	KATHY KYROUAC	REIMB	399	350.00
2110	920205	TUITION REIMBURS	103410	GWEN LACOSSE	REIMB	660	1000.00
2110	920220	MEMBERSHIP DUES	102750	ILLINOIS OCLC USERS G	RENEWAL 07	400	40.00
2110	930010	R & M EQUIPMENT	102686	SWITCH GEAR	303740	647	4740.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	67254	429	379.93
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2274247	405	940.10
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2271609	406	455.00
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2274513	643	1774.00
2110	930020	R & M BLDGS & ST	106102	GREAT LAKES ELEVATOR	15897	415	450.00
2110	930030	R & M VEHICLES	02929	SCHIMKA AUTO WRECKERS	102	413	277.50
2110	930030	R & M VEHICLES	102935	BILL'S AUTO	35884	428	285.48
2110	930030	R & M VEHICLES	56360	MORTON GROVE AUTO WES	42812	409	225.00
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3219	411	105.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	40144	404	475.41
2110	960070	AUTO/TRAVEL EXPE	91968	SUZANNE PIRIE	REIMB	388	58.00
2110	960210	SPECIAL EVENT PR	105303	ANITA VAUGHAN	06-11-07	410	150.00
2110	960210	SPECIAL EVENT PR	106103	CLASS ACT	09-30-07	432	560.00
2110	960210	SPECIAL EVENT PR	106409	CRYSTAL CLEAR MUSIC P	08-05-07	434	500.00
2110	960210	SPECIAL EVENT PR	106410	INFORMATION DIGGERS	08-14-07	386	100.00
2110	960210	SPECIAL EVENT PR	106411	MARK HAYDEN PHD	08-08-07	391	250.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2868700	560	168.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2863347	216	23.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2881606	213	32.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2877051	208	21.36
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2883907	218	30.75
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2874951	219	61.74
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2834842	240	6.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2876513	221	30.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2871985	236	26.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2883539	223	13.15
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2889513	230	23.94
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2872515	235	28.62
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2888638	226	25.59
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2891692	212	19.14
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2887360	217	39.28
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2886222	228	79.50
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2866335	244	55.85
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2874398	242	34.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5007951483	255	40.10
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018346440	252	11.68
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018696883	246	9.34
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018802244	260	75.01
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018743555	248	4.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018769767	258	50.27
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018755753	250	23.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018733136	256	13.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018779909	272	7.90

RUN DATE 07/06/2007 TIME 11:14:15

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 07/06/07

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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ACCTPAY1

ACCOUNTING PERIOD: 7/07

SELECTION CRITERIA: payable.due\_date="07/16/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018779996	267	0.00	9.15
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018772672	273	0.00	3.54
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018791473	269	0.00	7.45
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A83215600	277	0.00	18.50
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018762028	274	0.00	3.20
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018715467	357	0.00	7.00
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018725937	359	0.00	8.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018695115	353	0.00	3.24
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018413384	352	0.00	5.84
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018748615	342	0.00	9.90
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018737139	355	0.00	5.95
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018727564	361	0.00	9.87
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018771323	374	0.00	35.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018706888	306	0.00	35.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A81862730	298	0.00	11.10
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018722634	303	0.00	17.50
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A82516380	293	0.00	7.40
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	A82783920	289	0.00	3.70
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018739606	300	0.00	31.00
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018710603	308	0.00	93.50
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018707892	334	0.00	1.65
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018716265	315	0.00	63.89
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018736667	319	0.00	94.93
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018711419	313	0.00	4.25
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018696904	324	0.00	5.83
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018761981	321	0.00	19.35
2110	960990	MISC CONTRACTUAL 09737	BAKER & TAYLOR	2018731801	318	0.00	43.37
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290461	322	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5295751	333	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5292018	329	0.00	3.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5292046	363	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5284625	365	0.00	16.45
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5292016	372	0.00	29.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5292017	380	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5284626	368	0.00	6.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5284627	373	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290462	370	0.00	6.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5284624	377	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290817	340	0.00	19.70
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290818	350	0.00	13.20
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290816	338	0.00	39.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5296466	349	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290814	344	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290463	351	0.00	10.15
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290813	347	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5290815	285	0.00	7.90
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5296468	283	0.00	26.00
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5296467	281	0.00	3.25
2110	960990	MISC CONTRACTUAL 09788	MIDWEST TAPE	5292019	214	0.00	3.25
2110	960990	MISC CONTRACTUAL 101752	O C L C INCORPORATED	540899	135	0.00	1612.00

RUN DATE 07/06/2007 TIME 11:14:15

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 12

ACCTPAY1

ACCOUNTING PERIOD: 7/07

SELECTION CRITERIA: payable.due\_date="07/16/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	101752	O C L C INCORPORATED	540899	644	179.25
2110	960990	MISC CONTRACTUAL	105085	INITIAL ELECTRONICS	161792	401	72.00
2110	960990	MISC CONTRACTUAL	106412	G P OFFICE FURNITURE	906973	645	1820.00
2110	960990	MISC CONTRACTUAL	72106	COOPERATIVE COMPUTER	JUNE 2007	582	1396.00
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	249042-0	417	101.56
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	253059-0	425	216.47
2110	970100	SUPPLIES	09638	OFFICE DEPOT	388599939001	418	80.82
2110	970100	SUPPLIES	102536	MINUTEMAN PRESS	24606	407	112.50
2110	970100	SUPPLIES	105752	CONSUMER ELECTRONICS	246962	433	233.11
2110	970170	JANITORIAL	00282	BADE PAPER PRODUCTS	153609-00	424	503.00
2110	970260	POSTAGE AND PARC	00933	POSTMASTER	06-11-07	646	1850.00
2110	970500	PURCHASE OF WATE	00842	CITY OF DES PLAINES	2/27-4/27/07	431	834.48
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2868700	599	1229.69
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2881606	215	366.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2877051	209	264.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2879217	211	11.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2876513	222	145.22
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2883907	238	290.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2883539	225	107.21
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2888638	227	298.32
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2874951	220	559.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2863347	234	68.97
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2886222	229	970.79
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2891692	233	287.30
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2889513	231	387.53
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2872515	237	114.04
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2871985	286	175.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2887360	279	553.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2885904	288	48.10
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2866335	245	420.33
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2874398	243	249.31
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2834842	241	28.45
2110	970600	BOOKS	03363	WEST GROUP	813802742	416	159.81
2110	970600	BOOKS	03975	LECTORUM PUBLICATIONS	601083	402	458.35
2110	970600	BOOKS	05338	STANDARD & POOR'S	30280925	414	601.88
2110	970600	BOOKS	05477	INFORMATION TODAY, IN	1036579-B1	392	309.95
2110	970600	BOOKS	07439	THOMSON GALE	15193751	263	53.15
2110	970600	BOOKS	07439	THOMSON GALE	15186327	262	152.50
2110	970600	BOOKS	07439	THOMSON GALE	15193903	265	25.47
2110	970600	BOOKS	07439	THOMSON GALE	15196585	362	141.54
2110	970600	BOOKS	07439	THOMSON GALE	15189270	291	167.76
2110	970600	BOOKS	07439	THOMSON GALE	15189135	294	47.18
2110	970600	BOOKS	07439	THOMSON GALE	15185766	292	223.75
2110	970600	BOOKS	07439	THOMSON GALE	15204243	297	50.93
2110	970600	BOOKS	07439	THOMSON GALE	15190054	310	140.79
2110	970600	BOOKS	09641	GREY HOUSE PUBLISHING	608230	387	448.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018802243	597	1141.53
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018710602	307	730.16
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018706887	312	454.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018711418	311	21.32

RUN DATE 07/06/2007 TIME 11:14:16

SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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ACCTPAY1  
ACCOUNTING PERIOD: 7/07

SELECTION CRITERIA: payable.due\_date="07/16/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018722633	305	0.00	279.33
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018739605	314	0.00	324.42
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018733135	317	0.00	135.38
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018736667	320	0.00	285.36
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018696904	325	0.00	16.63
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018716264	316	0.00	867.21
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018761981	371	0.00	168.82
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018771323	376	0.00	313.00
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018727564	367	0.00	93.65
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018715467	358	0.00	56.52
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018737139	356	0.00	54.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018748615	345	0.00	83.82
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018707892	341	0.00	15.23
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018725937	360	0.00	71.15
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018695115	354	0.00	37.85
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018779909	271	0.00	58.34
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018791473	270	0.00	60.61
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018762028	266	0.00	29.89
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018779996	268	0.00	88.56
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018696883	247	0.00	70.30
2110	970600	BOOKS	09737 BAKER & TAYLOR	5007951483	257	0.00	1124.15
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018769766	264	0.00	746.57
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018413384	254	0.00	11.28
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018755753	251	0.00	202.63
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018346440	253	0.00	25.83
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018743555	249	0.00	45.69
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018772672	224	0.00	29.33
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018731800	239	0.00	736.06
2110	970600	BOOKS	103825 CARY AREA PUBLIC LIBR	INTER LOAN	430	0.00	15.89
2110	970600	BOOKS	105234 SCHAUMBURG TOWNSHIP D	INTER LOAN	412	0.00	30.00
2110	970600	BOOKS	17211 DELTA SYSTEMS CO., IN	547017	436	0.00	324.76
2110	970600	BOOKS	20737 THE COUNCIL OF STATE	51071	435	0.00	58.50
2110	970600	BOOKS	35225 MATTHEW BENDER & COMP	48559393	403	0.00	114.15
2110	970600	BOOKS	58875 INGRAM LIBRARY SERVIC	19412833	408	0.00	48.62
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2879217	210	0.00	107.80
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2880383	212	0.00	304.44
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2885904	287	0.00	194.29
2110	970610	AUDIO MATERIALS	02482 B B C AUDIOBOOKS	287221	426	0.00	71.21
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018802243	598	0.00	587.05
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018769766	259	0.00	21.97
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018711418	309	0.00	795.97
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018706887	296	0.00	16.47
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018739605	302	0.00	19.77
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018722633	304	0.00	106.98
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018731800	301	0.00	43.94
2110	970610	AUDIO MATERIALS	106225 1836 BOOK COMPANY	1948	423	0.00	63.34
2110	970610	AUDIO MATERIALS	106413 LEGACY AUDIO BOOKS IN	60507001	207	0.00	47.20
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-06-07-1	419	0.00	231.54
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-06-07-2	420	0.00	77.64
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-11-07-1	421	0.00	405.66

RUN DATE 07/06/2007 TIME 11:14:16

SUNGARD PENTAMATION INC - FUND ACCOUNTING

SUNGARD PENTAMATION INC - FUND ACCOUNTING  
 DATE: 07/06/07  
 TIME: 11:13:56

CITY OF DES PLAINES  
 CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 14  
 ACCTPAY1  
 ACCOUNTING PERIOD: 7/07

SELECTION CRITERIA: payable.due\_date="07/16/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-13-07-1	394	0.00	201.43
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-13-07-3	395	0.00	36.37
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-06-07-3	396	0.00	13.29
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-13-07-2	393	0.00	41.27
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-20-07-1	397	0.00	195.84
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	6-20-07-3	398	0.00	24.48
2110	970620	SUBSCRIPTIONS &	103777 D & Z HOUSE OF BOOKS	52A-2007	427	0.00	60.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	1202460	390	0.00	144.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	S-45356	385	0.00	15.13
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	19781	383	0.00	-19.95
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	1202137	384	0.00	25.00
2110	970620	SUBSCRIPTIONS &	74130 EBSCO SUBSCRIPTION SV	10136	382	0.00	-155.23
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A81862730	299	0.00	83.73
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A82516380	295	0.00	58.01
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A82783920	290	0.00	42.56
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A82628680	278	0.00	193.19
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A83215600	275	0.00	184.32
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5296468	284	0.00	89.92
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290815	276	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5296467	282	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5296466	280	0.00	17.24
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5292019	206	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290463	327	0.00	52.47
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5292016	330	0.00	195.66
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5292018	331	0.00	29.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5292929	328	0.00	59.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290817	332	0.00	353.92
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5295752	336	0.00	44.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290462	326	0.00	59.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290461	323	0.00	21.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5295751	335	0.00	167.92
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5284626	369	0.00	29.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5284624	378	0.00	14.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5284623	379	0.00	37.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5284625	366	0.00	113.58
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5292017	381	0.00	7.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5292046	364	0.00	252.70
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5284627	375	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290818	343	0.00	74.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290814	346	0.00	18.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290813	348	0.00	22.49
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	529753	337	0.00	33.74
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5290816	339	0.00	196.38
2110	970640	AUTOMATED REFERE	105236 WISCONSIN LIBRARY SER	13369	261	0.00	300.00
TOTAL LIBRARY SERVICES						0.00	57531.70
2130	960210	SPECIAL EVENT PR	105894 EVOLUTION MARKETING G	612959	422	0.00	989.25
2130	960990	MISC CONTRACTUAL	07581 ARLINGTON HEIGHTS MEM	01-08-01	192	0.00	31320.00

RUN DATE 07/06/2007 TIME 11:14:16

SUNGARD PENTAMATION INC - FUND ACCOUNTING

1053

SUNGARD PENTAMATION INC - FUND ACCOUNTING  
DATE: 07/06/07  
TIME: 11:13:56

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 15  
ACCTPAY1  
ACCOUNTING PERIOD: 7/07

SELECTION CRITERIA: payable.due\_date="07/16/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
TOTAL LIBRARY FUND						0.00	32309.25
TOTAL FUND						0.00	89840.95

RUN DATE 07/06/2007 TIME 11:14:16

SUNGARD PENTAMATION INC - FUND ACCOUNTING



## VIII.D.1.

**DIRECTOR'S REPORT**  
August 21, 2007

**Please note: I have received no official requests for confidential information since my last report.**

## PERSONNEL

New Employees for July/August 2007 are Olivia Gugalo, Page, 07/03/07 Cuyler Jenkins, Page, 07/16/07 Elliott Rowe, Circulation Services Clerk, 07/09/07 Angel Matias, Page, 07/09/07 Nancy Stewart, Page, 07/26/07.

Resignations/Separations for July/August 2007 are Susan Holstrom, PT Reference Librarian, 07/31/07 Kimberly McDuffee, Technology Page, 08/06/07 Mary Mulcrone, Page, 08/10/07 Leslie Steiner, Head of Public Information Services, 07/24/07.

## STAFF DEVELOPMENT

The next All-Staff meeting will be held on Wednesday, September 12 at 8 AM. The featured event will be a presentation, "Movement Matters," given by a personal trainer and fitness coach who will describe how everyday movements can affect our health and wellness.

Four staff members have applied for grants to attend FIL, the annual book fair in Guadalajara.

Jill Franklin will take part in the Sister Library staff exchange program in January, 2008.

## PATRON SERVICES

Our Summer Reading Clubs were very active this summer. The Adult and Teen SRC had 133 adults and 75 teens participating. The children's program had 2009 enrolled and 1054 who completed all requirements. Look for the Carnival of Reading t-shirts the finishers are wearing. The pre-readers listened to 13,376 and our independent readers read for 10,176 hours in June and July. The attendance at the programs was also high.

The highlight of the summer was the Harry Potter extravaganza held on July 20/21 from 9:30 to just after midnight. It's hard to tell from the reports and fan letters

who appreciated the evening most, the 96 kids, their parents, or the staff and volunteers who worked on the planning and the night at Hogwarts. For a taste of this splendid event, please look at the video on our website.

The month in numbers shows a decline in use and attendance, except for attendance at programs and meetings. Just over half of all items circulated in July were print, with DVDs as the only medium gaining in use. Patrons used self check to circulate 48% of all items checked out of the main library.

#### OTHER PROFESSIONAL ACTIVITIES

I was on vacation July 20 through 27 and August 9 through 13.

I attended the Library Production Studio Executive Committee meeting on July 19. On August 2, I participated in a Trustee Training seminar at NSLS with Noreen Lake. We were part of a four-person panel discussing budget and finance matters for trustees. I also attended the Chamber of Commerce After Hours event at Duncan Flooring on August 14.

# DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

July 2007

				% Change
<b>Total 2006 to Date:</b>	659,978	<b>Total 2007 to Date:</b>	643,364	-2.52%
<b>July 2006</b>	102,256	<b>July 2007</b>	97,240	-4.91%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>		
	CHILDREN	2006	2007	2006	2007	2006	2007
Non Fiction		5,188	4,235	322	464	5,510	4,699
Fiction		15,179	13,706	790	967	15,969	14,673
Foreign Language Non Fiction		615	273	10	5	625	278
Foreign Language Fiction		173	778	85	30	258	808
Periodicals		292	176	4	26	296	202
Compact Discs		1,192	1,096	42	65	1,234	1,161
Audio Cassettes		9	1	0	0	9	1
Audio Kits		96	40	31	22	127	62
Puzzles		0	0	12	5	12	5
Games		53	18	2	1	55	19
Audio Books		417	337	10	47	427	384
Video Fiction		1,077	356	82	2	1,159	358
Video Non Fiction		241	182	2	0	243	182
DVD		7,232	8,587	457	591	7,689	9,178
CD ROMs		611	601	0	0	611	601
<b>SUB TOTAL</b>		<b>32,375</b>	<b>30,386</b>	<b>1,849</b>	<b>2,225</b>	<b>34,224</b>	<b>32,611</b>
<b>ADULT</b>							
Non Fiction		12,741	11,545	143	146	12,884	11,691
Fiction		10,604	9,754	207	306	10,811	10,060
Large Type		1,545	1,541	32	35	1,577	1,576
Foreign Language Non Fiction		382	454	10	6	392	460
Foreign Language Fiction		1,280	1,278	2	0	1,282	1,278
High School Collection		1,103	980	5	8	1,108	988
Periodicals		2,640	2,683	135	155	2,775	2,838
Pamphlets		20	15	0	0	20	15
Compact Discs		8,590	8,331	261	223	8,851	8,554
Pictures		10	14	0	3	10	17
Audio Books		3,177	2,342	48	32	3,225	2,374
CD ROMs		197	158	0	0	197	158
Video Fiction		1,297	684	51	0	1,348	684
Video Non Fiction		1,231	658	6	0	1,237	658
DVD		21,269	21,998	697	819	21,966	22,817
Misc. Formats		345	455	4	6	349	461
		<b>66,431</b>	<b>62,890</b>	<b>1,601</b>	<b>1,739</b>	<b>68,032</b>	<b>64,629</b>
<b>GRAND TOTAL</b>		<b>98,806</b>	<b>93,276</b>	<b>3,450</b>	<b>3,964</b>	<b>102,256</b>	<b>97,240</b>
Self Check		20,997	44,331	0	0	20,997	44,331

Main Library closed 1 day for holiday.  
 Mobile Library closed 1 day for holiday.

## VIII.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
AUGUST 2007

	<u>July 2007</u>	<u>Aug 2007</u>	<u>Change</u>	<u>% Change</u>
Books	260,226	261,713	1,489	-0.57%
Audio	23,769	23,697	-99	-0.42%
Video	22,028	21,829	-199	-0.90%
Puzzles & Games	143	143	0	0.00%
Realia	241	241	0	0.00%
Pamphlets	551	552	1	0.18%
<b>Total</b>	<b>306,985</b>	<b>308,175</b>	<b>1,190</b>	<b>0.39%</b>

## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR JULY 2007**

**I. Library Card Registration Services**

<u>July 2006</u>	<u>June 2007</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
894	888	807	5,846	5,370	(-8.1%)

A.	New Library Card Registrations	317
B.	Updated Library Card	363
C.	Other Libraries	127
D.	Non Resident Fee Paid Cards	0
	(Year to Date - 63 Non Resident Fee Paid Cards )	
	<b>Total</b>	<b>807</b>

**II. Other Registration Services**

1.	Patrons Registering for Programs	403
2.	Number of Meeting Room Uses	65
3.	Voters Registered	2
4.	Senior Cab Cards	15
	<b>Total</b>	<b>485</b>

**III. Total Number of Registered Borrowers**

July 2006	35,639	(62.5% of Population)
July 2007	35,441	(62.2% of Population)

## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR JULY 2007**

**IV. Patron Attendance Count**

<u>July 2006</u>	<u>June 2007</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
47,269	46,542	46,846	318,958	304,249	(-4.6%)

**V. Reciprocal Borrowing  
(Materials Lent)**

	<u>July 2006</u>	<u>July 2007</u>	<u>% Change</u>
NSLS	14,875	15,449	3.9%
Other Systems	4,400	4,603	4.6%
Total	19,275	20,052	4.0%

**VI. Interlibrary Loan**

	<u>July 2006</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
Sent	6,074	5,721	47,024	39,231	(-19.9%)
Received	4,304	4,161	35,483	29,503	(-20.3%)
Total	10,378	9,882	82,507	68,734	(-20.0%)

## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
JULY 2007**

<b>Assistance/Service Desk</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	670	593	5,010	4,993	-0.3%
2. Patron Renewals	941	739	6,984	5,497	-21.3%
3. Patron Reserves Delivered	4,587	4,147	27,203	24,110	-11.4%
4. Directional	1,369	381	5,180	3,089	-40.4%
5. Account Inquiries	3,482	2,764	23,338	17,258	-26.1%
6. Program Sign-up	168	172	2,022	1,593	-21.2%
7. In Person Patron Assistance	1,077	867	8,023	5,629	-29.8%
<b>Total</b>	<b>12,294</b>	<b>9,663</b>	<b>77,760</b>	<b>62,169</b>	<b>-20.1%</b>
<b>Assistance/Switchboard</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	2,835	2,871	19,467	20,148	3.5%
2. Delivery/Buzzer	43	134	221	406	83.7%
3. 2-Way Radio	0	5	144	19	
<b>Total</b>	<b>2,878</b>	<b>3,010</b>	<b>19,832</b>	<b>20,573</b>	<b>3.7%</b>
<b>Grand Total</b>	<b>15,172</b>	<b>12,673</b>	<b>97,592</b>	<b>82,742</b>	<b>-15.2%</b>

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
JULY 2007**

<b>Assistance</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,569	1,378	10,152	7,386	-27.2%
2. Mechanical	263	307	2,349	1,488	-36.7%
3. Directional	1,114	1,086	7,885	6,268	-20.5%
4. Tax Forms	6	15	1,254	1,227	-2.2%
<b>Total</b>	<b>2,952</b>	<b>2,786</b>	<b>21,640</b>	<b>16,369</b>	<b>-24.4%</b>
<b>Reference and Readers' Services</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	3,295	2,923	19,084	19,643	2.9%
2. Ready Reference	1,466	1,379	10,395	10,390	0.0%
3. In-Depth Reference	144	123	1,152	1,052	-8.7%
4. Information	1,592	1,315	10,284	9,913	-3.6%
5. Instruction	6	16	322	316	-1.9%
6. Virtual Reference Desk	7	15	103	157	52.4%
Interlibrary Loan Request	141	148	889	993	11.7%
8. Readers' Advisory	107	149	787	812	3.2%
9. CCS Holds	1,225	1,119	7,286	7,426	1.9%
<b>Total</b>	<b>7,983</b>	<b>7,187</b>	<b>50,302</b>	<b>50,702</b>	<b>0.8%</b>
<b>Sign Up</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	9,530	9,107	67,437	55,250	-18.1%
2. Group Study Rooms	804	682	5,896	5,680	-3.7%
3. Ellis/Reading Edge	0	2	0	3	0.0%
<b>Total</b>	<b>10,334</b>	<b>9,791</b>	<b>73,333</b>	<b>60,933</b>	<b>-16.9%</b>
<b>Grand Total</b>	<b>21,269</b>	<b>19,764</b>	<b>145,275</b>	<b>128,004</b>	<b>-11.9%</b>
Downloadable Audiobooks		63			
PlayAway		53			



## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
JULY 2007**

<b>Assistance</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	2,404	2,222	12,680	10,219	-19.4%
2. Mech Troubleshooting	108	125	1,198	1,349	12.6%
3. Computer Mech Instr	489	365	3,271	2,701	-17.4%
4. Program Sign-up	204	303	2,638	1,545	-41.4%
5. Information	630	375	4,276	3,634	-15.0%
6. Directional Questions	410	450	3,053	2,367	-22.5%
<b>Total</b>	<b>4,245</b>	<b>3,840</b>	<b>27,116</b>	<b>21,815</b>	<b>-19.5%</b>
<b>In-House Circulation</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,469	1,289	9,095	8,630	-5.1%
2. Chess/Checkers	26	12	155	98	-36.8%
3. School Supplies Handouts	47	43	316	356	12.7%
4. Textbooks	19	32	148	107	-27.7%
<b>Total</b>	<b>1,561</b>	<b>1,376</b>	<b>9,714</b>	<b>9,191</b>	<b>-5.4%</b>
<b>Reference</b>	<u>July 2006</u>	<u>July 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	1,601	1,772	8,485	7,734	-8.9%
2. Reference	371	316	2,701	2,868	6.2%
3. Readers' Advisory	196	230	1,597	1,595	-0.1%
4. ILL & Patron Holds	253	345	2,906	1,423	-51.0%
5. Book Bag Request	8	1	71	61	-14.1%
<b>Total</b>	<b>2,429</b>	<b>2,664</b>	<b>15,760</b>	<b>13,681</b>	<b>-13.2%</b>
<b>Grand Total</b>	<b>8,235</b>	<b>7,880</b>	<b>52,590</b>	<b>44,687</b>	<b>-15.0%</b>

## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
JULY 2007**

Alldata	713*
Classical Music Library	34
CQ Researcher	3
First Search	1,401
Gale Group:	
• Biography Resource Center	741
• Business & Company Resource Center	200
• Contemporary Authors	7
• General Reference Center Gold	119
• InoTrac OneFile	272
• Kids Infobits	1
• LitFinder	62
• Literature Resource Center	28
• Opposing Viewpoints	112
• Student Resource Center	90
• ThomsonGale Legal Forms	16
• Virtual Reference Library	121
Greenwood Daily Life Online	2
Grolier Online	65
Hoover's Online	NA
Morningstar	427*
NewsBank:	
• American Obituaries and Death Notices	1,347
• Local newspapers	315
• Chicago Tribune Archive	694
• Periodicals	18
Novelist	80
ProQuest :	
• Ancestry Library Edition	84*
• eLibrary	66
• eLibrary Elementary	4
• Heritage Quest	678
• SIRS Discoverer	7
• <i>Wall Street Journal</i>	31
• <i>New York Times</i> Historical	74
• <i>Chicago Tribune</i> Historical (1890-1955)	435
Reference USA	854

Rosetta Stone	171*	
TumbleBooks	51*	
World Book Encyclopedia	8	
<b>Total Searches &amp; Queries for July 2007</b>	<b>9,331</b>	<b>% Change</b>
<b>Total Searches &amp; Queries for July 2006</b>	<b>17,906</b>	<b>(-47.9%)</b>

\* Number of sessions or views (number of searches not provided)

## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JULY 2007**

<b>Library Sponsored Programs/Meetings</b>	<b>Times Used</b>	<b>Meeting Room Used</b>	<b>Attendance</b>
Adult Services Meeting	1	CR	5
Book Jeopardy – Teen Summer Reading Club	1	B/C	10
Career Counseling	1	SR4	5
Circulation Meeting	2	CR	21
Department Heads Meeting	3	CR	20
Documentary Film	1	A	13
Evanced Committee Meeting	1	CR	8
Meet the Beetles	1	B/C	124
Page Meeting	1	CR	12
Selling Your Stuff on Ebay	1	B/C	61
Sunday Afternoon Movie	1	A	73
Taste of Italy Cooking Demonstration	1	B/C	96
<b>Total</b>	<b>15</b>		<b>448</b>
<b>Outside Community Groups</b>			
550 IDA Condo Association	1	A	25
Chicago-North Romance Writers of America	1	C	20
Current Events 2007	1	C	17
Des Plaines Toastmasters	1	A	20
DuPage Figure Skating	1	B	8
Junior Great Books	1	B	7
Monte Clare Condominium Association	1	A	30
Packards of Chicagoland	1	A	28
Polyglots Toastmasters	2	A	23
Quilting Divas	1	C	8
Shrine Club	1	B	1
Society of Children's Book Writers	1	C	20
Square Spares & Pairs	1	B	15
<b>Total</b>	<b>14</b>		<b>222</b>

## VIII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JULY 2007**

	Times Used	Meeting Room Used	Attendance
<b>Other</b>			
Library Board Meeting	1	CR	16
Total	1		16
<b>Literacy Program</b>			
Learn to Read	16	B	1,040
Total	16		1,040
<b>Library Sponsored Children's Programs</b>			
Bubble wonders	1	B/C	210
Bucket Boys	1	B/C	180
Buffalo Grove Park District Preschool Visit	2	ST	85
Central School ESL Tour	1	ST	22
Chat & Chew	1	ST	4
Clowning Around	1	B/C	42
Dinosaurs	1	B/C	166
Drop-In Brown Bag Movie	4	ST	41
Drop-In Storytime	6	ST	117
Harry Potter Film Fest	4	ST	52
Harry Potter Extravaganza	1	A/B/C	135
Old Fashioned Games	1	B/C	18
Project Next Generation	4	CL	46
Total	28		1,118
Grand Total July 2007	73		2,844
Grand Total July 2006	86		2,682
% Change			6.2%

**Total = 40 groups involving 2,844 people.**

**2007 Year to Date Total = 1,190 groups involving 61,168 people.**

- A – Meeting Room A
- B – Meeting Room B
- C – Meeting Room C
- CL – 4th Floor Computer Lab
- CR – 2<sup>nd</sup> Floor Conference Room
- H – Heritage Room
- SR3 – Study Rooms 3<sup>rd</sup> Floor
- SR4 – Study Rooms 4<sup>th</sup> Floor
- ST – Storytime Room
- T – Teen Room

## Des Plaines Public Library

Surplus and Obsolete Equipment - July 31, 2007

The following equipment is no longer in use and is not needed for replacement parts of emergency backups. We request that it be declared surplus and disposed of accordingly.

### Computers

Make-Model	Serial Number	Status
Dell Dimension 8100-P4-40G-256K-DVD	51ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	2YYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	BWYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	HYYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	HWYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	DYYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	90ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	9YYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	10ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	F1ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	32ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	G3ZRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	2XYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	BXYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	4ZYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	5WYRM01	Working
Dell Dimension 8100-P4-40G-256K-DVD	6XYRM01	Working

### Monitors

Make-Model	Serial/Tag Number	Status
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4Z8	Working
Dell E771 - 17" CRT	MX-0419TG-47801-1BN-B138	Working
Dell E771 - 17" CRT	MX-0419TG-47801-278-B2TC	Working
Dell E771 - 17" CRT	MX-0419TG-47801-278-B2VH	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YW	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4Z4	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B2VD	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YZ	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4Z7	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YU	Working
Dell E771 - 17" CRT	MX-0419TG-47801-279-B4YV	Working

Dear Children's Library Group,

Wow!! What a great job you did. Congratulations on a successful "Harry Potter" party. My grandson, Nick Sparrow, was one of the participants and couldn't stop talking about how much fun he had.

I am very impressed with all the hard work and planning that went into this event. It was very well done.

In appreciation,  
Marlene Sparrow



1070

District Office:

24 South Des Plaines River Road  
Suite 200  
Des Plaines, Illinois 60016  
847-257-0450  
847-257-0452 FAX  
enekritz@repnekritz.org

Springfield Office:

248-W Stratton Building  
Springfield, Illinois 62706  
217-558-1004  
217-557-7204 FAX  
www.repnekritz.org



Elaine Nekritz

State Representative • 57th District

Committees:

- Appropriations-Higher Education
- Elections & Campaign Reform (Chair)
- Environment & Energy
- Environmental Health
- Judiciary I - Civil Law
- Railroad Safety (Chair)
- Renewable Energy
- Commission on Government Forecasting & Accountability

July 18, 2007

Noreen Lake  
Des Plaines Public Library Board of Trustees  
1501 Ellinwood Street  
Des Plaines, IL 60016

Dear Noreen:

Thank you for contacting me about HB 1434, regarding community colleges offering bachelor's degrees. I appreciate you taking the time to share your concerns with me. I rely on your opinions when I am considering issues in the General Assembly.

As a co-sponsor of HB 1434, I am greatly aware of the benefits of this legislation. I completely agree that this bill will open doors for residents to receive the benefits of higher education. That training will inevitably lead to greater workforce development, economic opportunity, and community development. Not only does it provide these benefits, it also gives an opportunity to those who may want to, but cannot for whatever reason, attend a four-year university.

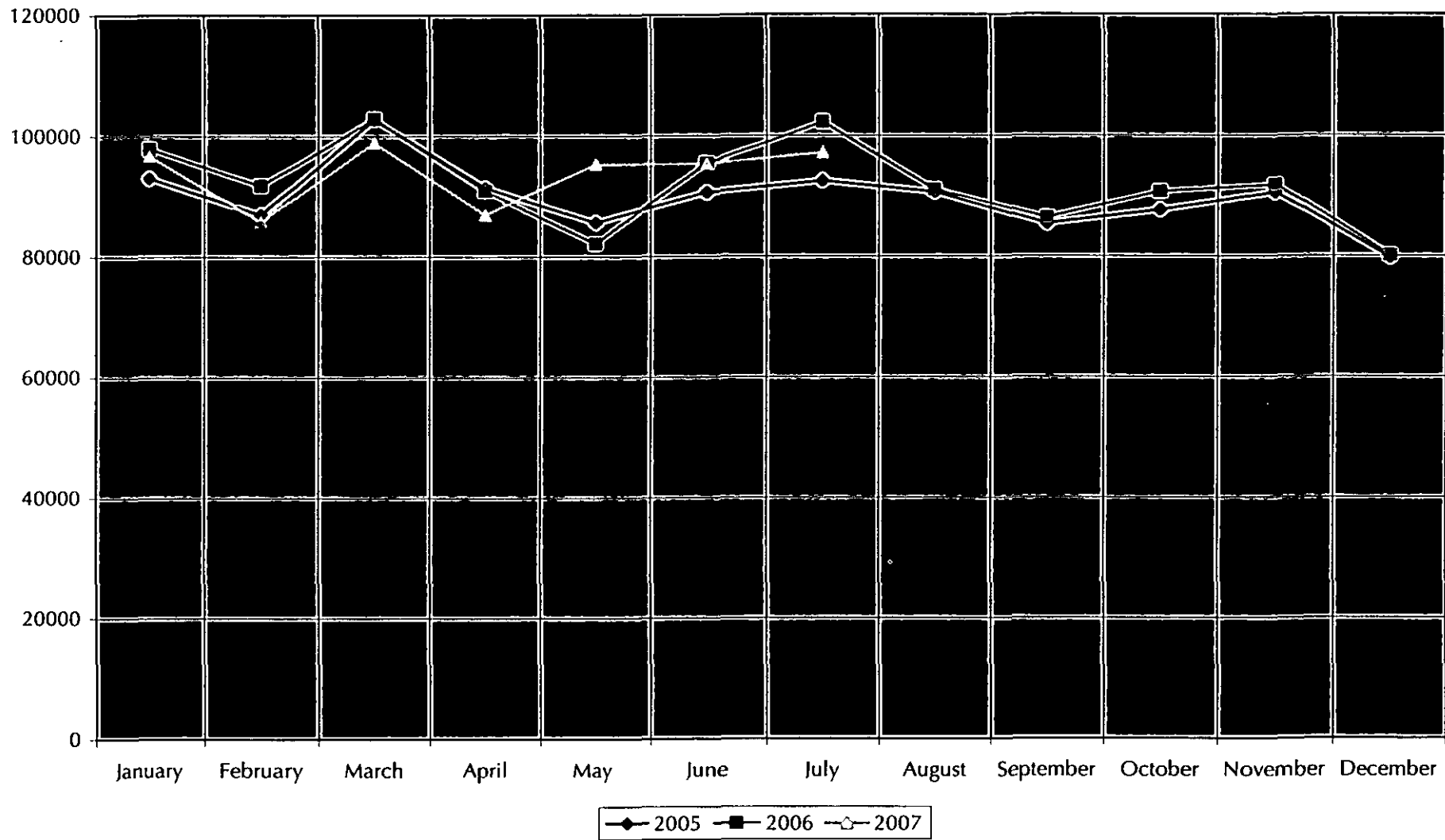
You will be happy to know that HB 1434 passed through the House and is now up for debate in the Senate. You can track the status of this bill at the Illinois General Assembly Home Page which is: [www.ilga.com](http://www.ilga.com).

Thank you again for taking the time to contact me and share your concerns. I encourage you to continue letting me know about your stance on this and other issues. If you have any questions, or would like to discuss any issue further with me, please feel free to contact me at (847)257-0450.

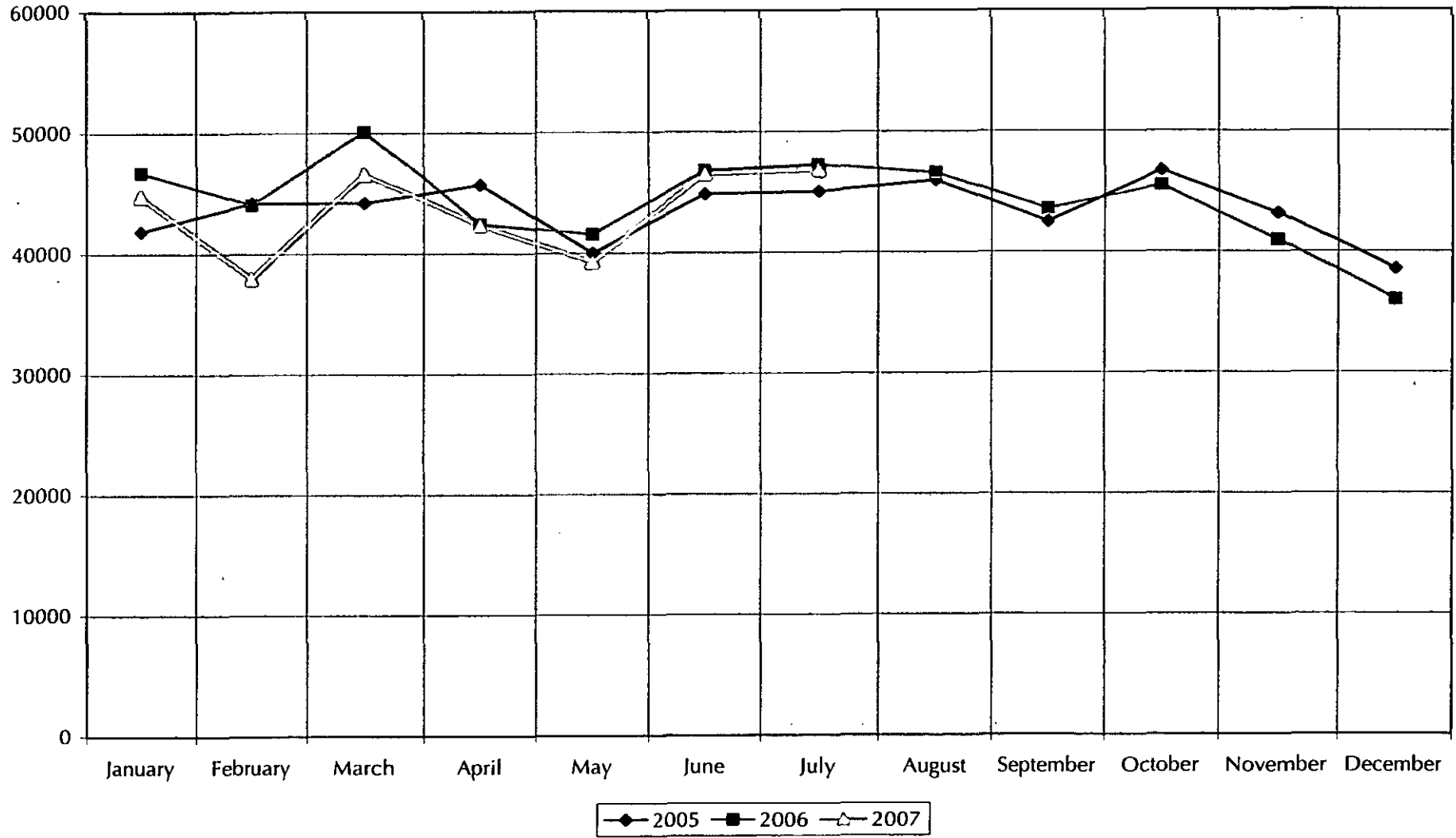
Sincerely,

Elaine Nekritz

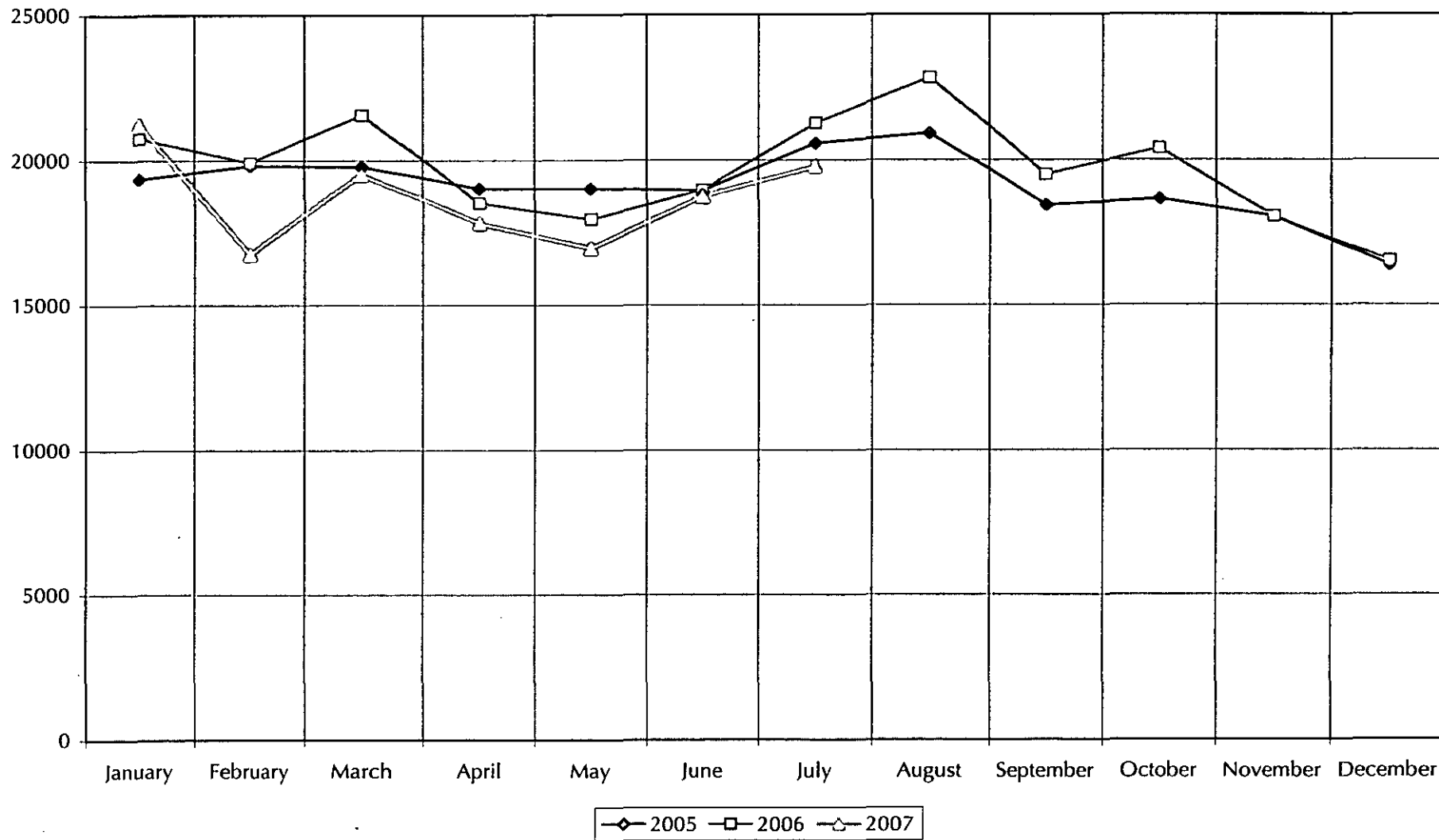
Circulation Statistics  
Items Circulated By Month Per Year



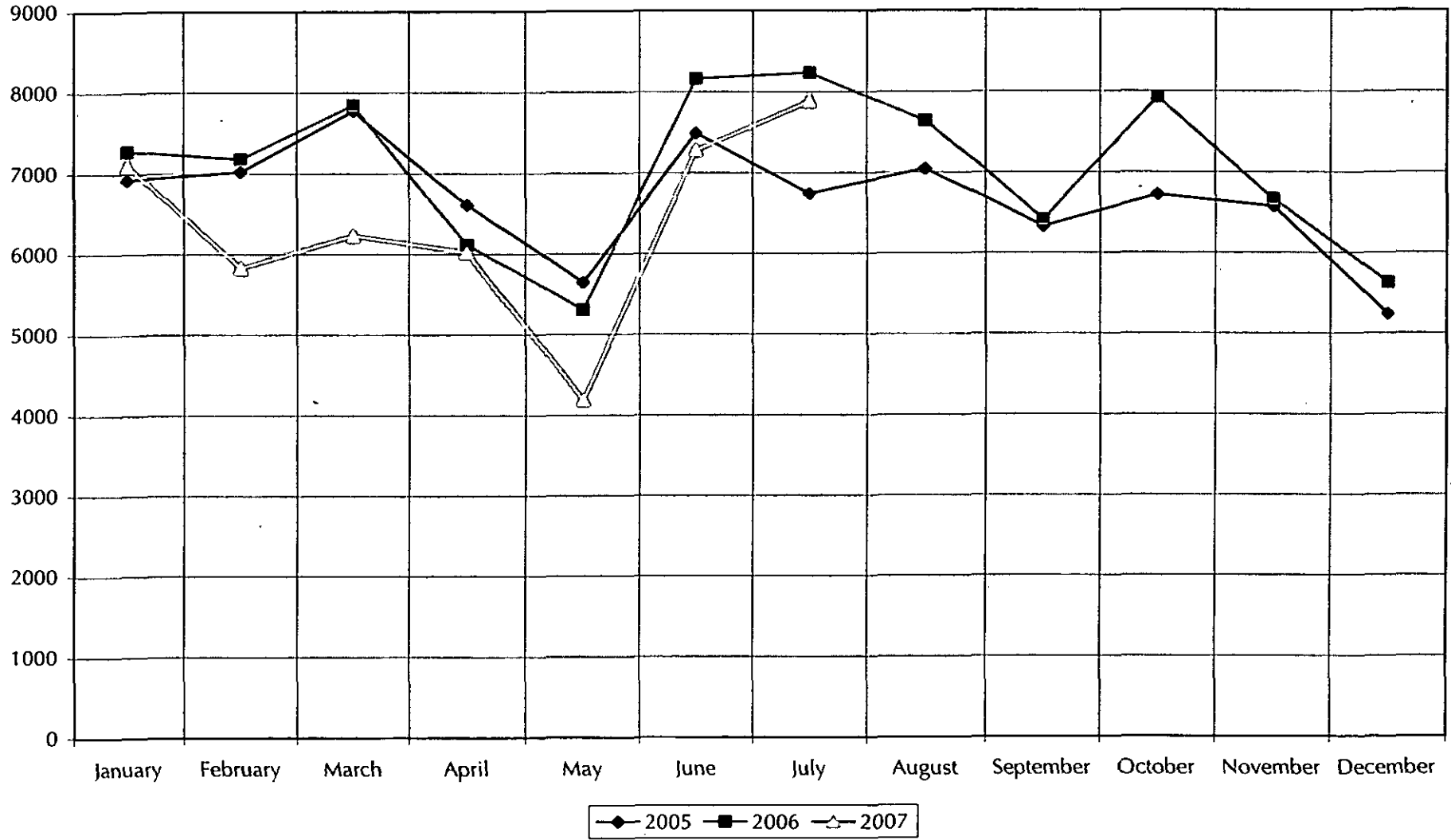
Patron Attendance  
July 2007



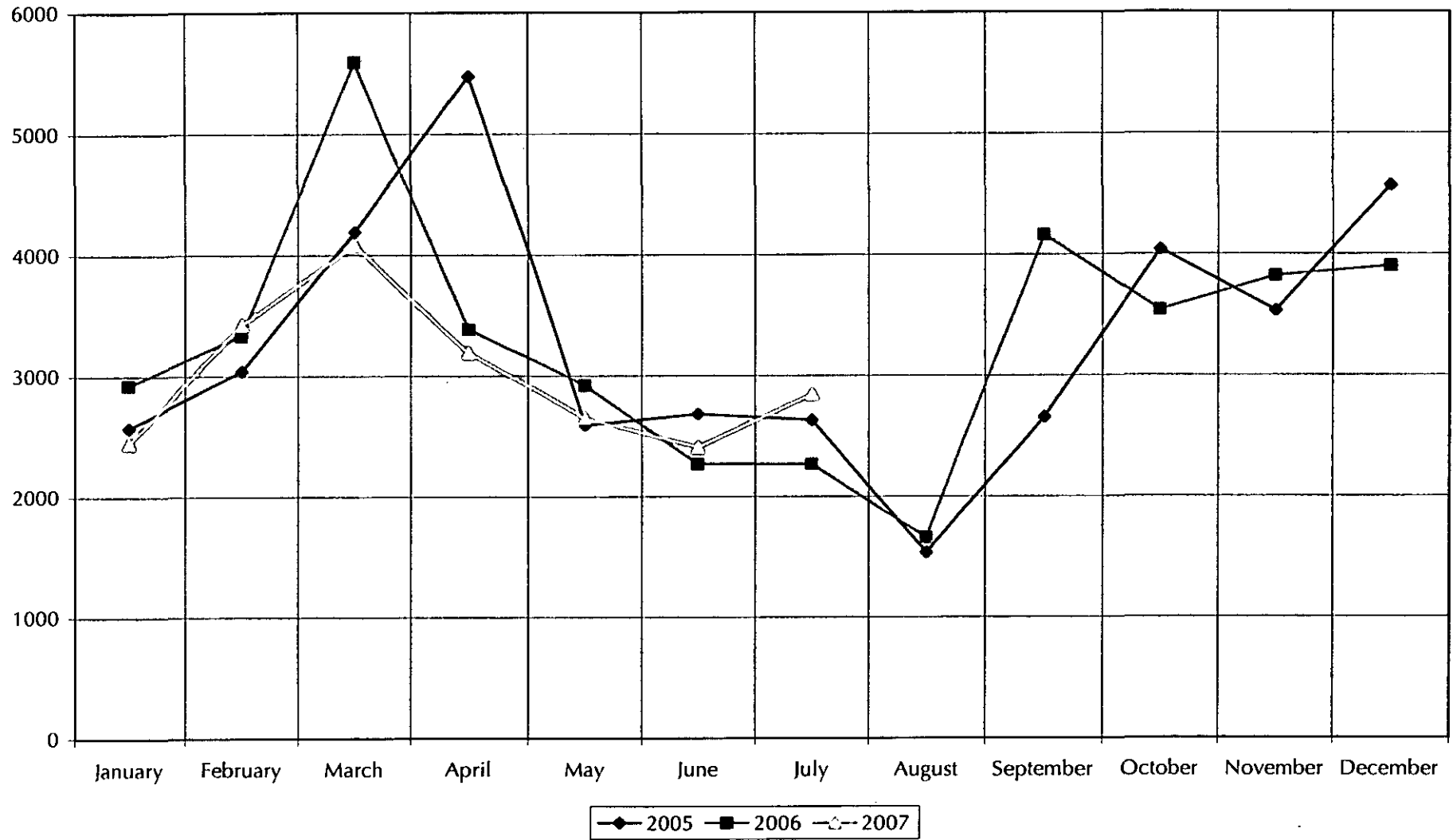
### Adult Services Patron Assistance July 2007



### Youth Services Patron Assistance July 2006



### Meeting Room Attendance July 2007





## LONG OVERDUE: A FRESH LOOK AT PUBLIC ATTITUDES ABOUT LIBRARIES IN THE 21<sup>ST</sup> CENTURY

Key findings from a soon-to-be-released report by PUBLIC AGENDA supported by AMERICANS FOR LIBRARIES COUNCIL and the Bill & Melinda Gates Foundation

### Americans View Public Libraries as Not Only Relevant to the 21<sup>st</sup> Century, But Essential to Their Communities

**Summary:** The American people expect and prize public library service in the Internet age. In fact, they see libraries as potential solutions to many communities' most pressing problems, from universal access to computers to a safe place for teens. But the research suggests a troubling "perception" gap, with many elected leaders reluctant to consider libraries a funding priority, and community residents – even those most appreciative of the library – unaware that libraries face stiff competition for funds. This spells a missed opportunity for elected leaders, who could build upon libraries' currency in the community to address a host of contemporary problems, as well as for the library community, which could better secure libraries' funding future by trumpeting the many traditional and innovative roles libraries play today.

