

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

Regular Board Meeting
January 21, 2021 7:00 p.m.
Zoom Meeting
AGENDA*

Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/89554535533>

Meeting ID: 895 5453 5533

Passcode: 575485

+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. Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions.”
- 3. Roll Call**
- 4. Audience to Visitors**
- 5. Consent Agenda**
 - a. Approve Minutes of Regular Board Meeting of December 17, 2020 **(5-6)**
 - b. Approve December 2020 Bills **(7)** and Financial Reports **(8-23)**
- 6. 2020 Year End Financial Review – Karen Almeleh**
- 7. Discussion of Reopening Plans**
- 8. Discussion of 2021 Goals**
- 9. Library Reports**
Executive Director Report **(3-4)**
December 2020 Monthly Library Report **(26-32)**
- 10. Trustee Reports**
Communications to and from the Board of Trustees (discussion topic)

**All topics on the agenda are potential action items*
01/21/2021 Regular Board Meeting Agenda

11. Calendar items

- a. Foundation Board Meeting – January 25 – Terri Gens
- b. Committee of the Whole Meeting (or ad hoc committee) – February 4 - 7:00 p.m.
 - i. Policy updates and Standards 4.0 review
- c. Shining Stars Gala – Saturday, February 6 - Virtual
- d. Regular Board Meeting – February 18
- e. Foundation Board Meeting – February 22 – Marie Bass

12. Closed Session

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. As pursuant to 5 ILCS 120/2 C (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

13. Reconvene Open Session

Make any determinations resulting from the closed session.

14. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
January 21, 2021**

1. **Consent Agenda.** This is agenda item number 5. Now that 2020 is over, I have moved the monthly bills and financial reports back under consent agenda, but we can always pull it out as needed. See the Treasurer's Report for month-end detail.

"I move to establish and approve the December 2020 bills and Financial Reports as presented."

2. **2020 Year End Financial Review.** This is agenda item number 6. Director of Business Operations Karen Almeleh will review financial highlights from 2020, including revenue and significant budget line variances.
3. **Discussion of Reopening Plans.** This is agenda item number 7. We are planning on reopening the Main Library to walk-in service on Monday, February 1. My goal is to facilitate a "planned reopening," providing some stability to avoid constant uncertainty. I had initially thought that we would evaluate week by week, but having a little more time to plan and prepare is beneficial for everyone.

I'm expecting that by February 1 we will be out of Tier 3 restrictions and ready to start moving forward. Initially we will have the same restrictions as during the summer (one hour time limit, masks required, no study rooms available, capacity limits, limited hours, etc.). We will loosen those restrictions as the severity of the pandemic decreases, based on guidance from health and government authorities.

We're not going to widely publicize this until we get closer to the date, but if you are in conversation with someone and they ask, you can say, "We are currently targeting February 1 as our Main reopening date, but things can change very quickly, so be sure to check our website or give us a call before planning a visit."

Due to its small size (1,000 sq. ft.), South Branch is a step behind Main, and are planning to start by allowing computer use and browsing by appointment (mid to late February) and then open to walk-in traffic at a later date. We are taking advantage of the current situation to update the facility, including installing an outdoor book return, finalizing the new phone system, refreshing IT equipment, cleaning and clearing up storage areas, doing some space reorganization, and minor repair work and painting.

4. **Discussion of 2021 Goals.** This is agenda item number 8. During the Executive Director evaluation process, Trustees agreed to discuss 2021 goals in lieu of kicking off a formal strategic planning process right now. I would like us to begin that discussion and will have some ideas as well as asking you all for your thoughts.
5. **February 4 COW Meeting.** We have a few items to review at the February 4 COW meeting. During the pandemic we made some decisions that need to be codified in some of our policies, and we have a couple of other minor changes we'd like to introduce. The most important is our new Fines Free policy and revised loan rules. Additionally, we need to finalize the review of the Per Capita Grant requirements, which include reviewing the checklists for Serving Our Public 4.0 Standards for Illinois Public Libraries. I would like to have these items approved at the February 18 Regular Board meeting. We could do this as a Committee of the Whole (all Trustees) or as a Special Committee (selected Trustees).

Mount Prospect Public Library
Board of Trustees

Updated policies to review:

- a. Personnel Code Section D – Introductory period
- b. Personnel Code, Section F – Compensation and Recognition, Hours of Work and Paydays
- c. Personnel Code, Section G – Benefit Time – Vacation, Personal, Holiday, etc.
- d. Employee Borrowing Privileges Policy – Appendix C – Personnel Code
- e. Book Discussion Kit Policy and Guidelines – Books to Go - For Book Groups
- f. Circulation Policy and Library Records Confidentiality Policy
- g. Library Card and Patron Registration Policy and Guidelines
- h. Library Loan Periods and Fines
- i. Meeting Room Policy
- j. Public Comment and Participation Policy

On a related note, we plan to consolidate and clean up policies this year. We're doing this to: 1) make it easier to find and understand related policies, 2) remove duplications, and 3) remove unnecessary recitations of state statute.

6. **Closed Minute Review.** As per state statute, we review our closed written minutes and recordings twice a year (January and July). Vice President Duebner reviews the written minutes and recordings in advance and will make a recommendation to the board.
7. **2020 Annual Report.** We are beginning work on the 2020 Annual Report, and it will be in the same attractive, easy to read format as last year. We will address the challenges of operating during a worldwide pandemic and highlight our successes. This document will be published online and promoted to the community and stakeholders. (Here's the link to last year's: <https://mppl.org/annualreport2019/>).

**Regular Board Meeting
December 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 7:00 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

President Haas read the following statement aloud: *"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

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Karen Almeleh, Anne Belden, Jo Broszczak, Su Reynders
Visitors: There were approximately 16 visitors and staff on the electronic meeting.

4. Audience to Visitors

No visitors spoke.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of November 19, 2020
- b. Approve Minutes of Personnel Committee Meeting of December 3, 2020
- c. Approve Resolution No. 2020-5 – Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect
- d. Approve Amended 2021 Operating Budget

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to establish and approve the Consent Agenda as presented. Resolution and Amended 2021 Operating Budget to be made of the record. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

6. Approve November 2020 Bills and Financial Reports

Motion was made by Trustee Fulk and seconded by Trustee Gens to approve the November 2020 Bills and Financial Reports as presented. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

7. Executive Director Report

Trustees discussed the number, content, and recording of adult programs and asked if we could adjust our offerings to be similar to neighboring libraries. The board also discussed marketing and promotion, and Director Reynders reported that our current channels were Facebook, Instagram, Twitter, weekly email blasts, website, outdoor sign, and paper newsletters sent to all residents.

Director Reynders highlighted the new “Dial-a-Story” service for young patrons and families.

Trustees congratulated library staff on being named a 3-star library by *Library Journal*.

8. Trustee Reports

Trustee Haas reported that she attended the Foundation meeting on November 23, 2020 and gave the following updates: Library Trustees are a non-voting member of the Foundation Board; there will be no mini-golf event in 2021; and there is discussion about future fundraising events.

Trustee Gens reported that she had made advocacy visits to Senator Julie Morrison, Representative Jonathan Carroll, and Representative Mark Walker and shared how the library is providing services efficiently and creatively.

9. Calendar Items

- a. Library Closed December 24 and 25
- b. Library Closes at 5 p.m. December 31
- c. Library Closed January 1
- d. ~~Committee of the Whole Meeting – January 7~~ (Trustees agreed to cancel)
- e. Regular Board Meeting – January 21
- f. Foundation Board Meeting – January 25 – Terri Gens

10. Adjourn to Closed Session

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

Motion was made by Trustee O’Sullivan and seconded by Trustee Duebner to adjourn to closed session at 7:37 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O’Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

11. Reconvene Open Session

Open session was reconvened at 8:08 p.m.

12. 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 December 31, 2020

Library General Fund	\$	5,231,333
Working Cash Fund	\$	2,211,096
Capital Projects Restricted Fund	\$	3,365,461
Debt Service Fund	\$	737,435
Gift Fund	\$	566,429
Total All Funds	\$	12,111,754

Cash Disbursements December 2020 **\$806,587.01**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	7,442,429
Annual Operating Budget 2020	\$	9,713,122
Combined Balance - Months in Reserve		9.2
Combined Balance - Percentage in Reserve		77%

YTD December Spending

*\$1,046,122.13 below the year-to-date budget

* YTD Actual is 10.8% below YTD budget.

Percent of Full Year Budget Spent to date

* YTD expected to spend 100% of the annual budget

* Spending to date was actually closer to 89.2% of the annual budget

* Last year we had expended about 94.2% of the annual budget

Levy Collection

* To date 98.2% of the 2019 Levy has been collected

* Last year 97.8% of the 2018 Levy had been collected through December 2019

*Historically, over the past six years, 97.7% to 99% (average of 98.5%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 12/31/2020

