

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

Regular Board Meeting
August 20, 2020 7:00 p.m.
Meeting Room A

AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Audience to Visitors**
- 4. Consent Agenda**
 - a. Approve Minutes of Regular Board Meeting of July 16, 2020 **(4-5)**
 - b. Approve Minutes of Finance Committee Meeting of August 6, 2020 **(6-7)**
 - c. Treasurer's Report **(8)** and Approval of July 2020 Bills **(10-24)**
- 5. Appointment to Fill Trustee Vacancy**
- 6. Report from Finance Committee (35-36)**
- 7. Transfer from Library General Fund to Capital Projects Reserve Fund (Action)**
- 8. Fines Free Proposal (37-38) (Action)**
- 9. Executive Director (2-3) and Monthly Library Reports (26-34)**
- 10. Trustee Reports**
- 11. Calendar Items**
 - a. Foundation Board Meeting – August 24 – Brian Gilligan
 - b. Executive Director Reynders on vacation August 24 – 28
 - c. Finance Committee Meeting – September 3
 - i. Review draft Budget and Levy, consider 6:00 p.m. start time
 - d. Library Closed – September 7
 - e. Regular Board Meeting – September 17
 - i. Review and approve Budget and Levy
 - f. Foundation Board Meeting – September 28 – open
 - g. Special Board Meeting – October 1
 - i. Approve Budget and Levy if not done on September 17
- 12. Adjourn to Closed Session**

As pursuant to 5 ILCS 120/2 C (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
- 13. Reconvene Open Session**

Make any determinations resulting from the closed session.
- 14. Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
August 20, 2020**

1. **Consent Agenda – Financial Reports.** This is agenda item number 4. Through mid-August, we have collected 85% of the 2019 levy. Last year at the end of August we had collected 96.4% of the levy. On May 21, Cook County extended the deadline for property tax payments in response to the COVID-19 pandemic. The delayed property tax gives an additional two months to pay taxes that were originally due on August 3 without any penalties or late fees. Because of this extension, we anticipate seeing the remainder of the levy come in November 2020.
2. **Appointment to Fill Trustee Vacancy.** This is agenda item number 5. During the pandemic closure, the Board discussed the open Trustee position and agreed to discuss moving forward with the appointment process once the library had reopened. The process was left at the point where the Board had selected a candidate to interview, and if the interview went well, to appoint that person. We should plan to talk about next steps for the vacancy.
3. **Report from Finance Committee.** This is agenda item number 6. At the Budget Workshop on August 6, Trustees asked for further information and clarification on several items. That information is included on a separate document in the packet.
4. **Transfer from Library General Fund to Capital Projects Reserve Fund.** This is agenda item number 7. As we discussed at the August 6 Budget Workshop, the library is moving forward with a Capital Needs Assessment project. We have published a Request for Quote and have already received some responses. We are hoping to have the project completed mid-September. The reason for this assessment is to establish the actual condition of the primary systems and building envelope now that the facility is 15 years old, and to establish accurate estimates of repair and replacement costs. This will assist in future allocations to the Capital Projects Fund, especially since we are coming up on some high-cost replacements such as the roof. In advance of the completion of the project, I recommend that the Board consider a transfer of \$500,000 from the Library General Fund to the Capital Projects Reserve Fund. I expect that we will want to make a transfer as a result of the study and doing it in advance will help us as we continue to work on the 2021 budget. Once the report is complete and we have the actual cost estimates, we can make an adjustment if necessary.

Should the Board want to approve this transfer, the motion can be:

“I move to transfer \$500,000 from the Library General Fund to the Capital Projects Reserve Fund no later than August 31, 2020.”

5. **Fines Free Proposal.** This is agenda item number 8. As previously discussed, the library stopped assessing late fines in March when the pandemic hit. This was because the library was closed indefinitely, and it was not appropriate to let fines accrue during this time. Additionally, at the May 21 Board meeting, Trustees approved clearing the fines of all cardholders for a “Fine Amnesty Day”. At that time, we discussed the possibility of permanently going “Fines Free” like many of our neighboring libraries. The time has come to revisit this issue. It is the recommendation of staff to officially declare the library “Fines Free” and not go back to assessing late fines.

Mount Prospect Public Library
Board of Trustees

Because we have already temporarily stopped assessing fines, there won't be a dramatic start date, and staff have some details to work out before we formally announce it to the community. As soon as those details are worked out, we will make sure to publicize it appropriately. If this concept is approved by the Board, some of our policies will need to be updated, and staff will bring those to the Board at a future meeting. See the "Fines Free Proposal" in the packet for more details.

Should the Board want to approve Fines Free for MPPL, the motion can be:

"I move to permanently eliminate late fines for all registered cardholders effective immediately, excepting special collections designated by staff."

6. **Library Services Report.** You will notice that we have gone back to our more robust monthly reporting model, including statistics. The statistics show what we all have been experiencing; there was a dramatic drop in usage when we were closed during the pandemic. I anticipate that we will continue to see lower usage throughout the rest of the year (unless the pandemic ends and everything goes back to normal).

We continue to operate on a reduced schedule and with capacity and time limits for patrons. We plan to continue this model until the state moves either backward or forward with restrictions. It feels like we are in a holding pattern right now; we're able to manage and maintain the library and services, but know that we are not yet in a place where we can talk about going back to our pre-pandemic schedule and services.

**Regular Board Meeting
July 16, 2020
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:01 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: Anne Belden, Jo Broszczak, Maria Garstecki, Carla Peterson, Su Reynders

Visitors: Martha Trotter, Sikich LLP

3. Resolution of Appreciation for Maria Garstecki

President Haas expressed appreciation for Maria Garstecki's dedication to the library and read the resolution out loud. Maria Garstecki thanked everyone for their support over the years and said it had been great to work at Mount Prospect Public Library.

Motion was made by Trustee Bass and seconded by Trustee Gilligan to approve the Resolution of Appreciation for Maria Garstecki. Voice vote carried.

4. 2019 Audit Presentation

Martha Trotter, CPA Senior Audit Manager with Sikich, LLP presented the 2019 Audit to the Board and answered questions. She stated that the library received an unqualified opinion ("clean") and that there were no material weaknesses found.

Motion was made by Trustee Duebner and seconded by Trustee Bass to accept the 2019 Audit as presented. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of June 25, 2020
- b. Treasurer's Report and Approval of June 2020 Bills
- c. Accept Crystal Management bid for cleaning services for \$35,760 annually for three years

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

6. Library Reopening and Library Services Report

Director Reynders gave an overview of the library's reopening and reported that it has been successful with no major issues.

President Haas suggested that the library place "masks required" signs outside the entry doors to reduce the possibility of patrons coming in without a mask.

Director Reynders shared tentative plans to increase services and noted that the plans could change if there was a significant change in the pandemic situation. Study rooms may be available after August 31, and in-person, indoor programming will not happen prior to November 1. Public meeting room reservations will be available beginning January 2021.

Trustees discussed usage of the library by unattended children when or if the local school districts reopen. Director Reynders stated that unless the pandemic situation changes, we anticipate maintaining the same controls that we have now, i.e., limited seating, limited number of patrons allowed at one time, no congregating allowed, time limits, etc.

Director Reynders stated that the Board will see a Fines Free proposal soon. Trustee Gilligan asked that the proposal include the financial impact.

7. Director and Trustee Reports

Trustees complimented the online staff training module, created by Learning Specialist Michelle Vonderhaar.

8. Public Comment

There was no public comment.

9. Calendar Items

President Haas moved the "Calendar Items" agenda item to occur before the closed session.

- a. Finance Committee Meeting – August 6 – 6:00 p.m. – 2021 Budget Workshop
- b. Regular Board Meeting – August 20 – 7:00 p.m.
- c. Foundation Board Meeting – August 24 – Brian Gilligan

10. Adjourn to Closed Session

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Motion was made by Trustee Duebner and seconded by Trustee Fulk to adjourn to closed session at 8:07 p.m. Voice vote carried.

11. Reconvene Open Session

President Haas reconvened the meeting in open session at 8:09 p.m.

Motion was made by Trustee Duebner and seconded by Trustee Fulk to approve and not release the closed minutes from January 16, 2020. Voice vote carried.

12. Adjournment

Regular meeting adjourned at 8:10 p.m.

Terri Gens, Secretary

Finance Committee Meeting
August 6, 2020
Minutes

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:02 p.m. by Sylvia Haas, President.

2. Roll Call

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

Absent: Sylvia Fulk

Staff Present: Karen Almeleh, Jo Broszczak, Carla Peterson, Su Reynders

Visitors: None

3. Audience to Visitors

No visitors spoke.

4. 2021 Budget Workshop

Director Reynders presented high-level information regarding the 2020 levy and the 2021 budget, including a timeline; levy considerations, options, and impact; revenues and expenditures; fund balances; salary, and organizational structure information.

Trustees discussed the current economic state and evaluated the options and impact of an increased, flat, or decreased levy. The Board reviewed current and projected fund balances in relation to the target operating reserve as stated in library policy.

Director Reynders provided an overview of the existing Capital Projects Fund and recommended that the library move forward with the planned Capital Needs Assessment. The resulting report will include likely repair and replacement costs over a 10 to 20-year period for all major building components, systems, and envelope. The Board generally agreed that a transfer of funds from the General Library Fund to the Capital Projects Fund would be needed to support the plan. Trustees agreed that the library will move forward with the assessment as originally planned and budgeted for in 2020.

Director Reynders informed the Board that the library was evaluating no-contact storage lockers and increased circulating technology such as laptops and hotspots. Trustees discussed the short-term pandemic needs of these items, as well as the long-term benefits after the pandemic is over. Because these items are not included in the approved 2020 budget, staff will seek approval at an upcoming Board meeting.

The Board discussed the library's salary grade scale and summary results from the Market Benchmarking and Compensation Structure Development Project. Trustees reviewed the library's Personnel Code, Section F – Compensation and Recognition, Hours of Work and Paydays.

Trustees will continue to discuss the 2020 levy request and 2021 budget at upcoming Board and Committee meetings.

5. Adjournment

The Finance Committee meeting adjourned at 7:33 p.m.

Terri Gens, Secretary

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Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of July 31, 2020

Library General Fund	\$	6,873,932
Working Cash Fund	\$	2,210,030
Capital Projects Fund	\$	2,009,680
Debt Service Fund	\$	1,712,034
Gift Fund	\$	560,970
Total All Funds	\$	13,366,646

Cash Disbursements July 2020 **\$777,822.95**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,083,962
Combined Balance Months (\$809,427/month)		11.2
Combined Balance Percentage		94%

YTD July Spending

- * About \$720,000 below the year-to-date budget
- * YTD Actual is 12.8% below YTD budget.

