

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

**Regular Board Meeting**  
**April 16, 2020 7:00 p.m.**  
**Remotely via Electronic Means**  
**Agenda\***

The meeting of the Board of Library Trustees will be held without a quorum of Library Trustees physically present. The Library Trustees will conduct the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). To submit public comment, either join the meeting using the link below, or send an email with your comments to Executive Director Su Reynders at [sreynders@mppl.org](mailto:sreynders@mppl.org) at any time before or during the meeting. All comments will be read aloud during the meeting. The link is also posted on the website at <https://mppl.org/about-us/board-of-trustees/> for easy access.

Microsoft Teams Meeting Public Access Link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmM5M2FkOWEtN2Q1ZS00ZGI5LTgxOGMtODdmNmNjYmVjMTY4%40thread.v2/0?context=%7b%22Tid%22%3a%22086040ad-10a1-4385-857d-abcb146a74e3%22%2c%22Oid%22%3a%226cec1b64-360d-4b2e-bbfa-d4e057731371%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmM5M2FkOWEtN2Q1ZS00ZGI5LTgxOGMtODdmNmNjYmVjMTY4%40thread.v2/0?context=%7b%22Tid%22%3a%22086040ad-10a1-4385-857d-abcb146a74e3%22%2c%22Oid%22%3a%226cec1b64-360d-4b2e-bbfa-d4e057731371%22%7d)

1. Call to Order
2. Roll Call
3. Consent Agenda
  - a. Approve Minutes of Regular Board Meeting February 20, 2020
  - b. Approve Minutes of Committee of the Whole Meeting March 5, 2020
  - c. Approve Minutes of Special Board Meeting March 26, 2020
  - d. Approve Minutes of Special Board Meeting April 2, 2020
  - e. Treasurer's Report and Approval of March 2020 Bills
4. Trustee Vacancy Update
5. COVID-19 Emergency Plan Update
6. Director and Trustee Reports
7. Plans for Next Board Meeting
  - a. Thursday April 23, 2020 – No meeting currently scheduled
  - b. Thursday April 30, 2020 – No meeting currently scheduled
  - c. Thursday May 7, 2020 – Committee of the Whole
8. Public Comment
  - a. To submit public comment, send an email with your comments to Executive Director Su Reynders at [sreynders@mppl.org](mailto:sreynders@mppl.org) at any time before or during the meeting. All comments will be read aloud during the meeting.
9. Adjournment

**Library Director Report  
April 16, 2020**

1. **Trustee vacancy.** We had plans to interview select candidates at our March 19, 2020 Regular Board Meeting, which was cancelled due to the closing of the library. I recently sent a message to all candidates saying that the selection process was on a temporary hiatus until we are back in the facility and can proceed with the interview. However, should the emergency closing order extend into mid-to late May, the Board should revisit the situation and determine a course of action.

## COVID-19 Emergency Plan Update

2. **Virtual Services.** Staff continue to provide virtual services remotely, below is a list of what staff will be working on during the emergency closure.
  - a. Virtual programs
    - i. Programs are available on YouTube at [www.youtube.com/user/MPPLTV](http://www.youtube.com/user/MPPLTV).
    - ii. We have posted eight “songs and storytimes for babies and toddlers,” with quite a few more in the queue. We recently launched a “No Commitment Virtual Book Club” on Facebook.
  - b. Phone, online chat/text support, online library cards
    - i. We staff the chat/text support line and respond to voicemails Monday-Friday 11-7, Saturday 9-5, and Sunday 1-5.
    - ii. We continue to process online requests for library cards, giving residents immediate access to library resources.
  - c. Collection development for electronic collections
    - i. We continue to purchase Overdrive Advantage titles to reduce waiting lists.
    - ii. We have developed a budget model to shift funds from print materials to electronic if the library facility is closed past April.
  - d. Promoting virtual services
    - i. We continue to post on social media, website, and our email list.
    - ii. We are mailing a one-page “newsletter” to Mount Prospect residents that highlights the library services and resources available to our community. This should be in mailboxes late this week or early next week.
  - e. Curbside delivery development
    - i. We are not currently providing curbside delivery because libraries do not fall into the state definition of “essential” in the stay-at-home order. We do not want to encourage either patrons or staff to leave their homes unnecessarily.
    - ii. We do expect to provide this service upon re-opening, and it may become a permanent service even after we’re back to “normal.”
  - f. Plans for re-opening
    - i. Phase in services over time as guided by public health officials regarding public facilities.
    - ii. Purchase PPE, sanitizer, and cleaning supplies as they become more available.
    - iii. Install physical barriers like physical acrylic desk shields.
    - iv. Remove chairs and put markers on the floor to separate patrons.

**3. Back Office Operations.** Staff continue to provide back office support to keep the library maintained and operational.

- a. 3D Face Shields
  - i. We have begun printing protective face shields on our two 3D printers. So far we have printed about 35, and can produce about 8 per day.
  - ii. As we have just begun production, we haven't yet identified an organization for donation yet, and we may also keep a number for front line staff after we re-open.
- b. Mail
  - i. We pick up our mail once a week and sort out invoices and other items that need immediate attention. Our goal is to pre-process as much as possible before re-opening.
- c. Business Operations
  - i. We transitioned to online invoice approval and payment, and process payroll every two weeks as normal.
  - ii. We continue to participate in our annual audit, and there is a short list of outstanding items to complete, including items that need to be accessed on-site, and responses from several parties.
  - iii. Creating multiple models to show decreased or delayed property tax revenue for the remainder of 2020 and all of 2021.
- d. Building
  - i. We have two employees in the building every day (one on each floor) to clean, disinfect, perform maintenance, and prepare the library for physical distancing, curbside delivery, and anything else that we need to do to get ready to open.
- e. Staff working from home
  - i. Staff will be asked to sign a temporary work-from-home agreement that lays out responsibilities and expectations now that we know the facilities will be closed for an extended period of time.
  - ii. All staff will receive a flat reimbursement stipend for the use of their personal equipment, tiered by employment status.
- f. Monitoring availability of federal and state grants that the Library is eligible for.
  - i. Currently, benefits of the CARES Act does not apply to us, but there is talk that some support might be expanded to include libraries. The library will apply for any available grants, such as the FEMA grant.

**4. Statistics.** Our non-virtual statistics are on hiatus until our facilities have re-opened. We have seen significant increases in our top electronic resources, Overdrive, Kanopy, and Hoopla for the month of March 2020. I've also included a few of our databases that have seen a big increase in usage.