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 2,478	\$ 11,452,892
Taxes Allocated to Other Funds	772	(1,976,060)
Personal Property Replacement Taxes	1,911	55,172
Interest Income	455	37,148
Illinois Per Capita Grant	-	67,709
Misc. Grant Income	-	-
Ground Lease Income	1	1
Miscellaneous Fees and Fines	2,037	26,121
Friends & Foundation Reimbursements	3,632	12,742
Village Reimbursements	416	2,322
<i>Total Revenues</i>	<u>\$ 11,702</u>	<u>\$ 9,678,047</u>
Expenditures		
Salaries & Benefits	\$ 620,028	\$ 6,838,665
Management Expense	24,048	250,328
Operating Expenses	10,176	164,351
Building Expense	53,654	456,776
Services and Resources	128,596	956,879
Friends & Foundation Reimbursable Expenses	2,476	12,432
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	137	2,322
<i>Total Expenditures</i>	<u>\$ 839,115</u>	<u>\$ 8,681,753</u>
Transfer to Capital Projects Restricted Fund	-	1,300,000
<i>Total Expenditures/Transfers</i>	<u>\$ 839,115</u>	<u>\$ 9,981,753</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (827,413)	\$ (303,706)
Fund Balance - Beginning of Period	6,058,746	5,535,039
Fund Balance - End of Period	<u>\$ 5,231,333</u>	<u>\$ 5,231,333</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,210,919	\$ 2,198,279
Interest Allocation	177	12,817
Fund Balance - End of Period	<u>\$ 2,211,096</u>	<u>\$ 2,211,096</u>
Capital Projects Restricted Fund		
Revenues		
Property Taxes	\$ -	\$ 421,476
Transfer from Library Fund	-	1,300,000
Interest Income	272	12,135
<i>Total Revenues</i>	<u>\$ 272</u>	<u>\$ 1,733,611</u>
Expenditures		
Building & Grounds	\$ -	\$ 19,135
Library Equipment (van, phone system)	31,347	92,112
Library Furnishings	-	17,064
Other Expenditures	-	2,001
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 31,347</u>	<u>\$ 130,312</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (31,075)	\$ 1,603,299
Fund Balance - Beginning of Period	3,396,536	1,762,162
Fund Balance - End of Period	<u>\$ 3,365,461</u>	<u>\$ 3,365,461</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ (772)	\$ 1,554,585
Interest Income	59	6,970
<i>Total Revenues</i>	<u>\$ (713)</u>	<u>\$ 1,561,555</u>
Expenditures		
Interest Expense	\$ 5,108	\$ 101,724
Debt Reduction Payments	-	1,470,000
Bond Administration	450	900
<i>Total Expenditures</i>	<u>\$ 5,558</u>	<u>\$ 1,572,624</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (6,271)	\$ (11,069)
Fund balance - Beginning of Period	743,706	748,504
Fund balance - End of Period	<u>\$ 737,435</u>	<u>\$ 737,435</u>
Gift Fund		
Revenues	\$ 1,467	\$ 15,532
Expenditures	-	3,740
Excess (Deficiency) of Revenues over Expenditures	\$ 1,467	\$ 11,792
Fund Balance - Beginning of Period	564,962	554,637
Fund Balance - End of Period	<u>\$ 566,429</u>	<u>\$ 566,429</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 620,028.26	
Management Expense (4210L - 4290L)	24,047.83	
Operating Expenses (4310L - 4390L)	10,176.27	
Building Expense (4410L - 4460L)	53,653.65	
Services and Resources (4610L - 4690L)	128,595.75	
Friends & Foundation reimbursable expenses (9530L and 9540L)	2,475.50	
VOMP reimbursable expenses (9560L)	136.68	
Grant Expenses (9570L)	-	
Total December 2020 Library General Fund Expenses	-	\$ 839,113.94

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 17.00	
Operating Expense Reimbursements received	3,092.70	
November 2020 Accrued Payroll & Benefits	159,237.22	
November 2020 Credit Card Payable	12,656.51	
November 2020 Accounts Payable	17,800.32	
Prepays	9,030.00	
Meeting room refund	195.00	
Disbursements for Gift Fund	-	
	-	202,028.75

Deductions for Library General Fund Cash Disbursements:

December 2020 Accrued Payroll & Benefits	\$ 205,201.75	
December 2020 Credit Card Payable	6,611.01	
December 2020 Accounts Payable	23,300.04	
Expense paid by Gift Card	238.23	
Payment of Nayax invoices & merchant fees by income offset	-	
Payment of Credit Card Merchant fees by income offset	11.08	
	11.08	(235,362.11)

Total Library General Fund cash disbursed

\$ 805,780.58

CAPITAL PROJECTS RESTRICTED FUND

December 2020 Expenses	\$ 31,346.80	
Plus: November 2020 Accounts Payable	-	
Less: December 2020 Accounts Payable	(31,346.55)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>	-	0.25

DEBT SERVICE FUND

December 2020 Expenses	\$ 5,558.33	
Plus: November 2020 Interest Payable	-	
Less: December 2020 Interest Payable	(5,108.33)	
<i>Total Debt Service Fund cash disbursed</i>	-	450.00

GIFT FUND

December 2020 Expenses	\$ -	
Plus: November 2020 Accounts Payable	356.18	
Less: December 2020 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>	-	356.18

TOTAL CASH DISBURSEMENTS, December 2020

\$ 806,587.01

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	12/1/20	11/30/2020 accrued payroll reversal	(134,056.00)
4110L	Salaries	12/10/20	PAYROLL - PAYCOM	209,349.88
4110L	Salaries	12/22/20	PAYROLL - PAYCOM	219,160.14
4110L	Salaries	12/31/20	12/31/2020 accrued payroll	177,461.00
4110L	Salaries	12/18/20	Tuition Reimbursement	99.98
4110L	Salaries	12/18/20	Tuition Reimbursement	99.98
4110L	Salaries	12/29/20	Tuition Reimbursement	1,000.00
4110L	Salaries	12/29/20	Tuition Reimbursement	1,000.00
4110L	Salaries	12/29/20	Tuition Reimbursement	1,000.00
4110L	Salaries	12/29/20	Tuition Reimbursement	93.00
4110L	Salaries	12/29/20	Tuition Reimbursement	93.00
4110L	Salaries	12/29/20	Tuition Reimbursement	93.00
4110L	Salaries	12/29/20	Tuition Reimbursement	1,000.00
4110L	Salaries	12/29/20	Tuition Reimbursement	234.96
4110L	Salaries	12/29/20	Tuition Reimbursement	500.00
4110L	Salaries	12/29/20	Tuition Reimbursement	500.00
4110L	Salaries	12/29/20	Tuition Reimbursement	500.00
4110L	Salaries	12/29/20	Tuition Reimbursement	500.00
4110L	Salaries	12/29/20	Tuition Reimbursement	500.00
4110L	Salaries	12/29/20	Tuition Reimbursement	99.98
4110L	Salaries	12/29/20	Tuition Reimbursement	99.98
4110L	Salaries	12/31/20	Tuition Reimbursement	750.00
4110L	Salaries	12/31/20	Tuition Reimbursement	750.00
4120L	IMRF	12/1/20	11/30/2020 accrued payroll reversal	(13,365.00)
4120L	IMRF	12/29/20	VILLAGE OF MT. PROSPECT - IMRF	42,322.59
4120L	IMRF	12/31/20	12/31/2020 accrued payroll	17,267.00
4130L	MC / FICA	12/1/20	11/30/2020 accrued payroll reversal	(9,604.00)
4130L	MC / FICA	12/10/20	PAYROLL - PAYCOM	14,983.98
4130L	MC / FICA	12/22/20	PAYROLL - PAYCOM	15,742.81
4130L	MC / FICA	12/31/20	12/31/2020 accrued payroll	12,695.00
4140L	Insurance - Medical	12/1/20	COBRA fee	(16.01)
4140L	Insurance - Medical	12/29/20	VILLAGE OF MT. PROSPECT	59,672.99
4230L	Printing	12/28/20	NPN360	4,374.79
4230L	Printing	12/18/20	BANNERVILLE USA	115.00
4240L	Marketing	12/4/20	MC/AMAZON	20.98
4280L	Human Resources	12/10/20	PAYROLL - PAYCOM	1,503.89
4280L	Human Resources	12/22/20	PAYROLL - PAYCOM	1,545.91
4280L	Human Resources	12/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	12/10/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	100.00
4280L	Human Resources	12/22/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	75.00
4280L	Human Resources	12/4/20	LIBRARYWORKS, INC.	325.00
4280L	Human Resources	12/8/20	HOMELESS TRAINING INSTITUTE, L	1,399.00
4280L	Human Resources	12/15/20	DESTINY PEERY	5,000.00
4280L	Human Resources	12/10/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	59.00
4280L	Human Resources	12/22/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	895.00
4280L	Human Resources	12/10/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	14.15
4280L	Human Resources	12/31/20		8.11
4290L	Other Operating	12/22/20	SYNCHRONY/AMAZON	25.00
4290L	Other Operating	12/29/20	THE HUNTINGTON NATIONAL BANK	40.00
4290L	Other Operating	12/31/20	ILLINOIS DEPARTMENT OF REVENUE	20.00
4290L	Other Operating	12/1/20	HEARTLAND	68.50
4290L	Other Operating	12/31/20	PROPAY	11.08

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

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	12/22/20	SYNCHRONY/AMAZON	25.37
4290L	Other Operating	12/11/20	WINNETKA-NORTHFIELD LIBRARY	27.99
4290L	Other Operating	12/11/20	MC/KOVAL	650.00
4290L	Other Operating	12/14/20	MC/ZOOM	244.93
4290L	Other Operating	12/16/20	ULINE	160.80
4290L	Other Operating	12/18/20	MC/GLOBAL INDUSTRIAL	51.80
4290L	Other Operating	12/22/20	SYNCHRONY/AMAZON	47.98
4290L	Other Operating	12/22/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,305.00
4290L	Other Operating	12/22/20	KRUEGER INTERNATIONAL , INC.	3,439.68
4290L	Other Operating	12/30/20	MC/ZOOM	1,220.69
4290L	Other Operating	12/1/20	INTERIOR TROPICAL GARDENS	120.00
4290L	Other Operating	12/10/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	20.93
4290L	Other Operating	12/14/20	DEX MEDIA	23.00
4310L	Telecommunications	12/11/20	AT&T	721.61
4310L	Telecommunications	12/13/20	AT&T	1,678.41
4310L	Telecommunications	12/1/20	COMCAST CABLE	203.35
4310L	Telecommunications	12/1/20	TECHNOLOGY MANAGEMENT REVOLVING FUND	497.00
4310L	Telecommunications	12/1/20	COMCAST CABLE	6.32
4310L	Telecommunications	12/14/20	TECHNOLOGY MANAGEMENT REVOLVING FUND	497.00
4310L	Telecommunications	12/19/20	AT&T	297.56
4310L	Telecommunications	12/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	12/31/20	COMCAST CABLE	1.18
4310L	Telecommunications	12/28/20	VERIZON WIRELESS	329.94
4310L	Telecommunications	12/19/20	AT&T - 50%	136.68
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	109.66
4340L	Office Supplies	12/14/20	WAREHOUSE DIRECT	19.13
4340L	Office Supplies	12/1/20	WAREHOUSE DIRECT	26.50
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	103.10
4340L	Office Supplies	12/14/20	WAREHOUSE DIRECT	13.10
4340L	Office Supplies	12/14/20	WAREHOUSE DIRECT	27.78
4340L	Office Supplies	12/14/20	WAREHOUSE DIRECT	58.42
4340L	Office Supplies	12/1/20	WAREHOUSE DIRECT	7.88
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	5.99
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	19.12
4340L	Office Supplies	12/13/20	AMAZON.COM CREDIT CARD	5.99
4340L	Office Supplies	12/14/20	STAPLES BUSINESS ADVANTAGE	21.99
4340L	Office Supplies	12/15/20	STAPLES BUSINESS ADVANTAGE	9.48
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	49.11
4340L	Office Supplies	12/18/20	STAPLES BUSINESS ADVANTAGE	16.09
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	24.11
4340L	Office Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	66.84
4340L	Office Supplies	12/21/20	STAPLES BUSINESS ADVANTAGE	14.99
4350L	Library Supplies	12/8/20	ELM USA, INC.	370.35
4350L	Library Supplies	12/9/20	ELM USA, INC.	65.05
4350L	Library Supplies	12/11/20	STAPLES BUSINESS ADVANTAGE	46.45
4350L	Library Supplies	12/14/20	WAREHOUSE DIRECT	53.33
4350L	Library Supplies	12/29/20	ELM USA, INC.	183.95
4350L	Library Supplies	12/15/20	MC/DIRECTLY YOURS	75.86
4360L	Postage	12/29/20	POSTMASTER	1,812.90
4360L	Postage	12/1/20	MC/POSTMASTER	46.50
4360L	Postage	12/23/20	MC/POSTMASTER	496.80
4360L	Postage	12/30/20	EMPLOYEE REIMBURSEMENTS	(24.11)
4390L	IT Services	12/6/20	MC/QUICKBASE	183.19

