

**Regular Board Meeting
May 21, 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, send an email noting that you are submitting public comment to sreynders@mppl.org at any time before or during the meeting. All comments noted as public comment and received prior to the Public Comment agenda item will be read aloud during the meeting.

Place: Remotely via Electronic Means

Zoom Meeting

Public Access Link: <https://us02web.zoom.us/j/82297257148>

Meeting ID: 822 9725 7148

Password: 497377

Dial by Phone: +1 312 626 6799 US (Chicago)

Find your local number: <https://us02web.zoom.us/j/82297257148>

-
1. Call to Order
 2. Roll Call
 3. Consent Agenda
 - a. Approve Minutes of Regular Board Meeting April 16, 2020
 - b. Approve Minutes of Special Board Meeting April 30, 2020
 - c. Treasurer's Report and Approval of April 2020 Bills
 4. Officer Elections
 5. COVID-19 Emergency Plan Update and Re-Opening Plans
 6. Clearing Patron Fines

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

7. Director and Trustee Reports

8. Schedule Next Board Meeting

- a. Thursday May 28, 2020 7:00 p.m. – no meeting scheduled
- b. Thursday June 4, 2020 7:00 p.m. – no meeting scheduled
- c. Thursday June 11, 2020 7:00 p.m. – Propose COW – Bylaws revision?
- d. Thursday June 18, 2020 7:00 p.m. – no meeting scheduled
- e. Thursday June 25, 2020 7:00 p.m. – Regular Board Meeting

9. Public Comment

- a. To submit public comment, send an email noting that you are submitting public comment to sreynnders@mppl.org at any time before or during the meeting. All comments noted as public comment and received prior to the Public Comment agenda item will be read aloud during the meeting.

10. Adjournment

**Library Director Report
May 21, 2020**

1. **Officer Elections.** This is agenda item number 4. The Board usually elects new officers each May, which would be at this 5/21 meeting. Our bylaws read,

“All officers of the Board of Library Trustees shall hold such office for a term of one (1) year or until their successors are elected. An officer may not ordinarily be elected to succeed himself/herself more than once, but officers may be elected to a third successive term under special circumstances. Five affirmative votes of board members are required to extend the tenure of an officer to a third successive term.”

Because of the special circumstances we find ourselves in, I propose that the Board consider deferring new officer elections this year or elect the same officers as we figure out our “new normal.” I am recommending this to provide officer continuity during the pandemic, as well as minimize in-person administrative tasks such as changing names on our bank and other accounts.

Additionally, right before the world changed, we had prepared to bring revision recommendations to our Bylaws, which included an officer change. We can plan to review the proposed Bylaws revisions in June if we choose to.

- *To elect the same officers, “I move to nominate this slate of officers: President, Sylvia Haas; Vice President, Michael Duebner; Treasurer/Secretary, Brian Gilligan; Assistant Treasurer, Terri Gens.”*
 - *To defer the elections, “I move to defer officer elections until the revised Bylaws are approved.”*
2. **Reopen Illinois staged plan.** This is agenda item number 5. On May 5, 2020, Governor Pritzker published a 5-phase plan to “Restore Illinois.” We have tied its opening stages to the state’s phases. The Library will prepare to move into a new stage when our region has been moved to a new phase. If the state moves backwards, the Library can also move back as needed.

As of the writing of this report (5/18/20), the Library is in MPPL Stage 2, and plans to move into MPPL Stage 3 on or around June 1. We will stay in MPPL Stage 3 for at least two weeks before considering moving to MPPL Stage 4 (but only if our region moves to IL Phase 3).

| Mount Prospect Library Stages | Illinois Reopening Phases | MPPL Effective Date |
|--------------------------------|--------------------------------|---------------------|
| MPPL Stage 1 - Entirely closed | IL Phase 1 - Rapid Spread | March 15 |
| MPPL Stage 2 - Staff only | IL Phase 2 - Flattening | May 1 |
| MPPL Stage 3 - Pickup/Delivery | IL Phase 2 - Flattening | June 1 |
| MPPL Stage 4 - Limited Public | IL Phase 3 – Recovery | ? |
| MPPL Stage 5 - Moderate Public | IL Phase 4 - Revitalization | ? |
| MPPL Stage 6 - New Normal | IL Phase 5 - Illinois Restored | ? |

Staff have spent a significant amount of time preparing the facilities for re-opening. We have implemented the following safety protocols to do our best to keep staff and patrons safe:

- Posted signs in the library to keep patrons and staff informed about symptoms of the pandemic and to stay at home if experiencing any symptoms.
- Limited public access by instituting a phased plan that is tied to the Illinois Reopening Plan. The Library's plan limits the number of patrons in the facility to ensure appropriate distancing, along with visual markers on floors for six-foot distancing.
- Posted signs on doors and in the facility alerting visitors to restrictions on entry and movement in and around the facility as well as any applicable guidelines and expectations.
- Pickup and delivery services and expanded virtual services have been implemented to minimize face-to-face contact.
- Provided staff with an Employee Rights and Responsibilities document that outlines requirements for reporting symptoms, exposure, or positive test.
- Requires all staff to self-monitor their health before and during each shift using the following screening questions. The Library will make a no-touch thermometer available for employees to use while working. If the answer is yes to any of these questions, the Response Plan will be immediately implemented.
 - Since your last day of work, or last visit to the library, have you had any of these symptoms?

| | |
|---|------------------------------|
| ▪ Cough | ▪ Muscle pain |
| ▪ Shortness of breath or difficulty breathing | ▪ Headache |
| ▪ Fever (100.4 degrees or higher) | ▪ Sore throat |
| ▪ Chills | ▪ New loss of taste or smell |
| ▪ Repeated shaking with chills | |
- Personal Protective Equipment
 - Face coverings are required to be worn in public areas, in shared workroom spaces, when near others, and when a safe distance cannot be maintained.
 - The Library will supply cloth face coverings to any employee who requests one. Employee-supplied masks may be worn if preferred. Library employees are responsible for washing and maintaining their masks.
 - While gloves do not eliminate the need for proper handwashing, they are available to staff, and are encouraged to be used when handling deliveries and materials, especially before quarantining, working Parking Lot Pickup or Home Delivery, cleaning workspaces
 - Face shields are available for any staff to wear, especially in situations where a 6-foot distance is difficult to maintain, either between co-workers or with the public.

