

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

Regular Board Meeting
December 17, 2020 7:00 p.m.
Zoom Meeting

AGENDA*

Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/86348994842>

Meeting ID: 863 4899 4842

Passcode: 311906

+1 312 626 6799 US (Chicago)

1. Call to Order

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

4. Audience to Visitors

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of November 19, 2020 **(4-6)**
- b. Approve Minutes of Personnel Committee Meeting of December 3, 2020 **(7-8)**
- c. Approve Resolution No. 2020-5 – Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect **(25)**
- d. Approve Amended 2021 Operating Budget **(26)**

6. Approve November 2020 Bills (9) and Financial Reports (10-22) (Action)

7. Executive Director Report (3)
Monthly Library Report **(28-35)**

8. Trustee Reports
Trustee reports or topic suggestions for future meetings

**All topics on the agenda are potential action items*
12/17/2020 Regular Board Meeting Agenda

9. Calendar items

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

10. Adjourn to Closed Session

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

11. Reconvene Open Session

Make any determinations resulting from the closed session.

12. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
December 17, 2020**

1. Consent Agenda. This is agenda item number 5.

The Ground Lease resolution with the Village is a standard piece of business regarding our shared parking structure that we approve every year.

As discussed at the November Board meeting, there are a few small changes to the 2021 operating budget, summarized here:

• Decrease subscriptions per bd (9/20)	-1,000
• Decrease salaries line (HR p/t from f/t)	-10,000
• Increase HR (Mgmt Exp)–Paycom modules	+13,500
• Decrease Staff Development HR (Mgmt Exp)	-3,500
• Decrease Insurance (Op Exp) new premiums	<u>-7,540</u>
Total Change	-8,540

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

2. Approve November 2020 Bills and Financial Reports. This is agenda item number 6. Spending year-to-date is about 10.9% below budget. We have received 98% of the 2019 revenue, which is a bit higher than we were last year. See more details on the Treasurer’s Report in the packet.

“I move to approve the November 2020 bills and financial reports as presented.”

3. Director and Library Monthly Reports. This is agenda item number 7. The library closed its doors to the public on Monday, November 16 in response to the dramatically spiking COVID cases and guidance from the Governor, Cook County, and the Illinois Department of Public Health. However, we continue to provide full services to the community including pickup and delivery of materials, on-site computer use by appointment (Main only), virtual programming, and virtual patron support.

The tentative reopening plan is to select a “not open before” date (tentatively January 18, 2021) and then make the final decision a week before (January 11). We need a week to prepare the library for patrons and to make adjustments to parking lot pickup vs. our self-service holds shelves, as well as schedule proper staffing.

We will base the final decision on information from the Governor, Cook County, and the Illinois Department of Public Health, and other local or national guidance. We are confident that we are currently providing reasonable access to our materials and computers and are keeping patron and staff safety the top priority when considering reopening for public browsing.

4. Library Journal Starred Library. MPPL has been named a 2020 3-star library by *Library Journal* (using 2018 data). For the past 13 years, *Library Journal* has published an “Index of Public Library Service and Star Library” ratings. The ratings are based on 7 measures that determine the LJ Index: physical circulation, circulation of electronic materials, library visits, program attendance, public internet computer use, wifi sessions, and retrievals of electronic information. In our budget range of \$5 - \$9.9M, we come in 28 of 30 libraries across the country. Congratulations to the Mount Prospect community and staff for using and delivering excellent library services.

**Regular Board Meeting
November 19, 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 7:01 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Karen Almeleh, Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel
Visitors: There were approximately 35 visitors and staff on the electronic meeting.

4. Recognition of Volunteers and Staff

a. Proclamation – Recognition of significant employee anniversaries

Sylvia Haas read aloud the proclamation that recognized the following employees who celebrated significant anniversaries in 2020.

Forty Years	Mary Kay Walsdorf
Thirty-five Years	Thomas Garvin
	Timothy Loga
Thirty Years	Jan Peterson
Twenty-five Years	Peter Balingit
Twenty Years	Marci Buerger
	Darice Castino
	Michele Khan
	Paula Zoern-Loga
	Donna Wilson
Fifteen Years	David Banasiak
	Alison Horton
Ten Years	Janine Slayton

Five Years	Jennifer Amling Angela Baker Christine Budzisz Chelsea Lord Jennifer Massa Catherine Simmons Amy Slagter
------------	--

b. Proclamation – Recognition of library volunteers

Sylvia Haas read aloud the proclamation that recognized the following volunteers who celebrated significant anniversaries in 2020.

Thirty Years	Zoe Mather
Twenty Years	Vasudha Sullins
Fifteen Years	Howard Harris
Five Years	Jamie James Jean Krueger

Motion was made by Trustee Duebner and seconded by Trustee O’Sullivan to recognize the significant anniversaries of library employees and volunteers. Proclamations of employee and volunteer anniversaries to be made part of the record. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O’Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

5. Audience to Visitors
No visitors spoke.

6. Consent Agenda
- a. Approve Minutes of Regular Board Meeting of October 15, 2020
 - b. Approve Minutes of Personnel Committee Meeting of November 5, 2020

Motion was made by Trustee Gilligan and seconded by Trustee Bass to approve the consent agenda as submitted. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O’Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

7. Approve October 2020 Bills and Financial Reports

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, O’Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

Director Reynders reported that the library received a \$1,000 grant for PPE from the Illinois Secretary of State. Director of Business Operations advised that the LIRA workers’ compensation, property, and liabilities insurance rates came in at a 25% increase. This was less than the anticipated 35% increase that was used in the working budget.

8. Pandemic Response Plan

Director Reynders reported that in response to the surge in COVID cases and “stay-at-home” recommendations from the Governor, Cook County, and Illinois Department of Public Health, the library moved to pick up, delivery, and virtual services effective Tuesday, November 17. On Monday, November 16, the library closed for disinfectant fogging and cleaning. Most, if not all, suburban libraries are following the same protocol. The library will reopen to the public based on local and statewide guidance.

Patron demand for pickup and delivery services has been very healthy, and the response from the community has been mostly positive, thankful that we did not shut down services entirely.

9. 2021 Operating Budget Amendments

Director Reynders proposed two budget amendments to consider. The first is to move \$10,000 from the salary line to Human Resources to fund the purchase of three Paycom modules. This automation allows us to change the previously full-time open position to part-time. The second is to consider allocating additional funds to continue to support the reduction in wait times for holds by purchasing additional copies of popular materials. Additionally, the reduced insurance rates will be reflected in the amendments. An amended budget will be presented to the Board at the December 17, 2020 Regular Board meeting.

10. Executive Director Report

Stavroula Harissis, the new South Branch Manager, introduced herself to the Board. Anne Belden, Deputy Director, gave a short presentation on the work that the Collection Management Committee is doing to remove barriers to patron service and increase the use of physical library materials. The committee will eventually recommend new loan periods and checkout limits, which the Board will be asked to consider as it is policy.

Trustees reviewed the library statistics and discussed door count and wireless usage.

11. Trustee Reports

No reports.

12. Calendar Items

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

13. Adjournment

Regular meeting adjourned at 7:43 p.m.

Terri Gens, Secretary

**Personnel Committee Meeting
December 3, 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 7:04 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

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

4. Audience to Visitors

There were no visitors.

5. Executive Director Evaluation

Executive Director Reynders took the opportunity to give Trustees a brief update on the status of the library's closing due to the pandemic and tentative plan to determine an "open no earlier than" date.

6. Adjourn to Closed Session

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

Motion made by Trustee Fulk and seconded by Trustee Duebner to adjourn to closed session at 7:09 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

7. Reconvene Open Session

President Haas reconvened the meeting in open session at 8:48 p.m.

8. Calendar items

- a. 40th Annual Teddy Bear Walk – Celebrate the entire month of December
- b. Regular Board Meeting – December 17
- c. Library Closed December 24 and 25
- d. Library Closes at 5 p.m. December 31
- e. Library Closed January 1
- f. Committee of the Whole Meeting – January 7 (tentative)
- g. Regular Board Meeting – January 21
- h. Foundation Board Meeting – January 25 – Terri Gens

9. Adjournment

Personnel Committee meeting adjourned at 8:49 p.m.

Terri Gens, Secretary

DRAFT

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of November 30, 2020

Library General Fund	\$	6,058,746
Working Cash Fund	\$	2,210,919
Capital Projects Restricted Fund	\$	3,396,536
Debt Service Fund	\$	743,706
Gift Fund	\$	564,962
Total All Funds	\$	12,974,869

Cash Disbursements November 2020 **\$769,789.89**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	8,269,665
Annual Operating Budget 2020	\$	9,713,122
Combined Balance - Months in Reserve		10.2
Combined Balance - Percentage in Reserve		85%

YTD November Spending

- * About \$959,726 below the year-to-date budget
- * YTD Actual is 10.9% below YTD budget.

