

Regular Board Meeting
November 19, 2020 7:00 p.m.
Virtual Meeting via Zoom

AGENDA*

Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/85270104279>

Meeting ID: 852 7010 4279

Passcode: 393816

+1 312 626 6799 US (Chicago)

1. Call to Order

2. President Statement Regarding Virtual Meeting

"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions."

3. Roll Call

4. Recognition of Volunteers and Staff

- a. Proclamation – Recognition of significant employee anniversaries **(5)** (Action)
- b. Proclamation – Recognition of library volunteers **(6)** (Action)

5. Audience to Visitors

6. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of October 15, 2020 **(7-8)**
- b. Approve Minutes of Personnel Committee Meeting of November 5, 2020 **(9-10)**

7. Approve October 2020 Bills (11) and Financial Reports (12-27) (Action)

8. Pandemic Response Plan

9. 2021 Operating Budget Amendments

- 10. Executive Director Report (3-4)**
Monthly Library Report **(30-37)**
Report from Anne Belden, Deputy Director

- 11. Trustee Reports**
Trustee reports or topic suggestions for future meetings

- 12. Calendar items**
 - a. Foundation Board Meeting – November 23 – Sylvia Haas
 - b. Library Closed November 26
 - c. Personnel Committee Meeting – December 3 at 7 p.m.
 - d. Regular Board Meeting – December 17
 - e. Library Closed December 24 and 25
 - f. Library Closes at 5 p.m. December 31

- 13. Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
November 19, 2020**

- 1. Recognition of Volunteers and Staff.** This is agenda item number 4. This is an annual recognition of significant anniversaries of staff and volunteers.
- 2. Consent Agenda.** This is agenda item number 6. The consent agenda items are standard this month.

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

- 3. October 2020 Bills and Financial Reports.** This is agenda item number 7. Spending year-to-date is about 11.5% below budget. We have received 97.8% of the 2019 revenue, which is actually a bit higher than we were last year. Included in the packet this month is a year-to-date listing of all covid-related expenses, which is about \$47,000. See more details on the Treasurer's Report in the packet.

"I move to approve the October 2020 bills and financial report as presented."

- 4. Pandemic Response Plan.** This is agenda item number 8. At the time of writing, the library is planning to restrict public access to our buildings beginning Tuesday, 11/17. We will maintain our essential services of parking lot pickup, home delivery, 24/7 book drop (main) and all virtual services. I anticipate that most if not all staff will have sufficient work, and we will shift staffing to support the increase in work with PLP and delivery. Things change so quickly that I hesitate to venture a guess when this model will end, but I think around three weeks if the transmission rate decreases.

We want to emphasize that the library is not "closing," patrons will still be able to get their materials with no interruption. The primary difference is that patrons won't be able to browse or sit at a table. We are also working on allowing computer use by appointment, but that will take a little longer to set up.

- 5. 2021 Operating Budget Amendments.** This is agenda item number 9. As is usual for us, we will consider a few small amendments to the 2021 operating budget. If the Board is amenable to these changes, the revised budget will be brought to the December meeting for approval.
 - Move \$10k from the salary line to Human Resources. With the purchase of several Paycom modules (Learning, ACA, Open Enrollment) that will automate our processes, we were able to drop the full-time open HR position to part time.
 - The final property, liability, and worker's compensation insurance rates will be available at the 11/19 meeting.
 - Consider an addition to the budget to address holds on popular materials. Establishing a "Lucky Day" or "Hot Picks" collection would be about \$40k. We've asked the Friends for some support on this, or could use the Gift Fund. We could also hold off on this decision until we see what our spring property tax revenue looks like.

Mount Prospect Public Library
Board of Trustees

- 6. Director and Library Services Reports.** This is agenda item number 10. This month I included some monthly statistics (from June when we reopened to October). It's interesting to see the trends on a micro level, and not just compared against previous normal years.

Even though we are turning the dial back on services a bit, I don't want to lose our forward momentum. Our Collection Development Committee has been discussing loan rules and restrictions, with an eye toward removing patron barriers and making it easier to use the library. Any changes to these policies must be approved by the Board, so Deputy Director Anne Belden will be sharing a few discussion points about the philosophy behind the discussions, in order to prep Trustees for our eventual recommendations.

Staff Anniversary Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library employees as integral to the goals of the library; and

WHEREAS, the Board of Trustees appreciate the dedication of staff; and

WHEREAS, as a means to publicly honor and recognize individuals who celebrated significant employment anniversaries during 2020; and

THEREFORE, be it now resolved that on the 19th day of November 2020, the Board of Trustees publicly thank the following staff for their hard work and congratulate them on their years of employment with the Mount Prospect Public Library:

Forty Years	Mary Kay Walsdorf
Thirty-five Years	Thomas Garvin Timothy Loga
Thirty Years	Jan Peterson
Twenty-five Years	Peter Balingit
Twenty Years	Marci Buerger Darice Castino Michele Khan Paula Zoern-Loga Donna Wilson
Fifteen Years	David Banasiak Alison Horton
Ten Years	Janine Slayton
Five Years	Jennifer Amling Angela Baker Christine Budzisz Chelsea Lord Jennifer Massa Catherine Simmons Amy Slagter

Sylvia M. Haas, President
Mount Prospect Public Library
Board of Trustees

Volunteer Anniversary Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library department volunteers as integral to the goals of the library; and

WHEREAS, the Board of Trustees appreciate the dedication of those volunteers; and

WHEREAS, as a means to publicly honor and recognize these individuals; and

THEREFORE, be it now resolved that on the 19th day of November 2020, the Board of Trustees publicly thank the following volunteers for their diligent work and willingness to give time in their busy lives to the Mount Prospect Public Library:

Thirty Years Zoe Mather

Twenty Years Vasudha Sullins

Fifteen Years Howard Harris

Five Years Jamie James
 Jean Krueger

Sylvia M. Haas, President
Mount Prospect Public Library
Board of Trustees

**Regular Board Meeting
October 15, 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 7:02 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: Anne Belden, Jo Broszczak, Rosemary Groenwald, Dale Heath, Jan Peterson, Su Reynders, Janine Slayton, Mary Smith, Dimitrios Stefanis, Mary Kay Walsdorf, Anne Wilson, Suzanne Yazel

Visitors: Thomas G. Tesky

3. Audience to Visitors

Mr. Tesky offered suggestions on reading materials.

4. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of September 17, 2020
- b. Approve September 2020 Bills
- c. Approve Social Media Policy
- d. Approve Ordinance No. 2020-2 Amending the Village/Library IGA
- e. Approve IGA and Resolution No. 2020-2 with Cook County for Coronavirus Relief Funds

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

5. Approve September 2020 Financial Report

Trustees reviewed the Treasurer's Report and noted that 91.4% of 2019 revenue has been collected, compared with the usual 97% by this time. We anticipate additional revenue after the extended payment deadline of October 31.

Motion was made by Trustee Duebner and seconded by Trustee Fulk to approve the September 2020 Financial Report as presented. Voice vote carried unanimously.

6. Review of 2021 Per Capita Grant Requirements

Director Reynders reviewed the anticipated 2021 Per Capita Grant requirements, which include reviewing the entirety of Serving Our Public 4.0: Standards for Illinois Public Libraries.

7. Executive Director Report

Director Reynders presented information regarding the library's response to the pandemic, including current restrictions and a tentative plan for expanding services as appropriate. Assuming nothing changes with state restrictions or the severity of the pandemic, the library could begin bringing back some low- and medium-impact services such as adding additional

public computers and usage of the training lab and study rooms by appointment. Director Reynders reported that the most frequent patron complaint is that the current time limit of one hour is too short.

Trustees encouraged Director Reynders to begin implementing slightly expanded services while staying within the current state restrictions.

8. Trustee Reports

Trustee Gens reported that she attended the foundation meeting and provided a summary of activity. Trustees requested that Director Reynders pass along information to the foundation president regarding a Library Board member serving as a voting member of the foundation. If the foundation removes the requirement from their bylaws, then the library will also have to revise their bylaws.

9. Calendar Items

- a. Foundation Board Meeting – October 26 – Brian Gilligan
- b. Village of Mount Prospect 1st Levy Reading – November 4
- c. There will be a Personnel Committee Meeting on November 5, 2020 at 6:30 p.m., replacing the tentative COW meeting.
- d. Village of Mount Prospect 2nd Levy Reading and Approval – November 17
 - i. Trustees Duebner and Bass stated they will attend this meeting.
- 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

Regular meeting adjourned at 7:58 p.m.

Terri Gens, Secretary

**Personnel Committee Meeting
November 5, 2020
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:30 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

President Haas read aloud the following statement: "This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions."

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Sylvia Haas, Kristine O'Sullivan
Absent: Brian Gilligan
Staff Present: Su Reynders
Visitors: None

4. Audience to Visitors

There were no visitors.

5. Executive Director Evaluation Planning

Trustees reviewed the evaluation form and requested that Trustee O'Sullivan to make final changes and distribute to all board members. Trustees requested that Director Reynders send her self-evaluation to the board.

The tentative timeline for the evaluation process is:

- Send evaluation form to Trustees and staff email the week of 11/9/20.
- Staff email responses due 11/20/20.
- Trustees discuss results at the 12/3/20 Personnel Committee Meeting in closed session.
- Discuss results with Executive Director in closed session at the 12/17/20 Regular Board Meeting.

6. Adjourn to Closed Session

A closed session was not held.

7. Calendar Items

- a. Village of Mount Prospect 2nd Levy Reading and Approval – November 17
- b. Regular Board Meeting – November 19
- c. Foundation Board Meeting – November 23 – Sylvia Haas
- d. Library Closed November 26
- e. 40th Annual Teddy Bear Walk – Celebrate the entire month of December
- f. Personnel Committee Meeting – December 3 at 7 p.m.
- g. Regular Board Meeting – December 17
- h. Library Closed December 24 and 25
- i. Library Closes at 5 p.m. December 31

8. Adjournment

Personnel Committee meeting adjourned at 7:12 p.m.

Terri Gens, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of October 31, 2020

Library General Fund	\$	6,786,539
Working Cash Fund	\$	2,210,750
Capital Projects Restricted Fund	\$	3,396,271
Debt Service Fund	\$	752,428
Gift Fund	\$	564,037
Total All Funds	\$	13,710,025

Cash Disbursements October 2020

\$2,460,700.56

(includes \$1,522,700.00 for annual principal and half year interest payments on debt service)

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	8,997,289
Annual Operating Budget 2020	\$	9,713,122
Combined Balance - Months in Reserve		11.1
Combined Balance - Percentage in Reserve		93%

YTD October Spending

- * About \$919,500 below the year-to-date budget
- * YTD Actual is 11.5% below YTD budget.

