

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

Regular Board Meeting
October 15, 2020 7:00 p.m.
Meeting Room A
AMENDED AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Audience to Visitors**
- 4. Consent Agenda**
 - a. Approve Minutes of Regular Board Meeting of September 17, 2020 **(4-5)**
 - b. Approve September 2020 Bills **(7-19)**
 - c. Approve Social Media Policy **(21-22)**
 - d. Approve Ordinance No. 2020-2 Amending the Village/Library IGA **(23-25)**
 - e. Approve IGA **(26-42)** and Resolution No. 2020-2 **(43)** with Cook County for Coronavirus Relief Funds
- 5. Approve September 2020 Financial Report (Action) (6)**
- 6. Review of 2021 Per Capita Grant Requirements**
- 7. Executive Director Report (2-3)**
Monthly Library Report **(44-52)**
Pandemic Response Update - presentation
- 8. Trustee Reports**
Trustee reports or topic suggestions for future meetings
- 9. Calendar items**
 - a. Foundation Board Meeting – October 26 – Brian Gilligan
 - b. Village of Mount Prospect 1st Levy Reading – November 4
 - c. Committee of the Whole Meeting – November 5 (tentative)
 - d. Village of Mount Prospect 2nd Levy Reading and Approval – November 17
 - e. Regular Board Meeting – November 19
 - f. Foundation Board Meeting – November 23 – Sylvia Haas
 - g. Library Closed November 26
 - h. 40th Annual Teddy Bear Walk – Celebrate the entire month of December
 - i. Committee of the Whole Meeting – December 3 (tentative)
 - j. Regular Board Meeting – December 17
 - k. Library Closed December 24 and 25
 - l. Library Closes at 5 p.m. December 31
- 10. Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
October 15, 2020**

1. **Consent Agenda.** This is agenda item number 4. There are several operational documents on the consent agenda this month. If you would like to discuss any of them in more detail, you can request that they be removed from the consent agenda and discussed and voted on separately.
 - a. **Social Media Policy.** Our social media policy has been updated to better reflect the current online environment.
 - b. **Ordinance 2020-2 Amending the Village/Library IGA.** As discussed at our last board meeting, we have worked with the Village to amend our bond repayment Intergovernmental Agreement (IGA) to eliminate the balloon payment next year, and instead allow the final payments to be made in 2021 and 2022. The Village will be approving a similar document.
 - c. **Coronavirus Relief Funds.** The library is applying for \$5,000 in coronavirus relief funds from Cook County, to be used to offset the costs of covid-related purchases this year (i.e., hand sanitizer, sneeze shields, masks, etc.)

"I move to [establish and] approve the consent agenda as presented."

2. **September 2020 Financial Report.** This is agenda item number 5. Spending year-to-date is about 12% below budget. We have received 91.4% of the 2019 revenue; typically we would have collected around 97% by this time. We anticipate additional revenue after the extended payment deadline of October 31. See more details on the Treasurer's Report in the packet.

"I move to approve the September 2020 Financial report as presented."

3. **Review of 2021 Per Capita Grant Requirements.** This is agenda item number 6. Each year the Illinois State Library requires that staff and trustees complete certain training/education activities in order to be eligible to receive the annual grant (\$68k). Although the actual requirements for 2021 have not yet been published yet, word on the street is that we will need to review the entirety of version 4 of the Standards for Illinois Public Libraries. I plan to provide the reading material to Trustees, but to actually review the standards, I plan to include completed checklists for each of the thirteen chapters in future board packets. We typically are able to complete the requirements by this time of the year, as the deadline is usually in January. There has been some talk about the deadline being pushed to March, but again, no information is available yet.
4. **Director and Library Services Report.** This is agenda item number 7. This month I will be giving a presentation about our pandemic response since March, and what we can expect going forward.

Below are a few items that aren't in the services report:

- We've had about 300 homemade masks donated to the library and have given away about 250.
- We have seen a dramatic increase in usage of the library app, with a 139% increase in people creating holds.
- This is the 40th year of the annual Teddy Bear Walk. "Celebrate the 40th annual Mount Prospect Teddy Bear Walk with a variety of activities you can enjoy at home and around town. Pick up a Crafts-To-Go Kit from Youth Services or South Branch to decorate your own teddy bears. Put a bear in your window to be part of a Village-wide DIY teddy bear scavenger hunt! How many

Mount Prospect Public Library
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bears can you find in windows around Mount Prospect? Check our Teddy Bear Walk website for a list of participating businesses. Send a message to Santa from November 23-December 14 and you will get a message back! Watch for a video on our website with our favorite performers, folk singer Mark Dvorak and juggler Chris Fascione, and special guests Ted E. Bear and Mr. and Mrs. Claus. Check mopl.org beginning December 1 for all the details! Thank you to the Friends of the Library for sponsoring this celebration.”

5. **Calendar Items.** This is agenda item number 9. A Trustee usually accompanies the Executive Director to the 2nd Levy reading at Village Hall. This year the meeting is on Tuesday, November 17 at 7:00 p.m. I will be looking for a volunteer to attend this year.
6. **Library Trustee Election.** This year the library has three seats up for election on April 6, 2021. Two to serve 6-year terms, and one to serve a 2-year term. The seats are currently held by Trustees Bass, Haas, and O’Sullivan.

Individuals interested in running for Library Trustee are advised to visit:

- a. State Board of Elections website:
 - i. <https://www.elections.il.gov/>
- b. Village of Mount Prospect website:
 - i. <https://www.mountprospect.org/Home/Components/News/News/9057/1042>

We have posted an informational packet on the website with general library information and links to election information.

**Regular Board Meeting
September 17, 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 7:03 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff Present: Karen Almeleh, Anne Belden, Laura Bos, Jo Broszczak, Carol Capra, Beth Corrigan-Buchen, Rosemary Groenwald, Julie Jurgens, Jan Peterson, Su Reynders, Mary Smith, Suzanne Yazel

Visitors: Karen Agoranos, Naomi O'Sullivan, Pat O'Sullivan

3. Swearing in of Trustee Kristine O'Sullivan

Mount Prospect Village Clerk Karen Agoranos swore in new Library Trustee Kristine O'Sullivan.

4. Audience to Visitors

No visitors were present.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of August 20, 2020
- b. Approve Minutes of Special Board Meeting of September 3, 2020
- c. Approve Minutes of Personnel Committee Meeting of September 8, 2020
- d. Approve February 2020 Bills
- e. Approve August 2020 Bills

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to establish and approve the consent agenda as submitted. Voice vote carried unanimously.

6. Approve August 2020 Financial Report

Trustees reviewed the Treasurer's Report and noted that to date only 88% of the 2019 levy has been collected, compared with the usual 96%. The library anticipates additional revenue later in the year due to the extended Cook County deadline.

Motion was made by Trustee Gilligan and seconded by Trustee Gens to approve the August 2020 financial report as presented. Voice vote carried unanimously.

7. Approve 2021 Budget and 2020 Levy Resolution

Trustees discussed the 2021 budget and 2020 levy, reviewing expenditures, revenues, and library services. Director Reynders reported that the Village of Mount Prospect will present an amended Intergovernmental Agreement regarding the balloon payment on the current bond debt.

Motion was made by Trustee Duebner and seconded by Trustee Gens to approve the 2021 budget and 2020 levy as presented, including the 2021 salary scale and capital expenditures. Voice vote carried unanimously.

8. Approve Ordinance No. 2020-1 Establishing Reserve Fund and Transfer Initial Funds

The Board reviewed the proposed ordinance and discussed the benefits and drawbacks of establishing a formal reserve fund per statute 75 ILCS 5/5-8.

Motion was made by Trustee Fulk and seconded by Trustee Bass to approve Ordinance No 2020-1 Establishing a Reserve Fund as presented and authorized the transfer of the balance of the previous Capital Projects Reserve Fund (\$2,626,773) and \$800,000 from the Library Fund no later than September 30, 2020.

9. Personnel Committee Report

President Haas reported on the recent Personnel Committee meeting establishing the process and documentation to be followed for the annual Executive Director evaluation.

10. Executive Director and Monthly Library Reports

Carol Capra and Mary Smith from the Youth Services Department shared information about library services, including outdoor programs and activities, and support for schools and parents during the current remote learning situation.

The Board discussed the current public hours and the pros and cons of extending them or keeping them the same until there is additional information from the State or County. Trustees suggested that if the library stays open until 8:00 p.m., that it be for all weekdays for ease of remembering. No decisions were made during the meeting.

11. Trustee Reports

Trustees made the following suggestions: update the website banners with more specific and up-to-date information, post meeting room reservation information on the website.

12. Calendar Items

- a. Joint Boards Dinner (cancel for this year)
- b. Foundation Board Meeting – September 28 – Terri Gens
- c. Placeholder for Special Meeting – October 1 (possibly virtual for IGA amendment)
- d. Regular Board Meeting – October 15
- e. Foundation Board Meeting – October 26 – Brian Gilligan

13. Adjournment

Regular meeting adjourned at 8:09 p.m.

Terri Gens, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of September 30, 2020

Library General Fund	\$	6,852,057
Working Cash Fund	\$	2,210,565
Capital Projects Restricted Fund	\$	3,427,056
Debt Service Fund	\$	2,128,813
Gift Fund	\$	563,743
Total All Funds	\$	15,182,234

Cash Disbursements September 2020 **\$672,156.61**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,062,622
Annual Operating Budget 2020	\$	9,713,122
Combined Balance - Months in Reserve		11.2
Combined Balance - Percentage in Reserve		93%

YTD September Spending

- * About \$858,000 below the year-to-date budget
- * YTD Actual is 12.0% below YTD budget.