Percent of Full Year Budget Spent to date

- * YTD expected to spend 90.5% of the annual budget
- * Spending to date was actually closer to 80.6% of the annual budget
- * Last year we had expended about 85.2% of the annual budget

Levy Collection

- * To date 98.0% of the 2019 Levy has been collected
- * Last year 97.8% of the 2018 Levy had been collected through November 2019
- * Historically, over the past six years, 97.6% to 98.9% (average of 98.2%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 11/30/2020

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ -	\$ 11,450,414
Taxes Allocated to Other Funds	-	(1,976,832)
Personal Property Replacement Taxes	7,383	53,261
Interest Income	489	36,693
Illinois Per Capita Grant	-	67,709
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	2,259	24,084
Friends & Foundation Reimbursements	427	9,110
Village Reimbursements	-	1,906
<i>Total Revenues</i>	<u>\$ 10,558</u>	<u>\$ 9,666,345</u>
Expenditures		
Salaries & Benefits	\$ 585,040	\$ 6,218,637
Management Expense	23,497	226,280
Operating Expenses	10,676	154,175
Building Expense	58,293	403,122
Services and Resources	59,754	828,283
Friends & Foundation Reimbursable Expenses	954	9,956
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	137	2,185
<i>Total Expenditures</i>	<u>\$ 738,351</u>	<u>\$ 7,842,638</u>
Transfer to Capital Projects Restricted Fund	-	1,300,000
<i>Total Expenditures/Transfers</i>	<u>\$ 738,351</u>	<u>\$ 9,142,638</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (727,793)	\$ 523,707
Fund Balance - Beginning of Period	6,786,539	5,535,039
Fund Balance - End of Period	<u>\$ 6,058,746</u>	<u>\$ 6,058,746</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,210,750	\$ 2,198,279
Interest Allocation	169	12,640
Fund Balance - End of Period	<u>\$ 2,210,919</u>	<u>\$ 2,210,919</u>
Capital Projects Restricted Fund		
Revenues		
Property Taxes	\$ -	\$ 421,476
Transfer from Library Fund	-	1,300,000
Interest Income	265	11,863
<i>Total Revenues</i>	<u>\$ 265</u>	<u>\$ 1,733,339</u>
Expenditures		
Building & Grounds	\$ -	\$ 19,135
Library Equipment (van, phone system)	-	60,765
Library Furnishings	-	17,064
Other Expenditures	-	2,001
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ -</u>	<u>\$ 98,965</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 265	\$ 1,634,374
Fund Balance - Beginning of Period	3,396,271	1,762,162
Fund Balance - End of Period	<u>\$ 3,396,536</u>	<u>\$ 3,396,536</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ -	\$ 1,555,357
Interest Income	61	6,911
<i>Total Revenues</i>	<u>\$ 61</u>	<u>\$ 1,562,268</u>
Expenditures		
Interest Expense	\$ 8,783	\$ 96,616
Debt Reduction Payments	-	1,470,000
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>\$ 1,567,066</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (8,722)	\$ (4,798)
Fund balance - Beginning of Period	752,428	748,504
Fund balance - End of Period	<u>\$ 743,706</u>	<u>\$ 743,706</u>
Gift Fund		
Revenues	\$ 1,022	\$ 14,065
Expenditures	97	3,740
Excess (Deficiency) of Revenues over Expenditures	\$ 925	\$ 10,325
Fund Balance - Beginning of Period	564,037	554,637
Fund Balance - End of Period	<u>\$ 564,962</u>	<u>\$ 564,962</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 585,040.45	
Management Expense (4210L - 4290L)	23,496.92	
Operating Expenses (4310L - 4390L)	10,676.28	
Building Expense (4410L - 4460L)	58,292.92	
Services and Resources (4610L - 4690L)	59,754.32	
Friends & Foundation reimbursable expenses (9530L and 9540L)	954.20	
VOMP reimbursable expenses (9560L)	136.68	
Grant Expenses (9570L)	-	
Total November 2020 Library General Fund Expenses	-	\$ 738,351.77

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 176.00	
Operating Expense Reimbursements received	4,056.23	
October 2020 Accrued Payroll & Benefits	120,221.78	
October 2020 Credit Card Payable	11,787.18	
October 2020 Accounts Payable	84,904.53	
Disbursements for Gift Fund	97.18	
	221,242.90	221,242.90

Deductions for Library General Fund Cash Disbursements:

November 2020 Accrued Payroll & Benefits	\$ 159,237.22	
November 2020 Credit Card Payable	12,656.51	
November 2020 Accounts Payable	17,800.32	
Miscellaneous	-	
Payment of Nayax invoices & merchant fees by income offset	110.73	
Payment of Credit Card Merchant fees by income offset	-	
	(189,804.78)	(189,804.78)
<i>Total Library General Fund cash disbursed</i>		\$ 769,789.89

CAPITAL PROJECTS RESTRICTED FUND

November 2020 Expenses	\$ -	
Plus: October 2020 Accounts Payable	-	
Less: November 2020 Accounts Payable	-	
<i>Total Capital Projects Restricted Fund cash disbursed</i>	-	0.00

DEBT SERVICE FUND

November 2020 Expenses	\$ (8,783.31)	
Plus: October 2020 Interest Payable	8,783.31	
Less: November 2020 Interest Payable (or plus receivable)	-	
<i>Total Debt Service Fund cash disbursed</i>	-	0.00

GIFT FUND

November 2020 Expenses	\$ 97.18	
Plus: October 2020 Accounts Payable	259.00	
Less: November 2020 Accounts Payable	(356.18)	
<i>Total Gift Fund cash disbursed</i>	-	0.00

TOTAL CASH DISBURSEMENTS, November 2020	\$ 769,789.89
--	----------------------

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	SALARIES	11/1/20	10/31/2020 accrued payroll reversal	\$ (102,922.00)
4110L	SALARIES	11/12/20	PAYROLL - PAYCOM	209,466.59
4110L	SALARIES	11/26/20	PAYROLL - PAYCOM	208,531.45
4110L	SALARIES	11/30/20	11/30/2020 accrued payroll	134,056.00
4120L	IMRF	11/1/20	10/31/2020 accrued payroll reversal	(10,183.00)
4120L	IMRF	11/30/20	VILLAGE OF MT. PROSPECT - IMRF	41,557.01
4120L	IMRF	11/30/20	11/30/2020 accrued payroll	13,365.00
4130L	MC / FICA	11/1/20	10/31/2020 accrued payroll reversal	(7,823.00)
4130L	MC / FICA	11/12/20	PAYROLL - PAYCOM	15,044.64
4130L	MC / FICA	11/26/20	PAYROLL - PAYCOM	(51.52)
4130L	MC / FICA	11/26/20	PAYROLL - PAYCOM	14,990.70
4130L	MC / FICA	11/26/20	PAYROLL - PAYCOM	(843.13)
4130L	MC / FICA	11/30/20	11/30/2020 accrued payroll	9,604.00
4140L	Insurance - Medical	11/1/20	COBRA admin fee	(15.92)
4140L	Insurance - Medical	11/30/20	VILLAGE OF MT. PROSPECT	59,669.66
4150L	Unemployment Compensation Tax	11/9/20	LIMRICC UNEMPLOYMENT COMP.	593.97
4230L	Printing	11/17/20	MC/FEDEX	170.10
4240L	Marketing	11/13/20	MC/ENVATO	50.00
4240L	Marketing	11/17/20	MC/SOCIALPILOT TECHNOLOGIES	210.00
4260L	Professional Dues	11/1/20	AMERICAN LIBRARY ASSOCIATION	2,642.00
4280L	Human Resources	11/1/20	CAREERBUILDER EMPLOYMENT SCREENING	38.00
4280L	Human Resources	11/12/20	PAYROLL - PAYCOM	830.25
4280L	Human Resources	11/26/20	PAYROLL - PAYCOM	2,494.27
4280L	Human Resources	11/15/20	EMPLOYEE BENEFITS CORPORATION	359.25
4280L	Human Resources	11/1/20	MC/ALA	189.00
4280L	Human Resources	11/17/20	MC/HOMELESS TRAINING INSTITUTE	99.00
4280L	Human Resources	11/4/20	MC/MEDIA PARTNERS	250.00
4280L	Human Resources	11/11/20	DESTINY PEERY	1,500.00
4280L	Human Resources	11/4/20	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	11/26/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	23.46
4290L	Other Operating	11/6/20	NAYAX LLC	12.57
4290L	Other Operating	11/13/20	NAYAX LLC	5.85
4290L	Other Operating	11/23/20	NAYAX LLC	8.86
4290L	Other Operating	11/30/20	NAYAX LLC	3.95
4290L	Other Operating	11/10/20	PRODUCT LLC	11,090.79
4290L	Other Operating	11/2/20	CRYSTAL MANAGEMENT & MAINTENANCE	150.00
4290L	Other Operating	11/10/20	MC/AMAZON	749.00
4290L	Other Operating	11/14/20	MC/ZOOM	104.93
4290L	Other Operating	11/17/20	MC/ZOOM	126.00
4290L	Other Operating	11/20/20	GARVEY'S OFFICE PRODUCTS	131.64
4290L	Other Operating	11/26/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,210.00
4290L	Other Operating	11/14/20	DEX MEDIA	23.00
4310L	Telecommunications	11/11/20	AT&T	721.58
4310L	Telecommunications	11/13/20	AT&T	1,673.78
4310L	Telecommunications	11/19/20	AT&T	61.73
4310L	Telecommunications	11/28/20	VERIZON WIRELESS	362.30
4310L	Telecommunications	11/21/20	T MOBILE HOTSPOTS July-October reclass to 4663L	(2,296.00)