• 110 chat/text support since 3/17/20	• World Food up 2,225%
• 1,344 virtual program views on YouTube	• Financial Ratings Series Online up 500%
• Hoopla usage up 63%	• Chicago Tribune up 456%
• Kanopy usage up 42%	• Lynda up 171%
• Overdrive usage up 28%	• Ancestry up 84%
• Morningstar up 83%	• Creativebug up 40%

5. **Furloughs.** As per the Board decision at the April 2, 2020 public meeting, all staff will be paid for their regularly scheduled hours through April 11, and approximately 2/3 of staff have been furloughed and will be brought back to work after the emergency closure has ended, as business needs dictate.
  - a. MPPL is still one of the first libraries to go down this path, and one of only a few in Illinois as of the writing of this report. Some library directors and boards continue to talk about layoffs and furloughs as a future possibility depending on how long the emergency closures last.
  - b. The library received a FOIA request on 4/9/2020 for a list of all furloughed employees and the criteria used to determine furloughs. I have requested the legally allowed 5-day extension [5 ILCS 140/3(e)] because the records require examination by the library's legal counsel to determine if there are any exemptions from disclosure under Section 7 of FOIA.
  - c. A separate process and results document, along with the employee notice template, will be provided separately. The process document is still in draft form because additional information will be added/changed as it becomes available.
6. **Public Comments.** We've been receiving feedback from the community through our social media channels:
  - a. "Wanted to register online and didn't know how. Did a live chat and got immediate help. Thank you @MPPLlib for such an amazing service."
  - b. "Thanks @MPPL for making it easy to access ebooks and other resources. If you don't have a MPPL card sign up today."
  - c. "We miss library class ❤️❤️ "
  - d. "Perfect timing - Thanks!" (A post about garden resources)
  - e. "Love these posts from our wonderful library!"
  - f. "So delightful! Good job MPPL!" (Julie's video)
  - g. "It's great that you have made the Ancestry Library Edition available from home during this period of social isolation. Thank you!"
  - h. "The local libraries are amazing!" (Maria's video)
  - i. "Thank you Miss Amy! The boys ran so fast to my phone to watch your story time and shake their orange "scarves"! They miss the library so much, please let them know we welcome more virtual classes ❤️💙 "



*3D printed parts for face shields*

**Regular Meeting February 20, 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

**Absent:** None

**Staff Present:** Anne Belden, Su Reynders

**Visitors:** Representatives from the MPPL Foundation and the Friends of MPPL

3. Annual Resolution of Appreciation – Mount Prospect Public Library Foundation  
Annual Resolution of Appreciation – Friends of the Mount Prospect Public Library

Motion was made by Trustee Fulk and seconded by Trustee Gens to approve the Resolution of Appreciation for Mount Prospect Public Library Foundation and to approve the Resolution of Appreciation for Friends of the Mount Prospect Public Library.

Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Voice vote carried.

4. Audience to Visitors

No visitors spoke.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of January 16, 2020
- b. Approve Minutes of Committee of the Whole Meeting of February 6, 2020
- c. Treasurer's Report and Approval of January 2019 Bills
- d. Approve 2020 Non-Resident Card Fee of \$550

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

6. Acknowledge 2019 Illinois Public Library Annual Report (IPLAR)

Director Reynders reviewed the 2019 IPLAR and explained how it is used to assign "stars" by Library Journal. The data that was recently published is from 2017. Out of the 192 libraries in our category (\$5M-\$9.9M operating budget) MPPL is in 42<sup>nd</sup> place; stars go to the top 30.

7. Appoint Members to Personnel Committee

President Haas appointed Trustees Bass, Fulk, and Gilligan to the Personnel Committee. The president serves as an ex officio member. Trustees requested that Director Reynders schedule a planning session in the spring to identify the process and timeline for the library director's annual evaluation.

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8. Trustee Vacancy Update and Process

Director Reynders reported that the Library has received two Trustee applications so far, and the deadline is March 2, 2020. Trustees agree to review all applications at the March 5, 2020 Committee of the Whole meeting. Selected applicants will be interviewed at a subsequent Board meeting.

9. Executive Director Report

The 2019 annual report has been completed and is available in the library and online. The Board expressed their thanks for the new, easy-to-read format. Trustees suggested that the report is distributed to community partners, leaders, and organizations. Director Reynders informed Trustees that the Library is using draft policies for our expanded Library of Things collection and plans to evaluate over the next six months as we add more items. A final policy recommendation will be presented to the Board for approval around August 2020.

11. Trustee Reports

Trustees expressed interest in having Head of Research Dale Heath present new services, like the Rokus, and information on new databases such as EBSCO Business Source Complete and Explore More Illinois.

12. Calendar items

- a. Foundation Board Meeting – February 24 – Michael Duebner
- b. Committee of the Whole Meeting – March 5
- c. Mini Golf @ MPPL – March 7
- d. Regular Board Meeting – March 19
- e. No Foundation Board Meeting in March
- f. Cookies and More with the Board – March - open

13. Adjournment

Regular meeting adjourned at 7:58 p.m.

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Brian Gilligan, Secretary

**Committee of the Whole Meeting March 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 7:02 p.m. by Sylvia Haas, President.
2. Roll Call  
Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas  
Absent: None  
Staff Present: Su Reynders  
Visitors: None
3. Audience to Visitors  
No visitors were present.
4. Trustee Vacancy Update and Next Steps  
Trustees reviewed and discussed each of the Trustee applications received by the deadline of March 2, 2020 and agreed to interview select candidates at the next regular Board meeting on March 19, 2020.
5. Director's Report and Updates  
Director Reynders presented an overview on first amendment auditors and discussed the right to record or film in public spaces such as the Library. It was noted that the Library's current policy needs to be reviewed and updated to verify compliance with appropriate laws and statutes.  
  
Trustees requested at the February 20, 2020 Regular Board Meeting to have staff present on the Library's Library of Things. This presentation will occur later this year after we have rolled out the first wave of new items.
6. Adjournment  
Committee of the Whole meeting was adjourned at 8:16 p.m.

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Brian Gilligan, Secretary

Board of Trustees  
Mount Prospect Public Library

**Special Board Meeting  
March 26, 2020 7:00 p.m.  
Minutes**

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

1. Call to Order

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

2. Roll Call

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

Absent: None

Staff Present: Anne Belden, Su Reynders

Visitors: There were no known attendees other than listed above.