Percent of Full Year Budget Spent to date

- * YTD expected to spend 73.8% of the annual budget
- * Spending to date was actually closer to 65.0% of the annual budget
- * Last year we had expended about 69.8% of the annual budget

Levy Collection

- * To date 91.4% of the 2019 Levy has been collected
- * Last year 96.6% of the 2018 Levy had been collected through September 2019
- * Historically, over the past six years, 96.6% to 98.2% (average of 97.4%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 9/30/2020

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 322,580	\$ 10,699,610
Taxes Allocated to Other Funds	(42,649)	(1,874,616)
Personal Property Replacement Taxes	5,824	45,878
Interest Income	782	35,590
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	1,298	20,582
Friends & Foundation Reimbursements	1,204	8,089
Village Reimbursements	-	1,459
<i>Total Revenues</i>	<u>\$ 289,039</u>	<u>\$ 8,936,592</u>
Expenditures		
Salaries & Benefits	\$ 567,714	\$ 5,039,083
Management Expense	28,303	185,362
Operating Expenses	7,737	127,024
Building Expense	20,998	273,899
Services and Resources	64,713	683,457
Friends & Foundation Reimbursable Expenses	226	8,843
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	156	1,906
<i>Total Expenditures</i>	<u>\$ 689,847</u>	<u>\$ 6,319,574</u>
Transfer to Capital Projects Restricted Fund	800,000	1,300,000
<i>Total Expenditures/Transfers</i>	<u>\$ 1,489,847</u>	<u>\$ 7,619,574</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (1,200,808)	\$ 1,317,018
Fund Balance - Beginning of Period	8,052,865	5,535,039
Fund Balance - End of Period	<u>\$ 6,852,057</u>	<u>\$ 6,852,057</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,210,333	\$ 2,198,279
Interest Allocation	232	12,286
Fund Balance - End of Period	<u>\$ 2,210,565</u>	<u>\$ 2,210,565</u>
Capital Projects Restricted Fund		
Revenues		
Property Taxes	\$ -	\$ 421,476
Transfer from Library Fund	800,000	1,300,000
Interest Income	283	11,307
<i>Total Revenues</i>	<u>\$ 800,283</u>	<u>\$ 1,732,783</u>
Expenditures		
Building & Grounds	\$ -	\$ 19,135
Library Equipment (new van)	-	29,689
Library Furnishings	-	17,064
Other Expenditures	-	2,001
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ -</u>	<u>\$ 67,889</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 800,283	\$ 1,664,894
Fund Balance - Beginning of Period	2,626,773	1,762,162
Fund Balance - End of Period	<u>\$ 3,427,056</u>	<u>\$ 3,427,056</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 42,650	\$ 1,453,141
Interest Income	222	6,668
<i>Total Revenues</i>	<u>\$ 42,872</u>	<u>\$ 1,459,809</u>
Expenditures		
Interest Expense	\$ 8,784	\$ 79,050
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,784</u>	<u>\$ 79,500</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 34,088	\$ 1,380,309
Fund balance - Beginning of Period	2,094,725	748,504
Fund balance - End of Period	<u>\$ 2,128,813</u>	<u>\$ 2,128,813</u>
Gift Fund		
Revenues	\$ 1,962	\$ 12,565
Expenditures	75	3,459
Excess (Deficiency) of Revenues over Expenditures	\$ 1,887	\$ 9,106
Fund Balance - Beginning of Period	561,856	554,637
Fund Balance - End of Period	<u>\$ 563,743</u>	<u>\$ 563,743</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
September 30, 2020**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 567,714.43	
Management Expense (4210L - 4290L)	28,303.20	
Operating Expenses (4310L - 4390L)	7,736.58	
Building Expense (4410L - 4460L)	20,998.11	
Services and Resources (4610L - 4690L)	64,712.54	
Friends & Foundation reimbursable expenses (9530L and 9540L)	225.49	
VOMP reimbursable expenses (9560L)	156.20	
Grant Expenses (9570L)	-	
Total September 2020 Library General Fund Expenses		\$ 689,846.55

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 52.50	
Operating Expense Reimbursements received	3,873.60	
August 2020 Accrued Payroll & Benefits	269,859.06	
August 2020 Credit Card Payable	19,696.09	
August 2020 Accounts Payable	24,998.32	
September Accounts Receivable adjustment	(193.00)	
Disbursement for patron refund offset to fine income	14.00	
Disbursements for Gift Fund	75.00	
		318,375.57

Deductions for Library General Fund Cash Disbursements:

September 2020 Accrued Payroll & Benefits	\$ 306,318.98	
September 2020 Credit Card Payable	17,256.79	
September 2020 Accounts Payable	12,406.10	
Miscellaneous	74.10	
Payment of Nayax invoices & merchant fees by income offset	431.56	
Payment of Credit Card Merchant fees by income offset	19.96	
		(336,507.49)
<i>Total Library General Fund cash disbursed</i>		\$ 671,714.63

CAPITAL PROJECTS RESTRICTED FUND

September 2020 Expenses	\$ -	
Plus: August 2020 Accounts Payable	441.98	
Less: September 2020 Accounts Payable	-	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		441.98

DEBT SERVICE FUND

September 2020 Expenses	\$ 8,783.35	
Plus: August 2020 Interest Payable	26,349.99	
Less: September 2020 Interest Payable	(35,133.34)	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

September 2020 Expenses	\$ 75.00	
Plus: August 2020 Accounts Payable	-	
Less: September 2020 Accounts Payable	(75.00)	
<i>Total Gift Fund cash disbursed</i>		0.00

TOTAL CASH DISBURSEMENTS, September 2020

\$ 672,156.61

Mount Prospect Public Library
 Library Fund Expenses by G/L Account #
 For the Period From Sep 1, 2020 to Sep 30, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	9/1/20	08/31/2020 accrued payroll reversal	\$ (231,886.00)
4110L	Salaries	9/3/20	PAYROLL - PAYCOM	202,900.52
4110L	Salaries	9/17/20	PAYROLL - PAYCOM	202,140.40
4110L	Salaries	9/30/20	09/30/2020 accrued payroll	262,844.00
4120L	IMRF	9/1/20	08/31/2020 accrued payroll reversal	(22,677.00)
4120L	IMRF	9/28/20	VILLAGE OF MT. PROSPECT - IMRF	39,834.41
4120L	IMRF	9/30/20	09/30/2020 accrued payroll	25,511.00
4130L	MC / FICA	9/1/20	08/31/2020 accrued payroll reversal	(16,645.00)
4130L	MC / FICA	9/3/20	PAYROLL - PAYCOM	14,564.55
4130L	MC / FICA	9/17/20	PAYROLL - PAYCOM	14,522.21
4130L	MC / FICA	9/30/20	09/30/2020 accrued payroll	18,877.00
4140L	Insurance - Medical	9/28/20	VILLAGE OF MT. PROSPECT	57,728.34
4230L	Printing	9/1/20	BANNERVILLE USA	95.00
4230L	Printing	9/1/20	BANNERVILLE USA	310.00
4230L	Printing	9/1/20	DESIGN GROUP SIGNAGE	425.00
4240L	Marketing	9/10/20	MC/AMAZON	34.80
4240L	Marketing	9/12/20	BLICK ART MATERIALS	52.99
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	9/1/20	AMERICAN LIBRARY ASSOCIATION	199.00
4280L	Human Resources	9/23/20	MC/AMSTERDAM PRINTING & LITHO	151.22
4280L	Human Resources	9/3/20	PAYROLL - PAYCOM	830.25
4280L	Human Resources	9/17/20	PAYROLL - PAYCOM	850.28
4280L	Human Resources	9/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	9/1/20	ALA	193.00
4280L	Human Resources	9/3/20	MEDIA PARTNERS CORPORATION	2,421.92
4280L	Human Resources	9/29/20	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	9/30/20	MC/GOV FINANCE OFFICERS ASSOC	135.00
4280L	Human Resources	9/8/20	INGRAM	25.12
4280L	Human Resources	9/11/20	MC/MGMT ASSOC: HR SOURCE	445.00
4280L	Human Resources	9/30/20	MC/MGMT ASSOC: HR SOURCE	995.00
4280L	Human Resources	9/1/20	MT PROSPECT CHAMBER OF COMMERCE	120.00
4290L	Other Operating	9/4/20	NAYAX LLC	29.35
4290L	Other Operating	9/11/20	NAYAX LLC	9.11
4290L	Other Operating	9/18/20	NAYAX LLC	10.13
4290L	Other Operating	9/25/20	NAYAX LLC	13.47
4290L	Other Operating	9/30/20	PROPAY	19.96
4290L	Other Operating	9/30/20	HEARTLAND	13.55
4290L	Other Operating	9/1/20	HR SOURCE (MANAGEMENT ASSOC)	3,200.00
4290L	Other Operating	9/1/20	HR SOURCE (MANAGEMENT ASSOC)	150.00
4290L	Other Operating	9/16/20	PRODUCT LLC	12,000.00
4290L	Other Operating	9/1/20	UNIVERSITY OF WISCONSIN-MADISON	20.00
4290L	Other Operating	9/1/20	SUPERIOR INDUSTRIAL SUPPLY	212.50
4290L	Other Operating	9/3/20	MC/ULINE	853.05
4290L	Other Operating	9/11/20	WAREHOUSE DIRECT	46.99
4290L	Other Operating	9/11/20	STAPLES BUSINESS ADVANTAGE	18.96
4290L	Other Operating	9/11/20	STAPLES BUSINESS ADVANTAGE	79.96
4290L	Other Operating	9/14/20	MC/ZOOM	104.93

Mount Prospect Public Library
 Library Fund Expenses by G/L Account #
 For the Period From Sep 1, 2020 to Sep 30, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	9/15/20	STAPLES BUSINESS ADVANTAGE	68.46
4290L	Other Operating	9/15/20	WAREHOUSE DIRECT	39.95
4290L	Other Operating	9/17/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,070.00
4290L	Other Operating	9/22/20	MC/AMAZON	633.00
4290L	Other Operating	9/1/20	COOK COUNTY REFUND	(15.00)
4290L	Other Operating	9/1/20	INTERIOR TROPICAL GARDENS	60.00
4290L	Other Operating	9/14/20	DEX MEDIA	23.00
4290L	Other Operating	9/2/20	MC/TULTEX.COM	30.00
4310L	Telecommunications	9/11/20	AT&T	720.66
4310L	Telecommunications	9/13/20	AT&T	1,777.04
4310L	Telecommunications	9/1/20	COMCAST CABLE	203.35
4310L	Telecommunications	9/4/20	AT&T prior month correction	(19.37)
4310L	Telecommunications	9/19/20	AT&T	320.47
4310L	Telecommunications	9/28/20	VERIZON WIRELESS	345.97
4310L	Telecommunications	9/21/20	MC/T-MOBILE	574.00
4310L	Telecommunications	9/4/20	AT&T - 50% prior month correction	9.69
4310L	Telecommunications	9/19/20	AT&T - 50%	146.52
4340L	Office Supplies	9/10/20	WAREHOUSE DIRECT	419.40
4340L	Office Supplies	9/30/20	WAREHOUSE DIRECT	(298.56)
4340L	Office Supplies	9/3/20	STAPLES BUSINESS ADVANTAGE	(12.77)
4340L	Office Supplies	9/14/20	WAREHOUSE DIRECT	42.34
4340L	Office Supplies	9/15/20	WAREHOUSE DIRECT	1.09
4340L	Office Supplies	9/21/20	DEMCO	22.30
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	104.69
4340L	Office Supplies	9/3/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	22.99
4340L	Office Supplies	9/14/20	WAREHOUSE DIRECT	84.80
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	27.11
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	18.96
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	18.46
4340L	Office Supplies	9/14/20	WAREHOUSE DIRECT	11.99
4340L	Office Supplies	9/18/20	STAPLES BUSINESS ADVANTAGE	15.99
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	75.31
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	37.41
4340L	Office Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	6.60
4340L	Office Supplies	9/14/20	WAREHOUSE DIRECT	1.99
4350L	Library Supplies	9/1/20	ELM USA, INC.	521.95
4350L	Library Supplies	9/1/20	ELM USA, INC.	36.25
4350L	Library Supplies	9/11/20	STAPLES BUSINESS ADVANTAGE	51.24
4350L	Library Supplies	9/12/20	MC/BAYSCAN TECHNOLOGIES	1,038.18
4350L	Library Supplies	9/14/20	WAREHOUSE DIRECT	81.73
4350L	Library Supplies	9/21/20	W. W. GRAINGER, INC.	36.00
4350L	Library Supplies	9/8/20	MC/AMAZON	49.47
4350L	Library Supplies	9/22/20	MC/AMAZON	21.98
4350L	Library Supplies	9/29/20	W. W. GRAINGER, INC.	58.60
4360L	Postage	9/14/20	MC/POSTMASTER	69.95
4360L	Postage	9/18/20	MC/POSTMASTER	7.75
4360L	Postage	9/18/20	MC/POSTMASTER	88.30
4390L	IT Services	9/6/20	MC/QUICKBASE	175.86
4390L	IT Services	9/15/20	MC/GODADDY.COM, INC.	74.99
4390L	IT Services	9/23/20	MC/ZOHO CORPORATION	250.00
4390L	IT Services	9/22/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	9/10/20	MC/DELICIOUS BRAINS	174.30
4390L	IT Services	9/11/20	MC/PUBLISH PRESS	83.85
4390L	IT Services	9/28/20	BACKSTAGE LIBRARY WORKS	213.75