Percent of Full Year Budget Spent to date

- * YTD expected to spend 82.5% of the annual budget
- * Spending to date was actually closer to 73.0% of the annual budget
- * Last year we had expended about 78.0% of the annual budget

Levy Collection

- * To date 97.8% of the 2019 Levy has been collected
- * Last year 97.4% of the 2018 Levy had been collected through October 2019
- * Historically, over the past six years, 97.3% to 98.7% (average of 97.9%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 10/31/2020

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 750,804	\$ 11,450,414
Taxes Allocated to Other Funds	(102,216)	(1,976,832)
Personal Property Replacement Taxes	-	45,878
Interest Income	614	36,204
Illinois Per Capita Grant	67,709	67,709
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	1,243	21,825
Friends & Foundation Reimbursements	594	8,683
Village Reimbursements	447	1,906
<i>Total Revenues</i>	<u>\$ 719,195</u>	<u>\$ 9,655,787</u>
Expenditures		
Salaries & Benefits	\$ 594,514	\$ 5,633,597
Management Expense	17,421	202,783
Operating Expenses	16,475	143,499
Building Expense	70,930	344,829
Services and Resources	85,072	768,529
Friends & Foundation Reimbursable Expenses	159	9,002
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	142	2,048
<i>Total Expenditures</i>	<u>\$ 784,713</u>	<u>\$ 7,104,287</u>
Transfer to Capital Projects Restricted Fund		1,300,000
<i>Total Expenditures/Transfers</i>	<u>\$ 784,713</u>	<u>\$ 8,404,287</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (65,518)	\$ 1,251,500
Fund Balance - Beginning of Period	6,852,057	5,535,039
Fund Balance - End of Period	<u>\$ 6,786,539</u>	<u>\$ 6,786,539</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,210,565	\$ 2,198,279
Interest Allocation	185	12,471
Fund Balance - End of Period	<u>\$ 2,210,750</u>	<u>\$ 2,210,750</u>
Capital Projects Restricted Fund		
Revenues		
Property Taxes	\$ -	\$ 421,476
Transfer from Library Fund		1,300,000
Interest Income	291	11,598
<i>Total Revenues</i>	<u>\$ 291</u>	<u>\$ 1,733,074</u>
Expenditures		
Building & Grounds	\$ -	\$ 19,135
Library Equipment (van, phone system)	31,076	60,765
Library Furnishings	-	17,064
Other Expenditures	-	2,001
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 31,076</u>	<u>\$ 98,965</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (30,785)	\$ 1,634,109
Fund Balance - Beginning of Period	3,427,056	1,762,162
Fund Balance - End of Period	<u>\$ 3,396,271</u>	<u>\$ 3,396,271</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 102,216	\$ 1,555,357
Interest Income	182	6,850
<i>Total Revenues</i>	<u>\$ 102,398</u>	<u>\$ 1,562,207</u>
Expenditures		
Interest Expense	\$ 8,783	\$ 87,833
Debt Reduction Payments	1,470,000	1,470,000
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 1,478,783</u>	<u>\$ 1,558,283</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (1,376,385)	\$ 3,924
Fund balance - Beginning of Period	2,128,813	748,504
Fund balance - End of Period	<u>\$ 752,428</u>	<u>\$ 752,428</u>
Gift Fund		
Revenues	\$ 478	\$ 13,043
Expenditures	184	3,643
Excess (Deficiency) of Revenues over Expenditures	\$ 294	\$ 9,400
Fund Balance - Beginning of Period	563,743	554,637
Fund Balance - End of Period	<u>\$ 564,037</u>	<u>\$ 564,037</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$	594,514.14	
Management Expense (4210L - 4290L)		17,420.38	
Operating Expenses (4310L - 4390L)		16,475.27	
Building Expense (4410L - 4460L)		70,929.25	
Services and Resources (4610L - 4690L)		85,072.45	
Friends & Foundation reimbursable expenses (9530L and 9540L)		159.63	
VOMP reimbursable expenses (9560L)		142.39	
Grant Expenses (9570L)		-	
Total October 2020 Library General Fund Expenses		-	\$ 784,713.51

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	38.00	
Operating Expense Reimbursements received		3,137.61	
September 2020 Accrued Payroll & Benefits		306,318.98	
September 2020 Credit Card Payable		17,256.79	
September 2020 Accounts Payable		12,406.10	
October 2020 Accountst Receivable		-	
Disbursements for Gift Fund		184.00	
		184.00	339,341.48

Deductions for Library General Fund Cash Disbursements:

October 2020 Accrued Payroll & Benefits	\$	120,221.78	
October 2020 Credit Card Payable		11,787.18	
October 2020 Accounts Payable		84,904.53	
Expense paid with Youth Gift Card		48.23	
Payment of Nayax invoices & merchant fees by income offset		121.50	
Payment of Credit Card Merchant fees by income offset		48.14	
		48.14	(217,131.36)

Total Library General Fund cash disbursed

\$ 906,923.63

CAPITAL PROJECTS RESTRICTED FUND

October 2020 Expenses	\$	31,076.93	
Plus: September 2020 Accounts Payable		-	
Less: October 2020 Accounts Payable		-	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		-	31,076.93

DEBT SERVICE FUND

October 2020 Expenses (includes \$1,470,000 principle payment)	\$	1,478,783.35	
Plus: September 2020 Interest Payable		35,133.34	
Less: October 2020 Interest Payable (or plus receivable)		8,783.31	
<i>Total Debt Service Fund cash disbursed</i>		8,783.31	1,522,700.00

GIFT FUND

October 2020 Expenses	\$	184.00	
Plus: September 2020 Accounts Payable		75.00	
Less: October 2020 Accounts Payable		(259.00)	
<i>Total Gift Fund cash disbursed</i>		(259.00)	0.00

TOTAL CASH DISBURSEMENTS, October 2020

\$ 2,460,700.56

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	SALARIES	10/1/20	PAYROLL - PAYCOM	\$ 204,434.37
4110L	SALARIES	10/1/20	09/30/2020 accrued payroll reversal	(262,844.00)
4110L	SALARIES	10/15/20	PAYROLL - PAYCOM	205,595.19
4110L	SALARIES	10/29/20	PAYROLL - PAYCOM	205,843.97
4110L	SALARIES	10/31/20	10/31/2020 accrued payroll	102,922.00
4120L	IMRF	10/1/20	09/30/2020 accrued payroll reversal	(25,511.00)
4120L	IMRF	10/29/20	VILLAGE OF MT. PROSPECT - IMRF	60,976.10
4120L	IMRF	10/31/20	10/31/2020 accrued payroll	10,183.00
4130L	MC / FICA	10/1/20	PAYROLL - PAYCOM	14,682.01
4130L	MC / FICA	10/1/20	09/30/2020 accrued payroll reversal	(18,877.00)
4130L	MC / FICA	10/15/20	PAYROLL - PAYCOM	14,751.86
4130L	MC / FICA	10/29/20	PAYROLL - PAYCOM	15,646.31
4130L	MC / FICA	10/31/20	10/31/2020 accrued payroll	7,823.00
4140L	Insurance - Medical	10/7/20	COBRA admin fee	(15.92)
4140L	Insurance - Medical	10/28/20	VILLAGE OF MT. PROSPECT	58,904.25
4230L	Printing	10/28/20	NPN360	4,374.79
4240L	Marketing	10/1/20	THE JOURNAL AND TOPICS	214.00
4240L	Marketing	10/1/20	SIGN TECH, INC.	12.00
4240L	Marketing	10/6/20	GRAPHIC 14 INC.	111.44
4250L	Resources	10/26/20	SYNCHRONY/AMAZON	19.99
4260L	Professional Dues	10/6/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	10/6/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	10/6/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4280L	Human Resources	10/1/20	CAREERBUILDER EMPLOYMENT SCREENING	38.00
4280L	Human Resources	10/1/20	COMPSYCH CORPORATION	2,970.00
4280L	Human Resources	10/1/20	PAYROLL - PAYCOM	823.90
4280L	Human Resources	10/15/20	PAYROLL - PAYCOM	833.28
4280L	Human Resources	10/29/20	PAYROLL - PAYCOM	836.32
4280L	Human Resources	10/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	10/1/20	MC/OLAC CATALOGERS NETWORK	200.00
4280L	Human Resources	10/26/20	SYNCHRONY/AMAZON	106.80
4280L	Human Resources	10/1/20	MC/UNIVERSITY OF ILLINOIS	250.00
4280L	Human Resources	10/5/20	MC/UNIVERSITY OF WISCONSIN	250.00
4280L	Human Resources	10/5/20	MC/UNIVERSITY OF WISCONSIN	250.00
4280L	Human Resources	10/19/20	MC/SOCIETY FOR HR MANAGEMENT	10.00
4280L	Human Resources	10/1/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	12.42
4280L	Human Resources	10/13/20	HR SOURCE (MANAGEMENT ASSOC)	1,200.00
4290L	Other Operating	10/2/20	NAYAX LLC	6.53
4290L	Other Operating	10/9/20	NAYAX LLC	9.11
4290L	Other Operating	10/16/20	NAYAX LLC	10.76
4290L	Other Operating	10/23/20	NAYAX LLC	5.18
4290L	Other Operating	10/29/20	PROPAY	39.95
4290L	Other Operating	10/29/20	PROPAY	8.19
4290L	Other Operating	10/30/20	NAYAX LLC	10.42
4290L	Other Operating	10/30/20	HEARTLAND	68.50