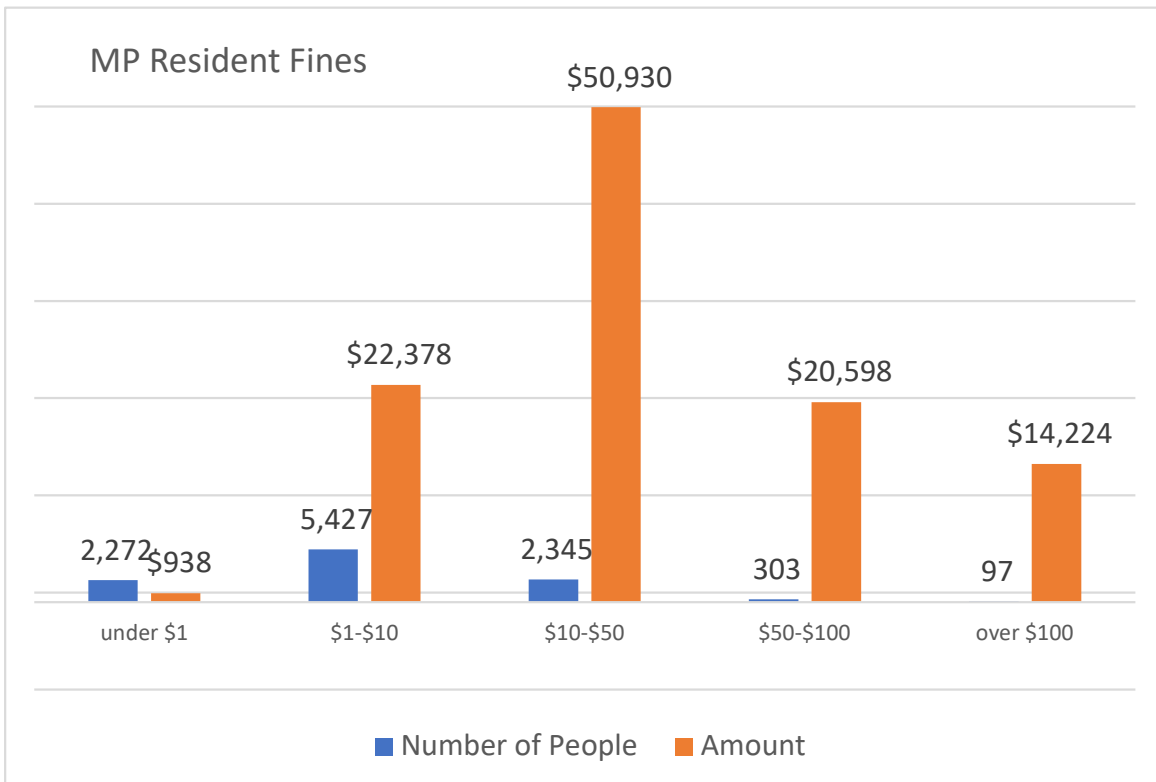
Beginning Monday 5/18, staff have slowly begun to return to work on-site at the library. We have begun to bring furloughed staff back according to business need and expect to see furloughed staff come back through the middle of June. The biggest group of staff returning is on 5/18, consisting primarily of Circulation and CBS staff. The Circulation Department is working to process returned books and prepare for pickup and delivery services, and the CBS Department is processing new materials to add to our collection.

For the next several weeks staff will be working a combination of on-site and remotely to reduce the number of staff in the buildings at one time. We are also planning for staggered shifts as possible, by department and/or workspace.

In preparation for all staff returning to work on-site, we have created multiple documents to provide information and guidance to all employees. We are waiting for comment from our lawyer on a couple of these documents before having staff acknowledge them (marked with *).

- **Return to Work Agreement.** For furloughed employees, it provides information about their un-furlough date, their first day back on-site, employment information, safety protocol, and work expectations.
 - ***Employee Rights and Responsibilities.** For all employees, it outlines the requirement for employees to self-monitor their health and report symptoms, what safety protocols and protective equipment employees are required to comply with. It also contains information about employee rights under the Families First Coronavirus Response Act.
 - ***Safety Protocol and Response Plan.** For all employees, it details the Library's response if an employee develops symptoms, has a positive test, or has been in contact with know or suspected infected individuals.
 - **Safety Training.** We created a PowerPoint presentation with embedded videos that trains staff on MPPL safety protocols as well as general guidance on distancing and wearing protective equipment. We also created a self-guided tour of the library so that staff can experience and understand the directional traffic patterns in the library.
3. **Virtual Public Services.** This is also agenda item number 5. Staff continue to provide virtual services remotely. Since our last Board meeting, we have implemented a live Google Voice phone number for patrons to call and get live telephone support (our existing phone system is not very remote-friendly). Below are select statistics from April 2020. I've included some patron impact statements at the end of this report.
- a. Patron interactions on chat went way up in April. We had 139 web chats in April, a 70% increase over March. We also had 11 text messages, up from 2 in March.
 - b. Overall usage of databases is up by 45% compared to February and 27% compared to March. Some items of note:
 - i. Creativebug – 18 hours of viewed videos, up from average of 4.
 - ii. Driving Test Prep – 23 visits, up from average of 5
 - iii. Ebsco – Masterfile – 98 searches, up from average of 30
 - iv. Gale – National Geographic Virtual Library – 257 page views, up from average of 14
 - v. Morningstar – 1,206 searches, up from average of 500
 - vi. Niche Academy – 709 videos viewed, up from average of 400
 - vii. PressReader - 9,163 articles viewed, up from average of 4,500
 - viii. ProQuest – Ancestry Library Edition – 3,734 searches, up from average of 900
 - ix. ReferenceUSA – 91 searches, down from average of 200
 - c. We had a total of 30 programs in April: 29 on YouTube, 1 on Zoom, with a total of 2,168 views.
 - i. Adult programs: 5 programs with 290 views
 - ii. Youth programs: 22 programs with 1746 views
 - iii. South programs: 3 programs with 132 views
4. **Clearing Patron Fines.** This is agenda item number 6. At our last Board meeting we talked briefly about "removing barriers to service" by contemplating going Fines Free. As a precursor to that discussion, staff recommend that we wipe existing fines for late materials from patron accounts.
- a. **Fines are a barrier to service.** While we were closed, we modified the system so that everyone could access virtual resources regardless of fines. Now that we are close to circulating physical materials again, we'd like to do the same. We are already fielding questions from patrons who are worried that they won't be able to use pick up and delivery services because of fines.

- b. **It's a good will gesture.** At a time when the Library has been closed for an extended period, and during a time of stress and uncertainty, this is a feel-good action we can take to welcome our community back.
 - c. **We're not going to be charging new fines in the near future.** While we are still in a limited service model and quarantining materials before checking them in, we will not be able to charge new fines.
 - d. **No one wants to touch money.** Using cash is high-touch, and we are trying to reduce face-to-face interactions and high-touch situations.
 - e. **Loss of income.** We have been seeing fine and fee income decrease over the past several years and expect to see a significant drop this year due to auto-renewals. It's hard to analyze the financial impact because fines (for lost items) and fees (for late items) are coded to the same line and cannot be broken out.
 - f. **By the numbers.** There are 10,444 Mount Prospect residents with fines. Out of the 10,444 cards with fines, 5,389 are expired. The non-expired card fines total about \$32,000 (\$109,000 including expired cards). We typically recover about 20-25% of the fines, so the total impact in lost revenue for active cards would be around \$6,500 (\$20,000 including expired cards). Some of the reasons that we recover only a portion of fines are:
 - i. Fine waivers based on staff discretion and the individual situation
 - ii. Patron only pays enough of the fines so they can resume using their card
 - iii. Patron with fines starts using a family member's card
 - iv. Patron with fines stops using the library and lets their card expire
- *To approve clearing fines, "I move to clear late fines from Mount Prospect resident cardholder accounts effective immediately."*



5. Patron Impact Statements

- “A regular Senior patron called and asked questions about uninstalling programs, and then talked about the quarantine, before returning to a wide variety of simple-to-answer IT questions. This phone call lasted over a half an hour. I think she was happy for the opportunity to speak with someone here and I was happy talking to her. She hopes we're all well and hopes to see us soon. This made my day because I felt useful and also that I'd done a good thing for someone.”
- “I had 2 Google Voice interactions with a patron trying to access two specific movies available on Kanopy. She was really happy that she could talk to a live person and was grateful for the help setting up the app on her device.”
- “One of our Homebound patrons is finally trying out Hoopla for the first time! I was working with her caretaker to help her set it up on their tablet. The caretaker was so excited for the patron and shared how happy she was going to be with all of the book and movie options. I'm especially happy because this patron needs Large Type, so it really expands her access to books both now and long-term!”
- “For the Mother's Day Tea Party program, a patron asked if her daughter's grandmother, who lives in another state, could register and attend since they couldn't be together for Mother's Day. Of course, I said YES, and the grandmother came. It made me so happy to be able to facilitate them having a good time and seeing each other having fun and connecting in that virtual space.”
- “It felt very joyful to witness regular families greeting Maria Garstecki immediately on entering the Zoom program. One child even shouted, "I missed you the most!"
- “I have completed three one-on-one storytimes with several more coming up on the next two weeks, and each one was very enjoyable for me and the family---universally, the kid/kids were clearly happy to interact with someone "new.”
- “I had a Zoom meeting with a 2nd grade classroom today that I visited during the school year. As part of my visits I always promote what's available for them at MPPL and I mentioned our STEAM program next week. Immediately afterward the teacher asked me to email her the specifics and within an hour 3 of her kids registered for it!”
- I spent 40 minutes on Google Voice with a patron, first getting Libby installed on his device and then working to get his wife's Apple ID reset. They were both very appreciative of this assistance.”