*Long Overdue* is based on telephone interviews with a national random sample of 1,203 adults 18 years and older. Of those, 458 interviews were done with respondents who are civically engaged in the community on a number of dimensions such as voting and volunteerism. Public Agenda also conducted 34 in-depth interviews with national and community leaders in politics, business, education, public health and library architecture to share their perspectives about the future of public libraries in America, as well as focus groups in six diverse communities across the nation.

### Libraries Hold High Credibility in their Communities

- Libraries receive the best grades of any of the community institutions covered in this study, with four in 10 giving them an 'A'
- Moreover, libraries seem to have escaped the public's general cynicism about government wasting taxpayer money. A majority of the public says their local libraries use money well. Even among people who rarely if ever use the local public library, a majority gives local libraries credit in this regard.
- Most people say libraries perform an "essential" service in maintaining a productive community, and three-quarters say that if libraries were closed because of lack of funding, communities would lose something important and valuable.

### The Public Values Both Traditional and 21<sup>st</sup> Century Library Services

- Asked what libraries' top priorities should be, Americans pointed most frequently to such traditional services as having enough books for children, having good reference materials and knowledgeable, friendly librarians.
- At the same time, two-thirds say that having enough computers and online services should also be a high priority for their local library.

#### Libraries: Essential to *Whole* Community

If your public library were shut down tomorrow due to lack of funding, would you feel that something essential and important has been lost, affecting the whole community, or that while something important was lost, it really only affects a few people in the community, or the loss would not be important for your community?

Important loss to whole community - 78%



Not important - 3%

Only affects a few - 17%

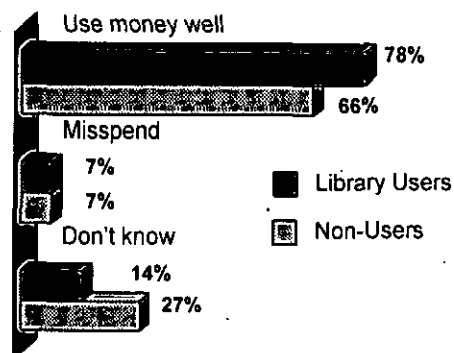
- Seven in 10 favor wiring libraries so that those who might not be able to afford home computers can learn computer skills and get online.

### Civically Engaged: Strong on Libraries, But Not Called to Action

- Americans who are active in their communities and vote regularly in local elections are also more likely to have a library card, favor taxes to support libraries and give them good grades for their services.
- Although these highly engaged citizens are even more upbeat than others about libraries, they are no more likely to see the urgency of libraries being at risk for losing future public support.
- The bottom line: The people that local politicians are most likely to listen to are also the most likely to be library supporters. But right now, they are generally unaware of possible threats to library services.

### Library users and non-users alike say libraries use public monies well.

Do you believe that libraries use their money well, or do they spend it on the wrong things?



### Leaders See Libraries as Poised to Solve Problems, But Vulnerable

- Leaders recognize the potential of libraries to do far more in their communities than just provide access to information. Many point to very specific examples of where libraries had made themselves indispensable to communities facing major challenges, such as adult literacy and helping acculturate new immigrants.
- At the same time, many leaders pointed out that libraries tend to fall to the bottom of the list when local decision makers are deciding their budgets.

### Most People Reject Cutting Library Services and Are Receptive to Boosting Funding — if Libraries Make the Case

- Faced with the prospect of local libraries in trouble, even non-users say they would raise taxes rather than cut back services or charge fees. Asked "If local libraries need additional funds to continue operation," increasing taxes to cover the necessary costs was the most popular answer (59% of library users, 47% of non-users) — ahead of "the library charging the people who use it" (26% library users, 35% non-users) or "the library reducing the service that it offers" (17% library users, 23% non-users). But since most Americans aren't aware of the funding challenge, libraries need to nurture this potential support and help translate it into action, the study suggests.
- Because most Americans believe libraries use tax resources wisely, libraries do not have to fight the "cut the waste first" attitudes the public brings to so many issues of public funding.
- There are several areas where the public sees opportunities for libraries to fill key gaps in their communities. Providing safe places for teens along with engaging activities, offering places where adults can improve their reading skills, and serving as the "go to" place in the community that assures access to government information, such as health program forms and tax information are seen as places where community needs and library strengths overlap.



## 5 Things Community Leaders Should Know About Libraries and the Public\*

alc

AMERICANS FOR LIBRARIES COUNCIL

### Libraries Are Highly Valued.

Libraries received the best grades of any of the community institutions covered in a national survey. Nearly half the public gave libraries an "A" – higher than public schools, the police and the local news media. More than 6 in 10 "strongly agree" that public libraries are essential for "maintaining a productive community."

1

### Libraries Are Important 21<sup>st</sup> Century Resources.

The public considers having computers and Internet access in libraries essential, and many also want libraries to provide other multimedia resources. Almost two-thirds of Americans say that having enough computers and online services should be a high priority for libraries.

2

### Voters Love Libraries.

Those who vote in nearly every local election, and who volunteer and donate to charities, are big fans of libraries. Nearly three-quarters have a local library card. Six in 10 of these civically-engaged folks would favor a tax increase to cover library needs, compared with about half of less-engaged citizens.

3

### Libraries Use Tax Funds Wisely.

More than three-quarters of library users believe libraries spend tax dollars well. Even among non-users, 6 in 10 say they believe libraries use their funds wisely.

4

### The Public Welcomes a Greater Role for Libraries.

Interviews with nearly three dozen national and community leaders and an in-depth public opinion survey highlighted four specific opportunities for public libraries to integrate themselves more fully into the life of their communities and to position themselves as positive "community players." The four areas are:

5

- **A safe and engaging place for teens**  
Nationwide, there are excellent examples of teen programming at public libraries, but funding is a challenge.
- **Literacy skills for a strong workforce**  
Survey data about adult literacy and workforce development show a clear opportunity for synergy and community improvement. More than half of the public believes communities should emphasize job search assistance, and almost as many believe this should be a high priority for public libraries.
- **Center for community information**  
The public sees an opportunity for libraries to fill a gap as a "hub" for improved access to government information and services, including making public documents and forms quickly and easily available.
- **Greater access to technology**  
The public says this is a community need that is currently not being met and one it sees as a high priority for libraries.

\*From a new public opinion research study, "Long Overdue: A Fresh Look at Public and Leadership Attitudes About Libraries in the 21<sup>st</sup> Century," published by Public Agenda June 2006.

incurred in the performance of their duties from library funds.

Laws 1965, p. 1402, § 4-5, eff. July 12, 1965. Amended by P.A. 84-770, § 1, eff. Jan. 1, 1986.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 4-5.

#### 5/4-6. Oath of office; organization; meetings

§ 4-6. Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office. The trustees shall determine the time and place of all official meetings of the board at which any legal action may be taken and shall post notice thereof at the public library maintained by the board and at not less than one public place within the corporate confines of the area of library service one day in advance thereof.

Laws 1965, p. 1402, § 4-6, eff. July 12, 1965. Amended by Laws 1967, p. 2718, § 1, eff. Aug. 7, 1967; P.A. 84-770, § 1, eff. Jan. 1, 1986; P.A. 85-751, § 1, eff. Jan. 1, 1988.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 4-6.

#### 5/4-7. Powers and duties

§ 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;

2. To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;

3. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;

4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established hereunder, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State, except that contracts for installment purchases of real estate shall provide for not more than 75% of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement,

with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years;

5. To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs;

6. To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted but the corporate authorities shall have the first right to purchase or lease except that in the case of the City of Chicago, this power shall be governed and limited by the Chicago Public Library Act;<sup>1</sup>

7. To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code<sup>2</sup> in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act. This contractual power includes, but is not limited to, participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or State funds made available to any county, municipality, township or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of this Act, the terms of that contract will recognize the principle of equity or cost of services to non-residents expressed in this Section of this Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract;

9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards;

10. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the (city, village, incorporated town or township) of . . . ." and by that name to sue and be sued;

11. To exclude from the use of the library any person who wilfully violates the rules prescribed by the board;

12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library.

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act,<sup>3</sup> under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service, or to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property. Nothing in this item 12 requires any public library to participate in the non-resident card reciprocal borrowing program of a regional library system as provided for in this Section;

13. To exercise the power of eminent domain subject to the prior approval of the corporate authorities under Sections 5-1 and 5-2 of this Act;

14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; to provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development;

15. To invest funds pursuant to the Public Funds Investment Act;<sup>4</sup>

16. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

Laws 1965, p. 1402, § 4-7, eff. July 12, 1965. Amended by Laws 1967, p. 3102, § 1, eff. Aug. 17, 1967; P.A. 76-803, § 1, eff. Aug. 18, 1969; P.A. 79-989, § 1, eff. Oct. 1, 1975; P.A. 79-1061, § 1, eff. Oct. 1, 1975; P.A. 79-1454, § 35, eff. Aug. 31, 1976; P.A. 81-1071, § 1, eff. July 1, 1980; P.A. 83-998, § 1, eff. Dec. 13, 1983; P.A. 84-6, § 1, eff. Jan. 1, 1986; P.A. 84-770, § 1, eff. Jan. 1, 1986; P.A. 84-1308, Art. II, § 87, eff. Aug. 25, 1986; P.A. 85-751, § 1, eff. Jan. 1, 1988; P.A. 85-788, § 1, eff. Jan. 1, 1988; P.A. 85-1209, Art. II, § 2-42, eff. Aug. 30, 1988; P.A. 85-1238, § 1, eff. Aug. 30, 1988; P.A. 85-1440, Art. II, § 2-54, eff. Feb. 1, 1989; P.A. 88-253, § 5, eff. Jan. 1, 1994; P.A. 91-357, § 98, eff. July 29, 1999; P.A. 92-166, § 5, eff. Jan. 1, 2002.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 4-7.

<sup>1</sup> 75 ILCS 20/0.01 et seq.

<sup>2</sup> 65 ILCS 5/10-1-1 et seq.

<sup>3</sup> 75 ILCS 10/1 et seq.

<sup>4</sup> 30 ILCS 235/0.01 et seq.

#### 5/4-7.1. Additional powers and duties

§ 4-7.1. In addition to all other powers and authority now possessed by it, the board of library trustees shall have the following powers:

(1) To lease from any public building commission created pursuant to the provisions of the Public Building Commission Act, as now or hereafter amended,<sup>1</sup> any real or personal property for library purposes for a period of time not exceeding 20 years;

(2) To pay for the use of this leased property in accordance with the terms of the lease and with the provisions of the Public Building Commission Act, as now or hereafter amended;

(3) Such lease may be entered into without making a previous appropriation for the expense thereby incurred. However, if the board undertakes to pay all or any part of the costs of operating and maintaining the property of a public building commission as authorized in subparagraph (4) of this Section, such expenses of operation and maintenance shall be included in the annual budget of such board annually during the term of such undertaking;

(4) In addition, the board may undertake, either in the lease with a public building commission or by separate agreement or contract with a public building commission, to pay all or any part of the costs of maintaining and operating the property of a public building commission for any period of time not exceeding 40 years.

Laws 1965, p. 1402, § 4-7.1, added by P.A. 77-1232, § 1, eff. Aug. 24, 1971. Amended by P.A. 77-1980, § 1, eff. Oct. 1, 1972; P.A. 78-255, § 61, eff. Oct. 1, 1973; P.A. 84-770, § 1, eff. Jan. 1, 1986.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 4-7.1.

<sup>1</sup> 50 ILCS 20/1 et seq.

#### 5/4-7.2. Selection and use of library materials

§ 4-7.2. The board of library trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section.

Laws 1965, p. 1402, § 4-7.2, added by P.A. 83-134, § 1, eff. Jan. 1, 1984. Amended by P.A. 84-770, § 1, eff. Jan. 1, 1986; P.A. 85-751, § 1, eff. Jan. 1, 1988.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 4-7.2.

#### 5/4-7.3. Application for examination for and appointment to positions as firefighters or police

§ 4-7.3. In municipalities of more than 500,000 population, the board of library trustees shall make available at various branches of the public library of the municipality applications for examination for and appointment to positions as firefighters or police on the regularly constituted fire or police department of such municipality. It is declared to be the law of this State, pursuant to paragraph (g) of Section 6 of Article VII of the Illinois Constitution, that this Section is a denial of the power of a home rule unit to fail to make applications available as required by this Section.

Laws 1965, p. 1402, § 4-7.3, added by P.A. 85-304, § 2, eff. Sept. 10, 1987; P.A. 85-854, Art. II, § 2, eff. Sept. 24, 1987. Amended by P.A. 85-1342, § 3, eff. July 1, 1989.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 4-7.3.

1081

District Office:  
24 South Des Plaines River Road  
Suite 200  
Des Plaines, Illinois 60016  
847-257-0450  
847-257-0452 FAX  
enekritz@repnekritz.org

Springfield Office:  
248-W Stratton Building  
Springfield, Illinois 62706  
217-558-1004  
217-557-7204 FAX  
www.repnekritz.org



**Elaine Nekritz**  
State Representative • 57th District

- Committees:
- Appropriations-Higher Education
  - Elections & Campaign Reform (Chair)
  - Environment & Energy
  - Environmental Health
  - Judiciary I - Civil Law
  - Railroad Safety (Chair)
  - Renewable Energy
  - Commission on Government Forecasting & Accountability

August 1, 2007

President Noreen Lake  
Des Plaines Public Library  
1501 Ellinwood St.  
Des Plaines, IL 60016

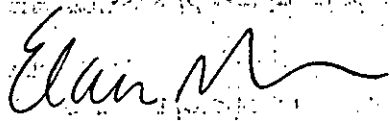
Dear President Noreen Lake:

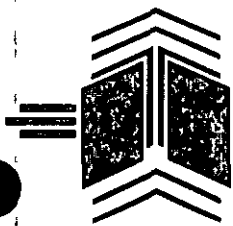
Thank you for contacting me regarding House Bill 1727, which creates the Internet Screening in Public Libraries Act. I appreciate you taking the time to share your concerns with me.

HB1727 would require public libraries to prevent the display on a public computer of visual depictions that are considered obscene, child pornography, or harmful to minors. While this bill seems well-intentioned on the surface, it may interfere with local guidelines that public library and school boards have already set up by working with their municipalities. I believe very strongly in allowing local units of government to establish ordinances and guidelines that affect the well-being of their communities. The "one size fits all" mandate for library Internet filters can undermine each community's ability to determine what works best for them. Some libraries boards believe that compliance issues may force them to remove all Internet access in the face of installing difficult to control programs that try to filter Internet content.

Although I did not ultimately support HB 1727, it passed out of the House on May 3, and now resides in the Senate where Sen. Randall Hultgren is its chief sponsor.

I appreciate your input on this complex issue and will keep your views in mind. Thank you for taking the time to share your concerns. I encourage you to continue letting me know about your stance on this and other issues. If you have any other questions, or would like to discuss this issue further with me, please feel free to contact my office at 847.257.0450. You can follow the progress of bills at [www.ilga.gov](http://www.ilga.gov), too.

Sincerely,  
  
Elaine Nekritz  
State Representative  
57<sup>th</sup> District



Des Plaines Public Library

1501 Ellinwood Street  
 Des Plaines, IL 60016-4553  
 847.827.5551 phone  
 847.827.7974 fax  
 www.dppl.org

## VIII.E.

- Progress Report
- Response Requested by \_\_\_\_\_
- Board Action Required

BOARD OF TRUSTEES  
 Minutes of the Management Committee Meeting  
 August 15, 2007

Present: Eldon Burk, Maria Bahamon, Elaine Tejcek, Matthew Bogusz, Noreen Lake, Sandra Norlin, Hector Marino, Carol Kidd.

Call to Order: 4:17 PM by Eldon Burk.

Sandra Norlin asked that IV. Review Job Descriptions be removed from the agenda.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to accept the agenda, as modified. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed library policy C-1 Registration Eligibility and will recommend the following change to the policy:

### Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. ~~The card is issued for the circulation of work-related materials only.~~ A courtesy card shall be offered to elected officials, according to policy.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to change library policy C-1 Registration Eligibility as follows:

#### Company Courtesy Cards

A courtesy card will be issued in the name of a public or private corporation or entity located within the city limits of Des Plaines. The card will be issued to a company librarian or to a person designated as company librarian, for a period of one year. ~~The card is issued for the circulation of work-related materials only.~~ A courtesy card shall be offered to elected officials, according to policy.

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

The Committee will discuss Policy on Employment of Relatives at the August 21 Management Committee meeting.

The Committee reviewed Personnel Policy D and will continue reviewing the policy at their August 21, 2007 Management Committee meeting.

The Committee discussed whether the library should pay for dues to service club membership for employees who are asked to participate in these groups. The Committee will recommend to the Board that the library pay the service club membership fees for two employees.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to pay the service club membership fees for two employees, which is in the best interest of the library. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Sandra Norlin gave an overview of the 2008 budget, which will include the implementation of the RFID system and the atrium remodel. The costs for the RFID conversion may be paid for in a two year time frame, if acceptable financing can be arranged through the vendor.

Sandra Norlin explained to the Committee that the library building is showing signs of wear due in part to the lack of proper cleaning by the current and previous cleaning companies. Sandra recommends eliminating the bid process for cleaning services and hiring a company based on performance rather than cost.

Sandra Norlin stated that the current bandwidth is insufficient for library computer usage and asked the committee to recommend the purchase of additional bandwidth at a cost of \$1,300.00 per month for 10 MHz. The current cost for bandwidth is \$260.00 per month for 3 MHz.

The Management Committee will meet on Tuesday, August 21, 2007 at 2:00 p.m.

MOTION by Elaine Tejcek, seconded by Maria Bahamon, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:06 p.m.

Minutes prepared by Carol Kidd.

**Reme C. Aleck**

**815 E. Oakton St #168  
Des Plaines, IL. 60018  
Cell: 630 205 8324**

**Public Library  
Board of Directors  
Des Plaines, IL.**

**Dear Board Members,**

Regretfully, I missed your last session as the meeting was listed for 7PM, not 4PM. I'd like to make a few comments regarding this library. The staff is always helpful, the selection is quite plentiful, and the hours of operation make it convenient to use the facility, but there are a few points that need to be looked at by professionals .

**Point 1** The architects for this building had to have known the noises would be carried throughout the building. I can not imagine that the board did not inquire about the level of noise and the need for a quiet working space. The babies crying, the kids having temper tantrums, the cell phones going off constantly, and the volume of 'outside' voices all add up to a ruckus and it gets worse the higher you go in the building. It seems as if it multiplies in decibels.

*multiplies* What happened to the librarians shushing the patrons?

Where are the signs to turn the cell phone ringers to vibrate?

Where is the respect for QUIET in this place of learning?

Can sound absorbing material be placed where it could do some good without ruining the interior's aesthetics.

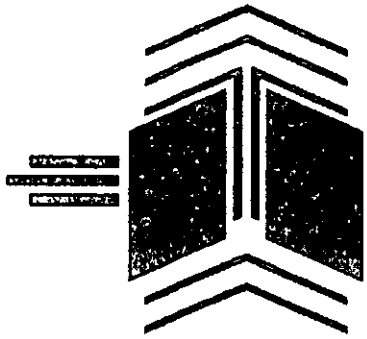
**Point 2** Since the Oakton College runs its ESL tutoring program here, why wasn't the large meeting room planned so it could be divided up for small groups of students? Trying to teach a table full of adults to read aloud when they are sitting two feet from another group is very difficult. I stopped tutoring when this building was completed for just that reason.

**Point 3** The toilets are set up to automatically flush. This is a great invention if it's set up correctly. One time the toilet flushed 5 times. One day I wasn't even sitting down yet and the toilet flushed, spraying water on my slacks. After sitting down it flushed two more times, spraying me with bacteria laden water. To stay healthy, woman have to be very conscientious about hygiene, so getting sprayed in the genital area with unclean water was rather frightening. I have complained about the waste of water to the staff several times, but now I have to go to the management to see that the entire problem is corrected. Also, the sinks are set up to automatically turn water on and off. Sometimes they work, sometimes they don't. It's rather maddening when you have soap on your hands and the water won't turn on. Or keep running and running.

Please look into these problems at your earliest convenience. Feel free to contact me if you have any questions.

Reme C. Aleck, business owner, The Clutter Cutter  
Rose B. Lisnek, retired homemaker (mother of Reme Aleck)





## Des Plaines Public Library

1501 Ellinwood St., Des Plaines, IL 60016  
847-827-5551 [www.dppl.org](http://www.dppl.org)

To: Sandra Norlin  
Department Heads

From: Carol Kidd *CK*

Subject: Change to Job Descriptions

Date: November 27, 2007

---

Attached are the revised job descriptions for the following positions:

IT Manager  
Head of Public Information Services  
Head of Building & Security Services  
Page Supervisor  
Assistant Head of Circulation Services

The status of these positions was changed from Non-Exempt to Exempt from the Fair Labor Standards Act, approved by you at the August 21, 2007 Board of Trustees meeting.

Please replace these job descriptions in your policy manual. Thank you.

JOB TITLE: IT Manager  
DEPARTMENT: Technical Services  
CLASSIFICATION: Group 5  
STATUS: Exempt

GENERAL STATEMENT:

Under the general supervision of the Coordinator of Computer and Technical Services the IT Manager performs and directs activities in management of library-wide computer resources; provides technical assistance to library departments in acquisition, installation and maintenance of technology-based products. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures.
4. Hires, trains, supervises, disciplines, and evaluates up to eight staff members.
5. Responsible for the library's LAN and WAN equipment and services, including but not limited to installation, configuration, maintenance, and upgrades.
6. Installs, configures, and maintains desktop computers, including peripheral equipment.
7. Responsible for installation, configuration, and maintenance of network and local printers and print management solutions.
8. Acts as Maintenance Coordinator to CCS, responsible for distribution of news and documentation as well as hardware and software configuration.
9. Responsible for the library's telephone and telecommunications equipment including system maintenance, call distribution, and voice mail configuration.
10. Installs, configures, and maintains operating systems and software, including but not limited to Windows, Mac OS, Microsoft Office, library automation software, and other electronic resources and databases.
11. Maintains inventory of library software and hardware.
12. Responsible for preparing and implementing a backup and disaster recovery plan for library servers and networked information.
13. Makes recommendations and implements policies related to computer security.

14. Is responsible for computer hardware and software purchasing procedures.
15. Coordinates computer training for public and staff.
16. Keeps informed of current trends and developments in technology relating to libraries.
17. Prepares and maintains manuals, documentation, and reports as needed.

#### PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### MINIMUM QUALIFICATIONS:

1. Two years college.
2. Current Network Administration certification.
3. Five years experience in LAN administration.
4. Supervisory experience preferred.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.