Mount Prospect Public Library
 Library Fund Expenses by G/L Account #
 For the Period From Sep 1, 2020 to Sep 30, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4410L	Building Maintenance	9/1/20	COMPLETE TEMPERATURE SYSTEMS	1,637.00
4410L	Building Maintenance	9/1/20	TRANE	2,000.00
4410L	Building Maintenance	9/1/20	TRANE	2,000.00
4410L	Building Maintenance	9/15/20	COMPLETE TEMPERATURE SYSTEMS	409.00
4410L	Building Maintenance	9/10/20	MOUNT PROSPECT PAINT, INC.	88.05
4410L	Building Maintenance	9/14/20	THE HOME DEPOT CRC	18.88
4410L	Building Maintenance	9/15/20	NERADT ACE HARDWARE	27.41
4410L	Building Maintenance	9/29/20	W. W. GRAINGER, INC.	4.14
4410L	Building Maintenance	9/29/20	W. W. GRAINGER, INC.	208.60
4410L	Building Maintenance	9/8/20	TRU GREEN-CHEM LAWN	80.91
4410L	Building Maintenance	9/11/20	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	9/21/20	W. W. GRAINGER, INC.	29.80
4420L	Equipment Maintenance	9/25/20	NERADT ACE HARDWARE	67.19
4420L	Equipment Maintenance	9/6/20	SHELL OIL COMPANY	(7.51)
4420L	Equipment Maintenance	9/14/20	SHELL OIL COMPANY	23.75
4420L	Equipment Maintenance	9/24/20	DESIGN GROUP SIGNAGE	275.00
4420L	Equipment Maintenance	9/22/20	MC/AMAZON	349.93
4420L	Equipment Maintenance	9/4/20	NAYAX LLC	290.00
4420L	Equipment Maintenance	9/11/20	NAYAX LLC	79.50
4420L	Equipment Maintenance	9/18/20	MIDCO, INC.	563.50
4420L	Equipment Maintenance	9/8/20	MC/AMAZON	55.51
4440L	Janitorial	9/1/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	9/11/20	CINTAS #22	70.92
4440L	Janitorial	9/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	9/24/20	CINTAS #22	70.92
4440L	Janitorial	9/3/20	WAREHOUSE DIRECT	252.00
4440L	Janitorial	9/8/20	WAREHOUSE DIRECT	116.05
4440L	Janitorial	9/8/20	WAREHOUSE DIRECT	203.12
4440L	Janitorial	9/9/20	NERADT ACE HARDWARE	26.98
4440L	Janitorial	9/16/20	WAREHOUSE DIRECT	251.14
4440L	Janitorial	9/17/20	SUPERIOR INDUSTRIAL SUPPLY	79.20
4440L	Janitorial	9/19/20	MC/UnoCLEAN	300.95
4440L	Janitorial	9/30/20	WAREHOUSE DIRECT	298.56
4440L	Janitorial	9/30/20	W. W. GRAINGER, INC.	7.55
4450L	Equipment	9/9/20	MURPHY SECURITY SOLUTIONS	5,672.00
4450L	Equipment	9/22/20	MC/AMAZON	80.99
4450L	Equipment	9/2/20	BAYSCAN TECHNOLOGIES, LLC.	1,220.00
4450L	Equipment	9/22/20	MC/VIVO WHOLESALE	1,104.95
4460L	Utilities	9/15/20	CONSTELLATION NEWENERGY- GAS DIV.	846.88
4460L	Utilities	9/15/20	VILLAGE OF MT. PROSPECT	1,365.36
4610L	Adult Books	9/1/20	BAKER AND TAYLOR	1,198.79
4610L	Adult Books	9/1/20	BAKER AND TAYLOR	42.93
4610L	Adult Books	9/1/20	FAMILY ROOTS PUBLISHING COMPAN	191.25
4610L	Adult Books	9/1/20	INGRAM	17.98
4610L	Adult Books	9/1/20	INGRAM	130.74
4610L	Adult Books	9/1/20	INGRAM	252.12
4610L	Adult Books	9/1/20	INGRAM	115.00
4610L	Adult Books	9/1/20	INGRAM	18.08
4610L	Adult Books	9/1/20	WEST PAYMENT CENTER	535.03
4610L	Adult Books	9/1/20	BAKER AND TAYLOR	71.91
4610L	Adult Books	9/1/20	GENEALOGICAL.COM, INC	37.35
4610L	Adult Books	9/1/20	INGRAM	33.91
4610L	Adult Books	9/1/20	INGRAM	25.43
4610L	Adult Books	9/1/20	INGRAM	19.78
4610L	Adult Books	9/1/20	VETERANS INFORMATION SERVICE	120.00

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4610L	Adult Books	9/1/20	BAKER AND TAYLOR	49.15
4610L	Adult Books	9/2/20	INGRAM	50.85
4610L	Adult Books	9/2/20	BAKER AND TAYLOR	1,537.46
4610L	Adult Books	9/2/20	INGRAM	73.41
4610L	Adult Books	9/3/20	INGRAM	202.57
4610L	Adult Books	9/3/20	BAKER AND TAYLOR	670.66
4610L	Adult Books	9/4/20	INGRAM	133.61
4610L	Adult Books	9/4/20	BAKER AND TAYLOR	661.33
4610L	Adult Books	9/4/20	BAKER AND TAYLOR	72.51
4610L	Adult Books	9/5/20	BAKER AND TAYLOR	751.28
4610L	Adult Books	9/6/20	INGRAM	79.05
4610L	Adult Books	9/8/20	INGRAM	79.54
4610L	Adult Books	9/8/20	SALEM PRESS, INC.	1,116.00
4610L	Adult Books	9/9/20	INGRAM	254.25
4610L	Adult Books	9/9/20	BAKER AND TAYLOR	29.95
4610L	Adult Books	9/10/20	INGRAM	41.80
4610L	Adult Books	9/10/20	INGRAM	16.38
4610L	Adult Books	9/10/20	INGRAM	108.82
4610L	Adult Books	9/11/20	BAKER AND TAYLOR	1,234.30
4610L	Adult Books	9/14/20	INGRAM	6.00
4610L	Adult Books	9/14/20	INGRAM	15.82
4610L	Adult Books	9/14/20	INGRAM	10.19
4610L	Adult Books	9/15/20	BAKER AND TAYLOR	1,060.05
4610L	Adult Books	9/15/20	BAKER AND TAYLOR	50.43
4610L	Adult Books	9/15/20	BAKER AND TAYLOR	746.76
4610L	Adult Books	9/15/20	INGRAM	25.40
4610L	Adult Books	9/15/20	INGRAM	27.72
4610L	Adult Books	9/16/20	INGRAM	21.44
4610L	Adult Books	9/16/20	BAKER AND TAYLOR	571.36
4610L	Adult Books	9/17/20	BAKER AND TAYLOR	334.74
4610L	Adult Books	9/17/20	INGRAM	25.99
4610L	Adult Books	9/18/20	INGRAM	170.15
4610L	Adult Books	9/18/20	BAKER AND TAYLOR	398.29
4610L	Adult Books	9/19/20	BAKER AND TAYLOR	950.32
4610L	Adult Books	9/20/20	INGRAM	16.19
4610L	Adult Books	9/21/20	BAKER AND TAYLOR	46.87
4610L	Adult Books	9/21/20	INGRAM	80.24
4610L	Adult Books	9/21/20	INGRAM	37.08
4610L	Adult Books	9/22/20	BAKER AND TAYLOR	459.67
4610L	Adult Books	9/23/20	BAKER AND TAYLOR	418.20
4610L	Adult Books	9/24/20	BAKER AND TAYLOR	479.36
4610L	Adult Books	9/28/20	SYNCHRONY/AMAZON	1,250.83
4610L	Adult Books	9/9/20	BAKER AND TAYLOR	58.03
4610L	Adult Books	9/10/20	BAKER AND TAYLOR	52.08
4610L	Adult Books	9/14/20	BAKER AND TAYLOR	47.29
4620L	Adult AV	9/1/20	MIDWEST TAPE	114.97
4620L	Adult AV	9/1/20	MIDWEST TAPE	9.99
4620L	Adult AV	9/2/20	BAKER & TAYLOR INC.	107.27
4620L	Adult AV	9/3/20	BAKER & TAYLOR INC.	168.42
4620L	Adult AV	9/3/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	9/3/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	9/3/20	BAKER & TAYLOR INC.	153.54
4620L	Adult AV	9/3/20	BAKER & TAYLOR INC.	25.46
4620L	Adult AV	9/3/20	BAKER & TAYLOR INC.	47.66
4620L	Adult AV	9/4/20	BAKER & TAYLOR INC.	13.92
4620L	Adult AV	9/8/20	MIDWEST TAPE	25.99
4620L	Adult AV	9/8/20	MIDWEST TAPE	179.96
4620L	Adult AV	9/8/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	9/8/20	INGRAM	32.99