Kristen Nolan ▸ Mount Prospect Neighbors
 5 hrs · 🌐

Really cute activity packets available outside the library...great idea!




👍❤️ You and 137 others
💬 13 Comments

❤️ Love
💬 Comment



Denise Mortellaro-Ryan As usual I love MP

Like · Reply · 4h



Ann Peterson Jonas I think I need one!

Like · Reply · 4h



Shari Rowe Placko I'm "borrowing" your pics to post on my timeline! LOVE this!!!

Like · Reply · 4h



Danijela Marsenic DiGiulio We are a great community for sure!

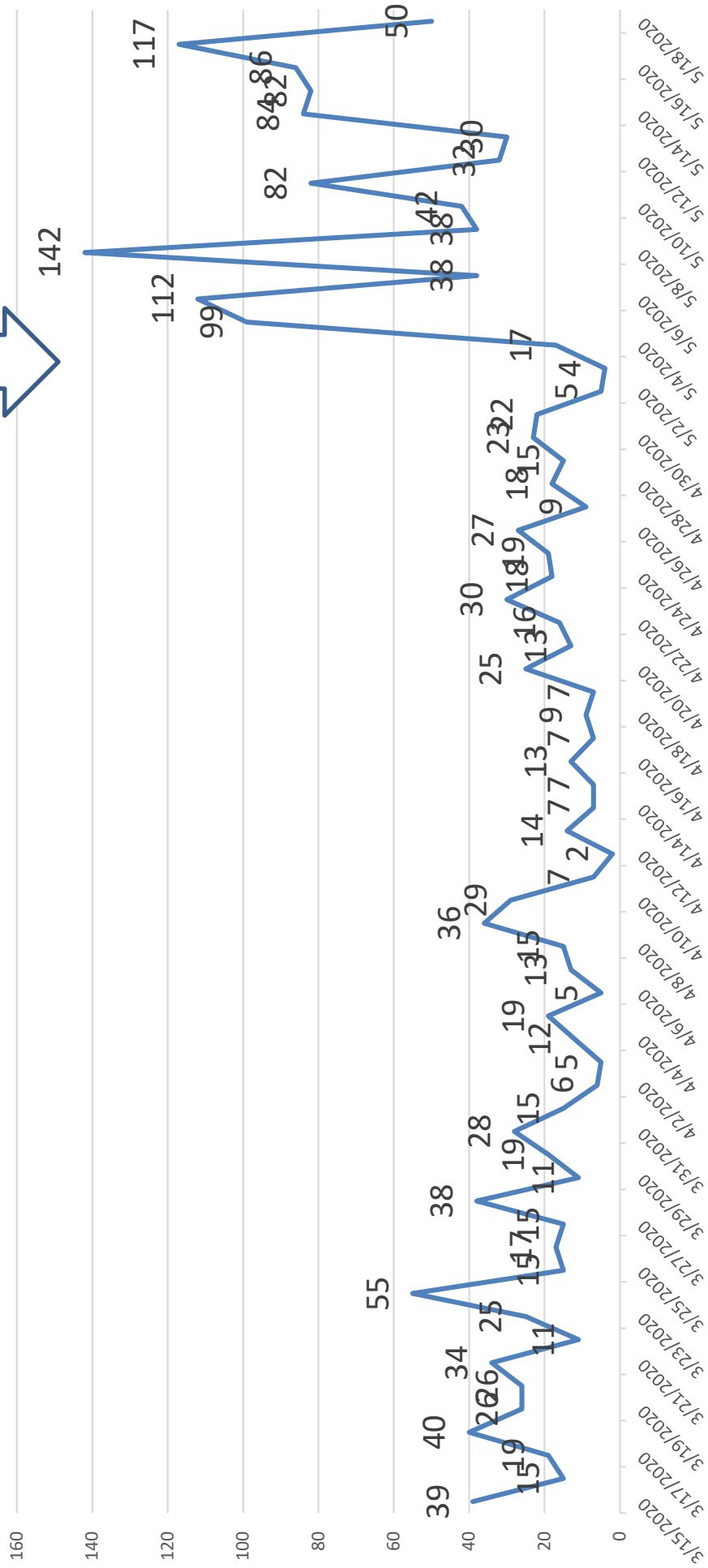
Like · Reply · 4h



Gretchen Volpe Karen Aicher FYI

Published pickup info online; also said “you can place holds now”

Hold Requests



Board of Trustees
Mount Prospect Public Library

**Regular Board Meeting
April 16, 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 7:00 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: There were approximately 50 visitors and staff on the electronic meeting.

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

Motion was made by Trustee Duebner and seconded by Trustee Fulk 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.

4. Trustee Vacancy Update

Trustees acknowledged that there is still a vacancy on the Board and plans to interview candidates and appoint a replacement were put on hiatus due to the pandemic. After the Library and surrounding community are functioning more normally, the process will continue from where it was left.

5. COVID-19 Emergency Plan

Director Reynders gave an overview of the staff furlough process, and reviewed the virtual and back office services that the Library continues to provide during the emergency closure.

Trustee Duebner verified that the Library will pay the furloughed employee's share of medical health benefits during the furlough.

Trustees asked for clarification on several issues, including investing in electronic resources, the wait time for electronic resources, health and safety for staff and patrons when considering re-opening plans.

Trustee Bass requested that the Library respond to all communications from the public, specifically the recent emails regarding staff furloughs.

Trustees thanked staff for their work continuing to provide library services to the community during the emergency closure.

6. Plans for Next Board Meeting

Trustees agreed to meet next on April 30, 2020 remotely via electronic means for a Special Board Meeting.

7. Director and Trustee Reports

Director Reynders reported that the Village of Mount Prospect has discontinued the intergovernmental agreement with the Library for internet services.

8. Public Comment

Director Reynders read several emailed comments from community members regarding the staff furloughs. One community member commented about the library services and staff furloughs.

11. Adjournment

Regular meeting adjourned at 7:41 p.m.

Brian Gilligan, Secretary

**Special Board Meeting
April 30, 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 7:02 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: There were approximately 80 visitors and staff on the electronic meeting.

3. COVID-19 Emergency Plan

4. Director Reynders reviewed the virtual and back office services that the Library continues to provide during the emergency closure.

Trustees discussed the proposed Library re-opening plan that includes six stages:

- Stage 1 – Closed to the public
- Stage 2 – Closed to the public; some staff resume work on site to prepare for future stages
- Stage 3 – Closed to the public; provide pickup and delivery services
- Stage 4 – Open to the public with significant restrictions
- Stage 5 – Open to the public with moderate restrictions
- Stage 6 – Transition to our new normal and modify as needed

Trustees ask for clarification regarding safety protocol in the Library, plans to clean and quarantine library materials, and for details regarding the re-opening plan.

The timeline for Stage 3 was discussed, and the Board generally agreed to the staff recommendation of:

- a. Staff only in the building in May, with the intent to provide pickup and delivery services no later than June 1.
- b. Staff reserve the right to change the plan if new information becomes available.

Director Reynders stated that based on the re-opening timeline, furloughed staff would begin to be brought back according to business need throughout late May and June 2020.

5. Plans for Next Board Meeting

Trustees agreed to meet next on May 21, 2020 remotely via electronic means for the Regular Board Meeting.

6. Director and Trustee Reports

Director Reynders reported that the Village of Mount Prospect has put the Community Connections Center expansion on hold.

7. Public Comment

Director Reynders read two emailed comments from community members regarding the staff furloughs. One community member commented about library reopening plans and Board meetings. A furloughed employee asked to be contacted about IMRF options.

8. Adjournment

Special meeting adjourned at 8:11 p.m.

