

Board of Trustees
Mount Prospect Public Library
10 S. Emerson Street, Mount Prospect, IL 60056

Regular Board Meeting
June 25, 2020 7:00 p.m.
Remotely via Electronic Means

AMENDED AGENDA*

The meeting of the Board of Library Trustees will be held without a quorum of Library Trustees physically present. The Library Trustees will conduct the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by the Government Emergency Administration Act (6/12/2020). To submit public comment, send an email noting that you are submitting public comment to sreyners@mppl.org at any time before the meeting. All comments noted as public comment and received prior to the meeting will be read aloud during the meeting.

Place: Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/83991712890>

Meeting ID: 839 9171 2890

Password: 103310

+1 312 626 6799

1. President Statement Regarding Virtual Meeting

"This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or prudent because of the disaster. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library's Attorney present at the Library (the library facility closed to staff at 7:00PM this evening)."

2. Call to Order

3. Roll Call

4. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of May 21, 2020 **(6-7)**
- b. Approve Minutes of Committee of the Whole Meeting of June 11, 2020 **(8-9)**
- c. Treasurer's Report **(10)** and Approval of May 2020 Bills **(12-22)**

5. Library Reopening Plans

6. Review and Approve Bylaws Revisions (23-27)

7. Election of Officers

8. Committee Appointments 2020-2021

9. Director and Trustee Reports (3-5)

10. Public Comment

- a. To submit public comment, send an email with your comments to Executive Director Su Reynders at sreynders@mppl.org at any time before the meeting. All comments noted as public comment and received prior to the meeting will be read aloud during the meeting.

11. Calendar items

- a. Committee of the Whole Meeting – July 2 (tentative, decide whether to cancel or not)
- b. Library Closed – July 4
- c. Regular Board Meeting – July 16 (in person at the library)
- d. Friends Book Sale July 18 and 19 canceled
- e. No Foundation Board Meeting in July
- f. Finance Committee Meeting August 6 (in person at the library)

12. Adjournment

Mount Prospect Public Library

**Library Director Report
June 25, 2020**

Library Reopening Plans This is agenda item number 5. We are planning on reopening the library in a limited fashion on Monday, June 22, with appointment-only computer sessions. We have set up the training lab to be appropriately distanced, and in addition to the computers, patrons will have access to print/scanner/fax services. On Monday, July 6 we plan to open our doors to the public with capacity limits. Masks will be required, and we are asking patrons to limit their time in the library, and not congregate or linger. The public meeting rooms and study rooms will not be available right away on July 6. As Illinois moves into new phases, the capacity, time limit, and meeting room restrictions will be gradually lifted.

We are anticipating establishing somewhat reduced hours, as staff need extra time without the public in the building to allow staff to distance when performing tasks in public areas. We will have certain hours designated for high-risk individuals. We have established cleaning protocols and directional traffic patterns, and staff will maintain a 6-foot distance from the public, which makes our customer service look a bit different than usual. Our plan is to set up a “Welcome Table” in the lobby to greet patrons, enforce capacity limits, explain the mask requirement (and offer a mask if they don’t have one), review a symptoms list, and set expectations for computer and library usage.

In all of our preparations, we are adhering to Illinois guidelines for Retail and Office reopening.

Mount Prospect Library Stages	Illinois Reopening Phases	MPPL Effective Date
MPPL Stage 1 – Entirely Closed	IL Phase 1 – Rapid Spread	March 15
MPPL Stage 2a – Staff Only	IL Phase 2 – Flattening	May 1
MPPL Stage 2b – Pickup/Delivery	IL Phase 2 – Flattening	June 1
MPPL Stage 3 – Limited Public	IL Phase 3 – Flattening	June 22/July 6
MPPL Stage 4 – Moderate Public	IL Phase 4 – Recovery	?
MPPL Stage 5 – New Normal	IL Phase 5 – Illinois Restored	?

Review and Approve Bylaws Revisions. This is agenda item number 6. At the June 11 Committee of the Whole meeting, we reviewed and discussed several changes to our bylaws. Included in the packet is the clean copy of the updated bylaws, redlined with the additional changes we agreed upon. We will review the document again at the 6/25 meeting and can vote to approve if there are no further major changes requested.

“I move to approve the bylaws as [presented] [amended].” (Roll Call vote needed)

Committee Appointments 2020-2021. This is agenda item number 7. Assuming the bylaws revisions pass, we should confirm the members of the Finance and Personnel committees. Each committee should have 3 members in addition to the President as an ex officio member.

Services Report. We launched Parking Lot Pickup on June 1, and it has been a success. There is a very large demand for items, and we are still somewhat overloaded with returns, but so far the service has gone well and patrons are happy. During the month of June, we’re expecting to serve about 5,000 patrons (120 appointments per 3-hour shift). We are anticipating continuing the service even after we reopen, but we may need to reduce the number of available appointments as we balance staffing inside the library and Parking Lot Pickup.

Mount Prospect Public Library

In addition to Parking Lot Pickup, we continue to produce virtual programs that are released on our YouTube channel. Since the last board meeting, we have also added live Zoom programs, all of which can be found on the library's event calendar on our website.

On June 1 we kicked off our summer reading program, "The Spectacular Reading Race." For the first time, our summer reading program is available online through the Beanstack application. All ages are encouraged to participate through Beanstack, which allows patrons to track their reading, earn digital badges, and win prizes. For full information and a very fun promotional video, visit <https://mppl.org/summer-reading-2020/>

Staff Announcement. Maria Garstecki, longtime MPPL employee and South Branch Manager, has announced her retirement. She has been a staunch support of the Library and community, and she will be missed. Beth Corrigan-Buchen has been named Interim Branch Manager to provide support to the day-to-day activities while we evaluate staffing needs and move forward with identifying new leadership.

Future Board Meetings in Person. On June 12, 2020 Governor Pritzker signed into law the Government Emergency Administration Act (GEAA). The Act, effective 6/12/20, includes several amendments to the Open Meetings Act when a disaster declaration has been issued related to public health concerns. There is a memo in the packet that outlines the new requirements.

However, now that Illinois is in Phase 3, and will likely move to Phase 4 soon, we should consider resuming meeting in person at our regular July 16 meeting. We would hold the meeting in our largest conference room and spread out the tables and chairs to ensure proper distancing. Masks will be required for all attendees of the meeting.

May 2020 Online Resource Statistics

We're seeing some ups and downs in our online resource usage; we don't have specific reasons for the decreases, but it may be that people are feeling screen fatigue, or perhaps the nice weather is pulling people outside. Still, there have been healthy increases in many areas.

Resource	April	May	Change
World Food	107	346	223%
Newspapers.com	193	390	102%
Consumer Reports	1148	2276	98%
RBDigital Magazines	815	1205	48%
Kanopy	543	706	30%
Britannica	266	344	29%
Value Line Investment Survey	990	1165	18%
Overdrive	7801	8908	14%
Hoopla	3104	2895	-7%
PressReader	9163	7338	-20%
Ancestry Library Edition	3734	2767	-26%
Morningstar	1206	444	-63%
Fold3	266	85	-68%
National Geographic	257	56	-78%
Financial Ratings Series	85	7	-92%

Other May 2020 statistics

- Chat/text reference sessions: 145
- Library cards issued: 112
- Live Zoom programs: 83 programs, 901 attendance
- YouTube programs: 20 programs, 910 views
- Catalogued and processed: 500 patron item holds during the first 9 days staff were back on-site (typically the amount we handle in a month)

Patron Impact Statements

- "So thankful we can get books now"
- "We picked up this weekend! Kids were so happy to get new books! We missed our librarians, library, and books! Keep up the great work!"
- "Picked up two books a couple of days ago! So happy to have something new to read!!!! Thanks MPPL!"
- "Happy to have new books to read!"
- "These are awesome. My toddler is enjoying her animal book bundle!"
- "Worked great the other day. Thanks for the hard work you guys are doing"
- "We just picked up today! It was awesome - so happy the library is back even if we can't go in yet!!"
- "SO glad MPPL jumped on the band wagon to do this. My little library in AZ started a week ago and absolutely love that the librarians wanted to get back to work as well as get materials into patrons' hands. Cannot thank library staff enough, no matter where they are, for their willingness and thoughtfulness in taking care of patrons."
- "There is one list of ebooks, but I really had to search for it. Of course, there is high demand and they're all checked out. Even still, it could be highlighted in some way: listed among staff picks, linked in the statement, placed prominently on the home page. Yes, lists of other media and resources would be great!" (response to anti-racism statement)

Returned Materials in Quarantine



Board of Trustees
Mount Prospect Public Library

**Regular Board Meeting
May 21, 2020 7:00 p.m.
Minutes**

The meeting of the Board of Library Trustees was held without a quorum of Library Trustees physically present. The Library Trustees conducted the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting was authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Information and instructions on how to participate in the meeting and submit public comments was published on the meeting notice, the meeting agenda, and on the Library's public website.