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

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	10/1/20	HARVARD UNIVERSITY	25.00
4290L	Other Operating	10/14/20	MC/ZOOM	104.93
4290L	Other Operating	10/14/20	MC/ZOOM	140.00
4290L	Other Operating	10/15/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,085.00
4290L	Other Operating	10/16/20	WAREHOUSE DIRECT	1,230.00
4290L	Other Operating	10/20/20	WAREHOUSE DIRECT	79.90
4290L	Other Operating	10/23/20	GARVEY'S OFFICE PRODUCTS	70.02
4290L	Other Operating	10/26/20	SYNCHRONY/AMAZON	104.97
4290L	Other Operating	10/1/20	INTERIOR TROPICAL GARDENS	120.00
4290L	Other Operating	10/14/20	DEX MEDIA	23.00
4290L	Other Operating	10/28/20	MC/BRAESIDE DISPLAYS	191.73
4290L	Other Operating	10/31/20	INTERIOR TROPICAL GARDENS	240.00
4310L	Telecommunications	10/11/20	AT&T	721.58
4310L	Telecommunications	10/13/20	AT&T	1,678.14
4310L	Telecommunications	10/1/20	COMCAST CABLE	203.35
4310L	Telecommunications	10/1/20	TECHNOLOGY MANAGEMENT REVOLVING FD	994.00
4310L	Telecommunications	10/13/20	TECHNOLOGY MANAGEMENT REVOLVING FD	497.00
4310L	Telecommunications	10/19/20	AT&T	543.66
4310L	Telecommunications	10/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	10/28/20	VERIZON WIRELESS	351.42
4310L	Telecommunications	10/21/20	MC/T-MOBILE	574.00
4310L	Telecommunications	10/19/20	AT&T - 50%	142.40
4340L	Office Supplies	10/14/20	WAREHOUSE DIRECT	6.24
4340L	Office Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	2.01
4340L	Office Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	55.53
4340L	Office Supplies	10/14/20	WAREHOUSE DIRECT	34.12
4340L	Office Supplies	10/14/20	WAREHOUSE DIRECT	126.71
4340L	Office Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	4.31
4340L	Office Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	68.26
4340L	Office Supplies	10/2/20	WAREHOUSE DIRECT	13.40
4340L	Office Supplies	10/14/20	WAREHOUSE DIRECT	26.80
4340L	Office Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	61.84
4340L	Office Supplies	10/14/20	WAREHOUSE DIRECT	1.36
4340L	Office Supplies	10/14/20	WAREHOUSE DIRECT	57.41
4340L	Office Supplies	10/15/20	WAREHOUSE DIRECT	6.28
4350L	Library Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	44.61
4350L	Library Supplies	10/26/20	SYNCHRONY/AMAZON	17.81
4350L	Library Supplies	10/1/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	20.98
4350L	Library Supplies	10/13/20	ELM USA, INC.	546.35
4350L	Library Supplies	10/14/20	WAREHOUSE DIRECT	39.66
4350L	Library Supplies	10/14/20	STAPLES BUSINESS ADVANTAGE	37.30
4350L	Library Supplies	10/12/20	MC/AMAZON	12.40
4350L	Library Supplies	10/16/20	MC/MEIJER	75.75
4350L	Library Supplies	10/19/20	MC/MEIJER	18.52
4350L	Library Supplies	10/27/20	MC/TARGET	19.23
4350L	Library Supplies	10/29/20	MC/FOUR STAR MARKETING	270.53
4350L	Library Supplies	10/14/20	W. W. GRAINGER, INC.	35.30
4350L	Library Supplies	10/19/20	W. W. GRAINGER, INC.	548.58
4350L	Library Supplies	10/1/20	ARAMARK	61.88
4350L	Library Supplies	10/1/20	ARAMARK	(61.88)

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4360L	Postage	10/23/20	POSTMASTER	1,812.90
4360L	Postage	10/15/20	MC/POSTMASTER	81.95
4360L	Postage	10/16/20	MC/POSTMASTER	501.80
4360L	Postage	10/31/20	MC/POSTMASTER	87.40
4360L	Postage	10/30/20	EMPLOYEE REIMBURSEMENTS	(22.58)
4390L	IT Services	10/6/20	MC/QUICKBASE	175.86
4390L	IT Services	10/15/20	STACKMAP, INC.	2,949.00
4390L	IT Services	10/22/20	BAKER & TAYLOR, INC.	995.00
4390L	IT Services	10/28/20	MC/ZOHO CORPORATION	1,071.00
4390L	IT Services	10/13/20	MC/NUB GAMES, INC.	525.00
4390L	IT Services	10/22/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	10/30/20	BACKSTAGE LIBRARY WORKS	213.75
4410L	Building Maintenance	10/31/20	TRANE	31,858.00
4410L	Building Maintenance	10/1/20	AUTOMATIC DOORS, INC.	695.00
4410L	Building Maintenance	10/1/20	COMPLETE TEMPERATURE SYSTEMS,	733.00
4410L	Building Maintenance	10/1/20	VERTIV SERVICES, INC.	495.00
4410L	Building Maintenance	10/2/20	AUTOMATIC DOORS, INC.	1,895.00
4410L	Building Maintenance	10/28/20	PROSPECT ELECTRIC COMPANY	500.00
4410L	Building Maintenance	10/28/20	PROSPECT ELECTRIC COMPANY	2,100.00
4410L	Building Maintenance	10/29/20	COMBINED ROOFING SERVICES LLC	10,750.00
4410L	Building Maintenance	10/1/20	THE HOME DEPOT CRC	(81.04)
4410L	Building Maintenance	10/2/20	MOUNT PROSPECT PAINT, INC.	75.74
4410L	Building Maintenance	10/2/20	NERADT ACE HARDWARE	20.97
4410L	Building Maintenance	10/5/20	NERADT ACE HARDWARE	9.99
4410L	Building Maintenance	10/8/20	W. W. GRAINGER, INC.	115.10
4410L	Building Maintenance	10/8/20	W. W. GRAINGER, INC.	186.23
4410L	Building Maintenance	10/8/20	LIGHTING SUPPLY COMPANY	123.99
4410L	Building Maintenance	10/9/20	MOUNT PROSPECT PAINT, INC.	102.42
4410L	Building Maintenance	10/14/20	W. W. GRAINGER, INC.	68.49
4410L	Building Maintenance	10/14/20	MOUNT PROSPECT PAINT, INC.	12.76
4410L	Building Maintenance	10/16/20	NERADT ACE HARDWARE	0.80
4410L	Building Maintenance	10/20/20	INTEGRATED CONTROL TECHNOLOGIES	211.90
4410L	Building Maintenance	10/29/20	FILTER SERVICES ILLINOIS	863.44
4410L	Building Maintenance	10/1/20	AMERICAN LANDSCAPING INC.	528.00
4410L	Building Maintenance	10/1/20	TRU GREEN-CHEM LAWN	80.91
4410L	Building Maintenance	10/29/20	TRU GREEN-CHEM LAWN	186.22
4410L	Building Maintenance	10/30/20	TRU GREEN-CHEM LAWN	221.70
4410L	Building Maintenance	10/31/20	AMERICAN LANDSCAPING INC.	250.00
4410L	Building Maintenance	10/8/20	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	10/8/20	W. W. GRAINGER, INC.	30.00
4420L	Equipment Maintenance	10/23/20	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	10/6/20	SHELL OIL COMPANY	(2.95)
4420L	Equipment Maintenance	10/19/20	SHELL OIL COMPANY	27.88
4420L	Equipment Maintenance	10/23/20	NERADT ACE HARDWARE	7.49
4420L	Equipment Maintenance	10/5/20	IMAGE SYSTEMS & BUSINESS SOLUT	2,326.91
4420L	Equipment Maintenance	10/9/20	NAYAX LLC	79.50
4440L	Janitorial	10/1/20	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	10/8/20	CINTAS #22	70.92
4440L	Janitorial	10/20/20	A.N.S., INC.	828.00
4440L	Janitorial	10/20/20	REPUBLIC SERVICES #551	394.94

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4440L	Janitorial	10/22/20	CINTAS #22	70.92
4440L	Janitorial	10/2/20	ARAMARK	201.67
4440L	Janitorial	10/8/20	WAREHOUSE DIRECT	245.72
4440L	Janitorial	10/8/20	W. W. GRAINGER, INC.	7.16
4440L	Janitorial	10/15/20	SUPERIOR INDUSTRIAL SUPPLY	364.05
4440L	Janitorial	10/19/20	W. W. GRAINGER, INC.	71.25
4450L	Equipment	10/26/20	SYNCHRONY/AMAZON	29.99
4450L	Equipment	10/12/20	MC/AMAZON	8.99
4450L	Equipment	10/1/20	MC/AMAZON	102.99
4450L	Equipment	10/2/20	CDW GOVERNMENT, INC.	8,950.00
4450L	Equipment	10/2/20	MC/AMAZON	104.65
4450L	Equipment	10/12/20	MC/AMAZON	23.67
4460L	Utilities	10/26/20	CONSTELLATION NEWENERGY- GAS DIV+D613	1,031.14
4460L	Utilities	10/15/20	VILLAGE OF MT. PROSPECT	871.04
4610L	Adult Books	10/1/20	INGRAM	103.81
4610L	Adult Books	10/1/20	INGRAM	111.96
4610L	Adult Books	10/1/20	INGRAM	113.00
4610L	Adult Books	10/1/20	INGRAM	103.89
4610L	Adult Books	10/1/20	INGRAM	10.79
4610L	Adult Books	10/1/20	INGRAM	9.59
4610L	Adult Books	10/1/20	INGRAM	10.20
4610L	Adult Books	10/1/20	INGRAM	45.27
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	1,042.29
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	761.44
4610L	Adult Books	10/1/20	INGRAM	11.27
4610L	Adult Books	10/1/20	INGRAM	104.96
4610L	Adult Books	10/1/20	INGRAM	130.56
4610L	Adult Books	10/1/20	INGRAM	101.30
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	1,338.95
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	137.15
4610L	Adult Books	10/1/20	INGRAM	31.09
4610L	Adult Books	10/1/20	INGRAM	33.75
4610L	Adult Books	10/1/20	SALEM PRESS, INC.	445.50
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	36.26
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	432.31
4610L	Adult Books	10/1/20	INGRAM	20.32
4610L	Adult Books	10/1/20	INGRAM	14.66
4610L	Adult Books	10/1/20	SALEM PRESS, INC.	112.50
4610L	Adult Books	10/1/20	J.D. POWER	99.00
4610L	Adult Books	10/2/20	INGRAM	48.21
4610L	Adult Books	10/2/20	INGRAM	76.65
4610L	Adult Books	10/2/20	BAKER AND TAYLOR	24.39
4610L	Adult Books	10/3/20	BAKER AND TAYLOR	782.83
4610L	Adult Books	10/4/20	INGRAM	26.34
4610L	Adult Books	10/5/20	BAKER AND TAYLOR	14.12
4610L	Adult Books	10/5/20	INGRAM	16.92
4610L	Adult Books	10/6/20	INGRAM	16.92
4610L	Adult Books	10/6/20	INGRAM	16.94
4610L	Adult Books	10/7/20	BAKER AND TAYLOR	942.83
4610L	Adult Books	10/7/20	INGRAM	76.78
4610L	Adult Books	10/7/20	INGRAM	61.09