3. COVID-19 Emergency Plan

Director Reynders reviewed the timeline of library activities due to the COVID-19 pandemic since the initial decision to close on Sunday March 15, 2020, and the "stay-at-home" order was issued by the Governor on March 20, 2020 through April 7, 2020.

All staff are currently being paid for all regularly scheduled hours through March 29, 2020. Staff are providing and supporting virtual services and increasing access to electronic resources. Library card expiration dates have been extended and online library card registration has been implemented to make it easier for residents to use the library while they are at home. Staff that are not directly working on public services or back office support are working on a variety of tasks, such as professional development, participating in meetings, and checking email. A small number of staff are regularly conducting walkthroughs of the main building to verify everything is in order.

The Board thanked the staff for so quickly pivoting to providing and supporting solely virtual services.

Trustees discussed staff pay while under emergency closure orders. Director Reynders provided a written recommendation to commit to paying all staff 6-8 weeks of pay for regularly scheduled hours while under emergency closure orders. The recommendation included a statement that should the emergency stay-at-home order be extended into May 2020, the Board should revisit the topic to discuss longer term implications.

The Board discussed the potential economic impact of the pandemic, including the possibility of delayed or decreased property tax revenue, potentially as early as the second payment of 2020; decreasing sales tax support for the Village; federal unemployment support as part of the stimulus package, and expanded FMLA and paid sick leave under the Families First Coronavirus Response Act (FFCRA).



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The Board acknowledged the need to balance staff support as well as the long-term financial health of library and stated that staffing changes such as layoffs or furloughs would be considered if the Governor extends the stay-at-home order past April 7, 2020 and the library facilities remain closed.

Trustees discussed and approved extending full pay for all staff through the end of the Governor's current stay-at-home order:

Motion was made by Trustee Haas and seconded by Trustee Bass to continue to pay all staff for their regularly scheduled hours through April 7, 2020. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion Passed.

4. Plans for Next Board Meeting

Trustees agreed to meet on April 2, 2020 remotely via electronic means for a Special Board Meeting to continue to discuss the COVID-19 emergency plan.

5. Director and Trustee Reports

There were no reports.

6. Public Comment

President Haas asked if there were any attendees who wanted to provide public comment, and there was no response, either verbally or in the chat window. Director Reynders paused to review her email inbox and noted that no comments were received either prior to or during the public meeting.

11. Adjournment

Special meeting adjourned at 7:41 p.m.

Upcoming Board Meetings:

- April 2, 2020 7:00 p.m.
- April 16, 2020 7:00 p.m.

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Brian Gilligan, Secretary

Board of Trustees  
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**Special Board Meeting  
April 2, 2020 7:00 p.m.  
Minutes**

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

1. Call to Order

Notice of the time of the meeting, agenda, and instructions on how to participate and provide public comment, having been posted on the library's website forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:09 p.m. by Sylvia Haas, President.

2. Roll Call

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

Absent: None

Staff Present: Anne Belden, Su Reynders

Visitors: There were several visitors who participated in the electronic meeting.

3. COVID-19 Emergency Plan

Director Reynders reviewed library activities since the last Board meeting on March 26, 2020. She reported that staff have rolled out virtual programming, and are now able to provide asynchronous phone support for voicemails on the Library's Main and South Branch phone lines. She stated that the Library is identifying larger non-essential and non-safety related contracts and projects that can be put on hiatus or canceled due to the uncertainty of future revenues and the length of the emergency closure. Trustees generally agreed that decisions regarding which items to identify and cancel or postpone should be made by the Executive Director.

Director Reynders stated that she had attended a webinar provided by HR Source employment lawyers on April 2, 2020 that reviewed the clarifications made to the new Federal Emergency Paid FMLA/Sick Leave Laws. She shared highlights regarding the paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

Trustees acknowledged that Governor Pritzker extended the stay-at-home order on March 31 through April 30, which resulted in the library facilities being closed through the end of April. As per the discussion at the March 26 meeting, the Board discussed paying all staff through the remainder of the emergency closure. Topics of discussion included the difficulty of making a decision that affected staff in this manner, the need to look at the long term impact of the economy as a result of the pandemic, the fact that MPPL is one of the first local libraries to seriously consider implementing staff changes, the fact that during a recession libraries typically see more need and have less funding, what the "new normal" will look like, and staffing options including furloughs, reduced pay, and rolling furloughs.

The Board asked Director Reynders for an estimate on how many staff would be affected and the financial impact if the library continued with a limited number of employees providing essential and substantive services during the emergency order while the facilities are closed. She stated that it would affect approximately 2/3 of staff and would have an approximately \$50,000 weekly impact.

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Motion was made by Trustee Haas and seconded by Trustee Duebner to continue to pay all staff for their regularly scheduled hours through April 11, 2020, and furlough non-essential employees during the emergency order while the facilities are closed beginning April 12, 2020, and to bring back furloughed employees according to business needs. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion Passed.

4. Plans for Next Board Meeting

Trustees agreed to meet on April 16, 2020 remotely via electronic means for the Regular Board Meeting.

5. Director and Trustee Reports

Trustees thanked staff for their work continuing to provide library services to the community and recognized the difficulty of the pandemic situation.

Director Reynders reported that she is meeting regularly with local government agencies and local library directors. The Library has cancelled programs through August 2020 and is focusing on creating an online summer reading program. Depending on the guidelines after the stay-at-home order is lifted and the library re-opens, new programming that meets the guidelines will be created.

6. Public Comment

Karen Almeleh, Head of Business Operations, asked several questions regarding furloughs. President Haas thanked her for her comment and asked if there were any other public comments, and there was no response either verbally or in the chat window. Director Reynders paused to review her email inbox and noted that no comments were received either prior to or during the public meeting.

11. Adjournment

Special meeting adjourned at 7:49 p.m.

Upcoming Board Meetings:

- April 16, 2020 7:00 p.m.

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Brian Gilligan, Secretary

Mount Prospect Public Library  
Board of Trustees  
**Treasurer's Report**

**Fund Balances as of March 31, 2020**

Library General Fund	\$	8,079,331
Working Cash Fund	\$	2,206,111
Capital Projects Fund	\$	2,005,653
Debt Service Fund	\$	1,518,565
Gift Fund	\$	557,520
<b>Total All Funds</b>	<b>\$</b>	<b>14,367,180</b>

**Cash Disbursements March 2020** \$645,941.63

**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	10,285,442
Combined Balance Months (\$850,000/month)		12.1
Combined Balance Percentage		101%

**YTD March Spending**

- \* About \$211,195 below the year-to-date budget
- \* YTD Actual is 8.4% below YTD budget.