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

Account ID	Account Description	Date	Vendor Name	Amount
4390L	IT Services	12/22/20	MC/GODADDY.COM, INC.	443.99
4390L	IT Services	12/26/20	MC/GODADDY.COM, INC.	159.98
4390L	IT Services	12/5/20	MC/ROCKET GENIUS	99.00
4390L	IT Services	12/22/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	12/29/20	MC/TRAF-SYS	240.00
4390L	IT Services	12/15/20	BACKSTAGE LIBRARY WORKS	213.75
4390L	IT Services	12/22/20	BACKSTAGE LIBRARY WORKS	513.60
4410L	Building Maintenance	12/31/20	COMBINED ROOFING SERVICES LLC	(813.75)
4410L	Building Maintenance	12/1/20	IMBERT INTERNATIONAL, INC.	520.00
4410L	Building Maintenance	12/8/20	BISHOP PLUMBING, INC.	18,645.00
4410L	Building Maintenance	12/10/20	GARFIELD BUILDING MAINTENANCE	3,370.00
4410L	Building Maintenance	12/1/20	IMBERT INTERNATIONAL, INC.	262.33
4410L	Building Maintenance	12/1/20	LIGHTING SUPPLY COMPANY	59.13
4410L	Building Maintenance	12/2/20	LIGHTING SUPPLY COMPANY	(4.51)
4410L	Building Maintenance	12/3/20	W. W. GRAINGER, INC.	30.17
4410L	Building Maintenance	12/3/20	NERADT ACE HARDWARE	27.77
4410L	Building Maintenance	12/11/20	NERADT ACE HARDWARE	6.98
4410L	Building Maintenance	12/11/20	W. W. GRAINGER, INC.	151.46
4410L	Building Maintenance	12/14/20	MOUNT PROSPECT PAINT, INC.	55.70
4410L	Building Maintenance	12/14/20	MOUNT PROSPECT PAINT, INC.	6.35
4410L	Building Maintenance	12/21/20	W. W. GRAINGER, INC.	156.60
4410L	Building Maintenance	12/1/20	AMERICAN LANDSCAPING INC.	1,056.00
4410L	Building Maintenance	12/10/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	64.88
4410L	Building Maintenance	12/10/20	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	12/3/20	W. W. GRAINGER, INC.	29.80
4420L	Equipment Maintenance	12/11/20	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	12/16/20	SHELL OIL COMPANY	29.98
4420L	Equipment Maintenance	12/16/20	SHELL OIL COMPANY	(3.70)
4420L	Equipment Maintenance	12/1/20	NAYAX LLC	79.50
4420L	Equipment Maintenance	12/19/20	NAYAX LLC	79.50
4420L	Equipment Maintenance	12/1/20	MC/AMAZON	(17.94)
4420L	Equipment Maintenance	12/1/20	MC/AMAZON	(0.09)
4420L	Equipment Maintenance	12/16/20	SOUND INCORPORATED	403.00
4420L	Equipment Maintenance	12/18/20	MC/AMAZON	(5.98)
4440L	Janitorial	12/1/20	CRYSTAL MANAGEMENT & MAINTENANCE	1,490.00
4440L	Janitorial	12/20/20	REPUBLIC SERVICES #551	403.83
4440L	Janitorial	12/2/20	SUPERIOR INDUSTRIAL SUPPLY	255.35
4440L	Janitorial	12/2/20	ULINE	83.51
4440L	Janitorial	12/2/20	WAREHOUSE DIRECT	248.91
4440L	Janitorial	12/11/20	STAPLES BUSINESS ADVANTAGE	48.58
4440L	Janitorial	12/16/20	WAREHOUSE DIRECT	348.15
4440L	Janitorial	12/22/20	ARAMARK	102.00
4440L	Janitorial	12/22/20	WAREHOUSE DIRECT	232.10
4450L	Equipment	12/1/20	DELL MARKETING L.P.	14,378.20
4450L	Equipment	12/4/20	TODAY'S BUSINESS SOLUTIONS, IN	7,394.00
4450L	Equipment	12/1/20	MC/AMAZON	73.18
4450L	Equipment	12/29/20	MC/TRAF-SYS	1,110.00
4450L	Equipment	12/1/20	DELL MARKETING L.P.	739.90
4460L	Utilities	12/1/20	CONSTELLATION NEWENERGY- GAS D	(434.41)
4460L	Utilities	12/30/20	CONSTELLATION NEWENERGY- GAS D	2,649.35
4460L	Utilities	12/15/20	VILLAGE OF MT. PROSPECT	243.12
4610L	Adult Books	12/1/20	INGRAM	58.85

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	12/1/20	INGRAM	109.20
4610L	Adult Books	12/1/20	INGRAM	62.86
4610L	Adult Books	12/1/20	INGRAM	16.17
4610L	Adult Books	12/1/20	INGRAM	11.97
4610L	Adult Books	12/1/20	INGRAM	14.34
4610L	Adult Books	12/1/20	OMNIGRAPHICS	240.75
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	857.99
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	473.61
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	445.68
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	376.39
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	149.36
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	(6.52)
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	(10.09)
4610L	Adult Books	12/1/20	INGRAM	(26.10)
4610L	Adult Books	12/1/20	D & Z HOUSE OF BOOKS	45.07
4610L	Adult Books	12/1/20	INGRAM	101.30
4610L	Adult Books	12/1/20	INGRAM	89.00
4610L	Adult Books	12/1/20	INGRAM	7.17
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	141.43
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	627.87
4610L	Adult Books	12/2/20	INGRAM	30.51
4610L	Adult Books	12/2/20	WORLD BOOK, INC.	999.00
4610L	Adult Books	12/3/20	INGRAM	124.13
4610L	Adult Books	12/3/20	INGRAM	116.03
4610L	Adult Books	12/3/20	BAKER AND TAYLOR	289.87
4610L	Adult Books	12/4/20	BAKER AND TAYLOR	829.26
4610L	Adult Books	12/4/20	INGRAM	28.24
4610L	Adult Books	12/4/20	GALE	148.44
4610L	Adult Books	12/6/20	INGRAM	11.87
4610L	Adult Books	12/6/20	INGRAM	24.27
4610L	Adult Books	12/7/20	INGRAM	16.94
4610L	Adult Books	12/7/20	FAMILY ROOTS PUBLISHING COMPAN	30.00
4610L	Adult Books	12/7/20	MATTHEW BENDER	163.43
4610L	Adult Books	12/7/20	BAKER AND TAYLOR	57.37
4610L	Adult Books	12/8/20	GALE	541.41
4610L	Adult Books	12/8/20	INGRAM	14.12
4610L	Adult Books	12/8/20	INGRAM	131.30
4610L	Adult Books	12/8/20	BAKER AND TAYLOR	522.67
4610L	Adult Books	12/8/20	BAKER AND TAYLOR	1,144.64
4610L	Adult Books	12/8/20	INGRAM	31.64
4610L	Adult Books	12/8/20	AMAZON.COM CREDIT CARD	12.90
4610L	Adult Books	12/9/20	GALE	24.80
4610L	Adult Books	12/10/20	INGRAM	32.29
4610L	Adult Books	12/10/20	GALE	994.04
4610L	Adult Books	12/11/20	INGRAM	14.99
4610L	Adult Books	12/11/20	INGRAM	22.57
4610L	Adult Books	12/11/20	INGRAM	18.00
4610L	Adult Books	12/14/20	BAKER AND TAYLOR	611.86
4610L	Adult Books	12/15/20	GALE	25.59
4610L	Adult Books	12/16/20	BAKER AND TAYLOR	276.27
4610L	Adult Books	12/16/20	BAKER AND TAYLOR	214.42
4610L	Adult Books	12/17/20	BAKER AND TAYLOR	502.56
4610L	Adult Books	12/17/20	INGRAM	19.78
4610L	Adult Books	12/17/20	BAKER AND TAYLOR	28.68
4610L	Adult Books	12/18/20	GALE	25.59
4610L	Adult Books	12/18/20	INGRAM	11.97
4610L	Adult Books	12/21/20	INGRAM	37.18
4610L	Adult Books	12/21/20	BAKER AND TAYLOR	436.12