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Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	10/8/20	INGRAM	21.58
4610L	Adult Books	10/9/20	BAKER AND TAYLOR	556.68
4610L	Adult Books	10/9/20	BAKER AND TAYLOR	260.74
4610L	Adult Books	10/11/20	INGRAM	11.97
4610L	Adult Books	10/11/20	INGRAM	18.00
4610L	Adult Books	10/12/20	INGRAM	46.29
4610L	Adult Books	10/12/20	INGRAM	15.25
4610L	Adult Books	10/12/20	INGRAM	16.92
4610L	Adult Books	10/12/20	BAKER AND TAYLOR	1,062.18
4610L	Adult Books	10/12/20	BAKER AND TAYLOR	9.52
4610L	Adult Books	10/13/20	INGRAM	26.03
4610L	Adult Books	10/13/20	INGRAM	88.90
4610L	Adult Books	10/13/20	BAKER AND TAYLOR	578.27
4610L	Adult Books	10/14/20	BAKER AND TAYLOR	494.90
4610L	Adult Books	10/15/20	INGRAM	37.72
4610L	Adult Books	10/15/20	BAKER AND TAYLOR	353.16
4610L	Adult Books	10/16/20	MC/NEW YORK GENEALOGICAL& BIOG	36.08
4610L	Adult Books	10/16/20	INGRAM	55.79
4610L	Adult Books	10/16/20	INGRAM	11.29
4610L	Adult Books	10/16/20	BAKER AND TAYLOR	100.70
4610L	Adult Books	10/16/20	INGRAM	218.25
4610L	Adult Books	10/18/20	D & Z HOUSE OF BOOKS	42.32
4610L	Adult Books	10/18/20	INGRAM	43.20
4610L	Adult Books	10/19/20	BAKER AND TAYLOR	757.76
4610L	Adult Books	10/19/20	BAKER AND TAYLOR	177.86
4610L	Adult Books	10/19/20	BAKER AND TAYLOR	27.10
4610L	Adult Books	10/20/20	INGRAM	57.04
4610L	Adult Books	10/20/20	BAKER AND TAYLOR	322.61
4610L	Adult Books	10/20/20	INGRAM	10.17
4610L	Adult Books	10/20/20	INGRAM	184.79
4610L	Adult Books	10/21/20	INGRAM	48.92
4610L	Adult Books	10/22/20	INGRAM	17.40
4610L	Adult Books	10/22/20	INGRAM	176.49
4610L	Adult Books	10/23/20	INGRAM	51.96
4610L	Adult Books	10/23/20	INGRAM	22.57
4610L	Adult Books	10/23/20	BAKER AND TAYLOR	34.65
4610L	Adult Books	10/24/20	BAKER AND TAYLOR	1,407.35
4610L	Adult Books	10/25/20	INGRAM	11.37
4610L	Adult Books	10/26/20	SYNCHRONY/AMAZON	2,213.94
4610L	Adult Books	10/27/20	INGRAM	30.52
4610L	Adult Books	10/27/20	BAKER AND TAYLOR	741.57
4610L	Adult Books	10/27/20	INGRAM	72.46
4610L	Adult Books	10/28/20	INGRAM	120.00
4610L	Adult Books	10/29/20	INGRAM	11.97
4610L	Adult Books	10/30/20	INGRAM	65.42
4610L	Adult Books	10/1/20	BAKER AND TAYLOR	25.31
4610L	Adult Books	10/9/20	BAKER AND TAYLOR	11.87
4620L	Adult AV	10/1/20	INGRAM	11.98
4620L	Adult AV	10/1/20	MIDWEST TAPE	21.74
4620L	Adult AV	10/1/20	MIDWEST TAPE	114.97
4620L	Adult AV	10/1/20	MIDWEST TAPE	9.99
4620L	Adult AV	10/1/20	MIDWEST TAPE	34.99
4620L	Adult AV	10/1/20	MIDWEST TAPE	119.97

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4620L	Adult AV	10/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	10/1/20	MIDWEST TAPE	44.99
4620L	Adult AV	10/1/20	MIDWEST TAPE	64.98
4620L	Adult AV	10/1/20	MIDWEST TAPE	63.99
4620L	Adult AV	10/1/20	MIDWEST TAPE	399.94
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	38.20
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	42.60
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	66.08
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/1/20	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	10/2/20	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	10/5/20	MIDWEST TAPE	99.97
4620L	Adult AV	10/5/20	MIDWEST TAPE	39.99
4620L	Adult AV	10/5/20	MIDWEST TAPE	29.99
4620L	Adult AV	10/5/20	MIDWEST TAPE	231.93
4620L	Adult AV	10/5/20	MIDWEST TAPE	17.99
4620L	Adult AV	10/8/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	10/9/20	MIDWEST TAPE	124.96
4620L	Adult AV	10/9/20	MIDWEST TAPE	39.99
4620L	Adult AV	10/9/20	MIDWEST TAPE	194.95
4620L	Adult AV	10/9/20	MIDWEST TAPE	179.95
4620L	Adult AV	10/9/20	MIDWEST TAPE	55.99
4620L	Adult AV	10/12/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	18.89
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	58.78
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	22.06
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	33.02
4620L	Adult AV	10/19/20	MIDWEST TAPE	114.97
4620L	Adult AV	10/19/20	MIDWEST TAPE	44.99
4620L	Adult AV	10/19/20	MIDWEST TAPE	55.99
4620L	Adult AV	10/19/20	MIDWEST TAPE	44.99
4620L	Adult AV	10/19/20	MIDWEST TAPE	49.99
4620L	Adult AV	10/19/20	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	10/19/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	10/19/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	25.71

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4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	10.97
4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	29.36
4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	10/21/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/22/20	BAKER & TAYLOR INC.	58.76
4620L	Adult AV	10/22/20	BAKER & TAYLOR INC.	54.57
4620L	Adult AV	10/26/20	SYNCHRONY/AMAZON	2,010.28
4620L	Adult AV	10/26/20	MIDWEST TAPE	25.99
4620L	Adult AV	10/26/20	MIDWEST TAPE	76.98
4620L	Adult AV	10/26/20	MIDWEST TAPE	54.98
4620L	Adult AV	10/26/20	MIDWEST TAPE	29.99
4620L	Adult AV	10/26/20	MIDWEST TAPE	79.98
4620L	Adult AV	10/26/20	MIDWEST TAPE	39.99
4620L	Adult AV	10/27/20	BAKER & TAYLOR INC.	38.91
4620L	Adult AV	10/28/20	BAKER & TAYLOR INC.	32.98
4620L	Adult AV	10/14/20	BAKER & TAYLOR INC.	44.07
4620L	Adult AV	10/22/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/26/20	SYNCHRONY/AMAZON	321.76
4630L	Youth Print	10/1/20	INGRAM	61.94
4630L	Youth Print	10/1/20	INGRAM	214.58
4630L	Youth Print	10/1/20	INGRAM	31.40
4630L	Youth Print	10/1/20	INGRAM correction from 4640L	611.91
4630L	Youth Print	10/1/20	INGRAM	37.93
4630L	Youth Print	10/1/20	INGRAM	73.45
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	261.57
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	222.38
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	930.62
4630L	Youth Print	10/1/20	INGRAM	115.84
4630L	Youth Print	10/1/20	INGRAM	69.52
4630L	Youth Print	10/1/20	INGRAM	14.35
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	(3.56)
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	525.15
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	10/1/20	INGRAM	867.93
4630L	Youth Print	10/1/20	INGRAM	36.38
4630L	Youth Print	10/1/20	INGRAM	28.27
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	323.21
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	28.68
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	51.34
4630L	Youth Print	10/1/20	INGRAM	82.74
4630L	Youth Print	10/1/20	INGRAM	20.32
4630L	Youth Print	10/1/20	INGRAM	67.29
4630L	Youth Print	10/1/20	INGRAM	164.08
4630L	Youth Print	10/2/20	INGRAM	6.21
4630L	Youth Print	10/3/20	BAKER AND TAYLOR	283.91
4630L	Youth Print	10/4/20	INGRAM	18.71
4630L	Youth Print	10/6/20	INGRAM	369.43
4630L	Youth Print	10/6/20	BAKER AND TAYLOR	675.71
4630L	Youth Print	10/6/20	BAKER AND TAYLOR	655.85
4630L	Youth Print	10/6/20	INGRAM	7.79
4630L	Youth Print	10/6/20	INGRAM	715.60
4630L	Youth Print	10/7/20	BAKER AND TAYLOR	266.08

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4630L	Youth Print	10/7/20	BAKER AND TAYLOR	7.73
4630L	Youth Print	10/7/20	INGRAM	8.38
4630L	Youth Print	10/7/20	INGRAM	9.57
4630L	Youth Print	10/8/20	BAKER AND TAYLOR	518.32
4630L	Youth Print	10/8/20	INGRAM	79.10
4630L	Youth Print	10/8/20	INGRAM	302.37
4630L	Youth Print	10/12/20	INGRAM	78.96
4630L	Youth Print	10/12/20	INGRAM	340.46
4630L	Youth Print	10/12/20	BAKER AND TAYLOR	67.70
4630L	Youth Print	10/13/20	INGRAM	3.59
4630L	Youth Print	10/13/20	BAKER AND TAYLOR	210.88
4630L	Youth Print	10/15/20	BAKER AND TAYLOR	484.15
4630L	Youth Print	10/15/20	BAKER AND TAYLOR	293.44
4630L	Youth Print	10/16/20	INGRAM	10.73
4630L	Youth Print	10/16/20	BAKER AND TAYLOR	375.77
4630L	Youth Print	10/16/20	BAKER AND TAYLOR	243.41
4630L	Youth Print	10/16/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	10/16/20	INGRAM	9.60
4630L	Youth Print	10/16/20	INGRAM	60.97
4630L	Youth Print	10/18/20	INGRAM	27.19
4630L	Youth Print	10/18/20	D & Z HOUSE OF BOOKS	17.96
4630L	Youth Print	10/19/20	BAKER AND TAYLOR	395.56
4630L	Youth Print	10/19/20	BAKER AND TAYLOR	66.34
4630L	Youth Print	10/20/20	INGRAM	19.16
4630L	Youth Print	10/20/20	INGRAM	879.07
4630L	Youth Print	10/20/20	BAKER AND TAYLOR	188.06
4630L	Youth Print	10/20/20	BAKER AND TAYLOR	645.93
4630L	Youth Print	10/21/20	INGRAM	14.35
4630L	Youth Print	10/21/20	BAKER AND TAYLOR	413.95
4630L	Youth Print	10/22/20	BAKER AND TAYLOR	94.78
4630L	Youth Print	10/22/20	BAKER AND TAYLOR	511.44
4630L	Youth Print	10/22/20	BAKER AND TAYLOR	262.08
4630L	Youth Print	10/23/20	INGRAM	35.61
4630L	Youth Print	10/23/20	BAKER AND TAYLOR	441.52
4630L	Youth Print	10/23/20	BAKER AND TAYLOR	12.74
4630L	Youth Print	10/25/20	INGRAM	107.70
4630L	Youth Print	10/26/20	SYNCHRONY/AMAZON	294.45
4630L	Youth Print	10/26/20	INGRAM	75.26
4630L	Youth Print	10/26/20	INGRAM	10.16
4630L	Youth Print	10/26/20	BAKER AND TAYLOR	296.85
4630L	Youth Print	10/26/20	BAKER AND TAYLOR	67.16
4630L	Youth Print	10/27/20	BAKER AND TAYLOR	630.43
4630L	Youth Print	10/27/20	BAKER AND TAYLOR	47.96
4630L	Youth Print	10/27/20	INGRAM	15.24
4630L	Youth Print	10/28/20	INGRAM	47.17
4630L	Youth Print	10/28/20	BAKER AND TAYLOR	634.71
4630L	Youth Print	10/28/20	BAKER AND TAYLOR	115.67
4630L	Youth Print	10/29/20	BAKER AND TAYLOR	278.80
4630L	Youth Print	10/29/20	INGRAM	682.34
4630L	Youth Print	10/29/20	INGRAM	176.25
4630L	Youth Print			
4630L	Youth Print	10/1/20	BAKER AND TAYLOR	34.21
4630L	Youth Print	10/9/20	BAKER AND TAYLOR	14.12
4630L	Youth Print	10/20/20	BAKER AND TAYLOR	19.76