Brian Gilligan, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

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Fund Balances as of April 30, 2020

| | | |
|------------------------|-----------|-------------------|
| Library General Fund | \$ | 7,658,280 |
| Working Cash Fund | \$ | 2,207,631 |
| Capital Projects Fund | \$ | 1,983,185 |
| Debt Service Fund | \$ | 1,530,737 |
| Gift Fund | \$ | 558,486 |
| Total All Funds | \$ | 13,938,319 |

Cash Disbursements April 2020 \$824,524.98

Financial Summary

Fund Balances

| | | |
|---|----|-----------|
| Combined Balance Library & Working Cash Funds | \$ | 9,865,911 |
| Combined Balance Months (\$850,000/month) | | 11.6 |
| Combined Balance Percentage | | 97% |

YTD April Spending

- * About \$430,106 below the year-to-date budget
- * YTD Actual is 13.1% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 33.8% of the annual budget
- * Spending to date was actually closer to 29.3% of the annual budget
- * Last year we had expended about 31.2% of the annual budget
- * Our rate of spending to date is below last year's rate of spending

Levy Collection

- * To date 50.6% of the 2020 Levy has been collected
- * Historically, over the past six years, 50 to 52% (average of 51.4%) of the current year Levy has been collected YTD

| | | Annual Budget | Annual Budget % to Total | Profiled YTD Budget | APR YTD Budget % to Total | Actual 2020 | Actual % to Total | YTD Variance - Actual vs Budget | | |
|---------------------------------|------|------------------|--------------------------------|------------------------|---------------------------------|----------------|----------------------|---------------------------------|--------|--------------|
| | Line | 2020 | | | | | | \$ | % | % of TTL VAR |
| Salaries & Benefits | | | | | | | | | | |
| Salaries | 4110 | 5,783,440.00 | | 1,905,868.00 | | 1,731,814.69 | | (174,053.31) | -9.1% | 40.5% |
| IMRF | 4120 | 549,749.00 | | 181,063.00 | | 168,523.33 | | (12,539.67) | -6.9% | 2.9% |
| MC / FICA | 4130 | 442,433.00 | | 145,795.00 | | 124,263.10 | | (21,531.90) | -14.8% | 5.0% |
| Medical Insurance | 4140 | 770,000.00 | | 256,668.00 | | 245,151.49 | | (11,516.51) | -4.5% | 2.7% |
| Unemployment Compensation Tax | 4150 | 7,000.00 | | 780.00 | | 4,244.06 | | 3,464.06 | 444.1% | -0.8% |
| Subtotal (4110L - 4150L) | | 7,552,622.00 | 77.8% | 2,490,174.00 | 75.9% | 2,273,996.67 | 79.8% | (216,177.33) | -8.7% | 50.3% |
| Management Expense | | | | | | | | | | |
| Audit | 4210 | 7,000.00 | | 0.00 | | 0.00 | | 0.00 | - | 0.0% |
| Legal Fees | 4220 | 10,000.00 | | 3,332.00 | | 2,649.00 | | (683.00) | -20.5% | 0.2% |
| Printing | 4230 | 40,200.00 | | 14,906.00 | | 14,971.51 | | 65.51 | 0.4% | 0.0% |
| Marketing | 4240 | 71,700.00 | | 34,652.00 | | 10,874.77 | | (23,777.23) | -68.6% | 5.5% |
| 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% | 0.3% |
| Board Development/Training | 4270 | 6,500.00 | | 1,000.00 | | 0.00 | | (1,000.00) | - | 0.2% |
| Human Resources | 4280 | 111,200.00 | | 43,268.00 | | 25,721.23 | | (17,546.77) | -40.6% | 4.1% |
| Other Operating | 4290 | 73,100.00 | | 17,467.00 | | 11,867.56 | | (5,599.44) | -32.1% | 1.3% |
| Subtotal (4210L - 4290L) | | 332,100.00 | 3.4% | 118,248.00 | 3.6% | 68,209.07 | 2.4% | (50,038.93) | -42.3% | 11.6% |
| Operating Expenses | | | | | | | | | | |
| Telecommunications | 4310 | 51,000.00 | | 17,757.00 | | 15,248.86 | | (2,508.14) | -14.1% | 0.6% |
| Insurance | 4320 | 86,500.00 | | 0.00 | | 1,204.00 | | 1,204.00 | - | -0.3% |
| Office Supplies | 4340 | 16,300.00 | | 5,432.00 | | 3,695.12 | | (1,736.88) | -32.0% | 0.4% |
| Library Supplies | 4350 | 23,000.00 | | 7,664.00 | | 3,270.99 | | (4,393.01) | -57.3% | 1.0% |
| Postage | 4360 | 22,400.00 | | 7,385.00 | | 4,416.48 | | (2,968.52) | -40.2% | 0.7% |
| Contract Services | 4380 | 32,300.00 | | 15,326.00 | | 8,354.65 | | (6,971.35) | -45.5% | 1.6% |
| IT Services | 4390 | 65,700.00 | | 20,103.00 | | 15,415.69 | | (4,687.31) | -23.3% | 1.1% |
| Subtotal (4310L - 4390L) | | 297,200.00 | 3.1% | 73,667.00 | 2.2% | 51,605.79 | 1.8% | (22,061.21) | -29.9% | 5.1% |
| Building Expense | | | | | | | | | | |
| Building Maintenance | 4410 | 213,700.00 | | 43,609.00 | | 25,500.26 | | (18,108.74) | -41.5% | 4.2% |
| Equipment Maintenance | 4420 | 131,500.00 | | 75,203.00 | | 65,704.72 | | (9,498.28) | -12.6% | 2.2% |
| Janitorial | 4440 | 72,600.00 | | 23,141.00 | | 17,957.50 | | (5,183.50) | -22.4% | 1.2% |
| Equipment | 4450 | 133,600.00 | | 36,664.00 | | 17,987.53 | | (18,676.47) | -50.9% | 4.3% |
| Utilities | 4460 | 56,500.00 | | 24,295.00 | | 12,074.23 | | (12,220.77) | -50.3% | 2.8% |
| Subtotal (4410L - 4460L) | | 607,900.00 | 6.3% | 202,912.00 | 6.2% | 139,224.24 | 4.9% | (63,687.76) | -31.4% | 14.8% |
| Library Materials | | | | | | | | | | |
| Adult Print | 4610 | 205,000.00 | | 68,328.00 | | 37,231.06 | | (31,096.94) | -45.5% | 7.2% |
| Adult AV | 4620 | 64,800.00 | | 21,596.00 | | 13,918.34 | | (7,677.66) | -35.6% | 1.8% |
| Youth Print | 4630 | 135,500.00 | | 45,164.00 | | 21,286.22 | | (23,877.78) | -52.9% | 5.6% |
| Youth AV | 4640 | 33,500.00 | | 11,164.00 | | 12,824.07 | | 1,660.07 | 14.9% | -0.4% |
| Subscriptions | 4650 | 18,400.00 | | 6,466.00 | | 7,568.84 | | 1,102.84 | 17.1% | -0.3% |
| Electronic Resources | 4660 | 179,800.00 | | 109,782.00 | | 93,310.39 | | (16,471.61) | -15.0% | 3.8% |
| Electronic Media | 4661 | 156,000.00 | | 64,762.00 | | 74,341.91 | | 9,579.91 | 14.8% | -2.2% |
| 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 | | 1,664.00 | | 1,863.99 | | 199.99 | 12.0% | 0.0% |
| Microform | 4670 | 900.00 | | 300.00 | | 0.00 | | (300.00) | - | 0.1% |
| Processing Supplies | 4680 | 26,000.00 | | 8,660.00 | | 2,975.55 | | (5,684.45) | -65.6% | 1.3% |
| Programs | 4690 | 45,200.00 | | 13,851.00 | | 8,036.46 | | (5,814.54) | -42.0% | 1.4% |
| Subtotal (4610L - 4680L) | | 923,300.00 | 9.5% | 394,817.00 | 12.0% | 316,675.63 | 11.1% | (78,141.37) | -19.8% | 18.2% |
| Total (4110L - 4680L) | | 9,713,122.00 | 100.0% | 3,279,818.00 | 100.0% | 2,849,711.40 | 100.0% | (430,106.60) | -13.1% | 100.0% |
| Reimbursable Activity | | | | | | | | | | |
| Foundation Expenses (9530L) | 9530 | 12,336.00 | | 3,732.00 | | 3,213.00 | | (519.00) | -13.9% | |
| Friends Expenses (9540L) | 6540 | 50,655.00 | | 9,988.00 | | 4,562.71 | | (5,425.29) | -54.3% | |
| Village Shared Expense (9560L) | 9560 | 8,400.00 | | 2,800.00 | | 1,073.23 | | (1,726.77) | -61.7% | |
| Grant Expense (9570L) | 9570 | 0.00 | | 0.00 | | 0.00 | | 0.00 | - | |
| Total Reimbursable Activity | | 71,391.00 | | 16,520.00 | | 8,848.94 | | (7,671.06) | -46.4% | |
| Total Expenses - All Activities | | 9,784,513.00 | | 3,296,338.00 | | 2,858,560.34 | | (437,777.66) | -13.3% | |