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	12/22/20	SYNCHRONY/AMAZON	2,727.85
4610L	Adult Books	12/23/20	INGRAM	22.57
4610L	Adult Books	12/28/20	INGRAM	31.17
4610L	Adult Books	12/28/20	BAKER AND TAYLOR	312.48
4610L	Adult Books	12/28/20	BAKER AND TAYLOR	(32.52)
4610L	Adult Books	12/1/20	BAKER AND TAYLOR	27.67
4610L	Adult Books	12/18/20	BAKER AND TAYLOR	24.93
4610L	Adult Books	12/22/20	SYNCHRONY/AMAZON	30.00
4610L	Adult Books	12/29/20	BAKER AND TAYLOR	28.48
4620L	Adult AV	12/1/20	INGRAM	27.49
4620L	Adult AV	12/1/20	MIDWEST TAPE	42.72
4620L	Adult AV	12/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	47.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	34.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	94.98
4620L	Adult AV	12/1/20	MIDWEST TAPE	109.97
4620L	Adult AV	12/1/20	MIDWEST TAPE	44.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	32.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	34.99
4620L	Adult AV	12/1/20	MIDWEST TAPE	19.99
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	70.52
4620L	Adult AV	12/1/20	BAKER AND TAYLOR	71.50
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	27.17
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	40.37
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	12/3/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	12/3/20	BAKER & TAYLOR INC.	67.59
4620L	Adult AV	12/3/20	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	12/3/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	12/5/20	MIDWEST TAPE	154.96
4620L	Adult AV	12/5/20	MIDWEST TAPE	64.98
4620L	Adult AV	12/5/20	MIDWEST TAPE	184.96
4620L	Adult AV	12/5/20	MIDWEST TAPE	89.97
4620L	Adult AV	12/5/20	MIDWEST TAPE	47.99
4620L	Adult AV	12/5/20	MIDWEST TAPE	280.40
4620L	Adult AV	12/5/20	MIDWEST TAPE	44.99
4620L	Adult AV	12/5/20	MIDWEST TAPE	29.99
4620L	Adult AV	12/5/20	MIDWEST TAPE	19.99
4620L	Adult AV	12/5/20	MIDWEST TAPE	25.99
4620L	Adult AV	12/6/20	AMAZON.COM CREDIT CARD	41.97
4620L	Adult AV	12/7/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	12/7/20	BAKER & TAYLOR INC.	44.02
4620L	Adult AV	12/7/20	MC/WALMART	21.91
4620L	Adult AV	12/7/20	AMAZON.COM CREDIT CARD	185.74
4620L	Adult AV	12/8/20	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	12/8/20	BAKER & TAYLOR INC.	164.56
4620L	Adult AV	12/8/20	BAKER & TAYLOR INC.	58.72
4620L	Adult AV	12/8/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	18.37

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	31.50
4620L	Adult AV	12/9/20	AMAZON.COM CREDIT CARD	32.95
4620L	Adult AV	12/10/20	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	12/10/20	AMAZON.COM CREDIT CARD	9.99
4620L	Adult AV	12/11/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	12/11/20	AMAZON.COM CREDIT CARD	35.98
4620L	Adult AV	12/11/20	AMAZON.COM CREDIT CARD	9.96
4620L	Adult AV	12/13/20	AMAZON.COM CREDIT CARD	49.94
4620L	Adult AV	12/14/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	12/14/20	MIDWEST TAPE	69.98
4620L	Adult AV	12/14/20	MIDWEST TAPE	39.99
4620L	Adult AV	12/14/20	MIDWEST TAPE	91.98
4620L	Adult AV	12/14/20	MIDWEST TAPE	787.87
4620L	Adult AV	12/14/20	MIDWEST TAPE	44.99
4620L	Adult AV	12/14/20	MIDWEST TAPE	39.99
4620L	Adult AV	12/14/20	MIDWEST TAPE	39.99
4620L	Adult AV	12/14/20	AMAZON.COM CREDIT CARD	99.88
4620L	Adult AV	12/14/20	MIDWEST TAPE	50.99
4620L	Adult AV	12/15/20	BAKER & TAYLOR INC.	41.14
4620L	Adult AV	12/15/20	BAKER & TAYLOR INC.	55.09
4620L	Adult AV	12/16/20	FINDAWAY WORLD, LLC	59.49
4620L	Adult AV	12/17/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	12/17/20	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	12/18/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	12/18/20	FINDAWAY WORLD, LLC	395.19
4620L	Adult AV	12/19/20	MIDWEST TAPE	107.98
4620L	Adult AV	12/19/20	MIDWEST TAPE	34.99
4620L	Adult AV	12/19/20	AMAZON.COM CREDIT CARD	19.99
4620L	Adult AV	12/22/20	SYNCHRONY/AMAZON	2,105.08
4620L	Adult AV	12/22/20	SYNCHRONY/AMAZON	(9.99)
4620L	Adult AV	12/23/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	12/29/20	MIDWEST TAPE	223.96
4620L	Adult AV	12/1/20	BAKER & TAYLOR INC.	54.32
4620L	Adult AV	12/9/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	12/14/20	BAKER & TAYLOR INC.	38.19
4620L	Adult AV	12/22/20	SYNCHRONY/AMAZON	104.67
4630L	Youth Print	12/1/20	INGRAM	10.16
4630L	Youth Print	12/1/20	INGRAM	1,044.98
4630L	Youth Print	12/1/20	INGRAM	21.17
4630L	Youth Print	12/1/20	INGRAM	13.79
4630L	Youth Print	12/1/20	INGRAM	93.33
4630L	Youth Print	12/1/20	INGRAM	93.06
4630L	Youth Print	12/1/20	INGRAM	4.19
4630L	Youth Print	12/1/20	INGRAM	4.79
4630L	Youth Print	12/1/20	INGRAM	(27.19)
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	1,238.44
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	86.11
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	15.99
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	874.73
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	12.74
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	209.64
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	495.91
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	(18.12)
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	297.20
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	87.53
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	51.61
4630L	Youth Print	12/1/20	INGRAM	191.49

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	12/1/20	INGRAM	477.59
4630L	Youth Print	12/1/20	INGRAM	24.23
4630L	Youth Print	12/1/20	INGRAM	152.64
4630L	Youth Print	12/1/20	INGRAM	362.91
4630L	Youth Print	12/1/20	INGRAM	10.16
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	26.48
4630L	Youth Print	12/2/20	INGRAM	9.60
4630L	Youth Print	12/2/20	INGRAM	10.73
4630L	Youth Print	12/2/20	INGRAM	10.73
4630L	Youth Print	12/2/20	WORLD BOOK, INC.	999.00
4630L	Youth Print	12/3/20	BAKER AND TAYLOR	361.08
4630L	Youth Print	12/3/20	CHILDREN'S PLUS INC.	39.98
4630L	Youth Print	12/3/20	CHILDREN'S PLUS INC.	46.98
4630L	Youth Print	12/3/20	CHILDREN'S PLUS INC.	22.99
4630L	Youth Print	12/3/20	CHILDREN'S PLUS INC.	115.60
4630L	Youth Print	12/3/20	CHILDREN'S PLUS INC.	88.46
4630L	Youth Print	12/4/20	INGRAM	94.43
4630L	Youth Print	12/6/20	INGRAM	103.05
4630L	Youth Print	12/7/20	BAKER AND TAYLOR	26.48
4630L	Youth Print	12/8/20	INGRAM	57.03
4630L	Youth Print	12/8/20	BAKER AND TAYLOR	189.55
4630L	Youth Print	12/8/20	BAKER AND TAYLOR	253.34
4630L	Youth Print	12/8/20	CHILDREN'S PLUS INC.	98.65
4630L	Youth Print	12/8/20	INGRAM	187.95
4630L	Youth Print	12/9/20	BAKER AND TAYLOR	365.65
4630L	Youth Print	12/9/20	INGRAM	121.05
4630L	Youth Print	12/9/20	INGRAM	3.95
4630L	Youth Print	12/10/20	BAKER AND TAYLOR	44.78
4630L	Youth Print	12/10/20	BAKER AND TAYLOR	17.09
4630L	Youth Print	12/10/20	INGRAM	8.47
4630L	Youth Print	12/10/20	INGRAM	123.34
4630L	Youth Print	12/11/20	BAKER AND TAYLOR	369.38
4630L	Youth Print	12/11/20	INGRAM	26.24
4630L	Youth Print	12/14/20	BAKER AND TAYLOR	260.31
4630L	Youth Print	12/14/20	INGRAM	9.60
4630L	Youth Print	12/14/20	BAKER AND TAYLOR	39.72
4630L	Youth Print	12/14/20	BAKER AND TAYLOR	7.71
4630L	Youth Print	12/15/20	INGRAM	502.21
4630L	Youth Print	12/15/20	AMAZON.COM CREDIT CARD	19.95
4630L	Youth Print	12/16/20	BAKER AND TAYLOR	143.19
4630L	Youth Print	12/16/20	AMAZON.COM CREDIT CARD	18.49
4630L	Youth Print	12/17/20	INGRAM	101.60
4630L	Youth Print	12/17/20	BAKER AND TAYLOR	299.57
4630L	Youth Print	12/20/20	INGRAM	154.96
4630L	Youth Print	12/20/20	INGRAM	3.59
4630L	Youth Print	12/21/20	INGRAM	42.92
4630L	Youth Print	12/22/20	SYNCHRONY/AMAZON	303.21
4630L	Youth Print	12/22/20	BAKER AND TAYLOR	238.62
4630L	Youth Print	12/22/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	12/22/20	CHILDREN'S PLUS INC.	101.70
4630L	Youth Print	12/23/20	INGRAM	14.12
4630L	Youth Print	12/28/20	INGRAM	14.09
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	817.05
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	245.35
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	214.70
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	155.13
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	81.38
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	65.93