Percent of Full Year Budget Spent to date

- * YTD expected to spend 58% of the annual budget
- * Spending to date was actually closer to 50.6% of the annual budget
- * Last year we had expended about 55.1 % of the annual budget

Levy Collection

- * To date 63.7% of the 2019 Levy has been collected
- * Last year 71.6% of the 2018 Levy had been collected by July 2019
- *Historically, over the past six years, 66 to 77% (average of 70.4%) of the current year Levy has been collected YTD

MONTHLY EXPENSE SUMMARY

Line	Annual Budget 2020	Annual Budget % to Total	JULY YTD		Actual % to Total	YTD Variance - Actual vs Budget			
			Profiled YTD Budget	Budget % to Total		Actual 2020	\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,783,440.00	3,361,959.00		2,960,725.83		(401,233.17)	-11.9%	55.7%
IMRF	4120	549,749.00	318,820.00		291,826.82		(26,993.18)	-8.5%	3.8%
MC / FICA	4130	442,433.00	256,720.00		212,154.60		(44,565.40)	-17.4%	6.2%
Medical Insurance	4140	770,000.00	449,169.00		429,072.41		(20,096.59)	-4.5%	2.8%
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	4,390,906.00	77.9%	3,898,023.72	79.3%	(492,882.28)	-11.2%	68.5%
Management Expense									
Audit	4210	7,000.00	0.00		6,815.00		6,815.00	-	-0.9%
Legal Fees	4220	10,000.00	5,831.00		14,107.50		8,276.50	141.9%	-1.1%
Printing	4230	40,200.00	26,865.00		21,295.55		(5,569.45)	-20.7%	0.8%
Marketing	4240	71,700.00	49,524.00		17,783.63		(31,740.37)	-64.1%	4.4%
Resources	4250	5,400.00	669.00		390.00		(279.00)	-41.7%	0.0%
Professional Dues	4260	7,000.00	4,116.00		1,855.00		(2,261.00)	-54.9%	0.3%
Board Development/Training	4270	6,500.00	4,000.00		0.00		(4,000.00)	-	0.6%
Human Resources	4280	111,200.00	77,026.00		34,106.64		(42,919.36)	-55.7%	6.0%
Other Operating	4290	73,100.00	20,843.00		46,194.96		25,351.96	121.6%	-3.5%
Subtotal (4210L - 4290L)		332,100.00	188,874.00	3.4%	142,548.28	2.9%	(46,325.72)	-24.5%	6.4%
Operating Expenses									
Telecommunications	4310	51,000.00	30,206.00		26,551.72		(3,654.28)	-12.1%	0.5%
Insurance	4320	86,500.00	0.00		7,204.00		7,204.00	-	-1.0%
Office Supplies	4340	16,300.00	9,506.00		6,860.41		(2,645.59)	-27.8%	0.4%
Library Supplies	4350	23,000.00	13,412.00		5,570.02		(7,841.98)	-58.5%	1.1%
Postage	4360	22,400.00	11,850.00		6,986.55		(4,863.45)	-41.0%	0.7%
Contract Services	4380	32,300.00	22,269.00		14,501.80		(7,767.20)	-34.9%	1.1%
IT Services	4390	65,700.00	37,838.00		27,681.68		(10,156.32)	-26.8%	1.4%
Subtotal (4310L - 4390L)		297,200.00	125,081.00	2.2%	95,356.18	1.9%	(29,724.82)	-23.8%	4.1%
Building Expense									
Building Maintenance	4410	213,700.00	102,382.00		61,101.92		(41,280.08)	-40.3%	5.7%
Equipment Maintenance	4420	131,500.00	87,679.00		75,170.10		(12,508.90)	-14.3%	1.7%
Janitorial	4440	72,600.00	43,763.00		31,112.85		(12,650.15)	-28.9%	1.8%
Equipment	4450	133,600.00	56,762.00		43,460.65		(13,301.35)	-23.4%	1.8%
Utilities	4460	56,500.00	33,704.00		16,990.45		(16,713.55)	-49.6%	2.3%
Subtotal (4410L - 4460L)		607,900.00	324,290.00	5.8%	227,835.97	4.6%	(96,454.03)	-29.7%	13.4%
Library Materials									
Adult Print	4610	205,000.00	119,574.00		88,521.69		(31,052.31)	-26.0%	4.3%
Adult AV	4620	64,800.00	37,793.00		27,060.38		(10,732.62)	-28.4%	1.5%
Youth Print	4630	135,500.00	79,037.00		50,998.65		(28,038.35)	-35.5%	3.9%
Youth AV	4640	33,500.00	19,537.00		10,703.93		(8,833.07)	-45.2%	1.2%
Subscriptions	4650	18,400.00	13,746.00		12,368.09		(1,377.91)	-10.0%	0.2%
Electronic Resources	4660	179,800.00	134,501.00		134,432.89		(68.11)	-0.1%	0.0%
Electronic Media	4661	156,000.00	110,480.00		152,650.03		42,170.03	38.2%	-5.9%
E-Learning	4662	53,200.00	44,920.00		50,804.80		5,884.80	13.1%	-0.8%
Library of Things	4663	5,000.00	2,912.00		2,358.68		(553.32)	-19.0%	0.1%
Microform	4670	900.00	525.00		0.00		(525.00)	-	0.1%
Processing Supplies	4680	26,000.00	15,155.00		6,712.59		(8,442.41)	-55.7%	1.2%
Programs	4690	45,200.00	28,468.00		15,638.67		(12,829.33)	-45.1%	1.8%
Subtotal (4610L - 4680L)		923,300.00	606,648.00	10.8%	552,250.40	11.2%	(54,397.60)	-9.0%	7.6%
Total (4110L - 4680L)		9,713,122.00	5,635,799.00	100.0%	4,916,014.55	100.0%	(719,784.45)	-12.8%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	12,336.00	7,033.00		3,363.00		(3,670.00)	-52.2%	
Friends Expenses (9540L)	6540	50,655.00	23,148.00		4,654.78		(18,493.22)	-79.9%	
Village Shared Expense (9560L)	9560	8,400.00	4,900.00		1,680.02		(3,219.98)	-65.7%	
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00	35,081.00		9,697.80		(25,383.20)	-72.4%	
Total Expenses - All Activities		9,784,513.00	5,670,880.00		4,925,712.35		(745,167.65)	-13.1%	

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

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 1,454,950	7,499,099
Taxes Allocated to Other Funds	(256,299)	(1,323,919)
Personal Property Replacement Taxes	-	32,173
Interest Income	1,306	33,735
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	1,871	17,873
Friends & Foundation Reimbursements	-	4,185
Village Reimbursements	-	1,459
<i>Total Revenues</i>	<u>\$ 1,201,828</u>	<u>6,264,605</u>
Expenditures		
Salaries & Benefits	599,996	3,898,024
Management Expense	30,093	142,548
Operating Expenses	28,596	95,356
Building Expense	63,301	227,836
Services and Resources	85,479	552,250
Friends & Foundation Reimbursable Expenses	-	8,018
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	221	1,680
<i>Total Expenditures</i>	<u>\$ 807,686</u>	<u>4,925,712</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 394,142	1,338,893
Fund Balance - Beginning of Period	6,479,790	5,535,039
Fund Balance - End of Period	<u>\$ 6,873,932</u>	<u>6,873,932</u>
Working Cash Fund		
Fund Balance - Beginning of Period	2,209,604	2,198,279
Interest Allocation	426	11,751
Fund Balance - End of Period	<u>\$ 2,210,030</u>	<u>2,210,030</u>
Capital Projects Reserve Fund		
Revenues		
Property Taxes	\$ 59,229	304,666
Interest Income	409	10,740
<i>Total Revenues</i>	<u>\$ 59,638</u>	<u>315,406</u>
Expenditures		
Building & Grounds	\$ -	19,135
Library Equipment (new van)	-	29,689
Library Furnishings	-	17,064
Other Expenditures	-	2,000
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ -</u>	<u>67,888</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 59,638	247,518
Fund Balance - Beginning of Period	1,950,042	1,762,162
Fund Balance - End of Period	<u>\$ 2,009,680</u>	<u>2,009,680</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 197,071	1,019,253
Interest Income	323	6,210
<i>Total Revenues</i>	<u>\$ 197,394</u>	<u>1,025,463</u>
Expenditures		
Interest Expense	\$ 8,783	61,483
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>61,933</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 188,611	963,530
Fund balance - Beginning of Period	1,523,423	748,504
Fund balance - End of Period	<u>\$ 1,712,034</u>	<u>1,712,034</u>
Gift Fund		
Revenues	\$ 1,066	9,717
Expenditures	1,250	3,384
Excess (Deficiency) of Revenues over Expenditures	\$ (184)	6,333
Fund Balance - Beginning of Period	561,154	554,637
Fund Balance - End of Period	<u>\$ 560,970</u>	<u>560,970</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 599,995.81	
Management Expense (4210L - 4290L)	30,093.18	
Operating Expenses (4310L - 4390L)	28,596.09	
Building Expense (4410L - 4460L)	63,300.91	
Services and Resources (4610L - 4690L)	85,478.28	
Friends & Foundation reimbursable expenses (9530L and 9540L)	-	
VOMP reimbursable expenses (9560L)	221.04	
Grant Expenses (9570L)	-	
Total July 2020 Library General Fund Expenses		\$ 807,685.31

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ -	
Operating Expense Reimbursements received	4,581.04	
June 2020 Accrued Payroll & Benefits	171,177.98	
June 2020 Credit Card Payable	12,266.91	
June 2020 Accounts Payable	28,004.94	
June Accounts Receivable	7.30	
Meeting Room refund	95.00	
Disbursements for Gift Fund and Building Fund	-	
		216,133.17

Deductions for Library General Fund Cash Disbursements:

July 2020 Accrued Payroll & Benefits	\$ 219,204.98	
July 2020 Credit Card Payable	11,218.71	
July 2020 Accounts Payable	33,589.61	
Miscellaneous	(150.50)	
Payment of Nayax invoices & merchant fees by income offset	-	
Payment of Credit Card Merchant fees by income offset	4.84	
		(263,867.64)
<i>Total Library General Fund cash disbursed</i>		\$ 759,950.84

CAPITAL PROJECTS RESERVE FUND

July 2020 Expenses	\$ (0.25)	
Plus: June 2020 Accounts Payable	17,064.34	
Less: July 2020 Accounts Payable	(441.98)	
<i>Total Capital Projects Reserve Fund cash disbursed</i>		16,622.11

DEBT SERVICE FUND

July 2020 Expenses	\$ 8,783.33	
Plus: June 2020 Interest Payable	8,783.33	
Less: July 2020 Interest Payable	(17,566.66)	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

July 2020 Expenses	\$ 1,250.00	
Plus: June 2020 Accounts Payable	-	
Less: July 2020 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>		1,250.00