**Percent of Full Year Budget Spent to date**

- \* YTD expected to spend 25.9% of the annual budget
- \* Spending to date was actually closer to 23.7% of the annual budget
- \* Last year we had expended about 23.5% of the annual budget
- \* Our rate of spending to date remains fairly similar year to year

**Levy Collection**

- \* To date 49.4% of the 2020 Levy has been collected
- \* Generally 51% of the Levy would have been collected by this time

		Annual Budget 2020	Annual Budget % to Total	Profiled YTD Budget	MARCH YTD Budget % to Total	Actual 2020	Actual % to Total	YTD Variance - Actual vs Budget		
	Line							\$	%	% of TTL VAR
Salaries & Benefits										
Salaries	4110	5,783,440.00		1,433,045.00		1,398,468.95		(34,576.05)	-2.4%	16.4%
IMRF	4120	549,749.00		136,142.00		133,606.03		(2,535.97)	-1.9%	1.2%
MC / FICA	4130	442,433.00		109,624.00		100,101.61		(9,522.39)	-8.7%	4.5%
Medical Insurance	4140	770,000.00		192,501.00		184,426.11		(8,074.89)	-4.2%	3.8%
Unemployment Compensation Tax	4150	7,000.00		780.00		883.04		103.04	13.2%	0.0%
Subtotal (4110L - 4150L)		7,552,622.00	77.8%	1,872,092.00	74.5%	1,817,485.74	79.0%	(54,606.26)	-2.9%	25.9%
Management Expense										
Audit	4210	7,000.00		0.00		0.00		0.00	-	0.0%
Legal Fees	4220	10,000.00		2,499.00		2,649.00		150.00	6.0%	-0.1%
Printing	4230	40,200.00		14,223.00		10,746.72		(3,476.28)	-24.4%	1.6%
Marketing	4240	71,700.00		30,373.00		10,808.77		(19,564.23)	-64.4%	9.3%
Resources	4250	5,400.00		307.00		270.00		(37.00)	-	0.0%
Professional Dues	4260	7,000.00		3,316.00		1,855.00		(1,461.00)	-44.1%	0.7%
Board Development/Training	4270	6,500.00		1,000.00		0.00		(1,000.00)	-	0.5%
Human Resources	4280	111,200.00		34,851.00		25,221.63		(9,629.37)	-27.6%	4.6%
Other Operating	4290	73,100.00		2,867.00		923.87		(1,943.13)	-67.8%	0.9%
Subtotal (4210L - 4290L)		332,100.00	3.4%	89,436.00	3.6%	52,474.99	2.3%	(36,961.01)	-41.3%	17.5%
Operating Expenses										
Telecommunications	4310	51,000.00		13,649.00		11,248.40		(2,400.60)	-17.6%	1.1%
Insurance	4320	86,500.00		0.00		0.00		0.00	-	0.0%
Office Supplies	4340	16,300.00		4,074.00		3,603.56		(470.44)	-11.5%	0.2%
Library Supplies	4350	23,000.00		5,748.00		2,638.83		(3,109.17)	-54.1%	1.5%
Postage	4360	22,400.00		4,675.00		2,558.28		(2,116.72)	-45.3%	1.0%
Contract Services	4380	32,300.00		8,460.00		8,292.15		(167.85)	-2.0%	0.1%
IT Services	4390	65,700.00		17,925.00		9,441.83		(8,483.17)	-47.3%	4.0%
Subtotal (4310L - 4390L)		297,200.00	3.1%	54,531.00	2.2%	37,783.05	1.6%	(16,747.95)	-30.7%	7.9%
Building Expense										
Building Maintenance	4410	213,700.00		30,695.00		20,693.35		(10,001.65)	-32.6%	4.7%
Equipment Maintenance	4420	131,500.00		68,061.00		58,535.05		(9,525.95)	-14.0%	4.5%
Janitorial	4440	72,600.00		17,117.00		14,740.28		(2,376.72)	-13.9%	1.1%
Equipment	4450	133,600.00		30,498.00		17,872.09		(12,625.91)	-41.4%	6.0%
Utilities	4460	56,500.00		19,372.00		10,008.62		(9,363.38)	-48.3%	4.4%
Subtotal (4410L - 4460L)		607,900.00	6.3%	165,743.00	6.6%	121,849.39	5.3%	(43,893.61)	-26.5%	20.8%
Library Materials										
Adult Print	4610	205,000.00		51,246.00		38,245.38		(13,000.62)	-25.4%	6.2%
Adult AV	4620	64,800.00		16,197.00		11,322.88		(4,874.12)	-30.1%	2.3%
Youth Print	4630	135,500.00		33,873.00		19,707.65		(14,165.35)	-41.8%	6.7%
Youth AV	4640	33,500.00		8,373.00		5,390.88		(2,982.12)	-35.6%	1.4%
Subscriptions	4650	18,400.00		5,411.00		6,804.59		1,393.59	25.8%	-0.7%
Electronic Resources	4660	179,800.00		98,066.00		84,105.07		(13,960.93)	-14.2%	6.6%
Electronic Media	4661	156,000.00		57,509.00		52,144.01		(5,364.99)	-9.3%	2.5%
E-Learning	4662	53,200.00		43,080.00		43,318.80		238.80	0.6%	-0.1%
Library of Things	4663	5,000.00		1,248.00		1,029.70		(218.30)	-17.5%	0.1%
Microform	4670	900.00		225.00		0.00		(225.00)	-	0.1%
Processing Supplies	4680	26,000.00		6,495.00		2,916.38		(3,578.62)	-55.1%	1.7%
Programs	4690	45,200.00		7,776.00		5,527.01		(2,248.99)	-28.9%	1.1%
Subtotal (4610L - 4680L)		923,300.00	9.5%	329,499.00	13.1%	270,512.35	11.8%	(58,986.65)	-17.9%	27.9%
Total (4110L - 4680L)		9,713,122.00	100.0%	2,511,301.00	100.0%	2,300,105.52	100.0%	(211,195.48)	-8.4%	100.0%
Reimbursable Activity										
Foundation Expenses (9530L)	9530	12,336.00		3,502.00		3,213.00		(289.00)	-8.3%	
Friends Expenses (9540L)	9540	50,655.00		7,087.00		4,417.59		(2,669.41)	-37.7%	
Village Shared Expense (9560L)	9560	8,400.00		2,100.00		779.36		(1,320.64)	-62.9%	
Grant Expense (9570L)	9570	0.00		0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00		12,689.00		8,409.95		(4,279.05)	-33.7%	
Total Expenses - All Activities		9,784,513.00		2,523,990.00		2,308,515.47		(215,474.53)	-8.5%	