3. Ability to lead and work as a member of a team.
4. Considerable ability to work independently
5. Considerable ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct library staff in the use of technology.
8. Skill in written and oral communication.
9. Considerable knowledge of current releases in computer technology and applications.
10. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

JOB TITLE: Head of Public Information Services

DEPARTMENT: Administration

CLASSIFICATION: Group 4

STATUS: Exempt

GENERAL STATEMENT:

Under the administration of the Library Director, the Head of Public Information Services is responsible for the development, coordination, and communication of information about the library's programs and services to the community and to the staff. The work involves serving as the library spokesperson to the media. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Responsible for hiring, training, supervising, disciplining, and evaluating up to 3 staff members.
5. Responsible for the department budget.
6. Plans and coordinates the operation of the Public Information Services department.
7. Oversees the development and distribution of information regarding programs, services, activities, issues, policies, and procedures of the library to the public and staff.
8. Initiates and maintains ongoing partnerships with other institutions, organizations, community groups, and City departments.
9. Serves as library spokesperson to the media, initiates contact, and responds in a timely manner to media requests for information.
10. Creates public relations plans for general and special purposes.
11. Serves as editor of library newsletters.
12. Participates in special events planning, and serves on library committees.
13. Attends Library Board meetings and originates and disseminates information from meetings to media.
14. Keeps informed of current trends and developments in marketing and public relations.
15. Writes reports, grants and compiles statistics.

16. Prepares specifications and solicits bids from service providers and monitors production and associated costs.
17. Oversees archival records and files of library activities and events.
18. Attends appropriate meetings, workshops, and conferences.
19. Oversees department volunteers.
20. Keeps informed of general trends in graphic design, Web development and related technologies.

#### PERIPHERAL DUTIES:

1. Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
2. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in English, Journalism, Public Relations, Marketing or a related field.
2. Five years work experience in public relations or a field of public communications.
3. Library experience preferred.
4. Supervisory experience desirable.
5. Available to work evenings and weekends.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to public.
3. Considerable ability to lead and work as a member of a team.
4. Ability to instruct library staff in library methods and procedures.
5. Considerable ability to work independently.
6. Considerable ability to handle multiple and simultaneous tasks.
7. Considerable ability to remain calm in difficult situations.
8. Considerable knowledge of professional practices, procedures, and techniques of public relations.
9. Knowledge of PCs and appropriate software applications.
10. Considerable skill in written and oral communication.
11. Basic knowledge and understanding of graphic design, Web design and relevant technology.
12. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06  
Revised and Approved 08/21/07

JOB TITLE: Head of Building & Security Services  
DEPARTMENT: Administration  
CLASSIFICATION Group 4  
STATUS Exempt

GENERAL STATEMENT:

Under the administration of the Library Administrator, the Head of Building & Security is responsible for the physical operation and security of the library building. The work involves the planning and management of the Building and Security Services Department. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Is responsible for the hiring, training, supervising, disciplining, and evaluating of up to eleven staff members.
5. Is responsible for the department budget.
6. Plans and coordinates the operation of the Building & Security Services Department.
7. Evaluates and maintains the effectiveness and efficiency of the daily mechanical operation, housekeeping, and safety and security of the building.
8. Remains alert to any emergency situation involving patrons, library staff and/or library facilities and takes appropriate action.
9. Remains alert to loss of or damage to library property and materials and takes appropriate action.
10. Answers building emergency calls.
11. Is responsible for departmental records, statistics, and reports.
12. Procures and evaluates and makes recommendations for service providers and maintenance contracts.
13. Acts as safety officer and Disaster Recovery Coordinator for the library.
14. Performs first level mechanical repair and preventative maintenance.
15. Serves as primary contact with service technicians and representatives of all maintenance and repair services.
16. Is responsible for maintenance of all library vehicles.



17. Is responsible for creating and maintaining a comprehensive preventative maintenance program for the library.
18. Attends professional meetings, workshops, and conferences.
19. Keeps informed of current trends and developments in building maintenance and security.

#### PERIPHERAL DUTIES:

1. Serves as security monitor as needed.
2. Maintains neatness of public areas including desks, counters, shelves, floors, and personal space visible to the public.
3. Performs other duties as assigned.

#### TOOLS/EQUIPMENT USED:

A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops, and brooms.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 50 pounds. The employee must transport/move up to 150 pounds of library materials from one library location to another. The employee will be required to lift, set up, and take down meeting room tables and chairs.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work areas varies. Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles and toxic cleaning chemicals.

**MINIMUM QUALIFICATIONS:**

1. High School degree.
2. Five years experience in custodial and maintenance work including the HVAC field.
3. Five years experience in facilities management.
4. Two years experience in security services.
5. Five years supervisory experience.
6. Valid Illinois drivers license.
7. Available to work nights and weekends.
8. Available to respond to emergency calls after hours.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to lead a team.
4. Ability to obtain a CDL license.
5. Considerable ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
6. Considerable knowledge of the methods, materials and equipment used in custodial and building maintenance work.
7. Considerable knowledge of HVAC, electrical, plumbing, and fire protection systems.
8. Knowledge of current safety practices.
9. Knowledge of pertinent tools, equipment and supplies used in building maintenance.
10. Considerable ability to handle multiple and simultaneous tasks.
11. Considerable ability to remain calm in difficult situations.
12. Skill in written and oral communication.
13. Knowledge and skill in the use of PCs and appropriate software applications.
14. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

JOB TITLE: Page Supervisor  
DEPARTMENT: Circulation Services  
CLASSIFICATION: Group 6  
STATUS: Exempt

GENERAL STATEMENT:

Under the supervision of the Head of Circulation Services, the Page Supervisor is responsible for the work of all pages. The Page Supervisor assists the Head and Assistant Head of Circulation Services in the management of the Circulation Services Department. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment. In the absence of the Head and Assistant Head of Circulation Services, this position is responsible for the daily operations of the department as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Hires, trains, supervises, disciplines, and evaluates up to 30 staff members.
5. Schedules work and maintains adequate and appropriate page staffing levels.
6. Resolves problems related to shelving and the circulation of library materials.
7. Performs the duties of a Circulation Services Assistant as scheduled.
8. Writes reports and compiles statistics.
9. Attends appropriate meetings, workshops, and conferences.
10. May represent the library at community organizations and events.

PERIPHERAL DUTIES:

1. Performs other duties as assigned.
2. Maintains the neatness of public areas including floors, desks, counters, shelves, tables, and personal space visible to the public.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are required. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.

**MINIMUM QUALIFICATIONS:**

1. Two years college.
2. Three years customer service experience.
3. Two years supervisory experience.
4. Available to work evenings and weekends.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to lead and work as a member of a team.
4. Ability to handle detail and a wide variety of tasks.
5. Ability to remain calm in difficult situations.
6. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
7. Ability to instruct library staff in library methods and procedures.
8. Knowledge of basic computer skills and appropriate software applications.
9. Knowledge of numerical and alphabetical sequences.
10. Skill in oral and written communication.
11. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in

this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

JOB TITLE: Assistant Head of Circulation Services  
DEPARTMENT: Circulation Services  
CLASSIFICATION: Group 4  
STATUS: Exempt

**GENERAL STATEMENT:**

Under the supervision of the Head of Circulation Services, the Assistant Head of Circulation Services assists in the planning and management of the Circulation Services Department, including the Mobile Library. The work also includes the supervision of the Circulation Services Clerks and Part-time Circulation Assistants. This position deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment. In the absence of the Head of Circulation Services, this position is responsible for the daily operations of the department as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
4. Hires, trains, supervises, disciplines, and evaluates up to 27 staff members.
5. Is responsible for the daily workflow of the department.
6. Prepares weekly desk schedules.
7. Teaches, models, and maintains a high standard of customer service.
8. Understands all phases of automated circulation system and serves as department trainer.
9. Attends appropriate meetings, workshops, and conferences.
10. Writes reports and compiles statistics.
11. May represent the library at community organizations and events.

**PERIPHERAL DUTIES:**

1. Performs other duties as assigned.
2. Maintains neatness of public areas including floors, desks, counters, shelves, tables, and areas visible to the public.

**TOOLS/EQUIPMENT USED:**

A variety of office machines, computers and library equipment.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are required. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.

**MINIMUM QUALIFICATIONS:**

1. Two years of college.
2. Five years customer service experience.
3. Three years supervisory experience.
4. Two years experience with circulation procedures.
5. Available to work evenings and weekends.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to instruct library staff in library methods and procedures.
4. Ability to handle multiple and simultaneous tasks.
5. Ability to lead and work as a member of a team.
6. Ability to work independently.
7. Ability to remain calm in difficult situations.
8. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.



9. Knowledge of circulation practices, procedures.
10. Knowledge of automated circulation systems.
11. Knowledge and skill in the use of PCs and appropriate software applications.
12. Skill in oral and written communication.
13. Willingness to learn new skills.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06  
Revised and Approved 08/21/07





1501 Ellinwood Street

Des Plaines, IL 60016-4553

847.827.5551 phone

847.827.7974 fax

[www.dppl.org](http://www.dppl.org)

## NOTICE

### DES PLAINES PUBLIC LIBRARY

#### BOARD OF TRUSTEES

#### REGULAR BOARD MEETING

TUESDAY, JULY 17, 2007

4:00 PM\*

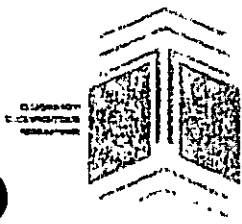
Conference Room – Second Floor

#### Agenda:

- Mobile Library Service to Rosemont
- Election of Officers for 2007 – 2008

#### \*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 Administrator of the Library at 827-5551 to allow the Library to make reasonable accommodations.



Des Plaines Public Library

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IV.

DES PLAINES PUBLIC LIBRARY

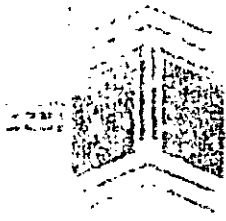
BOARD OF TRUSTEES

Agenda for the Regular Meeting  
**July 17, 2007**  
**4:00 PM**

- I. Call to Order. (4:00 PM)
- II. Oath of Office – Maria Bahamon, Eldon Burk, Matthew Bogusz.
- III. Roll Call.
- IV. Consideration of the Agenda.
- V. Public Comments and Questions.
- VI. City Council Community Services Committee – Alderman Martin Moylan.
- VII. Consent Agenda. [Action Item] (4:30 PM)
  - A. Approval of the Minutes of the Regular Board Meeting – June 19, 2007.
  - B. Acceptance of Financial Reports for June 2007.
  - C. Approval of Library Expenditures.
    1. Warrant Register – June 04, 2007 - \$59,672.52.
    2. Warrant Register – June 18, 2007 - \$58,531.64.
    3. Salaries – June 07, 2007 - \$124,061.91.
    4. Salaries – June 21, 2007 - \$121,884.08.
  - D. Acceptance of Reports.
    1. Director's Report – Sandra Norlin.
- VIII. Unfinished Business.

- IX. New Business. (5:00 PM)
  - A. Declaration of Surplus Property. [Action Item]
  - B. Attendance at City Council Meetings – August 6, 20 and September 4, 17.
  - C. Mobile Library Service to Rosemont. [Action Item]
  - D. First Lady's Luncheon – September 8, 2007. [Action Item]
- X. Announcements.
- XI. Correspondence.
- XII. Other
- XIII. Nominating Committee. [Action Item]
  - A. Election of Officers.
  - B. Oath of Office.
- XIV. Adjournment. (6:00 PM)

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



# Des Plaines Public Library

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**VII.A.**

## BOARD OF TRUSTEES Minutes of the Regular Meeting June 19, 2007

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 19, 2007. President Noreen Lake called the meeting to order at 7:02 p.m.

### ROLL CALL.

Roll call indicated the following board members were present: Maria Bahamon, Eldon Burk, Noreen Lake, George Magerl, Jerry Mahony, Elaine Tejcek.

Also Present: Sandra Norlin, Martha Sloan, Leslie Steiner, Hector Marino, Carol Kidd, Karen McBride, Margie Borris, Alderman Martin Moylan, Ralph Minnis, Matthew Bogusz.

Members Absent: Mary Ellicson, William Grice, Rhys Read.

### CONSIDERATION OF THE AGENDA.

Jerry Mahony asked that K. Door Entry Buzzer System for Administrative Office be added to the agenda under X. New Business. Noreen Lake asked that B. Probable or Imminent Litigation be added to the agenda under XV. Executive Session.

MOTION by Eldon Burk, seconded by Jerry Mahony, to accept the agenda, as modified.  
 VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### PUBLIC COMMENTS AND QUESTIONS

None

### INTRODUCTION: KAREN MCBRIDE, WEB SERVICES LIBRARIAN.

Library Director Sandra Norlin introduced Karen McBride, Web Services Librarian, who demonstrated to the Board how patrons can sign up for an email notification about upcoming library programs. Karen is working on updating the library website and will soon debut "Plain Talk", the new library blog.

## CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Martin Moylan.

President Lake introduced Alderman Martin Moylan. Alderman Moylan stated that he would help to keep the dialog open between the Des Plaines City Council and the Library Board of Trustees.

## CONSENT AGENDA

MOTION by Eldon Burk, seconded by Elaine Tejcek, to accept the Consent Agenda, as written. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

## CONSENT AGENDA

Following monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 10,855.73
2. Petty Cash Expenditures	\$ 24.66
3. Budget Expenditures for May	\$ 413,164.74
4. Expenditures Year to Date	\$ 1,807,004.44
5. Revenue for May	\$ 18,187.43
6. Revenue Year to Date	\$ 2,426,258.06

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures authorized by the Library Director and Board Representatives for library Warrant Registers as follows:

May 07, 2007	\$ 59,625.61
May 21, 2007	<u>\$ 88,160.72</u>
Total	\$ 147,786.33

ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to approve, subject to audit, expenditures for salaries made by the Library Director as follows:

May 10, 2007	\$ 123,956.41
May 24, 2007	<u>\$ 122,979.38</u>
Total	\$ 246,935.79

ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

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## LIBRARY DIRECTOR'S REPORT

June 19, 2007

**Please note: I have not received any official requests for confidential information since my last report.**

### PERSONNEL

New Employees for May/June are: Karen McBride, Web Services Librarian; Christopher Ponce, Page, Circulation Services; and Lynne Rubio, Circulation Assistant.

Resignations/Separations: Petra Hollibaugh, School Liaison, Youth Services. Martha Sloan, Coordinator of Public Services will retire on June 30, 2007.

### STAFF DEVELOPMENT

We will hold a joint farewell reception for Martha Sloan and Leslie Steiner on Monday, June 18<sup>th</sup> from 4 to 6 PM in the Library's Friends Meeting Rooms B/C.

The library's bookcart drill team, the CartWheels, will be performing for the first time at the 4<sup>th</sup> of July Parade.

### PATRON SERVICES

This month's statistical news is mixed. We are catching up in circulation transactions with a very healthy 4.5% increase for the month of May. Self-check now accounts for 50% of all items checked out of the main library, far exceeding our goal of 35% by July 1. Our patron attendance was down by 16% and our number of registered card holders decreased slightly. In person assistance increased in specific items requested, the virtual (online) reference, and Interlibrary Loans, but use of our databases has decreased significantly. We have had difficulty getting reliable figures from one of the most popular databases, the Gale Group. I hope to have clarification by June 19.

The balance of circulation between print and non-print materials continues to tilt toward increasing circulation of non-print. This month the overall balance was even. Sixty-three percent of the Youth Services materials circulated was print items, while 43% of the Adult Services materials was print.

We are experiencing very high registration for our summer reading clubs. In the week and a half since registration opened, 1015 children, 97 adults, and 35 teens have registered.

We have received honorable mention in the American Library Association LPercy awards for our centennial calendar. Hector Marino and Holly Sorensen will be present in Washington, DC during the ALA Annual Conference to receive this award on behalf of our library.



## OTHER PROFESSIONAL ACTIVITIES

I will be on vacation from Monday, June 25 through Tuesday, July 3.

I attended the CCS Governing Board meeting on 5/23; the Library Production Studio Executive Committee meeting on 5/24; the City of Des Plaines Memorial Day Commemoration on 5/28; the Chamber of Commerce Scholarship Luncheon on 5/31; a farewell luncheon for City Manager Dave Niemeyer on 6/5; a meeting on 6/7 with Mayor Arredia and City Clerk Donna McAllister regarding the physical arrangements and certification requirements to hold a carnival with carousel for the Library's Centennial on Sunday, October 7; my last meeting of the CCS Executive Committee as Past President on 6/13; the Chamber of Commerce Directors' meeting and the Library Production Studio Executive Committee meeting on 6/14.

## NEW BUSINESS

MOTION by George Magerl, seconded by Elaine Tejcek, to declare the following equipment surplus and obsolete property and to dispose of the equipment according to library policy.  
VOTE: AYES: None. NAYS: None. MOTION CARRIED.

**Printers**

Make/Model	Serial Number	Status
HP B/W LaserJet 5P	USHB063107	Working

**Other Equipment**

Make-Model	Serial Number	Status
Compaq Proliant 3000	D918BVX500D1	Working
APC Smart UPS 2200XL	WS0025000465	Not working
APC Smart UPS 2200XL	WS0025000466	Not working
Keyboards (2)		

**Monitors**

Make-Model	Serial/Tag Number	Status
Dell E151 - 15" Flat	1J78P11	Not Working
Dell E151 - 15" Flat	3G78P11	Not working
Dell E151 - 15" Flat	4F78P11	Not Working
Dell E151 - 15" Flat	5J78P11	Not Working
Dell E151 - 15" Flat	6F78P11	Not Working
Dell E151 - 15" Flat	8H78P11	Not Working
Dell E151 - 15" Flat	6G78P11	Not Working
Dell E151 - 15" Flat	8H78P11	Not Working
Dell E151 - 15" Flat	20YQT71	Not Working
ADI Provista 700 17" CRT	95004FL20B04511B	Working
NEC 70 17" CRT	0531885YA	Working

1111

MOTION by Jerry Mahony, seconded by George Magerl, to approve payment to Arlington Heights Memorial Library for Library Cable Network for May 1, 2007 through April 30, 2008 in the amount of \$31,320.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Maria Bahamon, to approve payment to Corporate Concepts for 23 office chairs, 8 shelf clips and labor in the amount of \$5,492.63, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Maria Bahamon, to approve payment to Midwest Library Systems for book returns and carts in an amount not to exceed \$10,500.00, which is a budgeted expense and is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Elaine Tejcek, to approve the regular monthly Board of Library Trustees meeting dates, every month except January and July 2008, which would convene at 4:00 PM, for the period August 2007 through July 2008. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by George Magerl, to increase the Non-Resident Fee from \$260.00 per family per year to \$274.00 per family per year for the period July 1, 2007 through June 30, 2008. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Jerry Mahony, to authorize library staff to Request Proposals for RFID Equipment and Supplies. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by George Magerl, seconded by Maria Bahamon, to hire Miriam Pollack of Miriam Pollack & Associates to facilitate the Strategic Planning Retreat on September 15, 2007 at a cost of \$4,000.00. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by Elaine Tejcek to approve the proposal from Illinois Management Association for Salary Analysis and Structure Development in the amount of \$5,200.00, which is in the best interest of the Des Plaines Public Library. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by George Magerl, to ask one board member to attend the City of Des Plaines 2007 Annual Golf Outing and the library will pay for the ticket. ROLL CALL VOTE: AYES: Bahamon, Burk, Lake, Magerl, Mahony, Tejcek. NAYS: None. MOTION CARRIED.

Jerry Mahony recommends that a Door Entry Buzzer System be installed in the door to the Administrative offices. Sandra Norlin will obtain prices and have the door entry buzzer installed.

#### ANNOUNCEMENTS

Sandra Norlin asked the Management Committee to set a meeting date to review the Collection Development Policy and the Personnel Policy. A meeting will be called after the new committee assignments are determined.

The Board thanked Martha Sloan for the good work she has done for the library in her eleven years working at the library.

President Lake stated that Mary Ellicson could not attend the Board meeting due to work commitments.

The Board was invited to march in the Fourth of July parade.

The Board was encouraged to attend training classes at the North Suburban Library System geared toward Library Trustees.

Sandra Norlin stated that library staff will participate in Relay for Life on Friday, June 29 and invited the Board to attend.

#### NOMINATING COMMITTEE

George Magerl reported that the Nominating Committee voted to approve the slate of officers, Noreen Lake, President, Jerry Mahony, Vice President and Carol Kidd, Secretary, for 2007 -2008.

#### EXECUTIVE SESSION

MOTION by Jerry Mahony, seconded by George Magerl, to enter into an Executive Session at 8:42 p.m. to discuss Semi-Annual Review of Executive Session Minutes and Probable or Imminent Litigation. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The regular session reconvened at 9:00 p.m. and was called to order by President Noreen Lake.

#### EXECUTIVE SESSION ACTION

MOTION by Eldon Burk, seconded by Elaine Tejcek, not to release any Executive Session Minutes on file because the need for confidentiality still exists as to all of the remaining Executive Session minutes. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jerry Mahony, seconded by George Magerl, to adjourn the regular meeting.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 9:02 p.m.

Minutes prepared by Carol Kidd

VII.B.

DES PLAINES PUBLIC LIBRARY  
FINANCE REPORT FOR JUNE 2007

Monthly reports to be reviewed and placed on file for audit:

1. Over the Counter Receipts	\$ 13,302.53
2. Petty Cash Expenditures	\$ 0.00
3. Budget Expenditures for June	\$ 458,058.56
4. Expenditures Year to Date	\$ 2,756,280.45
5. Revenue for June	\$ 18,327.52
6. Revenue Year to Date	\$ 2,968,705.11

Warrant Register

June 04, 2007	\$ 59,672.52
June 18, 2007	\$ <u>58,531.64</u>
Total	\$ 118,204.16

Salaries

June 07, 2007	\$ 124,061.91
June 21, 2007	\$ <u>121,884.08</u>
Total	\$ 245,945.99

## VII.B.

**DES PLAINES PUBLIC LIBRARY  
OVER THE COUNTER RECEIPTS FOR JUNE 2007**

	<u>June 2006</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>
Lost Materials	1,241.32	1,001.77	5,564.82	4,819.11
Fines	7,511.53	9,849.37	49,454.26	53,300.73
Damage	97.91	25.99	708.33	422.75
Fees	736.48	657.55	3,212.78	2,421.55
Copies	2,150.91	1,760.85	15,443.74	11,834.00
Miscellaneous	6.10	7.00	28.95	112.50
<b>Total</b>	<b>\$11,744.25</b>	<b>\$13,302.53</b>	<b>\$74,412.88</b>	<b>\$72,910.64</b>

**PETTY CASH EXPENDITURES - JUNE**

None

DATE: 07/06/07

CITY OF DES PLAINES

STATMN11

TIME: 15:49:07

PRINT BALANCE SHEETS BY FUND

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 6/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
101000	PETTY CASH	500.00	
102005	CASH PAYABLE 1944119043	1,298.00	
102007	CASH PAYROLL 1944652940	.00	
102008	CASH DEPOSIT 1944650243		410,075.04
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102026	CASH FIRST BANK ACCUMULTN	.00	
102028	CASH LIBRARY DONATIONS	.00	
102051	CASH PLAINSBANK ACCUMULTN	.00	
102073	CASH IL- EPAY151600008073	.00	
TOTAL CASH		1,798.00	410,075.04
104003	INVESTMENTS-US OBLIGATION	.00	
104006	INVESTMENTS-CERTIF OF DEP	.00	
104030	INVESTMENTS-ACCUMULATION	.00	
104031	INVESTMENTS-EARLE	.00	
104032	INVESTMENTS-DUNCAN	.00	
104033	INVESTMENTS-DOWNING	.32	
104075	PMA - FINANCIAL NETWORK	953,004.48	
104077	INVEST-LIBRARY FOUNDATION	4,427.00	
TOTAL INVESTMENTS		957,431.80	.00
115400	RECEIVABLE-ACCRUED INTRST	.00	
115410	RECEIVABLE-INTEREST EARN	.00	
118000	RECEIVABLE-PROPERTY TAXES	6,059,950.10	
TOTAL ACCOUNTS RECEIVABLE		6,059,950.10	.00
119125	RECEIVABLE-GRANTS	27,815.00	
TOTAL RECEIVABLE-SALES TAX		27,815.00	.00
119200	RECEIVABLE-MISC	.00	
TOTAL ACCOUNTS RECEIVABLE		.00	.00
119301	PREPAID EXPENSE	.00	
TOTAL PREPAID ITEMS		.00	.00
204201	FIXED ASSETS-LIB EQUIP	.00	
209900	FIXED ASSETS-ACUMLTD DEPC	.00	
TOTAL FIXED ASSETS		.00	.00
TOTAL ASSETS		7,046,994.90	410,075.04
401000	ACCOUNTS PAYABLE	1,081.00	
401001	AUDIT ACCOUNTS PAYABLE	3,041.79	
410020	ESCROW DEPOSITS		.00

DATE: 07/06/07

CITY OF DES PLAINES  
PRINT BALANCE SHEETS BY FUND

STATMN11

TIME: 15:49:07

SELECTION CRITERIA: genledgr.fund in ("201","202")