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

Account ID	Account Description	Date	Vendor Name	Amount
4310L	Telecommunications	11/19/20	AT&T - 50%	136.68
4340L	Office Supplies	11/3/20	WAREHOUSE DIRECT	687.72
4340L	Office Supplies	11/1/20	GAYLORD BROTHERS INC.	37.84
4340L	Office Supplies	11/11/20	STAPLES BUSINESS ADVANTAGE	68.12
4340L	Office Supplies	11/10/20	STAPLES BUSINESS ADVANTAGE	(16.17)
4340L	Office Supplies	11/11/20	STAPLES BUSINESS ADVANTAGE	90.89
4340L	Office Supplies	11/12/20	WAREHOUSE DIRECT	92.94
4340L	Office Supplies	11/11/20	STAPLES BUSINESS ADVANTAGE	35.52
4340L	Office Supplies	11/12/20	WAREHOUSE DIRECT	6.11
4340L	Office Supplies	11/10/20	STAPLES BUSINESS ADVANTAGE	11.15
4340L	Office Supplies	11/11/20	STAPLES BUSINESS ADVANTAGE	46.72
4340L	Office Supplies	11/12/20	WAREHOUSE DIRECT	9.40
4340L	Office Supplies	11/12/20	WAREHOUSE DIRECT	6.48
4340L	Office Supplies	11/11/20	STAPLES BUSINESS ADVANTAGE	45.19
4340L	Office Supplies	11/12/20	WAREHOUSE DIRECT	10.17
4350L	Library Supplies	11/11/20	STAPLES BUSINESS ADVANTAGE	132.73
4350L	Library Supplies	11/12/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	28.44
4350L	Library Supplies	11/12/20	WAREHOUSE DIRECT	67.07
4350L	Library Supplies	11/11/20	MC/AMAZON	20.96
4350L	Library Supplies	11/20/20	MC/AMAZON	14.40
4360L	Postage	11/18/20	MC/POSTMASTER	23.25
4360L	Postage	11/30/20	MC/POSTMASTER	78.45
4380L	Contract Services	11/1/20	VILLAGE OF MT. PROSPECT	6,260.58
4390L	IT Services	11/1/20	MC/QUICKBASE	3.78
4390L	IT Services	11/10/20	MC/GODADDY.COM, INC.	240.49
4390L	IT Services	11/16/20	MC/QUICKBASE	183.19
4390L	IT Services	11/28/20	MC/BROWSERSTACK	1,068.04
4390L	IT Services	11/22/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	11/1/20	MC/LIBRARY OF CONGRESS	525.00
4390L	IT Services	11/18/20	BACKSTAGE LIBRARY WORKS	213.75
4410L	Building Maintenance	11/1/20	F.E.MORAN, INC.FIRE PROTECTION	1,950.00
4410L	Building Maintenance	11/16/20	GARFIELD BUILDING MAINTENANCE	16,120.00
4410L	Building Maintenance	11/16/20	KELLY PLASTERING CO	3,397.00
4410L	Building Maintenance	11/18/20	PROSPECT ELECTRIC COMPANY	2,600.00
4410L	Building Maintenance	11/3/20	W. W. GRAINGER, INC.	181.83
4410L	Building Maintenance	11/3/20	MOUNT PROSPECT PAINT, INC.	44.49
4410L	Building Maintenance	11/10/20	MC/BALLAST SHOP	53.40
4410L	Building Maintenance	11/13/20	MOUNT PROSPECT PAINT, INC.	209.75
4410L	Building Maintenance	11/18/20	W. W. GRAINGER, INC.	134.10
4410L	Building Maintenance	11/5/20	TRU GREEN-CHEM LAWN	470.00
4410L	Building Maintenance	11/7/20	JOHNSON CONTROLS	285.00
4410L	Building Maintenance	11/9/20	SOUND INCORPORATED	40.00
4410L	Building Maintenance	11/1/20	VILLAGE OF MT. PROSPECT	87.16
4420L	Equipment Maintenance	11/6/20	SHELL OIL COMPANY	(3.53)
4420L	Equipment Maintenance	11/6/20	SHELL OIL COMPANY	(0.08)
4420L	Equipment Maintenance	11/17/20	SHELL OIL COMPANY	21.29
4420L	Equipment Maintenance	11/17/20	SHELL OIL COMPANY	(2.73)
4420L	Equipment Maintenance	11/18/20	DESIGN GROUP SIGNAGE	275.00
4420L	Equipment Maintenance	11/1/20	MC/AMAZON	61.47
4420L	Equipment Maintenance	11/9/20	MC/AMAZON	826.45
4420L	Equipment Maintenance	11/10/20	CDW GOVERNMENT, INC.	1,041.24

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

Account ID	Account Description	Date	Vendor Name	Amount
4420L	Equipment Maintenance	11/10/20	TODAY'S BUSINESS SOLUTIONS, INC.	116.04
4420L	Equipment Maintenance	11/13/20	NAYAX LLC	79.50
4420L	Equipment Maintenance	11/23/20	MC/AMAZON	29.99
4420L	Equipment Maintenance	11/30/20	MC/AMAZON	68.37
4420L	Equipment Maintenance	11/4/20	BIBLIOTHECA, LLC	20,804.55
4420L	Equipment Maintenance	11/1/20	MC/AMAZON	94.40
4440L	Janitorial	11/1/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	11/1/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	11/5/20	CINTAS #22	70.92
4440L	Janitorial	11/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	11/1/20	ARAMARK	116.67
4440L	Janitorial	11/1/20	W. W. GRAINGER, INC.	5.28
4440L	Janitorial	11/1/20	SUPERIOR INDUSTRIAL SUPPLY	173.40
4440L	Janitorial	11/5/20	NERADT ACE HARDWARE	11.97
4440L	Janitorial	11/5/20	SUPERIOR INDUSTRIAL SUPPLY	183.40
4440L	Janitorial	11/10/20	WAREHOUSE DIRECT	118.93
4440L	Janitorial	11/19/20	W. W. GRAINGER, INC.	22.50
4440L	Janitorial	11/20/20	ARAMARK	102.00
4440L	Janitorial	11/1/20	VILLAGE OF MT. PROSPECT	528.00
4450L	Equipment	11/24/20	DELL - sales tax refund	(1,015.23)
4450L	Equipment	11/1/20	MC/AMAZON	76.93
4450L	Equipment	11/9/20	MC/AMAZON	20.85
4450L	Equipment	11/23/20	MC/AMAZON	8.99
4460L	Utilities	11/11/20	CONSTELLATION NEWENERGY- GAS DIV	2,076.45
4460L	Utilities	11/15/20	VILLAGE OF MT. PROSPECT	336.64
4460L	Utilities	11/1/20	VILLAGE OF MT. PROSPECT	115.59
4610L	Adult Books	11/1/20	BAKER AND TAYLOR	596.47
4610L	Adult Books	11/1/20	BAKER AND TAYLOR	12.51
4610L	Adult Books	11/1/20	INGRAM	234.90
4610L	Adult Books	11/1/20	BAKER AND TAYLOR	791.74
4610L	Adult Books	11/1/20	BAKER AND TAYLOR	653.61
4610L	Adult Books	11/2/20	BAKER AND TAYLOR	90.05
4610L	Adult Books	11/3/20	INGRAM	15.23
4610L	Adult Books	11/3/20	BAKER AND TAYLOR	12.51
4610L	Adult Books	11/3/20	INGRAM	61.93
4610L	Adult Books	11/3/20	INGRAM	203.59
4610L	Adult Books	11/3/20	INGRAM	22.04
4610L	Adult Books	11/4/20	INGRAM	16.94
4610L	Adult Books	11/4/20	BAKER AND TAYLOR	1,622.07
4610L	Adult Books	11/4/20	BAKER AND TAYLOR	996.60
4610L	Adult Books	11/4/20	MC/SP MAG	9.95
4610L	Adult Books	11/5/20	INGRAM	44.37
4610L	Adult Books	11/5/20	INGRAM	14.99
4610L	Adult Books	11/5/20	BAKER AND TAYLOR	40.71
4610L	Adult Books	11/5/20	BAKER AND TAYLOR	952.93
4610L	Adult Books	11/6/20	INGRAM	126.42
4610L	Adult Books	11/6/20	INGRAM	721.00
4610L	Adult Books	11/6/20	INGRAM	35.67
4610L	Adult Books	11/6/20	INGRAM	31.49
4610L	Adult Books	11/6/20	INGRAM	32.71
4610L	Adult Books	11/6/20	INGRAM	(10.16)
4610L	Adult Books	11/9/20	BAKER AND TAYLOR	1,222.16
4610L	Adult Books	11/9/20	BAKER AND TAYLOR	15.25
4610L	Adult Books	11/9/20	INGRAM	38.94