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

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ 4,578,729	5,831,425
Taxes Allocated to Other Funds	(809,210)	(1,030,089)
Personal Property Replacement Taxes	-	11,006
Interest Income	6,878	20,091
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	3,678	16,189
Friends & Foundation Reimbursements	848	4,185
Village Reimbursements	-	-
<i>Total Revenues</i>	<u>\$ 3,780,923</u>	<u>4,852,807</u>
Expenditures		
Salaries & Benefits	611,825	1,817,485
Management Expense	14,045	52,475
Operating Expenses	4,935	37,783
Building Expense	14,752	121,849
Services and Resources	64,433	270,512
Friends & Foundation Reimbursable Expenses	1,053	7,631
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	(153)	780
<i>Total Expenditures</i>	<u>\$ 710,890</u>	<u>2,308,515</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 3,070,033	2,544,292
Fund Balance - Beginning of Period	5,009,298	5,535,039
Fund Balance - End of Period	<u>\$ 8,079,331</u>	<u>8,079,331</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	2,204,004	2,198,279
Interest Allocation	2,107	7,832
Fund Balance - End of Period	<u>\$ 2,206,111</u>	<u>2,206,111</u>
<b>Capital Projects Reserve Fund</b>		
Revenues		
Property Taxes	\$ 185,711	236,763
Interest Income	1,897	6,728
<i>Total Revenues</i>	<u>\$ 187,608</u>	<u>243,491</u>
Expenditures		
Building & Grounds	\$ -	-
Library Equipment	-	-
Library Furnishings	-	-
Other Expenditures	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ -</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 187,608	243,491
Fund Balance - Beginning of Period	1,818,045	1,762,162
Fund Balance - End of Period	<u>\$ 2,005,653</u>	<u>2,005,653</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	\$ 623,499	793,325
Interest Income	987	3,086
<i>Total Revenues</i>	<u>\$ 624,486</u>	<u>796,411</u>
Expenditures		
Interest Expense	\$ 8,783	26,350
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>26,350</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 615,703	770,061
Fund balance - Beginning of Period	902,862	748,504
Fund balance - End of Period	<u>\$ 1,518,565</u>	<u>1,518,565</u>
<b>Gift Fund</b>		
Revenues	\$ 1,430	5,017
Expenditures	-	2,134
Excess (Deficiency) of Revenues over Expenditures	\$ 1,430	2,883
Fund Balance - Beginning of Period	556,090	554,637
Fund Balance - End of Period	<u>\$ 557,520</u>	<u>557,520</u>

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

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 611,825.43	
Management Expense (4210L - 4290L)	14,045.41	
Operating Expenses (4310L - 4390L)	4,934.68	
Building Expense (4410L - 4460L)	14,752.06	
Services and Resources (4610L - 4690L)	64,433.42	
Friends & Foundation reimbursable expenses (9530L and 9540L)	1,052.84	
VOMP reimbursable expenses (9560L)	(153.50)	
Grant Expenses (9570L)	-	
Total March 2020 Library General Fund Expenses	<hr/>	\$ 710,890.34

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items		
Operating Expense Reimbursements received	3,776.24	
February 2020 Accrued Payroll & Benefits	257,202.26	
February 2020 Credit Card Payable	22,013.93	
February 2020 Accounts Payable	14,323.04	
March 2020 Accounts Receivable	5,022.32	
Disbursements for Foundation & Friends	284.20	
Disbursements for Gift Fund and Building Fund	-	
	<hr/>	302,621.99

Deductions for Library General Fund Cash Disbursements:

March 2020 Accrued Payroll & Benefits	\$ 300,296.76	
March 2020 Credit Card Payable	12,572.02	
March 2020 Accounts Payable	54,521.64	
Miscellaneous	(3.70)	
Payment of Nayax invoices & merchant fees by income offset	135.33	
Payment of Credit Card Merchant fees by income offset	48.65	
	<hr/>	(367,570.70)
Total Library General Fund cash disbursed		<hr/> \$ 645,941.63

**CAPITAL PROJECTS RESERVE FUND**

March 2020 Expenses	\$ -	
Plus: February 2020 Accounts Payable	-	
Less: March 2020 Accounts Payable	-	
Total Capital Projects Reserve Fund cash disbursed	<hr/>	0.00

**DEBT SERVICE FUND**

March 2020 Expenses	\$ 8,783.33	
Plus: February 2020 Interest Payable	26,349.99	
Less: March 2020 Interest Payable	(35,133.32)	
Total Debt Service Fund cash disbursed	<hr/>	0.00

**GIFT FUND**

March 2020 Expenses	\$ -	
Plus: February 2020 Accounts Payable	-	
Less: March 2020 Accounts Payable	-	
Total Gift Fund cash disbursed	<hr/>	0.00