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	65.47
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	62.97
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	120.91
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	64.96
4630L	Youth Print	12/28/20	CHILDREN'S PLUS INC.	16.99
4630L	Youth Print	12/31/20	SYNCHRONY/AMAZON	238.23
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	15.24
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	177.90
4630L	Youth Print	12/1/20	BAKER AND TAYLOR	21.81
4630L	Youth Print	12/8/20	BAKER AND TAYLOR	55.59
4630L	Youth Print	12/18/20	BAKER AND TAYLOR	33.11
4640L	Youth AV	12/1/20	FINDAWAY WORLD, LLC	44.99
4640L	Youth AV	12/1/20	FINDAWAY WORLD, LLC	925.32
4640L	Youth AV	12/1/20	FINDAWAY WORLD, LLC	2,059.86
4640L	Youth AV	12/1/20	MIDWEST TAPE	19.99
4640L	Youth AV	12/1/20	MIDWEST TAPE	89.96
4640L	Youth AV	12/1/20	MIDWEST TAPE	13.98
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	16.86
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	14.33
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	264.51
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	88.16
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	13.92
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	(18.36)
4640L	Youth AV	12/1/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	12/1/20	LIBRARY IDEAS, LLC	169.39
4640L	Youth AV	12/1/20	LIBRARY IDEAS, LLC	725.10
4640L	Youth AV	12/1/20	LIBRARY IDEAS, LLC	38.12
4640L	Youth AV	12/1/20	MIDWEST TAPE	29.24
4640L	Youth AV	12/1/20	MIDWEST TAPE	55.47
4640L	Youth AV	12/3/20	BAKER & TAYLOR INC.	29.39
4640L	Youth AV	12/3/20	BAKER & TAYLOR INC.	56.56
4640L	Youth AV	12/5/20	MIDWEST TAPE	44.98
4640L	Youth AV	12/5/20	MIDWEST TAPE	153.69
4640L	Youth AV	12/5/20	MIDWEST TAPE	29.24
4640L	Youth AV	12/5/20	MIDWEST TAPE	970.33
4640L	Youth AV	12/8/20	BAKER & TAYLOR INC.	12.48
4640L	Youth AV	12/8/20	FINDAWAY WORLD, LLC	194.96
4640L	Youth AV	12/8/20	MC/FOLKMANIS INC.	110.90
4640L	Youth AV	12/14/20	MIDWEST TAPE	77.93
4640L	Youth AV	12/14/20	MIDWEST TAPE	44.98
4640L	Youth AV	12/14/20	MIDWEST TAPE	55.47
4640L	Youth AV	12/14/20	BAKER & TAYLOR INC.	19.82
4640L	Youth AV	12/15/20	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	12/16/20	LIBRARY IDEAS, LLC	709.35
4640L	Youth AV	12/17/20	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	12/17/20	AMAZON.COM CREDIT CARD	17.87
4640L	Youth AV	12/18/20	AMAZON.COM CREDIT CARD	9.48
4640L	Youth AV	12/19/20	MIDWEST TAPE	46.36
4640L	Youth AV	12/19/20	MIDWEST TAPE	68.96
4640L	Youth AV	12/21/20	FINDAWAY WORLD, LLC	59.99
4640L	Youth AV	12/22/20	SYNCHRONY/AMAZON	1,970.86
4640L	Youth AV	12/22/20	SYNCHRONY/AMAZON	(140.01)
4640L	Youth AV	12/22/20	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	12/23/20	FINDAWAY WORLD, LLC	945.83
4640L	Youth AV	12/29/20	MIDWEST TAPE	74.92
4640L	Youth AV	12/29/20	MIDWEST TAPE	24.74
4640L	Youth AV	12/29/20	MIDWEST TAPE	9.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	12/5/20	MIDWEST TAPE	29.99
4640L	Youth AV	12/22/20	SYNCHRONY/AMAZON	9.96
4650L	Subscriptions	12/1/20	THE HORN BOOK	49.00
4650L	Subscriptions	12/1/20	ILLINOIS MUNICIPAL LEAGUE	30.00
4650L	Subscriptions	12/1/20	THE WEEK	37.49
4650L	Subscriptions	12/1/20	COWBOYS & INDIANS MAGAZINE	24.95
4650L	Subscriptions	12/1/20	CROCHET WORLD	25.95
4650L	Subscriptions	12/1/20	INTERWEAVE KNITS	27.95
4650L	Subscriptions	12/1/20	KALMBACH PUBLISHING CO.	83.95
4650L	Subscriptions	12/7/20	MC/CONSUMER REPORTS	52.00
4650L	Subscriptions	12/15/20	LIBRARY JOURNAL	(79.91)
4650L	Subscriptions	12/16/20	MC/ASTRONOMY	84.95
4650L	Subscriptions	12/16/20	MC/BOYS LIFE	24.00
4650L	Subscriptions	12/18/20	MC/MAGAZINE.STORE	20.00
4650L	Subscriptions	12/18/20	MC/HISTORY NET	26.95
4650L	Subscriptions	12/18/20	MC/HISTORY NET	26.95
4650L	Subscriptions	12/18/20	MC/CRAINS CHICAGO	84.00
4650L	Subscriptions	12/22/20	MC/FAMILY TREE MAGAZINE	29.70
4650L	Subscriptions	12/24/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	12/1/20	WEST PAYMENT CENTER	2,163.48
4661L	Digital Media	12/1/20	OVERDRIVE, INC.	824.78
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	137.46
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	40.00
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	917.90
4661L	Digital Media	12/31/20	MIDWEST TAPE	3,067.12
4661L	Digital Media	12/31/20	KANOPY, INC.	441.00
4661L	Digital Media	12/1/20	OVERDRIVE, INC.	723.88
4661L	Digital Media	12/1/20	OVERDRIVE, INC.	396.53
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	40.95
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	1,266.78
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	408.99
4661L	Digital Media	12/14/20	OVERDRIVE, INC.	699.66
4661L	Digital Media	12/23/20	OVERDRIVE, INC.	310.65
4661L	Digital Media	12/23/20	OVERDRIVE, INC.	268.96
4661L	Digital Media	12/23/20	OVERDRIVE, INC.	2,893.08
4661L	Digital Media	12/23/20	OVERDRIVE, INC.	1,980.30
4661L	Digital Media	12/26/20	OVERDRIVE, INC.	958.82
4661L	Digital Media	12/26/20	OVERDRIVE, INC.	46.98
4661L	Digital Media	12/26/20	OVERDRIVE, INC.	1,230.48
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	2,800.77
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	2,264.46
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	336.50
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	507.65
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	1,621.76
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	1,813.69
4661L	Digital Media	12/31/20	OVERDRIVE, INC.	486.43
4661L	Digital Media	12/31/20	OVERDRIVE, INC.	2,941.57
4661L	Digital Media	12/31/20	OVERDRIVE, INC.	175.74
4661L	Digital Media	12/31/20	OVERDRIVE, INC.	986.34
4661L	Digital Media	12/1/20	OVERDRIVE, INC.	572.95
4661L	Digital Media	12/8/20	OVERDRIVE, INC.	799.86
4661L	Digital Media	12/15/20	OVERDRIVE, INC.	945.65
4661L	Digital Media	12/18/20	OVERDRIVE, INC.	2,261.23
4661L	Digital Media	12/18/20	OVERDRIVE, INC.	1,888.81
4661L	Digital Media	12/22/20	OVERDRIVE, INC.	735.39