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	11/10/20	INGRAM	7.17
4610L	Adult Books	11/10/20	BAKER AND TAYLOR	42.35
4610L	Adult Books	11/11/20	BAKER AND TAYLOR	830.90
4610L	Adult Books	11/11/20	INGRAM	396.42
4610L	Adult Books	11/11/20	INGRAM	28.89
4610L	Adult Books	11/11/20	INGRAM	18.56
4610L	Adult Books	11/11/20	INGRAM	46.95
4610L	Adult Books	11/12/20	BAKER AND TAYLOR	310.91
4610L	Adult Books	11/13/20	INGRAM	123.52
4610L	Adult Books	11/13/20	INGRAM	17.99
4610L	Adult Books	11/13/20	BAKER AND TAYLOR	113.57
4610L	Adult Books	11/15/20	INGRAM	9.59
4610L	Adult Books	11/16/20	INGRAM	27.25
4610L	Adult Books	11/16/20	BAKER AND TAYLOR	1,018.48
4610L	Adult Books	11/18/20	INGRAM	63.76
4610L	Adult Books	11/19/20	MC/ABE BOOKS.COM	32.95
4610L	Adult Books	11/19/20	INGRAM	91.38
4610L	Adult Books	11/20/20	INGRAM	97.00
4610L	Adult Books	11/20/20	INGRAM	22.57
4610L	Adult Books	11/30/20	SYNCHRONY/AMAZON	3,250.28
4610L	Adult Books	11/30/20	SYNCHRONY/AMAZON	(40.99)
4610L	Adult Books	11/2/20	BAKER AND TAYLOR	21.96
4610L	Adult Books	11/9/20	BAKER AND TAYLOR	12.40
4610L	Adult Books	11/9/20	BAKER AND TAYLOR	32.77
4620L	Adult AV	11/1/20	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	11/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/1/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	11/1/20	BAKER & TAYLOR INC.	33.03
4620L	Adult AV	11/1/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	11/1/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/2/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	11/3/20	MIDWEST TAPE	39.99
4620L	Adult AV	11/3/20	MIDWEST TAPE	54.98
4620L	Adult AV	11/3/20	MIDWEST TAPE	136.97
4620L	Adult AV	11/3/20	MIDWEST TAPE	109.97
4620L	Adult AV	11/3/20	MIDWEST TAPE	18.74
4620L	Adult AV	11/3/20	MIDWEST TAPE	39.99
4620L	Adult AV	11/3/20	MIDWEST TAPE	29.99
4620L	Adult AV	11/3/20	MIDWEST TAPE	44.99
4620L	Adult AV	11/3/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	101.40
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	27.99
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/4/20	BAKER & TAYLOR INC.	40.35
4620L	Adult AV	11/5/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	11/5/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	11/5/20	BAKER & TAYLOR INC.	33.02
4620L	Adult AV	11/5/20	BAKER & TAYLOR INC.	73.46
4620L	Adult AV	11/6/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	11/6/20	BAKER & TAYLOR INC.	24.61
4620L	Adult AV	11/6/20	BAKER & TAYLOR INC.	36.73
4620L	Adult AV	11/6/20	BAKER & TAYLOR INC.	15.26
4620L	Adult AV	11/9/20	MIDWEST TAPE	445.89

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	11/9/20	MIDWEST TAPE	84.98
4620L	Adult AV	11/9/20	MIDWEST TAPE	29.99
4620L	Adult AV	11/9/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/10/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	11/10/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/10/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	11/10/20	MC/WALMART	16.05
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	24.41
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	220.40
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	64.63
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	37.63
4620L	Adult AV	11/11/20	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	11/11/20	BAKER AND TAYLOR	24.75
4620L	Adult AV	11/12/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	11/12/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/12/20	BAKER & TAYLOR INC.	13.96
4620L	Adult AV	11/16/20	MIDWEST TAPE	39.99
4620L	Adult AV	11/16/20	MIDWEST TAPE	39.99
4620L	Adult AV	11/16/20	MIDWEST TAPE	74.98
4620L	Adult AV	11/16/20	MIDWEST TAPE	39.99
4620L	Adult AV	11/16/20	MIDWEST TAPE	59.98
4620L	Adult AV	11/16/20	MIDWEST TAPE	64.99
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	44.09
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	29.36
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	47.69
4620L	Adult AV	11/18/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	167.40
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	33.03
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	33.02
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	11/19/20	BAKER & TAYLOR INC.	36.70
4620L	Adult AV	11/23/20	MIDWEST TAPE	28.49
4620L	Adult AV	11/30/20	SYNCHRONY/AMAZON	(46.96)
4620L	Adult AV	11/30/20	SYNCHRONY/AMAZON	1,580.39
4620L	Adult AV	11/2/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/12/20	BAKER & TAYLOR INC.	13.96
4620L	Adult AV	11/17/20	BAKER & TAYLOR INC.	58.74
4620L	Adult AV	11/30/20	SYNCHRONY/AMAZON	168.37
4630L	Youth Print	11/1/20	INGRAM	139.65
4630L	Youth Print	11/1/20	GALE	224.55
4630L	Youth Print	11/1/20	INGRAM	29.55
4630L	Youth Print	11/1/20	SEEDLINGS BRAILLE BOOKS FOR CHILDREN	353.00
4630L	Youth Print	11/1/20	BAKER AND TAYLOR	10.73
4630L	Youth Print	11/1/20	BAKER AND TAYLOR	315.45
4630L	Youth Print	11/1/20	CAVENDISH SQUARE	177.93
4630L	Youth Print	11/2/20	OLLIS BOOK CORPORATION	(7.99)

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	11/2/20	BAKER AND TAYLOR	15.99
4630L	Youth Print	11/2/20	BAKER AND TAYLOR	18.22
4630L	Youth Print	11/2/20	SCHOLASTIC LIBRARY PUBLISHING	127.40
4630L	Youth Print	11/2/20	SCHOLASTIC LIBRARY PUBLISHING	36.40
4630L	Youth Print	11/3/20	INGRAM	13.55
4630L	Youth Print	11/3/20	INGRAM	25.19
4630L	Youth Print	11/3/20	INGRAM	325.05
4630L	Youth Print	11/3/20	THE PENWORTHY COMPANY	1,407.71
4630L	Youth Print	11/4/20	BAKER AND TAYLOR	248.46
4630L	Youth Print	11/6/20	INGRAM	22.19
4630L	Youth Print	11/9/20	INGRAM	36.12
4630L	Youth Print	11/9/20	BAKER AND TAYLOR	299.08
4630L	Youth Print	11/9/20	BAKER AND TAYLOR	72.71
4630L	Youth Print	11/9/20	BAKER AND TAYLOR	219.88
4630L	Youth Print	11/11/20	INGRAM	17.35
4630L	Youth Print	11/11/20	BAKER AND TAYLOR	6.21
4630L	Youth Print	11/11/20	INGRAM	314.36
4630L	Youth Print	11/11/20	BAKER AND TAYLOR	713.38
4630L	Youth Print	11/11/20	BAKER AND TAYLOR	303.24
4630L	Youth Print	11/12/20	INGRAM	93.69
4630L	Youth Print	11/12/20	GALE	18.03
4630L	Youth Print	11/13/20	INGRAM	21.44
4630L	Youth Print	11/13/20	INGRAM	127.19
4630L	Youth Print	11/13/20	BAKER AND TAYLOR	49.11
4630L	Youth Print	11/13/20	INGRAM	304.91
4630L	Youth Print	11/16/20	INGRAM	279.71
4630L	Youth Print	11/16/20	BAKER AND TAYLOR	164.11
4630L	Youth Print	11/17/20	BAKER AND TAYLOR	309.61
4630L	Youth Print	11/17/20	BAKER AND TAYLOR	63.58
4630L	Youth Print	11/18/20	BAKER AND TAYLOR	422.88
4630L	Youth Print	11/18/20	BAKER AND TAYLOR	596.95
4630L	Youth Print	11/18/20	GALE	34.42
4630L	Youth Print	11/18/20	INGRAM	277.53
4630L	Youth Print	11/19/20	BAKER AND TAYLOR	641.95
4630L	Youth Print	11/19/20	INGRAM	25.97
4630L	Youth Print	11/20/20	INGRAM	24.85
4630L	Youth Print	11/20/20	INGRAM	60.08
4630L	Youth Print	11/20/20	INGRAM	447.33
4630L	Youth Print	11/20/20	INGRAM	9.60
4630L	Youth Print	11/30/20	SYNCHRONY/AMAZON	380.18
4630L	Youth Print	11/2/20	BAKER AND TAYLOR	110.13
4630L	Youth Print	11/9/20	BAKER AND TAYLOR	19.32
4630L	Youth Print	11/30/20	SYNCHRONY/AMAZON	158.68
4640L	Youth AV	11/1/20	FINDAWAY WORLD, LLC	327.19
4640L	Youth AV	11/1/20	MIDWEST TAPE	28.48
4640L	Youth AV	11/1/20	SEEDLINGS BRAILLE BOOKS FOR CHILDREN	37.00
4640L	Youth AV	11/1/20	BAKER & TAYLOR INC.	21.67
4640L	Youth AV	11/1/20	BAKER & TAYLOR INC.	17.63
4640L	Youth AV	11/1/20	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	11/1/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	11/1/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	11/1/20	FINDAWAY WORLD, LLC	234.95
4640L	Youth AV	11/2/20	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	11/2/20	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	11/2/20	BAKER & TAYLOR INC.	8.81
4640L	Youth AV	11/3/20	MIDWEST TAPE	29.24
4640L	Youth AV	11/6/20	FINDAWAY WORLD, LLC	209.97