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4620L	Adult AV	9/9/20	BAKER & TAYLOR INC.	51.38
4620L	Adult AV	9/9/20	BAKER & TAYLOR INC.	18.35
4620L	Adult AV	9/9/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	34.79
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	9/10/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	9/14/20	BAKER & TAYLOR INC.	55.09
4620L	Adult AV	9/15/20	MIDWEST TAPE	44.99
4620L	Adult AV	9/15/20	MIDWEST TAPE	74.98
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	20.54
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	119.73
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	9/17/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	9/17/20	BAKER & TAYLOR INC.	20.57
4620L	Adult AV	9/18/20	BAKER & TAYLOR INC.	12.49
4620L	Adult AV	9/18/20	BAKER & TAYLOR INC.	37.89
4620L	Adult AV	9/18/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	9/21/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	9/22/20	MIDWEST TAPE	114.97
4620L	Adult AV	9/22/20	MIDWEST TAPE	139.96
4620L	Adult AV	9/22/20	MIDWEST TAPE	119.97
4620L	Adult AV	9/22/20	MIDWEST TAPE	71.99
4620L	Adult AV	9/22/20	MIDWEST TAPE	39.99
4620L	Adult AV	9/22/20	MIDWEST TAPE	39.99
4620L	Adult AV	9/22/20	MIDWEST TAPE	79.98
4620L	Adult AV	9/22/20	MIDWEST TAPE	39.99
4620L	Adult AV	9/23/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	9/28/20	SYNCHRONY/AMAZON	1,925.42
4620L	Adult AV	9/28/20	SYNCHRONY/AMAZON	(28.60)
4620L	Adult AV	9/1/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	9/16/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	9/17/20	BAKER & TAYLOR INC.	28.64
4630L	Youth Print	9/1/20	INGRAM	3.59
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	306.06
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	499.22
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	174.81
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	352.50
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	797.09
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	388.70
4630L	Youth Print	9/1/20	D & Z HOUSE OF BOOKS	127.64
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	23.65
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	186.55
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	225.86
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	371.75
4630L	Youth Print	9/1/20	BAKER AND TAYLOR	10.16
4630L	Youth Print	9/1/20	INGRAM	36.46
4630L	Youth Print	9/1/20	INGRAM	16.19
4630L	Youth Print	9/1/20	INGRAM	9.01
4630L	Youth Print	9/1/20	INGRAM	13.17
4630L	Youth Print	9/1/20	INGRAM	66.89
4630L	Youth Print	9/3/20	INGRAM	10.71

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4630L	Youth Print	9/3/20	INGRAM	363.51
4630L	Youth Print	9/4/20	BAKER AND TAYLOR	260.23
4630L	Youth Print	9/4/20	BAKER AND TAYLOR	544.45
4630L	Youth Print	9/4/20	INGRAM	10.79
4630L	Youth Print	9/4/20	BAKER AND TAYLOR	34.42
4630L	Youth Print	9/4/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	9/6/20	INGRAM	47.86
4630L	Youth Print	9/8/20	INGRAM	33.32
4630L	Youth Print	9/9/20	BAKER AND TAYLOR	389.41
4630L	Youth Print	9/9/20	INGRAM	6.77
4630L	Youth Print	9/10/20	BAKER AND TAYLOR	889.71
4630L	Youth Print	9/10/20	INGRAM	20.89
4630L	Youth Print	9/10/20	INGRAM	87.86
4630L	Youth Print	9/11/20	BAKER AND TAYLOR	138.66
4630L	Youth Print	9/14/20	MC/EEARSS ENVIRONMENTAL ED AWA	22.98
4630L	Youth Print	9/14/20	BAKER AND TAYLOR	391.71
4630L	Youth Print	9/14/20	BAKER AND TAYLOR	392.31
4630L	Youth Print	9/14/20	INGRAM	9.03
4630L	Youth Print	9/15/20	BAKER AND TAYLOR	143.69
4630L	Youth Print	9/15/20	BAKER AND TAYLOR	480.54
4630L	Youth Print	9/15/20	BAKER AND TAYLOR	26.98
4630L	Youth Print	9/15/20	INGRAM	9.60
4630L	Youth Print	9/15/20	CHILDREN'S PLUS INC.	93.81
4630L	Youth Print	9/15/20	INGRAM	20.91
4630L	Youth Print	9/16/20	CHILDREN'S PLUS INC.	34.90
4630L	Youth Print	9/16/20	INGRAM	10.79
4630L	Youth Print	9/17/20	INGRAM	343.19
4630L	Youth Print	9/17/20	INGRAM	143.12
4630L	Youth Print	9/17/20	INGRAM	21.46
4630L	Youth Print	9/18/20	BAKER AND TAYLOR	443.41
4630L	Youth Print	9/19/20	BAKER AND TAYLOR	571.97
4630L	Youth Print	9/21/20	INGRAM	232.40
4630L	Youth Print	9/21/20	BAKER AND TAYLOR	220.70
4630L	Youth Print	9/21/20	BAKER AND TAYLOR	15.99
4630L	Youth Print	9/23/20	BAKER AND TAYLOR	223.63
4630L	Youth Print	9/28/20	SYNCHRONY/AMAZON	166.84
4630L	Youth Print	9/9/20	BAKER AND TAYLOR	34.77
4630L	Youth Print	9/10/20	BAKER AND TAYLOR	76.30
4630L	Youth Print	9/14/20	BAKER AND TAYLOR	10.14
4630L	Youth Print	9/15/20	BAKER AND TAYLOR	144.11
4630L	Youth Print	9/15/20	BAKER AND TAYLOR	36.39
4630L	Youth Print	9/28/20	SYNCHRONY/AMAZON	141.03
4640L	Youth AV	9/1/20	BAKER & TAYLOR INC.	12.48
4640L	Youth AV	9/1/20	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	9/1/20	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	9/1/20	BAKER & TAYLOR INC.	18.35
4640L	Youth AV	9/1/20	BAKER & TAYLOR INC.	8.08
4640L	Youth AV	9/1/20	FINDAWAY WORLD, LLC	489.94
4640L	Youth AV	9/1/20	FINDAWAY WORLD, LLC	56.99
4640L	Youth AV	9/1/20	FINDAWAY WORLD, LLC	609.39
4640L	Youth AV	9/1/20	MIDWEST TAPE	29.24
4640L	Youth AV	9/1/20	FINDAWAY WORLD, LLC	69.99
4640L	Youth AV	9/1/20	LIBRARY IDEAS, LLC	483.40
4640L	Youth AV	9/1/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	9/8/20	BAKER & TAYLOR INC.	37.47
4640L	Youth AV	9/8/20	INGRAM	611.91
4640L	Youth AV	9/8/20	MIDWEST TAPE	29.24
4640L	Youth AV	9/10/20	FINDAWAY WORLD, LLC	(139.99)
4640L	Youth AV	9/10/20	BAKER & TAYLOR INC.	18.36

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4640L	Youth AV	9/10/20	MC/TIGERLILY MUSIC -VOCAL GYMN	40.00
4640L	Youth AV	9/11/20	BAKER & TAYLOR INC.	18.37
4640L	Youth AV	9/14/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	9/15/20	BAKER AND TAYLOR	74.44
4640L	Youth AV	9/17/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	9/17/20	BAKER & TAYLOR INC.	37.42
4640L	Youth AV	9/18/20	MC/BEST BUY	119.98
4640L	Youth AV	9/19/20	MC/BEST BUY	179.97
4640L	Youth AV	9/21/20	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	9/28/20	SYNCHRONY/AMAZON	(232.00)
4640L	Youth AV	9/28/20	SYNCHRONY/AMAZON	1,665.91
4650L	Subscriptions	9/1/20	TRADITIONAL HOME MAGAZINE	30.00
4650L	Subscriptions	9/4/20	MC/CHILDRENS TECHNOLOGY REVIEW	50.00
4650L	Subscriptions	9/5/20	MC/SIMPLY GLUTEN FREE	39.95
4650L	Subscriptions	9/7/20	MC/HEALTH	15.00
4650L	Subscriptions	9/7/20	MC/HIGHLIGHTS FOR CHILDREN	34.44
4650L	Subscriptions	9/9/20	MC/HOME LIFE, INC	17.95
4650L	Subscriptions	9/10/20	MC/LIBRARY JOURNAL	159.99
4650L	Subscriptions	9/18/20	MC/MAKE	34.99
4650L	Subscriptions	9/23/20	MC/COMMUNICATION ARTS MAGAZINE	53.00
4650L	Subscriptions	9/28/20	SYNCHRONY/AMAZON	12.99
4650L	Subscriptions	9/28/20	MC/PEOPLE MAGAZINE	11.00
4650L	Subscriptions	9/1/20	NATIONAL GEOGRAPHIC SOCIETY	49.00
4650L	Subscriptions	9/24/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	9/1/20	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	9/14/20	EBSCO SUBSCRIPTION SERVICE	5,700.00
4660L	Electronic Resources	9/14/20	EBSCO SUBSCRIPTION SERVICE	810.00
4660L	Electronic Resources	9/1/20	SCHOLASTIC LIBRARY PUBLISHING	1,041.00
4661L	Digital Media	9/1/20	GALE	281.20
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	579.29
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	167.93
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	187.20
4661L	Digital Media	9/17/20	OVERDRIVE, INC.	258.85
4661L	Digital Media	9/17/20	OVERDRIVE, INC.	225.96
4661L	Digital Media	9/17/20	OVERDRIVE, INC.	495.17
4661L	Digital Media	9/24/20	OVERDRIVE, INC.	89.93
4661L	Digital Media	9/1/20	TUMBLEWEED PRESS INC.	559.30
4661L	Digital Media	9/30/20	MIDWEST TAPE	3,000.67
4661L	Digital Media	9/30/20	KANOPY, INC.	385.00
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	511.45
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	835.61
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	166.23
4661L	Digital Media	9/8/20	OVERDRIVE, INC.	75.00
4661L	Digital Media	9/8/20	OVERDRIVE, INC.	147.49
4661L	Digital Media	9/8/20	OVERDRIVE, INC.	841.89
4661L	Digital Media	9/8/20	OVERDRIVE, INC.	723.40
4661L	Digital Media	9/15/20	OVERDRIVE, INC.	855.36
4661L	Digital Media	9/15/20	OVERDRIVE, INC.	369.00
4661L	Digital Media	9/28/20	OVERDRIVE, INC.	955.90
4661L	Digital Media	9/28/20	OVERDRIVE, INC.	877.50
4661L	Digital Media	9/28/20	OVERDRIVE, INC.	177.91
4661L	Digital Media	9/28/20	OVERDRIVE, INC.	166.93
4661L	Digital Media	9/29/20	OVERDRIVE, INC.	407.73
4661L	Digital Media	9/30/20	OVERDRIVE, INC.	57.71
4661L	Digital Media	9/1/20	OVERDRIVE, INC.	87.49
4661L	Digital Media	9/8/20	OVERDRIVE, INC.	276.72
4661L	Digital Media	9/15/20	OVERDRIVE, INC.	350.50