ACCOUNTING PERIOD: 6/07

FUND - 201 - LIBRARY FUND

ACCOUNT	TITLE	DEBITS	CREDITS
TOTAL DEPOSITS		.00	.00
430010	DUE TO-CORPORATE GENL		.00
430080	DUE TO-EMPL RETRMNT TRUST		.00
430099	DUE TO OTHER FUNDS	69,337.99	
TOTAL DUE TO-OTHER FUNDS		69,337.99	.00
450030	ACCRUED LIAB-COMP ABSENCE		.00
450040	ACCRUED PAYROLL		88,124.62
TOTAL ACCRUED LIABILITIES		.00	88,124.62
470000	DEFERRED REV-PROPERTY TAX		6,013,933.00
470100	LIBRARY DEFERRED REVENUE		.00
TOTAL DEFERRED REV-PROPERTY TAX		.00	.00
471000	DEFERRED REV-OTHER		.00
TOTAL CURRENT LIABILITIES		73,460.78	6,102,057.62
TOTAL LIABILITIES		73,460.78	6,102,057.62
700110	EXPENDITURE CONTROL	2,726,624.45	
700120	REVENUE CONTROL		2,956,733.25
700130	ENCUMBRANCE CONTROL		.00
700140	RESERVE FOR ENCUMBRANCE		.00
700150	EXP. BUDGET CONTROL		6,412,187.00
700160	REV. BUDGET CONTROL	6,412,187.00	
700170	BUDGET FUND BALANCE		.88
TOTAL SYSTEM CONTROL		9,138,811.45	9,368,921.13
720010	FUND BAL-RESRV-GIFT TRUST		.00
TOTAL FUND BALANCE-RESERVED		.00	.00
730000	FUND BALANCE-UNRESERVED		378,213.34
TOTAL FUND EQUITY		.00	378,213.34
TOTAL EQUITIES		9,138,811.45	9,747,134.47
TOTAL LIBRARY FUND		16,259,267.13	16,259,267.13



SECTION CRITERIA: genledgr.fund in ("201","202")  
ACCOUNTING PERIOD: 6/07

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ACCOUNT	TITLE	DEBITS	CREDITS
102005	CASH PAYABLE 1944119043	.00	
102008	CASH DEPOSIT 1944650243		28,926.62
102012	CASH IL FUND 007139119668	.00	
102014	CASH AMER FREEDM FND(AFF)	.00	
102073	CASH IL- EPAY151600008073	.00	
	TOTAL CASH	.00	28,926.62
104075	PMA - FINANCIAL NETWORK	525,020.08	
	TOTAL INVESTMENTS	525,020.08	.00
119200	RECEIVABLE-MISC	.00	
	TOTAL ACCOUNTS RECEIVABLE	.00	.00
	TOTAL ASSETS	525,020.08	28,926.62
401000	ACCOUNTS PAYABLE		.00
401001	AUDIT ACCOUNTS PAYABLE		.00
471000	DEFERRED REV-OTHER		.00
	TOTAL CURRENT LIABILITIES	.00	.00
	TOTAL LIABILITIES	.00	.00
700110	EXPENDITURE CONTROL	29,656.00	
700120	REVENUE CONTROL		11,971.86
700150	EXP. BUDGET CONTROL		104,950.00
700160	REV. BUDGET CONTROL	205,000.00	
700170	BUDGET FUND BALANCE		100,049.34
	TOTAL SYSTEM CONTROL	234,656.00	216,971.20
730000	FUND BALANCE-UNRESERVED		513,778.26
	TOTAL FUND EQUITY	.00	513,778.26
	TOTAL EQUITIES	234,656.00	730,749.46
	TOTAL LIBRARY CAPITAL PROJ FUND	759,676.08	759,676.08
	TOTAL REPORT	17,018,943.21	17,018,943.21

SELECTION CRITERIA: orgn.fund in ("201","202")  
ACCOUNTING PERIOD: 6/07

SORTED BY: FUND, ORGANIZATION, 1ST SUBTOTAL, ACCOUNT  
TOTALLED ON: FUND, ORGANIZATION, 1ST SUBTOTAL  
PAGE BREAKS ON: FUND, ORGANIZATION

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-800000 TAXES

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
810020	PROPERTY TAXES 2003	.00	.00	.00	-16,968.09	16,968.09	.00
810021	PROPERTY TAXES 2004	.00	.00	.00	-12,163.75	12,163.75	.00
810022	PROPERTY TAXES 2005	50,000.00	.00	.00	59,406.39	-9,406.39	118.81
810023	PROPERTY TAXES 2006	5,954,939.00	.00	.00	2,723,869.45	3,231,069.55	45.74
TOTAL TAXES		6,004,939.00	.00	.00	2,754,144.00	3,250,795.00	45.86

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-820000 INTERGOVERNMENTAL REVENUE

810800	PERSONAL PROP REPL TAX	92,988.00	894.94	.00	894.94	92,093.06	.96
822040	STATE GRANT:PER CAPITA	72,000.00	.00	.00	69,672.21	2,327.79	96.77
822095	STATE GRANT:LIBRARY	30,260.00	3,800.00	.00	24,510.00	5,750.00	81.00
TOTAL	INTERGOVERNMENTAL REVEN	195,248.00	4,694.94	.00	95,077.15	100,170.85	48.70

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850000 FINES

850102	LIBRARY FINES	110,000.00	10,771.01	.00	61,273.80	48,726.20	55.70
TOTAL FINES		110,000.00	10,771.01	.00	61,273.80	48,726.20	55.70

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-850200 FEES AND SERVICES

850201	COPYING FEE	40,000.00	1,760.80	.00	12,878.90	27,121.10	32.20
850215	SPECIAL PROGRAMS & EVENT	20,000.00	.00	.00	5,578.29	14,421.71	27.89
TOTAL FEES AND SERVICES		60,000.00	1,760.80	.00	18,457.19	41,542.81	30.76

FUND-201 LIBRARY FUND  
ORGANIZATION- TITLE NOT FOUND  
1ST SUBTOTAL-890000 OTHER REVENUE

890010	INTEREST INCOME	5,000.00	.00	.00	17,606.24	-12,606.24	352.12
890050	SALE OF FIXED ASSETS	2,000.00	.00	.00	.00	2,000.00	.00
899900	MISCELLANEOUS REVENUE	35,000.00	1,100.77	.00	10,174.87	24,825.13	29.07
TOTAL OTHER REVENUE		42,000.00	1,100.77	.00	27,781.11	14,218.89	66.15

TOTAL TITLE NOT FOUND		6,412,187.00	18,327.52	.00	2,956,733.25	3,455,453.75	46.11
TOTAL LIBRARY FUND		6,412,187.00	18,327.52	.00	2,956,733.25	3,455,453.75	46.11

DATE: 07/06/07

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REVENUE STATUS REPORT

SECTION CRITERIA: orgn.fund in ("201","202")

ACCOUNTING PERIOD: 6/07

SORTED BY: FUND,ORGANIZATION,1ST SUBTOTAL,ACCOUNT

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FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-890000 OTHER REVENUE

ACCOUNT	TITLE	BUDGET	RECEIPTS	PERIOD RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
890010	INTEREST INCOME	1,000.00	.00	.00	11,971.86	-10,971.86	1197.19
899900	MISCELLANEOUS REVENUE	3,900.00	.00	.00	.00	3,900.00	.00
899920	LIBRARY DONATIONS	100.00	.00	.00	.00	100.00	.00
TOTAL OTHER REVENUE		5,000.00	.00	.00	11,971.86	-6,971.86	239.44

FUND-202 LIBRARY CAPITAL PROJ FUND

ORGANIZATION- TITLE NOT FOUND

1ST SUBTOTAL-898000 OTHER FINANCING SOURCES

898902	TRANSFER FROM LIB FUND	200,000.00	.00	.00	.00	200,000.00	.00
TOTAL OTHER FINANCING SOURCES		200,000.00	.00	.00	.00	200,000.00	.00

TOTAL TITLE NOT FOUND 205,000.00 .00 .00 11,971.86 193,028.14 5.84

TOTAL LIBRARY CAPITAL PROJ FU 205,000.00 .00 .00 11,971.86 193,028.14 5.84

TOTAL REPORT 6,617,187.00 18,327.52 .00 2,968,705.11 3,648,481.89 44.86

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CITY OF DES PLAINES  
 EXPENDITURE STATUS REPORT

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FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-910000 SALARIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
910100	SALARIES	2,377,624.00	148,144.54	.00	969,215.39	1,408,408.61	40.76
910200	TEMPORARY WAGES	983,825.00	64,357.15	.00	434,782.42	549,042.58	44.19
910400	NON-SUPERVISORY OVERTIME	250.00	.00	.00	.00	250.00	.00
910500	VACATION PAY	.00	20,142.03	.00	82,102.73	-82,102.73	.00
910600	SICK PAY	.00	3,949.33	.00	37,549.18	-37,549.18	.00
910700	HOLIDAY PAY	.00	9,352.94	.00	42,355.26	-42,355.26	.00
910950	EXCESS SICK HRS PAY OUT	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL SALARIES	3,365,199.00	245,945.99	.00	1,566,004.98	1,799,194.02	46.54

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-918000 BENEFITS

918000	UNEMPLOYMENT COMPENSATIO	2,459.00	614.75	.00	1,229.50	1,229.50	50.00
918000	EMPLOYER CONTR-F.I.C.A.	256,768.00	18,501.56	.00	117,814.96	138,953.04	45.88
918021	EMPLOYER CONTR-I.M.R.F.	304,929.00	22,532.65	.00	141,779.46	163,149.54	46.50
918030	EAP PROGRAM	705.00	.00	.00	.00	705.00	.00
918040	LIFE INS PREMIUMS	8,136.00	715.00	.00	4,259.20	3,876.80	52.35
918050	MEDICAL INS PREMIUMS	398,427.00	31,261.24	.00	196,414.78	202,012.22	49.30
918055	DENTAL INSURANCE PREMIUM	25,401.00	1,851.54	.00	11,820.27	13,580.73	46.53
918070	WORKERS COMPENSATION	8,296.00	652.95	.00	3,854.90	4,441.10	46.47
918085	RHS PLAN PAYOUT	2,340.00	.00	.00	.00	2,340.00	.00
	TOTAL BENEFITS	1,007,461.00	76,129.69	.00	477,173.07	530,287.93	47.36

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

920100	LITIGATION & LEGAL FEES	10,000.00	.00	.00	.00	10,000.00	.00
920105	COSTS OF LITIGATION	1,000.00	.00	.00	.00	1,000.00	.00
920110	PROFESSIONAL CONSULTING	62,550.00	2,250.00	.00	5,911.02	56,638.98	9.45
920120	COMMUNICATION SERVICES	22,040.00	1,240.01	.00	8,632.78	13,407.22	39.17
920140	DATA PROCESSING SERVICES	81,113.00	4,518.73	.00	20,553.59	60,559.41	25.34
920202	CONFERENCES	18,029.00	2,372.27	.00	7,102.03	10,926.97	39.39
920204	TRAINING	5,216.00	1,685.00	.00	2,395.00	2,821.00	45.92
920205	TUITION REIMBURSEMENTS	5,000.00	628.14	.00	1,506.28	3,493.72	30.13
920206	SEMINARS	1,500.00	.00	.00	.00	1,500.00	.00
920210	IN-SERVICE TRAINING	.00	51.84	.00	51.84	-51.84	.00
920220	MEMBERSHIP DUES	6,000.00	1,090.00	.00	2,619.00	3,381.00	43.65
920225	LICENSING/TITLES	250.00	.00	.00	.00	250.00	.00
920230	PUBLICATION OF NOTICES	3,000.00	.00	.00	2,995.25	4.75	99.84
920230	SUBSIDY:1994 E.R.P. TRAN	3,984.00	.00	.00	.00	3,984.00	.00
920230	PROPERTY/LIAB CONTRIBUTI	29,707.00	7,426.75	.00	14,853.50	14,853.50	50.00
930010	R & M EQUIPMENT	72,275.00	590.27	.00	38,014.61	34,260.39	52.60
930020	R & M BLDGS & STRUCTURES	52,795.00	3,428.56	.00	31,417.51	21,377.49	59.51

SELECTION CRITERIA: orgn.fund in ("201","202")  
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FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
930030	R & M VEHICLES	10,600.00	44.36	.00	7,138.36	3,461.64	67.34
930195	BOOK BINDING & REPAIR	2,500.00	39.00	.00	293.71	2,206.29	11.75
930210	RENTAL OF EQUIPMENT	1,500.00	.00	.00	.00	1,500.00	.00
930320	CLEANING: CUSTODIAL SERV	46,980.00	3,800.00	.00	19,187.16	27,792.84	40.84
930490	REFUSE CONTRACT	3,600.00	503.00	.00	1,509.00	2,091.00	41.92
960070	AUTO/TRAVEL EXPENSES	6,275.00	376.67	.00	1,826.17	4,448.83	29.10
960210	SPECIAL EVENT PROGRAMMIN	33,000.00	4,549.35	.00	20,855.96	12,144.04	63.20
960990	MISC CONTRACTUAL SVCS	108,340.00	5,583.31	.00	46,122.85	62,217.15	42.57
	TOTAL CONTRACTUAL SERVICES	587,254.00	40,177.26	.00	232,985.62	354,268.38	39.67

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-970000 COMMODITIES

970000	SUPPLIES	79,420.00	3,745.02	.00	41,565.31	37,854.69	52.34
970110	MEALS (PRSNRS/WRKRS/VOLS)	2,600.00	229.95	.00	1,118.95	1,481.05	43.04
970170	JANITORIAL	19,000.00	1,888.88	.00	8,481.19	10,518.81	44.64
970260	POSTAGE AND PARCEL	13,000.00	303.41	.00	5,171.50	7,828.50	39.78
970270	PRINTING-REPROD-BINDING	10,600.00	902.61	.00	6,831.11	3,768.89	64.44
970500	PURCHASE OF WATER	8,000.00	.00	.00	1,679.39	6,320.61	20.99
970600	BOOKS	497,000.00	35,325.58	.00	192,504.26	304,495.74	38.73
970610	AUDIO MATERIALS	80,000.00	2,638.03	.00	20,659.60	59,340.40	25.82
970620	SUBSCRIPTIONS & BOOKS	68,000.00	499.40	.00	59,793.49	8,206.51	87.93
970630	VISUAL MATERIALS	81,000.00	5,526.32	.00	37,002.74	43,997.26	45.68
970640	AUTOMATED REFERENCE MAT'	106,000.00	6,708.00	.00	43,053.86	62,946.14	40.62
970810	NATURAL GAS	26,000.00	.00	.00	3,655.92	22,344.08	14.06
970820	ELECTRICITY	500.00	.00	.00	.00	500.00	.00
970840	DIESEL	2,000.00	.00	.00	.00	2,000.00	.00
970850	GASOLINE	1,500.00	.00	.00	.00	1,500.00	.00
970900	EQUIPMENT <\$5,000	15,161.00	2,025.88	.00	2,536.79	12,624.21	16.73
	TOTAL COMMODITIES	1,009,781.00	59,793.08	.00	424,054.11	585,726.89	41.99

FUND-201 LIBRARY FUND  
 ORGANIZATION-2110 LIBRARY SERVICES  
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

980300	IMPROVEMENTS	23,850.00	.00	.00	.00	23,850.00	.00
980410	COMPUTER HARDWARE	.00	.00	.00	2,767.86	-2,767.86	.00
980420	COMPUTER SOFTWARE	36,590.00	3,950.00	.00	12,595.50	23,994.50	34.42
980600	FURNITURE & FIXTURES	32,650.00	115.00	.00	140.00	32,510.00	.43
	TOTAL CAPITAL EXPENDITURES	93,090.00	4,065.00	.00	15,503.36	77,586.64	16.65

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FUND-201 LIBRARY FUND  
ORGANIZATION-2110 LIBRARY SERVICES  
1ST SUBTOTAL-990990 OTHER FUNDING ACTIVITIES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
990935	TRANS TO D/S: 2002A BOND	15,442.00	.00	.00	.00	15,442.00	.00
990940	TRANS TO LIB CAP PROJ FN	200,000.00	.00	.00	.00	200,000.00	.00
990955	TRANS TO D/S: 2003B BOND	12,040.00	.00	.00	.00	12,040.00	.00
993000	CONTINGENCY RESERVE	50,000.00	.00	.00	.00	50,000.00	.00
	TOTAL OTHER FUNDING ACTIVITIE	277,482.00	.00	.00	.00	277,482.00	.00
	TOTAL LIBRARY SERVICES	6,340,267.00	426,111.02	.00	2,715,721.14	3,624,545.86	42.83

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FUND-201 LIBRARY FUND  
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
1ST SUBTOTAL-920000 CONTRACTUAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
920210	IN-SERVICE TRAINING	6,700.00	476.54	.00	1,454.31	5,245.69	21.71
960210	SPECIAL EVENT PROGRAMMIN	10,500.00	.00	.00	.00	10,500.00	.00
960990	MISC CONTRACTUAL SVCS	31,320.00	.00	.00	.00	31,320.00	.00
	TOTAL CONTRACTUAL SERVICES	48,520.00	476.54	.00	1,454.31	47,065.69	3.00

FUND-201 LIBRARY FUND  
ORGANIZATION-2130 IL LIBRARY PER CAP GRANT  
1ST SUBTOTAL-970000 COMMODITIES

970260	POSTAGE AND PARCEL	5,850.00	.00	.00	2,000.00	3,850.00	34.19
970270	PRINTING-REPROD-BINDING	17,550.00	1,815.00	.00	7,449.00	10,101.00	42.44
	TOTAL COMMODITIES	23,400.00	1,815.00	.00	9,449.00	13,951.00	40.38
	TOTAL IL LIBRARY PER CAP GRAN	71,920.00	2,291.54	.00	10,903.31	61,016.69	15.16
	TOTAL LIBRARY FUND	6,412,187.00	428,402.56	.00	2,726,624.45	3,685,562.55	42.52

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FUND-202 LIBRARY CAPITAL PROJ FUND  
 ORGANIZATION-202F LIBRARY CAPITAL PROJECTS  
 1ST SUBTOTAL-980000 CAPITAL EXPENDITURES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
980410	COMPUTER HARDWARE	84,950.00	29,656.00	.00	29,656.00	55,294.00	34.91
980600	FURNITURE & FIXTURES	20,000.00	.00	.00	.00	20,000.00	.00
	TOTAL CAPITAL EXPENDITURES	104,950.00	29,656.00	.00	29,656.00	75,294.00	28.26
	TOTAL LIBRARY CAPITAL PROJECT	104,950.00	29,656.00	.00	29,656.00	75,294.00	28.26
	TOTAL LIBRARY CAPITAL PROJ FU	104,950.00	29,656.00	.00	29,656.00	75,294.00	28.26
TOTAL REPORT		6,517,137.00	458,058.56	.00	2,756,280.45	3,760,856.55	42.29



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- 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920110	PROFESSIONAL CON	106072	KEPNER & ASSOCIATES	400	318	2250.00
2110	920140	DATA PROCESSING	200310	LINCOLN TRAIL LIBRARY	51401	528	535.00
2110	920140	DATA PROCESSING	72106	COOPERATIVE COMPUTER	DPK0407	390	3903.73
2110	920202	CONFERENCES	04365	SANDRA NORLIN	REIMB	543	25.58
2110	920204	TRAINING	07540	LESLIE STEINER	REIMB	542	15.00
2110	920204	TRAINING	43806	NORTH SUBURBAN LIBRARY	1270526	560	845.00
2110	920205	TUITION REIMBURS	101890	LAURA ADLER	REIMB	653	500.00
2110	920210	IN-SERVICE TRAIN	43765	DOMINICKS FINER FOODS	03/0/07	207	51.84
2110	930010	R & M EQUIPMENT	02989	BEDCO INC	12995	656	127.50
2110	930010	R & M EQUIPMENT	09789	VAHE GHAZARIAN	395712	401	80.00
2110	930010	R & M EQUIPMENT	103824	BUSINESS MACHINE AGEN	64807	657	382.77
2110	930020	R & M BLDGS & ST	101889	MCQUAY SERVICE	2269963	529	288.50
2110	930195	BOOK BINDING & R	05479	HOUCHEM BINDERY LTD	151017	520	39.00
2110	930320	CLEANING:CUSTODI	102711	SPEED-E-KLEEN	3203	535	135.00
2110	930320	CLEANING:CUSTODI	200147	MAJESTY MAINTENANCE I	39977	321	3665.00
2110	960070	AUTO/TRAVEL EXPE	04365	SANDRA NORLIN	REIMB	544	30.00
2110	960070	AUTO/TRAVEL EXPE	07540	LESLIE STEINER	REIMB	541	25.69
2110	960070	AUTO/TRAVEL EXPE	103226	ELIZABETH WOZNICZKA	REIMB	547	26.48
2110	960210	SPECIAL EVENT PR	03239	GIUSEPPE'S LA CANTINA	4/27/07	402	194.75
2110	960210	SPECIAL EVENT PR	09918	JANWAY COMPANY	71020	526	175.36
2110	960210	SPECIAL EVENT PR	104617	CHICAGO BOTANIC GARDE	3022007DP	661	200.00
2110	960210	SPECIAL EVENT PR	106078	WALTER CWIK	04-30-07	545	50.00
2110	960210	SPECIAL EVENT PR	106264	STEVEN JABLONSKI	06-06-07	549	100.00
2110	960210	SPECIAL EVENT PR	106265	D L W STORYTELLER INC	10-24-07	550	100.00
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	03-26-07	548	134.90
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	04-03-07	564	30.80
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	05-03-07A	561	97.74
2110	960210	SPECIAL EVENT PR	43765	DOMINICKS FINER FOODS	05-03-07B	557	22.97
2110	960210	SPECIAL EVENT PR	76231	C R FLOWERS	NONE	392	144.45
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2829228	411	111.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2828921	427	24.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2830003	421	33.39
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2846174	413	16.56
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2840918	417	21.36
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2851149	425	1.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2834088	415	15.11
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2836012	423	42.40
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2830002	450	40.65
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2832479	456	18.20
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2842292	454	16.92
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2839774	452	121.25
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2830004	459	68.55
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2844005	458	-7.00
2110	960990	MISC CONTRACTUAL	02191	BOOK WHOLESALERS INC	2843738	708	73.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018530333	467	26.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A78215820	470	5.55
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018537537	473	12.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018500932	480	20.05
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018235985	475	13.38
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018549925	479	26.70

SELECTION CRITERIA: payable.due\_date="06/04/2007"

- 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018573366	469	0.00	12.58
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A78700310	485	0.00	3.70
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018553182	494	0.00	9.90
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018538210	487	0.00	44.75
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018555272	488	0.00	5.98
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A77979640	489	0.00	5.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018511695	497	0.00	51.53
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018548713	491	0.00	39.60
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A78091120	483	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018535722	496	0.00	11.46
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018535721	499	0.00	8.65
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018528168	493	0.00	4.75
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018548692	447	0.00	1.62
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018571573	442	0.00	19.80
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018535735	440	0.00	14.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A78967660	434	0.00	5.55
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018553013	439	0.00	25.91
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018565784	445	0.00	11.10
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018513483	430	0.00	30.20
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018574337	418	0.00	96.29
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A79255040	420	0.00	1.85
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	A78879370	431	0.00	7.40
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	5007842407	307	0.00	28.60
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5268494	270	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5264655	266	0.00	6.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5264652	276	0.00	19.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5268498	268	0.00	9.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5268495	273	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5268496	262	0.00	49.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5264654	260	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5275231	249	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5275229	245	0.00	32.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5264653	254	0.00	45.70
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5268497	258	0.00	13.60
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5275230	251	0.00	22.75
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5272545	247	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5264651	257	0.00	6.90
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5271402	720	0.00	32.50
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5271401	727	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788 MIDWEST TAPE	5271404	723	0.00	13.00
2110	960990	MISC CONTRACTUAL	102808 ADVANCED AQUATICS	34738	654	0.00	426.73
2110	960990	MISC CONTRACTUAL	72106 COOPERATIVE COMPUTER	MAY 2007	391	0.00	1395.98
2110	970100	SUPPLIES	00842 CITY OF DES PLAINES	4/5/07	393	0.00	156.00
2110	970100	SUPPLIES	07829 SYSCO FOOD SERVICES-C	704219031	538	0.00	340.89
2110	970100	SUPPLIES	09638 OFFICE DEPOT	384552139001	244	0.00	156.27
2110	970100	SUPPLIES	09638 OFFICE DEPOT	384552139002	263	0.00	17.06
2110	970100	SUPPLIES	19764 BRODART COMPANY	2562972	658	0.00	21.65
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL COR	2808181	711	0.00	1565.94
2110	970100	SUPPLIES	20177 DEMCO EDUCATIONAL COR	2815257	385	0.00	35.56
2110	970170	JANITORIAL	01250 GRAINGER	9356493461	403	0.00	426.72

SELECTION CRITERIA: payable.due\_date="06/04/2007"