1. Call to Order

Notice of the time of the meeting, agenda, and instructions on how to participate and provide public comment, having been posted on the library's website forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas

Absent: None

Staff Present: Su Reynders

Visitors: There were approximately 40 visitors and staff on the electronic meeting.

3. Consent Agenda

- a. Approve Minutes of Regular Board Meeting April 16, 2020
- b. Approve Minutes of Special Board Meeting April 30, 2020
- c. Treasurer's Report and Approval of April 2020 Bills

Motion was made by Trustee Duebner and seconded by Trustee Gens to approve the Consent Agenda as submitted. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

4. Officer Elections

The Board discussed the usual process of electing new officers each May and recognized that due to the special pandemic circumstances a new timeline should be considered. Trustees also noted that immediately prior to the pandemic the Board was prepared to review changes to the Bylaws that included a modification to the designated officers. The Board requested that the proposed Bylaws changes be brought forth to the June COW meeting for review.

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to defer the officer elections until the revised Bylaws are approved. Voice vote carried.

5. COVID-19 Emergency Plan Update and Re-Opening Plans

Director Reynders reviewed the library's re-opening plan, which includes the MPPL Stages and how they are tied to the Illinois Reopening Phases. She outlined the steps taken to implement safety protocols for staff and patron safety and reviewed the following draft documents: Return to Work Agreement, Employee Rights and Responsibilities, Safety Protocol and Response Plan, and Safety Training. The

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Library is on track to begin offering Parking Lot Pickup services on June 1, 2020. The Library will stay in MPPL Stage 3 (pickup only) for at least two weeks before considering moving to MPPL Stage 4 (limited public in building), but only after our region moves to Illinois Phase 3.

6. Clearing Patron Fines

Trustees discussed the staff recommendation of clearing patron fines to eliminate one barrier to service. In response to a Trustee question, Director Reynders reported that this recommendation was a one-time action and does not mean the Library has gone Fine Free permanently. Staff will bring a recommendation regarding a permanent Fine Free policy in the near future for the Board to consider.

Motion was made by Trustee Fulk and seconded by Trustee Gens to clear existing late fines from all cardholder accounts. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

7. Director and Trustee Reports

Director Reynders reported that the replacement of the parking garage stairs due to safety concerns was completed. She also reported that the Library is launching a face mask donation program, where community members can donate homemade cloth masks that the Library will distribute as needed.

Trustee Bass reported on the recent Foundation meeting she attended. She requested that the schedule of Foundation meetings be added to future Board agendas.

8. Schedule Next Board Meeting

Trustees agreed to meet next on June 11, 2020 for a COW meeting, and to change the date of the regular June meeting to June 25, 2020.

9. Public Comment

Director Reynders read one emailed comment. There was no other public comment.

10. Adjournment

Regular meeting adjourned at 7:40 p.m.

Brian Gilligan, Secretary

Board of Trustees
Mount Prospect Public Library

Committee of the Whole Meeting
June 11, 2020 7:00 p.m.
Minutes

The meeting of the Board of Library Trustees was held without a quorum of Library Trustees physically present. The Library Trustees conducted the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting was authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Information and instructions on how to participate in the meeting and submit public comments was published on the meeting notice, the meeting agenda, and on the Library's public website.

1. Call to Order

Notice of the time of the meeting, agenda, and instructions on how to participate and provide public comment, having been posted on the library's website forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:00 p.m. by Michael Duebner, Vice President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan

Absent: Terri Gens, Sylvia Haas

Staff Present: Su Reynders

Visitors: There were approximately 10 visitors and staff on the electronic meeting.

3. Review of Bylaws

Trustee Bass and Director Reynders reviewed the background of the proposed bylaws revisions, begun prior to the library closing due to the pandemic.

Trustees reviewed the proposed changes in detail, and offered commentary, suggestions, and requests for changes. Director Reynders will make the requested modifications and bring a revised draft to the regular meeting on June 25, 2020. She will also update the Board Practices and Procedures document to remove duplication with Bylaws content.

4. Director and Trustee Reports

Director Reynders stated that the Library had published an anti-racism statement, and received several comments. Administrative staff will attend a meeting with Village representatives to review the upcoming 2020 levy request, and Director Reynders will share an update at the next board meeting. She provided an overview of the successful launch of Parking Lot Pickup services. The tentative reopening plan is to offer limited Home Delivery services beginning June 15; limited computer-by-appointment sessions beginning June 22; and limited opening to the public July 6. All reopening plans follow Illinois and CDC guidelines, and are undertaken with patron and staff safety as the first priority.

5. Public Comment

Trustees acknowledged the email from Dale Draznin providing comments regarding the Bylaws revisions. There was no public comment during the meeting.

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6. Calendar Items

Trustees reviewed the upcoming calendar events and agreed to consider the July 2nd COW meeting tentative, and will decide to either hold or cancel it at the June 25, 2020 regular meeting.

7. Adjournment

Committee of the Whole meeting adjourned at 8:22 p.m.

Brian Gilligan, Secretary

DRAFT

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of May 31, 2020

Library General Fund	\$	7,182,114
Working Cash Fund	\$	2,208,835
Capital Projects Fund	\$	1,985,071
Debt Service Fund	\$	1,531,639
Gift Fund	\$	559,140
Total All Funds	\$	13,466,799

Cash Disbursements May 2020 \$544,430.09

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,390,949
Combined Balance Months (\$850,000/month)		11.0
Combined Balance Percentage		92%

YTD May Spending

- * About \$264,179 below the year-to-date budget
- * YTD Actual is 6.6% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 41.9% of the annual budget
- * Spending to date was actually closer to 35% of the annual budget
- * Last year we had expended about 39.4% of the annual budget
- * Our rate of spending to date is below last year's rate of spending

Levy Collection

- * To date 51.2% of the current (2019) Levy has been collected
- * Historically, over the past six years, 50 to 53% (average of 51.9%) of the current year Levy has been collected YTD