TOTAL CASH DISBURSEMENTS, July 2020	\$ 777,822.95
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Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Jul 1, 2020 to Jul 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	7/1/20	06/30/2020 accrued payroll reversal	\$(144,913.00)
4110L	Salaries	7/9/20	PAYROLL - PAYCOM	204,262.87
4110L	Salaries	7/23/20	PAYROLL - PAYCOM	212,402.97
4110L	Salaries	7/31/20	07/31/2020 accrued payroll	188,188.00
4110L	Salaries	7/17/20	Tuition reimbursement	1,000.00
4110L	Salaries	7/17/20	Tuition reimbursement	750.00
4110L	Salaries	7/24/20	Tuition reimbursement	1,000.00
4110L	Salaries	7/24/20	Tuition reimbursement	666.75
4110L	Salaries	7/24/20	Tuition reimbursement	666.75
4120L	IMRF	7/1/20	06/30/2020 accrued payroll reversal	(14,493.00)
4120L	IMRF	7/28/20	VILLAGE OF MT. PROSPECT - IMRF	40,947.89
4120L	IMRF	7/31/20	07/31/2020 accrued payroll	18,402.00
4130L	MC / FICA	7/1/20	06/30/2020 accrued payroll reversal	(10,346.00)
4130L	MC / FICA	7/9/20	PAYROLL - PAYCOM	14,680.74
4130L	MC / FICA	7/23/20	PAYROLL - PAYCOM	(98.19)
4130L	MC / FICA	7/23/20	PAYROLL - PAYCOM	15,303.83
4130L	MC / FICA	7/31/20	07/31/2020 accrued payroll	13,528.00
4140L	Insurance - Medical	7/31/20	VILLAGE OF MT. PROSPECT	58,046.20
4210L	Audit	7/22/20	SIKICH LLP	6,815.00
4220L	Legal Fees	7/1/20	VEDDER PRICE P.C.	8,516.00
4220L	Legal Fees	7/10/20	VEDDER PRICE P.C.	460.00
4220L	Legal Fees	7/22/20	PEREGRINE, STIME, NEWMAN,	1,012.50
4240L	Marketing	7/23/20	PEERLESS MARKETING IMPRESSIONS	1,322.81
4240L	Marketing	7/22/20	MC/ULINE	215.00
4280L	Human Resources	7/9/20	PAYROLL - PAYCOM	845.16
4280L	Human Resources	7/23/20	PAYROLL - PAYCOM	842.39
4280L	Human Resources	7/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	7/27/20	MC/MGMT ASSOC: HR SOURCE	995.00
4280L	Human Resources	7/10/20	MC/MGMT ASSOC: HR SOURCE	(80.00)
4280L	Human Resources	7/22/20	MC/ALA	70.00
4280L	Human Resources	7/1/20	HR SOURCE (MANAGEMENT ASSOC)	1,970.00
4290L	Other Operating	7/30/20	PROPAY	4.84
4290L	Other Operating	7/31/20	HEARTLAND	0.60
4290L	Other Operating	7/31/20	HEARTLAND	68.50
4290L	Other Operating	7/19/20	MC/BUSSE'S FLOWERS	77.00
4290L	Other Operating	7/1/20	WAREHOUSE DIRECT	99.95
4290L	Other Operating	7/1/20	W. W. GRAINGER, INC.	160.66
4290L	Other Operating	7/1/20	MC/AMAZON	83.96
4290L	Other Operating	7/1/20	WAREHOUSE DIRECT	(116.05)
4290L	Other Operating	7/2/20	MC/PARTY CITY	11.94
4290L	Other Operating	7/3/20	UNIQUE MANAGEMENT SERVICES, INC.	50.00
4290L	Other Operating	7/6/20	MC/AMAZON	29.98
4290L	Other Operating	7/8/20	MC/SHOP POP DISPLAYS INC	2,200.47
4290L	Other Operating	7/9/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	139.96
4290L	Other Operating	7/9/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,020.00
4290L	Other Operating	7/13/20	STAPLES BUSINESS ADVANTAGE	13.09
4290L	Other Operating	7/15/20	MC/ZOOM	104.93

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4290L	Other Operating	7/19/20	MC/SHOP POP DISPLAYS INC	526.80
4290L	Other Operating	7/22/20	MC/ULINE	1,103.05
4290L	Other Operating	7/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	25.00
4290L	Other Operating	7/23/20	SYNCHRONY/AMAZON	22.99
4290L	Other Operating	7/23/20	STAPLES BUSINESS ADVANTAGE	13.09
4290L	Other Operating	7/26/20	MC/ZOHO CORPORATION	26.40
4290L	Other Operating	7/27/20	STAPLES BUSINESS ADVANTAGE	39.27
4290L	Other Operating	7/1/20	INTERIOR TROPICAL GARDENS	60.00
4290L	Other Operating	7/1/20	COSTCO	180.00
4290L	Other Operating	7/8/20	MC/COOK COUNTY CLERK	15.32
4290L	Other Operating	7/8/20	MC/COOK COUNTY CLERK	15.32
4290L	Other Operating	7/14/20	DEX MEDIA	23.00
4310L	Telecommunications	7/1/20	AT&T	1,373.59
4310L	Telecommunications	7/11/20	AT&T	720.66
4310L	Telecommunications	7/13/20	AT&T	1,383.14
4310L	Telecommunications	7/1/20	TECHNOLOGY MANAGEMENT REVOLVING FUND	521.00
4310L	Telecommunications	7/1/20	TECHNOLOGY MANAGEMENT REVOLVING FUND	521.00
4310L	Telecommunications	7/19/20	AT&T	430.03
4310L	Telecommunications	7/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	7/20/20	VERIZON WIRELESS	(23.48)
4310L	Telecommunications	7/28/20	VERIZON WIRELESS	361.78
4310L	Telecommunications	7/10/20	T-MOBILE	597.20
4310L	Telecommunications	7/15/20	MC/AMAZON	14.99
4310L	Telecommunications	7/23/20	MC/AMAZON	74.95
4310L	Telecommunications	7/19/20	AT&T - 50%	221.04
4320L	Insurance	7/1/20	ARTHUR J. GALLAGHER RISK	6,000.00
4340L	Office Supplies	7/1/20	WAREHOUSE DIRECT	419.40
4340L	Office Supplies	7/1/20	WAREHOUSE DIRECT	419.40
4340L	Office Supplies	7/1/20	WAREHOUSE DIRECT	37.99
4340L	Office Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	83.52
4340L	Office Supplies	7/14/20	STAPLES BUSINESS ADVANTAGE	0.97
4340L	Office Supplies	7/21/20	STAPLES BUSINESS ADVANTAGE	20.87
4340L	Office Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	214.16
4340L	Office Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	13.74
4340L	Office Supplies	7/14/20	WAREHOUSE DIRECT	68.68
4340L	Office Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	29.20
4340L	Office Supplies	7/14/20	WAREHOUSE DIRECT	23.59
4340L	Office Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	9.13
4340L	Office Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	37.04
4340L	Office Supplies	7/17/20	WAREHOUSE DIRECT	927.23
4340L	Office Supplies	7/14/20	WAREHOUSE DIRECT	25.84
4340L	Office Supplies	7/23/20	SYNCHRONY/AMAZON	10.48
4350L	Library Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	25.15
4350L	Library Supplies	7/15/20	GAYLORD BROTHERS INC.	63.85
4350L	Library Supplies	7/1/20	ELM USA, INC.	671.88
4350L	Library Supplies	7/1/20	ELM USA, INC.	318.83
4350L	Library Supplies	7/1/20	ELM USA, INC.	410.12
4350L	Library Supplies	7/1/20	MC/BAYSCAN TECHNOLOGIES	194.80
4350L	Library Supplies	7/13/20	STAPLES BUSINESS ADVANTAGE	25.86
4350L	Library Supplies	7/14/20	WAREHOUSE DIRECT	54.75
4350L	Library Supplies	7/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	19.00

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4350L	Library Supplies	7/25/20	MC/AMAZON	53.99
4350L	Library Supplies	7/10/20	W. W. GRAINGER, INC.	55.33
4350L	Library Supplies	7/1/20	ARAMARK	114.36
4350L	Library Supplies	7/15/20	WAREHOUSE DIRECT	11.58
4360L	Postage	7/2/20	MC/POSTMASTER	269.80
4360L	Postage	7/10/20	MC/POSTMASTER	8.40
4360L	Postage	7/19/20	MC/POSTMASTER	7.75
4360L	Postage	7/21/20	MC/POSTMASTER	35.00
4360L	Postage	7/23/20	MC/POSTMASTER	8.25
4360L	Postage	7/28/20	MC/POSTMASTER	7.85
4360L	Postage	7/30/20	MC/POSTMASTER	7.85
4360L	Postage	7/18/20	UNITED PARCEL SERVICE	500.00
4360L	Postage	7/22/20	EMPLOYEE REIMBURSEMENTS	(8.10)
4380L	Contract Services	7/1/20	VILLAGE OF MT. PROSPECT	6,147.15
4390L	IT Services	7/1/20	MC/PAESSLER	1,004.06
4390L	IT Services	7/6/20	MC/QUICKBASE	175.86
4390L	IT Services	7/15/20	MC/GODADDY.COM, INC.	74.99
4390L	IT Services	7/23/20	MC/ADOBE	359.88
4390L	IT Services	7/27/20	KNOWBE4 INC	777.81
4390L	IT Services	7/19/20	MC/SurveyMonkey	336.00
4390L	IT Services	7/22/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	7/7/20	DYMAXION RESEARCH, LTD	1,242.00
4390L	IT Services	7/10/20	RAILS	643.80
4390L	IT Services	7/15/20	BACKSTAGE LIBRARY WORKS	213.75
4410L	Building Maintenance	7/14/20	OTIS ELEVATOR COMPANY	8,162.44
4410L	Building Maintenance	7/1/20	F.E.MORAN, INC.FIRE PROTECTION	13,800.00
4410L	Building Maintenance	7/1/20	CINTAS FIRE PROTECTION	162.50
4410L	Building Maintenance	7/7/20	BISHOP PLUMBING, INC.	570.65
4410L	Building Maintenance	7/1/20	W. W. GRAINGER, INC.	50.80
4410L	Building Maintenance	7/1/20	W. W. GRAINGER, INC.	231.04
4410L	Building Maintenance	7/1/20	W. W. GRAINGER, INC.	(50.80)
4410L	Building Maintenance	7/1/20	W. W. GRAINGER, INC.	115.48
4410L	Building Maintenance	7/3/20	NERADT ACE HARDWARE	29.55
4410L	Building Maintenance	7/7/20	W. W. GRAINGER, INC.	151.72
4410L	Building Maintenance	7/8/20	NERADT ACE HARDWARE	7.98
4410L	Building Maintenance	7/10/20	W. W. GRAINGER, INC.	152.76
4410L	Building Maintenance	7/10/20	NERADT ACE HARDWARE	24.72
4410L	Building Maintenance	7/16/20	MOUNT PROSPECT PAINT, INC.	24.38
4410L	Building Maintenance	7/20/20	W. W. GRAINGER, INC.	77.29
4410L	Building Maintenance	7/21/20	ANDERSON LOCK CO. LTD	4.09
4410L	Building Maintenance	7/21/20	FILTER SERVICES ILLINOIS	863.44
4410L	Building Maintenance	7/22/20	MOUNT PROSPECT PAINT, INC.	76.28
4410L	Building Maintenance	7/22/20	NERADT ACE HARDWARE	15.27
4410L	Building Maintenance	7/23/20	NERADT ACE HARDWARE	(4.03)
4410L	Building Maintenance	7/1/20	TRU GREEN-CHEM LAWN	199.53
4410L	Building Maintenance	7/31/20	AMERICAN LANDSCAPING INC.	528.00
4410L	Building Maintenance	7/31/20	THE DAVEY TREE EXPERT COMPANY	216.00
4410L	Building Maintenance	7/8/20	SOUND INCORPORATED	40.00
4410L	Building Maintenance	7/1/20	VILLAGE OF MT. PROSPECT	87.16
4420L	Equipment Maintenance	7/6/20	SHELL OIL COMPANY	(3.23)