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

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	11/9/20	MIDWEST TAPE	55.47
4640L	Youth AV	11/9/20	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	11/9/20	BAKER & TAYLOR INC.	36.73
4640L	Youth AV	11/16/20	MIDWEST TAPE	12.74
4640L	Youth AV	11/16/20	FINDAWAY WORLD, LLC	1,338.49
4640L	Youth AV	11/17/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	11/18/20	BAKER & TAYLOR INC.	62.47
4640L	Youth AV	11/20/20	BAKER & TAYLOR INC.	30.09
4640L	Youth AV	11/20/20	BAKER & TAYLOR INC.	58.78
4640L	Youth AV	11/20/20	FINDAWAY WORLD, LLC	186.96
4640L	Youth AV	11/30/20	SYNCHRONY/AMAZON	770.37
4640L	Youth AV	11/30/20	SYNCHRONY/AMAZON	155.13
4650L	Subscriptions	11/1/20	CC/MAGAZINE STORE	9.99
4650L	Subscriptions	11/4/20	MC/MORNINGSTAR	165.00
4650L	Subscriptions	11/28/20	MC/MEN'S HEALTH	25.00
4650L	Subscriptions	11/30/20	CHARITY WATCH	50.00
4650L	Subscriptions	11/30/20	GUITAR PLAYER	18.99
4650L	Subscriptions	11/24/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	11/1/20	WEST PAYMENT CENTER	2,163.48
4661L	Digital Media	11/1/20	HAINES AND COMPANY, INC.	447.00
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	103.00
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	565.87
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	243.42
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	562.18
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	817.50
4661L	Digital Media	11/30/20	MIDWEST TAPE	2,951.51
4661L	Digital Media	11/30/20	KANOPI, INC.	340.00
4661L	Digital Media	11/4/20	OVERDRIVE, INC.	104.97
4661L	Digital Media	11/4/20	OVERDRIVE, INC.	90.98
4661L	Digital Media	11/4/20	OVERDRIVE, INC.	970.86
4661L	Digital Media	11/4/20	OVERDRIVE, INC.	506.95
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	793.86
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	770.91
4661L	Digital Media	11/24/20	OVERDRIVE, INC.	242.96
4661L	Digital Media	11/24/20	OVERDRIVE, INC.	1,465.23
4661L	Digital Media	11/24/20	OVERDRIVE, INC.	863.66
4661L	Digital Media	11/24/20	OVERDRIVE, INC.	101.86
4661L	Digital Media	11/3/20	OVERDRIVE, INC.	325.47
4661L	Digital Media	11/10/20	OVERDRIVE, INC.	182.49
4661L	Digital Media	11/17/20	OVERDRIVE, INC.	578.99
4663L	Library of Things	11/2/20	MC/NETFLIX	15.99
4663L	Library of Things	11/3/20	MC/DISNEY	12.99
4663L	Library of Things	11/3/20	MC/DISNEY	12.99
4663L	Library of Things	11/3/20	MC/DISNEY	12.99
4663L	Library of Things	11/3/20	MC/DISNEY	12.99
4663L	Library of Things	11/3/20	MC/DISNEY	12.99
4663L	Library of Things	11/3/20	MC/DISNEY	12.99
4663L	Library of Things	11/3/20	MC/NETFLIX	15.99
4663L	Library of Things	11/3/20	MC/NETFLIX	15.99
4663L	Library of Things	11/3/20	MC/NETFLIX	15.99
4663L	Library of Things	11/3/20	MC/NETFLIX	15.99
4663L	Library of Things	11/16/20	MC/AMAZON	2,317.24
4663L	Library of Things	11/17/20	MC/AMAZON	91.99
4663L	Library of Things	11/20/20	MC/AMAZON	124.95
4663L	Library of Things	11/21/20	MC/T-MOBILE	574.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	11/21/20	T MOBILE HOTSPOTS July-October reclass	2,296.00
4680L	Processing	11/7/20	MESSAGE MOVERS	143.00
4680L	Processing	11/1/20	BAKER AND TAYLOR	11.73
4680L	Processing	11/11/20	STAPLES BUSINESS ADVANTAGE	235.71
4680L	Processing	11/12/20	THE JAMES HOPP COMPANY	129.00
4680L	Processing	11/12/20	WAREHOUSE DIRECT	26.44
4680L	Processing	11/16/20	BUDGET LIBRARY SUPPLIES	605.22
4680L	Processing	11/17/20	BAKER AND TAYLOR	2.07
4680L	Processing	11/18/20	BAKER AND TAYLOR	24.84
4680L	Processing	11/18/20	BAKER AND TAYLOR	17.25
4680L	Processing	11/19/20	BAKER AND TAYLOR	29.67
4680L	Processing	11/30/20	SYNCHRONY/AMAZON	7.95
4690L	Programs	11/30/20	SYNCHRONY/AMAZON	139.72
4690L	Programs	11/1/20	MC/Jewel	12.00
4690L	Programs	11/1/20	MC/SPOTIFY	9.99
4690L	Programs	11/3/20	MC/WALMART	25.92
4690L	Programs	11/3/20	MC/DOLLAR STORE	13.00
4690L	Programs	11/3/20	MC/SALLY BEAUTY SUPPLY	4.79
4690L	Programs	11/9/20	BAKER AND TAYLOR	80.10
4690L	Programs	11/10/20	TeleCurve, LLC	1,150.00
4690L	Programs	11/10/20	MC/WALMART	77.28
4690L	Programs	11/11/20	MC/PAYPAL	75.00
4690L	Programs	11/12/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	35.80
4690L	Programs	11/20/20	MC/WALMART	248.94
4690L	Programs	11/25/20	MC/TARGET	20.00
4690L	Programs	11/26/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	180.96
4690L	Programs	11/9/20	TINA GARY	600.00
4690L	Programs	11/30/20	TIA WENTE	500.00
4690L	Programs	11/9/20	JOHN LORENS	100.00
4690L	Programs	11/24/20	MC/AMERICAN BUTTON MACHINES	61.82
4690L	Programs	11/25/20	MC/HOME DEPOT	16.87
4690L	Programs	11/25/20	MC/MICHAELS	31.23
4690L	Programs	11/25/20	MC/TARGET	35.16
4690L	Programs	11/12/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	40.54
4690L	Programs	11/30/20	SYNCHRONY/AMAZON	20.84
				<u>\$ 737,260.89</u>
9540L	Friends Sponsored Expense	11/5/20	BAKER AND TAYLOR	404.40
9540L	Friends Sponsored Expense	11/30/20	SYNCHRONY/AMAZON	217.64
9540L	Friends Sponsored Expense	11/5/20	BAKER AND TAYLOR	182.16
9540L	Friends Sponsored Expense	11/30/20	NOEMI RAMOS	150.00
9560L	Village Hall Shared Expense	11/19/20	AT&T - 50%	136.68
			Total Library Fund Expenses for November, 2020	<u><u>\$ 738,351.77</u></u>

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

Account ID	Account Description	Date	Vender Name	Amount
-------------------	----------------------------	-------------	--------------------	---------------

There were no Capital Projects Restricted Fund Expenses for November, 2020

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	11/30/20	To record 11/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.31
Total Debt Service Fund Expenses for November, 2020				\$ 8,783.31

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

Account ID	Account Description	Date	Trans Description	Amount	Reference
8710G	Gift Fund: Books	11/1/20	BAKER AND TAYLOR	\$ 97.18	2035573100
Total Gift Fund Expenses for November, 2020				<u>\$ 97.18</u>	

MONTHLY EXPENSE SUMMARY

Line	Annual Budget 2020	Annual Budget % to Total	NOVEMBER YTD				YTD Variance - Actual vs Budget			
			Profiled YTD Budget	Budget % to Total	Actual 2020	Actual % to Total	\$	%	% of TTL VAR	
Salaries & Benefits										
Salaries	4110	5,783,440.00	5,286,473.00		4,753,085.64			(533,387.36)	-10.1%	55.6%
IMRF	4120	549,749.00	501,498.00		468,850.71			(32,647.29)	-6.5%	3.4%
MC / FICA	4130	442,433.00	403,816.00		340,643.25			(63,172.75)	-15.6%	6.6%
Medical Insurance	4140	770,000.00	705,837.00		650,418.20			(55,418.80)	-7.9%	5.8%
Unemployment Compensation Tax	4150	7,000.00	7,000.00		5,640.07			(1,359.93)	-19.4%	0.1%
Subtotal (4110L - 4150L)		7,552,622.00	6,904,624.00	78.5%	6,218,637.87	79.4%		(685,986.13)	-9.9%	71.5%
Management Expense										
Audit	4210	7,000.00	7,000.00		6,815.00			(185.00)	-2.6%	0.0%
Legal Fees	4220	10,000.00	1,063.00		14,107.50			4,944.50	54.0%	-0.5%
Printing	4230	40,200.00	39,509.00		30,306.20			(9,202.80)	-23.3%	1.0%
Marketing	4240	71,700.00	67,455.00		19,383.57			(48,071.43)	-71.3%	5.0%
Resources	4250	5,400.00	5,238.00		409.99			(4,828.01)	-92.2%	0.5%
Professional Dues	4260	7,000.00	6,800.00		6,115.00			(685.00)	-10.1%	0.1%
Board Development/Training	4270	6,500.00	5,500.00		0.00			(5,500.00)	-	0.6%
Human Resources	4280	111,200.00	102,869.00		58,516.86			(44,352.14)	-43.1%	4.6%
Other Operating	4290	73,100.00	62,658.00		90,625.69			27,967.69	44.6%	-2.9%
Subtotal (4210L - 4290L)		332,100.00	306,192.00	3.5%	226,279.81	2.9%		(79,912.19)	-26.1%	8.3%
Operating Expenses										
Telecommunications	4310	51,000.00	46,888.00		39,911.55			(6,976.45)	-14.9%	0.7%
Insurance	4320	86,500.00	6,000.00		7,204.00			1,204.00	20.1%	-0.1%
Office Supplies	4340	16,300.00	14,938.00		10,483.48			(4,454.52)	-29.8%	0.5%
Library Supplies	4350	23,000.00	21,076.00		9,945.01			(11,130.99)	-52.8%	1.2%
Postage	4360	22,400.00	19,310.00		12,624.87			(6,685.13)	-34.6%	0.7%
Contract Services	4380	32,300.00	31,476.00		26,947.34			(4,528.66)	-14.4%	0.5%
IT Services	4390	65,700.00	53,768.00		47,058.69			(6,709.31)	-12.5%	0.7%
Subtotal (4310L - 4390L)		297,200.00	193,456.00	2.2%	154,174.94	2.0%		(39,281.06)	-20.3%	4.1%
Building Expense										
Building Maintenance	4410	213,700.00	196,901.00		156,498.80			(40,402.20)	-20.5%	4.2%
Equipment Maintenance	4420	131,500.00	128,797.00		104,511.10			(24,285.90)	-18.9%	2.5%
Janitorial	4440	72,600.00	67,334.00		53,178.52			(14,155.48)	-21.0%	1.5%
Equipment	4450	133,600.00	103,426.00		62,909.41			(40,516.59)	-39.2%	4.2%
Utilities	4460	56,500.00	46,468.00		26,023.96			(20,444.04)	-44.0%	2.1%
Subtotal (4410L - 4460L)		607,900.00	542,926.00	6.2%	403,121.79	5.1%		(139,804.21)	-25.8%	14.6%
Library Materials										
Adult Print	4610	205,000.00	187,902.00		153,639.53			(34,262.47)	-18.2%	3.6%
Adult AV	4620	64,800.00	59,389.00		47,824.56			(11,564.44)	-19.5%	1.2%
Youth Print	4630	135,500.00	124,201.00		98,804.91			(25,396.09)	-20.4%	2.6%
Youth AV	4640	33,500.00	30,701.00		25,706.11			(4,994.89)	-16.3%	0.5%
Subscriptions	4650	18,400.00	17,329.00		15,874.55			(1,454.45)	-8.4%	0.2%
Electronic Resources	4660	179,800.00	158,349.00		179,442.13			21,093.13	13.3%	-2.2%
Electronic Media	4661	156,000.00	147,232.00		206,101.55			58,869.55	40.0%	-6.1%
E-Learning	4662	53,200.00	50,620.00		50,804.80			184.80	0.4%	0.0%
Library of Things	4663	5,000.00	4,576.00		13,086.31			8,510.31	186.0%	-0.9%
Microform	4670	900.00	825.00		730.40			(94.60)	-11.5%	0.0%
Processing Supplies	4680	26,000.00	23,815.00		12,498.46			(11,316.54)	-47.5%	1.2%
Programs	4690	45,200.00	38,087.00		23,770.39			(14,316.61)	-37.6%	1.5%
Subtotal (4610L - 4680L)		923,300.00	843,026.00	9.6%	828,283.70	10.6%		(14,742.30)	-1.7%	1.5%
Total (4110L - 4680L)		9,713,122.00	8,790,224.00	100.0%	7,830,498.11	100.0%		(959,725.89)	-10.9%	100.0%
Reimbursable Activity										
Foundation Expenses (9530L)	9530	12,336.00	9,915.00		3,763.00			(6,152.00)	-62.0%	
Friends Expenses (9540L)	6540	50,655.00	34,130.98		6,193.55			(27,937.43)	-81.9%	
Village Shared Expense (9560L)	9560	8,400.00	7,700.00		2,184.85			(5,515.15)	-71.6%	
Grant Expense (9570L)	9570	0.00	0.00		0.00			0.00	-	
Total Reimbursable Activity		71,391.00	51,745.98		12,141.40			(39,604.58)	-76.5%	
Total Expenses - All Activities		9,784,513.00	8,841,969.98		7,842,639.51			(999,330.47)	-11.3%	