Line	Annual Budget 2020	Annual Budget % to Total	MAY YTD		Actual 2020	Actual % to Total	YTD Variance - Actual vs Budget		
			Profiled YTD Budget	Budget % to Total			\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,783,440.00	2,397,752.00		2,054,852.51		(342,899.49)	-14.3%	51.2%
IMRF	4120	549,749.00	227,481.00		202,966.73		(24,514.27)	-10.8%	3.7%
MC / FICA	4130	442,433.00	183,172.00		147,994.42		(35,177.58)	-19.2%	5.3%
Medical Insurance	4140	770,000.00	320,835.00		313,062.29		(7,772.71)	-2.4%	1.2%
Unemployment Compensation Tax	4150	7,000.00	4,238.00		4,244.06		6.06	0.1%	0.0%
Subtotal (4110L - 4150L)		7,552,622.00	3,133,478.00	77.1%	2,723,120.01	80.2%	(410,357.99)	-13.1%	61.3%
Management Expense									
Audit	4210	7,000.00	0.00		0.00		0.00	-	0.0%
Legal Fees	4220	10,000.00	4,165.00		4,119.00		(46.00)	-1.1%	0.0%
Printing	4230	40,200.00	20,544.00		14,971.51		(5,572.49)	-27.1%	0.8%
Marketing	4240	71,700.00	38,831.00		15,174.77		(23,656.23)	-60.9%	3.5%
Resources	4250	5,400.00	307.00		270.00		(37.00)	-	0.0%
Professional Dues	4260	7,000.00	3,466.00		1,855.00		(1,611.00)	-46.5%	0.2%
Board Development/Training	4270	6,500.00	1,000.00		0.00		(1,000.00)	-	0.1%
Human Resources	4280	111,200.00	56,712.00		27,246.81		(29,465.19)	-52.0%	4.4%
Other Operating	4290	73,100.00	17,809.00		25,696.90		7,887.90	44.3%	-1.2%
Subtotal (4210L - 4290L)		332,100.00	142,834.00	3.5%	89,333.99	2.6%	(53,500.01)	-37.5%	8.0%
Operating Expenses									
Telecommunications	4310	51,000.00	21,990.00		17,910.17		(4,079.83)	-18.6%	0.6%
Insurance	4320	86,500.00	0.00		1,204.00		1,204.00	-	-0.2%
Office Supplies	4340	16,300.00	6,790.00		3,941.27		(2,848.73)	-42.0%	0.4%
Library Supplies	4350	23,000.00	9,580.00		3,347.50		(6,232.50)	-65.1%	0.9%
Postage	4360	22,400.00	8,265.00		4,450.63		(3,814.37)	-46.2%	0.6%
Contract Services	4380	32,300.00	15,346.00		8,354.65		(6,991.35)	-45.6%	1.0%
IT Services	4390	65,700.00	24,002.00		18,890.90		(5,111.10)	-21.3%	0.8%
Subtotal (4310L - 4390L)		297,200.00	85,973.00	2.1%	58,099.12	1.7%	(27,873.88)	-32.4%	4.2%
Building Expense									
Building Maintenance	4410	213,700.00	53,166.00		31,497.42		(21,668.58)	-40.8%	3.2%
Equipment Maintenance	4420	131,500.00	77,895.00		65,904.77		(11,990.23)	-15.4%	1.8%
Janitorial	4440	72,600.00	28,390.00		21,802.93		(6,587.07)	-23.2%	1.0%
Equipment	4450	133,600.00	42,830.00		18,251.51		(24,578.49)	-57.4%	3.7%
Utilities	4460	56,500.00	26,957.00		13,612.40		(13,344.60)	-49.5%	2.0%
Subtotal (4410L - 4460L)		607,900.00	229,238.00	5.6%	151,069.03	4.4%	(78,168.97)	-34.1%	11.7%
Library Materials									
Adult Print	4610	205,000.00	85,410.00		53,980.82		(31,429.18)	-36.8%	4.7%
Adult AV	4620	64,800.00	26,995.00		17,959.74		(9,035.26)	-33.5%	1.3%
Youth Print	4630	135,500.00	56,455.00		25,015.69		(31,439.31)	-55.7%	4.7%
Youth AV	4640	33,500.00	13,955.00		6,674.63		(7,280.37)	-52.2%	1.1%
Subscriptions	4650	18,400.00	9,759.00		8,076.40		(1,682.60)	-17.2%	0.3%
Electronic Resources	4660	179,800.00	126,924.00		97,367.07		(29,556.93)	-23.3%	4.4%
Electronic Media	4661	156,000.00	79,515.00		102,310.06		22,795.06	28.7%	-3.4%
E-Learning	4662	53,200.00	43,080.00		43,318.80		238.80	0.6%	0.0%
Library of Things	4663	5,000.00	2,080.00		2,008.89		(71.11)	-3.4%	0.0%
Microform	4670	900.00	375.00		0.00		(375.00)	-	0.1%
Processing Supplies	4680	26,000.00	10,825.00		4,157.96		(6,667.04)	-61.6%	1.0%
Programs	4690	45,200.00	17,616.00		12,330.75		(5,285.25)	-30.0%	0.8%
Subtotal (4610L - 4680L)		923,300.00	472,989.00	11.6%	373,200.81	11.0%	(99,788.19)	-21.1%	14.9%
Total (4110L - 4680L)		9,713,122.00	4,064,512.00	100.0%	3,394,822.96	100.0%	(669,689.04)	-16.5%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	12,336.00	5,399.00		3,363.00		(2,036.00)	-37.7%	
Friends Expenses (9540L)	9540	50,655.00	17,978.00		4,636.96		(13,341.04)	-74.2%	
Village Shared Expense (9560L)	9560	8,400.00	3,500.00		1,372.81		(2,127.19)	-60.8%	
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00	26,877.00		9,372.77		(17,504.23)	-65.1%	
Total Expenses - All Activities		9,784,513.00	4,091,389.00		3,404,195.73		(687,193.27)	-16.8%	

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended May 31, 2020

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 64,800	6,044,149
Taxes Allocated to Other Funds	(11,388)	(1,067,620)
Personal Property Replacement Taxes	11,864	24,588
Interest Income	4,054	30,053
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	138	15,914
Friends & Foundation Reimbursements	-	4,185
Village Reimbursements	-	-
<i>Total Revenues</i>	<u>\$ 69,468</u>	<u>5,051,269</u>
Expenditures		
Salaries & Benefits	449,123	2,723,119
Management Expense	21,125	89,334
Operating Expenses	6,493	58,099
Building Expense	11,845	151,069
Services and Resources	56,525	373,200
Friends & Foundation Reimbursable Expenses	224	8,000
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	299	1,373
<i>Total Expenditures</i>	<u>\$ 545,634</u>	<u>3,404,194</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (476,166)	1,647,075
Fund Balance - Beginning of Period	7,658,280	5,535,039
Fund Balance - End of Period	<u>\$ 7,182,114</u>	<u>7,182,114</u>
Working Cash Fund		
Fund Balance - Beginning of Period	2,207,631	2,198,279
Interest Allocation	1,204	10,556
Fund Balance - End of Period	<u>\$ 2,208,835</u>	<u>2,208,835</u>
Capital Projects Reserve Fund		
Revenues		
Property Taxes	\$ 2,654	245,437
Interest Income	1,232	9,603
<i>Total Revenues</i>	<u>\$ 3,886</u>	<u>255,040</u>
Expenditures		
Building & Grounds	\$ -	-
Library Equipment (new van)	-	29,689
Library Furnishings	-	442
Other Expenditures	2,000	2,000
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 2,000</u>	<u>32,131</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 1,886	222,909
Fund Balance - Beginning of Period	1,983,185	1,762,162
Fund Balance - End of Period	<u>\$ 1,985,071</u>	<u>1,985,071</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 8,734	822,182
Interest Income	951	5,319
<i>Total Revenues</i>	<u>\$ 9,685</u>	<u>827,501</u>
Expenditures		
Interest Expense	\$ 8,783	43,916
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>44,366</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 902	783,135
Fund balance - Beginning of Period	1,530,737	748,504
Fund balance - End of Period	<u>\$ 1,531,639</u>	<u>1,531,639</u>
Gift Fund		
Revenues	\$ 654	6,637
Expenditures	-	2,134
Excess (Deficiency) of Revenues over Expenditures	\$ 654	4,503
Fund Balance - Beginning of Period	558,486	554,637
Fund Balance - End of Period	<u>\$ 559,140</u>	<u>559,140</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
May 31, 2020**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 449,123.34	
Management Expense (4210L - 4290L)	21,124.92	
Operating Expenses (4310L - 4390L)	6,493.33	
Building Expense (4410L - 4460L)	11,844.79	
Services and Resources (4610L - 4690L)	56,525.18	
Friends & Foundation reimbursable expenses (9530L and 9540L)	224.25	
VOMP reimbursable expenses (9560L)	299.58	
Grant Expenses (9570L)	-	
Total May 2020 Library General Fund Expenses	-	\$ 545,635.39

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ -	
Operating Expense Reimbursements received	5,309.46	
April 2020 Accrued Payroll & Benefits	78,154.33	
April 2020 Credit Card Payable	10,510.39	
April 2020 Accounts Payable	38,022.69	
Disbursements for Gift Fund and Building Fund	-	
	-	131,996.87

Deductions for Library General Fund Cash Disbursements:

May 2020 Accrued Payroll & Benefits	\$ 115,908.87	
May 2020 Credit Card Payable	22,312.73	
May 2020 Accounts Payable	48,124.34	
Miscellaneous	-	
Payment of Nayax invoices & merchant fees by income offset	-	
Payment of Credit Card Merchant fees by income offset	6.48	
	-	(186,352.42)
<i>Total Library General Fund cash disbursed</i>		\$ 491,279.84

CAPITAL PROJECTS RESERVE FUND

May 2020 Expenses	\$ 2,000.25	
Plus: April 2020 Accounts Payable	441.98	
Less: May 2020 Accounts Payable	(2,441.98)	
<i>Total Capital Projects Reserve Fund cash disbursed</i>	-	0.25