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4420L	Equipment Maintenance	7/1/20	MC/AMAZON	31.99
4420L	Equipment Maintenance	7/22/20	IMAGE SYSTEMS & BUSINESS SOLUTIONS	3,843.51
4420L	Equipment Maintenance	7/23/20	SIRSIDYNIX	600.00
4420L	Equipment Maintenance	7/24/20	SIRSIDYNIX	3,300.00
4420L	Equipment Maintenance	7/24/20	MC/AMAZON	12.81
4420L	Equipment Maintenance	7/1/20	MC/AMAZON	248.92
4420L	Equipment Maintenance	7/1/20	CDW GOVERNMENT, INC.	39.48
4420L	Equipment Maintenance	7/2/20	MC/AMAZON	48.50
4420L	Equipment Maintenance	7/14/20	NOVAK & PARKER, INC.	444.42
4440L	Janitorial	7/1/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	7/16/20	CINTAS #22	78.76
4440L	Janitorial	7/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	7/21/20	A.N.S., INC.	828.00
4440L	Janitorial	7/30/20	CINTAS #22	78.76
4440L	Janitorial	7/1/20	W. W. GRAINGER, INC.	(11.12)
4440L	Janitorial	7/6/20	NERADT ACE HARDWARE	26.95
4440L	Janitorial	7/6/20	SUPERIOR INDUSTRIAL SUPPLY	288.60
4440L	Janitorial	7/15/20	NERADT ACE HARDWARE	7.99
4440L	Janitorial	7/21/20	WAREHOUSE DIRECT	64.56
4440L	Janitorial	7/22/20	SUPERIOR INDUSTRIAL SUPPLY	126.81
4440L	Janitorial	7/23/20	SYNCHRONY/AMAZON	425.93
4440L	Janitorial	7/29/20	NERADT ACE HARDWARE	24.45
4440L	Janitorial	7/31/20	SUPERIOR INDUSTRIAL SUPPLY	(1.27)
4440L	Janitorial	7/1/20	VILLAGE OF MT. PROSPECT	557.76
4450L	Equipment	7/10/20	J.C. SCHULTZ ENTERPRISES, INC.	92.80
4450L	Equipment	7/9/20	DELL MARKETING L.P.	17,258.88
4450L	Equipment	7/15/20	MC/AMAZON	118.99
4450L	Equipment	7/3/20	MC/AMAZON	111.93
4450L	Equipment	7/16/20	MC/AMAZON	(111.93)
4450L	Equipment	7/24/20	MC/AMAZON	234.00
4450L	Equipment	7/15/20	MC/AMAZON	29.98
4450L	Equipment	7/22/20	CDW GOVERNMENT, INC.	2,751.19
4450L	Equipment	7/1/20	DEMCO	180.78
4450L	Equipment	7/1/20	DEMCO	760.00
4460L	Utilities	7/8/20	CONSTELLATION NEWENERGY- GAS DIV	647.25
4460L	Utilities	7/15/20	VILLAGE OF MT. PROSPECT	1,311.92
4460L	Utilities	7/1/20	VILLAGE OF MT. PROSPECT	308.02
4610L	Adult Books	7/1/20	A. M. BEST COMPANY, INC.	199.75
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	763.32
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	493.87
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	177.82
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	933.77
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	95.35
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	100.92
4610L	Adult Books	7/1/20	INGRAM	52.37
4610L	Adult Books	7/1/20	INGRAM	119.80
4610L	Adult Books	7/1/20	INGRAM	156.01
4610L	Adult Books	7/1/20	INGRAM	195.88
4610L	Adult Books	7/1/20	INGRAM	44.62
4610L	Adult Books	7/1/20	INGRAM	61.24
4610L	Adult Books	7/1/20	INGRAM	122.67

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4610L	Adult Books	7/1/20	INGRAM	4.31
4610L	Adult Books	7/1/20	INFORMATION TODAY	407.53
4610L	Adult Books	7/1/20	INGRAM	39.70
4610L	Adult Books	7/1/20	INGRAM	52.61
4610L	Adult Books	7/1/20	INGRAM	63.82
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	22.57
4610L	Adult Books	7/1/20	A. M. BEST COMPANY, INC.	199.75
4610L	Adult Books	7/1/20	INFORMATION TODAY	304.53
4610L	Adult Books	7/1/20	COLE INFORMATION	466.95
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	368.83
4610L	Adult Books	7/2/20	INGRAM	130.65
4610L	Adult Books	7/2/20	BAKER AND TAYLOR	12.51
4610L	Adult Books	7/5/20	INGRAM	11.29
4610L	Adult Books	7/6/20	BAKER AND TAYLOR	846.52
4610L	Adult Books	7/6/20	INGRAM	20.88
4610L	Adult Books	7/7/20	BAKER AND TAYLOR	763.99
4610L	Adult Books	7/9/20	BAKER AND TAYLOR	671.48
4610L	Adult Books	7/9/20	BAKER AND TAYLOR	7.49
4610L	Adult Books	7/9/20	D & Z HOUSE OF BOOKS	511.00
4610L	Adult Books	7/9/20	INGRAM	38.97
4610L	Adult Books	7/10/20	BAKER AND TAYLOR	652.18
4610L	Adult Books	7/10/20	INGRAM	416.16
4610L	Adult Books	7/13/20	BAKER AND TAYLOR	1,111.03
4610L	Adult Books	7/13/20	BAKER AND TAYLOR	101.47
4610L	Adult Books	7/13/20	INGRAM	9.59
4610L	Adult Books	7/14/20	BAKER AND TAYLOR	116.86
4610L	Adult Books	7/15/20	BAKER AND TAYLOR	515.75
4610L	Adult Books	7/15/20	INGRAM	45.18
4610L	Adult Books	7/16/20	BAKER AND TAYLOR	792.30
4610L	Adult Books	7/16/20	BAKER AND TAYLOR	16.90
4610L	Adult Books	7/16/20	INGRAM	29.37
4610L	Adult Books	7/17/20	BAKER AND TAYLOR	541.22
4610L	Adult Books	7/17/20	INGRAM	48.68
4610L	Adult Books	7/17/20	BAKER AND TAYLOR	68.12
4610L	Adult Books	7/19/20	INGRAM	25.43
4610L	Adult Books	7/19/20	INGRAM	26.62
4610L	Adult Books	7/21/20	BAKER AND TAYLOR	294.08
4610L	Adult Books	7/21/20	BAKER AND TAYLOR	434.73
4610L	Adult Books	7/21/20	INGRAM	11.99
4610L	Adult Books	7/22/20	INGRAM	68.35
4610L	Adult Books	7/23/20	SYNCHRONY/AMAZON	437.35
4610L	Adult Books	7/23/20	BAKER AND TAYLOR	388.03
4610L	Adult Books	7/23/20	INGRAM	15.26
4610L	Adult Books	7/23/20	GENEALOGICAL.COM, INC	24.90
4610L	Adult Books	7/23/20	NEW ENGLAND HISTORIC GENEALOGICAL SOC.	70.92
4610L	Adult Books	7/24/20	BAKER AND TAYLOR	579.99
4610L	Adult Books	7/24/20	INGRAM	78.96
4610L	Adult Books	7/24/20	BAKER AND TAYLOR	649.01
4610L	Adult Books	7/24/20	INGRAM	14.13
4610L	Adult Books	7/25/20	BAKER AND TAYLOR	492.03
4610L	Adult Books	7/27/20	BAKER AND TAYLOR	5.94
4610L	Adult Books	7/27/20	INGRAM	77.35
4610L	Adult Books	7/28/20	BAKER AND TAYLOR	424.05
4610L	Adult Books	7/29/20	INGRAM	220.74
4610L	Adult Books	7/1/20	BAKER AND TAYLOR	51.94

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4610L	Adult Books	7/1/20	BAKER AND TAYLOR	91.24
4610L	Adult Books	7/10/20	BAKER AND TAYLOR	5.94
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	8.48
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	7/1/20	BAKER & TAYLOR INC.	16.16
4620L	Adult AV	7/1/20	MIDWEST TAPE	68.98
4620L	Adult AV	7/1/20	MIDWEST TAPE	94.97
4620L	Adult AV	7/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/1/20	MIDWEST TAPE	104.98
4620L	Adult AV	7/1/20	MIDWEST TAPE	69.98
4620L	Adult AV	7/1/20	MIDWEST TAPE	79.98
4620L	Adult AV	7/1/20	MIDWEST TAPE	44.99
4620L	Adult AV	7/1/20	MIDWEST TAPE	44.99
4620L	Adult AV	7/1/20	BT invoice 2035166506 correction	(198.62)
4620L	Adult AV	7/2/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	7/2/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	7/2/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	7/2/20	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	7/2/20	BAKER & TAYLOR INC.	58.75
4620L	Adult AV	7/8/20	MIDWEST TAPE	355.94
4620L	Adult AV	7/8/20	MIDWEST TAPE	34.99
4620L	Adult AV	7/8/20	MIDWEST TAPE	64.98
4620L	Adult AV	7/8/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/8/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/8/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	7/9/20	BAKER & TAYLOR INC.	35.44
4620L	Adult AV	7/9/20	BAKER & TAYLOR INC.	58.78
4620L	Adult AV	7/9/20	BAKER & TAYLOR INC.	29.32
4620L	Adult AV	7/13/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/13/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/13/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	7/14/20	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	23.66
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	73.41
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	27.90
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	7/20/20	BAKER & TAYLOR INC.	62.38
4620L	Adult AV	7/22/20	MIDWEST TAPE	34.99
4620L	Adult AV	7/22/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/22/20	MIDWEST TAPE	144.96
4620L	Adult AV	7/22/20	MIDWEST TAPE	74.98
4620L	Adult AV	7/22/20	MIDWEST TAPE	19.99
4620L	Adult AV	7/22/20	MIDWEST TAPE	39.99
4620L	Adult AV	7/22/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	7/22/20	BAKER & TAYLOR INC.	11.89