201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970170	JANITORIAL	01250 GRAINGER	9358306661	675	0.00	1080.32
2110	970170	JANITORIAL	01250 GRAINGER	9356493479	619	0.00	90.48
2110	970170	JANITORIAL	17132 MENARDS	68463	531	0.00	51.48
2110	970260	POSTAGE AND PARC	103035 FEDERAL EXPRESS	2-014-77294	396	0.00	23.76
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2834088	416	0.00	198.08
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2836012	424	0.00	253.61
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2846174	414	0.00	254.10
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2851149	426	0.00	9.67
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2830003	422	0.00	78.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2829228	412	0.00	640.58
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2834841	410	0.00	30.51
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2828921	428	0.00	116.18
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2840918	429	0.00	279.70
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2842292	455	0.00	173.85
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2830002	451	0.00	206.83
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2839774	453	0.00	856.42
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2830804	461	0.00	349.63
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2832479	457	0.00	73.38
2110	970600	BOOKS	02191 BOOK WHOLESALERS INC	2843738	709	0.00	1180.30
2110	970600	BOOKS	05527 QUALITY BOOKS INC	107749	532	0.00	78.15
2110	970600	BOOKS	05948 BUSINESS & LEGAL REPO	2-6155003	659	0.00	551.95
2110	970600	BOOKS	07439 THOMSON GALE	15132665	652	0.00	95.48
2110	970600	BOOKS	07439 THOMSON GALE	15141483	669	0.00	140.79
2110	970600	BOOKS	07439 THOMSON GALE	15143617	668	0.00	166.26
2110	970600	BOOKS	07439 THOMSON GALE	15140811	256	0.00	47.18
2110	970600	BOOKS	07439 THOMSON GALE	15152452	265	0.00	223.75
2110	970600	BOOKS	07439 THOMSON GALE	15146620	283	0.00	53.90
2110	970600	BOOKS	07439 THOMSON GALE	15149095	282	0.00	25.47
2110	970600	BOOKS	07439 THOMSON GALE	15144614	284	0.00	142.29
2110	970600	BOOKS	08753 HAINES & COMPANY, INC	24480	516	0.00	758.00
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018530332	468	0.00	340.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018535735	478	0.00	35.60
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018500931	464	0.00	433.21
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018538209	466	0.00	551.42
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018549924	477	0.00	339.31
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018537536	472	0.00	231.82
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018555272	462	0.00	24.48
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018573366	460	0.00	121.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018535722	501	0.00	94.68
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018548713	492	0.00	372.04
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018511695	498	0.00	141.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018553182	490	0.00	92.56
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018528168	495	0.00	42.86
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018235985	481	0.00	93.88
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018535721	500	0.00	64.25
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018518548	441	0.00	14.13
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018565784	446	0.00	81.41
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018518548	437	0.00	1.77
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018548692	448	0.00	14.10
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018571573	443	0.00	177.12

SELECTION CRITERIA: payable.due\_date='06/04/2007'

201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018556233	436	0.00	105.70
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018553013	444	0.00	225.98
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018513482	438	0.00	353.31
2110	970600	BOOKS	09737 BAKER & TAYLOR	2018574336	310	0.00	1540.46
2110	970600	BOOKS	09737 BAKER & TAYLOR	5007842407	309	0.00	1292.01
2110	970600	BOOKS	103777 D & Z HOUSE OF BOOKS	8A/2007	404	0.00	322.81
2110	970600	BOOKS	12792 FINANCIAL INFORMATION	E07001059	399	0.00	895.00
2110	970600	BOOKS	14568 FRIENDSHIP JR HIGH	2006-07	674	0.00	36.00
2110	970600	BOOKS	20232 REGENT BOOK COMPANY	38133	532	0.00	35.81
2110	970600	BOOKS	23806 FACTS ON FILE	517372	522	0.00	48.55
2110	970610	AUDIO MATERIALS	02191 BOOK WHOLESALERS INC	2848600	419	0.00	163.57
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018513482	449	0.00	13.72
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018500931	463	0.00	49.41
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018549924	476	0.00	53.49
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018537536	471	0.00	43.94
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018538209	465	0.00	20.85
2110	970610	AUDIO MATERIALS	09737 BAKER & TAYLOR	2018574336	311	0.00	21.99
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083001614	275	0.00	40.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1183033178	278	0.00	80.00
2110	970610	AUDIO MATERIALS	104157 RANDOM HOUSE INCORPOR	1083033178	277	0.00	36.00
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-03-07-3	243	0.00	25.88
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-03-07-2	242	0.00	55.97
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-03-07-1	241	0.00	560.24
2110	970610	AUDIO MATERIALS	21195 ALGONQUIN RECORDS	5-09-07-1	240	0.00	442.06
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3445049	280	0.00	479.80
2110	970610	AUDIO MATERIALS	80139 RECORDED BOOKS, LLC	3478286	281	0.00	63.00
2110	970620	SUBSCRIPTIONS &	67929 VALUE LINE PUBLISHING	CUST #57345	539	0.00	495.00
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A78215820	474	0.00	44.07
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A78091120	484	0.00	22.04
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A78700310	486	0.00	8.80
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A77979640	482	0.00	36.64
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A78967660	435	0.00	44.07
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A79255040	433	0.00	21.28
2110	970630	VISUAL MATERIALS	09737 BAKER & TAYLOR	A78879370	432	0.00	30.82
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5271401	728	0.00	20.99
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5275230	724	0.00	140.93
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5271402	721	0.00	215.90
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5271404	725	0.00	63.71
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5268495	274	0.00	39.73
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5268498	269	0.00	52.47
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5268494	272	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5268496	267	0.00	263.10
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5264655	271	0.00	134.96
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5272545	248	0.00	43.48
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5264652	253	0.00	221.93
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5275229	246	0.00	210.65
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5264654	264	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5264651	259	0.00	44.98
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5275231	250	0.00	48.73
2110	970630	VISUAL MATERIALS	09788 MIDWEST TAPE	5268497	261	0.00	533.61

SELECTION CRITERIA: payable.due\_date="06/04/2007"

201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5264653	255	0.00	255.61
2110	970630	VISUAL MATERIALS 09788	MIDWEST TAPE	5271403	252	0.00	59.98
2110	970630	VISUAL MATERIALS 103033	FILM IDEAS INCORPORAT	20657	397	0.00	473.50
2110	970630	VISUAL MATERIALS 80139	RECORDED BOOKS, LLC	3459331	279	0.00	31.00
2110	970640	AUTOMATED REFERR 100602	PROQUEST CSA LLC	1541868	306	0.00	1325.00
2110	970900	EQUIPMENT <\$5.00 100899	C D S OFFICE TECHNOLO	307766	660	0.00	836.00
2110	970900	EQUIPMENT <\$5.00 200294	DELL MARKETING LP	V06693537	394	0.00	350.00
2110	980600	FURNITURE & FIXT 18150	A S I - MODULEX	100046	655	0.00	115.00
TOTAL LIBRARY SERVICES						0.00	44970.52
2130	920210	IN-SERVICE TRAIN 18227	DES PLAINES PARK DIST	5/1/07	395	0.00	278.00
TOTAL IL LIBRARY PER CAP GRANT						0.00	278.00
TOTAL FUND						0.00	45248.52

SUNGARD PENTAMATION INC - FUND ACCOUNTING  
DATE: 05/26/07  
TIME: 11:25:26

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 17  
ACCTPAY1  
ACCOUNTING PERIOD: 5/07

SELECTION CRITERIA: payable.due\_date="06/04/2007"

● - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	980410	COMPUTER HARDWAR	200294 DELL MARKETING LP	V15864969	710	0.00	14424.00
TOTAL LIBRARY CAPITAL PROJECTS						0.00	14424.00
TOTAL FUND						0.00	14424.00

● RUN DATE 05/26/2007 TIME 11:25:36

SUNGARD PENTAMATION INC - FUND ACCOUNTING

SELECTION CRITERIA: payable.due\_date=06/18/2007\*

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	920204	TRAINING	106335 INDIAN TRAILS PUBLIC	SUSAN FARID	431	0.00	30.00
2110	920204	TRAINING	106335 INDIAN TRAILS PUBLIC	F GRALAK	432	0.00	30.00
2110	920204	TRAINING	106335 INDIAN TRAILS PUBLIC	C BRENNAN	433	0.00	30.00
2110	920205	TUITION REIMBURS	104907 CAROL KIDD	REIMB	439	0.00	128.14
2110	920220	MEMBERSHIP DUES	100075 AMERICAN LIBRARY ASSO	R BURK-2007	397	0.00	100.00
2110	930020	R & M BLDGS & ST	02989 BEDCO INC	13052	272	0.00	632.00
2110	930020	R & M BLDGS & ST	02989 BEDCO INC	13079	271	0.00	255.00
2110	930020	R & M BLDGS & ST	100604 M K PAINTING & DECORA	5	458	0.00	400.00
2110	930020	R & M BLDGS & ST	102242 A D T SECURITY SERVIC	49697923	306	0.00	37.50
2110	930020	R & M BLDGS & ST	103857 STANDBY ELECTRICAL SY	07-1245	310	0.00	670.00
2110	930020	R & M BLDGS & ST	106102 GREAT LAKES ELEVATOR	15560	429	0.00	450.00
2110	930030	R & M VEHICLES	104378 ACCURATE AUTO CLINIC	3234	396	0.00	44.36
2110	930490	REFUSE CONTRACT	13394 ARC DISPOSAL COMPANY	1374444	660	0.00	503.00
2110	960210	SPECIAL EVENT PR	09272 AMERICAN EAGLE PRODU	12-16-07	667	0.00	100.00
2110	960210	SPECIAL EVENT PR	09733 ORIENTAL TRADING COMP	616361989-01	657	0.00	45.60
2110	960210	SPECIAL EVENT PR	102536 MINUTEMAN PRESS	24554	449	0.00	468.07
2110	960210	SPECIAL EVENT PR	104647 OAKVIEW TRAINING	07/18/07	316	0.00	195.00
2110	960210	SPECIAL EVENT PR	106331 JAMES HONDROS	07-08-07	473	0.00	800.00
2110	960210	SPECIAL EVENT PR	106333 DAVID G CLARK	06-27-07	471	0.00	150.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2858729	188	0.00	30.40
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2855915	192	0.00	16.50
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2856651	186	0.00	29.67
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2860368	185	0.00	19.08
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2841724	190	0.00	70.95
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2854097	183	0.00	23.22
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2853478	201	0.00	29.15
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2840240	204	0.00	19.75
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2841723	196	0.00	19.08
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2841722	197	0.00	25.45
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2866294	203	0.00	1.65
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2849739	199	0.00	2.05
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2862767	207	0.00	2.05
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2850602	117	0.00	14.91
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2859316	116	0.00	25.80
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2844500	143	0.00	22.60
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2840242	123	0.00	46.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2837632	141	0.00	19.08
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2858048	121	0.00	30.33
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2846454	139	0.00	15.90
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2848250	129	0.00	18.50
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2847141	131	0.00	44.95
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2857166	127	0.00	33.25
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2857489	130	0.00	19.08
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2820154	153	0.00	68.85
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2848249	155	0.00	18.95
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2842996	147	0.00	24.95
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2857167	149	0.00	16.00
2110	960990	MISC CONTRACTUAL	02191 BOOK WHOLESALERS INC	2842995	151	0.00	45.30
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018621661	167	0.00	145.50
2110	960990	MISC CONTRACTUAL	09737 BAKER & TAYLOR	2018630730	160	0.00	76.25

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/10/07

TIME: 14:40:14

CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 11

ACCTPAY1

ACCOUNTING PERIOD: 6/07

SELECTION CRITERIA: payable.due\_date="06/10/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018647359	161	0.00	16.50
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018626458	166	0.00	9.82
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A80469740	163	0.00	16.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018619717	164	0.00	29.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018630557	156	0.00	13.90
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A80162660	168	0.00	94.35
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018649273	157	0.00	115.72
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018640374	158	0.00	20.60
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018624687	136	0.00	21.23
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	5007879711	133	0.00	27.85
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018596438	132	0.00	108.65
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018578133	209	0.00	11.58
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	A79595110	215	0.00	12.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018605942	211	0.00	13.25
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018605912	213	0.00	11.16
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018596708	181	0.00	16.00
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018605491	172	0.00	7.89
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018606003	176	0.00	0.97
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018580758	179	0.00	27.75
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018613090	170	0.00	14.16
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018621660	243	0.00	100.20
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018589313	222	0.00	3.30
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018578338	221	0.00	59.95
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018584692	219	0.00	5.98
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018654326	225	0.00	7.08
2110	960990	MISC CONTRACTUAL	09737	BAKER & TAYLOR	2018624362	226	0.00	3.30
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5275892	390	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5275894	388	0.00	26.20
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5275896	386	0.00	3.25
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5272174	392	0.00	3.95
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5278788	377	0.00	17.05
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5282417	383	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5272173	384	0.00	6.50
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5278786	380	0.00	26.00
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5279619	382	0.00	6.70
2110	960990	MISC CONTRACTUAL	09788	MIDWEST TAPE	5278789	661	0.00	3.25
2110	960990	MISC CONTRACTUAL	102808	ADVANCED AQUATICS	35033	305	0.00	315.80
2110	960990	MISC CONTRACTUAL	102900	INITIAL TROPICAL PLAN	606839	435	0.00	16.45
2110	960990	MISC CONTRACTUAL	102900	INITIAL TROPICAL PLAN	606838	436	0.00	24.08
2110	960990	MISC CONTRACTUAL	106330	I V SOLUTIONS GROUP I	10131	304	0.00	125.80
2110	970100	SUPPLIES	04838	ELLISON EDUCATIONAL	2240846	326	0.00	57.00
2110	970100	SUPPLIES	05228	KASCO PRINTING	6015	438	0.00	192.25
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	229540-0	658	0.00	194.16
2110	970100	SUPPLIES	08520	WAREHOUSE DIRECT	224368-0	659	0.00	28.23
2110	970100	SUPPLIES	09638	OFFICE DEPOT	385305496001	656	0.00	147.59
2110	970100	SUPPLIES	09910	JANWAY COMPANY	71409	437	0.00	581.91
2110	970170	JANITORIAL	102809	VALDES ENTERPRISES IN	13007	315	0.00	239.88
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-041-09758	78	0.00	34.13
2110	970260	POSTAGE AND PARC	103035	FEDERAL EXPRESS	2-027-69167	77	0.00	20.52
2110	970270	PRINTING-REPROD-	102536	MINUTEMAN PRESS	24540	453	0.00	428.61

RUN DATE 06/10/2007 TIME 14:40:22

SUNGARD PENTAMATION INC - FUND ACCOUNTING



SELECTION CRITERIA: payable.due\_date="06/18/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	970270	PRINTING-REPROD-	102816	CITYWIDE PRINTING	38649	320	474.00
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2860368	107	52.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2841724	191	451.52
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2858729	189	174.61
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2855915	193	146.96
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2850602	195	191.01
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2866294	205	10.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2854097	194	279.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2862767	208	10.29
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2841723	216	62.28
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2841722	198	151.57
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2849739	200	9.70
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2853478	202	219.86
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2848250	119	110.43
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2859316	120	604.76
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2856651	124	380.58
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2837632	142	51.07
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2858048	122	340.19
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2840240	137	70.05
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2857166	128	235.23
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2847141	138	404.73
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2857489	144	45.16
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2840242	125	301.03
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2846454	140	52.55
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2842995	152	215.42
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2842996	148	110.71
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2820154	154	274.98
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2857167	150	93.75
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2848249	146	79.63
2110	970600	BOOKS	02191	BOOK WHOLESALERS INC	2844500	145	153.83
2110	970600	BOOKS	03363	WEST GROUP	813563746	314	817.52
2110	970600	BOOKS	03363	WEST GROUP	813618071	313	159.81
2110	970600	BOOKS	07439	THOMSON GALE	15158298	312	765.00
2110	970600	BOOKS	07980	ENCYCLOPAEDIA BRITANN	1951685 RR	426	66.95
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018605942	212	129.56
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018605912	214	112.59
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018578133	210	98.55
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018606003	177	8.90
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018611407	178	245.76
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018626458	184	83.90
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018605491	173	53.28
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018613090	171	98.48
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018580757	180	279.29
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018624687	175	156.90
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018619717	174	234.85
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018654326	224	58.65
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018624362	227	26.54
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018596437	229	970.04
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018630556	230	165.68
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018589313	218	29.33

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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CITY OF DES PLAINES  
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ACCTPAY1

ACCOUNTING PERIOD: 6/07

SELECTION CRITERIA: payable.due\_date\*\*06/18/2007\*

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT	
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018584692	220	0.00	14.84
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018578338	223	0.00	501.07
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018649272	245	0.00	1612.41
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018621660	244	0.00	2244.49
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018640374	159	0.00	194.12
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018647359	162	0.00	151.20
2110	970600	BOOKS	09737	BAKER & TAYLOR	0001606151	126	0.00	-22.63
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018630729	135	0.00	889.64
2110	970600	BOOKS	09737	BAKER & TAYLOR	5007879711	134	0.00	802.42
2110	970600	BOOKS	09737	BAKER & TAYLOR	2018596707	118	0.00	324.16
2110	970600	BOOKS	101612	NEW WORLD PUBLICATION	422379	394	0.00	36.00
2110	970600	BOOKS	102144	RUSSIAN PUBLISHING HO	144925	309	0.00	925.82
2110	970600	BOOKS	105724	EVANSTON PUBLIC LIBRA	INTER LOAN	428	0.00	26.95
2110	970600	BOOKS	105724	EVANSTON PUBLIC LIBRA	INTER LOAN	427	0.00	14.95
2110	970600	BOOKS	105751	THESTREET.COM RATINGS	5012424	311	0.00	448.95
2110	970600	BOOKS	105751	THESTREET.COM RATINGS	5007546	323	0.00	448.95
2110	970600	BOOKS	12168	GREENWOOD PUBLISHING	3206026	321	0.00	46.92
2110	970600	BOOKS	13071	MULTI-CULTURAL BOOKS	3699	465	0.00	428.00
2110	970600	BOOKS	20361	BERNAN ASSOCIATES	10461192	318	0.00	89.00
2110	970610	AUDIO MATERIALS	02191	BOOK WHOLESALERS INC	2858901	182	0.00	126.41
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2018649272	247	0.00	18.12
2110	970610	AUDIO MATERIALS	09737	BAKER & TAYLOR	2018596437	228	0.00	12.62
2110	970610	AUDIO MATERIALS	104157	RANDOM HOUSE INCORPOR	1083137388	259	0.00	144.00
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-16-07-1	404	0.00	128.20
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-16-07-2	403	0.00	27.98
2110	970610	AUDIO MATERIALS	21195	ALGONQUIN RECORDS	5-16-07-3	663	0.00	30.78
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A79012680	217	0.00	121.88
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A80162660	169	0.00	638.03
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A79595110	206	0.00	109.36
2110	970630	VISUAL MATERIALS	09737	BAKER & TAYLOR	A80469740	165	0.00	103.55
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5279620	653	0.00	119.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5278789	662	0.00	18.74
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5275896	387	0.00	56.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5272175	400	0.00	67.49
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5282417	385	0.00	29.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5275894	389	0.00	180.67
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5272174	393	0.00	85.47
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5282416	391	0.00	59.98
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5272173	398	0.00	37.48
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5279619	374	0.00	50.23
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5278786	381	0.00	176.92
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5278787	379	0.00	179.95
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5275892	376	0.00	29.99
2110	970630	VISUAL MATERIALS	09788	MIDWEST TAPE	5278788	378	0.00	127.45
2110	970630	VISUAL MATERIALS	106332	CALIFORNIA NEWSREEL	45923	302	0.00	59.95
2110	970630	VISUAL MATERIALS	106334	NEW YORKER FILMS	NTI0029739	303	0.00	109.00
2110	970630	VISUAL MATERIALS	80139	RECORDED BOOKS, LLC	3421456	317	0.00	31.05
2110	970640	AUTOMATED REFERE	100602	PROQUEST CSA LLC	1512674	674	0.00	4910.00
2110	970640	AUTOMATED REFERE	105647	ALEXANDER STREET PRES	4581	395	0.00	473.00
2110	970900	EQUIPMENT <\$5,00	200294	DELL MARKETING LP	V12233569	322	0.00	359.88

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

DATE: 06/10/07

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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

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ACCTPAY1

ACCOUNTING PERIOD: 6/07

SELECTION CRITERIA: payable.due\_date="06/10/2007"

FUND - 201 - LIBRARY FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
2110	980420	COMPUTER SOFTWARE	105470 OUTSOURCE SOLUTIONS G	6401	109	0.00	3950.00
TOTAL LIBRARY SERVICES						0.00	41393.64
2130	970270	PRINTING-REPROD-	15976 GRAPHIC SOLUTIONS	7080	676	0.00	1815.00
TOTAL IL LIBRARY PER CAP GRANT						0.00	1815.00
TOTAL FUND						0.00	43208.64

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SUNGARD PENTAMATION INC - FUND ACCOUNTING

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SUNGARD PENTAMATION INC - FUND ACCOUNTING  
DATE: 06/10/07  
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CITY OF DES PLAINES  
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 15  
ACCTPAY1  
ACCOUNTING PERIOD: 6/07

SELECTION CRITERIA: payable.due\_date="06/18/2007"

FUND - 202 - LIBRARY CAPITAL PROJ FUND

ORGANIZATION	ACCOUNT	TITLE	VENDOR	PURCHASE OR INVOICE	RECNO	SALES TAX	AMOUNT
202F	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	V15864969	675	14424.00
202F	980410	COMPUTER HARDWAR	200294	DELL MARKETING LP	XC17F1J44	325	808.00
TOTAL LIBRARY CAPITAL PROJECTS						0.00	15232.00
TOTAL FUND						0.00	15232.00

RUN DATE 06/10/2007 TIME 14:40:23

SUNGARD PENTAMATION INC - FUND ACCOUNTING

## VII.D.1.

**DIRECTOR'S REPORT**

July 17, 2007

**Please note: I have received no official requests for confidential information since my last report.**

**I. PERSONNEL**

New employee for June/July, 2007: Jonathan D. Oswald, Page.

Resignations/Separations: Liezl Oliveros, Technology Page; Carolyn Romin, Melissa Zulaski, Jennifer Ortigoza, Stephen Galt, Christopher Ponce, and Meghan McQuillan, Pages; Allen Cummins, Processing Clerk.

**II. STAFF DEVELOPMENT**

Several department heads are attending the Trends Discussion Meetings conducted by Miriam Pollack. Ms. Pollack will be facilitating our Board Staff Strategic Planning retreat on September 15.

I have approved Tuition Reimbursement awards to six staff members for the fall semester.

**III. PATRON SERVICES**

I hope you all had the pleasure of seeing the debut performance of CartWheels, the library's centennial book cart drill team, led by Gail Bradley. Brief video clips of the practice and the parade are available on the library's Website. Karen McBride has introduced PlainTalk, a blog for conversations on a variety of topics of interest to Des Plaines residents.

Plans for the Harry Potter Extravaganza on July 20/21 are in place. Registration for the event is going well, with 52 children registered to date.

All of our Summer Reading Clubs have excellent participation, exceeding the enrollment of last year at this time. In Youth Services, 1795 children have registered; in the Adult department, 131 adults and 59 teens have registered. The Friends of the Library are sponsoring programming and prizes for all of the SRCs.

The circulation count is down slightly from June , 2006, but it is good to see that the use of fiction is up in the Youth Services department. DVD circulation from the Adult Collection continues to increase. Please note the significant drop in use of our video collections. Self Check was used for 48% of our circulation from the main library in June. The numbers from use of our online reference products are being adjusted. The Gale Group was not able to provide us with accurate counts for the past three months. Computer use also remains active, with over 8,000 uses in the Adult department and nearly 1800 in Youth Services for the month of June.

#### IV. OTHER PROFESSIONAL ACTIVITIES

I was on vacation from June 25 through July 3. Since my return I have attended the North Suburban Library System Board Management Affairs Committee meeting on 7/9, the Library Production Studio Advisory Committee meeting on 7/10, and the Chamber of Commerce Board of Directors Meeting on 7/12.

## DES PLAINES PUBLIC LIBRARY - CIRCULATION REPORT

June 2007

<b>Total 2006 to Date:</b>	557,722	<b>Total 2007 to Date:</b>	546,124	<b>% Change</b>	-2.08%
<b>June 2006</b>	95,531	<b>June 2007</b>	95,340		-0.20%

	<u>MAIN LIBRARY</u>		<u>MOBILE LIBRARY</u>		<u>TOTAL</u>	
<u>CHILDREN</u>	2006	2007	2006	2007	2006	2007
Non Fiction	5,349	4,653	371	389	5,720	5,042
Fiction	15,506	16,219	858	862	16,364	17,081
Foreign Language Non Fiction	578	301	10	11	588	312
Foreign Language Fiction	134	779	59	40	193	819
Periodicals	287	225	5	19	292	244
Compact Discs	1,115	1,088	67	34	1,182	1,122
Audio Cassettes	6	0	0	0	6	0
Audio Kits	93	45	29	29	122	74
Puzzles	4	0	10	11	14	11
Games	43	32	3	3	46	35
Audio Books	342	305	7	22	349	327
Video Fiction	1,150	393	97	3	1,247	396
Video Non Fiction	226	183	2	0	228	183
DVD	6,427	8,130	415	431	6,842	8,561
CD ROMs	688	541	1	0	689	541
<b>SUB TOTAL</b>	<b>31,948</b>	<b>32,894</b>	<b>1,934</b>	<b>1,854</b>	<b>33,882</b>	<b>34,748</b>
<b>ADULT</b>						
Non Fiction	11,557	10,660	145	160	11,702	10,820
Fiction	9,671	9,162	214	277	9,885	9,439
Large Type	1,455	1,389	43	41	1,498	1,430
Foreign Language Non Fiction	531	395	8	6	539	401
Foreign Language Fiction	1,020	1,149	0	1	1,020	1,150
High School Collection	941	842	3	8	944	850
Periodicals	2,340	2,603	116	134	2,456	2,737
Pamphlets	13	9	0	0	13	9
Compact Discs	7,832	7,796	166	180	7,998	7,976
Pictures	14	17	0	0	14	17
Audio Books	2,925	2,473	31	35	2,956	2,508
CD ROMs	168	144	0	0	168	144
Video Fiction	1,161	712	53	1	1,214	713
Video Non Fiction	1,013	620	2	0	1,015	620
DVD	19,183	20,780	644	618	19,827	21,398
Misc. Formats	397	377	3	3	400	380
	<b>60,221</b>	<b>59,128</b>	<b>1,428</b>	<b>1,464</b>	<b>61,649</b>	<b>60,592</b>
<b>GRAND TOTAL</b>	<b>92,169</b>	<b>92,022</b>	<b>3,362</b>	<b>3,318</b>	<b>95,531</b>	<b>95,340</b>
Self Check	19,210	44,564	0	0	19,210	44,564

Mobile Library closed 3 days for maintenance.