DEBT SERVICE FUND

May 2020 Expenses	\$ 8,783.35	
Plus: April 2020 Interest Payable	44,366.65	
Less: May 2020 Interest Payable	-	
<i>Total Debt Service Fund cash disbursed</i>	-	53,150.00

GIFT FUND

May 2020 Expenses		
Plus: April 2020 Accounts Payable	-	
Less: May 2020 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>	-	0.00

TOTAL CASH DISBURSEMENTS, May 2020	\$ 544,430.09
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Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	5/1/20	04/30/2020 accrued payroll reversal	\$ (41,488.00)
4110L	Salaries	5/14/20	PAYROLL - PAYCOM	117,134.02
4110L	Salaries	5/28/20	PAYROLL - PAYCOM	145,075.05
4110L	Salaries	5/31/20	05/31/2020 accrued payroll	98,900.00
4110L	Salaries	5/31/20	Tuition Reimbursement	1,000.00
4110L	Salaries	5/31/20	Tuition Reimbursement	1,000.00
4110L	Salaries	5/31/20	Tuition Reimbursement	750.00
4110L	Salaries	5/31/20	Tuition Reimbursement	666.75
4120L	IMRF	5/1/20	04/30/2020 accrued payroll reversal	(19,267.00)
4120L	IMRF	5/29/20	VILLAGE OF MT. PROSPECT - IMRF	42,915.40
4120L	IMRF	5/31/20	05/31/2020 accrued payroll	10,795.00
4130L	MC / FICA	5/1/20	04/30/2020 accrued payroll reversal	(3,174.00)
4130L	MC / FICA	5/14/20	PAYROLL - PAYCOM	8,394.05
4130L	MC / FICA	5/28/20	PAYROLL - PAYCOM	11,016.27
4130L	MC / FICA	5/31/20	05/31/2020 accrued payroll	7,495.00
4140L	Insurance - Health	5/29/20	VILLAGE OF MT. PROSPECT	59,879.71
4140L	Insurance - Health	5/29/20	VILLAGE OF MT. PROSPECT	7,918.12
4140L	Insurance - Health	5/29/20	VILLAGE OF MT. PROSPECT	112.97
4220L	Legal Fees	5/1/20	VEDDER PRICE P.C.	84.00
4220L	Legal Fees	5/29/20	VEDDER PRICE P.C.	1,386.00
4240L	Marketing	5/14/20	VILLAGE OF MOUNT PROSPECT	4,300.00
4280L	Human Resources	5/14/20	PAYROLL - PAYCOM	499.14
4280L	Human Resources	5/28/20	PAYROLL - PAYCOM	673.19
4280L	Human Resources	5/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	5/15/20	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	5/21/20	MC/SOCIETY FOR HR MANAGEMENT	219.00
4290L	Other Operating	5/29/20	PROPAY	6.48
4290L	Other Operating	5/31/20	HEARTLAND	68.50
4290L	Other Operating	5/4/20	MC/AMAZON	549.00
4290L	Other Operating	5/4/20	MC/AMAZON	549.00
4290L	Other Operating	5/4/20	MC/AMAZON	1,098.00
4290L	Other Operating	5/5/20	WAREHOUSE DIRECT	99.95
4290L	Other Operating	5/5/20	MC/AMAZON	379.90
4290L	Other Operating	5/5/20	MC/AMAZON	379.90
4290L	Other Operating	5/6/20	MC/MENARDS	399.13
4290L	Other Operating	5/7/20	MC/GLOBAL EQUIPMENT CO	189.00
4290L	Other Operating	5/12/20	ULINE	2,031.76
4290L	Other Operating	5/13/20	WAREHOUSE DIRECT	99.95
4290L	Other Operating	5/13/20	MC/SHOP POP DISPLAYS INC	720.45
4290L	Other Operating	5/14/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	1,105.00
4290L	Other Operating	5/14/20	MC/ZOOM	89.94
4290L	Other Operating	5/15/20	MC/PAYPAL	1,899.00
4290L	Other Operating	5/17/20	MC/AMAZON	338.73
4290L	Other Operating	5/17/20	MC/AMAZON	188.51
4290L	Other Operating	5/18/20	ULINE	175.69
4290L	Other Operating	5/19/20	MC/AMAZON	557.00
4290L	Other Operating	5/20/20	WAREHOUSE DIRECT	99.95
4290L	Other Operating	5/26/20	ULINE	1,405.71
4290L	Other Operating	5/26/20	MC/AMAZON	557.00
4290L	Other Operating	5/26/20	MC/AMAZON	134.40
4290L	Other Operating	5/27/20	MC/AMAZON	(162.73)
4290L	Other Operating	5/29/20	MC/GLOBAL EQUIPMENT CO	312.89
4290L	Other Operating	5/31/20	MC/MENARDS	(55.96)
4290L	Other Operating	5/31/20	MC/AMAZON	569.00
4290L	Other Operating	5/12/20	WILDCAT TROPHY	21.69

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	5/14/20	DEX MEDIA	22.50
4310L	Telecommunications	5/11/20	AT&T	1,373.59
4310L	Telecommunications	5/11/20	AT&T	710.02
4310L	Telecommunications	5/19/20	AT&T - CABS DEPARTMENT - 60%	224.31
4310L	Telecommunications	5/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	5/19/20	AT&T - CABS DEPARTMENT - 50%	150.04
4340L	Office Supplies	5/1/20	DEMCO	116.28
4340L	Office Supplies	5/28/20	MC/AMAZON	45.54
4340L	Office Supplies	5/1/20	DEMCO	84.33
4350L	Library Supplies	5/1/20	KENT ADHESIVE PRODUCTS CO.	59.74
4350L	Library Supplies	5/1/20	DEMCO	16.77
4360L	Postage	5/15/20	MC/POSTMASTER	23.25
4360L	Postage	5/22/20	MC/POSTMASTER	10.90
4390L	IT Services	5/6/20	MC/QUICKBASE	175.86
4390L	IT Services	5/15/20	MC/GODADDY.COM, INC.	74.99
4390L	IT Services	5/21/20	MC/ADOBE	382.37
4390L	IT Services	5/21/20	MC/ADOBE	382.37
4390L	IT Services	5/4/20	MC/MICROSOFT	597.40
4390L	IT Services	5/15/20	DEMCO	1,637.22
4390L	IT Services	5/31/20	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	5/13/20	ILLINI POWER PRODUCTS	516.74
4410L	Building Maintenance	5/1/20	NERADT ACE HARDWARE	24.16
4410L	Building Maintenance	5/1/20	LIGHTING SUPPLY COMPANY	65.29
4410L	Building Maintenance	5/13/20	FILTER SERVICES ILLINOIS	343.12
4410L	Building Maintenance	5/19/20	W. W. GRAINGER, INC.	116.44
4410L	Building Maintenance	5/19/20	MENARDS	226.00
4410L	Building Maintenance	5/20/20	W. W. GRAINGER, INC.	26.21
4410L	Building Maintenance	5/20/20	LIGHTING SUPPLY COMPANY	150.71
4410L	Building Maintenance	5/26/20	NERADT ACE HARDWARE	14.69
4410L	Building Maintenance	5/19/20	THE HOME DEPOT CRC	156.10
4410L	Building Maintenance	5/27/20	THE HOME DEPOT CRC	139.72
4410L	Building Maintenance	5/27/20	THE HOME DEPOT CRC	4.98
4410L	Building Maintenance	5/31/20	AMERICAN LANDSCAPING INC.	528.00
4410L	Building Maintenance	5/9/20	JOHNSON CONTROLS	285.00
4410L	Building Maintenance	5/12/20	SOUND INCORPORATED	40.00
4410L	Building Maintenance	5/28/20	GARFIELD BUILDING MAINTENANCE	3,360.00
4420L	Equipment Mainenance	5/27/20	SHELL OIL COMPANY	30.65
4420L	Equipment Mainenance	5/7/20	TODAY'S BUSINESS SOLUTIONS, IN	97.80
4420L	Equipment Mainenance	5/17/20	NAYAX LLC	71.60
4440L	Janitorial	5/13/20	CRYSTAL MANAGEMENT & MAINTENANCE	1,306.67
4440L	Janitorial	5/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	5/5/20	MC/KOVAL	850.00
4440L	Janitorial	5/8/20	SUPERIOR INDUSTRIAL SUPPLY	160.20
4440L	Janitorial	5/13/20	WAREHOUSE DIRECT	279.96
4440L	Janitorial	5/15/20	MC/KOVAL	780.00
4440L	Janitorial	5/20/20	STAPLES BUSINESS ADVANTAGE	48.58
4440L	Janitorial	5/20/20	W. W. GRAINGER, INC.	25.08
4450L	Equipment	5/25/20	MC/AMAZON	142.99
4450L	Equipment	5/25/20	MC/AMAZON	120.99
4460L	Utilities	5/12/20	CONSTELLATION NEWENERGY- GAS DIV.	1,268.33
4460L	Utilities	5/11/20	VILLAGE OF MT. PROSPECT	269.84