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4661L	Digital Media	9/22/20	OVERDRIVE, INC.	287.47
4661L	Digital Media	9/29/20	OVERDRIVE, INC.	290.94
4663L	Library of Things	9/2/20	MC/NETFLIX	15.99
4663L	Library of Things	9/3/20	MC/DISNEY	12.99
4663L	Library of Things	9/3/20	MC/DISNEY	12.99
4663L	Library of Things	9/3/20	MC/DISNEY	12.99
4663L	Library of Things	9/3/20	MC/DISNEY	12.99
4663L	Library of Things	9/3/20	MC/DISNEY	12.99
4663L	Library of Things	9/3/20	MC/DISNEY	12.99
4663L	Library of Things	9/3/20	MC/NETFLIX	15.99
4663L	Library of Things	9/3/20	MC/NETFLIX	15.99
4663L	Library of Things	9/3/20	MC/NETFLIX	15.99
4663L	Library of Things	9/3/20	MC/NETFLIX	15.99
4663L	Library of Things	9/19/20	MC/AMAZON	49.99
4680L	Processing	9/28/20	SYNCHRONY/AMAZON	92.71
4680L	Processing	9/1/20	BAKER AND TAYLOR	8.16
4680L	Processing	9/1/20	BAKER AND TAYLOR	0.69
4680L	Processing	9/4/20	FINDAWAY WORLD, LLC	101.90
4680L	Processing	9/11/20	STAPLES BUSINESS ADVANTAGE	37.06
4680L	Processing	9/14/20	BAKER AND TAYLOR	13.76
4680L	Processing	9/14/20	WAREHOUSE DIRECT	71.82
4680L	Processing	9/15/20	BAKER AND TAYLOR	8.97
4680L	Processing	9/15/20	BAKER AND TAYLOR	0.69
4680L	Processing	9/15/20	JAN WAY COMPANY	260.39
4680L	Processing	9/19/20	BAKER AND TAYLOR	19.32
4680L	Processing	9/21/20	DEMCO	756.68
4690L	Programs	9/3/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	59.10
4690L	Programs	9/3/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	13.00
4690L	Programs	9/4/20	MC/WALMART	45.88
4690L	Programs	9/17/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	5.00
4690L	Programs	9/21/20	MC/WALMART	2.36
4690L	Programs	9/14/20	JOHN MOSMAN	150.00
4690L	Programs	9/29/20	JOHN MOSMAN	150.00
4690L	Programs	9/29/20	JOHN MOSMAN	150.00
4690L	Programs	9/2/20	MC/Jewel	400.00
4690L	Programs	9/2/20	MC/TARGET	100.00
4690L	Programs	9/1/20	MC/Jewel	100.00
4690L	Programs	9/3/20	BAKER AND TAYLOR	4.75
4690L	Programs	9/9/20	INGRAM	4.79
4690L	Programs	9/18/20	BAKER AND TAYLOR	13.08
4690L	Programs	9/28/20	SYNCHRONY/AMAZON	16.98
4690L	Programs	9/11/20	NOEMI RAMOS	75.00
4690L	Programs	9/17/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	11.96
4690L	Programs	9/28/20	SYNCHRONY/AMAZON	48.86
				<u>\$ 689,464.86</u>
9540L	Friends Sponsored Expense	9/22/20	MARK DVORAK	75.00
9540L	Friends Sponsored Expense	9/22/20	CHRIS FASCIONE	75.00
9540L	Friends Sponsored Expense	9/29/20	MC/DUNKIN DONUTS	15.00
9540L	Friends Sponsored Expense	9/29/20	MC/STARBUCKS	20.00
9540L	Friends Sponsored Expense	9/29/20	MC/SUBWAY	15.00
9540L	Friends Sponsored Expense	9/3/20	MC/WALGREENS	25.49
9560L	Village Hall Shared Expense	9/4/20	AT&T - correction to prior month	9.68
9560L	Village Hall Shared Expense	9/19/20	AT&T - 50%	146.52

Total Library Fund Expenses for September, 2020 \$ 689,846.55

Mount Prospect Public Library
Capital Projects Restricted Fund Expenses by G/L Acct #
For the Period From September 1 to September 30, 2020

Account ID	Account Description	Date	Vender Name	Amount
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There were no Capital Projects Restricted Fund Expenses for September, 2020.

Debt Service Fund
 Debt Service Fund Expenses by G/L Acct
 For the Period From September 1 to September 30, 2020

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	9/30/20	To record 09/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for September, 2020				\$ 8,783.33

Gift Fund Expenses by G/L Account #
For the Period From September 1 to September 30, 2020

Account ID	Account Description	Date	Description	Amount
8790G	Gift Fund: Cultural Month Exp.	9/22/20	DANCING WITH CLASS	75.00
Total Gift Fund Expenses for September, 2020				\$ <u>75.00</u>

MONTHLY EXPENSE SUMMARY

Line	Annual Budget 2020	Annual Budget % to Total	SEPTEMBER YTD				YTD Variance - Actual vs Budget			
			Profiled YTD Budget	Budget % to Total	Actual 2020	Actual % to Total	\$	%	% of TTL VAR	
Salaries & Benefits										
Salaries	4110	5,783,440.00	4,325,066.00		3,848,002.07			(477,063.93)	-11.0%	55.6%
IMRF	4120	549,749.00	410,159.00		378,463.60			(31,695.40)	-7.7%	3.7%
MC / FICA	4130	442,433.00	330,268.00		275,695.38			(54,572.62)	-16.5%	6.4%
Medical Insurance	4140	770,000.00	577,503.00		531,876.13			(45,626.87)	-7.9%	5.3%
Unemployment Compensation Tax	4150	7,000.00	5,715.00		5,046.10			(668.90)	-11.7%	0.1%
Subtotal (4110L - 4150L)		7,552,622.00	77.8%	5,648,711.00	78.8%	5,039,083.28	79.9%	(609,627.72)	-10.8%	71.0%
Management Expense										
Audit	4210	7,000.00	7,000.00		6,815.00			(185.00)	-2.6%	0.0%
Legal Fees	4220	10,000.00	7,497.00		14,107.50			6,610.50	88.2%	-0.8%
Printing	4230	40,200.00	33,186.00		25,761.31			(7,424.69)	-22.4%	0.9%
Marketing	4240	71,700.00	57,882.00		18,786.13			(39,095.87)	-67.5%	4.6%
Resources	4250	5,400.00	731.00		390.00			(341.00)	-46.6%	0.0%
Professional Dues	4260	7,000.00	4,116.00		3,248.00			(868.00)	-21.1%	0.1%
Board Development/Training	4270	6,500.00	5,000.00		0.00			(5,000.00)	-	0.6%
Human Resources	4280	111,200.00	85,704.00		44,818.66			(40,885.34)	-47.7%	4.8%
Other Operating	4290	73,100.00	41,850.00		71,435.91			29,585.91	70.7%	-3.4%
Subtotal (4210L - 4290L)		332,100.00	3.4%	242,966.00	3.4%	185,362.51	2.9%	(57,603.49)	-23.7%	6.7%
Operating Expenses										
Telecommunications	4310	51,000.00	38,547.00		33,342.58			(5,204.42)	-13.5%	0.6%
Insurance	4320	86,500.00	6,000.00		7,204.00			1,204.00	20.1%	-0.1%
Office Supplies	4340	16,300.00	12,222.00		8,887.13			(3,334.87)	-27.3%	0.4%
Library Supplies	4350	23,000.00	17,244.00		7,994.39			(9,249.61)	-53.6%	1.1%
Postage	4360	22,400.00	15,715.00		10,061.70			(5,653.30)	-36.0%	0.7%
Contract Services	4380	32,300.00	22,309.00		20,686.76			(1,622.24)	-7.3%	0.2%
IT Services	4390	65,700.00	46,047.00		38,846.83			(7,200.17)	-15.6%	0.8%
Subtotal (4310L - 4390L)		297,200.00	3.1%	158,084.00	2.2%	127,023.39	2.0%	(31,060.61)	-19.6%	3.6%
Building Expense										
Building Maintenance	4410	213,700.00	133,033.00		78,882.45			(54,150.55)	-40.7%	6.3%
Equipment Maintenance	4420	131,500.00	92,463.00		78,570.61			(13,892.39)	-15.0%	1.6%
Janitorial	4440	72,600.00	54,261.00		40,255.88			(14,005.12)	-25.8%	1.6%
Equipment	4450	133,600.00	69,094.00		54,597.58			(14,496.42)	-21.0%	1.7%
Utilities	4460	56,500.00	39,694.00		21,593.10			(18,100.90)	-45.6%	2.1%
Subtotal (4410L - 4460L)		607,900.00	6.3%	388,545.00	5.4%	273,899.62	4.3%	(114,645.38)	-29.5%	13.4%
Library Materials										
Adult Print	4610	205,000.00	153,738.00		120,283.60			(33,454.40)	-21.8%	3.9%
Adult AV	4620	64,800.00	48,591.00		36,911.16			(11,679.84)	-24.0%	1.4%
Youth Print	4630	135,500.00	101,619.00		70,048.11			(31,570.89)	-31.1%	3.7%
Youth AV	4640	33,500.00	25,119.00		17,682.55			(7,436.45)	-29.6%	0.9%
Subscriptions	4650	18,400.00	15,821.00		13,981.18			(1,839.82)	-11.6%	0.2%
Electronic Resources	4660	179,800.00	145,406.00		162,156.42			16,750.42	11.5%	-2.0%
Electronic Media	4661	156,000.00	131,606.00		177,100.72			45,494.72	34.6%	-5.3%
E-Learning	4662	53,200.00	50,620.00		50,804.80			184.80	0.4%	0.0%
Library of Things	4663	5,000.00	3,744.00		7,392.33			3,648.33	97.4%	-0.4%
Microform	4670	900.00	675.00		0.00			(675.00)	-	0.1%
Processing Supplies	4680	26,000.00	19,485.00		8,665.41			(10,819.59)	-55.5%	1.3%
Programs	4690	45,200.00	32,192.00		18,430.65			(13,761.35)	-42.7%	1.6%
Subtotal (4610L - 4680L)		923,300.00	9.5%	728,616.00	10.2%	683,456.93	10.8%	(45,159.07)	-6.2%	5.3%
Total (4110L - 4680L)		9,713,122.00	100.0%	7,166,922.00	100.0%	6,308,825.73	100.0%	(858,096.27)	-12.0%	100.0%
Reimbursable Activity										
Foundation Expenses (9530L)	9530	12,336.00	7,918.00		3,763.00			(4,155.00)	-52.5%	
Friends Expenses (9540L)	6540	50,655.00	28,835.00		5,079.72			(23,755.28)	-82.4%	
Village Shared Expense (9560L)	9560	8,400.00	6,300.00		1,905.78			(4,394.22)	-69.7%	
Grant Expense (9570L)	9570	0.00	0.00		0.00			0.00	-	
Total Reimbursable Activity		71,391.00		43,053.00		10,748.50		(32,304.50)	-75.0%	
Total Expenses - All Activities		9,784,513.00		7,209,975.00		6,319,574.23		(890,400.77)	-12.3%	

Social ~~Networking for the Public~~Media Policy

I. Policy Statement

- A. The Mount Prospect Public Library ~~may offer social networking tools to provide additional platforms to connect and converse with patrons and to offer other online access points to Library Services.~~ uses social media to communicate information about its library services and resources and to engage the community to serve its mission.