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	7/22/20	MIDWEST TAPE	9.99
4620L	Adult AV	7/23/20	SYNCHRONY/AMAZON	978.93
4620L	Adult AV	7/23/20	SYNCHRONY/AMAZON	(17.99)
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	7/23/20	BAKER & TAYLOR INC.	7.34
4620L	Adult AV	7/24/20	BAKER & TAYLOR INC.	29.32
4620L	Adult AV	7/24/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	7/27/20	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	7/28/20	MIDWEST TAPE	34.99
4620L	Adult AV	7/28/20	MIDWEST TAPE	74.98
4620L	Adult AV	7/28/20	MIDWEST TAPE	169.95
4620L	Adult AV	7/28/20	MIDWEST TAPE	34.99
4620L	Adult AV	7/28/20	MIDWEST TAPE	29.99
4620L	Adult AV	7/28/20	MIDWEST TAPE	55.99
4620L	Adult AV	7/29/20	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	7/29/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	7/29/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	7/29/20	BAKER & TAYLOR INC.	29.36
4620L	Adult AV	7/1/20	BT invoice 2035215210 correction	(557.72)
4620L	Adult AV	7/16/20	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	7/23/20	SYNCHRONY/AMAZON	71.84
4630L	Youth Print	7/1/20	D & Z HOUSE OF BOOKS	177.16
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	259.14
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	399.41
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	227.96
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	287.08
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	580.14
4630L	Youth Print	7/1/20	WORLD BOOK, INC.	189.00
4630L	Youth Print	7/1/20	WATERDOG RECORDS	5.88
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	242.46
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	138.22
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	568.40
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	29.84
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	7/1/20	BT invoice 2035215210 correction	557.72
4630L	Youth Print	7/1/20	BT invoice 2035166506 correction	198.62
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	380.65
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	371.87
4630L	Youth Print	7/1/20	CAVENDISH SQUARE	177.93
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	93.77
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	51.18
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	753.59
4630L	Youth Print	7/2/20	INGRAM	4.79
4630L	Youth Print	7/2/20	BAKER AND TAYLOR	80.87
4630L	Youth Print	7/2/20	BAKER AND TAYLOR	538.07
4630L	Youth Print	7/6/20	BAKER AND TAYLOR	9.60
4630L	Youth Print	7/6/20	CHILDREN'S PLUS INC.	86.79
4630L	Youth Print	7/7/20	BAKER AND TAYLOR	716.97

Mount Prospect Public Library
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 For the Period From Jul 1, 2020 to Jul 31, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	7/7/20	CHILDREN'S PLUS INC.	341.26
4630L	Youth Print	7/8/20	BAKER AND TAYLOR	191.54
4630L	Youth Print	7/9/20	BAKER AND TAYLOR	768.21
4630L	Youth Print	7/9/20	INGRAM	9.60
4630L	Youth Print	7/10/20	BAKER AND TAYLOR	156.43
4630L	Youth Print	7/13/20	INGRAM	205.76
4630L	Youth Print	7/14/20	BAKER AND TAYLOR	14.24
4630L	Youth Print	7/15/20	INGRAM	37.82
4630L	Youth Print	7/16/20	BAKER AND TAYLOR	816.29
4630L	Youth Print	7/16/20	INGRAM	101.00
4630L	Youth Print	7/17/20	BAKER AND TAYLOR	578.97
4630L	Youth Print	7/18/20	BAKER AND TAYLOR	277.40
4630L	Youth Print	7/19/20	INGRAM	13.46
4630L	Youth Print	7/19/20	INGRAM	4.79
4630L	Youth Print	7/20/20	BAKER AND TAYLOR	31.01
4630L	Youth Print	7/21/20	BAKER AND TAYLOR	11.29
4630L	Youth Print	7/21/20	BAKER AND TAYLOR	426.92
4630L	Youth Print	7/22/20	BAKER AND TAYLOR	252.16
4630L	Youth Print	7/23/20	SYNCHRONY/AMAZON	66.84
4630L	Youth Print	7/23/20	INGRAM	7.34
4630L	Youth Print	7/24/20	BAKER AND TAYLOR	512.23
4630L	Youth Print	7/24/20	BAKER AND TAYLOR	828.79
4630L	Youth Print	7/24/20	INGRAM	122.59
4630L	Youth Print	7/24/20	INGRAM	59.94
4630L	Youth Print	7/27/20	BAKER AND TAYLOR	147.63
4630L	Youth Print	7/28/20	BAKER AND TAYLOR	719.07
4630L	Youth Print	7/30/20	BAKER AND TAYLOR	364.25
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	23.65
4630L	Youth Print	7/1/20	BAKER AND TAYLOR	11.27
4640L	Youth AV	7/1/20	BAKER & TAYLOR INC.	57.29
4640L	Youth AV	7/1/20	BAKER & TAYLOR INC.	80.07
4640L	Youth AV	7/1/20	BAKER & TAYLOR INC.	22.03
4640L	Youth AV	7/1/20	BAKER AND TAYLOR	10.73
4640L	Youth AV	7/1/20	WATERDOG RECORDS	3.78
4640L	Youth AV	7/1/20	RECORDED BOOKS, LLC	36.00
4640L	Youth AV	7/1/20	BAKER & TAYLOR INC.	88.16
4640L	Youth AV	7/1/20	BAKER & TAYLOR INC.	58.78
4640L	Youth AV	7/1/20	BAKER & TAYLOR INC.	58.78
4640L	Youth AV	7/1/20	LIBRARY IDEAS, LLC	483.40
4640L	Youth AV	7/1/20	BAKER AND TAYLOR	6.71
4640L	Youth AV	7/1/20	BAKER AND TAYLOR	3.72
4640L	Youth AV	7/1/20	FINDAWAY WORLD, LLC	305.94
4640L	Youth AV	7/6/20	BAKER & TAYLOR INC.	102.84
4640L	Youth AV	7/8/20	MIDWEST TAPE	44.23
4640L	Youth AV	7/8/20	MIDWEST TAPE	132.64
4640L	Youth AV	7/8/20	MIDWEST TAPE	153.66
4640L	Youth AV	7/8/20	MIDWEST TAPE	122.93
4640L	Youth AV	7/8/20	BAKER & TAYLOR INC.	58.78
4640L	Youth AV	7/13/20	BAKER & TAYLOR INC.	19.83
4640L	Youth AV	7/16/20	MIDWEST TAPE	19.99
4640L	Youth AV	7/21/20	BAKER & TAYLOR INC.	51.43
4640L	Youth AV	7/22/20	MIDWEST TAPE	31.99
4640L	Youth AV	7/22/20	MIDWEST TAPE	26.24
4640L	Youth AV	7/22/20	BAKER & TAYLOR INC.	29.38

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

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	7/23/20	SYNCHRONY/AMAZON	218.84
4640L	Youth AV	7/23/20	FINDAWAY WORLD, LLC	378.18
4640L	Youth AV	7/24/20	BAKER & TAYLOR INC.	48.44
4640L	Youth AV	7/27/20	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	7/28/20	MIDWEST TAPE	22.49
4640L	Youth AV	7/29/20	BAKER & TAYLOR INC.	11.02
4650L	Subscriptions	7/1/20	BOOK PAGE	588.00
4650L	Subscriptions	7/1/20	FUTURE PUBLISHING LTD	79.00
4650L	Subscriptions	7/1/20	GUIDEPOSTS	17.94
4650L	Subscriptions	7/1/20	KNIT SIMPLE	42.97
4650L	Subscriptions	7/1/20	POLISH DAILY NEWS	55.00
4650L	Subscriptions	7/1/20	REVEAL MAGAZINE	12.00
4650L	Subscriptions	7/1/20	PADDOCK PUBLICATIONS	192.40
4650L	Subscriptions	7/1/20	U S A TODAY	326.81
4650L	Subscriptions	7/1/20	MC/ALLURE MAGAZINE	7.97
4650L	Subscriptions	7/9/20	MC/EBSCO	11.97
4650L	Subscriptions	7/19/20	MC/RUNNER'S WORLD	25.00
4650L	Subscriptions	7/20/20	MC/VANITY FAIR	22.00
4650L	Subscriptions	7/21/20	CHICAGO TRIBUNE	221.00
4650L	Subscriptions	7/23/20	SYNCHRONY/AMAZON	19.98
4650L	Subscriptions	7/29/20	MC/FUN FOR KIDZ MAGAZINES	55.90
4650L	Subscriptions	7/15/20	MC/ChopChop Magazine	18.95
4650L	Subscriptions	7/23/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	7/1/20	MERGENT, INC.	8,312.00
4660L	Electronic Resources	7/1/20	PROQUEST INFORMATION AND LEARNING	1,881.98
4660L	Electronic Resources	7/1/20	EBSCO SUBSCRIPTION SERVICE	1,800.00
4660L	Electronic Resources	7/1/20	WEST PAYMENT CENTER	1,930.84
4660L	Electronic Resources	7/6/20	CANDID	2,995.00
4660L	Electronic Resources	7/20/20	OXFORD UNIVERSITY PRESS INC.	1,495.00
4661L	Digital Media	7/7/20	OVERDRIVE, INC.	961.02
4661L	Digital Media	7/7/20	OVERDRIVE, INC.	35.00
4661L	Digital Media	7/7/20	OVERDRIVE, INC.	2,408.28
4661L	Digital Media	7/7/20	OVERDRIVE, INC.	202.91
4661L	Digital Media	7/13/20	OVERDRIVE, INC.	537.37
4661L	Digital Media	7/23/20	OVERDRIVE, INC.	247.95
4661L	Digital Media	7/23/20	OVERDRIVE, INC.	60.94
4661L	Digital Media	7/1/20	RECORDED BOOKS, LLC	21.00
4661L	Digital Media	7/1/20	RECORDED BOOKS, LLC	35.00
4661L	Digital Media	7/1/20	RECORDED BOOKS, LLC	600.00
4661L	Digital Media	7/1/20	MIDWEST TAPE	3,893.82
4661L	Digital Media	7/31/20	MIDWEST TAPE	3,741.69
4661L	Digital Media	7/31/20	KANOPY, INC.	421.00
4661L	Digital Media	7/8/20	OVERDRIVE, INC.	153.97
4661L	Digital Media	7/17/20	OVERDRIVE, INC.	415.93
4661L	Digital Media	7/19/20	OVERDRIVE, INC.	244.99
4661L	Digital Media	7/19/20	OVERDRIVE, INC.	110.00
4661L	Digital Media	7/19/20	OVERDRIVE, INC.	395.47
4661L	Digital Media	7/19/20	OVERDRIVE, INC.	562.32
4661L	Digital Media	7/24/20	OVERDRIVE, INC.	669.46
4661L	Digital Media	7/24/20	OVERDRIVE, INC.	654.99
4661L	Digital Media	7/14/20	OVERDRIVE, INC.	321.93
4661L	Digital Media	7/27/20	OVERDRIVE, INC.	338.70