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

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| | Current Month | Year To Date |
|---|---------------------|------------------|
| Library General Fund | | |
| Revenues | | |
| Property Taxes | \$ 147,924 | 5,979,349 |
| Taxes Allocated to Other Funds | (26,143) | (1,056,232) |
| Personal Property Replacement Taxes | 1,718 | 12,724 |
| Interest Income | 5,908 | 25,999 |
| Illinois Per Capita Grant | - | - |
| Misc. Grant Income | - | - |
| Ground Lease Income | - | - |
| Miscellaneous Fees and Fines | (413) | 15,776 |
| Friends & Foundation Reimbursements | - | 4,185 |
| Village Reimbursements | - | - |
| <i>Total Revenues</i> | <u>\$ 128,994</u> | <u>4,981,801</u> |
| Expenditures | | |
| Salaries & Benefits | 456,511 | 2,273,996 |
| Management Expense | 15,734 | 68,209 |
| Operating Expenses | 13,823 | 51,606 |
| Building Expense | 17,375 | 139,224 |
| Services and Resources | 46,163 | 316,675 |
| Friends & Foundation Reimbursable Expenses | 145 | 7,776 |
| Misc. Grant Expenses | - | - |
| Expenses Reimbursable by Village | 294 | 1,074 |
| <i>Total Expenditures</i> | <u>\$ 550,045</u> | <u>2,858,560</u> |
| Excess (Deficiency) of Revenues over Expenditures | \$ (421,051) | 2,123,241 |
| Fund Balance - Beginning of Period | 8,079,331 | 5,535,039 |
| Fund Balance - End of Period | <u>\$ 7,658,280</u> | <u>7,658,280</u> |
| Working Cash Fund | | |
| Fund Balance - Beginning of Period | 2,206,111 | 2,198,279 |
| Interest Allocation | 1,520 | 9,352 |
| Fund Balance - End of Period | <u>\$ 2,207,631</u> | <u>2,207,631</u> |
| Capital Projects Reserve Fund | | |
| Revenues | | |
| Property Taxes | \$ 6,020 | 242,783 |
| Interest Income | 1,643 | 8,371 |
| <i>Total Revenues</i> | <u>\$ 7,663</u> | <u>251,154</u> |
| Expenditures | | |
| Building & Grounds | \$ - | - |
| Library Equipment (new van) | 29,689 | 29,689 |
| Library Furnishings | 442 | 442 |
| Other Expenditures | - | - |
| Reimbursement from Gift Fund | - | - |
| <i>Total Expenditures</i> | <u>\$ 30,131</u> | <u>30,131</u> |
| Excess (Deficiency) of Revenues over Expenditures | \$ (22,468) | 221,023 |
| Fund Balance - Beginning of Period | 2,005,653 | 1,762,162 |
| Fund Balance - End of Period | <u>\$ 1,983,185</u> | <u>1,983,185</u> |
| Debt Service Fund | | |
| Revenues | | |
| Property Taxes | \$ 20,123 | 813,448 |
| Interest Income | 1,282 | 4,368 |
| <i>Total Revenues</i> | <u>\$ 21,405</u> | <u>817,816</u> |
| Expenditures | | |
| Interest Expense | \$ 8,783 | 35,133 |
| Debt Reduction Payments | - | - |
| Bond Administration | 450 | 450 |
| <i>Total Expenditures</i> | <u>\$ 9,233</u> | <u>35,583</u> |
| Excess (Deficiency) of Revenues over Expenditures | \$ 12,172 | 782,233 |
| Fund balance - Beginning of Period | 1,518,565 | 748,504 |
| Fund balance - End of Period | <u>\$ 1,530,737</u> | <u>1,530,737</u> |
| Gift Fund | | |
| Revenues | \$ 966 | 5,983 |
| Expenditures | - | 2,134 |
| Excess (Deficiency) of Revenues over Expenditures | \$ 966 | 3,849 |
| Fund Balance - Beginning of Period | 557,520 | 554,637 |
| Fund Balance - End of Period | <u>\$ 558,486</u> | <u>558,486</u> |

MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
April 30, 2020

LIBRARY GENERAL FUND

| | | |
|--|-----------------------------|---------------|
| Salaries & Benefits (4100L - 4150L) | \$ 456,510.93 | |
| Management Expense (4210L - 4290L) | 15,734.08 | |
| Operating Expenses (4310L - 4390L) | 13,822.74 | |
| Building Expense (4410L - 4460L) | 17,374.85 | |
| Services and Resources (4610L - 4690L) | 46,163.28 | |
| Friends & Foundation reimbursable expenses (9530L and 9540L) | 145.12 | |
| VOMP reimbursable expenses (9560L) | 293.67 | |
| Grant Expenses (9570L) | - | |
| Total April 2020 Library General Fund Expenses | <u> </u> | \$ 550,044.67 |

Additions for Library General Fund Cash Disbursements:

| | | |
|--|-----------------------------|------------|
| Payments to Friends & Foundation & MPHS for income items | \$ 244.45 | |
| Operating Expense Reimbursements received | 3,388.39 | |
| March 2020 Accrued Payroll & Benefits | 300,296.76 | |
| March 2020 Credit Card Payable | 12,572.02 | |
| March 2020 Accounts Payable | 54,521.64 | |
| Meeting room refunds | 460.00 | |
| Disbursements for Gift Fund and Building Fund | <u> </u> | |
| | | 371,483.26 |

Deductions for Library General Fund Cash Disbursements:

| | | |
|--|--------------|----------------------|
| April 2020 Accrued Payroll & Benefits | \$ 78,154.33 | |
| April 2020 Credit Card Payable | 10,510.39 | |
| April 2020 Accounts Payable | 38,022.69 | |
| Miscellaneous | - | |
| Payment of Nayax invoices & merchant fees by income offset | - | |
| Payment of Credit Card Merchant fees by income offset | <u>4.54</u> | |
| | | (126,691.95) |
| Total Library General Fund cash disbursed | | <u>\$ 794,835.98</u> |

CAPITAL PROJECTS RESERVE FUND

| | | |
|--|-----------------|-----------|
| April 2020 Expenses | \$ 30,130.98 | |
| Plus: March 2020 Accounts Payable | - | |
| Less: April 2020 Accounts Payable | <u>(441.98)</u> | |
| Total Capital Projects Reserve Fund cash disbursed | | 29,689.00 |

DEBT SERVICE FUND

| | | |
|--|--------------------|------|
| April 2020 Expenses | \$ 9,233.33 | |
| Plus: March 2020 Interest Payable | 35,133.32 | |
| Less: April 2020 Interest Payable | <u>(44,366.65)</u> | |
| Total Debt Service Fund cash disbursed | | 0.00 |

GIFT FUND

| | | |
|-----------------------------------|-----------------------------|------|
| April 2020 Expenses | | |
| Plus: March 2020 Accounts Payable | - | |
| Less: April 2020 Accounts Payable | <u> </u> | |
| Total Gift Fund cash disbursed | | 0.00 |