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	10/20/20	BAKER AND TAYLOR	66.95
4630L	Youth Print	10/20/20	BAKER AND TAYLOR	40.54
4640L	Youth AV	10/1/20	INGRAM	23.97
4640L	Youth AV	10/1/20	INGRAM correction to 4630L	(611.91)
4640L	Youth AV	10/1/20	BAKER AND TAYLOR	28.23
4640L	Youth AV	10/1/20	FINDAWAY WORLD, LLC	89.98
4640L	Youth AV	10/1/20	FINDAWAY WORLD, LLC	1,211.74
4640L	Youth AV	10/1/20	BAKER & TAYLOR INC.	60.25
4640L	Youth AV	10/1/20	FINDAWAY WORLD, LLC	1,896.61
4640L	Youth AV	10/1/20	MIDWEST TAPE	39.99
4640L	Youth AV	10/1/20	FINDAWAY WORLD, LLC	50.99
4640L	Youth AV	10/5/20	BAKER & TAYLOR INC.	19.84
4640L	Youth AV	10/5/20	BAKER & TAYLOR INC.	23.48
4640L	Youth AV	10/5/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	10/7/20	SCHOOL SPECIALTY	27.94
4640L	Youth AV	10/8/20	BAKER & TAYLOR INC.	22.02
4640L	Youth AV	10/8/20	BAKER & TAYLOR INC.	58.78
4640L	Youth AV	10/14/20	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	10/14/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	10/14/20	BAKER & TAYLOR INC.	29.39
4640L	Youth AV	10/19/20	BAKER & TAYLOR INC.	9.33
4640L	Youth AV	10/19/20	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	10/20/20	MIDWEST TAPE	11.24
4640L	Youth AV	10/20/20	MIDWEST TAPE	14.24
4640L	Youth AV	10/20/20	MIDWEST TAPE	49.99
4640L	Youth AV	10/20/20	MIDWEST TAPE	26.24
4640L	Youth AV	10/21/20	FINDAWAY WORLD, LLC	54.99
4640L	Youth AV	10/22/20	BAKER & TAYLOR INC.	116.10
4640L	Youth AV	10/26/20	SYNCHRONY/AMAZON	866.70
4640L	Youth AV	10/26/20	MIDWEST TAPE	54.99
4640L	Youth AV	10/28/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	10/28/20	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	10/28/20	BAKER & TAYLOR INC.	11.00
4640L	Youth AV	10/26/20	SYNCHRONY/AMAZON	44.88
4650L	Subscriptions	10/1/20	CHICAGO MAGAZINE	35.00
4650L	Subscriptions	10/1/20	COUNTRY	30.00
4650L	Subscriptions	10/1/20	KALMBACH MEDIA	94.95
4650L	Subscriptions	10/1/20	MC/INC MAGAZINE	9.97
4650L	Subscriptions	10/1/20	HEMMINGS MOTOR NEWS	59.95
4650L	Subscriptions	10/1/20	ACTIVE INTEREST MEDIA, INC	59.99
4650L	Subscriptions	10/2/20	THE NO-LOAD FUND INVESTOR	169.00
4650L	Subscriptions	10/7/20	EBSCO INDUSTRIES, INC.	(10.17)
4650L	Subscriptions	10/9/20	MC/KAZOO MAGAZINE	39.99
4650L	Subscriptions	10/9/20	MC/SUBSCRIPTION CORE	19.97
4650L	Subscriptions	10/9/20	MC/TAUNTON PRESS	63.16
4650L	Subscriptions	10/9/20	MC/TAUNTON PRESS	93.95
4650L	Subscriptions	10/12/20	MC/NATIONAL GEOGRAPHIC.COM	19.00
4650L	Subscriptions	10/13/20	PADDOCK PUBLICATIONS, INC.	(124.35)
4650L	Subscriptions	10/20/20	CHICAGO TRIBUNE	390.00
4650L	Subscriptions	10/26/20	SYNCHRONY/AMAZON	39.00
4650L	Subscriptions	10/26/20	MC/INVESTORS BUSINESS DAILY	549.00
4650L	Subscriptions	10/24/20	MC/WALL STREET JOURNAL	42.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4660L	Electronic Resources	10/1/20	CONSUMERS' CHECKBOOK	900.00
4660L	Electronic Resources	10/1/20	RAILS	82.50
4660L	Electronic Resources	10/1/20	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	10/1/20	WORLD TRADE PRESS	1,700.00
4660L	Electronic Resources	10/19/20	GALE	6,551.25
4660L	Electronic Resources	10/28/20	ENCYCLOPAEDIA BRITANNICA, INC.	2,525.00
4660L	Electronic Resources	10/1/20	WORLD TRADE PRESS	1,200.00
4661L	Digital Media	10/22/20	OVERDRIVE, INC.	93.80
4661L	Digital Media	10/22/20	OVERDRIVE, INC.	465.52
4661L	Digital Media	10/22/20	OVERDRIVE, INC.	77.93
4661L	Digital Media	10/22/20	OVERDRIVE, INC.	380.98
4661L	Digital Media	10/22/20	OVERDRIVE, INC.	2,427.57
4661L	Digital Media	10/22/20	OVERDRIVE, INC.	2,521.57
4661L	Digital Media	10/1/20	RECORDED BOOKS, LLC	(541.93)
4661L	Digital Media	10/31/20	MIDWEST TAPE	2,956.20
4661L	Digital Media	10/31/20	KANOPY, INC.	372.00
4661L	Digital Media	10/12/20	OVERDRIVE, INC.	407.96
4661L	Digital Media	10/12/20	OVERDRIVE, INC.	979.30
4661L	Digital Media	10/13/20	OVERDRIVE, INC.	89.99
4661L	Digital Media	10/13/20	OVERDRIVE, INC.	96.98
4661L	Digital Media	10/13/20	OVERDRIVE, INC.	758.89
4661L	Digital Media	10/13/20	OVERDRIVE, INC.	392.98
4661L	Digital Media	10/17/20	OVERDRIVE, INC.	65.00
4661L	Digital Media	10/17/20	OVERDRIVE, INC.	872.39
4661L	Digital Media	10/17/20	OVERDRIVE, INC.	546.80
4661L	Digital Media	10/27/20	OVERDRIVE, INC.	999.18
4661L	Digital Media	10/27/20	OVERDRIVE, INC.	1,188.38
4661L	Digital Media	10/27/20	OVERDRIVE, INC.	148.99
4661L	Digital Media	10/27/20	OVERDRIVE, INC.	63.00
4661L	Digital Media	10/6/20	OVERDRIVE, INC.	414.45
4661L	Digital Media	10/27/20	OVERDRIVE, INC.	193.23
4663L	Library of Things	10/2/20	MC/NETFLIX	15.99
4663L	Library of Things	10/3/20	MC/DISNEY	12.99
4663L	Library of Things	10/3/20	MC/DISNEY	12.99
4663L	Library of Things	10/3/20	MC/DISNEY	12.99
4663L	Library of Things	10/3/20	MC/DISNEY	12.99
4663L	Library of Things	10/3/20	MC/DISNEY	12.99
4663L	Library of Things	10/3/20	MC/NETFLIX	15.99
4663L	Library of Things	10/3/20	MC/NETFLIX	15.99
4663L	Library of Things	10/3/20	MC/NETFLIX	15.99
4663L	Library of Things	10/3/20	MC/NETFLIX	15.99
4670L	Microform	10/14/20	MICROSYSTEMS, INC	730.40
4680L	Processing	10/14/20	WAREHOUSE DIRECT	15.05
4680L	Processing	10/27/20	BAKER AND TAYLOR	2.07
4680L	Processing	10/1/20	BAKER AND TAYLOR	10.35
4680L	Processing	10/1/20	BAKER AND TAYLOR	9.66
4680L	Processing	10/6/20	BAKER AND TAYLOR	31.74
4680L	Processing	10/6/20	BAKER AND TAYLOR	16.56
4680L	Processing	10/14/20	DEMCO	293.11