Covid Related Expenses YTD November 2020

<u>category</u>	<u>Debit Amt</u>	<u>Credit Amt</u>	<u>Balance</u>
air purifier Total	749.00		749.00
bags Total	160.66		160.66
book bins Total	3,626.47		3,626.47
box trucks Total	1,956.10		1,956.10
carts Total	1,366.10		1,366.10
computer misc Total	751.40	162.73	588.67
crates Total	2,908.00		2,908.00
desk shields Total	6,683.20		6,683.20
disinfecting Total	150.00		150.00
face masks Total	2,511.25		2,511.25
headsets Total	4,512.00		4,512.00
keyboards Total	149.50	149.50	0.00
misc Total	437.59	116.05	321.54
no touch towel dispensers Total	1,230.00		1,230.00
plp Total	416.39		416.39
quickscan Total	588.22		588.22
sanitizer Total	2,843.12	55.96	2,787.16
signage Total	399.80		399.80
stipend Total	16,355.00		16,355.00
thermometers Total	229.42		229.42
totes Total	351.65		351.65
unclassified Total	299.85		299.85
webcams Total	1,129.50		1,129.50
wipes Total	345.43		345.43
zoho Total	26.40		26.40
zoom Total	<u>1,066.43</u>	<u>0.00</u>	<u>1,066.43</u>
Grand Total	51,242.48	484.24	50,758.24

RESOLUTION NO. 2020-5

**A RESOLUTION ACKNOWLEDGING PAYMENT TO
MOUNT PROSPECT PUBLIC LIBRARY
UNDER THE TERMS OF THE GROUND LEASE BY
THE VILLAGE OF MOUNT PROSPECT**

WHEREAS, on November 6, 2002, the Mount Prospect Public Library (“Library”) and the Village of Mount Prospect (“Village”) entered into a Ground Lease Agreement (“Lease”) providing, among other things, for the Village to lease certain property (“Property”) from the Library; and

WHEREAS, the Library has caused its attorney and staff to review the terms of the Lease and the current status of the Property and its usage; and

WHEREAS, the attorney and staff have reported that both the Village and the Library are in substantial compliance with all material terms of the Lease; and

WHEREAS, the Library Board of Trustees have determined that it is in the best interests of the Village and its residents to assure that there is continued compliance with the Lease.

NOW, THEREFORE BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:

SECTION ONE: That the parties are in substantial compliance with all material terms of the Lease.

SECTION TWO: That the Library Board of Trustees will receive before December 31, 2020 from the Village of Mount Prospect the sum of \$1.00 as is due per the terms of the Lease and authorized per Village Resolution No. **XX-20** passed **December X, 2020**.

SECTION THREE: That this Resolution shall be in full force and effect from and after its passage in the manner provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 17th day of December 2020.

Sylvia M. Haas
Library Board President

MOUNT PROSPECT PUBLIC LIBRARY - 2021 AMENDED BUDGET

OPERATING BUDGET - GENERAL FUND			
Acct.	Description	Original Budget 2021	Amended Budget 2021
4110	Salaries	5,827,200	5,817,200
4120	IMRF	552,800	552,800
4130	MC/FICA	444,600	444,600
4140	Medical insurance	745,000	745,000
4140	Life Insurance	1,500	1,500
4150	Unemployment	7,200	7,200
	Payroll subtotal	7,578,300	7,568,300
4210	Audit	7,000	7,000
4220	Legal	10,000	10,000
4230	Printing	44,000	44,000
4240	Marketing	18,375	18,375
4250	Resources	965	965
4260	Professional Dues	7,215	7,215
4270	Board Development/Training	2,500	2,500
4280	Human Resources	116,835	126,835
4290	Other Operating	49,015	49,015
	Management subtotal	255,905	265,905
4310	Telecommunications	47,224	47,224
4320	Insurance	102,700	95,160
4340	Office supplies	25,000	25,000
4350	Library supplies	26,600	26,600
4360	Postage	20,300	20,300
4380	Contract services	31,780	31,780
4390	IT services	64,920	64,920
	Operating subtotal	318,524	310,984
4410	Building Maintenance	205,002	205,002
4420	Equipment Maintenance	124,100	124,100
4440	Janitorial	90,810	90,810
4450	Equipment	165,400	165,400
4460	Utilities	45,238	45,238
	Building subtotal	630,550	630,550
4610	Adult Books	196,700	196,700
4620	Adult AV	63,800	63,800
4630	Youth Books	134,900	134,900
4640	Youth AV	25,500	25,500
4650	Subscriptions	19,400	18,400
4660	Electronic resources	181,297	181,297
4661	Electronic media	178,914	178,914
4662	E-Learning	48,708	48,708
4663	Library of Things	20,700	20,700
4670	Microform	900	900
4680	Processing supplies	26,000	26,000
4690	Programs	44,970	44,970
	Services subtotal	941,789	940,789
GENERAL FUND OPERATING BUDGET		9,725,068	9,716,528

COMBINED STATEMENT OF REVENUES, EXPENDITURES, & FUND BALANCES - AMENDED BUDGET 2021

	Library General Fund	Debt Service Fund	Capital Projects Fund	Working Cash Fund	Gift Fund	Totals (Memorandum Only)
--	----------------------------	-------------------------	-----------------------------	-------------------------	--------------	--------------------------------

Revenues						
Taxes						
Property	\$9,966,414	\$ 1,572,454	\$ -	\$ -	\$ -	\$ 11,538,868
TIF Tax Distribution						0
Personal Property Replacement	50,000		800,000			50,000
Transfers from Library Fund						800,000
Per Capita Grant	67,709					67,709
Circulation Income	19,800					19,800
Interest Income	30,000	4,303	20,040	12,591	1,556	68,490
Program Reimbursements						0
Gift Fund Donations/Other Income					-	0
Miscellaneous Income						0
Gifts						0
Total Revenue	\$ 10,133,923	\$ 1,576,757	\$ 820,040	\$ 12,591	\$ 1,556	\$ 12,544,867

Expenditures						
Salaries and Benefits	\$ 7,568,300					7,568,300
Management Expenses	\$ 265,905					265,905
Operating Expenses	\$ 310,984					310,984
Building Expenses	\$ 630,550					630,550
Services and Resources	\$ 940,789					940,789
Capital Outlay	-		1,522,062			1,522,062
Principal Payments	-	1,515,000				1,515,000
Interest & Fiscal Charges	-	61,750				61,750
Transfers to Capital Projects Fund	800,000					800,000
Other Expenditures	-				50,000	50,000
Total Expenditures	\$ 10,516,528	\$ 1,576,750	\$ 1,522,062	\$ -	\$ 50,000	\$ 13,665,340