TOTAL CASH DISBURSEMENTS, April 2020

| |
|-----------------------------|
| <u><u>\$ 824,524.98</u></u> |
|-----------------------------|

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

| Account ID | Account Description | Date | Vendor Name | Amount |
|------------|-------------------------------|---------|-------------------------------------|-------------|
| 4120L | IMRF | 4/1/20 | 03/31/2020 accrued payroll reversal | -24,647.00 |
| 4120L | IMRF | 4/24/20 | VILLAGE OF MT. PROSPECT - IMRF | 40,297.30 |
| 4120L | IMRF | 4/30/20 | 04/30/2020 accrued payroll | 19,267.00 |
| 4130L | MC / FICA | 4/1/20 | 03/31/2020 accrued payroll reversal | (18,386.00) |
| 4130L | MC / FICA | 4/2/20 | PAYROLL - PAYCOM | 15,141.27 |
| 4130L | MC / FICA | 4/16/20 | PAYROLL - PAYCOM | 15,019.72 |
| 4130L | MC / FICA | 4/30/20 | PAYROLL - PAYCOM | 9,212.50 |
| 4130L | MC / FICA | 4/30/20 | 04/30/2020 accrued payroll | 3,174.00 |
| 4140L | Insurance - Health | 4/2/20 | COBRA fee | (11.50) |
| 4140L | Insurance - Health | 4/6/20 | AFLAC | (0.01) |
| 4140L | Insurance - Health | 4/28/20 | AFLAC | (0.01) |
| 4140L | Insurance - Health | 4/30/20 | VILLAGE OF MT. PROSPECT | 60,612.43 |
| 4140L | Insurance - Health | 4/30/20 | VILLAGE OF MT. PROSPECT | 112.97 |
| 4150L | Unemployment Compensation Tax | 4/30/20 | LIMRICC UNEMPLOYMENT COMP. | 3,361.02 |
| 4230L | Printing | 4/29/20 | NPN360 | 4,224.79 |
| 4240L | Marketing | 4/28/20 | MC/JOURNAL AND TOPICS | 66.00 |
| 4280L | Human Resources | 4/2/20 | PAYROLL - PAYCOM | 860.62 |
| 4280L | Human Resources | 4/16/20 | PAYROLL - PAYCOM | 857.58 |
| 4280L | Human Resources | 4/30/20 | PAYROLL - PAYCOM | 532.40 |
| 4280L | Human Resources | 4/15/20 | EMPLOYEE BENEFITS CORPORATION | 114.00 |
| 4280L | Human Resources | 4/7/20 | MC/COSUGI SIRSIDYNIX | (900.00) |
| 4280L | Human Resources | 4/7/20 | MC/COSUGI SIRSIDYNIX | (450.00) |
| 4280L | Human Resources | 4/28/20 | MANAGEMENT ASSOCIATION | (445.00) |
| 4280L | Human Resources | 4/11/20 | EMPLOYEE REIMBURSEMENTS | (70.00) |
| 4290L | Other Operating | 4/28/20 | PROPAY | 4.54 |
| 4290L | Other Operating | 4/30/20 | HEARTLAND | 68.50 |
| 4290L | Other Operating | 4/30/20 | HR SOURCE (MANAGEMENT ASSOC) | 4,185.00 |
| 4290L | Other Operating | 4/14/20 | DEX MEDIA | 22.50 |
| 4290L | Other Operating | 4/1/20 | W. W. GRAINGER, INC. | 35.70 |
| 4290L | Other Operating | 4/1/20 | WAREHOUSE DIRECT | 116.05 |
| 4290L | Other Operating | 4/10/20 | MC/TULTEX.COM | 809.00 |
| 4290L | Other Operating | 4/14/20 | MC/ZOOM | 14.99 |
| 4290L | Other Operating | 4/16/20 | EXPENSE REIMBURSEMENTS TO EMPLOYEES | 2,785.00 |
| 4290L | Other Operating | 4/16/20 | MC/ZOOM | 27.98 |
| 4290L | Other Operating | 4/16/20 | MC/ZOOM | 27.98 |
| 4290L | Other Operating | 4/23/20 | MC/SHOP POP DISPLAYS INC | 2,052.79 |
| 4290L | Other Operating | 4/24/20 | MC/AMAZON | 369.70 |
| 4290L | Other Operating | 4/26/20 | MC/WYZE | 114.71 |
| 4290L | Other Operating | 4/26/20 | MC/ZOOM | 8.99 |
| 4290L | Other Operating | 4/28/20 | WAREHOUSE DIRECT | 116.05 |
| 4290L | Other Operating | 4/30/20 | WAREHOUSE DIRECT | 69.50 |
| 4290L | Other Operating | 4/30/20 | MC/WYZE | 114.71 |
| 4310L | Telecommunications | 4/11/20 | AT&T | 710.02 |

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

| Account ID | Account Description | Date | Vendor Name | Amount |
|------------|-----------------------|---------|--------------------------------------|----------|
| 4310L | Telecommunications | 4/13/20 | AT&T | 1,383.88 |
| 4310L | Telecommunications | 4/1/20 | TECHNOLOGY MANAGEMENT REVOLVING FUND | 521.00 |
| 4310L | Telecommunications | 4/13/20 | TECHNOLOGY MANAGEMENT REVOLVING FUND | 521.00 |
| 4310L | Telecommunications | 4/19/20 | AT&T - CABS - 60% | 220.72 |
| 4310L | Telecommunications | 4/23/20 | COMCAST CABLE | 203.35 |
| 4310L | Telecommunications | 4/28/20 | VERIZON WIRELESS | 293.97 |
| 4310L | Telecommunications | 4/19/20 | AT&T - CABS DEPARTMENT - 50% | 146.52 |
| 4320L | Insurance | 4/14/20 | ARTHUR J. GALLAGHER RISK | 1,204.00 |
| 4340L | Office Supplies | 4/7/20 | MC/OFFICE DEPOT | 69.85 |
| 4340L | Office Supplies | 4/30/20 | Reclass of March Amazon payment | 21.71 |
| 4350L | Library Supplies | 4/30/20 | Reclass of March Amazon payment | 33.51 |
| 4350L | Library Supplies | 4/1/20 | UNIQUE MANAGEMENT SERVICES, INC. | 8.95 |
| 4350L | Library Supplies | 4/23/20 | MC/THERMAL PAPER DIRECT | 569.75 |
| 4350L | Library Supplies | 4/30/20 | Reclass of March Amazon payment | 19.95 |
| 4360L | Postage | 4/1/20 | MC/POSTMASTER | 45.30 |
| 4360L | Postage | 4/21/20 | POSTMASTER | 1,812.90 |
| 4380L | Contract Services | 4/1/20 | AQUA-SAFARI, INC. | 52.00 |
| 4380L | Contract Services | 4/24/20 | AQUA-SAFARI, INC. | 10.50 |
| 4390L | IT Services | 4/6/20 | MC/QUICKBASE | 175.86 |
| 4390L | IT Services | 4/15/20 | MC/GODADDY.COM, INC. | 74.99 |
| 4390L | IT Services | 4/20/20 | MC/NINITE.COM | 720.00 |
| 4390L | IT Services | 4/23/20 | MC/KNOW BE4 | 1,545.30 |
| 4390L | IT Services | 4/30/20 | MC/TIMECLOCK PLUS | 2,472.50 |
| 4390L | IT Services | 4/23/20 | MC/PADDLE.COM MARKET LTD | 30.81 |
| 4390L | IT Services | 4/29/20 | MC/SEARCH WP | 29.40 |
| 4390L | IT Services | 4/1/20 | BACKSTAGE LIBRARY WORKS - February | 225.00 |
| 4390L | IT Services | 4/1/20 | BACKSTAGE LIBRARY WORKS - March | 225.00 |
| 4390L | IT Services | 4/1/20 | BACKSTAGE LIBRARY WORKS - April | 225.00 |
| 4390L | IT Services | 4/1/20 | BACKSTAGE LIBRARY WORKS | 250.00 |
| 4410L | Building Maintenance | 4/1/20 | F.E.MORAN, INC.FIRE PROTECTION | 2,440.00 |
| 4410L | Building Maintenance | 4/1/20 | BHFX LLC | 7.50 |
| 4410L | Building Maintenance | 4/17/20 | NERADT ACE HARDWARE | 35.63 |
| 4410L | Building Maintenance | 4/17/20 | W. W. GRAINGER, INC. | 353.17 |
| 4410L | Building Maintenance | 4/1/20 | THE DAVEY TREE EXPERT COMPANY | 124.00 |
| 4410L | Building Maintenance | 4/27/20 | TRU GREEN-CHEM LAWN | 80.91 |
| 4410L | Building Maintenance | 4/29/20 | TRU GREEN-CHEM LAWN | 221.70 |
| 4410L | Building Maintenance | 4/30/20 | AMERICAN LANDSCAPING INC. | 1,200.00 |
| 4410L | Building Maintenance | 4/30/20 | AMERICAN LANDSCAPING INC. | 264.00 |
| 4410L | Building Maintenance | 4/1/20 | SOUND INCORPORATED | 40.00 |
| 4410L | Building Maintenance | 4/8/20 | SOUND INCORPORATED | 40.00 |
| 4420L | Equipment Maintenance | 4/1/20 | IMAGE SYSTEMS & BUSINESS SOLUTIONS | 5,091.52 |
| 4420L | Equipment Maintenance | 4/24/20 | IMAGE SYSTEMS & BUSINESS SOLUTIONS | 2,078.15 |