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

Account ID	Account Description	Date	Vendor Name	Amount
4661L	Digital Media	12/26/20	OVERDRIVE, INC.	1,229.95
4661L	Digital Media	12/26/20	OVERDRIVE, INC.	895.28
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	2,083.19
4661L	Digital Media	12/29/20	OVERDRIVE, INC.	1,535.35
4662L	E-Learning	12/1/20	GALE	2,415.40
4662L	E-Learning	12/1/20	GALE	2,981.25
4662L	E-Learning	12/1/20	GALE	13,781.25
4663L	Library of Things	12/2/20	MC/NETFLIX	15.99
4663L	Library of Things	12/3/20	MC/DISNEY	12.99
4663L	Library of Things	12/3/20	MC/DISNEY	12.99
4663L	Library of Things	12/3/20	MC/DISNEY	12.99
4663L	Library of Things	12/3/20	MC/DISNEY	12.99
4663L	Library of Things	12/3/20	MC/DISNEY	12.99
4663L	Library of Things	12/3/20	MC/DISNEY	12.99
4663L	Library of Things	12/3/20	MC/NETFLIX	15.99
4663L	Library of Things	12/3/20	MC/NETFLIX	15.99
4663L	Library of Things	12/3/20	MC/NETFLIX	15.99
4663L	Library of Things	12/3/20	MC/NETFLIX	15.99
4663L	Library of Things	12/3/20	MC/NETFLIX	15.99
4663L	Library of Things	12/3/20	MC/ACORN TV	59.99
4663L	Library of Things	12/3/20	MC/ACORN TV	59.99
4663L	Library of Things	12/10/20	MC/ACORN TV	59.99
4663L	Library of Things	12/10/20	MC/ACORN TV	59.99
4663L	Library of Things	12/10/20	MC/ACORN TV	59.99
4663L	Library of Things	12/16/20	MC/HBO MAX	69.99
4663L	Library of Things	12/16/20	MC/HBO MAX	69.99
4663L	Library of Things	12/17/20	MC/HBO MAX	69.99
4663L	Library of Things	12/17/20	MC/HBO MAX	69.99
4663L	Library of Things	12/17/20	MC/HBO MAX	69.99
4663L	Library of Things	12/17/20	MC/HBO MAX	69.99
4663L	Library of Things	12/23/20	MC/T-MOBILE	574.00
4663L	Library of Things	12/30/20	MC/MOBILE BEACON	1,200.00
4680L	Processing	12/22/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	26.83
4680L	Processing	12/1/20	BAKER AND TAYLOR	3.45
4680L	Processing	12/1/20	BAKER AND TAYLOR	10.35
4680L	Processing	12/1/20	BAKER AND TAYLOR	4.14
4680L	Processing	12/1/20	BIBLIOTHECA, LLC	5,386.67
4680L	Processing	12/2/20	DEMCO	759.52
4680L	Processing	12/8/20	MINITEX	151.00
4680L	Processing	12/11/20	BAKER AND TAYLOR	11.04
4680L	Processing	12/11/20	STAPLES BUSINESS ADVANTAGE	11.25
4680L	Processing	12/14/20	BAKER AND TAYLOR	2.07
4680L	Processing	12/15/20	DEMCO	247.71
4680L	Processing	12/16/20	BAKER AND TAYLOR	4.14
4680L	Processing	12/22/20	BAKER AND TAYLOR	0.69
4690L	Programs	12/11/20	RICK KESSLER	100.00
4690L	Programs	12/18/20	KATIE GUZAN	75.00
4690L	Programs	12/1/20	ULINE	122.70
4690L	Programs	12/1/20	MC/SPOTIFY	9.99
4690L	Programs	12/1/20	FUN EXPRESS	79.55
4690L	Programs	12/3/20	BAKER AND TAYLOR	60.52
4690L	Programs	12/4/20	BLICK ART MATERIALS	161.87
4690L	Programs	12/4/20	MC/WALMART	39.90
4690L	Programs	12/7/20	BAKER AND TAYLOR	74.76
4690L	Programs	12/9/20	BAKER AND TAYLOR	7.12
4690L	Programs	12/9/20	MC/WALMART	55.13
4690L	Programs	12/10/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	60.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4690L	Programs	12/10/20	BAKER AND TAYLOR	78.32
4690L	Programs	12/11/20	EVARISTO RODRIGUEZ	200.00
4690L	Programs	12/11/20	EVARISTO RODRIGUEZ	(200.00)
4690L	Programs	12/11/20	SCHOLASTIC, INC.	2,136.71
4690L	Programs	12/14/20	BAKER AND TAYLOR	3.56
4690L	Programs	12/17/20	BLICK ART MATERIALS	5.51
4690L	Programs	12/17/20	SCHOLASTIC, INC.	11.35
4690L	Programs	12/18/20	SCHOLASTIC, INC.	14.20
4690L	Programs	12/22/20	SYNCHRONY/AMAZON	347.95
4690L	Programs	12/22/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	150.13
4690L	Programs	12/29/20	UNDER THE SEA	200.00
4690L	Programs	12/11/20	TINA GARY	1,100.00
4690L	Programs	12/11/20	LAURA KEYES	200.00
4690L	Programs	12/11/20	LESLIE GODDARD	200.00
4690L	Programs	12/11/20	WILLIAM PACK	250.00
4690L	Programs	12/23/20	TINA GARY	100.00
4690L	Programs	12/18/20	JOHN MOSMAN	100.00
4690L	Programs	12/7/20	MC/BOARD GAME ARENA	24.00
4690L	Programs	12/17/20	MC/AMAZON	50.97
4690L	Programs	12/17/20	MC/AMAZON	61.18
4690L	Programs	12/10/20	MC/CENTRAL CONTINENTAL BAKERY	10.00
4690L	Programs	12/14/20	MC/AMAZON	75.98
4690L	Programs	12/14/20	MC/AMAZON	50.00
4690L	Programs	12/14/20	MC/STARBUCKS	10.00
4690L	Programs	12/15/20	MC/BEST BUY	50.00
4690L	Programs	12/16/20	MC/DUNKIN DONUTS	10.00
4690L	Programs	12/16/20	MC/MENCHIE'S	10.00
4690L	Programs	12/1/20	NOEMI RAMOS	(75.00)
4690L	Programs	12/18/20	MC/AMAZON	15.88
4690L	Programs	12/22/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.97
4690L	Programs	12/22/20	MC/AMAZON	7.97
4690L	Programs	12/22/20	AMAZON.COM CREDIT CARD	46.47
4690L	Programs	12/25/20	MC/AMAZON	173.89
4690L	Programs	12/27/20	MC/AMAZON	20.03
4690L	Programs	12/31/20		85.23
				\$ 836,501.76
9530L	Foundation Sponsored Expense	12/31/20	GOLDEN WEST POPS	500.00
9540L	Friends Sponsored Expense	12/1/20	INGRAM	26.10
9540L	Friends Sponsored Expense	12/4/20	BAKER AND TAYLOR	208.00
9540L	Friends Sponsored Expense	12/22/20	SYNCHRONY/AMAZON	606.96
9540L	Friends Sponsored Expense	12/8/20	BAKER AND TAYLOR	623.95
9540L	Friends Sponsored Expense	12/16/20	BAKER AND TAYLOR	69.00
9540L	Friends Sponsored Expense	12/22/20	SYNCHRONY/AMAZON	291.49
9540L	Friends Sponsored Expense	12/1/20	NOEMI RAMOS	75.00
9540L	Friends Sponsored Expense	12/11/20	NOEMI RAMOS	75.00
9560L	Village Hall Shared Expense	12/19/20	AT&T 50%	136.68
Total Library Fund Expenses for December, 2020				\$ 839,113.94

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

Account ID	Account Description	Date	Vendor Name	Amount
7730B	Bldg Fd: Equipment	12/31/20	MIDCO, INC. - Balance on new telephone system	\$ 31,346.55
7750B	Bldg Fd: Other	12/31/20	Service Charge	0.25
Total Capital Project Restricted Fund Expenses for December, 2020				\$ 31,346.80

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

Account ID	Account Description	Date	Transaction Description	Amount
3701D	Interest Expense	12/31/20	December, 2020, interest expense accrual \$61,300 x 1/12	\$ 5,108.33
3710D	Bond Administration Fee	12/16/20	VILLAGE OF MT. PROSPECT - 2020 Admin fee to Zions Bank	450.00
Total Debt Service Fund Expenses for December, 2020				\$ 5,558.33

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

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

MONTHLY EXPENSE SUMMARY

		DECEMBER YTD			YTD Variance - Actual vs Budget		
Line	Profiled YTD Budget	Budget % to Total	Actual 2020	Actual % to Total	\$	%	% of TTL VAR
Salaries & Benefits							
Salaries	4110	5,783,440.00	5,233,414.54		(550,025.46)	-9.5%	52.6%
IMRF	4120	549,749.00	515,075.30		(34,673.70)	-6.3%	3.3%
MC / FICA	4130	442,433.00	374,461.04		(67,971.96)	-15.4%	6.5%
Medical Insurance	4140	770,000.00	710,075.18		(59,924.82)	-7.8%	5.7%
Unemployment Compensation Tax	4150	7,000.00	5,640.07		(1,359.93)	-19.4%	0.1%
Subtotal (4110L - 4150L)		7,552,622.00	6,838,666.13	78.9%	(713,955.87)	-9.5%	68.2%
Management Expense							
Audit	4210	7,000.00	6,815.00		(185.00)	-2.6%	0.0%
Legal Fees	4220	10,000.00	14,107.50		4,107.50	41.1%	-0.4%
Printing	4230	40,200.00	34,795.99		(5,404.01)	-13.4%	0.5%
Marketing	4240	71,700.00	19,404.55		(52,295.45)	-72.9%	5.0%
Resources	4250	5,400.00	409.99		(4,990.01)	-92.4%	0.5%
Professional Dues	4260	7,000.00	6,115.00		(885.00)	-12.6%	0.1%
Board Development/Training	4270	6,500.00	0.00		(6,500.00)	-	0.6%
Human Resources	4280	111,200.00	69,551.17		(41,648.83)	-37.5%	4.0%
Other Operating	4290	73,100.00	99,128.44		26,028.44	35.6%	-2.5%
Subtotal (4210L - 4290L)		332,100.00	250,327.64	2.9%	(81,772.36)	-24.6%	7.8%
Operating Expenses							
Telecommunications	4310	51,000.00	44,483.95		(6,516.05)	-12.8%	0.6%
Insurance	4320	86,500.00	7,204.00		(79,296.00)	-91.7%	7.6%
Office Supplies	4340	16,300.00	11,082.76		(5,217.24)	-32.0%	0.5%
Library Supplies	4350	23,000.00	10,740.00		(12,260.00)	-53.3%	1.2%
Postage	4360	22,400.00	14,956.96		(7,443.04)	-33.2%	0.7%
Contract Services	4380	32,300.00	26,947.34		(5,352.66)	-16.6%	0.5%
IT Services	4390	65,700.00	48,936.20		(16,763.80)	-25.5%	1.6%
Subtotal (4310L - 4390L)		297,200.00	164,351.21	1.9%	(132,848.79)	-44.7%	12.7%
Building Expense							
Building Maintenance	4410	213,700.00	180,132.91		(33,567.09)	-15.7%	3.2%
Equipment Maintenance	4420	131,500.00	105,164.87		(26,335.13)	-20.0%	2.5%
Janitorial	4440	72,600.00	56,390.95		(16,209.05)	-22.3%	1.5%
Equipment	4450	133,600.00	86,604.69		(46,995.31)	-35.2%	4.5%
Utilities	4460	56,500.00	28,482.02		(28,017.98)	-49.6%	2.7%
Subtotal (4410L - 4460L)		607,900.00	456,775.44	5.3%	(151,124.56)	-24.9%	14.4%
Library Materials							
Adult Print	4610	205,000.00	169,163.21		(35,836.79)	-17.5%	3.4%
Adult AV	4620	64,800.00	55,213.43		(9,586.57)	-14.8%	0.9%
Youth Print	4630	135,500.00	113,197.82		(22,302.18)	-16.5%	2.1%
Youth AV	4640	33,500.00	35,943.71		2,443.71	7.3%	-0.2%
Subscriptions	4650	18,400.00	16,465.47		(1,934.53)	-10.5%	0.2%
Electronic Resources	4660	179,800.00	181,605.61		1,805.61	1.0%	-0.2%
Electronic Media	4661	156,000.00	249,638.44		93,638.44	60.0%	-9.0%
E-Learning	4662	53,200.00	69,982.70		16,782.70	31.5%	-1.6%
Library of Things	4663	5,000.00	15,655.11		10,655.11	213.1%	-1.0%
Microform	4670	900.00	730.40		(169.60)	-18.8%	0.0%
Processing Supplies	4680	26,000.00	19,117.32		(6,882.68)	-26.5%	0.7%
Programs	4690	45,200.00	30,166.23		(15,033.77)	-33.3%	1.4%
Subtotal (4610L - 4680L)		923,300.00	956,879.45	11.0%	33,579.45	3.6%	-3.2%
Total (4110L - 4680L)		9,713,122.00	8,666,999.87	100.0%	(1,046,122.13)	-10.8%	100.0%
Reimbursable Activity							
Foundation Expenses (9530L)	9530	12,336.00	4,263.00		(8,073.00)	-65.4%	
Friends Expenses (9540L)	6540	50,655.00	8,169.05		(42,485.95)	-83.9%	
Village Shared Expense (9560L)	9560	8,400.00	2,321.53		(6,078.47)	-72.4%	
Grant Expense (9570L)	9570	0.00	0.00		0.00	-	
Total Reimbursable Activity		71,391.00	14,753.58		(56,637.42)	-79.3%	
Total Expenses - All Activities		9,784,513.00	8,681,753.45		(1,102,759.55)	-11.3%	