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

Account ID	Account Description	Date	Vendor Name	Amount
4680L	Processing	10/14/20	WAREHOUSE DIRECT	16.10
4680L	Processing	10/14/20	STAPLES BUSINESS ADVANTAGE	210.76
4680L	Processing	10/14/20	STAPLES BUSINESS ADVANTAGE	134.12
4680L	Processing	10/15/20	DEMCO	264.92
4680L	Processing	10/15/20	DEMCO	298.02
4680L	Processing	10/15/20	BAKER AND TAYLOR	19.24
4680L	Processing	10/16/20	BAKER AND TAYLOR	16.52
4680L	Processing	10/19/20	BAKER AND TAYLOR	17.25
4680L	Processing	10/20/20	DEMCO	510.33
4680L	Processing	10/22/20	BAKER AND TAYLOR	3.45
4680L	Processing	10/23/20	PRINT-O-TAPE INC.	678.48
4680L	Processing	10/26/20	BAKER AND TAYLOR	6.21
4680L	Processing	10/27/20	BAKER AND TAYLOR	21.39
4680L	Processing	10/28/20	BAKER AND TAYLOR	24.84
4690L	Programs	10/23/20	TINA BEAIRD	150.00
4690L	Programs	10/1/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	17.76
4690L	Programs	10/1/20	THE HOME DEPOT CRC	62.79
4690L	Programs	10/1/20	MC/PAYPAL	75.00
4690L	Programs	10/6/20	THE HOME DEPOT CRC	(62.79)
4690L	Programs	10/9/20	AASHA ELLIOTT	75.00
4690L	Programs	10/12/20	MC/MICHAELS	66.11
4690L	Programs	10/15/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.97
4690L	Programs	10/15/20	MC/ALA	29.99
4690L	Programs	10/17/20	MC/WALMART	4.54
4690L	Programs	10/21/20	SCHOLASTIC, INC.	200.00
4690L	Programs	10/26/20	SYNCHRONY/AMAZON	71.08
4690L	Programs	10/7/20	ANITA KALLEN	200.00
4690L	Programs	10/9/20	ANITA KALLEN	100.00
4690L	Programs	10/16/20	LESLIE GODDARD	200.00
4690L	Programs	10/9/20	JOHN MOSMAN	150.00
4690L	Programs	10/11/20	MC/MEETUP	89.94
4690L	Programs	10/27/20	MC/AMAZON	29.02
4690L	Programs	10/27/20	MC/AMAZON	30.60
4690L	Programs	10/2/20	OUTLAW PRODUCTION COLLECTIVE	150.00
4690L	Programs	10/1/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.00
4690L	Programs	10/9/20	NOEMI RAMOS	75.00
4690L	Programs	10/15/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	55.09
4690L	Programs	10/26/20	SYNCHRONY/AMAZON	9.99
4690L	Programs	10/29/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	31.69
				<u>\$ 784,411.49</u>
9540L	Friends Sponsored Expense	10/26/20	SYNCHRONY/AMAZON	122.28
9540L	Friends Sponsored Expense	10/14/20	MC/STARBUCKS	267.35
9540L	Friends Sponsored Expense	10/31/20	PETTY CASH	10.00
9540L	Friends Sponsored Expense	10/31/20	INTERIOR TROPICAL GARDENS	(240.00)
9560L	Village Hall Shared Expense	10/19/20	AT&T - 50%	142.39
Total Library Fund Expenses for October, 2020				<u><u>\$ 784,713.51</u></u>

Mount Prospect Public Library
 Capital Projects Restricted Fund Expenses by G/L Acct #
 For the Period From October 1 to October 31, 2020

Account ID	Account Description	Date	Vender Name	Amount
7730B-Main-04	Bldg Fund: Main - Equipmnet	10/1/20	MIDCO, INC -50% deposit for new phone system	\$ 31,076.93
Total Capital Projects Fund Expenses for October, 2020				\$ 31,076.93

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	10/31/20	To record 10/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
3720D	Principal payment	10/30/20	VILLAGE OF MT. PROSPECT - Transfer for 12/01/2020 debt payment	1,470,000.00
Total Debt Service Fund Expenses for October, 2020				<u>\$ 1,478,783.33</u>

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

Account ID	Account Description	Date	Description	Amount
8710G	Gift Fund: Books	10/21/20	INGRAM - Garden club	9.00
8790G	Gift Fund: Cultural Month Exp.	10/9/20	DANCING WITH CLASS	175.00
Total Gift Fund Expenses for October, 2020				<u>\$ 184.00</u>

MONTHLY EXPENSE SUMMARY

Line	Annual Budget 2020	Annual Budget % to Total	OCTOBER YTD			Actual % to Total	YTD Variance - Actual vs Budget		
			Profiled YTD Budget	Budget % to Total	Actual 2020		\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,783,440.00	4,813,650.00		4,303,953.60		(509,696.40)	-10.6%	55.4%
IMRF	4120	549,749.00	456,577.00		424,111.70		(32,465.30)	-7.1%	3.5%
MC / FICA	4130	442,433.00	367,645.00		309,721.56		(57,923.44)	-15.8%	6.3%
Medical Insurance	4140	770,000.00	641,670.00		590,764.46		(50,905.54)	-7.9%	5.5%
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	6,285,257.00	78.4%	5,633,597.42	79.4%	(651,659.58)	-10.4%	70.9%
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	8,330.00		14,107.50		5,777.50	69.4%	-0.6%
Printing	4230	40,200.00	33,869.00		30,136.10		(3,732.90)	-11.0%	0.4%
Marketing	4240	71,700.00	62,916.00		19,123.57		(43,792.43)	-69.6%	4.8%
Resources	4250	5,400.00	5,238.00		409.99		(4,828.01)	-92.2%	0.5%
Professional Dues	4260	7,000.00	4,116.00		3,473.00		(643.00)	-15.6%	0.1%
Board Development/Training	4270	6,500.00	5,500.00		0.00		(5,500.00)	-	0.6%
Human Resources	4280	111,200.00	91,752.00		52,708.63		(39,043.37)	-42.6%	4.2%
Other Operating	4290	73,100.00	52,261.00		76,009.10		23,748.10	45.4%	-2.6%
Subtotal (4210L - 4290L)		332,100.00	270,982.00	3.4%	202,782.89	2.9%	(68,199.11)	-25.2%	7.4%
Operating Expenses									
Telecommunications	4310	51,000.00	42,655.00		39,251.48		(3,403.52)	-8.0%	0.4%
Insurance	4320	86,500.00	6,000.00		7,204.00		1,204.00	20.1%	-0.1%
Office Supplies	4340	16,300.00	13,580.00		9,351.40		(4,228.60)	-31.1%	0.5%
Library Supplies	4350	23,000.00	19,160.00		9,681.41		(9,478.59)	-49.5%	1.0%
Postage	4360	22,400.00	18,425.00		12,523.17		(5,901.83)	-32.0%	0.6%
Contract Services	4380	32,300.00	29,286.00		20,686.76		(8,599.24)	-29.4%	0.9%
IT Services	4390	65,700.00	51,650.00		44,800.44		(6,849.56)	-13.3%	0.7%
Subtotal (4310L - 4390L)		297,200.00	180,756.00	2.2%	143,498.66	2.0%	(37,257.34)	-20.6%	4.1%
Building Expense									
Building Maintenance	4410	213,700.00	185,647.00		130,926.07		(54,720.93)	-29.5%	6.0%
Equipment Maintenance	4420	131,500.00	99,605.00		81,099.14		(18,505.86)	-18.6%	2.0%
Janitorial	4440	72,600.00	61,285.00		45,490.51		(15,794.49)	-25.8%	1.7%
Equipment	4450	133,600.00	97,260.00		63,817.87		(33,442.13)	-34.4%	3.6%
Utilities	4460	56,500.00	43,504.00		23,495.28		(20,008.72)	-46.0%	2.2%
Subtotal (4410L - 4460L)		607,900.00	487,301.00	6.1%	344,828.87	4.9%	(142,472.13)	-29.2%	15.5%
Library Materials									
Adult Print	4610	205,000.00	170,820.00		138,456.28		(32,363.72)	-18.9%	3.5%
Adult AV	4620	64,800.00	53,990.00		42,852.14		(11,137.86)	-20.6%	1.2%
Youth Print	4630	135,500.00	112,910.00		88,698.30		(24,211.70)	-21.4%	2.6%
Youth AV	4640	33,500.00	27,910.00		21,981.11		(5,928.89)	-21.2%	0.6%
Subscriptions	4650	18,400.00	16,282.00		15,562.58		(719.42)	-4.4%	0.1%
Electronic Resources	4660	179,800.00	156,203.00		177,278.65		21,075.65	13.5%	-2.3%
Electronic Media	4661	156,000.00	138,859.00		193,071.88		54,212.88	39.0%	-5.9%
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	4,160.00		7,537.23		3,377.23	81.2%	-0.4%
Microform	4670	900.00	750.00		730.40		(19.60)	-2.6%	0.0%
Processing Supplies	4680	26,000.00	21,650.00		11,265.58		(10,384.42)	-48.0%	1.1%
Programs	4690	45,200.00	34,262.00		20,290.43		(13,971.57)	-40.8%	1.5%
Subtotal (4610L - 4680L)		923,300.00	788,416.00	9.8%	768,529.38	10.8%	(19,886.62)	-2.5%	2.2%
Total (4110L - 4680L)		9,713,122.00	8,012,712.00	100.0%	7,093,237.22	100.0%	(919,474.78)	-11.5%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	12,336.00	9,161.00		3,763.00		(5,398.00)	-58.9%	
Friends Expenses (9540L)	6540	50,655.00	30,862.00		5,239.35		(25,622.65)	-83.0%	
Village Shared Expense (9560L)	9560	8,400.00	7,000.00		2,048.17		(4,951.83)	-70.7%	
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00	47,023.00		11,050.52		(35,972.48)	-76.5%	
Total Expenses - All Activities		9,784,513.00	8,059,735.00		7,104,287.74		(955,447.26)	-11.9%	

Covid Related Expenses YTD October 2020

<u>Category</u>	<u>Debit Amt</u>	<u>Credit Amt</u>	<u>Balance</u>
bags Total	160.66		160.66
book bins Total	3,626.47		3,626.47
box trucks Total	1,956.10		1,956.10
carts Total	1,366.10		1,366.10
computer misc Total	751.40	162.73	588.67
crates Total	2,908.00		2,908.00
desk shields Total	6,683.20		6,683.20
face masks Total	2,379.61		2,379.61
headsets Total	4,512.00		4,512.00
keyboards Total	149.50	149.50	0.00
misc Total	437.59	116.05	321.54
no touch towel disper	1,230.00		1,230.00
plp Total	416.39		416.39
quickscan Total	588.22		588.22
sanitizer Total	2,843.12	55.96	2,787.16
signage Total	399.80		399.80
stipend Total	14,145.00		14,145.00
thermometers Total	229.42		229.42
totes Total	351.65		351.65
unclassified Total	299.85		299.85
webcams Total	1,129.50		1,129.50
wipes Total	345.43		345.43
zoho Total	26.40		26.40
zoom Total	835.50	0.00	835.50
Grand Total	47,770.91	484.24	47,286.67

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Circulation

- 1) Following guidance from RAILS and the REALM study, we reduced our quarantine of returned materials from 7 days to 72 hours at the end of October.
- 2) Donna Wilson has been hard at work reaching out to patrons with long overdue material. The pandemic caused us to suspend or expand many of our normal procedures and policies, including assessing fines or blocking accounts for long overdue material. Donna has pulled reports to track long overdue material and spent time reaching out individually to all patrons who had checked material out prior to the library closing in March that had not yet been returned. Her efforts have resulted in many of these long overdue items being returned.
- 3) As COVID cases are on the rise in our area, we do seem to notice Parking Lot Pickup ramping up a bit. Staff are happy we can offer a service to patrons that allows them to get material in a way that feels safe.