II. Definition of Social ~~Networking~~ Media

- A. ~~Social networking is any facility for online publication and commentary including, but not limited to blogs, wikis, photo and video sharing sites and social networking sites such as Facebook, YouTube, and Twitter.~~ Social Media are electronic communications channels and online communities used to share information, ideas, messages, and other content. This includes, but is not limited to, social networking sites, social news, blogs, forums, microblogs, wikis, bookmarking sites, and photo and video sharing sites. The library monitors its organization, name, and reputation on all social media platforms as well as within traditional media.

III. Public ~~Comments~~ Social Media User Guidelines

- A. The library invites contributions, comments, and other interactions from the public via social media in a limited public forum; the library limits the topics that may be discussed on its social media accounts. Topics are limited at the discretion of the library, including following: any and all aspects of Library facilities, programming, resources, and services, events, for the public announcements, and and responses to library staff requests, surveys, or contributions.
- B. The appearance of external links or shared posts to library social media does not constitute official endorsement on behalf of the Mount Prospect Public Library, its Board of Trustees, or employees.
- C. Any content or information that is disclosed in a public forum becomes public information. ~~and a~~ patrons should ~~therefore~~ exercise caution ~~when deciding to disclose~~ ing content or personal information ~~in such places online.~~ Members of the public participate in social networking media at their own risk and take personal responsibility for their usernames, comments, and information.
- D. The library moderates and reserves the right to restrict and remove content or comments that violate this policy, library policy, or any applicable law, or other contributions that contain the following: Content that is deemed not suitable by the library because it is not topically related to the subject being commented on, or is deemed prohibited, will be deleted and retained by the library pursuant to records retention requirements.
- E. Content and comments on the library's social media containing any of the following shall not be allowed:
1. Commercial interests, solicitations, and advertising
 2. Spam
 3. Copyright or trademark violations
 4. Harassment or bullying of library employees, patrons, or others of staff or other patrons
 5. ~~Inappropriate images~~

Mount Prospect Public Library
Social Media Policy

- ~~6.5.~~ Libelous comments, threatening comments, or statements intended to defame anyone or any organization
- ~~7.6.~~ Obscene, ~~it~~, graphic, explicit comments or submissions, or child pornography
- ~~8.7.~~ Off topic commentary, including content not related to library business, programs, events, resources, and materials
- ~~9.8.~~ Offensive language
- ~~10.9.~~ Personal and/or cultural attacks, hate speech, or insults
- ~~11.10.~~ Political ~~organizing~~ campaigning, candidate endorsements or opposition
- ~~12.11.~~ Promotion or encouragement of illegal activities
- ~~13.12.~~ Specific and imminent threats

By choosing to comment, members of the public agree to abide by these guidelines.

IV. Feedback

- A. The Mount Prospect Public Library Executive Director and the Board of Trustees welcome feedback from patrons. ~~Any concerns will be handled promptly.~~ Patrons may ~~fill out a comment card in the Library or online using Library's Web site, www.mppl.org, submit comments or feedback online (www.mppl.org/contact-us) or fill out a comment card in the library.~~

V. Agreement

- A. By choosing to access the library's presence on ~~a~~ social media ~~tool~~, members of the public agree to abide by this policy and MPPL Online Terms of Use. In addition, any policies or user agreements set forth by ~~the~~ a social networking media platform and agreed to by that platform's users remain in effect.

Revision History
10/15/20

ORDINANCE NO. 2020-2

**ORDINANCE APPROVING AN AMENDMENT TO AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE
VILLAGE OF MOUNT PROSPECT AND THE MOUNT PROSPECT PUBLIC
LIBRARY FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS**

NOW, THEREFORE, BE IT ORDAINED, by the Board of Trustees of the Mount Prospect Public Library (“Library”), Cook County, Illinois, as follows:

SECTION 1: The Board of Trustees of the Library find as follows:

- A. The Mount Prospect Public Library is an Illinois Village Public Library.
- B. The Village of Mount Prospect (“Village”) is a home rule municipality pursuant to Section 7 of Article VII of the Constitution of the State of Illinois.
- C. On May 21, 2002, the Library and Village entered into an Intergovernmental Agreement (“the Agreement”).
- D. Pursuant to the Agreement, the Village caused general obligation bonds (“the Bonds”) to be issued in the amount of \$20,500,000 to fund the expansion of and improvement to the existing public library. The Bonds have a twenty-year repayment schedule.
- E. Pursuant to the Agreement, the Library assumed the full responsibility for the repayment of the bonds, inclusive of principal and interest and all the costs associated with the bond issue.
- F. Pursuant to the Agreement, the Library approves tax levies annually which are sufficient to cover the repayment of all principal and interest on the Bonds issued by the Village as they come due.
- G. Section 6 of the Agreement requires the Library to make a balloon payment to the Village on November 1, 2021 in an amount sufficient to cover the December 1, 2021 principal and interest payment, the June 1, 2022 interest payment, and the December 1, 2022 principal and interest payment.
- H. The Village and the Library find that it is in the best interests of the parties to revise the Agreement to extend the term of the Bond repayment schedule by one year so that it will make a December 1, 2021 payment and a December 1, 2022 payment.
- I. The Library shall have tax levies in 2020 to cover the 2021 payment and it shall levy taxes in 2021 to cover the 2022 payment.

Mount Prospect Public Library
Board of Trustees

SECTION 2: The current language in Section 6, of the Agreement, that reads as follows:

“Furthermore, the LIBRARY agrees to remit to the VILLAGE a balloon payment on November 1, 2021 in an amount sufficient to cover the December 1, 2021 principal and interest payment, the June 1, 2022 interest payment, and the December 1, 2022 principal and interest payment.”

shall be deleted from the Agreement and replaced with language that reads as follows:

“The LIBRARY shall remit to the VILLAGE at least two weeks before June 1, 2021 and December 1, 2021 an amount sufficient to cover the principal and interest payments due on June 1, 2021 and December 1, 2021, respectively. The LIBRARY shall also remit to the VILLAGE at least two weeks before June 1, 2022 and December 1, 2022 an amount sufficient to cover the principal and interest payment on June 1, 2022 and December 1, 2022, respectively.”

SECTION 3: This Ordinance shall be in full force and effect as of this date of adoption.

ADOPTED this 15TH day of October 2020, pursuant to a roll call vote as follows:

AYE:	_____	TOTAL: _____
NAY:	_____	TOTAL: _____
ABSTAIN:	_____	TOTAL: _____
ABSENT:	_____	TOTAL: _____

Sylvia M. Haas, President

ATTEST:

Terri Gens, Secretary

Mount Prospect Public Library
Board of Trustees

STATE OF ILLINOIS)

)SS

COUNTY OF COOK)

CERTIFICATION

I, TERRI GENS, DO HEREBY CERTIFY THAT I am the Secretary of the Board of Library Trustees of the Mount Prospect Public Library and that the foregoing is a true and correct copy of an Ordinance duly passed by the Board of Trustees of the Mount Prospect Public Library at a meeting of the Board of Trustees held on October 15, 2020, being titled "ORDINANCE APPROVING AN AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF MOUNT PROSPECT AND THE MOUNT PROSPECT PUBLIC LIBRARY FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS" [Ordinance No. 2020-2].

Dated: October 15, 2020

Terri Gens, Secretary
Board of Trustees
Mount Prospect Public Library

INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS



Between

COUNTY OF COOK, ILLINOIS

And

Mount Prospect Public Library

(Cook County, Illinois Library District (Subrecipient))

Entered into this 15 day of October, 2020

THIS AGREEMENT entered this 15 day of October, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and Mount Prospect Public Library (herein called “Subrecipient”) a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki
Chief Financial Officer
Cook County Bureau of Finance
118 N. Clark Street, Suite 1127
Chicago, IL 60602
SuburbanCovidFundingRequest@cookcountyil.gov

Name of Subrecipient: Mount Prospect Public Library
Address: 10 S. Emerson, Mount Prospect, IL 60056
Email: sreynders@mppl.org

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

- A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management (“SAM”) Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement (“Duplication of Benefits Certification”), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient’s obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access

to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient’s risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

J. Payment & Reporting Procedures

1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to SuburbanCovidFundingRequest@cookcountyil.gov.
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library District Application for CRF
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. WAIVER

Cook County’s failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

[INSERT SUBRECIPIENT]

Signed: _____

Its Duly Authorized Agent

Printed Name: Sylvia Haas

Title: President, Board of Trustees

Date: October 15, 2020

COOK COUNTY, ILLINOIS

Signed: _____

Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____

Approved as to form:

Signed: _____

Office of the Cook County State's Attorney

ATTACHMENT A – LIBRARY DISTRICT APPLICATION FOR CRF



**Cook County Library District Application
for
Coronavirus Relief Funds**

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Library District must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to SuburbanCovidFundingQuestions@cookcountyil.gov.

Completed applications must be submitted via email to: SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Mount Prospect Public Library	Sylvia Haas	October 19, 2020
Request Description and Background Information		
Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.): These expenditures have been used to: 1) Purchase freestanding clear acrylic barriers to be set up all library public service desks where staff interact with the public. These barriers do not require installation and are placed on desk surfaces to allow our staff to interact safely with library patrons. 2) Purchase masks to be worn by staff at all times that more than one person is present, to allow staff to interact safely with one another and with library patrons. 3) Purchase hand sanitizing products that are able to kill coronaviruses and that are used by staff and by the public. Hand sanitizer will be available throughout the library in both public and staff areas for the health and safety of library staff and patrons.		

Indicate the total amount requested (project specific and date specific to the extent possible):
\$5000

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

These expenditures will allow the library to protect our employees and patrons and reduce the spread of germs with clear acrylic barriers, masks, and hand sanitizing products to be used regularly. Our staff will feel safe returning to work, reopening, and serving the public. Coronavirus has brought a myriad of changes to the way we provide service to patrons and how we interact with the public.