**TOTAL CASH DISBURSEMENTS, March 2020**

**\$ 645,941.63**

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	3/1/20	02/28/2020 accrued payroll reversal	\$ (218,720.00)
4110L	Salaries	3/5/20	PAYROLL - PAYCOM	218,719.95
4110L	Salaries	3/19/20	PAYROLL - PAYCOM	215,678.72
4110L	Salaries	3/31/20	03/31/2020 accrued payroll	255,565.00
4120L	IMRF	3/1/20	02/28/2020 accrued payroll reversal	(20,875.00)
4120L	IMRF	3/25/20	VILLAGE OF MT. PROSPECT - IMRF	41,616.95
4120L	IMRF	3/31/20	03/31/2020 accrued payroll	24,647.00
4130L	MC / FICA	3/1/20	02/28/2020 accrued payroll reversal	(15,733.00)
4130L	MC / FICA	3/5/20	PAYROLL - PAYCOM	15,732.65
4130L	MC / FICA	3/19/20	PAYROLL - PAYCOM	15,517.72
4130L	MC / FICA	3/31/20	03/31/2020 accrued payroll	18,386.00
4140L	Insurance	3/5/20	AFLAC	(0.01)
4140L	Insurance	3/26/20	VILLAGE OF MT. PROSPECT	61,175.05
4140L	Insurance	3/26/20	VILLAGE OF MT. PROSPECT	114.40
4230L	Printing	3/5/20	NPN360	4,376.01
4240L	Marketing	3/31/20	CATHY CUSHING	2,805.00
4240L	Marketing	3/1/20	MC/ENVATO	18.00
4240L	Marketing	3/4/20	BANNERVILLE USA	190.00
4240L	Marketing	3/6/20	BANNERVILLE USA	145.00
4250L	Resources	3/25/20	MC/HEINEMANN PUBLISHING	25.00
4260L	Professional Dues	3/1/20	ILLINOIS LIBRARY ASSOCIATION	500.00
4260L	Professional Dues	3/1/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	3/1/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	3/1/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4280L	Human Resources	3/5/20	PAYROLL - PAYCOM	894.30
4280L	Human Resources	3/19/20	PAYROLL - PAYCOM	895.84
4280L	Human Resources	3/15/20	EMPLOYEE BENEFITS CORPORATION	114.00
4280L	Human Resources	3/5/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	1,158.09
4280L	Human Resources	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	73.78
4280L	Human Resources	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	109.57
4280L	Human Resources	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	362.80
4280L	Human Resources	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	1,202.70
4280L	Human Resources	3/23/20	MC/UNIVERSITY OF WISCONSIN	(325.00)
4280L	Human Resources	3/5/20	LAUGH OUT LOUD, INC	1,000.00
4280L	Human Resources	3/27/20	MC/GOV FINANCE OFFICERS ASSOC	35.00
4280L	Human Resources	3/24/20	MC/EVENTBRITE	(30.00)
4280L	Human Resources	3/5/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	25.30
4280L	Human Resources	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	8.00
4290L	Other Operating	3/6/20	PROPAY	17.34
4290L	Other Operating	3/6/20	NAYAX LLC	17.77
4290L	Other Operating	3/12/20	PROPAY	19.85
4290L	Other Operating	3/13/20	NAYAX LLC	16.27
4290L	Other Operating	3/20/20	NAYAX LLC	8.75
4290L	Other Operating	3/27/20	PROPAY	11.46
4290L	Other Operating	3/27/20	NAYAX LLC	3.04
4290L	Other Operating	3/31/20	HEARTLAND	86.94
4290L	Other Operating	3/7/20	MC/TARGET	5.98
4290L	Other Operating	3/14/20	DEX MEDIA	22.50
4290L	Other Operating	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	27.12



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

Account ID	Account Description	Date	Vendor Name	Amount
4310L	Telecommunications	3/11/20	AT&T	712.48
4310L	Telecommunications	3/13/20	AT&T	1,466.39
4310L	Telecommunications	3/19/20	AT&T - CABS DEPARTMENT - 60%	(114.50)
4310L	Telecommunications	3/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	3/28/20	VERIZON WIRELESS	440.76
4310L	Telecommunications	3/19/20	AT&T - CABS DEPARTMENT - 50%	(76.97)
4340L	Office Supplies	3/10/20	STAPLES BUSINESS ADVANTAGE	56.39
4340L	Office Supplies	3/12/20	WAREHOUSE DIRECT	5.56
4340L	Office Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	11.21
4340L	Office Supplies	3/13/20	STAPLES BUSINESS ADVANTAGE	(3.98)
4340L	Office Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	129.38
4340L	Office Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	18.47
4340L	Office Supplies	3/13/20	STAPLES BUSINESS ADVANTAGE	(8.70)
4340L	Office Supplies	3/12/20	WAREHOUSE DIRECT	76.05
4340L	Office Supplies	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	4.00
4340L	Office Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	48.74
4340L	Office Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	2.54
4340L	Office Supplies	3/13/20	STAPLES BUSINESS ADVANTAGE	(4.81)
4340L	Office Supplies	3/16/20	STAPLES BUSINESS ADVANTAGE	5.72
4340L	Office Supplies	3/15/20	MC/AMAZON	70.68
4340L	Office Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	97.39
4350L	Library Supplies	3/12/20	WAREHOUSE DIRECT	6.64
4350L	Library Supplies	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.98
4350L	Library Supplies	3/6/20	ELM USA, INC.	347.95
4350L	Library Supplies	3/12/20	WAREHOUSE DIRECT	58.01
4350L	Library Supplies	3/12/20	STAPLES BUSINESS ADVANTAGE	52.42
4350L	Library Supplies	3/4/20	ARAMARK	(9.99)
4360L	Postage	3/5/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	11.55
4360L	Postage	3/8/20	MC/POSTMASTER	56.80
4360L	Postage	3/12/20	PITNEY BOWES	143.42
4390L	IT Services	3/5/20	MC/GODADDY.COM, INC.	74.99
4390L	IT Services	3/6/20	MC/QUICKBASE	175.86
4390L	IT Services	3/5/20	MC/NUB GAMES, INC.	50.00
4390L	IT Services	3/23/20	MC/WEATHERCALL	9.95
4390L	IT Services	3/12/20	MC/AJ TEK CORPORATION	60.00
4390L	IT Services	3/24/20	ILLINOIS HEARTLAND LIBRARY SYS	745.95
4410L	Building Maintenance	3/1/20	COMPLETE TEMPERATURE SYSTEMS	1,637.00
4410L	Building Maintenance	3/12/20	BISHOP PLUMBING, INC.	856.95
4410L	Building Maintenance	3/16/20	BISHOP PLUMBING, INC.	853.95
4410L	Building Maintenance	3/26/20	PROSPECT ELECTRIC COMPANY	755.00
4410L	Building Maintenance	3/27/20	IMBERT INTERNATIONAL, INC.	871.50
4410L	Building Maintenance	3/5/20	MIDWEST IRRIGATION	1,132.00
4410L	Building Maintenance	3/12/20	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	3/10/20	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	3/6/20	SHELL OIL COMPANY	(8.31)
4420L	Equipment Maintenance	3/1/20	CDW GOVERNMENT	(2,604.46)
4420L	Equipment Maintenance	3/1/20	TODAY'S BUSINESS SOLUTIONS, INC.	2,939.97
4420L	Equipment Maintenance	3/13/20	NAYAX LLC	89.50
4440L	Janitorial	3/1/20	CRYSTAL MANAGEMENT & MAINTENAN	2,613.33
4440L	Janitorial	3/12/20	CINTAS #22	78.76
4440L	Janitorial	3/20/20	REPUBLIC SERVICES #551	394.94