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	1,075.35
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	909.43
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	387.90
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	689.50
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	108.86
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	314.04
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	99.73
4610L	Adult Books	5/1/20	NEW ENGLAND HISTORIC	48.39
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	420.16
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	248.54
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	343.12
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	307.79
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	278.20
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	412.20
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	143.79
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	190.78
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	426.64
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	155.40
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	291.10
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	540.60
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	541.07
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	96.27
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	298.45
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	936.07
4610L	Adult Books	5/1/20	INGRAM	150.26
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	279.78
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	284.81
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	981.22
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	1,424.55
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	1,064.99
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	52.10
4610L	Adult Books	5/4/20	BAKER AND TAYLOR	364.46
4610L	Adult Books	5/4/20	BAKER AND TAYLOR	25.03
4610L	Adult Books	5/4/20	BAKER AND TAYLOR	45.07
4610L	Adult Books	5/5/20	BAKER AND TAYLOR	330.62
4610L	Adult Books	5/5/20	BAKER AND TAYLOR	11.29
4610L	Adult Books	5/5/20	BAKER AND TAYLOR	17.85
4610L	Adult Books	5/6/20	BAKER AND TAYLOR	332.37
4610L	Adult Books	5/6/20	INGRAM	268.01
4610L	Adult Books	5/8/20	NRP DIRECT/ PJ KENNEDY & SONS	395.00
4610L	Adult Books	5/8/20	INGRAM	12.57
4610L	Adult Books	5/11/20	BAKER AND TAYLOR	630.62
4610L	Adult Books	5/21/20	INGRAM	30.14
4610L	Adult Books	5/26/20	BAKER AND TAYLOR	7.73
4610L	Adult Books	5/27/20	SYNCHRONY/AMAZON	517.77
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	33.24
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	16.38
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	15.81
4610L	Adult Books	5/1/20	BAKER & TAYLOR INC.	22.04
4610L	Adult Books	5/1/20	BAKER AND TAYLOR	149.12
4610L	Adult Books	5/5/20	BAKER AND TAYLOR	15.25
4610L	Adult Books	5/8/20	BAKER AND TAYLOR	8.30
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	38.90
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	8.81
4620L	Adult AV	5/1/20	BAKER AND TAYLOR	198.62
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	20.37
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	91.84
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	102.84

Mount Prospect Public Library
 Library Fund Expenses by G/L Account #
 For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	35.25
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	129.31
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	17.81
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	5/6/20	MIDWEST TAPE	192.96
4620L	Adult AV	5/6/20	MIDWEST TAPE	85.98
4620L	Adult AV	5/6/20	MIDWEST TAPE	79.98
4620L	Adult AV	5/6/20	MIDWEST TAPE	209.92
4620L	Adult AV	5/6/20	MIDWEST TAPE	52.99
4620L	Adult AV	5/6/20	MIDWEST TAPE	109.97
4620L	Adult AV	5/6/20	MIDWEST TAPE	34.99
4620L	Adult AV	5/6/20	MIDWEST TAPE	49.99
4620L	Adult AV	5/7/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/7/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/7/20	BAKER & TAYLOR INC.	41.87
4620L	Adult AV	5/14/20	MIDWEST TAPE	151.97
4620L	Adult AV	5/14/20	MIDWEST TAPE	52.99
4620L	Adult AV	5/14/20	MIDWEST TAPE	84.98
4620L	Adult AV	5/14/20	MIDWEST TAPE	39.99
4620L	Adult AV	5/14/20	MIDWEST TAPE	149.97
4620L	Adult AV	5/14/20	MIDWEST TAPE	29.99
4620L	Adult AV	5/14/20	MIDWEST TAPE	112.97
4620L	Adult AV	5/14/20	MIDWEST TAPE	39.99
4620L	Adult AV	5/14/20	MIDWEST TAPE	44.99
4620L	Adult AV	5/14/20	MIDWEST TAPE	153.96
4620L	Adult AV	5/14/20	MIDWEST TAPE	147.96
4620L	Adult AV	5/14/20	MIDWEST TAPE	104.97
4620L	Adult AV	5/27/20	SYNCHRONY/AMAZON	(8.25)
4620L	Adult AV	5/27/20	SYNCHRONY/AMAZON	566.16
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	5/1/20	BAKER AND TAYLOR	557.72
4620L	Adult AV	5/1/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	5/6/20	MIDWEST TAPE	22.49
4620L	Adult AV	5/27/20	SYNCHRONY/AMAZON	89.82
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	38.06
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	132.31
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	187.05
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	371.26
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	142.21
4630L	Youth Print	5/1/20	D & Z HOUSE OF BOOKS	177.88
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	47.57
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	119.65
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	39.70
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	124.14
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	106.77
4630L	Youth Print	5/4/20	BAKER AND TAYLOR	581.14
4630L	Youth Print	5/4/20	BAKER AND TAYLOR	94.15
4630L	Youth Print	5/4/20	BAKER AND TAYLOR	130.52
4630L	Youth Print	5/4/20	BAKER AND TAYLOR	33.79
4630L	Youth Print	5/4/20	BAKER AND TAYLOR	27.25
4630L	Youth Print	5/4/20	BAKER AND TAYLOR	265.76
4630L	Youth Print	5/5/20	BAKER AND TAYLOR	175.66
4630L	Youth Print	5/5/20	BAKER AND TAYLOR	255.86
4630L	Youth Print	5/7/20	BAKER AND TAYLOR	52.73
4630L	Youth Print	5/19/20	BAKER AND TAYLOR	241.09
4630L	Youth Print	5/27/20	SYNCHRONY/AMAZON	134.04
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	20.04

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	22.71
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	9.60
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	21.03
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	29.06
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	15.44
4630L	Youth Print	5/1/20	BAKER AND TAYLOR	73.64
4630L	Youth Print	5/5/20	BAKER AND TAYLOR	8.45
4630L	Youth Print	5/8/20	BAKER AND TAYLOR	20.50
4630L	Youth Print	5/26/20	BAKER AND TAYLOR	30.41
4640L	Youth AV	5/1/20	BAKER & TAYLOR INC.	13.22
4640L	Youth AV	5/1/20	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	5/1/20	BAKER & TAYLOR INC.	60.16
4640L	Youth AV	5/1/20	BAKER & TAYLOR INC.	29.39
4640L	Youth AV	5/12/20	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	5/14/20	MIDWEST TAPE	29.99
4640L	Youth AV	5/18/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	5/18/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	5/19/20	RECORDED BOOKS, LLC	(6,622.99)
4640L	Youth AV	5/19/20	RECORDED BOOKS, LLC	(34.20)
4640L	Youth AV	5/19/20	BAKER & TAYLOR INC.	16.88
4640L	Youth AV	5/27/20	SYNCHRONY/AMAZON	301.93
4640L	Youth AV	5/27/20	SYNCHRONY/AMAZON	17.99
4650L	Subscriptions	5/1/20	THE NEW YORK TIMES	26.40
4650L	Subscriptions	5/11/20	ISGS	40.00
4650L	Subscriptions	5/11/20	MC/BUSINESS MANAGEMENT DAILY	156.19
4650L	Subscriptions	5/15/20	MC/NATIONAL REVIEW	30.00
4650L	Subscriptions	5/20/20	MC/SUPERVISION NATIONAL RESEAR	211.98
4650L	Subscriptions	5/23/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	5/1/20	WEST PAYMENT CENTER	1,930.84
4660L	Electronic Resources	5/31/20	WEST PAYMENT CENTER	1,930.84
4660L	Electronic Resources	5/1/20	STORY COVE LLC	195.00
4661L	Digital Media	5/19/20	RECORDED BOOKS, LLC	34.20
4661L	Digital Media	5/19/20	RECORDED BOOKS, LLC	6,622.99
4661L	Digital Media	5/31/20	MIDWEST TAPE	4,881.07
4661L	Digital Media	5/31/20	KANOPIY, INC.	588.00
4661L	Digital Media	5/6/20	OVERDRIVE, INC.	38.98
4661L	Digital Media	5/6/20	OVERDRIVE, INC.	86.98
4661L	Digital Media	5/6/20	OVERDRIVE, INC.	239.99
4661L	Digital Media	5/6/20	OVERDRIVE, INC.	252.48
4661L	Digital Media	5/6/20	OVERDRIVE, INC.	826.09
4661L	Digital Media	5/6/20	OVERDRIVE, INC.	504.94
4661L	Digital Media	5/19/20	OVERDRIVE, INC.	89.99
4661L	Digital Media	5/19/20	OVERDRIVE, INC.	118.14
4661L	Digital Media	5/19/20	OVERDRIVE, INC.	406.93
4661L	Digital Media	5/19/20	OVERDRIVE, INC.	404.91
4661L	Digital Media	5/19/20	OVERDRIVE, INC.	426.97
4661L	Digital Media	5/19/20	OVERDRIVE, INC.	154.98
4661L	Digital Media	5/27/20	OVERDRIVE, INC.	164.96
4661L	Digital Media	5/27/20	OVERDRIVE, INC.	613.47
4661L	Digital Media	5/27/20	OVERDRIVE, INC.	733.94
4661L	Digital Media	5/27/20	OVERDRIVE, INC.	602.48
4661L	Digital Media	5/31/20	OVERDRIVE, INC.	90.97
4661L	Digital Media	5/1/20	RECORDED BOOKS, LLC	8,000.00
4661L	Digital Media	5/1/20	RECORDED BOOKS, LLC	567.00
4661L	Digital Media	5/4/20	OVERDRIVE, INC.	160.74
4661L	Digital Media	5/7/20	OVERDRIVE, INC.	160.05
4661L	Digital Media	5/11/20	OVERDRIVE, INC.	217.49
4661L	Digital Media	5/15/20	OVERDRIVE, INC.	309.48