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

Account ID	Account Description	Date	Vendor Name	Amount
4662L	E-Learning	7/1/20	JO-ANN STORES	1,786.00
4662L	E-Learning	7/1/20	TUTOR.COM, INC.	5,700.00
4663L	Library of Things	7/2/20	MC/NETFLIX	15.99
4663L	Library of Things	7/3/20	MC/DISNEY	12.99
4663L	Library of Things	7/3/20	MC/DISNEY	12.99
4663L	Library of Things	7/3/20	MC/DISNEY	12.99
4663L	Library of Things	7/3/20	MC/DISNEY	12.99
4663L	Library of Things	7/3/20	MC/DISNEY	12.99
4663L	Library of Things	7/3/20	MC/DISNEY	12.99
4663L	Library of Things	7/3/20	MC/NETFLIX	15.99
4663L	Library of Things	7/3/20	MC/NETFLIX	15.99
4663L	Library of Things	7/3/20	MC/NETFLIX	15.99
4663L	Library of Things	7/3/20	MC/NETFLIX	15.99
4663L	Library of Things	7/23/20	SYNCHRONY/AMAZON	59.99
4680L	Processing	7/1/20	BAKER AND TAYLOR	10.92
4680L	Processing	7/8/20	BAKER AND TAYLOR	8.53
4680L	Processing	7/9/20	DEMCO	264.92
4680L	Processing	7/13/20	DEMCO	298.02
4680L	Processing	7/13/20	STAPLES BUSINESS ADVANTAGE	356.60
4680L	Processing	7/14/20	WAREHOUSE DIRECT	8.81
4680L	Processing	7/14/20	BAKER AND TAYLOR	0.69
4680L	Processing	7/16/20	DEMCO	519.72
4680L	Processing	7/18/20	BAKER AND TAYLOR	12.38
4680L	Processing	7/25/20	BAKER AND TAYLOR	9.50
4690L	Programs	7/1/20	SPIRIT STORES	1.22
4690L	Programs	7/1/20	MC/WALMART	141.54
4690L	Programs	7/10/20	ANIMAL QUEST ENTERTAINMENT, INC.	289.00
4690L	Programs	7/23/20	W. W. GRAINGER, INC.	49.61
4690L	Programs	7/23/20	MC/WALMART	144.99
4690L	Programs	7/23/20	MC/TARGET	145.00
4690L	Programs	7/29/20	MC/DOLLAR STORE	30.00
4690L	Programs	7/29/20	MC/NINTENDO E-SHOP	37.18
4690L	Programs	7/1/20	MC/STEAM GAMES.COM	5.30
4690L	Programs	7/15/20	MC/THE BOOK BIN	50.84
4690L	Programs	7/9/20	INGRAM	135.37
4690L	Programs	7/10/20	BAKER AND TAYLOR	131.23
4690L	Programs	7/13/20	BAKER AND TAYLOR	49.18
4690L	Programs	7/23/20	BAKER AND TAYLOR	54.70
4690L	Programs	7/23/20	INGRAM	35.35
4690L	Programs	7/24/20	INGRAM	5.99
4690L	Programs	7/24/20	INGRAM	47.92
4690L	Programs	7/17/20	NOEMI RAMOS	75.00
4690L	Programs	7/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	100.00
4690L	Programs	7/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	30.00
				\$ 807,464.27
9560L	Village Hall Shared Expense	7/19/20	AT&T - 50%	221.04
			Total Library Fund Expenses for July, 2020	\$ 807,685.31

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

Account ID	Account Description	Date	Vender Name	Amount
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There were no Capital Project Fund Expenses for July, 2020.

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	6/30/20	To record 07/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for July, 2020				\$ 8,783.33

Gift Fund Expenses by G/L Account #
For the Period From July 1 to July 31, 2020

Account ID	Account Description	Date	Description	Amount
8710G	Gift Fund: Books	7/1/20	PALATINE HISTORICAL SOCIETY - Daily Herald Index (Friendrichs funds)	\$ 1,250.00
Total Gift Fund Expenses for July, 2020				\$ 1,250.00

COVID RELATED EXPENSES YTD 7.31.2020

<u>category</u>	<u>Debit Amt</u>	<u>Credit Amt</u>	<u>Balance</u>
book bins Total	3,626.47		
box trucks Total	1,103.05		
computer misc Total	751.40	162.73	
crates Total	1,484.00		
desk shields Total	6,683.20		
facemasks Total	139.96		
headsets Total	3,879.00		
keyboards Total	149.50	149.50	
masks Total	1,775.65		
misc Total	107.37	116.05	
plp Total	416.39		
quickscan Total	588.22		
sanitizer Total	2,843.12	55.96	
signage Total	399.80		
stiped Total	2,020.00		
stipend Total	6,090.00		
thermometers Total	229.42		
totes Total	512.31		
unclassified Total	299.85		
webcams Total	1,129.50		
wipes Total	105.20		
zoho Total	26.40		
zoom Total	380.71		
Grand Total	34,740.52	484.24	34,256.28

Mount Prospect Public Library
Monthly Library Report for Board of Trustees
July 2020

Circulation

- 1) We began allowing patrons to self-register for Parking Lot Pickup (PLP) appointments at the end of June, which has proven to be very popular. At least 50% of PLP appointments are made via self-registration.
- 2) Late June into July, Polly Gillogly reached out to patrons that had damaged material sitting on our shelves prior to our closure in March, and to patrons who had returned damaged material once we reopened to notify them that we would be forgiving the damaged material and waiving any associated fees. Patrons were incredibly appreciative of the library's consideration, saying they would "pay-it-forward" and would like to donate to the library in the future. Polly also noted that it was great to "see how well library materials in general were handled by patrons during the long isolation period given that many patrons had checked so much more than they normally would have and the fact that we had no idea our closure would have lasted so long."
- 3) The Circulation Department was thrilled to promote Jordan Kurtz to a full-time Circulation Assistant this month!

Community Engagement

- 1) The dedicated and dynamic outreach team continues to place kits out in the community. The kits include materials to make a craft and a sticker or other designation to indicate they are from the library. They have provided us with a mechanism to promote library programming and to increase awareness about the 2020 Census. Kits have also been distributed to families via District 59's food distribution service and to families who are clients at Northwest Compass, Inc.



- 2) The League of Women Voters is interested in collaborating to host voter registration drives. One likely option is to have a table outside the library's main entrance on National Voter Registration Day on September 22nd. We are working with Esther Martinez at the CCC to connect them with the League and offer registration information to the south side community.
- 3) Census 2020 – We continue to work with the Village and our liaison at the Census Bureau to coordinate efforts to increase the response rate. The last day to be counted was moved up from October 31st to September 30th and there will be a final push to get residents to complete the form. With grant funding, the Village was able to create postcard-style handouts with senior-specific content that we will make available at Main Library and CCC. New posters and signage were created and posted at the Main Library and South Branch, and Community Services continues to use social media platforms to increase awareness.

Fiction/AV/Teen

- 1) Virtual programming successes have included the weekly "Let's Talk Books" sessions (filling some of the holes left by in-person book discussions), a remarkably consistent turnout for Teen Think Tank since the pandemic started, and a strong turnout (21 patrons) for a virtual author visit with Liz Fenton and Lisa Steinke.
- 2) In preparation for reopening, high-demand collections were reconfigured to allow easier access and safer browsing.
- 3) FAVT staff have taken on a contactless delivery process for homebound patrons, with consistent and more frequent deliveries.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees
July 2020

Research

- 1) The library began accepting ILL requests for patrons on July 6. There were 242 requests in July with 71 of those requests patron initiated. In July 2019, we had 322 requests.
- 2) Research Staff had eight Reference by Appointment sessions. Topics included email and wifi help, help with Impress LibreOffice, ReferenceUSA and Dice.com, computer buying help, and an overview of small business resources.
- 3) Anne Shaughnessy did extensive research on the Prospect Moose Lodge on Main Street in Mount Prospect for use in a future Mount Prospect Historical Society newsletter.

Registration

- 1) Oversaw and staffed the Welcome Desk in the lobby to greet patrons, monitor mask compliance, and give information about visiting. We interacted with 11,040 patrons from July 6 – July 31. That’s an average of 356 people per day.
- 2) Answered general and registration questions in Library Chat to assist Research Services.
- 3) Assisted Circulation with PLP and made Hold Calls to patrons who don’t have email.

South Branch

- 1) Several successful programs were hosted virtually this month including:
 - a. *Zumba on Zoom*, led by one of our patrons who is a certified Zumba instructor.
 - b. *Loteria*, 20 participants joined this popular Mexican bingo game to try to win fun prizes.
 - c. Maria Romero hosted a *Virtual Scavenger Hunt* for 25 participants who had to solve riddles to find items in their home:
- 2) We safely added an express computer to meet demand for quick tasks such as printing or checking email. Many patrons have been coming in to check their email, register their kids for the upcoming school year, and to apply for jobs.



Youth Services

- 1) A total of 81 teams participated in *Disney Family Trivia Night* hosted by Baig of Tricks Entertainment, presented live-streaming via YouTube Live and online. Participants used two browser windows open simultaneously to watch the live stream and to answer trivia questions.
- 2) Twenty people participated in *STEAM at Home: Edible Science*. The families picked up some assembled supplies from the library and were given a small list of other materials that most people would have on hand.



Solar oven s'mores



Apple browning test



Owen's experiment
(emailed to us)

Mount Prospect Public Library
Monthly Library Report for Board of Trustees
July 2020

- 3) In order to help prepare children to come back into the library, Devin Gackle created a short video featuring Youth staff, which families could watch together to help set expectations. The video was posted on the website and Facebook.

Building & Security

- 1) We implemented multiple safety protocols since opening July 6, 2020: Removed many of the chairs to enforce social distancing guidelines; closed study rooms, Teen Space, and the Discovery Zone; moved some shelving for more space for browsing; removed many of the public computers to maintain proper distancing; installed desk shields on all public service desks; installed signage alerting users to maintain proper distancing and wear face masks.
- 2) We took steps (recommended by ASHRAE) to improve the indoor air quality to help provide the safest possible environment:
 - a. Canceled the night set back on the building control system to prevent stagnant air.
 - b. Increased the amount of outside air we take in and how much of the interior air is exhausted to provide better ventilation.
 - c. Increased the filtration level on the air filters for the air handlers.

Collection & Bibliographic Services

- 1) Although the 610 hold materials we cataloged and processed this month was equal to 25% of our total physical output this month, we handled almost 200 holds less this month than we did in the month of June. More than likely, the drop is due to our efforts in May and June to reduce the backlog of holds that were placed while the physical library was closed to staff.
- 2) Although patrons are still checking out a high volume of our RBdigital magazines, the number of July checkouts decreased by several hundred from the June total. But we are still seeing an average of almost 300 more checkouts per month compared to our pre-COVID-19 months. The unlimited access we added to our subscription in early April certainly accounts for some of the increase as well.
 - a. July: 838 checkouts
 - b. June: 714 checkouts
 - c. May: 1,205 checkouts
 - d. April: 815 checkouts
 - e. January – March: we averaged about 500 uses per each of those months
- 3) In a further effort to increase patron access to our materials through discoverability of titles in our online catalog, Katie Kelly added a MARC field dedicated to describing the “summary” of the title to over 2,000 bibliographic records that were missing a summary. Because search options in Enterprise are only keyword based, this enhancement to the catalog records is particularly valuable. There are often terms used in a summary that are used to describe the content, but which are slightly different than the actual Library of Congress subject headings that must be used when providing subject access to a particular title.

Community Services

- 1) We are very proud of how our reopening graphics and messaging landed to the public. The questions that we received were all very predictable, welcomed, and expected. There were no surprises, and received positive patron interactions shared in communications reports. We tailored what we said and how we said it, so people were prepared. Most important, we didn’t create a rush or confusion for staff. Including our mantras to “Wear a Mask, Give Space, Wash Hands” is something that we will continue to do, and it is also good for the community.

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- 2) On the day of reopening, Amy took two photos – one from March 14, another from July just before reopening – and created a before-and-after to create a story of the past few months. Since we have been tracking social media at MPPL, it turned out to be our top post that we’re aware of. Reach: 4,550+; Reactions: 280+.
- 3) Joanne attended a public webinar “Community Conversation” hosted by Village of Mount Prospect’s Community Engagement Committee. The committee mentioned an ongoing project requesting community COVID-19 stories – a similar effort to the existing dual project between the library and historical society. She emailed the Village of Mount Prospect’s Community Engagement Committee (as a resident, not as staff of MPPL) to encourage combining efforts, rather than competing. They were unaware of the joint venture. The three groups are now set to meet in mid-August.