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

Account ID	Account Description	Date	Vendor Name	Amount
4440L	Janitorial	3/2/20	W. W. GRAINGER, INC.	42.74
4440L	Janitorial	3/2/20	W. W. GRAINGER, INC.	100.28
4440L	Janitorial	3/3/20	WAREHOUSE DIRECT	165.73
4440L	Janitorial	3/4/20	NERADT ACE HARDWARE	23.05
4440L	Janitorial	3/9/20	WAREHOUSE DIRECT	399.33
4440L	Janitorial	3/10/20	SUPERIOR INDUSTRIAL SUPPLY	341.10
4440L	Janitorial	3/13/20	W. W. GRAINGER, INC.	64.40
4440L	Janitorial	3/24/20	W. W. GRAINGER, INC.	(28.20)
4450L	Equipment	3/5/20	MC/AMAZON	232.06
4450L	Equipment	3/9/20	MC/AMAZON	177.76
4450L	Equipment	3/12/20	MC/AMAZON	25.90
4450L	Equipment	3/15/20	MC/AMAZON	152.97
4450L	Equipment	3/19/20	MC/AMAZON	(152.97)
4450L	Equipment	3/1/20	MC/AMAZON	29.99
4450L	Equipment	3/12/20	MC/VIVO WHOLESALE	441.98
4460L	Utilities	3/5/20	CONSTELLATION NEWENERGY- GAS DIV	2,168.43
4460L	Utilities	3/15/20	VILLAGE OF MT. PROSPECT	857.68
4610L	Adult Books	3/1/20	BAKER AND TAYLOR	514.97
4610L	Adult Books	3/2/20	BAKER AND TAYLOR	25.01
4610L	Adult Books	3/2/20	BAKER AND TAYLOR	741.10
4610L	Adult Books	3/3/20	BAKER AND TAYLOR	466.13
4610L	Adult Books	3/4/20	INGRAM	60.34
4610L	Adult Books	3/6/20	BAKER AND TAYLOR	29.09
4610L	Adult Books	3/6/20	INGRAM	22.65
4610L	Adult Books	3/6/20	INGRAM	66.99
4610L	Adult Books	3/7/20	BAKER AND TAYLOR	522.16
4610L	Adult Books	3/10/20	INGRAM	17.98
4610L	Adult Books	3/12/20	INGRAM	38.00
4610L	Adult Books	3/13/20	SYNCHRONY/AMAZON	3,604.63
4610L	Adult Books	3/26/20	INGRAM	8.99
4610L	Adult Books	3/2/20	BAKER AND TAYLOR	79.63
4610L	Adult Books	3/2/20	BAKER AND TAYLOR	43.52
4620L	Adult AV	3/1/20	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	3/1/20	BAKER & TAYLOR INC.	20.97
4620L	Adult AV	3/2/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	3/2/20	MIDWEST TAPE	104.97
4620L	Adult AV	3/2/20	MIDWEST TAPE	114.97
4620L	Adult AV	3/4/20	BAKER & TAYLOR INC.	27.92
4620L	Adult AV	3/9/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	3/9/20	MIDWEST TAPE	93.98
4620L	Adult AV	3/9/20	MIDWEST TAPE	29.99
4620L	Adult AV	3/9/20	MIDWEST TAPE	49.99
4620L	Adult AV	3/9/20	MIDWEST TAPE	74.98
4620L	Adult AV	3/9/20	MIDWEST TAPE	214.94
4620L	Adult AV	3/9/20	MIDWEST TAPE	276.93
4620L	Adult AV	3/9/20	MIDWEST TAPE	39.99
4620L	Adult AV	3/9/20	MIDWEST TAPE	29.98
4620L	Adult AV	3/19/20	MIDWEST TAPE	34.99
4620L	Adult AV	3/19/20	MIDWEST TAPE	59.98
4620L	Adult AV	3/19/20	MIDWEST TAPE	104.97
4620L	Adult AV	3/19/20	MIDWEST TAPE	39.99
4620L	Adult AV	3/19/20	MIDWEST TAPE	114.97
4620L	Adult AV	3/19/20	MIDWEST TAPE	34.99
4620L	Adult AV	3/19/20	MIDWEST TAPE	119.97
4620L	Adult AV	3/19/20	MIDWEST TAPE	159.96
4620L	Adult AV	3/19/20	MIDWEST TAPE	33.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	3/2/20	BAKER & TAYLOR INC.	22.04
4630L	Youth Books	3/1/20	BAKER AND TAYLOR	149.34
4630L	Youth Books	3/1/20	OLLIS BOOK CORPORATION	307.08
4630L	Youth Books	3/1/20	OLLIS BOOK CORPORATION	80.75
4630L	Youth Books	3/1/20	OLLIS BOOK CORPORATION	15.95
4630L	Youth Books	3/1/20	OLLIS BOOK CORPORATION	15.95
4630L	Youth Books	3/1/20	OLLIS BOOK CORPORATION	49.34
4630L	Youth Books	3/1/20	OLLIS BOOK CORPORATION	8.99
4630L	Youth Books	3/1/20	BAKER AND TAYLOR	399.45
4630L	Youth Books	3/2/20	BAKER AND TAYLOR	20.32
4630L	Youth Books	3/2/20	OLLIS BOOK CORPORATION	395.75
4630L	Youth Books	3/2/20	OLLIS BOOK CORPORATION	113.70
4630L	Youth Books	3/2/20	OLLIS BOOK CORPORATION	357.05
4630L	Youth Books	3/11/20	BAKER AND TAYLOR	571.52
4630L	Youth Books	3/2/20	BAKER AND TAYLOR	9.60
4630L	Youth Books	3/3/20	BAKER AND TAYLOR	73.96
4640L	Youth AV	3/1/20	LIBRARY IDEAS, LLC	483.40
4640L	Youth AV	3/2/20	BAKER & TAYLOR INC.	60.96
4640L	Youth AV	3/2/20	MIDWEST TAPE	37.48
4640L	Youth AV	3/2/20	MIDWEST TAPE	42.57
4640L	Youth AV	3/2/20	MIDWEST TAPE	116.94
4640L	Youth AV	3/9/20	BAKER & TAYLOR INC.	55.84
4640L	Youth AV	3/9/20	BAKER & TAYLOR INC.	18.37
4640L	Youth AV	3/9/20	BAKER & TAYLOR INC.	88.16
4640L	Youth AV	3/9/20	BAKER & TAYLOR INC.	42.91
4640L	Youth AV	3/9/20	MIDWEST TAPE	90.33
4640L	Youth AV	3/9/20	MIDWEST TAPE	9.74
4640L	Youth AV	3/11/20	BAKER AND TAYLOR	13.74
4650L	Subscriptions	3/1/20	AMERICAN SCIENTIST	54.00
4650L	Subscriptions	3/1/20	LIBRARY JOURNAL	157.99
4650L	Subscriptions	3/1/20	LIBRARY JOURNAL	157.99
4650L	Subscriptions	3/1/20	LIBRARY JOURNAL	157.99
4650L	Subscriptions	3/1/20	CROCHET WORLD	14.97
4650L	Subscriptions	3/1/20	KIPLINGER LETTER	292.00
4650L	Subscriptions	3/1/20	MC/AUTOMOBILE MAGAZINE	(16.08)
4650L	Subscriptions	3/6/20	MC/KD MARKET	10.90
4650L	Subscriptions	3/23/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	3/1/20	GALE	3,910.14
4660L	Electronic Resources	3/1/20	WEST PAYMENT CENTER	1,930.84
4660L	Electronic Resources	3/1/20	GALE	2,460.12
4660L	Electronic Resources	3/18/20	MANUFACTURERS NEWS INC.	1,130.00
4660L	Electronic Resources	3/1/20	WORLD BOOK, INC.	1,985.00
4660L	Electronic Resources	3/27/20	COUGHLAN COMPANIES LLC	1,799.00
4661L	Digital Media	3/16/20	GALE	4,281.23
4661L	Digital Media	3/17/20	GALE	1,780.00
4661L	Digital Media	3/2/20	OVERDRIVE, INC.	801.89
4661L	Digital Media	3/2/20	OVERDRIVE, INC.	269.95
4661L	Digital Media	3/18/20	OVERDRIVE, INC.	879.48
4661L	Digital Media	3/18/20	OVERDRIVE, INC.	268.97
4661L	Digital Media	3/18/20	OVERDRIVE, INC.	1,649.36
4661L	Digital Media	3/18/20	OVERDRIVE, INC.	558.92
4661L	Digital Media	3/21/20	OVERDRIVE, INC.	790.86
4661L	Digital Media	3/21/20	OVERDRIVE, INC.	609.91
4661L	Digital Media	3/29/20	OVERDRIVE, INC.	156.96
4661L	Digital Media	3/29/20	OVERDRIVE, INC.	310.48