The Mount Prospect Public Library has two facilities that are open to the public and where people enter the library's indoor spaces regularly. Each of our facilities includes public service desks where staff assist the public. An average of approximately 500 patrons per day have visited our main library and branch location in the past month; we serve the entire population of Mount Prospect, which is approximately 54,167.

The success of this project will be greatly increased health protection and safety of both staff and the public provided by the acrylic barriers, masks, and hand sanitizer. If the request is not approved, the consequence will be that these expenses will need to be paid with funds not accounted for in the library's 2020 budget.

Are any requested funds expected to be expended after December 30, 2020?	No
If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (<i>please be as precise as possible</i>)?	

Cook County Reimbursement Information: Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
<p>The Coronavirus Relief Fund is used to cover costs that:</p> <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19); • Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and • Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures. <input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.
<p>Department of the Treasury Coronavirus Relief Fund Frequently Asked Questions</p>	

Required Attachments

- Signed IGA from Library District
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

Signatures and Certification
<ol style="list-style-type: none"> 1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying Cook County Library District to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. 2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties. 3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application. 4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that: <ol style="list-style-type: none"> d. Are <i>necessary expenditures</i> incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); e. Were not accounted for in the budget most recently approved as of March 27, 2020; and f. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We

have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Library District or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Library District has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

<hr/>	Executive Director	10/15/2020
Library District Head (signature)	Title	Date
Susan Reynders		
Library District Head (printed)		

Effective: [__NA__]

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient’s receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and Mount Prospect Public Library on October 15, 2020. Any such funds received by the Subrecipient shall be referred to herein as “additional funds.”

Additional funds received by the Subrecipient that that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Subrecipient: Mount Prospect Public Library

Signed: _____

Its Duly Authorized Agent

Printed Name: Sylvia Haas

Title: President, Board of Trustees

Date: October 15, 2020

RESOLUTION NO. 2020-2

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF COOK, ILLINOIS AND THE MOUNT PROSPECT PUBLIC LIBRARY FOR CORONAVIRUS RELIEF FUNDS PURSUANT TO THE CARES ACT

NOW, THEREFORE, be it resolved by the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, as follows:

SECTION ONE: Approval of Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds. The Board of Trustees of the Mount Prospect Public Library authorizes the Intergovernmental and Subrecipient Agreement, in substantially the form set forth in the IGA hereto, between County of Cook, Illinois and Mount Prospect Public Library.

SECTION TWO: That the Library Director is hereby authorized and directed to execute and deliver the attached document marked: INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS.

SECTION THREE: That this Resolution shall be in full force and effect as of October 15, 2020.

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

PASSED THIS 15th day of October 2020

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **15th day of October 2020**.

Sylvia M. Haas, President

ATTEST:

Terri Gens, Secretary

September 2020

Circulation

- 1) Parking Lot Pickup continues to be steady, even with the library building being open to the public. There were 325 appointments made to pick up about 1,400 items via Parking Lot Pickup in September. We have some very dedicated PLP patrons who really appreciate that the library continues to offer a safe and reliable way to get material without entering the library.
- 2) Circulation staff have noticed that activity at the desk has increased a bit the last month, particularly on the weekends. Social distancing requirements make it challenging to increase staffing at the desk during these busy times, but the department is brainstorming some ways to handle these busier moments.

Community Engagement

- 1) The Public Education Officer from the Mount Prospect Fire Department reached out to discuss ways in which they could collaborate with the library to spread the word about fire safety and prevention. One way in which we are assisting in this effort is to act as a distribution site for fire safety kits for families. The kits include a safety brochure, magnet, sticker, and activity book and will be distributed at the Youth Services Desk and at South Branch during the month of October. It is likely there will be other collaborations, including guest reader appearances at library storytimes.
- 2) The League of Women Voters were out in front of the library on September 22nd, National Voter Registration Day, to offer voter registration and voting information to our patrons. They reported registering new citizens, teens turning 18, recently moved folks, and first-time voters. In addition, they checked registrations and requested mail ballots for several table visitors. This event received publicity in the *Daily Herald*, *Mount Prospect Journal*, and *Patch.com*.
- 3) Virtual office hours for the Office of State Representative Mark Walker were set up to allow constituents to speak remotely with their representative. These are ongoing through the remainder of 2020. We are in talks with Congresswoman Jan Schakowsky's office to offer this opportunity.

Fiction/AV/Teen

- 1) Teen Services Librarian Andrea Johnson made several virtual visits to River Trails Middle School sixth-grade classes to talk about the library's e-book resources.
- 2) The department created advisory and list resources to observe Hispanic Heritage Month.
- 3) Guy the Mannequin was deployed to catch patrons' eyes and demonstrate correct mask usage.

Reference

- 1) Despite being open two fewer days in September than August, the number of questions at the Research Desk was up 7%. The duration of questions has also risen, with questions taking more than 10 minutes, up 10%. Desk staff have seen an increase in the number of people needing help searching for jobs, satisfying unemployment requirements, navigating government websites, and doing online training through library resources. We have also seen more people needing assistance printing from virtual devices as well as scanning and faxing documents. Overall, in-person questions rose by 15%. Staff also conducted 20 in-person Reference by Appointment sessions on topics including help with personal devices and apps, resume assistance, and genealogy research.
- 2) Research Services launched a Voter Research Guide on the website in early September. The guide, created by Angela Baker, Research Assistant, includes information and links on how to register to vote, how to vote remotely vs. in-person, links to information about candidates and issues, and links to additional information for further research. The site was launched with a blog post and can be

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

found in the Research Services drop-down as well as on the Research Services page. Additional links will be added as they become available.

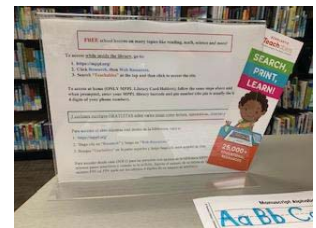
- 3) Over the summer, Research began coordinating and implementing all technology programming. Dan Criscione, Technology Librarian, launched fall technology programming in September with 12 programs, mostly focused on Microsoft Office products, conducted over Zoom. A few additional Research staff are also participating in conducting technology classes for the first time. A few app-based Android and iOS programs will be conducted in October. Research also coordinated two well-attended programs on Social Security and Medicare in September.

Registration

- 1) Janet Frye assisted Michelle Vonderhaar, Staff Development Manager, with compiling materials and coordination for state mandated sexual harassment prevention training for all MPPL staff.
- 2) Megan Callaghan posted fun and informative Freedom to Read (formerly Banned Books) questions to Teams, highlighting titles and offering fun activities to encourage staff to engage in the week.
- 3) We are getting a new phone system. Everyone in the department (and possibly most of the library) is super excited about this!

South Branch

- 1) South Branch in the Park outdoor programs at Highline Park debuted this month. South staff presented four programs at the park, including Make Your Own Seed Bombs, Abstract Art Creations, a bubble-making activity, and an interactive storytime. The programs were well-attended and well-received by participants.
- 2) Over 30 people attended a virtual concert presented in collaboration with the Youth Services Department to celebrate the end of the Summer Reading Challenge. Participants enjoyed songs full of positive lyrics and diverse musical styles presented by the talented musical duo, Wendy & DB.
- 3) Jessica Escutia created a display to highlight two new databases the library acquired that support e-learning and literacy. Both *Scholastic Teachables* and *Bookflix* are valuable resources that we are recommending to parents who are looking to support their children's at-home learning. We are responding to these questions from parents with increasing frequency.



Youth Services

- 1) The Superhero Dance Party (virtual) was a hit with 30 people in attendance. After the program, we received an email from a parent who said, "Just wanted to let you know we loved the superhero dance party! My daughter asked that we send her picture (as superwoman) to the library. We have done many virtual events and this was our favorite one. Thank you!"



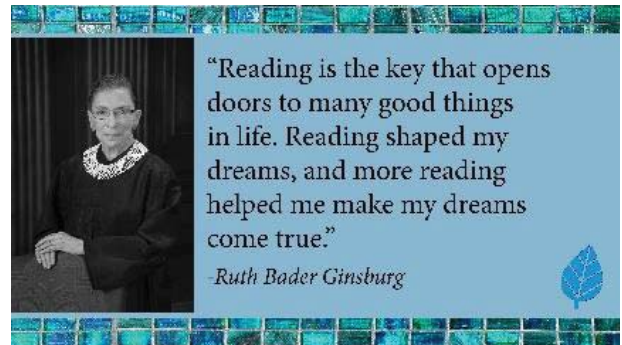
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60% went for print and 40% went for AV. DVD was by far the most purchased AV format, while *Belgravia* was the most purchased title. Looking at print purchasing, fiction was purchased slightly more than nonfiction while the novel *Anxious People* by Fredrik Backman was the most purchased title. Kelly reviews our holds list and wait times daily, and she has seen a significant decrease in the number of titles that are over the 3:1 ratio. Lower ratios equal a shorter wait for items and happier patrons!

- 3) This month, in a further effort to increase patron access to our materials through discoverability of titles in our online catalog, Katie Kelly continued to add the 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. To date, the bibliographic records for over 4,000 titles have been enhanced in this way.
- 2) CBS is often able to quickly respond to current event happenings and provide access to digital resources pertinent to the current event. With the death of Ruth Bader Ginsburg, the FAVT Desk staff fielded a number of requests over the weekend for Ruth Bader Ginsburg materials. Although the physical book and documentary film are checked out, both titles are available via Hoopla. The film is also available through Kanopy. However, because we don’t provide records in our online catalog for all Hoopla and Kanopy titles available to our patrons, there were no records for the RBG Hoopla and Kanopy materials in Enterprise. But once we were apprised of the situation, we quickly acted to add bibliographic records to the catalog so that patrons could discover the availability of the digital resources on their own.

Communications & Creative Services

- 1) Joanne Greenwald developed and pushed out a publicity deadline calendar for 2021 programs. New parameters give programmers more time to plan details while still offering a calendar list to the public two months in advance.
- 2) Mary Kay Walsdorf created *Are You Ready to Vote?* TV, web, Facebook, and Instagram materials promoting voting information available on the Research Services web page.
- 3) The morning of September 19, the Communications Team created and posted a memorial to Justice Ruth Bader Ginsburg – the post had an organic reach of over 1,000 and 144 engagements.
- 4) The department changed its name from Community Services to Communications and Creative Services. Amy Knutson Strack and Joanne Greenwald form the Communications Team, while Mary Kay Walsdorf, Debbie Fitzgerald, and Marci Buerger form Creative Services. Jennifer Amling continues as department head of both teams, which form the Communications and Creative Services Department. We are building on solid foundations, and we can better serve our many constituencies by using a clear name that reflects the work we do.
- 5) We had good coverage of newly appointed Trustee O’Sullivan in the *Daily Herald* and *Mount Prospect Journal & Topics*.