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4661L	Digital Media	5/18/20	OVERDRIVE, INC.	172.49
4661L	Digital Media	5/21/20	OVERDRIVE, INC.	123.50
4661L	Digital Media	5/26/20	OVERDRIVE, INC.	165.98
4661L	Digital Media	5/28/20	OVERDRIVE, INC.	182.96
4661L	Digital Media	5/15/20	MC/VIDEO LIBRARIAN	25.00
4663L	Library of Things	5/2/20	MC/NETFLIX	15.99
4663L	Library of Things	5/3/20	MC/DISNEY	12.99
4663L	Library of Things	5/3/20	MC/DISNEY	12.99
4663L	Library of Things	5/3/20	MC/DISNEY	12.99
4663L	Library of Things	5/3/20	MC/DISNEY	12.99
4663L	Library of Things	5/3/20	MC/DISNEY	12.99
4663L	Library of Things	5/3/20	MC/DISNEY	12.99
4663L	Library of Things	5/3/20	MC/NETFLIX	15.99
4663L	Library of Things	5/3/20	MC/NETFLIX	15.99
4663L	Library of Things	5/3/20	MC/NETFLIX	15.99
4663L	Library of Things	5/3/20	MC/NETFLIX	15.99
4680L	Processing	5/1/20	BAKER AND TAYLOR	0.65
4680L	Processing	5/1/20	KENT ADHESIVE PRODUCTS CO.	298.69
4680L	Processing	5/1/20	DEMCO	744.62
4680L	Processing	5/4/20	BAKER AND TAYLOR	21.45
4680L	Processing	5/4/20	BAKER AND TAYLOR	7.80
4680L	Processing	5/4/20	BAKER AND TAYLOR	3.25
4680L	Processing	5/4/20	BAKER AND TAYLOR	4.55
4680L	Processing	5/4/20	BAKER AND TAYLOR	1.95
4680L	Processing	5/4/20	BAKER AND TAYLOR	0.65
4680L	Processing	5/5/20	BAKER AND TAYLOR	7.15
4680L	Processing	5/5/20	BAKER AND TAYLOR	4.55
4680L	Processing	5/6/20	BAKER AND TAYLOR	85.15
4680L	Processing	5/7/20	BAKER AND TAYLOR	1.95
4690L	Programs	5/19/20	JULIE KITTREDGE	200.00
4690L	Programs	5/1/20	BAKER AND TAYLOR	22.48
4690L	Programs	5/15/20	MC/ANDERSON'S BOOKSHOPS	25.00
4690L	Programs	5/15/20	MC/GATHERED BOUTIQUE	20.00
4690L	Programs	5/20/20	MC/BOOK STALL	35.00
4690L	Programs	5/24/20	MC/BETTER CONTAINERS	141.15
4690L	Programs	5/25/20	BOOK DEPOT	2,550.00
4690L	Programs	5/25/20	BOOK DEPOT	1,054.92
4690L	Programs	5/28/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.00
4690L	Programs	5/28/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.96
4690L	Programs	5/28/20	ULINE	210.78
				\$ 545,111.56
9530L	Foundation Sponsored Expense	5/19/20	ANN TORRALBA	150.00
9540L	Friends Sponsored Expense	5/1/20	BAKER AND TAYLOR	14.25
9540L	Friends Sponsored Expense	5/1/20	INTERIOR TROPICAL GARDENS	60.00
9560L	Village Hall Shared Expense	5/19/20	AT&T - CABS DEPARTMENT - 40%	149.54
9560L	Village Hall Shared Expense	5/19/20	AT&T - CABS DEPARTMENT - 50%	150.04
			Total Library Fund Expenses for May, 2020	\$ 545,635.39

Mount Prospect Public Library
 Capital Project Expenses by G/L Acct #
 For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Vender Name	Amount
7715B	Bldg Fd: Building Maint.	5/11/20	PRODUCT LLC - Flooring Project design	\$ 2,000.00
7750B	Bldg Fd: Other	5/31/20	Service Charge	0.25
Total Capital Project Fund Expenses for May, 2020				\$ 2,000.00

Debt Service Fund
 Debt Service Fund Expenses by G/L Acct
 For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	5/31/20	To record 05/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.35
Total Debt Service Fund Expenses for May, 2020				\$ 8,783.35

Mount Prospect Public Library
Gift Fund Expenses by G/L Account #
For the Period From May 1, 2020 to May 31, 2020

Account ID	Account Description	Date	Description	Amount
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There were no Gift Fund Expenses for May, 2020.

Mount Prospect Public Library
Bylaws

I. Organization

- A. The Mount Prospect Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Illinois Local Library Act.

II. Trustees and Duties

- A. The Board of Library Trustees shall be composed of seven (7) members elected under provisions of the Illinois Election Code and the Local Library Act. Trustees are elected for six-year terms and shall serve until their successor is elected and qualified.
- B. Vacancies on the Board shall be filled by appointment by the remaining Trustees pursuant to 75 ILCS 5/4-4.
- C. Each newly elected or appointed Trustee shall, within 60 days of being sworn in, make arrangements with the Executive Director for a Trustee orientation meeting.
- D. Trustees shall comply with applicable statutes governing conflicts of interest; no Trustee shall have a personal interest in any matter before the Board when such personal interest is prohibited by law. When there is a conflict of interest for a Trustee on a particular issue, said member shall make a disclosure statement in an open Board meeting and abstain from voting and commenting on that issue.
- E. All Trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101], and with the Village of Mount Prospect.
- F. Trustees or members of their immediate families may not be employed by the Library.
- G. No Trustee may simultaneously serve as an officer on the Boards of the Mount Prospect Public Library Foundation or the Friends of the Mount Prospect Public Library.
- H. Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from Library funds.
- I. Trustees should strive for excellent attendance and actively participate in meetings of the full Board and Board Committees. Per 75 ILCS 5/4-4, a vacancy will be declared when a Trustee is absent without cause from all regular Board meetings for a period of one year.
- ~~H.~~J. Trustees will follow power and duties as outlined in the Illinois Revised Statutes 5/4-7.
- ~~I.~~K. Trustees will support the American Library Association's Bill of Rights, Interpretations of the ALA Bill of Rights, and the Freedom to Read statements.

III. Officers and Duties

- A. At or before the regular May meeting following the regular library election, newly elected Library Trustees shall take their oaths of office and meet with the incumbent Library Trustees to organize the Board of Library Trustees.