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

Account ID	Account Description	Date	Vendor Name	Amount
4661L	Digital Media	3/29/20	OVERDRIVE, INC.	722.89
4661L	Digital Media	3/31/20	OVERDRIVE, INC.	452.97
4661L	Digital Media	3/10/20	OVERDRIVE, INC.	462.46
4661L	Digital Media	3/18/20	OVERDRIVE, INC.	1,027.71
4661L	Digital Media	3/19/20	OVERDRIVE, INC.	730.15
4661L	Digital Media	3/24/20	OVERDRIVE, INC.	180.44
4661L	Digital Media	3/27/20	OVERDRIVE, INC.	300.45
4662L	E-Learning	3/24/20	LINKEDIN CORPORATION	12,075.00
4662L	E-Learning	3/28/20	NICHE ACADEMY	2,040.00
4662L	E-Learning	3/30/20	GALE	6,041.53
4663L	Library of Things	3/2/20	MC/NETFLIX	15.99
4663L	Library of Things	3/3/20	MC/DISNEY	12.99
4663L	Library of Things	3/3/20	MC/DISNEY	12.99
4663L	Library of Things	3/3/20	MC/DISNEY	12.99
4663L	Library of Things	3/3/20	MC/DISNEY	12.99
4663L	Library of Things	3/3/20	MC/DISNEY	12.99
4663L	Library of Things	3/3/20	MC/NETFLIX	15.99
4663L	Library of Things	3/3/20	MC/NETFLIX	15.99
4663L	Library of Things	3/3/20	MC/NETFLIX	15.99
4663L	Library of Things	3/3/20	MC/NETFLIX	15.99
4680L	Processing	3/6/20	BAKER AND TAYLOR	14.30
4680L	Processing	3/10/20	BUDGET LIBRARY SUPPLIES	616.00
4690L	Programs	3/6/20	MC/ORIENTAL TRADING	32.68
4690L	Programs	3/5/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	8.00
4690L	Programs	3/11/20	MC/WALMART	33.88
4690L	Programs	3/13/20	JAMIE MARTIN	650.00
4690L	Programs	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	158.01
4690L	Programs	3/9/20	MC/Jewel	13.27
4690L	Programs	3/11/20	MC/EMERSON'S ALE HOUSE	21.90
4690L	Programs	3/1/20	MC/MICHAELS	21.95
4690L	Programs	3/1/20	MC/Jewel	31.91
4690L	Programs	3/4/20	MC/TARGET	53.00
4690L	Programs	3/10/20	MC/Jewel	10.75
4690L	Programs	3/12/20	CHRISTINE THORNTON	250.00
4690L	Programs	3/5/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	95.98
4690L	Programs	3/8/20	MC/AMAZON	53.46
4690L	Programs	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	8.39
				\$ 709,991.00
9530L	Foundation Sponsored Expense	3/10/20	IRISH AMERICAN HERITAGE CENTER	500.00
9540L	Friends Sponsored Expense	3/2/20	BAKER AND TAYLOR	273.09
9540L	Friends Sponsored Expense	3/1/20	BAKER AND TAYLOR	50.96
9540L	Friends Sponsored Expense	3/5/20	MC/CENTRAL CONTINENTAL BAKERY	18.90
9540L	Friends Sponsored Expense	3/4/20	MC/STARBUCKS	8.55
9540L	Friends Sponsored Expense	3/6/20	MC/STARBUCKS	53.34
9540L	Friends Sponsored Expense	3/1/20	INTERIOR TROPICAL GARDENS	120.00
9540L	Friends Sponsored Expense	3/19/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	28.00
9560L	Village Hall Shared Expense	3/19/20	AT&T - CABS DEPARTMENT - 40%	(76.34)
9560L	Village Hall Shared Expense	3/19/20	AT&T - CABS DEPARTMENT - 50%	(76.96)

Total Library Fund Expenses for March, 2020 \$ 710,890.54

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

Account ID	Account Description	Date	Description	Amount
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There were no Capital Project Reserve Fund Expenses for March, 2020.

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	3/31/20	To record 03/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for March, 2020				<u>\$ 8,783.33</u>

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

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