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Human Resources

- 1) Number of terminations: Two (2)
- 2) Number of new hires: One (1) internal transfer, Research Services; Two (2) internal transfers, Circulation; One (1) internal promotion, Circulation; One (1) external hire, IT Services
- 3) Open positions: South Branch Manager [FT] (interviewing applicants)
- 4) Staff anniversaries: 30 years – Jan Peterson, Administration; 20 years – Marci Buerger, Communication & Creative Services; 20 years – Darice Castino, Youth Services; 15 years – Alison Horton, Registration; 10 years – David Banasiak, Research Services; 5 years – Amy Slagter, Youth Services
- 5) Employee of the Moment: Adrian Neykov, IT Services; Jaime Lopez, IT Services; Kevin Medows, IT Services; Michelle Vonderhaar, Human Resources; Emily Cisneros, Circulation

Information Technology

- 1) A small group of staff has been talking with Midco about a replacement for our 15+ year old phone system. We have decided to implement a new Mitel VOIP phone system and have purchased it using pre-bid government pricing via SourceWell (previously National Joint Powers Alliance - NJPA). We are targeting a go live date before the end of the year.
- 2) We have purchased and are working on implementing a DTech locker system which will allow patrons to pick up requested material 24/7. The lockers are expected to be installed next to the sliding doors going into the lower level lobby. They should be available to patrons by December.

Staff Development

- 1) *Customers without Masks* training, purchased through The Homeless Training Institute, was made available to all staff. After watching the one-hour presentation staff were encouraged to attend one of the three follow-up discussions where they applied the strategies learned to real-life scenarios.
- 2) We have contracted with Dr. Destiny Peery, The Red Bee Group, for a series of three workshops on Diversity, Equity, and Inclusion. Dr. Peery will work with our current EDI committee to tailor the workshops and discuss other DEI programs that will be shared with all staff.
- 3) Michelle Vonderhaar attended the virtual HR and Employment Law Conference 2020. The two sessions that resonated the most with me were Diversity and Inclusion: The Struggle is Real and Breaking Down the Barriers. Both sessions were on Diversity, Equity, and Inclusion, and the speakers presented thought-provoking ideas that could help move our organization forward in its DEI journey. The one quote that affected me the most was “you can’t lead where you haven’t been.” As we go forward in our DEI work it is important that we “do the work” ourselves before we ask all staff to join us.

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Friends of the Mount Prospect Public Library

- 1) The Friends approved revised library 2020 reimbursement request.
- 2) Board will put together communication piece for current members in fall.
- 3) Members are exploring options and safety protocols to host private book sales in the lower-level Friends room.

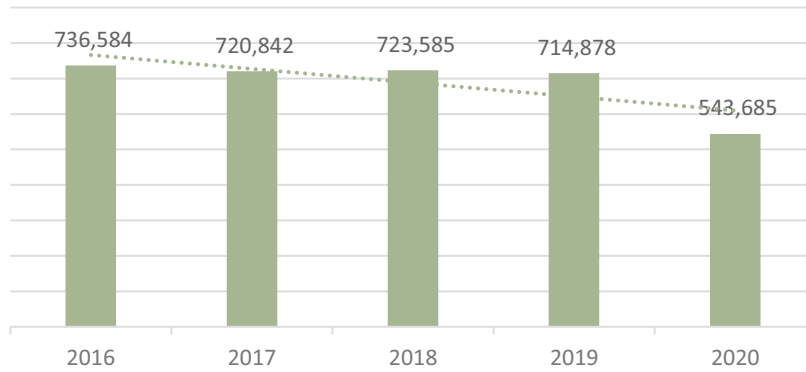
Mount Prospect Public Library Foundation

- 1) The Foundation Board appointed new member Mary Kendall during September meeting.
- 2) Board continues to work to update Bylaws.
- 3) Fall Classic Raffle has been canceled. Fundraising committee will move forward with end-of-year appeal letters.

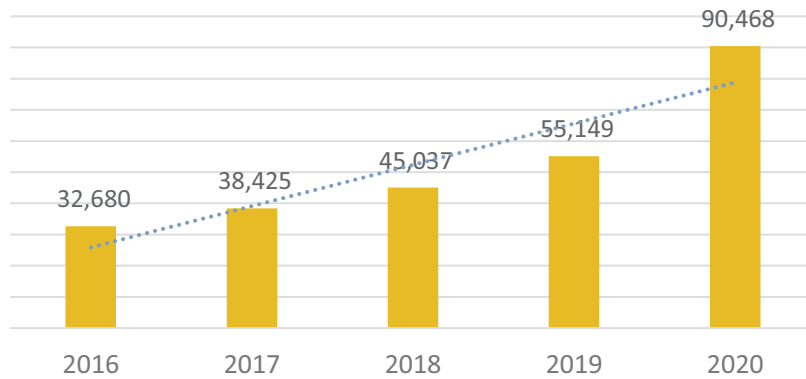
Mount Prospect Public Library
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Statistics

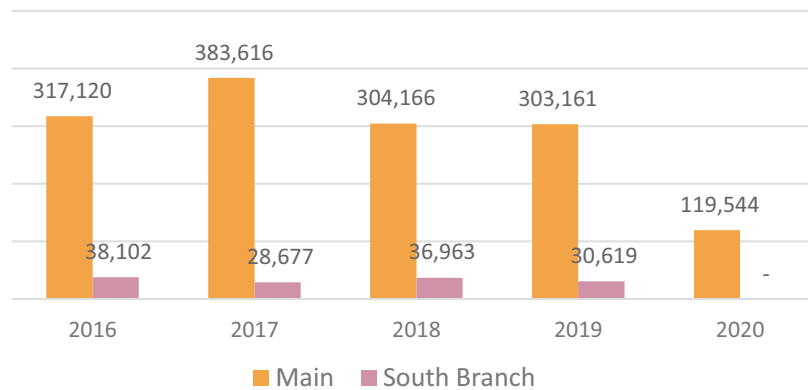
Total Circulation YTD



eMedia Circulation YTD

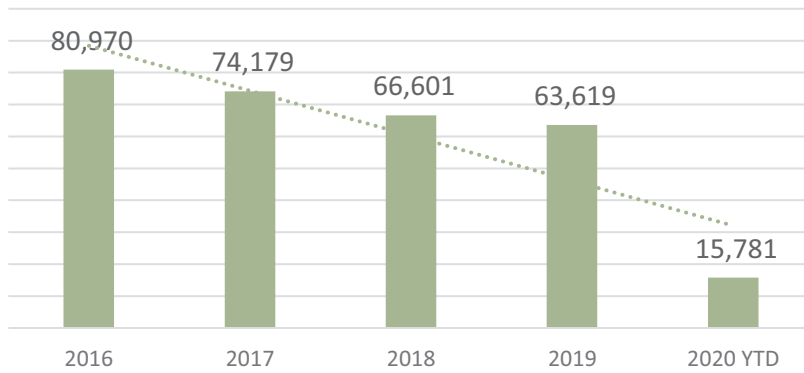


Door Count YTD

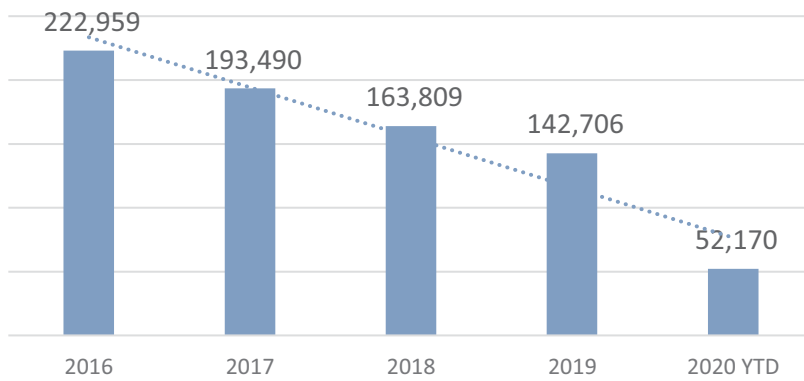


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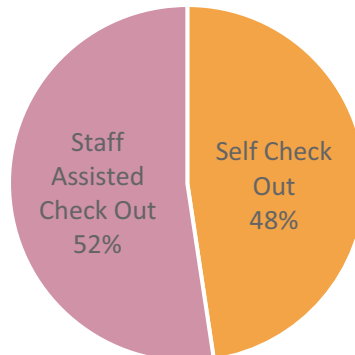
Public Computer Usage (hours)



Questions Answered

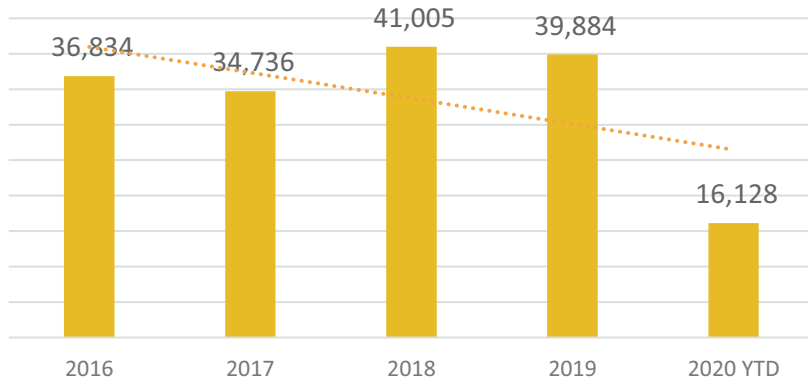


Check Out Method
(Main)

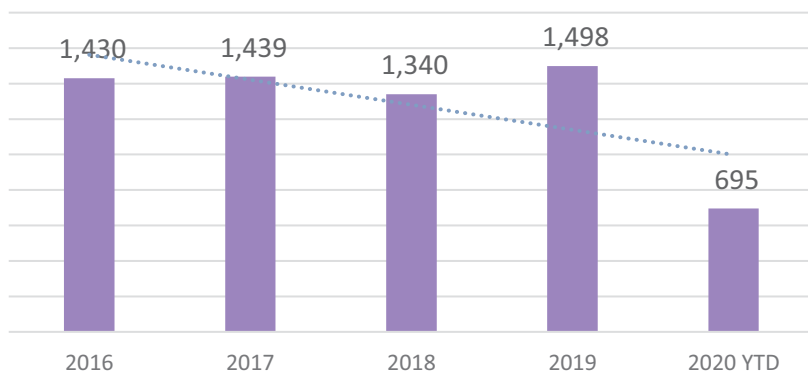


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Program Attendance



Number of Programs



Wireless Access - Unique Users YTD