Mount Prospect Public Library
Bylaws

B. The first action taken at the regular May meeting of the Board of Library Trustees shall be the election of a President, Vice President, Secretary, and Treasurer. Each Officer shall be elected to serve a ~~two~~ one-year term ending on the first Monday of the month following the applicable regular election or until their successors are duly elected by the Board. An officer may not ordinarily be elected to succeed themselves more than once, but officers may be elected to a third successive term with five affirmative votes of Board members.

C. Officer Duties

1. The President shall preside at all meetings of the Board and appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall be an ex-officio member of all committees. ~~The President shall be the only spokesperson for the Board in all advisory or disciplinary action directed toward staff.~~ The President shall be the official spokesperson for press releases and official messaging.
2. The Vice President shall act as a presiding officer in the absence of the President and assume the duties and responsibilities of the President in the event of a vacancy in the office of the President. The Vice President shall review the minutes and audio tapes of closed meetings prior to the Board's semi-annual review of such minutes.
3. The Treasurer shall be the Chief Fiscal Officer of the Board and is responsible for all funds under the authority of the Board of Library Trustees; and shall prepare or cause to be prepared the appropriate monthly reports and annual reports of the funds. The Treasurer is authorized by the Board to sign checks, shall serve on the Finance Committee, and keep or cause to be kept all financial records of the Board. The Treasurer shall be bonded in the amount to be approved by the Board and according to statute requirements.
4. The Secretary shall maintain and keep true and accurate minutes and account of all proceedings and correspondence of the Board of Library Trustees; issue or cause to be issued all notices for all meetings of the Board of Library Trustees; and be the custodian of all records of the Board of Library Trustees and of the Mount Prospect Public Library.

D. A library trustee will attend the monthly meeting of the Mount Prospect Public Library Foundation (MPPLF) as representative of the Board of Trustees. Per MPPLF bylaws, this Trustee is authorized to act on behalf of the Board of Trustees as a voting member.

IV. Meetings

- A. The regular meetings of the Board of Library Trustees of the Mount Prospect Public Library shall be held at 7:00 p.m. on the third Thursday of each month at the Mount Prospect Public Library.
- B. Special meetings may be called by the President or any ~~two (2)~~ four (4) Library Trustees, upon forty-eight (48) hours written notice to each Library Trustee and which notice otherwise shall be given in the manner provided by law. NOTE: The Local Library Act is silent on the number of Trustees required to call a special meeting. The Public Library District Act states, "Special meetings may be called by the president or the secretary or by any 4 trustees."

Mount Prospect Public Library
Bylaws

- C. Notice of all Board meetings shall be posted in the Library and on the Library website forty-eight (48) hours prior to the meeting.
- D. . If a quorum of the members of the Board or a Board committee is physically present as required by subsection (b), a majority of those physically present, or at least 3 physically present members of a committee consisting of 5 members, may allow a member of that body to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of:
1. personal illness or disability;
 2. employment purposes or the business of the public body; or
 3. a family or other emergency.
- E. All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Compiled Statutes. The Board may adjourn to a closed Executive Session for the purpose of considering matters of personnel, land disposition, and other matters as authorized by Chapter 5, Act 120, ILCS, The Open Meeting Act. Matters discussed in Executive Session shall not be binding unless approved at an open meeting.
- F. The vote of each Library Trustee on the question of holding a meeting or portion thereof closed to the public and a citation to the specific statutory authorization for such closed meeting shall be recorded and entered into the minutes of the meeting or portion thereof open to the public.
- G. Meeting Minutes
1. Minutes shall be kept of all meetings of the Mount Prospect Board of Library Trustees. Such minutes shall include but need not be limited to:
 - a. The date, time, and place of the meeting,
 - b. The Library Trustees recorded as being present or being absent, and
 - c. A general description of all matters, proposed, discussed, or decided; as well as a record of any votes taken
 2. Minutes of meeting or portions thereof open to the public shall be approved within thirty (30) days after the meeting or at the Library's second subsequent regular meeting, whichever is later.
 3. Minutes of meeting or portions thereof open to the public shall be available for public inspection within ten (10) days of their approval by the Board of Library Trustees; however, minutes of meetings closed to the public shall be available only after the Board of Library Trustees determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.
- H. Conduct of Business During Meetings
1. Quorum: A majority of the Library Trustees of the Board shall constitute a quorum (4) for the conduct of business at any regular or special meeting of the Board of Library Trustees and a majority of a quorum (3) may transact any business of the said Board of Library Trustees.
 2. Enforcement of Decorum During Meetings: In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees; any person violating any provision of this Section may be subject to law enforcement action.

Mount Prospect Public Library
Bylaws

3. The Board of Library Trustees shall be governed by parliamentary law as laid down in *The Standard Code of Parliamentary Procedure* by Sturgis.

I. Order of Business

1. The business of the Board of Library Trustees shall be based on the agenda distributed to the Library Trustees at least forty-eight (48) hours prior to the meeting in accordance with the Open Meetings Act.
2. A waiver of the rules for the purpose of discussing an item out of order or not on the written agenda may be requested by any Library Trustee and shall be allowed by concurrence of a majority of all the Library Trustees present.

V. Committees of the Board of Library Trustees

A. Committees shall be Committee of the Whole, Standing, and Special.

1. The Committee of the Whole studies and discusses specific issues.
2. Standing committees shall be appointed by the President one month after election of officers at the regular meeting of the Board. Standing committees are Personnel and Finance.
3. Special committees for the study and investigation of particular issues or to provide input and advice, may be appointed by the President, with the advice and consent of the Board of Library Trustees. These committees may include staff and community members and must include at least one Trustee. Each committee shall serve until the completion of the work for which it was established, and then shall be dissolved.

VI. Executive Director

A. The Executive Director of the Mount Prospect Public Library shall be appointed by the Board of Library Trustees at a salary to be evaluated on a yearly basis.

B. The Executive Director shall be the chief administrative officer of the Mount Prospect Public Library and shall:

1. Administer and operate the Library under the direction and review of the Board of Library Trustees;
2. Hire, dismiss, oversee, and supervise all Library personnel and shall determine all individual salaries, subject to the approval of the Board, except his/her own, which shall be set by the Board;
3. Present an annual budget;
4. Create and implement a strategic plan in accordance with Board direction.

C. The implementation of administrative and personnel matters concerning the Library are the primary responsibility of its Executive Director. Any concerns of any Trustee regarding such matters must be directed only to the Executive Director or, in his or her absence, to the Deputy Director. The Executive Director will give the Board advance notification of significant organizational changes.

VII. Legal Counsel

- A. Library Trustees will retain legal counsel. Such counsel shall be used as needed by the President of the Board of Library Trustees and the Executive Director. Requests for legal counsel by the

Mount Prospect Public Library
Bylaws

other Library Trustees shall be made through the President.

VIII. **Amendments**

- A. These bylaws may be altered, amended, or repealed by a majority vote of the Board at a regular or special meeting, provided that any such proposed changes shall have been presented in writing at a regular or special meeting preceding the meeting at which the vote is to be taken. These bylaws supersede any and all bylaws previously adopted by the Board.