## VII.D.1.

DES PLAINES PUBLIC LIBRARY  
HOLDINGS  
JULY 2007

	<u>June 2007</u>	<u>July 2007</u>	<u>Change</u>	<u>% Change</u>
Books	261,024	260,226	-798	-0.31%
Audio	23,769	23,796	27	0.11%
Video	22,124	22,028	-96	-0.43%
Puzzles & Games	143	143	0	0.00%
Realia	241	241	0	0.00%
Pamphlets	552	551	-1	-0.18%
<b>Total</b>	<b>307,853</b>	<b>306,985</b>	<b>-868</b>	<b>-0.28%</b>



## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
REGISTRATION SERVICES REPORT FOR JUNE 2007**

**I. Library Card Registration Services**

<u>June 2006</u>	<u>May 2007</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
939	644	888	4,952	4,563	(-7.9%)

A.	New Library Card Registrations	364
B.	Updated Library Card	407
C.	Other Libraries	113
D.	Non Resident Fee Paid Cards	4
	(Year to Date - 63 Non Resident Fee Paid Cards )	
Total		888

**II. Other Registration Services**

1.	Patrons Registering for Programs	299
2.	Number of Meeting Room Uses	74
3.	Voters Registered	2
4.	Senior Cab Cards	10
Total		385

**III. Total Number of Registered Borrowers**

June 2006	35,576	(62.4% of Population)
June 2007	35,460	(62.2% of Population)

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION SERVICES REPORT FOR JUNE 2007**

**IV. Patron Attendance Count**

<u>June 2006</u>	<u>May 2007</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
46,802	39,273	46,542	271,689	257,403	(-5.3%)

**V. Reciprocal Borrowing  
(Materials Lent)**

	<u>June 2006</u>	<u>June 2007</u>	<u>% Change</u>
NSLS	14,151	14,089	(-0.4%)
Other Systems	3,902	4,147	6.3
Total	18,053	18,236	(-1.0%)

**VI. Interlibrary Loan**

	<u>June 2006</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>Year to Date % Change</u>
Sent	5,870	5,721	40,950	33,510	(-18.2%)
Received	4,281	4,161	31,179	25,342	(-18.7%)
Total	10,151	9,882	72,129	58,852	(-18.4%)

**DES PLAINES PUBLIC LIBRARY  
USE OF ONLINE REFERENCE PRODUCTS  
JUNE 2007**

Alldata	314*
Classical Music Library	33
CQ Researcher	3
First Search	1,303
Gale Group:	
• Biography Resource Center	208
• Business & Company Resource Center	38
• Contemporary Authors	16
• General Reference Center Gold	124
• InoTrac OneFile	172
• Kids Infobits	11
• LitFinder	85
• Literature Resource Center	37
• Opposing Viewpoints	121
• Student Resource Center	211
• ThomsonGale Legal Forms	16
• Virtual Reference Library	94
Greenwood Daily Life Online	0
Grolier Online	837
Hoover's Online	NA
Morningstar	311*
NewsBank:	
• American Obituaries and Death Notices	1,233
• Local newspapers	368
• Chicago Tribune Archive	841
• Periodicals	34
Novelist	120
ProQuest :	
• Ancestry Library Edition	45*
• eLibrary	55
• eLibrary Elementary	12
• Heritage Quest	708
• SIRS Discoverer	7
• <i>Wall Street Journal</i>	72
• <i>New York Times Historical</i>	51
• <i>Chicago Tribune Historical (1890-1955)</i>	784
Reference USA	685

Rosetta Stone	83*	
TumbleBooks	55*	
World Book Encyclopedia	31	
<b>Total Searches &amp; Queries for June 2007</b>	<b>9,118</b>	<b>% Change</b>
<b>Total Searches &amp; Queries for June 2006</b>	<b>17,099</b>	<b>(-46.7)</b>

\* Number of sessions or views (number of searches not provided)

**DES PLAINES PUBLIC LIBRARY  
ADULT SERVICES PATRON ASSISTANCE  
JUNE 2007**

<b>Assistance</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer/Instruction	1,295	1,316	8,583	7,386	-13.9%
2. Mechanical	282	276	2,086	1,488	-28.7%
3. Directional	1,052	1,054	6,771	6,268	-7.4%
4. Tax Forms	6	9	1,248	1,227	-1.7%
<b>Total</b>	<b>2,635</b>	<b>2,655</b>	<b>18,688</b>	<b>16,369</b>	<b>-12.4%</b>

<b>Reference and Readers' Services</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Specific Item Request	2,915	2,754	15,789	16,720	5.9%
2. Ready Reference	1,485	1,472	8,929	9,011	0.9%
3. In-Depth Reference	144	123	1,008	929	-7.8%
4. Information	1,333	1,458	8,692	8,598	-1.1%
5. Instruction	6	35	316	300	-5.1%
6. Virtual Reference Desk	1	13	96	142	47.9%
Interlibrary Loan Request	103	128	748	845	13.0%
8. Readers' Advisory	110	121	680	663	-2.5%
9. CCS Holds	1,113	1,099	6,061	6,307	4.1%
<b>Total</b>	<b>7,210</b>	<b>7,203</b>	<b>42,319</b>	<b>43,515</b>	<b>2.8%</b>

<b>Sign Up</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Computer Use	8,445	8,222	50,618	46,143	-8.8%
2. Group Study Rooms	684	668	5,092	4,998	-1.8%
3. Ellis/Reading Edge	0	1	0	1	0.0%
<b>Total</b>	<b>9,129</b>	<b>8,891</b>	<b>55,710</b>	<b>51,142</b>	<b>-8.2%</b>
<b>Grand Total</b>	<b>18,974</b>	<b>18,749</b>	<b>116,717</b>	<b>111,026</b>	<b>-4.9%</b>

Downloadable Audiobooks      61  
PlayAway                              47

**DES PLAINES PUBLIC LIBRARY  
CIRCULATION PATRON ASSISTANCE  
JUNE 2007**

<b>Assistance/Service Desk</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Received	631	716	4,340	4,400	1.4%
2. Patron Renewals	949	826	6,043	4,758	-21.3%
3. Patron Reserves Delivered	3,726	3,535	22,616	19,963	-11.7%
4. Directional	579	478	3,811	2,708	-28.9%
5. Account Inquiries	3,206	2,632	19,856	14,494	-27.0%
6. Program Sign-up	203	288	1,854	1,421	-23.4%
7. In Person Patron Assistance	1,037	875	6,946	4,762	-31.4%
<b>Total</b>	<b>10,331</b>	<b>9,350</b>	<b>65,466</b>	<b>52,506</b>	<b>-19.8%</b>
<b>Assistance/Switchboard</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year to Date 2006</u>	<u>Year to Date 2007</u>	<u>% Change</u>
1. Phone Calls Answered	3,264	2,906	16,632	17,277	3.9%
2. Delivery/Buzzer	45	41	178	272	52.8%
3. 2-Way Radio	4	0	144	14	
<b>Total</b>	<b>3,313</b>	<b>2,947</b>	<b>16,954</b>	<b>17,563</b>	<b>3.6%</b>
<b>Grand Total</b>	<b>13,644</b>	<b>12,297</b>	<b>82,420</b>	<b>70,069</b>	<b>-15.0%</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
YOUTH SERVICES PATRON ASSISTANCE  
JUNE 2007**

<b>Assistance</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Computer Sign-up	1,634	1,796	10,276	8,423	-18.0%
2. Mech Troubleshooting	162	184	1,090	1,224	12.3%
3. Computer Mech Instr	398	440	2,782	2,336	-16.0%
4. Program Sign-up	1,380	323	2,434	1,242	-49.0%
5. Information	850	775	3,646	3,259	-10.6%
6. Directional Questions	371	411	2,643	1,917	-27.5%
<b>Total</b>	<b>4,795</b>	<b>3,929</b>	<b>22,871</b>	<b>18,401</b>	<b>-19.5%</b>
<b>In-House Circulation</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Train Sets	1,279	1,321	7,626	7,341	-3.7%
2. Chess/Checkers	9	12	129	86	-33.3%
3. School Supplies Handouts	33	25	269	313	16.4%
4. Textbooks	37	8	129	75	-41.9%
<b>Total</b>	<b>1,358</b>	<b>1,366</b>	<b>8,153</b>	<b>7,815</b>	<b>-4.1%</b>
<b>Reference</b>	<u>June 2006</u>	<u>June 2007</u>	<u>Year To Date 2006</u>	<u>Year To Date 2007</u>	<u>% Change</u>
1. Specific Item Request	1,261	1,074	6,884	5,962	-13.4%
2. Reference	313	345	2,330	2,552	9.5%
3. Readers' Advisory	203	240	1,401	1,365	-2.6%
4. ILL & Patron Holds	231	322	2,653	1,078	-59.4%
5. Book Bag Request	4	0	63	60	-4.8%
<b>Total</b>	<b>2,012</b>	<b>1,981</b>	<b>13,331</b>	<b>11,017</b>	<b>-17.4%</b>
<b>Grand Total</b>	<b>8,165</b>	<b>7,276</b>	<b>44,355</b>	<b>37,233</b>	<b>-16.1%</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JUNE 2007**

Library Sponsored Programs/Meetings	Times Used	Meeting Room Used	Attendance
A-C Rock 50s-90s	1	B/C	133
A Financial Checkup	1	A	11
Book Cart Drill Team	1	C	7
Centennial Meeting	1	CR	12
Circulation Meeting	2	CR	28
Circulation/Adult Services Meeting	1	CR	5
Documentary Film Series	1	A	20
Drop-In email and Internet practice	1	CL	6
Film Program	1	A	7
Friends of the Library	1	CR	25
Getting the Most from Google	1	A	29
Glaucoma/Disease & Treatment	1	A	16
Historic Route 66	1	B/C	65
Leslie Meeting	1	CR	5
Newsletter Redesign Meeting	1	CR	8
Page Meeting	2	CR	24
Readers Services Meeting	1	CR	8
Retirement Reception	1	BC	100
Scams and How to Avoid Them	1	A	12
Sunday Afternoon Movies	1	A	19
Web Redesign Meeting	1	CR	10
<b>Total</b>	<b>22</b>		<b>550</b>



## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JUNE 2007**

Outside Community Groups	Times Used	Meeting Room Used	Attendance
550 Graceland Condo Association	1	C	14
Avalon Condo Meeting	1	B	19
Bahai's of Des Plaines	1	B	15
Chicago-North Romance Writers of America	1	C	27
City of Des Plaines Blood Drive	1	C	49
Current Events 2007	1	C	22
Des Plaines Art Guild	1	A	11
Des Plaines Toastmasters	2	A	24
Fairmont Townhome Association	1	A	26
Graceland Manor Condo Association	1	A	6
Kiwanis Club of Des Plaines	1	C	10
Mendian Condo Association	1	A	25
Packards of Chicagoland	1	A	30
Polyglots Toastmasters	1	A	10
Prairie Corners Owner's Association	1	A	15
Quilting Divas	1	C	8
Rivers Edge Condo Association	1	A	15
Scandinavian Stamp Club	1	A	7
Square Spares & Pairs	1	B	15
Stonegate 1 Condominium Association	1	C	30
<b>Total</b>	<b>21</b>		<b>378</b>
<b>Other</b>			
Library Board Meeting	1	CR	16
<b>Total</b>	<b>1</b>		<b>16</b>
Literacy Program			
Learn to Read	15	B	840
<b>Total</b>	<b>15</b>		<b>840</b>

## VII.D.1.

**DES PLAINES PUBLIC LIBRARY  
MEETING ROOM USAGE FOR JUNE 2007**

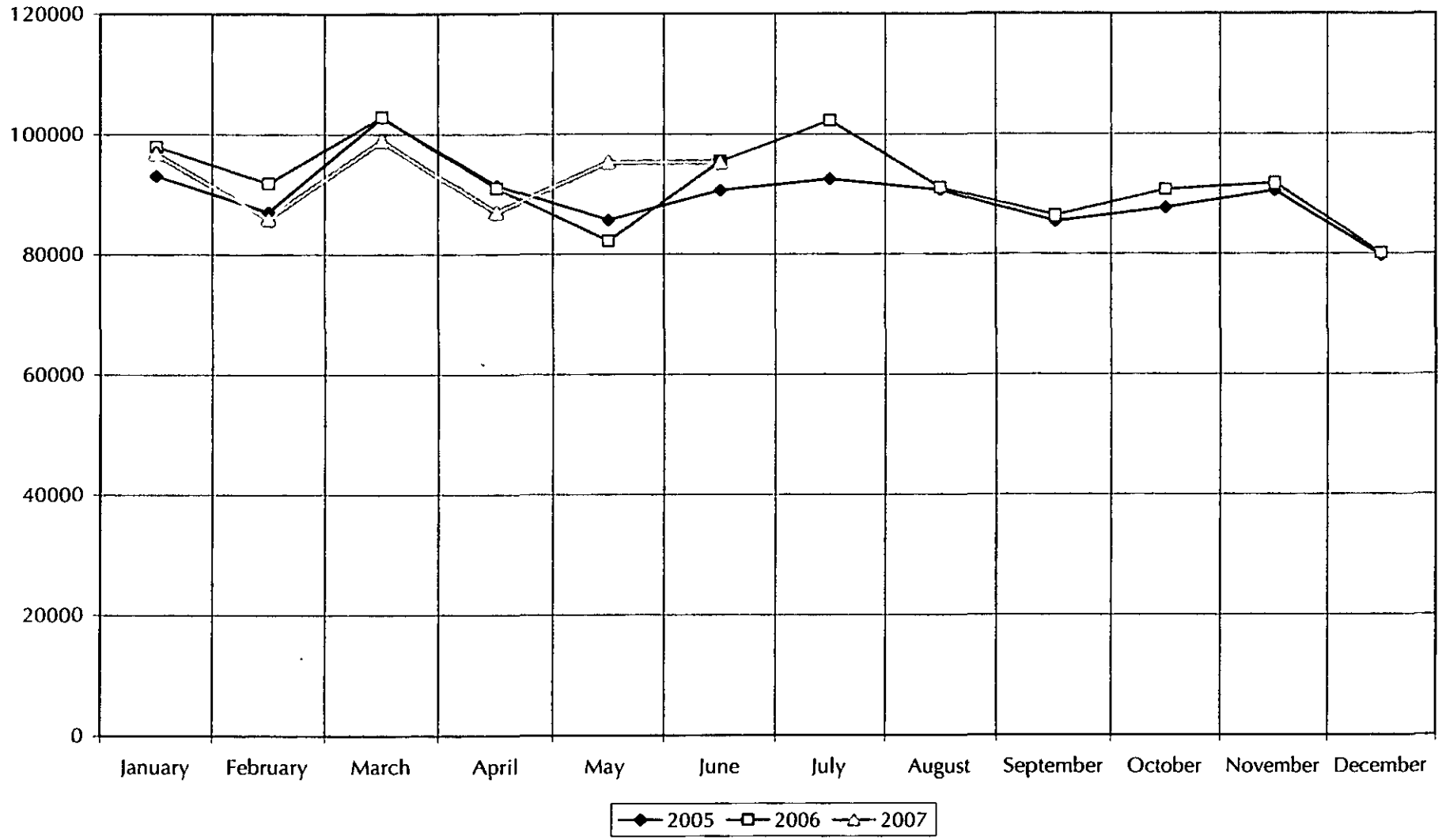
	Times Used	Meeting Room Used	Attendance
<b>Library Sponsored Children's Programs</b>			
Bangles & Beads	1	ST	12
Brown Bag Movie	3	ST	31
Drop-In Storytime	6	ST	71
Game On!	2	B/C	27
Harry Potter Planning Meetings	4	ST	32
Molly's Red, White & Blue Celebration	1	B/C	25
Once Upon A Time Party	1	B/C	51
Pocket Circus	1	B/C	156
Popeye and Sweet Pea	1	B/C	177
Park Ridge Montessori School Tour	1	ST	17
Volunteer Orientation	1	ST	25
<b>Total</b>	<b>22</b>		<b>624</b>
<b>Grand Total June 2007</b>	<b>82</b>		<b>2,408</b>
<b>Grand Total June 2006</b>	<b>90</b>		<b>2,270</b>
<b>% Change</b>			<b>6.1%</b>

**Total = 54 groups involving 2,408 people.**

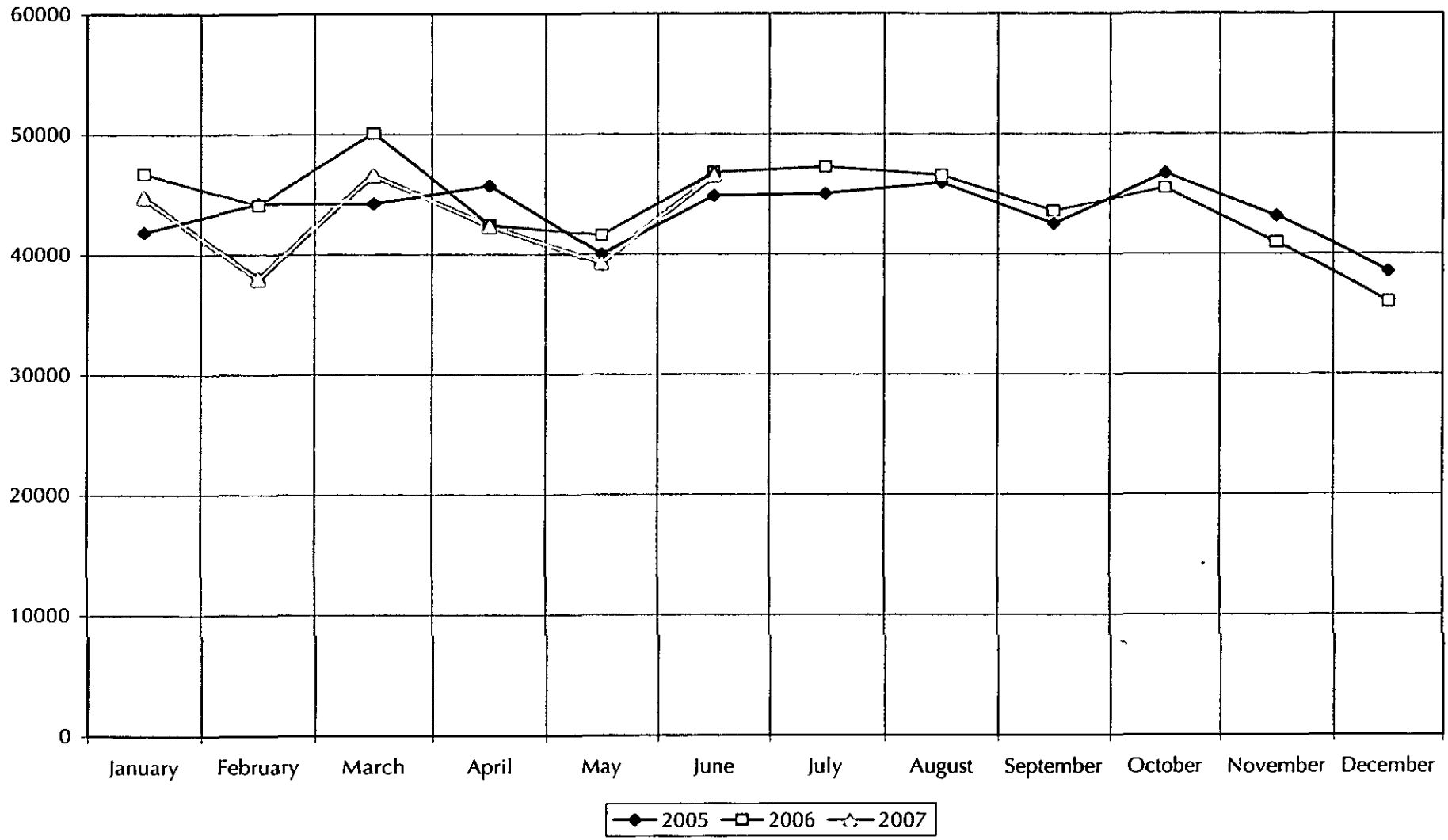
**2007 Year to Date Total = 1,150 groups involving 59,778 people.**

A – Meeting Room A  
 B – Meeting Room B  
 C – Meeting Room C  
 CL – 4th Floor Computer Lab  
 CR – 2<sup>nd</sup> Floor Conference Room  
 H – Heritage Room  
 SR3 – Study Rooms 3<sup>rd</sup> Floor  
 SR4 – Study Rooms 4<sup>th</sup> Floor  
 ST – Storytime Room  
 T – Teen Room

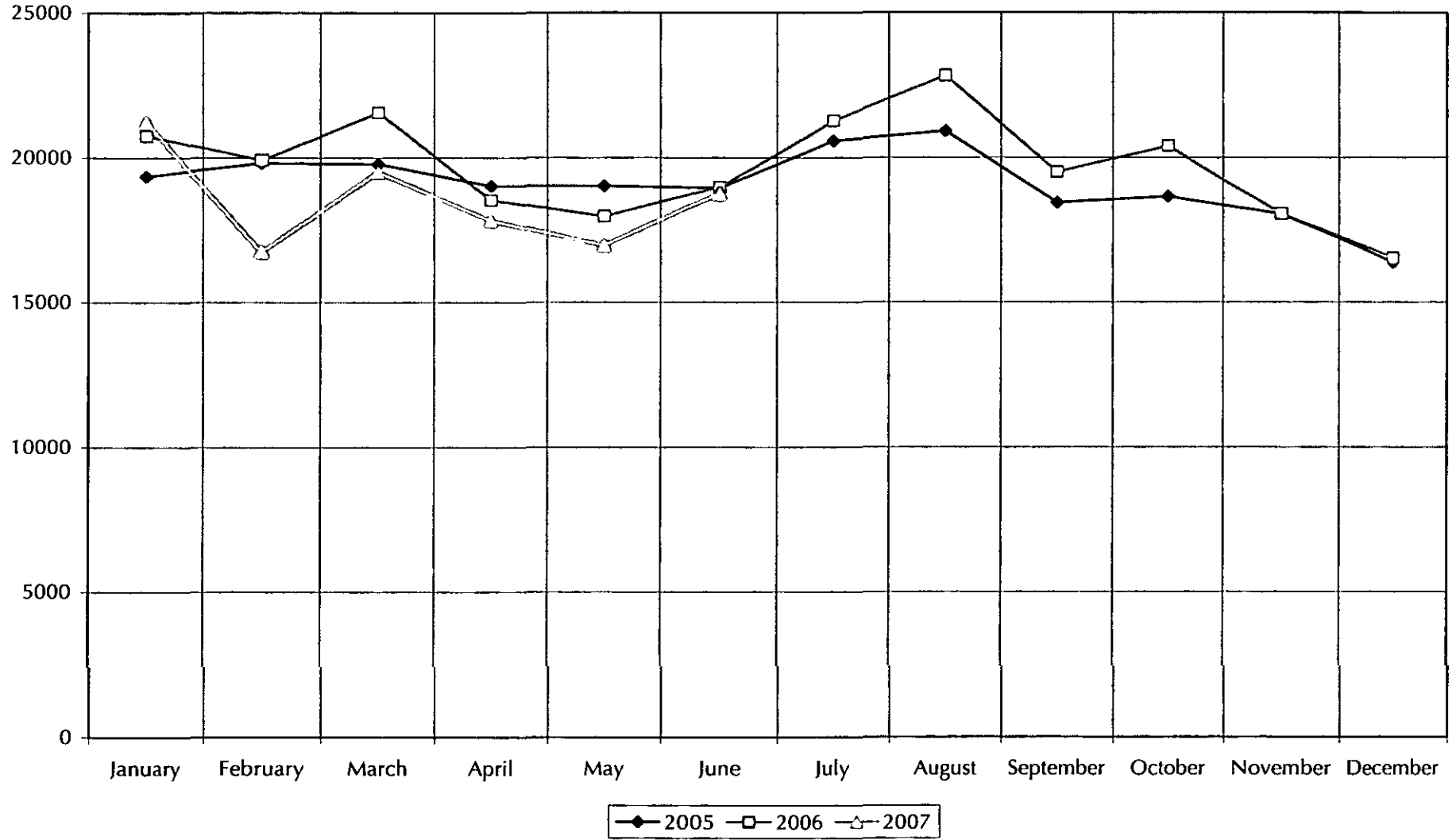
Circulation Statistics  
Items Circulated Per Month By Year