Excess/(Deficiency) of Revenues Over Expenditures	\$ (382,605)	\$ 7	\$ (702,022)	\$ 12,591	\$ (48,444)	\$ (1,120,473)
Fund Balances - January 1 (internal)	5,041,555	747,539	3,518,750	2,211,019	518,783	12,037,646
Fund Balances - December 31 (internal)	\$ 4,658,950	\$ 747,546	\$ 2,816,728	\$ 2,223,610	\$ 470,339	\$ 10,917,173

November 2020

Circulation

- 1) Circulation shifted back to Parking Lot Pickup as the primary way for patrons to get material beginning November 16. Staff did a great job preparing for this shift, and patrons were quick to adjust back to this service. Appointments filled up particularly quickly during the first week, but has evened out a bit since the Thanksgiving holiday. After the first week of PLP, we also increased the number of appointment slots offered on weekday mornings to try and meet patron demand.
- 2) Between November 16 and November 30, there were 1,433 appointments made to pick up material via Parking Lot Pickup. 50% of appointments were made by patrons self-registering via the public calendar, which is something that was not available when we offered PLP only in June. Self-registered appointments have really helped to keep up with the demand this time around. We have 150 appointment slots available Monday-Friday and an additional 150 appointments available between Saturday and Sunday and have consistently been hitting our maximum capacity each day.
- 3) While there was some frustration with appointments filling so quickly at the start of the building closure, we have also had a lot of patrons reach out to us, grateful to still be able to get their material in a safe and efficient way. Some of the patron comments include:
 - a. “Thanks for the wonderful service. The library is sustaining me through this challenging time and I truly appreciate all your efforts. Hope everyone has a safe and happy Thanksgiving. The staff at the library are truly a gift I am grateful for.”
 - b. “Thanks again for your wonderful service. I so appreciate it!”
 - c. “Thank you for everything you’re doing to help us get new books and activities – it helps a lot when we’re so cooped up!”

Community Engagement

- 1) The Mount Prospect Police Department kicked off a series of virtual community beat meetings this month that will continue into 2021. Officer Greg Sill asked for the library’s help in spreading the word about these meetings and promotional flyers were distributed through our Parking Lot Pickup service. Beth Corrigan-Buchen attended the first in the series which was facilitated by the sergeant and officers assigned to the beat; burglary prevention, quality of life issues and resources available on the MPPD website were the featured topics of the meeting.
- 2) The program Top 10 Home Modification Solutions for All Ages was presented virtually on November 5 in partnership with the Village of Mount Prospect Human Services Department. The program came about as a result of feedback gathered from the 2019 Aging in Place focus groups which showed that residents were looking for ways to maintain a safe, secure independent lifestyle to enable them to remain in their home and in the Mount Prospect community. The library and the two Mount Prospect park districts co-hosted the focus groups with the Village.
- 3) The Village’s Community Engagement Committee asked for the library’s participation in recognizing cultural holiday traditions as part of its mission to celebrate the diversity of Mount Prospect. The library’s contribution is a bibliography that will be distributed at the Downtown Merchants’ Association’s Santa Photo Shoot on December 5 and available online from the Kids Page of the library’s website. There is an effort to work with the committee to develop a long-term strategy for identifying and celebrating holidays and the cultural heritage of our community in an inclusive and thoughtful way.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Fiction/AV/Teen

- 1) November phone service statistics were higher than at any time in the previous four years.
- 2) Teen Think Tank members passed out flyers created at the previous meeting in their neighborhoods during World Kindness Week.
- 3) The month offered plenty of positive patron feedback:
 - a. [on Let's Talk Books] "This is a great program and am enjoying it immensely."
 - b. [to Denise Truppa from a Book Chat attendee] "Your extensive knowledge is truly appreciated. Denise, continue to be the positive light we so desperately need in this world."
 - c. A patron told [Laura O'Kane], while she was making a PLP appointment, that she has always valued her library, but never more so than during the pandemic, and that library staff are "essential workers."
 - d. [to Nancy Vincent, from a patron FAVT regularly assists identifying titles for the patron's mother] She has expressed how much they appreciate our help and are very grateful for our selections – she says "you are helping us get through the pandemic!"
 - e. [from a Teen Book Café participant] "Thank you so much! I really appreciate all of the work you have been doing for the teen book cafés, and they are one of the highlights of my month!"

Reference

- 1) Research Services finalized plans to resume Computers by Appointment in December.
- 2) Two scheduled programs were cancelled in November due to low attendance: Participating in Clinical Trials and Running for Local Office: A How-To Guide. The ongoing Cutting the Cord: Getting the Most out of Streaming Services attracted 92 attendees, while Computer Safety Best practices had 14 in attendance.

Registration

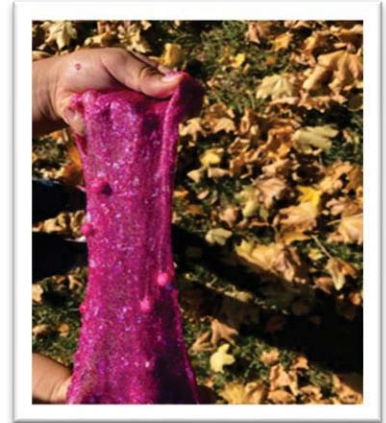
- 1) Registration began scheduling PLP appointments the week of November 16 and took over hold calls and scheduling the week of November 22.
- 2) Registration staff committed to PLP running or attendant 12+ hours/week during the closure to the public.

South Branch

- 1) The South Branch successfully transitioned back to curbside services, providing pickup of library materials along with printing and copying. Due to our location in a strip mall, we are even able to provide a "browsing" experience for patrons by putting library materials in front of the windows. One anecdote from a South Branch staff member: "Closing to the public for the second time this year on November 17, I remembered what we had done before in regard to showcasing DVDs by the window. I turned the DVDs to face the window. Later on, I heard a knock on the window while I was putting books away. A regular patron pointed to some of the movies on the window display and without us exchanging a single word, I knew what he meant. He ended up checking out five movies. Although nothing out of the ordinary, this was one of my favorite interactions with patrons, communicating silently through the window."
- 2) We had 33 patrons join our virtual Autumn Bingo program in November. Bingo is proving to be a very popular program. Registration for this session was full three weeks in advance and for December we have opened a second session to accommodate the high interest. Patrons love the opportunity to play an interactive game and win prizes.

Youth Services

- 1) Outdoor programming options were expanded to include tweens this month. Six students in fourth through sixth grades conducted fun scientific experiments during the Outdoor Oozing Pumpkin program in the Main Library's parking garage, and twelve students at Evergreen Trails Park accessorized slime using glitter and foam shapes.
- 2) The Youth Services subscribed to Dial-a-Story in November, and we are in the process of getting it ready to launch. The subscription provides the library with a phone number that patrons can call to listen to stories, rhymes, songs, and jokes. The greeting and selection of listening items is made by the library. The plan is to do a soft launch to go along with the Teddy Bear Walk. Then we are planning to have more materials available for the Winter Reading Program starting January 1, 2021. Finally, we plan to do a big promotion for the resource in February 2021, which will include a dedicated webpage on the website and social media posts.
- 3) Zoom storytimes had consistently high attendance this month, with 15-20 families regularly tuning in. Based on feedback from patrons, an evening Pajama Storytime was introduced to the schedule for every other week during storytime sessions and has already proved popular.
"Thank you so much again! Frank really enjoyed story time, and my nephew Packy tuned in today too. He loved the stories! Thanks again for engaging the kids remotely!"



Building & Security

- 1) We have been continuing with facility restoration projects in areas detailed in the Capital Assessment Report done in September. Some masonry tuckpointing was needed on the lower wall along the south side of the walk leading to the front doors. Much of the caulking along the tops of the cap stones on the various decorative walls was also deteriorating which allows water to seep into the joints and then damage the mortar. We had all of these joints cleaned out and new caulk applied. We also had the concrete joints on the fire exit landings recaulked and sealed to protect against water seepage. One landing that did have some water seepage was on the northwest corner. This caused significant damage to the plaster ceiling in the garage in that area. After the landing was sealed, we had this area replastered as well.
- 2) Earlier this year the library purchased a new passenger van as the one we had was a 2001 Dodge model and starting to show rust and requiring more frequent service. We sold the old Dodge van through an on-line auction site that the Village uses for disposing of their older vehicles. Since we did not have an account with the auction site the Vehicle Maintenance Superintendent for Public Works, Jim Breitzman, handled the sale for us.

Collection & Bibliographic Services

- 1) We began a retrospective Genealogy reclassification project, which involves adding additional information to the call number for books that cover conducting genealogy research in various countries. These additions result in the collocation of all the books pertinent to one country and provides better access for our patrons.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) Over 1,000 of the items that were cataloged and processed were items with patron holds and equated to an incredible 45% of our total monthly output of physical items! This was an incredible amount of material rushed through the department within 24-48 hours and is a department all-time high statistic. The amount of holds customarily handled each month averages around 500 items.

Human Resources

- 1) Number of terminations: 2
- 2) Number of new hires: 0
- 3) Open positions:
 - a. Acquisitions Assistant (PT-23 hrs)
 - b. Janitor (PT-15 hrs)
- 4) Staff anniversaries: 20 years for Donna Wilson and 25 years for Peter Balingit.
- 5) We conducted our annual Open Enrollment for benefits using the new automated Paycom module.
- 6) Recruiting, particularly for our open Janitor position, has been an unusual challenge. Although the current unemployment rates are high, the response to our vacancy is extremely low. We are working with the hiring supervisor on options and next steps.