2020 COVID RELATED EXPENSE

<u>CATEGORY</u>	<u>AMOUNT</u>
air purifier	\$749.00
book bins	\$3,626.47
box trucks	\$1,956.10
carts	\$1,366.10
computer misc	\$588.67
crates	\$2,908.00
desk shields	\$6,683.20
disinfecting	\$150.00
face masks	\$2,511.25
headsets	\$4,512.00
keyboards	\$0.00
misc	\$373.34
no touch towel dispensers	\$1,230.00
plp	\$785.83
quickscan	\$588.22
sanitizer	\$3,437.16
signage	\$399.80
stipend	\$18,660.00
thermometers	\$229.42
totes	\$351.65
unclassified	\$299.85
webcams	\$1,129.50
wipes	\$345.43
workstation covid update	\$3,439.68
zoho	\$26.40
zoom	<u>\$2,532.05</u>
Subtotal	\$58,879.12
Expected Grant	<u>\$1,000.00</u>
Grand Total	\$57,879.12

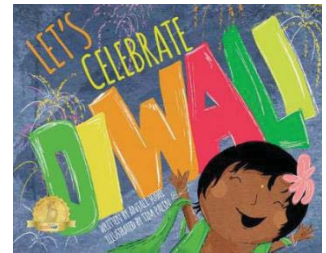
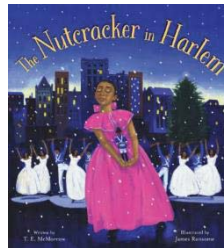
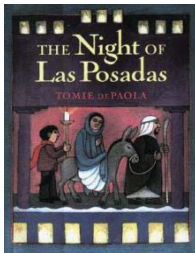
December 2020

Circulation

- 1) Circulation staff had a busy month of Parking Lot Pickup and adjusting to the new phone system. The transition to the new phone system went smoothly and has helped improve our ability to handle incoming calls during Parking Lot Pickup hours.
- 2) Parking Lot Pickup remains in high demand, and in fact demand seems to be increasing over time. To accommodate patron demand around the holidays, we increased our available appointment slots on both Christmas Eve and New Year's Eve in an effort to get more items into patron hands during the holidays. This allowed an additional 210 patrons to get library materials!

Community Engagement

- 1) The library hosted a face mask collection project, inviting community members and staff to donate new, homemade face masks to share with library patrons and others needing face coverings. This idea was conceived and coordinated by HR Assistant Hedy Otte who responded to requests for at-home volunteer opportunities and to the need for face coverings. The masks were collected through the outside book returns, quarantined and then made available at the lobby welcome desk and at the South Branch upon reopening. To date, 300 masks were donated and 280 given away.
- 2) Beth Corrigan and Claire Bartlett selected titles for a Holidays Around the World bibliography with a focus on winter holidays at the request of the Village's Community Engagement Committee. The bibliography was designed by the Communication and Creative Services team and distributed at the Downtown Merchants Association's sold-out Photo-with-Santa event on December 5. The bibliography can also be found on the Reading Recommendations section of the Kids webpage - <https://mpl.org/kids/good-books/?category=current+events&list=Winter+Holidays>.



- 3) Both Congresswoman Jan Schakowsky's office and State Representative Mark Walker's office will continue their virtual office hours in 2021. Jan Schakowsky's hours are held the first three Wednesdays of the month from 2-5 p.m., and Senator Walker's hours are from 2-4 p.m. on the third Thursday of the month.

Fiction/AV/Teen

- 1) HBO Max was added to the fleet of Roku, completing the original content plan.
- 2) The winter holiday Incredible Giftables is always popular, and this year's virtual offering performed better than practically any other teen program since the pandemic began.
- 3) Readers' Advisor Denise Truppa created an Advisory Book Mark for Parking Lot Pickup that provides read-alikes for their current titles and offers access to further advisory options.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

4) Patron comments:

- a. A patron told us how much she appreciates the Lists & Suggestions on our website. She is a movie fan and really misses browsing inside the building. She said the lists have been helpful, and she is working her way through a few of them (Feel-Good Films is one).
- b. "Since attending Let's Talk Books, I have never thought to read a Young Adult book; now, like them a lot! If you come across any good ones, would you please pass them on? I just borrowed, yes, no, maybe so. It's a YA. I have really expanded my taste in books...so thank you, Let's Talk Books."
- c. A patron called saying she appreciates our book recommendations for her. She said her home library "just never gets it quite right" and we always do.
- d. A member of the Friends book discussion group expressed how grateful she was for our services during these times.

Research

- 1) On December 13, the library launched Computers by Appointment, giving patrons the ability to make an appointment to come in and use a computer in the Training Room. Patrons also have access to the printer, copier, and SimpleScan machine. Fifty-seven appointments were made by patrons in December to use equipment in the Training Room. While in-person staff assistance is not available, patrons can call staff at the desk for help.
- 2) Research Services coordinated five programs in December. Highlights included Free and Useful Programs on the Internet (16 attendees, created and led by Dan Criscione), What About the Medicine Cabinet (12 attendees), and De-Stressing with Yoga at Home (12 attendees). Thirteen programs are scheduled for January.
- 3) A new database from Newsbank called Chicago Community Collection was added in December. This collection of Illinois newspapers includes access to the *Mount Prospect Journal* from 2010-present, as well as the *Daily Herald*, *Chicago Sun-Times*, and more than 300 current and historical local Illinois newspapers. Newspapers are text only, not digital reproductions. We also said goodbye to three databases at the end of the month, Rosetta Stone, LearningExpressLibrary, and Job and Career Accelerator due to low use.

Registration

- 1) Our new phone system went live on Wednesday, December 2, and we completed training and are comfortable using it now.

South Branch

- 1) In early December, a patron called the South Branch asking if the library was open. Staff responded that we were closed to the public but still had services available. The patron said he just wanted to know when he could come in to use the computers and staff informed him of the new Chromebook/Hotspot bundles available for checkout. The patron was confused at first because he was so surprised that he could take a computer home and a device that would give him internet at his home! He called back a couple weeks later to renew the bundle and again expressed his gratitude for this service.
- 2) Stavroula Harissis and Elizabeth Colin attended the quarterly meeting of the Hispanic Outreach and Library Access Group as part of a plan to explore opportunities for more targeted programs and services for our Spanish-speaking community.
- 3) South Branch completed 291 PLP/curbside requests this month, including 124 print/copy/scan requests from patrons.

Youth Services

- 1) The 40th annual Teddy Bear Walk was a month-long celebration, with activities that patrons could do at home and around town. A website was created as a central place to access all the activities and information: <https://mppl.org/kids/teddy-bear-walk/>. Some of the activities are as follows:
 - Video featuring Ted E. Bear, folk singer Mark Dvorak, storyteller Chris Fascione, and Santa and Mrs. Claus. The YouTube video had 152 views as of January 6, 2021.
 - Letters to Santa (November 23- December 14): We received and responded to a total of 71 letters. They came through mail, email, and were dropped off in a decorated box in the parking lot. Email replies included a link to a short video greeting from Santa.
 - Crafts-to-Go: 192 craft kits were given away (out of 230 created); 50 of those were given away at South Branch (30 Spanish and 20 English). Kits included a Paddington book and supplies to make three crafts: bear headband, moving bear, and bear finger puppet.



- Our new Dial-a-Story service included two stories, a teddy rhyme, and “Teddy Bear in My Window” sung by Mark Dvorak.
- 2) In 2020, the Staff Picks for Kids blog had a 68% increase in page views from 2019. This is mostly due to the change in our current services available and the use of the library’s website during the pandemic. Also in 2020, the Notes from Storytime blog was retired due to low page views and a new blog, Kids at Home with MPPL, was created. Since its launch in April 2020, this new blog has had 1,768 page views.
 - 3) This month, we created two obstacle courses using long-lasting chalk; one in front of the library, and one at Evergreen Trails Park on the north side. A member of the Mount Prospect Neighbors group on Facebook shared this comment:



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Building & Security

- 1) We are continuing with projects to improve the safety of the facility and protect users during the pandemic. We replaced all of the manual flush valves in the restrooms to automatic sensors. Coupled with the newer automatic paper towel dispensers and the automatic sink valves, we have significantly reduced the surfaces that need to be touched in the restrooms.

Collection & Bibliographic Services

- 1) Approximately 73% of the funds designated for possible pandemic spending were spent, with adult materials representing most of our additional copy purchases. Of the adult items purchased, almost two-thirds were for the print collection. The most in demand titles during this time period were *Fredrik Backman's Anxious People*, *Rumaan Alam's Leave the World Behind*, and *Matt Haig's The Midnight Library*.
- 2) The number of items that were cataloged and processed immediately due to patron holds placed on these newly acquired physical materials continued to outpace the normal monthly average. It's significant to note here that although MPPL has seen an exponential increase in patron demand for our digital media because of the pandemic, our patrons are still wanting to check out new physical materials, as evidenced by the incredible number of holds placed since June.
- 3) OSR's (on shelf patron requests) are older physical items on the shelves that are pulled by the pages every day. The number of OSR's pulled each month for patrons has been incredibly high since we reopened in June and far above our pre-pandemic monthly average. Many of our community residents are still "hungry" for physical items, and patron desire for digital media has not significantly replaced the demand for a tangible item.