Revision History

6/25/20, 5/16/2019, 9/15/2016, 9/18/2014, 7/18/2013, 5/2013, 3/2013, 7/2012, 6/16/2011, 10/16/2008, 3/16/2006, 12/15/2005

DRAFT

Mount Prospect Public Library
Board Practices and Procedures

1. ~~Officer roles and responsibilities (including but not limited to the following)~~
 - a. ~~President~~
 - i. ~~Appoints standing and ad hoc board committees.~~
 - ii. ~~Chairs personnel committee.~~
 - iii. ~~Directs process for appointment of board vacancies.~~
 - iv. ~~Presides at regular and committee of the whole meetings.~~
 - v. ~~Retains the President's notebook and keeps it up to date.~~
 - vi. ~~Serves as official board liaison to the Executive Director.~~
 - vii. ~~Serves as official board liaison to Library's legal counsel.~~
 - viii. ~~Reviews and approves all invoices in absence of Assistant Treasurer and Vice President.~~
 - ix. ~~Discusses with any member issues that may negatively affect smooth operations of the board and library. If not resolved, the President may bring the issue to the full board.~~
 - b. ~~Vice President~~
 - i. ~~Chairs the strategic planning committee.~~
 - ii. ~~Presides in the absence of the President.~~
 - iii. ~~Reviews the closed minutes.~~
 - iv. ~~Reviews and approves all invoices in absence of Assistant Treasurer.~~
 - c. ~~Secretary/Treasurer~~
 - i. ~~Attends Village board meetings for the budget and levy hearings.~~
 - ii. ~~Causes the minutes to be executed.~~
 - iii. ~~Serves on the finance committee.~~
 - iv. ~~Custodian of all the records.~~
 - v. ~~Reports the monthly library financial condition to the board.~~
 - vi. ~~Responsible for causing monthly financial reports.~~
 - vii. ~~Signs official documents.~~
 - viii. ~~Signs the checks.~~
 - d. ~~Assistant Treasurer~~
 - i. ~~Reviews all invoices.~~
 - ii. ~~Serves on the finance committee.~~
 - iii. ~~Reports the monthly library financial condition to the board in absence of Secretary/Treasurer.~~

2.1. Appointment for vacancies of officers

- a. Officers:
 - i. President
 - ii. Vice President
 - iii. Secretary/~~Treasurer~~
 - iv. ~~Assistant~~ Treasurer

- Vice President assumes presidency.
- Members polled for interest in any office open.
- Members elect from those members indicating interest amongst themselves.
- Goal: to fill quickly, by the next board meeting whenever possible.

3.2. Appointment when vacancy occurs on board

- a. Board discussion

Mount Prospect Public Library
Board Practices and Procedures

- i. Consensus on personal and professional qualifications and skills needed for candidate.
 - b. Means of Solicitation
 - i. Personal contacts by board members.
 - ii. Post notice in library.
 - iii. Post notice in newspapers.
 - iv. Post in newsletter when timing allows.
 - v. Post on Web site.
 - vi. Notice to those who have expressed interest.
 - vii. Other appropriate means and places.
 - c. Application
 - i. Letter of intent – expressing why they are interested in the appointment.
 - ii. Respond to specific questions covering library issues.
 - iii. Complete application form: other organizations that they are active in, career/profession, education, other volunteer activities.
 - d. Pre-screening of those to be interviewed
 - i. Selection committee: interested board members (at least two) and staff input.
 - ii. Review applications and recommend applicants to board for interview.
 - e. Interview
 - i. Committee of at least two board members will conduct interviews of candidates who are felt to be the best qualified and the best fit for the needs of the Library.
 - ii. Executive Director may sit in on the interview.
 - iii. Recommend best qualified candidate for board approval.
 - f. Notification
 - i. President personally contacts all candidates.
 - ii. President sends letter of thanks.
- 4.3. Nominating process for officers
- a. Memo sent in April by Executive Director requesting preferences for offices. Executive Director compiles responses and puts in May board packet.
 - b. Open election for each office at the May meeting.

Procedure:

- Board president (Chair) opens nominations for an office.
- Nominations are made from the floor.
- Board president closes the nominations.
- Vote is taken.
- This procedure is repeated for each office.

~~5. Other Elected Boards~~

~~a.c. The library board may meet with other elected boards from time to time to discuss common interests. Open meeting act will be complied with for all meetings.~~

~~6. Mount Prospect Public Library Foundation (MPPLF)~~

~~a. A library trustee will attend scheduled meetings of the MPPLF board as a representative of the board of trustees. Per MPPLF bylaws, this trustee is authorized to act on behalf of the board of trustees as a voting member.~~

Mount Prospect Public Library
Board Practices and Procedures

~~7.4.~~ Executive Director evaluation procedure

- a. First meeting:
 - i. President calls a meeting of personnel committee to review the evaluation process and set dates for follow up meetings. Dates for meetings are determined by Village calendar for budget/levy public hearings.
 - ii. Evaluation form is sent to all board members with due date prior to second personnel committee meeting.
- b. Second meeting:
 - i. Personnel committee meets in closed session to review the completed evaluations and discuss the President's summary and form a salary recommendation. Salaries from surrounding library directors may also be reviewed. Salary survey should include: name of library, director's salary and date effective by, years in current position, population, operating budget, number of full-time and number of part-time staff, total circulation.
- c. Third meeting:
 - i. A special closed meeting of all board members will be called prior to posting of required salaries (i.e., second reading public hearing by Village of Mount Prospect). Board determines amount of raise if one is to be given. Salary change normally takes place first full pay period of the next calendar year same as other library staff.
 - ii. President meets with the Executive Director to discuss the President's summary of evaluation, comments, and expectations. These documents may be made available to the Executive Director in advance of scheduled meeting.
 - iii. Signed copy is retained in Executive Director's personnel file. President retains a copy.

~~8.5.~~ Trustee library e-mail

- a. The Library provides internet based electronic mail to library board members for their exclusive use in connection with the performance of their trustee duties. This e-mail address should not be used for personal, private business, or political purposes. As a convenience, the mppl.org e-mail address is forwarded to the trustee's personal e-mail. If a trustee wishes to respond using the mppl.org e-mail address, he or she must login into OWA (Outlook Web App).

~~9.~~ Trustee Orientation

- ~~a. The purpose of this document is to provide a guideline of the information pertinent to the role of trustee for the President (or designated trustee) and Executive Director to review with a new trustee.~~

~~10.~~ Conflict of Interest

- ~~a. When there is a real or perceived conflict of interest for a board member on a particular issue, said member shall consider abstaining from the vote and offering comment on that issue.~~

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ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

OPEN MEETINGS ACT

Amendments For “Virtual Meetings” During COVID-19 Pandemic

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: June 16, 2020

On June 12, 2020, Governor Pritzker signed into law the Government Emergency Administration Act (P.A. 100-0640) (the Act).

The Act, effective immediately (6/12/20), includes several amendments to the Open Meetings Act (OMA) during the COVID virus pandemic.*

In large part, the OMA amendments mirror changes to OMA rules made by Governor Pritzker’s previous Executive Orders which allowed for “virtual meetings”.

A copy of the portion of the Act relevant to OMA changes is attached.

The Changes

1. All open session discussions must be recorded. Previously, only closed session discussions required recording;
2. A determination by the Board President must be made that an in-person meeting is not practical or prudent due to the disaster. We recommend making this determination at the beginning of a meeting;

* The modified OMA rules are in effect if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns.

Example: Library Board President states at the beginning of the meeting:

“This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster”;

3. At least one Trustee or the Library Director or the Library’s Attorney must be physically present at the regular meeting location. Typically, either the Library Director and/or Board President would be present.

Note the Act does not require physical presence at the regular meeting location if such physical presence is “unfeasible due to the disaster” (see Section (e) (5) of the attached). The Act does not define “unfeasible due to the disaster” or who determines “unfeasible.” It may be that physical presence is “unfeasible” based on the Board President’s determination that an in-person meeting is not practical or prudent.

Perhaps the Board President’s statement at the beginning of the meeting could address “unfeasible”, e.g.:

“This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library’s Attorney present at the Library.”

4. Each Trustee should verify/confirm at the beginning of the meeting he/she can hear all discussions;
5. The Notice of Meeting/Agenda should include a statement that the meeting will proceed without a quorum physically present, i.e., a “virtual meeting”;
6. Arrangements for public access, via phone or web-based link, must be made to enable the public to hear Trustee discussions, votes, etc. We recommend including these arrangements on the Notice of Meeting/Agenda;
7. A roll call vote is required for all Motions.

OMA Excerpts From P.A. 100-0640 (eff. 6/12/20)

(e) Subject to the requirements of Section 2.06 but notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:

(1) the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area;

(2) the head of the public body as defined in subsection (e) of Section 2 of the Freedom of Information Act determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster;

(3) all members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;

(4) for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the public body must make alternative arrangements and provide notice pursuant to this Section of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;

(5) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and

(6) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

(7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Section. Notice shall be given to all members of the public body, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings pursuant to subsection (a) of Section 2.02 of this Act. If the public body declares a bona fide emergency:

(A) Notice shall be given pursuant to subsection (a) of Section 2.02 of this Act, and the presiding officer shall state the nature of the emergency at the beginning of the meeting.

(B) The public body must comply with the verbatim recording requirements set forth in Section 2.06 of this Act.

(8) Each member of the body participating in a meeting by audio or video conference for a meeting held pursuant to this Section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

(9) In addition to the requirements for open meetings under Section 2.06, public bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06.

(10) The public body shall bear all costs associated with compliance with this subsection (e).