Human Resources

- 1) Number of terminations: 2
- 2) Number of new hires: None for July 2020
- 3) Open position(s): Circulation Assistant [FT] - internal offer extended & accepted; Computer Technician [FT] - soliciting applicants; Reference Librarian [FT] - soliciting applicants
- 4) Staff anniversaries: None for July 2020
- 5) Developed new performance review documents to facilitate efficiency in completing evaluations past due (during closure) and to balance responsibilities with competing priorities.

Information Technology

- 1) Since staff are now able to access the intranet while off-site, the site was made mobile-friendly so staff can use their phone to access most intranet information and resources.
- 2) A Horizon update was installed that gives us more options regarding the auto-renewal process and staff password requirements.
- 3) The public desk scheduler, S3W, was updated to allow web editing and secure, remote access.
- 4) We’ve increased our Zoho Assist licensing, which we use to allow staff remote access to work computers in order to be able to better support remote work.

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Staff Development

- 1) Purchased Articulate 360 to create eLearning courses as we move staff training from primarily instructor-led classes to online modules.
- 2) Using Rise 360, two new interactive courses for all staff were created: Safety Protocols at MPPL and Opening MPPL to the Public. The Safety Protocol course was also adapted for the Friends/Foundation board members.
- 3) Selected the book, What If I Say the Wrong Thing? 25 Habits for Culturally Effective People by Verna Myers, for an all staff read. All staff will receive a copy of the book to read and work through at their own pace. The Equity, Diversity, Inclusion (EDI) Committee will be reading the book and creating activities including an optional staff book discussion for those staff who would like to participate.

Friends of the Mount Prospect Public Library

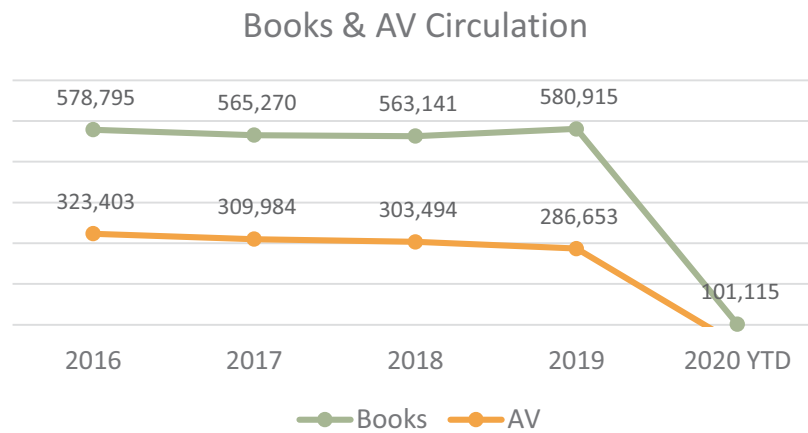
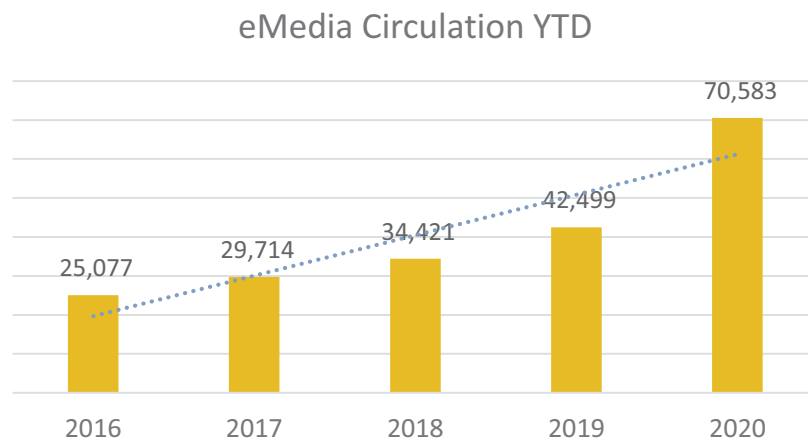
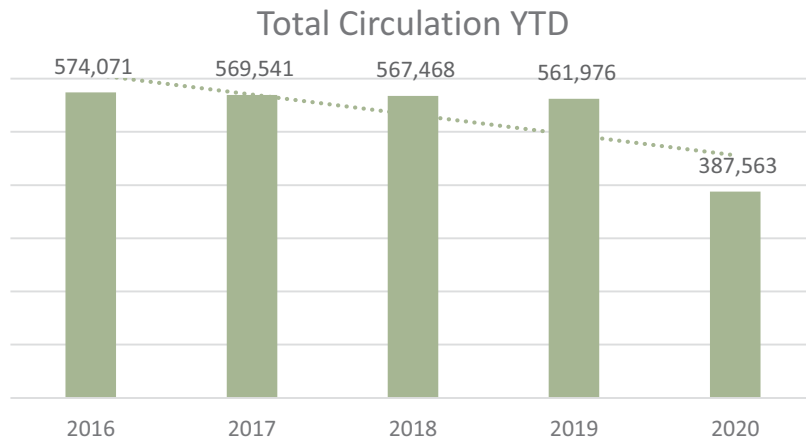
The Friends have canceled the Summer and Fall Book Sales. Through the summer months they have continued to sell materials using eBay and Amazon. Board members have received in-building training modules and are slowly returning to the lower level space to manage inventory.

Mount Prospect Public Library Foundation

The Foundation did not meet in July. Board members have received in-building training modules and are returning to the building to manage finances, process donations and awarded grants. Donations continue to come in for the Jackie Hinaber Memorial Fund.

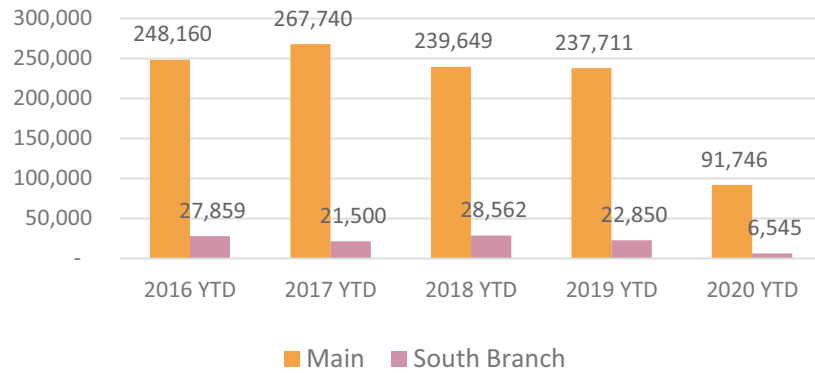
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Statistics

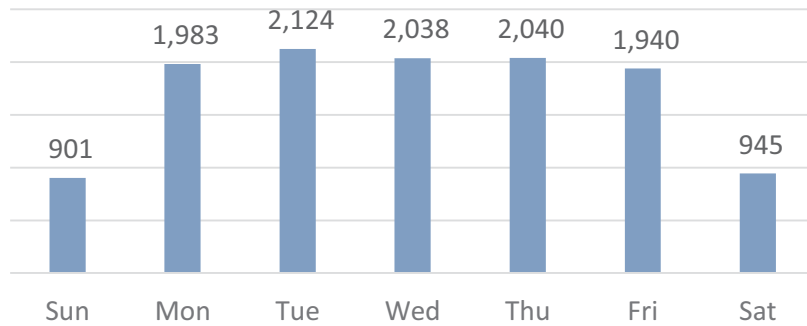


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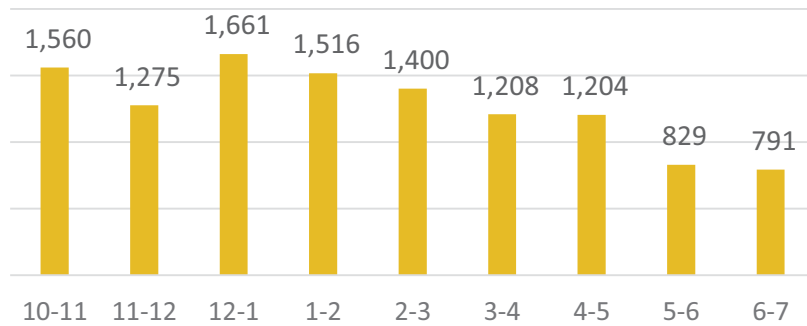
Door Count YTD



Door Count by Day of Week
 July 2020

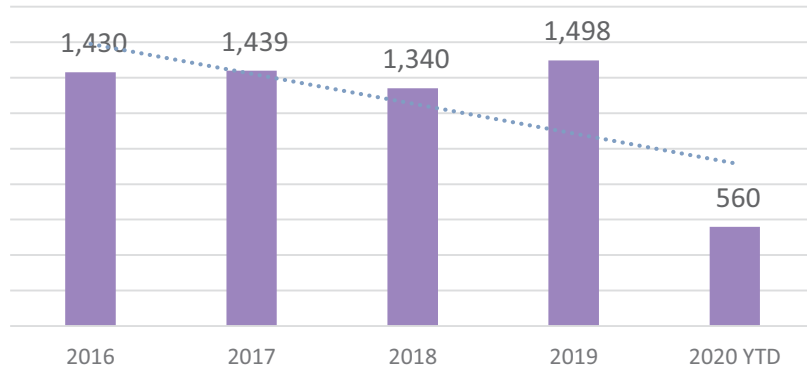


Door Count by Hour
 July 2020

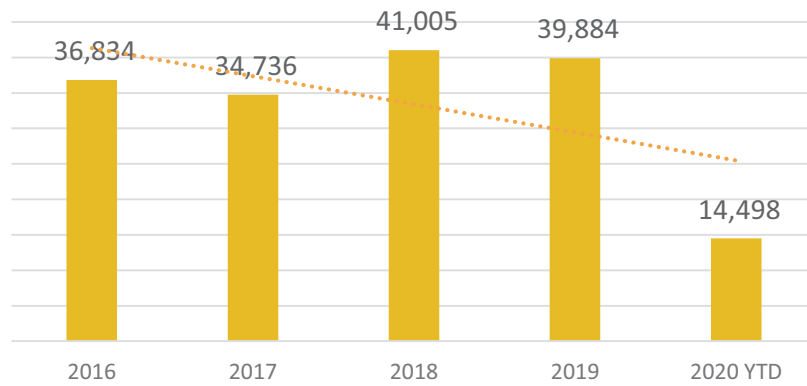


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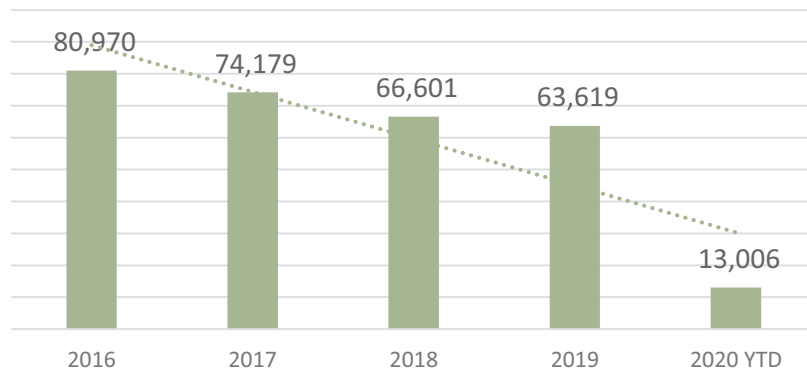
Number of Programs