Communications & Creative Services

- 1) We collaborated with the youth department to promote their successful virtual Teddy Bear Walk.
- 2) We designed, edited, and put out the January/February print newsletter that goes to all Mount Prospect households.
- 3) Our Christmas at Marshall Field's virtual event had 173 attendees, and the overall rating was 4.9 out of 5. Some fun patron feedback:
 - a. Thank you for reminding me of so many special features of visits to Marshall Field's - Uncle Mistletoe, Mistletoe Bear, lunch in the Walnut Room, the princess with the glitter, my sister had an enlarged photo of her with Santa when she was about 3-years old displayed in one of the windows. She still has the regular-sized photo.
 - b. Leslie is great, thanks Mt. Prospect!! Keep doing Zoom.
 - c. This event was very enjoyable and delightful! Leslie is an awesome presenter.
 - d. Fun program! Leslie did a great job!
 - e. Please keep doing Zoom webinars especially after the pandemic!
 - f. Fabulous program! Beautiful mix of nostalgia and history! I always enjoy Leslie's Goddard's programs.
 - g. Wonderful presentation. Leslie made it feel as if she was a good friend talking to me.
- 4) We met with library staff, collaborated with the Winter Reading team and put together excellent marketing materials for the program that started on January 1. This was a group effort, and the promotional designs and pieces came out extremely well. Check the web page too: www.mppl.org/WinterReading2021.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Human Resources

- 1) Number of terminations: 0; Number of new hires: 0
- 2) Open positions: Acquisitions Assistant (PT-23 hrs); Janitor (PT-15 hrs)
- 3) Staff anniversaries: Jennifer Amling (Communications & Creative Services Manager) – 5 years
- 4) We finalized the implementation of the Benefits Administration module in our Paycom system. This new module will automate the related payroll deductions associated with benefit elections and provide staff with benefit data via Employee Self Service (ESS) in addition to providing other efficiencies and end-user enhancements.
- 5) We responded to five fraudulent unemployment claims bringing our total of fraud claims to eight for the year. We respond to IDES immediately and counsel impacted employees regarding action steps relating to identify theft.
- 6) We implemented the (previously) approved 2021 Salary Structure.
- 7) The holidays were good to MPPL due to the vigilance of our staff related to COVID-19 precautions: there were no new employee cases and only a couple of related quarantines.

Information Technology

- 1) On Wednesday, December 2 the new Mitel-based phone system went live. All phone numbers and most internal extensions stayed the same. The biggest change with the system is that nearly all staff extensions are softphones which can be operated on staff computers but also have the flexibility to be used in work from home situations.
- 2) A Traf-Sys brand people counter was installed at the South Branch. Counts are sent to a web-portal that also includes the counts from the Main location.

Learning

- 1) In September 2020, all staff participated in a training called “Customers without Masks” developed by Ryan Dowd from the Homeless Training Institute. In that course, Dowd referenced the Core training he developed that taught other skills that could benefit public service and in-charge staff.
- 2) In order to help with the development of our EDI (Equity, Diversity, and Inclusion) plan, consulting hours have been purchased to be used throughout the next year by key staff. Dr. Destiny Peery, our EDI consultant, has outlined parameters that will help staff use these hours most effectively.

Friends of the Mount Prospect Public Library

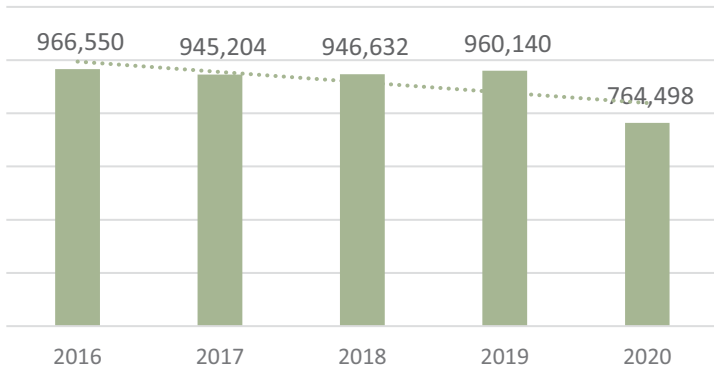
- 1) The Friends recognized certain staff with a gift card, thanking them for their assistance during 2020.
- 2) We processed the final 2020 reimbursement requests.

Mount Prospect Public Library Foundation

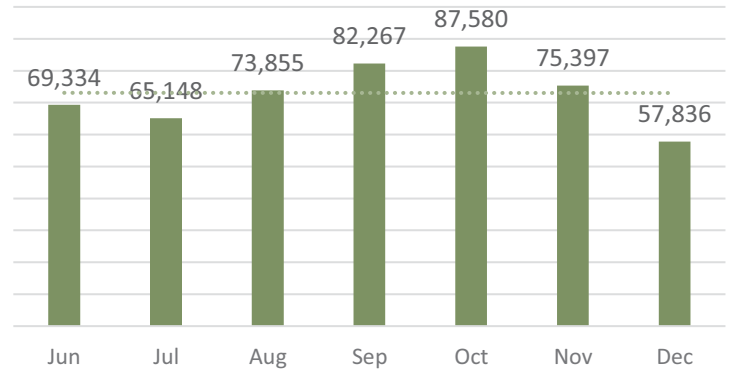
- 1) We worked with the Foundation board and administration on the donation process; thank you letters will now have Foundation president’s signature instead of the Library Executive Director and are now proofed electronically.
- 2) We updated mailing list to incorporate address changes/edits.

Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

Overall Circulation YTD

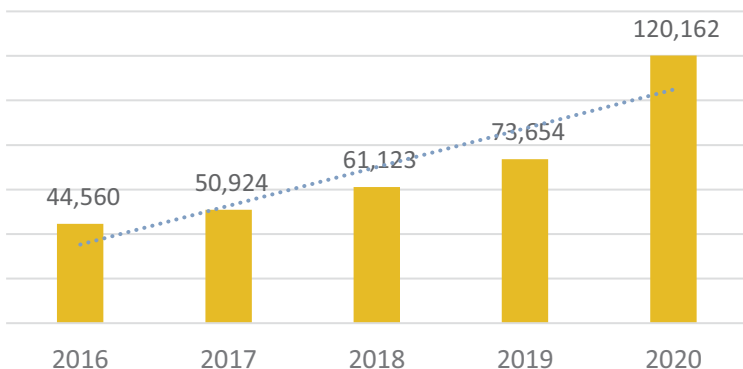


Overall Circulation 2020 by Month

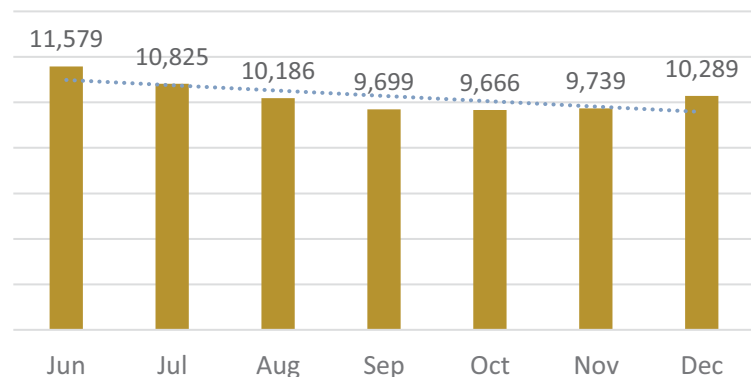


- As we wrap up 2020 and take a look at our circulation statistics, it's gratifying to see that despite significantly limited access for about 50% of the year, our overall circulation only dropped 20% as compared to last year.
- Not surprisingly, our electronic circulation skyrocketed, seeing a 63% increase as compared to last year.

eMedia Circulation YTD

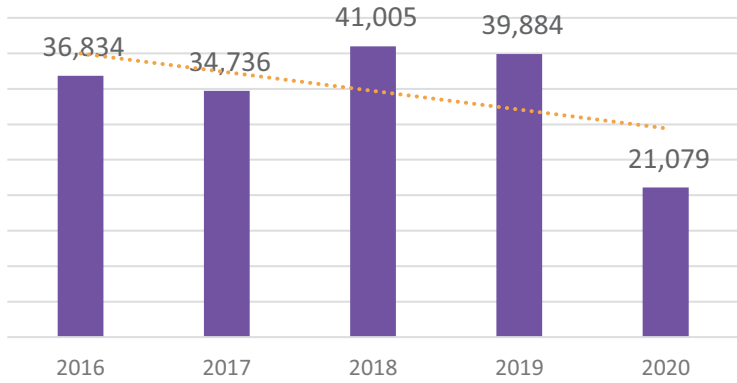


eMedia Circulation 2020 by Month

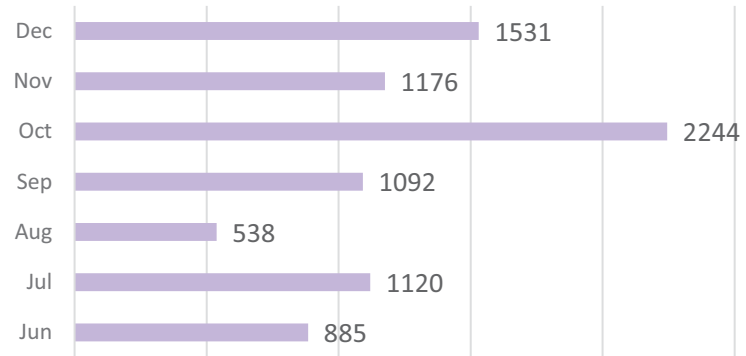


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

Program Attendance



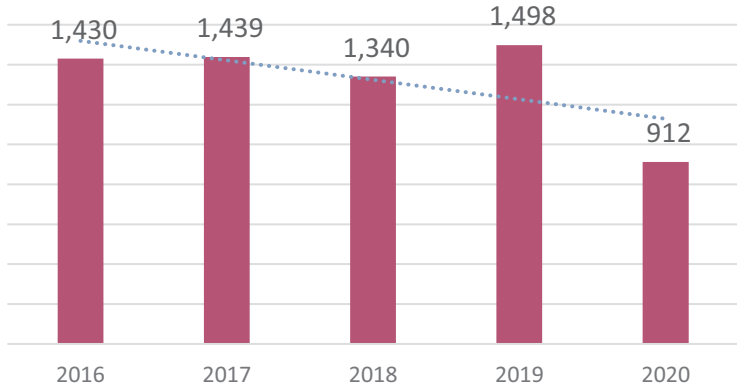
Program Attendance 2020 by Month



Notable December programs:

- 14 virtual school visits: 351 attendees
- Golden West Pops concert: 174 attendees
- Christmas at Marshall Field's: 173 attendees
- Pixar Family trivia: 84 attendees
- Noon Year's Eve Party: 65 attendees
- Winter Bingo: 52 attendees
- Crea un ornamento de gorria: 32 attendees

Number of Programs



Number of Programs 2020 by Month