Community Engagement

- 1) The library participated in the Mount Prospect Downtown Merchants' Association's 2nd annual Trick-or-Treat event on Wednesday, October 28th. A table was set up in front of the main entrance where candy and Halloween trinkets were distributed to over 350 trick or treaters.
- 2) Twelve community leaders shared photos of themselves reading *Blue Sky*, *White Stars* for a display in the library's main lobby promoting the **Woven Together: One Day, One Community, One Read** event.



- 3) South Branch staff represented the library at a library card registration event at Juliette Low Elementary School in District 59. Though the school is in Arlington Heights, there are students who reside on the south side of Mount Prospect who attend this school. Though no cards were issued, we were able to talk with a number of families about programs and services MPPL offers.

Fiction/AV/Teen

- 1) Andrea Johnson made a series of Zoom class visits to River Trails Middle School sixth graders to promote the library's e-book options, speaking to 99 students altogether.
- 2) Home Delivery service was revamped to introduce a more explicit option for families and clarify the distinction with Homebound Services.
- 3) A significant number of weeded YA Fiction books were donated to a book drive sponsored by the Youth Advisory Council area mental health organization Communities for Positive Youth Development (CPYD). The books will be distributed to local mental health centers for use by teen clients.

Reference

- 1) In order to strengthen our online resources available for job seekers, we added a subscription to two new resources: Gale Presents: Udemy and Gale Presents: Petersons Test and Career Prep. Udemu

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offers 6,000 on-demand video tutorials covering technology (e.g., Office, Windows, and Mac OS, coding, etc.), business and management, job and career skills, and personal growth. Petersons Test and Career Prep includes practice tests for academic placement and job-related tests. Users can also search for colleges/scholarships or use the online resume builder and career exploration tools.

- 2) Anne Shaughnessy hosted the genealogy program Cyber Sleuthing Your Family Tree presented by Tina Beaird. Forty-one people attended including a few from out of state. Anne also had three Reference by Appointment sessions with one patron. She has been helping him add to his family tree on Ancestry.com and understand his Ancestry DNA results. Anne has been able to identify who his U.S. Revolutionary War era ancestors are on one branch of his family tree.

Registration

- 1) The door count has been staying steady with a slight decline. We had about 400 more people visit in October when compared to September, with an average of 435 patrons visiting us per day. Weekends consistently had one third more people in the five hours when compared to the weekday nine hours. Mondays were the busiest days of the week during the month, with an average of 503 patrons visiting us.
- 2) We updated all ILL cards (735) to turn on checkout history.
- 3) Megan Callaghan assisted with the virtual City Lit program on 10/1, as part of Freedom to Read week. There was a turnout of about 20 people, which was great. Because the program was virtual, the moderator was able to use actors from all over the country that authentically represented characters they were portraying.

South Branch

- 1) We are delighted to welcome Stavroula Harissis as the new South Branch Manager. Stavroula comes to us from the Indian Trails Public Library where she was program coordinator. She has a range of outreach and programming experience, has worked with diverse populations, and is a fluent Spanish-speaker. We are excited about the skills, talents, and passion she brings to the MPPL team and to the south side community.
- 2) Over 30 participants joined Jessica Escutia and Maria Romero, (each dressed as La Catrina, a symbol of Día de los Muertos), for a rousing game of Halloween Bingo. All received a bag of treats and the lucky grand prize winner received a basket of goodies. Bingo continues to be a popular virtual program for South Branch and is attended by patrons of all ages from across the community.
- 3) Elizabeth Colin hosted a STEM program as part of the very popular South Branch in the Park series. Participants built and erupted volcanos and learned about the science behind the chemical reactions that caused the eruptions. Feedback was very positive and there were requests for more outdoor STEM programs.



Youth Services

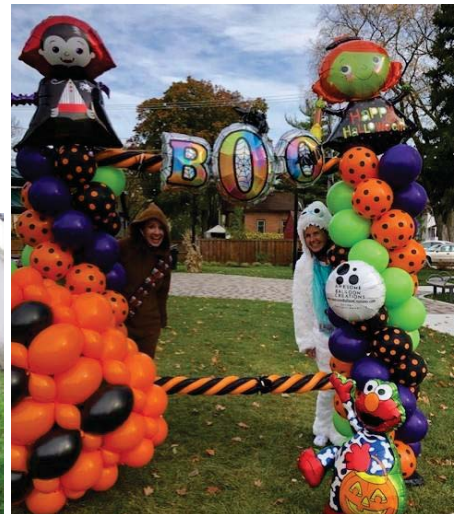
- 1) Woven Together, our first-ever school-connected community read, was a success. All 13 Mount Prospect elementary schools received promotional posters, and each classroom teacher and school librarian received a copy of the book *Blue Sky, White Stars* by Sarvinder Naberhaus. Teachers also

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received curriculum suggestions and a paper star quilt square to share with their students. The students made posters, interviewed their parents about their ethnicity, and held discussions about what makes America strong. The program culminated with a live Zoom program with the author, which 160 people attended. Librarians are already asking what our book will be for next year!



- 2) In response to increased COVID restrictions limiting group size to 25 people or less, three additional outdoor Halloween storytimes were scheduled at the Pocket Park, bringing the total number of Spooktacular Storytimes to seven with a total of 124 people attending. All participants received a bag to take home that included a cotton ball ghost craft and a paperback book. Families were so grateful to have Halloween activities for their kids.



- 3) The audiobooks on CD were weeded and the Playaway collection was shifted to make more space for them and the repackaged kits. After learning that the Friends and Thrift Books do not accept audiobook CDs, Becca Rutkowski worked with Pam Nelson to post the items on RAILS. A Wood Dale elementary school teacher requested all 117 audiobooks within minutes to use with her English language learners. This solution decreased unnecessary waste and allowed the items to find a new home.

Building & Security

- 1) Following CDC information that aerosol transmission is the primary cause for the spread of the pandemic, we implemented several ventilation remedies in the past few months. We increased the amount of outside air we intake and exhaust, reset our economizer settings to run the system 24/7 to maintain ventilation, and upgraded our HVAC filters from the standard MERV 8 to MERV 13 with more frequent changes. The MERV 13 filters trap much smaller particles as the air passes through them before being distributed throughout the building.
- 2) As noted last month, we have started to complete recommendations from the recent building assessment. In October, Combined Roofing, our regular roofing contractor, completed the work

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recommended for the roof. Walk pads were installed along the air conditioning equipment, the joints for the metal siding were resealed and caulked, and the fire hatch door on the east side was repainted and new gaskets installed. There were also numerous patches and seams resealed. We also had an area of the garage ceiling replastered.

Collection & Bibliographic Services

- 1) Rosemary Groenwald gave a presentation on how to catalog video games as one of the workshops offered during the national OLAC (Online Audiovisual Catalogers organization) virtual conference held in October. Although this conference is typically an on-site conference, it was offered virtually because of the coronavirus pandemic. This bi-annual conference is always extremely popular with the audiovisual cataloging community nationwide. Her program was very well attended and well received.
- 2) October marked the second month of spending pandemic funds designated to decrease wait times for our most in demand items. Overall spending was down 49%, which was a good indication that the previous month's additional copies purchased were satisfying the increased demand and that wait times were not increasing. Factoring in our quarantine protocols, the wait time for movies has decreased a minimum of 14 days while the wait time for books has decreased 21-28 days depending on the age and length of the book. Changes to our quarantine protocols at the beginning of November will provide additional relief as CBS staff will be able to unpack and process additional copies sooner than they were previously allowed.

Demand for the library's OverDrive collection appears to be reaching a plateau, with only a 2% decrease in circulation for the month of October. When compared to October 2019 numbers, however, the OverDrive collection saw an increase of 53% in circulation. With a number of highly anticipated titles such as Ernest Cline's *Ready Player Two* and President Obama's *A Promised Land* set to be published in November, it is anticipated that circulation will remain steady and potentially increase as we head into the holidays.

- 3) Practicing ethical cataloging is an approach that the CBS department has always followed in order to eliminate our personal biases to the materials that we catalog. Recently though, Rosemary Groenwald and Shang Liu made the decision to replace the pejorative Library of Congress subject heading (LCSH), "Illegal aliens" to "undocumented immigrants." This new term properly describes the subject and does not carry an offensive or judgmental connotation.

Communications & Creative Services

- 1) The library is doing its first Grab and Go Craft event for adults. Marci Buerger contacted our usual presenter and had her create all the craft pieces needed in bagged kits for patrons to take. Mary Kay Walsdorf put together samples of each craft and displayed them in the lobby for patrons to view. Joanne Greenwald and Amy Knutson-Strack worked on the wording for the publicity, and Jennifer Amling worked with the presenter to create a video tutorial on how to make each craft. Kits will be available November 3 with exclusive access to the YouTube tutorial included.
- 2) We had good coverage this month on social and traditional media for October events, especially for the Woven Together event. Teachers shared out photos on Instagram and Twitter, the League of Women Voters shared their participation, and the *Daily Herald* and *Journal & Topics* included coverage of the event. The author also engaged on Twitter.

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- 3) We were excited to have 104 patrons attend Zoom programming in October. The six programs garnered comments such as *“The program was FABULOUS, I love the musical programs at a time when such options are few and far between due to Covid-19 restrictions.”*
- 4) Published Fall Resource Guide including a one-page listing of upcoming programs from November/December.
- 5) Social Media snapshot: Facebook 59 posts, Instagram 27 posts plus stories, Twitter 56 tweets.

Human Resources

- 1) Number of departures: 1
- 2) Number of new hires: 1 new hire South Branch Manager
- 3) Open positions: Part time Janitor, part time Acquisitions Assistant
- 4) Staff anniversaries: Chelsea Lord – 5 years
- 5) We provided flu shots on site from Walgreens, about 40 employees participated.