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

| Account ID | Account Description | Date | Vendor Name | Amount |
|------------|---------------------|---------|---------------------------------------|------------|
| 4440L | Janitorial | 4/1/20 | CRYSTAL MANAGEMENT & MAINTENANCE | 493.33 |
| 4440L | Janitorial | 4/1/20 | CRYSTAL MANAGEMENT & MAINTENANCE | 2,120.00 |
| 4440L | Janitorial | 4/20/20 | REPUBLIC SERVICES #551 | 394.94 |
| 4440L | Janitorial | 4/24/20 | SUPERIOR INDUSTRIAL SUPPLY | 208.95 |
| 4450L | Equipment | 4/30/20 | Reclass of March Amazon payment | 557.42 |
| 4450L | Equipment | 4/13/20 | Reclass to Capital Reserve Fund. | (441.98) |
| 4460L | Utilities | 4/13/20 | CONSTELLATION NEWENERGY- GAS DIVISION | 1,728.97 |
| 4460L | Utilities | 4/15/20 | VILLAGE OF MT. PROSPECT | 336.64 |
| 4610L | Adult Books | 4/1/20 | BAKER AND TAYLOR | 1,076.02 |
| 4610L | Adult Books | 4/1/20 | BAKER AND TAYLOR | 55.69 |
| 4610L | Adult Books | 4/1/20 | BAKER AND TAYLOR | 403.70 |
| 4610L | Adult Books | 4/1/20 | OXFORD UNIVERSITY PRESS INC. | 157.51 |
| 4610L | Adult Books | 4/25/20 | SYNCHRONY/AMAZON | 179.41 |
| 4610L | Adult Books | 4/25/20 | SYNCHRONY/AMAZON | (55.78) |
| 4610L | Adult Books | 4/30/20 | Reclass of March Amazon payment | (2,881.66) |
| 4610L | Adult Books | 4/1/20 | BAKER AND TAYLOR | 12.97 |
| 4610L | Adult Books | 4/30/20 | Reclass of March Amazon payment | 37.82 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 14.69 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 29.39 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 22.04 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 16.47 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 14.69 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 11.03 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 45.53 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 14.23 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 11.89 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 66.26 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 11.99 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 11.99 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 23.48 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 12.73 |
| 4620L | Adult AV | 4/25/20 | SYNCHRONY/AMAZON | (155.15) |
| 4620L | Adult AV | 4/25/20 | SYNCHRONY/AMAZON | 1,069.69 |
| 4620L | Adult AV | 4/30/20 | Reclass of March Amazon payment | 1,215.18 |
| 4620L | Adult AV | 4/1/20 | BAKER & TAYLOR INC. | 14.69 |
| 4620L | Adult AV | 4/25/20 | SYNCHRONY/AMAZON | (30.94) |
| 4620L | Adult AV | 4/25/20 | SYNCHRONY/AMAZON | 110.08 |
| 4620L | Adult AV | 4/30/20 | Reclass of March Amazon payment | 65.50 |
| 4630L | Youth Books | 4/1/20 | BAKER AND TAYLOR | 440.10 |
| 4630L | Youth Books | 4/1/20 | BAKER AND TAYLOR | 370.34 |
| 4630L | Youth Books | 4/1/20 | CAVENDISH SQUARE | 177.93 |
| 4630L | Youth Books | 4/30/20 | Reclass of March Amazon payment | 259.04 |
| 4630L | Youth Books | 4/1/20 | BAKER AND TAYLOR | 263.38 |
| 4630L | Youth Books | 4/1/20 | BAKER AND TAYLOR | 8.92 |
| 4630L | Youth Books | 4/1/20 | BAKER AND TAYLOR | 27.82 |
| 4630L | Youth Books | 4/30/20 | Reclass of March Amazon payment | 31.04 |

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

| Account ID | Account Description | Date | Vendor Name | Amount |
|------------|----------------------|---------|---------------------------------|----------|
| 4640L | Youth AV | 4/17/20 | RECORDED BOOKS, LLC | 6,588.79 |
| 4640L | Youth AV | 4/25/20 | SYNCHRONY/AMAZON | (230.11) |
| 4640L | Youth AV | 4/25/20 | SYNCHRONY/AMAZON | 570.54 |
| 4640L | Youth AV | 4/27/20 | RECORDED BOOKS, LLC | 34.20 |
| 4640L | Youth AV | 4/30/20 | Reclass of March Amazon payment | 424.98 |
| 4640L | Youth AV | 4/30/20 | Reclass of March Amazon payment | 44.79 |
| 4650L | Subscriptions | 4/1/20 | MOTORCYCLE CONSUMER NEWS | (44.00) |
| 4650L | Subscriptions | 4/11/20 | MC/PUBLISHERS WEEKLY | 239.49 |
| 4650L | Subscriptions | 4/11/20 | MC/MAGAZINE.STORE | 3.00 |
| 4650L | Subscriptions | 4/14/20 | MC/TV GUIDE | 39.96 |
| 4650L | Subscriptions | 4/14/20 | MC/HGTV | 38.00 |
| 4650L | Subscriptions | 4/14/20 | MC/MAGAZINES.COM | 29.95 |
| 4650L | Subscriptions | 4/21/20 | MC/MY FAVOURITE MAGAZINES UK | 45.95 |
| 4650L | Subscriptions | 4/21/20 | MC/EBSCO | 50.00 |
| 4650L | Subscriptions | 4/28/20 | MC/WIRED | 20.00 |
| 4650L | Subscriptions | 4/28/20 | MC/NEW YORK REVIEW OF BOOKS | 219.00 |
| 4650L | Subscriptions | 4/30/20 | Reclass of March Amazon payment | 79.91 |
| 4650L | Subscriptions | 4/23/20 | MC/WALL STREET JOURNAL | 42.99 |
| 4660L | Electronic Resources | 4/1/20 | WEST PAYMENT CENTER | 1,930.84 |
| 4660L | Electronic Resources | 4/1/20 | GALE | 1,584.36 |
| 4660L | Electronic Resources | 4/28/20 | EBSCO SUBSCRIPTION SERVICE | 5,092.00 |
| 4660L | Electronic Resources | 4/1/20 | GALE | 598.12 |
| 4661L | Digital Media | 4/1/20 | GALE | 281.20 |
| 4661L | Digital Media | 4/13/20 | OVERDRIVE, INC. | 2,633.61 |
| 4661L | Digital Media | 4/13/20 | OVERDRIVE, INC. | 1,133.04 |
| 4661L | Digital Media | 4/13/20 | OVERDRIVE, INC. | 438.99 |
| 4661L | Digital Media | 4/30/20 | MIDWEST TAPE | 4,654.67 |
| 4661L | Digital Media | 4/30/20 | KANOPY, INC. | 420.00 |
| 4661L | Digital Media | 4/7/20 | OVERDRIVE, INC. | 1,202.52 |
| 4661L | Digital Media | 4/7/20 | OVERDRIVE, INC. | 1,237.85 |
| 4661L | Digital Media | 4/7/20 | OVERDRIVE, INC. | 141.48 |
| 4661L | Digital Media | 4/7/20 | OVERDRIVE, INC. | 260.97 |
| 4661L | Digital Media | 4/10/20 | OVERDRIVE, INC. | 484.94 |
| 4661L | Digital Media | 4/10/20 | OVERDRIVE, INC. | 484.96 |
| 4661L | Digital Media | 4/11/20 | OVERDRIVE, INC. | 424.48 |
| 4661L | Digital Media | 4/14/20 | OVERDRIVE, INC. | 293.96 |
| 4661L | Digital Media | 4/14/20 | OVERDRIVE, INC. | 473.98 |
| 4661L | Digital Media | 4/14/20 | OVERDRIVE, INC. | 234.89 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 237.98 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 114.91 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 703.88 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 642.35 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 1,196.28 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 326.45 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 69.99 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 40.00 |
| 4661L | Digital Media | 4/17/20 | OVERDRIVE, INC. | 581.44 |