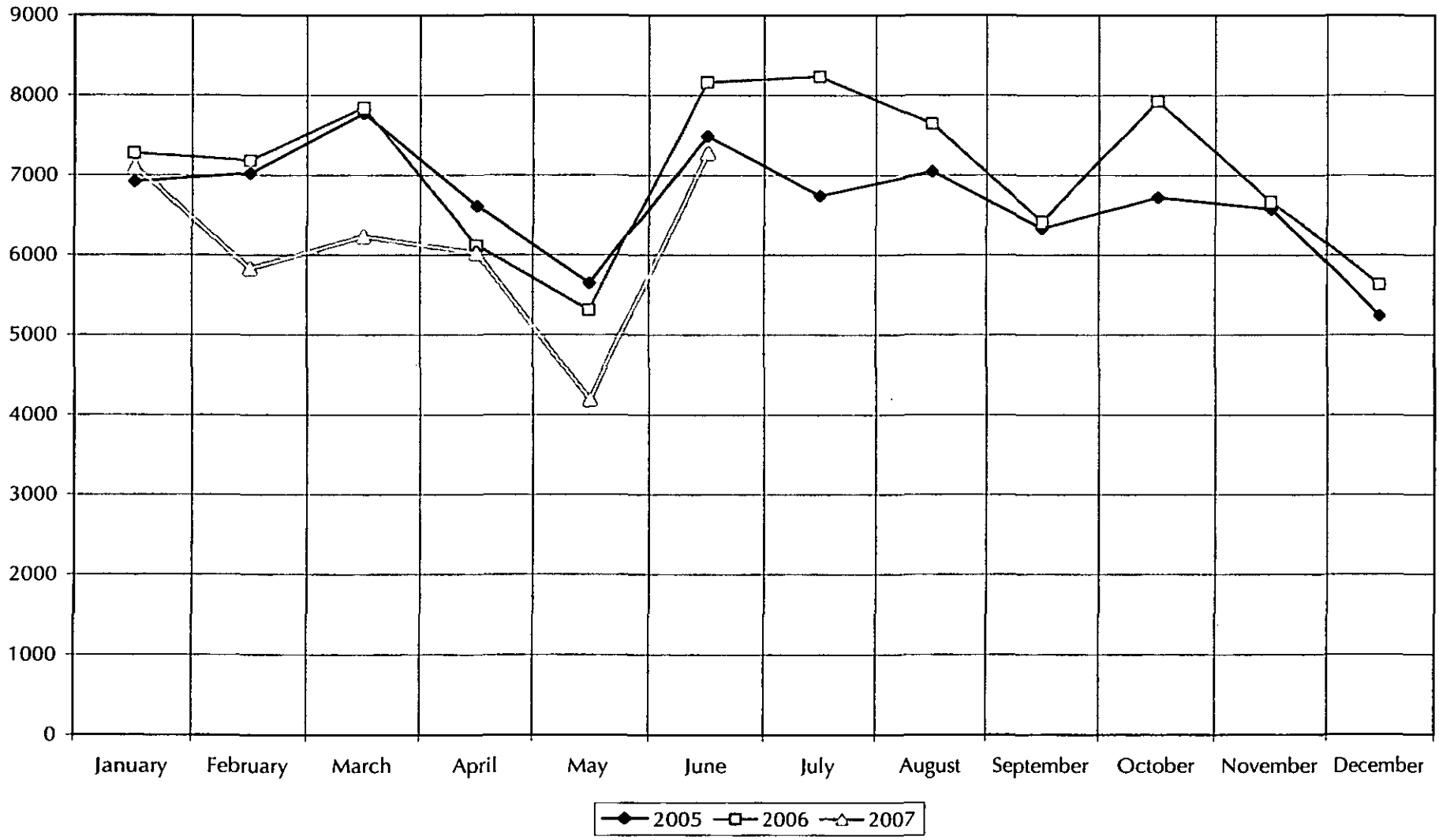
Patron Attendance  
June 2007



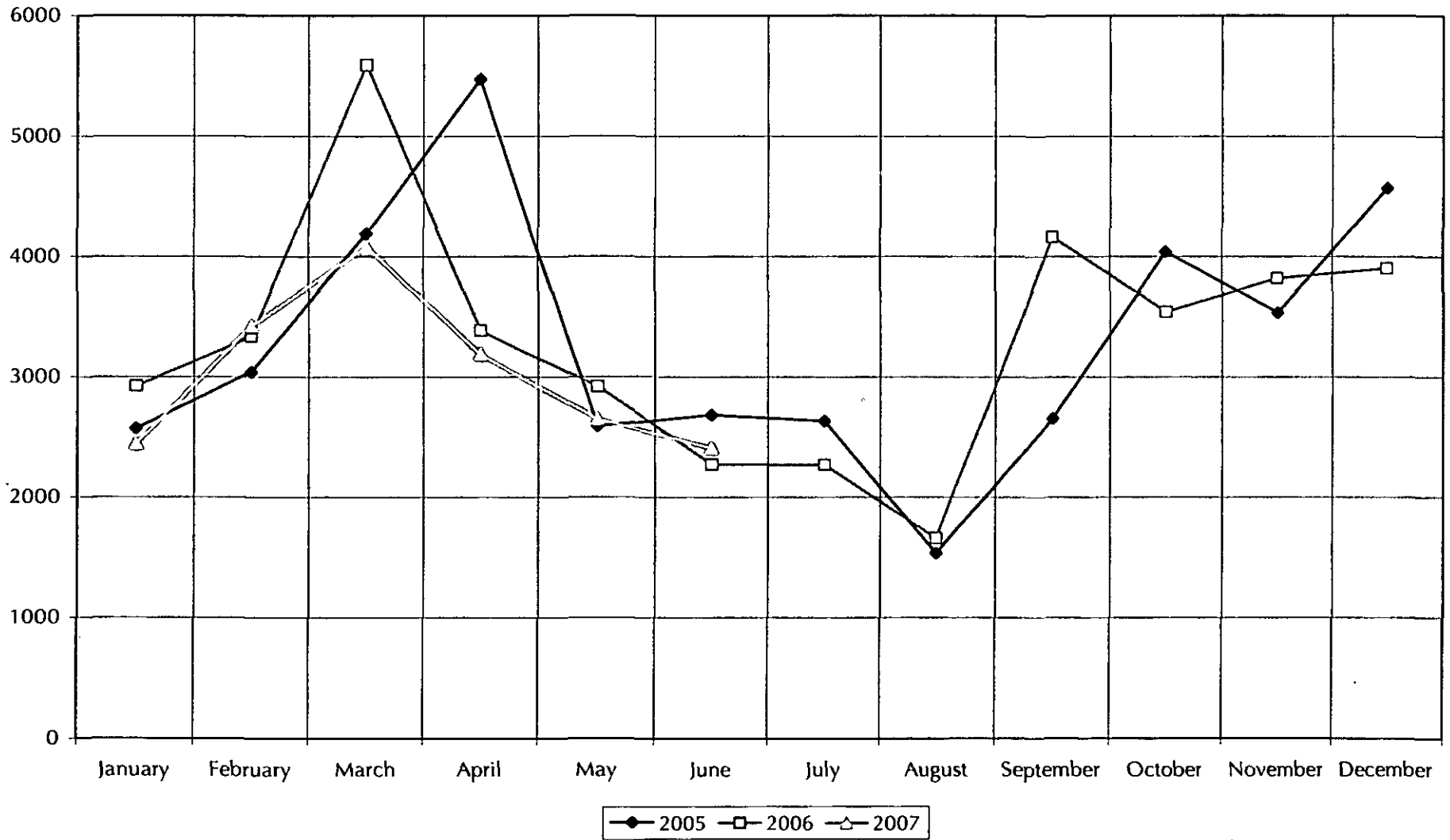
Adult Services Patron Assistance  
June 2007



Youth Services Patron Assistance  
June 2007



Meeting Room Attendance  
June 2007



**Library Comparisons based on 2002-2006 Annual Reports  
(Niles-58,218; Des Plaines-56,945; Mount Prospect-56,265;  
Park Ridge-37,775; Elk Grove Village-34,727)**

<b>Budget</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Collection Size</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Des Plaines	\$4,565,158	\$4,523,626	\$4,781,781	\$5,510,703	\$5,470,328	Mount Prospect	373,264	372,548	382,936	403,227	402,774
Mount Prospect	\$4,241,266	\$4,147,639	\$5,349,761	\$4,787,171	\$5,207,157	Elk Grove Village	279,335	293,978	311,159	312,648	322,382
Niles	\$4,038,229	\$4,187,658	\$4,094,139	\$4,703,409	\$5,129,281	Des Plaines	248,072	268,396	292,452	302,247	300,721
Park Ridge	\$3,734,328	\$3,543,154	\$3,499,575	\$3,991,518	\$4,069,772	Park Ridge	243,017	245,127	244,350	246,980	241,836
Elk Grove Village	\$3,183,746	\$3,401,757	\$2,881,006	\$2,956,934	\$3,260,153	Niles	248,634	252,311	242,785	252,183	235,474

<b>Levy Rate</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Circulation</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Mount Prospect	0.3770	0.3520	0.3520	0.4870	0.4750	Des Plaines	853,490	962,178	1,078,456	1,083,691	1,077,145
Park Ridge	0.3530	0.2950	0.2950	0.3040	0.3729	Niles	792,955	843,769	851,113	890,299	935,796
Niles	0.3320	0.3020	0.3020	0.3460	0.3180	Mount Prospect	652,944	599,950	612,649	587,514	793,336
Des Plaines	0.2900	0.2530	0.2530	0.2730	0.2680	Elk Grove Village	694,530	696,186	721,016	763,859	760,476
Elk Grove Village	0.1860	0.1760	0.1760	0.1950	0.1870	Park Ridge	638,482	663,079	650,694	666,284	699,189

<b>Cost Per Capita</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Cost Per Item Circulated</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Park Ridge	\$98.86	\$93.80	\$92.64	\$105.67	\$107.74	Mount Prospect	\$6.50	\$6.91	\$8.73	\$8.15	\$6.56
Des Plaines	\$77.74	\$79.44	\$83.97	\$96.77	\$96.06	Park Ridge	\$5.85	\$5.34	\$5.38	\$5.99	\$5.82
Elk Grove Village	\$91.68	\$97.96	\$82.96	\$85.15	\$93.88	Niles	\$5.09	\$4.96	\$4.81	\$5.28	\$5.48
Mount Prospect	\$75.38	\$73.72	\$95.08	\$85.08	\$92.55	Des Plaines	\$5.35	\$4.70	\$4.43	\$5.09	\$5.08
Niles	\$69.36	\$71.93	\$70.32	\$80.79	\$88.10	Elk Grove Village	\$4.58	\$4.89	\$4.00	\$3.87	\$4.29

<b>Circulation per Capita</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Cardholders as % of Population</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Elk Grove Village	20.0	20.0	20.8	22.0	21.9	Elk Grove Village	79.3%	75.0%	81.7%	81.1%	86.5%
Des Plaines	14.5	16.9	18.9	19.0	18.9	Mount Prospect	86.3%	85.5%	90.1%	78.6%	85.1%
Park Ridge	16.9	17.6	17.2	17.6	18.5	Park Ridge	71.6%	77.2%	73.4%	69.5%	67.6%
Niles	13.6	14.5	14.6	15.3	16.1	Des Plaines	66.3%	75.1%	60.7%	61.0%	61.8%
Mount Prospect	11.6	10.7	10.9	10.4	14.1	Niles	54.3%	59.8%	44.8%	49.0%	55.5%

<b>Staff (FTE)</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Items Circulated per FTE</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Mount Prospect	62.9	66.8	66.9	76.8	75.9	Elk Grove Village	20,308	21,487	18,875	21,457	20,388
Des Plaines	59.6	62.6	63.3	65.4	67.0	Des Plaines	14,320	15,370	17,037	16,570	16,077
Niles	64.3	67.0	55.7	23.0	64.5	Park Ridge	12,821	13,560	13,252	13,299	13,683
Park Ridge	49.8	48.9	49.1	50.1	51.1	Niles	12,332	12,594	15,280	33,211	11,790
Elk Grove Village	34.2	32.4	38.2	35.6	37.3	Mount Prospect	10,381	8,981	9,158	7,650	10,452

<b>Materials Expenditures</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Materials as % of Budget</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Des Plaines	\$761,499	\$719,105	\$787,898	\$811,107	\$703,233	Elk Grove Village	13%	12%	21%	20%	21%
Elk Grove Village	\$423,407	\$412,015	\$605,766	\$581,126	\$685,852	Park Ridge	14%	17%	16%	16%	15%
Park Ridge	\$541,170	\$588,520	\$571,029	\$630,044	\$612,440	Des Plaines	17%	16%	16%	15%	13%
Mount Prospect	\$504,133	\$520,057	\$580,498	\$548,625	\$567,124	Mount Prospect	12%	13%	11%	11%	11%
Niles	\$403,848	\$322,575	\$279,917	\$488,802	\$512,145	Niles	10%	8%	7%	10%	10%

Des Plaines figures for Jan - Dec, 2005 are reported in 2006; other libraries' fiscal years span two calendar years.  
Elk Grove Village population adjusted, Niles staff as reported to ISL.



**Library Comparisons based on 2002-2006 Annual Reports  
(Niles-58,218; Des Plaines-56,945; Mount Prospect-56,265;  
Park Ridge-37,775; Elk Grove Village-34,727)**

<b>Budget</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Collection Size</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Des Plaines	\$4,565,158	\$4,523,626	\$4,781,781	\$5,510,703	\$5,470,328	Mount Prospect	373,264	372,548	382,936	403,227	402,774
Mount Prospect	\$4,241,266	\$4,147,639	\$5,349,761	\$4,787,171	\$5,207,157	Elk Grove Village	279,335	293,978	311,159	312,648	322,382
Niles	\$4,038,229	\$4,187,658	\$4,094,139	\$4,703,409	\$5,129,281	Des Plaines	248,072	268,396	292,452	302,247	300,721
Park Ridge	\$3,734,328	\$3,543,154	\$3,499,575	\$3,991,518	\$4,069,772	Park Ridge	243,017	245,127	244,350	246,980	241,836
Elk Grove Village	\$3,183,746	\$3,401,757	\$2,881,006	\$2,956,934	\$3,260,153	Niles	248,634	252,311	242,785	252,183	235,474

<b>Levy Rate</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Circulation</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Mount Prospect	0.3770	0.3520	0.3520	0.4870	0.4750	Des Plaines	853,490	962,178	1,078,456	1,083,691	1,077,145
Park Ridge	0.3530	0.2950	0.2950	0.3040	0.3729	Niles	792,955	843,769	851,113	890,299	935,796
Niles	0.3320	0.3020	0.3020	0.3460	0.3180	Mount Prospect	652,944	599,950	612,649	587,514	793,336
Des Plaines	0.2900	0.2530	0.2530	0.2730	0.2680	Elk Grove Village	694,530	696,186	721,016	763,859	760,476
Elk Grove Village	0.1860	0.1760	0.1760	0.1950	0.1870	Park Ridge	638,482	663,079	650,694	666,284	699,189

<b>Cost Per Capita</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Cost Per Item Circulated</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Park Ridge	\$98.86	\$93.80	\$92.64	\$105.67	\$107.74	Mount Prospect	\$6.50	\$6.91	\$8.73	\$8.15	\$6.56
Des Plaines	\$77.74	\$79.44	\$83.97	\$96.77	\$96.06	Park Ridge	\$5.85	\$5.34	\$5.38	\$5.99	\$5.82
Elk Grove Village	\$91.68	\$97.96	\$82.96	\$85.15	\$93.88	Niles	\$5.09	\$4.96	\$4.81	\$5.28	\$5.48
Mount Prospect	\$75.38	\$73.72	\$95.08	\$85.08	\$92.55	Des Plaines	\$5.35	\$4.70	\$4.43	\$5.09	\$5.08
Niles	\$69.36	\$71.93	\$70.32	\$80.79	\$88.10	Elk Grove Village	\$4.58	\$4.89	\$4.00	\$3.87	\$4.29

<b>Circulation per Capita</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Cardholders as % of Population</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Elk Grove Village	20.0	20.0	20.8	22.0	21.9	Elk Grove Village	79.3%	75.0%	81.7%	81.1%	86.5%
Des Plaines	14.5	16.9	18.9	19.0	18.9	Mount Prospect	86.3%	85.5%	90.1%	78.6%	85.1%
Park Ridge	16.9	17.6	17.2	17.6	18.5	Park Ridge	71.6%	77.2%	73.4%	69.5%	67.6%
Niles	13.6	14.5	14.6	15.3	16.1	Des Plaines	66.3%	75.1%	60.7%	61.0%	61.8%
Mount Prospect	11.6	10.7	10.9	10.4	14.1	Niles	54.3%	59.8%	44.8%	49.0%	55.5%

<b>Staff (FTE)</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Items Circulated per FTE</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Mount Prospect	62.9	66.8	66.9	76.8	75.9	Elk Grove Village	20,308	21,487	18,875	21,457	20,388
Des Plaines	59.6	62.6	63.3	65.4	67.0	Des Plaines	14,320	15,370	17,037	16,570	16,077
Niles	64.3	67.0	55.7	23.0	64.5	Park Ridge	12,821	13,560	13,252	13,299	13,683
Park Ridge	49.8	48.9	49.1	50.1	51.1	Niles	12,332	12,594	15,280	33,211	11,790
Elk Grove Village	34.2	32.4	38.2	35.6	37.3	Mount Prospect	10,381	8,981	9,158	7,650	10,452

<b>Materials Expenditures</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>Materials as % of Budget</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Des Plaines	\$761,499	\$719,105	\$787,898	\$811,107	\$703,233	Elk Grove Village	13%	12%	21%	20%	21%
Elk Grove Village	\$423,407	\$412,015	\$605,766	\$581,126	\$685,852	Park Ridge	14%	17%	16%	16%	15%
Park Ridge	\$541,170	\$588,520	\$571,029	\$630,044	\$612,440	Des Plaines	17%	16%	16%	15%	13%
Mount Prospect	\$504,133	\$520,057	\$580,498	\$548,625	\$567,124	Mount Prospect	12%	13%	11%	11%	11%
Niles	\$403,848	\$322,575	\$279,917	\$488,802	\$512,145	Niles	10%	8%	7%	10%	10%

Des Plaines figures for Jan - Dec, 2005 are reported in 2006; other libraries' fiscal years span two calendar years.  
Elk Grove Village population adjusted, Niles staff as reported to ISL

# Management Profile

## Part A: Statistics

Fiscal Year 2005-2006

Only those public libraries which submitted an Illinois Public Library Annual Report and did not contract to receive all services with another library are included in this statistical summary table.

Des Plaines: Des Plaines Public Library  
North Suburban Library System

	2005-2006	2000-2001	1995-1996
Population served	56,945	58,720	53,414
Number of hours open per week	72.0	72.0	72.0
Total circulation transactions	1,077,145	701,557	666,666
Total reference questions	103,280	45,181	47,214
Total staff in full-time equivalent	66.95	59.13	41.90
Number of books added	24,632	22,903	4,423
Total number of books held	258,775	196,967	183,948
Circulation per FTE staff	16,089	11,866	15,913
Circulation per capita	18.9	11.9	12.5
Circulation per item held (books, audio and video)	3.6	3.1	3.2
Circulation per hour open	287.7	187.4	178.1
Adult materials circulation per capita	12.5	7.6	9.0
Children's materials circulation as a % of total of circ.	33.7%	36.6%	27.6%
Books held per capita	4.5	3.4	3.4
Reference questions per capita	1.8	0.8	0.9

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# Management Profile

## Part B: Financial

### Fiscal Year 2005 - 2006

Only those public libraries which submitted an Illinois Public Library Annual Report and did not contract to receive all services with another library are included in this statistical summary table.

Des Plaines: Des Plaines Public Library  
North Suburban Library System

	2005-2006	2000-2001	1995-1996
<b>A. Income</b>			
Local government			
From local government	\$ 5,305,502	3,721,719	2,294,391
From local government (with bond sales)	\$ 5,305,502	3,721,719	2,294,391
State government			
Per capita grant	\$ 71,124	65,948	66,768
Equalization aid	\$ 0	0	0
Corporate replacement tax	\$ 0	0	0
Educate and automate grants	\$ 0	2,495	--
Other income from state	\$ 20,000	229,321	0
Federal government			
LSTA funds received	\$ 0	17,150	--
Other federal funds received	\$ 0	0	0
All other receipts	\$ 369,215	1,800,000	112,416
Total receipts	\$ 5,765,841	5,836,633	2,473,575
Assessed valuation in thousands	\$ 1,974,454	1,464,628	--
Nonresident fee for local library use	\$ 7,610.00	10,800.00	3,500.00
<b>B. Expenditures</b>			
Salaries and benefits for all staff	\$ 3,787,192	2,224,339	1,568,461
Print materials	\$ 487,108	502,342	338,158
Electronic materials and other materials	\$ 216,125	169,831	103,859
Other operating costs (plus rent)	\$ 979,903	766,976	385,057
Total operating expenditures	\$ 5,470,328	3,663,488	2,395,535
Capital expenditures	\$ 19,088	2,229,170	27,354
Total expenditures (incl. capital expenditures)	\$ 5,489,416	5,892,658	2,422,889
<b>C. Salaries (hourly rate)</b>			
Head librarian	\$ 55.79	44.00	30.74
Technical and clerical (minimum rate)	\$ 9.23	8.00	9.98
Pages or shelvers (minimum rate)	\$ 9.23	6.00	5.53
Building maintenance (minimum rate)	\$ 15.59	12.00	9.98
<b>D. Other</b>			
Local government income per capita	\$ 93.17	63.38	42.95
Percent of income derived from local govt. income	92.0%	63.8%	92.8%
Operating expenditures per circulation	\$ 5.08	8.40	3.63

# Management Profile

## Part C: Comparisons

Fiscal Year 2005- 2006

Only those public libraries that submitted an Illinois Public Library Annual Report, did not contract to receive all services with another library, and had a 12 month fiscal year are included in this statistical summary table.

### Des Plaines: Des Plaines Public Library North Suburban Library System

	Current Statistics	Averages for Comparison 1	Averages for Comparison 2
Total receipts	\$ 5,765,841	5,893,805	6,315,970
Total receipts (without capital income from bond sales)	\$ 5,765,841	5,338,821	6,254,652
Local government income	\$ 5,305,502	5,424,920	5,731,013
Percent of income derived from local govt. income	92.0%	89.7%	90.3%
Local government income per capita	\$ 93.17	93.34	93.96
Head librarian salary (hourly rate)	\$ 55.79	49.78	55.30
Print materials expenditures	\$ 487,108	359,692	446,620
Nonprint materials expenditures	\$ 216,125	208,348	269,412
Total operating expenditures (including capital exp.)	\$ 5,470,328	4,527,741	5,578,664
Total expenditures (including capital exp.)	\$ 5,489,416	4,656,877	6,188,811
Number of hours open per year	6,251.0	4,574.4	5,209.7
Total circulation requests	1,077,145	770,174	1,126,719
Total reference questions	103,280	99,299	119,685
Total number of books held	258,775	239,077	284,566
Total staff in full time equivalent	67.0	55.9	67.9
Circulation per capita	18.9	13.2	18.2
Circulation per item held (books, audio, video)	3.6	2.9	3.7
Circulation per hour open	172.3	176.8	238.3
Books held per capita	4.5	4.1	4.6
Reference questions per capita	1.8	1.7	1.9

#### Comparison 1

Ten libraries with the closest equalized assessed valuation (EAV) per capita in your library's population size group (50,000 to 74,999).

Des Plaines Valley P.L.D.	18,763
Oak Lawn Public Library	18,814
Plainfield P.L.D.	19,562
Oak Park Public Library	21,929
Mount Prospect Public Library	26,503
Dundee Township P.L.D.	27,124
Niles P.L.D.	27,295
Fountaindale P.L.D.	28,076
Orland Park Public Library	31,147
Des Plaines Public Library	34,673
Skokie Public Library	35,816

#### Comparison 2

Ten libraries with the closest operating expenditures in your library's population size group (50,000 to 74,999).

Indian Trails P.L.D.	4,321,885
Warren-Newport P.L.D.	4,529,350
Evanston Public Library	4,652,452
Champaign Public Library	5,115,503
Niles P.L.D.	5,129,281
Mount Prospect Public Library	5,207,157
Des Plaines Public Library	5,470,328
Fountaindale P.L.D.	5,576,153
Cook Memorial P.L.D.	5,752,572
Oak Park Public Library	7,510,763
Skokie Public Library	8,099,864

**Des Plaines Public Library**  
Surplus Equipment – July 13, 2007

The following equipment is no longer in use and is not needed for replacement parts. We request that it be declared surplus and disposed of accordingly.

**Book Return**

<u>Make-Model</u>	<u>Description</u>	<u>Status</u>
(2) Kinglsey Legend series #0315	Ultra capacity 500 books All steel and welded construction Side door with padlock and key Tan color 52"L x 43" W x 46" H 277Wt. (4) transport carts	Useable