Information Technology

- 1) We have been working steadily to implement our new phone system, which replaces our out-of-date 15-year-old system. We are moving to soft phones for many stations, but will still have physical handsets for public desks, shared phones, and meeting rooms. The soft phone client will give us the ability to make and take calls from outside the building – when working remotely for example. We anticipate going live with the new system in December.
- 2) We have ordered a Traf-Sys people counter for the South Branch. This is the type that we are now using at the Main location (counting people at both public entrances). Once it is installed, we will be able to have the same detailed statistics as Main.
- 3) We have significantly increased the OUTSIDE coverage and strength of the MPPL WiFi signal. The wireless signal is now strong in the under-library parking area and is also broadcast to the entire front outside area (the signal reaches to both corners of the building on Emerson).

Learning

- 1) With the organizational shift to online learning, the need for an actual Learning Management System (LMS) to track and grade e-learning courses became even more apparent. Paycom, our Human Resource Information System (HRIS) has an LMS and after looking at its features and how it will simplify onboarding as well as track learning, we decided to add the Paycom Learning, LMS module. The new system comes with a catalog of 37 courses that MPPL staff can be assigned, and the Paycom implementation team will upload e-learning courses that Michelle Vonderhaar has already created to the new system.

Friends of the Mount Prospect Public Library

- 1) The Friends continue to generate revenue from book trolleys and online sales.
- 2) No book sales are planned for the immediate future.
- 3) Members are developing webpage and email campaign to stay connected with members.

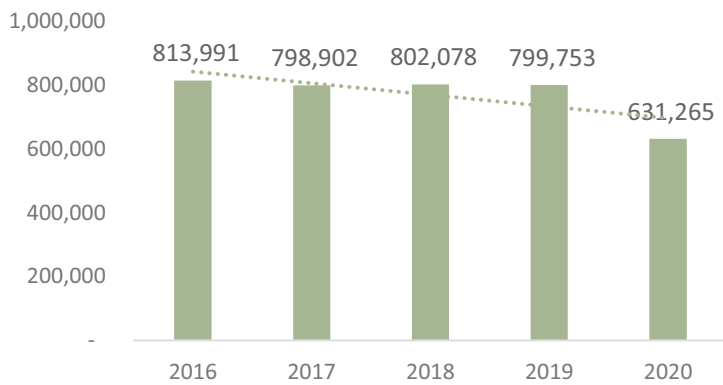
Mount Prospect Public Library Foundation

- 1) End-of-year appeal letters are scheduled to be mailed before Thanksgiving.
- 2) The Board made final revisions to the Bylaws.
- 3) Fundraising committee is looking into hosting an online benefit program event for spring of 2021.

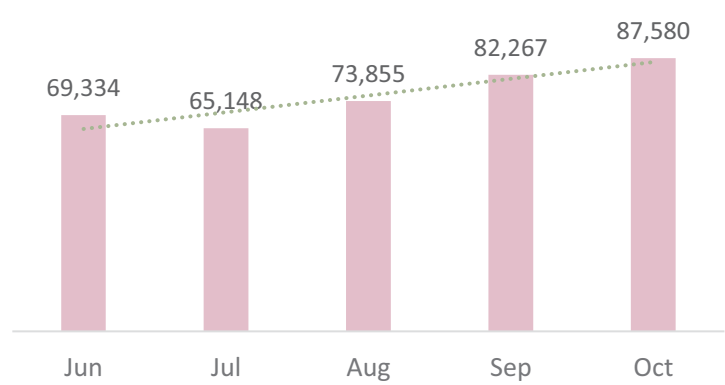
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This month I'm showing some monthly pandemic statistics in addition to our regular year-to-date ones (thanks to Trustee Michael Duebner for the suggestion).

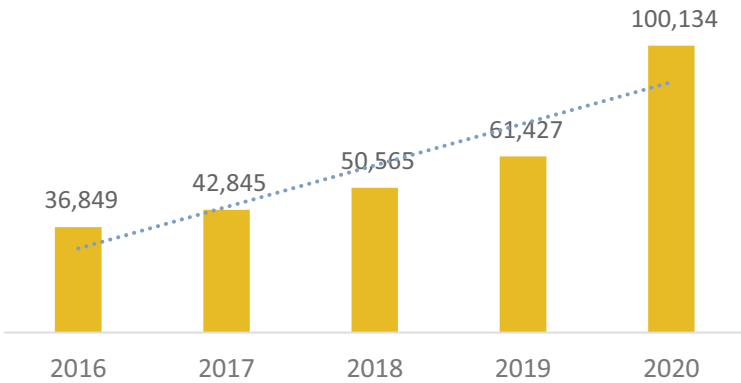
Overall Circulation YTD



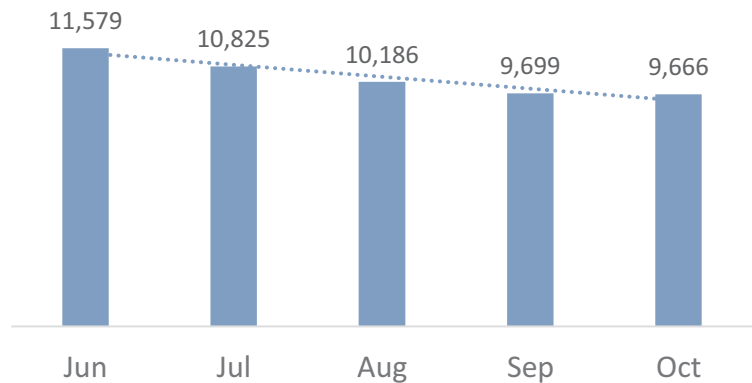
Overall Circulation 2020 by Month



eMedia Circulation YTD

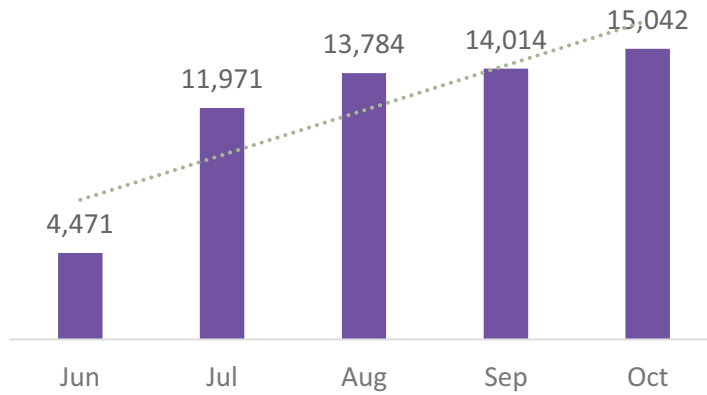


eMedia Circulation 2020 by Month

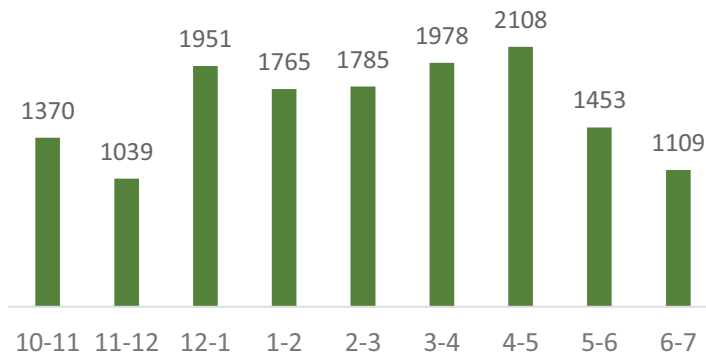


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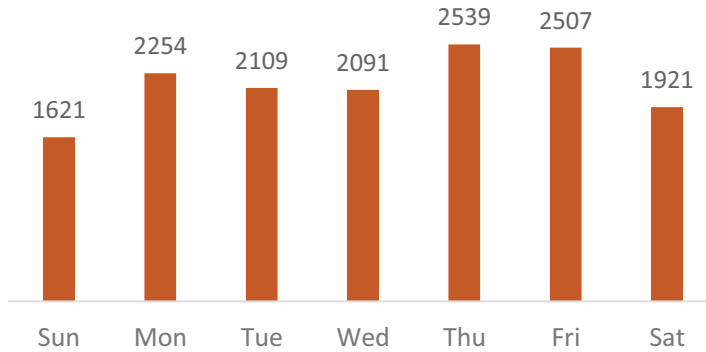
Main Door Count 2020 by Month



Main Door Count by Hour
October 2020

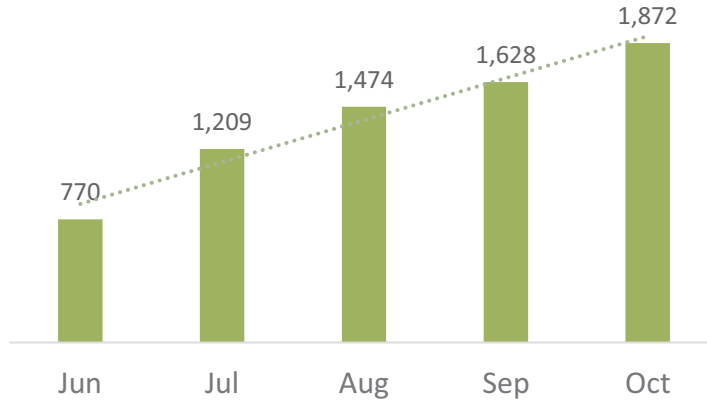


Main Door Count by Day of Week
October 2020

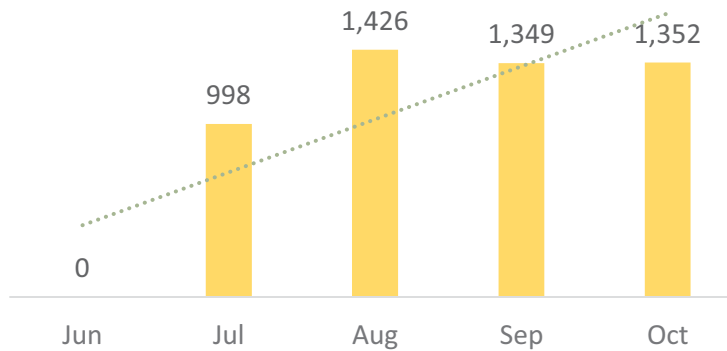


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2020 Wireless Users - by Month



2020 Public Computer Usage
by Month (hours)



2020 Program Attendance by Month