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

| Account ID | Account Description | Date | Vendor Name | Amount |
|------------|-----------------------------|---------|-------------------------------------|------------|
| 4661L | Digital Media | 4/28/20 | OVERDRIVE, INC. | 150.99 |
| 4661L | Digital Media | 4/28/20 | OVERDRIVE, INC. | 321.98 |
| 4661L | Digital Media | 4/28/20 | OVERDRIVE, INC. | 19.99 |
| 4661L | Digital Media | 4/28/20 | OVERDRIVE, INC. | 41.99 |
| 4661L | Digital Media | 4/28/20 | OVERDRIVE, INC. | 582.94 |
| 4661L | Digital Media | 4/28/20 | OVERDRIVE, INC. | 282.95 |
| 4661L | Digital Media | 4/8/20 | OVERDRIVE, INC. | 125.49 |
| 4661L | Digital Media | 4/8/20 | OVERDRIVE, INC. | 363.47 |
| 4661L | Digital Media | 4/9/20 | OVERDRIVE, INC. | 19.99 |
| 4661L | Digital Media | 4/9/20 | OVERDRIVE, INC. | 287.74 |
| 4661L | Digital Media | 4/13/20 | OVERDRIVE, INC. | 403.42 |
| 4661L | Digital Media | 4/16/20 | OVERDRIVE, INC. | 295.17 |
| 4661L | Digital Media | 4/20/20 | OVERDRIVE, INC. | 139.99 |
| 4661L | Digital Media | 4/23/20 | OVERDRIVE, INC. | 172.48 |
| 4661L | Digital Media | 4/27/20 | OVERDRIVE, INC. | 199.49 |
| 4661L | Digital Media | 4/30/20 | OVERDRIVE, INC. | 75.00 |
| | | | | |
| 4663L | Library of Things | 4/2/20 | MC/NETFLIX | 15.99 |
| 4663L | Library of Things | 4/3/20 | MC/DISNEY | 12.99 |
| 4663L | Library of Things | 4/3/20 | MC/DISNEY | 12.99 |
| 4663L | Library of Things | 4/3/20 | MC/DISNEY | 12.99 |
| 4663L | Library of Things | 4/3/20 | MC/DISNEY | 12.99 |
| 4663L | Library of Things | 4/3/20 | MC/DISNEY | 12.99 |
| 4663L | Library of Things | 4/3/20 | MC/NETFLIX | 15.99 |
| 4663L | Library of Things | 4/3/20 | MC/NETFLIX | 15.99 |
| 4663L | Library of Things | 4/3/20 | MC/NETFLIX | 15.99 |
| 4663L | Library of Things | 4/3/20 | MC/NETFLIX | 15.99 |
| 4663L | Library of Things | 4/25/20 | SYNCHRONY/AMAZON | 689.39 |
| | | | | |
| 4680L | Processing | 4/25/20 | SYNCHRONY/AMAZON | 34.48 |
| 4680L | Processing | 4/30/20 | Reclass of March Amazon payment | 11.69 |
| 4680L | Processing | 4/1/20 | BAKER AND TAYLOR | 13.00 |
| | | | | |
| 4690L | Programs | 4/1/20 | BAKER AND TAYLOR | 22.48 |
| 4690L | Programs | 4/13/20 | ZOOBEAN INC | 1,300.00 |
| 4690L | Programs | 4/22/20 | MC/ORIENTAL TRADING | 69.06 |
| 4690L | Programs | 4/30/20 | EXPENSE REIMBURSEMENTS TO EMPLOYEES | 14.26 |
| 4690L | Programs | 4/30/20 | MC/DOLLAR STORE | 87.34 |
| 4690L | Programs | 4/30/20 | MC/DOLLAR STORE | 126.37 |
| 4690L | Programs | 4/30/20 | MIKE KNOREK | 50.00 |
| 4690L | Programs | 4/14/20 | MC/MEETUP | 89.94 |
| 4690L | Programs | 4/13/20 | ZOOBEAN INC | 600.00 |
| 4690L | Programs | 4/13/20 | ZOOBEAN INC | 150.00 |
| | | | | |
| | | | \$ | 549,605.88 |
| | | | | |
| 9540L | Friends Sponsored Expense | 4/30/20 | Reclass of March Amazon payment | 79.12 |
| 9540L | Friends Sponsored Expense | 4/29/20 | PETTY CASH | 6.00 |
| 9540L | Friends Sponsored Expense | 4/1/20 | INTERIOR TROPICAL GARDENS | 60.00 |
| | | | | |
| 9560L | Village Hall Shared Expense | 4/19/20 | AT&T - CABS DEPARTMENT - 40% | 147.15 |
| 9560L | Village Hall Shared Expense | 4/19/20 | AT&T - CABS DEPARTMENT - 50% | 146.52 |

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

| Account ID | Account Description | Date | Vendor Name | Amount |
|---|---------------------|------|-------------|---------------|
| Total Library Fund Expenses for April, 2020 | | | | \$ 550,044.67 |

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From April 1 to April 30, 2020

| Account ID | Account Description | Date | Description | Amount |
|---|--------------------------------|---------|---|---------------------|
| 7730B | Bldg Fd: Equipment & Furniture | 4/20/20 | ROESCH FORD - Ford Transit Connect | \$ 29,689.00 |
| 7730B | Bldg Fd: Equipment & Furniture | 4/13/20 | reclass of two adjustable desktops from Library Fund to Capital Reserve Fund. | 441.98 |
| Total Capital Project Fund Expenses for April, 2020 | | | | <u>\$ 29,689.00</u> |

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

| Account ID | Account Description | Date | Description | Amount |
|--|-------------------------|---------|--|--------------------|
| 3701D | Interest Expense | 4/30/20 | To record 04/2020 Interest Expense accrual (\$105,400 x 1/12). | \$ 8,783.33 |
| 3710D | Bond Administration Fee | 4/1/20 | VILLAGE OF MT. PROSPECT - 2019 Zions Bank fee | 450.00 |
| Total Debt Service Fund Expenses for April, 2020 | | | | <u>\$ 9,233.33</u> |

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

| Account ID | Account Description | Date | Description | Amount |
|------------|---------------------|------|-------------|--------|
|------------|---------------------|------|-------------|--------|

There were no Gift Fund Expenses for April, 2020.