Program Attendance

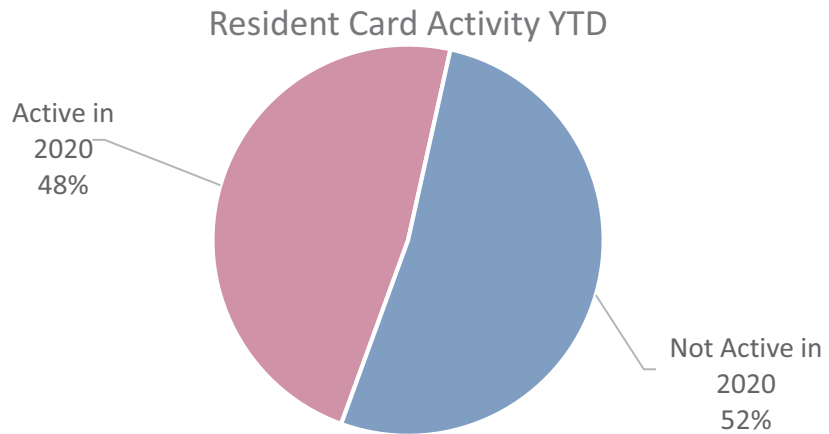
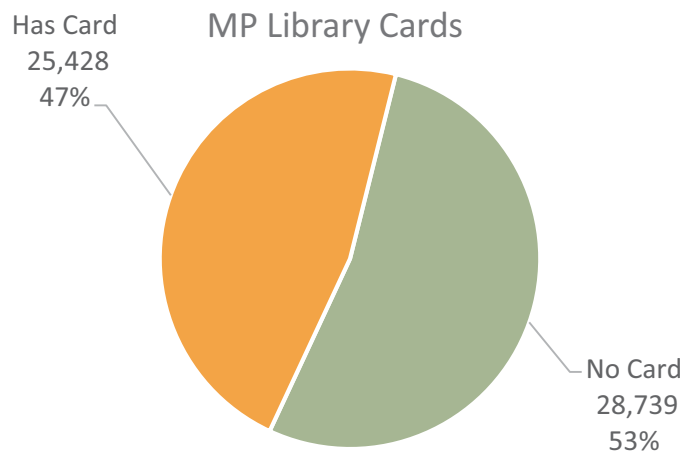
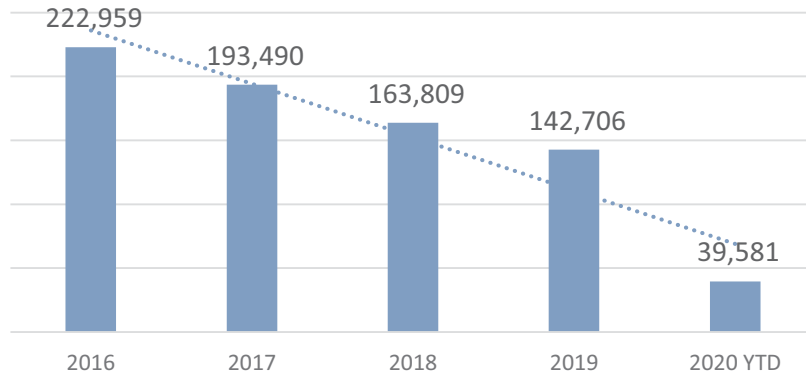


Public Computer Usage (hours)



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Questions Answered



Follow-up from August 6 Budget Workshop

At the Budget and Levy Workshop held on August 6, Trustees asked for more information on a few topics. We can continue to discuss the budget and levy at our Board meeting on 8/20. Our timeline is still the same; we plan to bring a draft of the full budget to the Finance Committee on Thursday, August 3, and we will continue to discuss until we reach approval (no later than 10/1).

Salaries and Compensation Policy

To help facilitate the continuing discussion regarding annual merit increases and our policy describing what happens when staff are at or above the maximum of their grade, I have summarized our current policy and practices.

1) Current annual merit increases

- a. Toward the end of each year, managers submit performance and ranking information for each of their employees to the Executive Director and Human Resources. This process is separate from the Annual Performance Evaluation that occurs around each employee's anniversary date.
- b. The ED and HR review the submitted information for all employees and assign a percentage merit increase based on performance during the past year. The increase varies for each employee, but has been around 2.5%-3.5% for the past several years.
- c. That percentage increase is applied to all employees each January.
 - i. If employees are already at the max of their grade, a 4-year cycle kicks in. For years 1-3, the employee receives a 50% merit bonus based on the amount of increase they would have gotten based on their current salary. This is considered a "lump sum merit bonus in lieu of a merit pay increase." In year 4 the employee receives a 3.5% "longevity" increase to their current salary, even if it puts them over the max of their grade.

2) Current annual performance bonuses

- a. Toward the end of the year, managers submit written narrative requests for high-performing employees to receive a merit bonus in addition to their salary merit increase.
- b. The criteria for the bonuses are listed in our current policy. These bonuses are paid out in January and are subject to same taxes and deductions as appropriate.
- c. Currently there is no specific budget line item for performance bonuses; the cost is included in the general salary line.

In 2019, all staff were awarded a 2% "cost of living" increase in lieu of an increase based on specific performance (merit) information. That 2% increase was distributed to all employees in January 2020.

Replacement/Support costs for Circulating Technology

The replacement and support costs for our circulating technology is fairly minimal. We have an in-house IT department that can provide most break/fix support. Also, the life of circulating technology tends to be fairly short, so budgeting for a replacement cycle is already anticipated.

Prior to any replacement of any technology item, usage and condition will be evaluated to determine if any changes are necessary. For example, three years from now hotspots may be replaced by an entirely new technology.

Hotspots

- \$28.70/month for service for each hotspot (\$350 annually)
- There is no cost for the device
- There is no cost for ongoing support
- 3-year replacement cycle

Laptops/Chromebooks

- About \$500/each for hardware and peripherals
- In-house staff perform regular break fix maintenance
- 3-year replacement cycle

No-Contact Storage Lockers

We are currently verifying if the no-contact storage lockers will work with our catalog software. Once it is confirmed that it is compatible, we will verify that we can support the work with modified processes and procedures. The lead time on receiving these lockers is 8-10 weeks, so we certainly have time to plan.

Fines Free Background

The library stopped assessing late fines in March 2020 when the pandemic hit. This was because the library was closed indefinitely, and it was not appropriate to continue to let fines accrue during this time. Additionally, at the May 21 Board meeting, Trustees approved clearing the fines of all cardholders for a “Fine Amnesty Day”. At that time, we discussed the possibility of officially going “Fines Free” like many of our neighboring libraries. The time has come to revisit this issue. It is the recommendation of staff to officially declare the library “Fines Free” and not go back to assessing late fines.

Goal

The goal is to get our materials back, which is why fines started. If we can get our materials back and not have to charge fines, we should consider it.

Why Go Fines Free?

- It removes barriers and provides more equitable service for all people in the community.
- Financial penalties are counter to the goal of welcoming all into the library.
- It improves the checkout process by allowing staff to focus on positive interactions with patrons. We want to be welcoming, and for people to be excited about visiting the library, not worried about punishment or judgment.
- Fines can discourage the use of library material. We want to encourage more use, not discourage it for fear of punishment if materials are returned late.
- The official ALA recommendation is for libraries to go Fines Free. See the “ALA Resolution on Monetary Library Fines as a Social Inequity” in the board packet.

Financial Impact

We have been seeing fine and fee income decrease over the past several years and expect to see a significant drop this year due to auto-renewals. It’s hard to analyze the exact financial impact because fines (for late items) and fees (for lost items) are coded to the same line and cannot be broken out. We can estimate that we would see a drop of \$40,000 - \$60,000 in the year that fines free is implemented.

Year	Fine AND Lost Income
2015	\$90,645
2016	\$80,370
2017	\$78,631
2018	\$70,989
2019	\$63,630
2020 YTD (Feb 2020)	\$6,757

Comments and Considerations

- Most fines free libraries block accounts once an item is 14 or more days overdue. Patrons cannot check out any other material (or, in some cases, use web resources) until the item is either returned or paid for. Blocking accounts quickly gets the materials back about as quickly as charging fines does.

Mount Prospect Public Library Fines Free Proposal for Board

- We would keep lost/damaged fees for materials, including higher-priced items like in our Library of Things collection.
- Prior to Fines Free, the Niles Library had seen dramatic loss in fine income due to automatic renewals. They introduced a new passport service, which now generates even more revenue for library than fines did.
- The amount of money collected by charging late fees is counteracted by credit card fees and staff time spent on collection of fines.
- All libraries who have gone fines free have indicated no noticeable impact on materials being returned. No excessive wait times for items on hold, no empty shelves, etc. Vernon Area said they actually saw items returned an average of 8 days *earlier* after going Fines Free.
- Ela found 1st time CKOs increased 3% after going fines free. The hold wait times remained steady, and “happiness skyrocketed.”
- Old materials come back because patrons know they won’t be charged for it and feel welcomed back.
- Libraries who have gone fines free have found that doing so actually increased circulation. Removing the fear of using the library’s collection means people may be more likely to check out materials. Patrons whose fines have been forgiven may now return to using the library again. Removing barriers to entry makes it likely that more patrons will return to the library and check out items.

COVID-19 Considerations

- There is a significant reduction in the handling of physical money
- We save staff time by not having to make bank runs, roll coins, etc.

Because we have already temporarily stopped assessing fines, there won’t be a dramatic start date, and staff have some details to work out before we formally announce it to the community. As soon as those details are worked out, we will make sure to publicize it appropriately.

Local Libraries That Went Fines Free (a small sample)

- Algonquin – 2014
- Ela – 2015
- Vernon Area – 2015
- Chicago Public Library - 2019
- Indian Trails – October 2019
- Skokie – January 2020
- Prospect Heights – March 2020
- Niles – April 2020
- Northbrook - April 2020
- Schaumburg – April 2020
- Elk Grove – May 2020
- Park Ridge – July 2020

Scope and Approval

The recommendation is for everyone who uses the Mount Prospect Library to not accrue late fines; both residents and non-residents. All materials in the library are included, with the potential exception of our Library of Things collection (laptops, Roku, hotspots, etc.). It would be helpful if staff had some leeway to consider fines for a very small number of items, some which are known now, but there may be others in the future. If this concept is approved by the Board, our policies will need to be updated, and staff will bring those to the Board at a future meeting.

Should the Board want to approve Fines Free for MPPL, the wording can be:

“I move to permanently eliminate late fines for all registered cardholders effective immediately, excepting special collections designated by staff.”



Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 28, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it



Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that "The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.";
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.
4. establish a working group to develop information resources, including strategies and tips, for libraries interested in abolishing fines, with a report due to Council at the 2019 Annual Conference

Adopted by the Council of the American Library Association
Monday, January 28, 2019, in Seattle, WA

A handwritten signature in black ink, appearing to read "Mary W. Ghikas".

Mary W. Ghikas, Executive Director
and Secretary of the ALA Council