Information Technology

We replaced our phone system with a Mitel-brand VOIP system and went live on Wednesday, December 2. Much of November was spent configuring our network to work with the new system, installing the physical phones and softphone on staff computers. The cutover went smoothly, all phone numbers were moved to the new system and there were no big issues.

- 1) The new system includes softphone clients that allow phone numbers and extensions to be taken outside of the physical building which will give us flexibility during closures and other work from home situations.
- 2) We improved the way items are automatically renewed and the associated email message sent to patrons. Now, material on loan will automatically attempt to be renewed two days before the due date (instead of the due date) and an email will be sent indicating if the renewal was successful or not (previously this was in two separate emails).

Learning

- 1) To get staff ready for the new Mitel phone system, eight training sessions were scheduled via Zoom. Most staff attended two sessions, one for the MiCollab softphone client and one for standard phone devices placed at public service desks, in workrooms, and in meeting rooms. Staff learned how to use the different devices in a variety of situations and how to set up and retrieve voicemail. Changes and tweaks are being made to make the system work well for the library, these tips are documented for all staff on the intranet for easy access.
- 2) The library had 60 staff participate in the workshop Cognitive, Implicit Biases in Organizations for Library Professionals, presented by Dr. Destiny Peery our EDI consultant. Dr. Peery walked staff through exercises to help them understand biases and gave those participating the tools to help with awareness of personal and organizational biases. The staff will build upon this experience when we invite Dr. Peery back to MPPL early next year to facilitate a discussion about what the terms Equity, Diversity, and Inclusion mean to us as individuals and as an organization.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Friends of the Mount Prospect Public Library

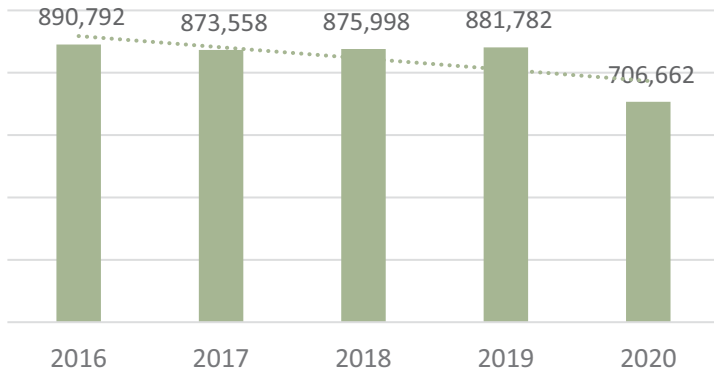
The library presented 2021 Funding Request which included both ongoing and special project items. The Friends place great importance on funding staff initiatives and are intrigued by the opportunity to add to the circulating “Library of Things” items and pieces to help contactless delivery of materials. The book trolley income has increased, and the board would like to offer holiday items on multiple trolley locations in November and December.

Mount Prospect Public Library Foundation

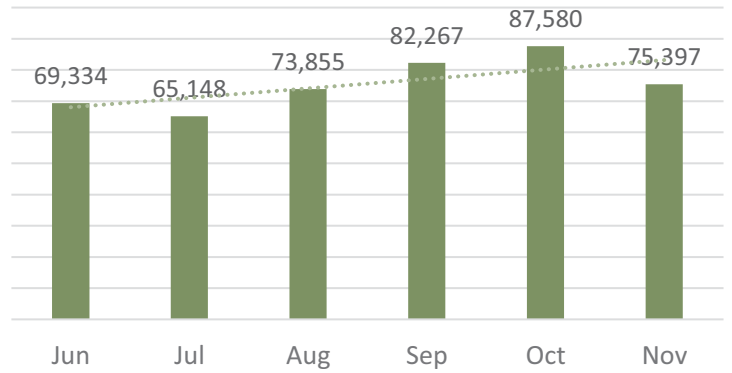
The Foundation sent out the end-of-year appeals campaign to a list of 300 residents; made up of existing and potential donors. The campaign will close at the end of February. The Board is developing a communication piece for sponsors of Mini Golf fundraiser to stay connected as they will not host a Mini Golf event in 2021.

Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

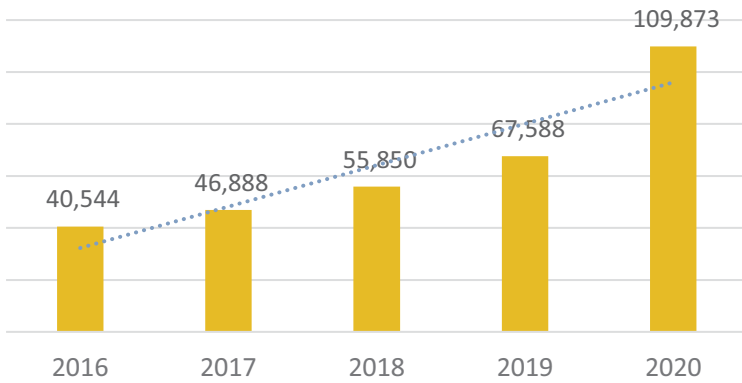
Overall Circulation YTD



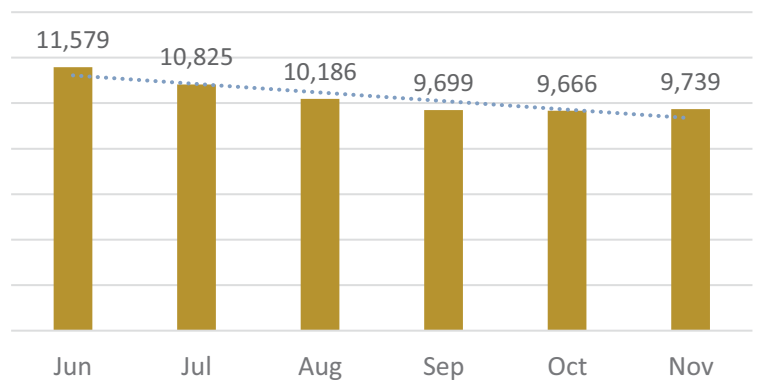
Overall Circulation 2020 by Month



eMedia Circulation YTD

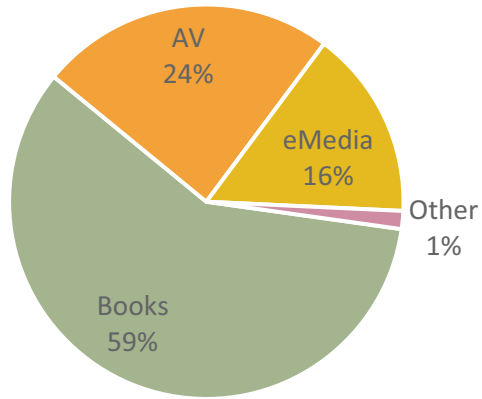


eMedia Circulation 2020 by Month

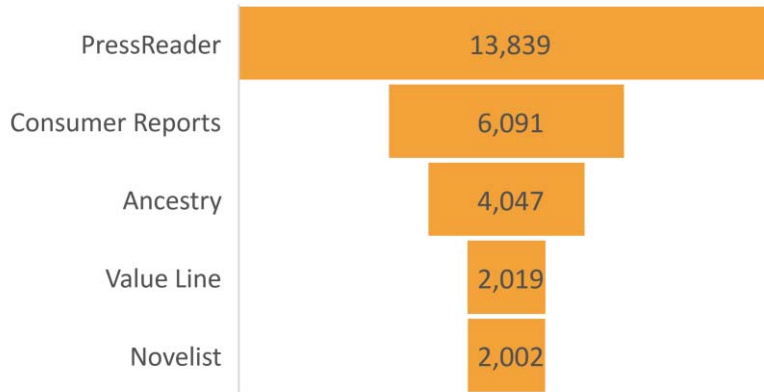


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

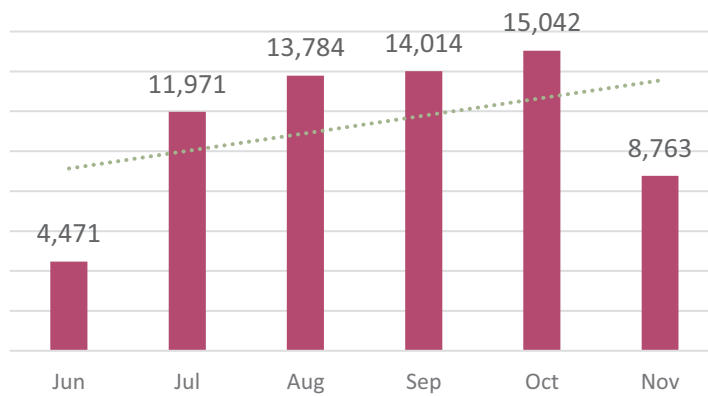
Circulation by Type 2020 YTD



Top Databases Sep, Oct, Nov 2020

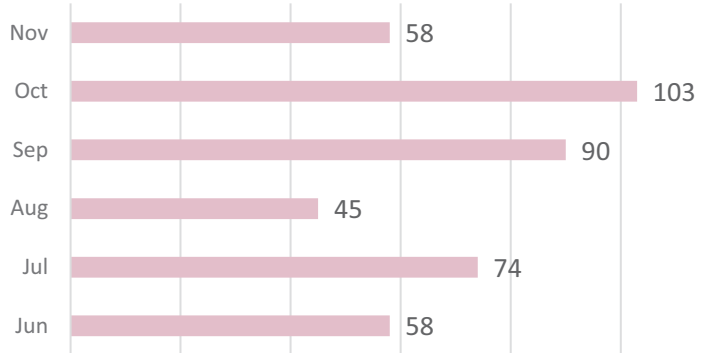


Door Count 2020 by Month - Main

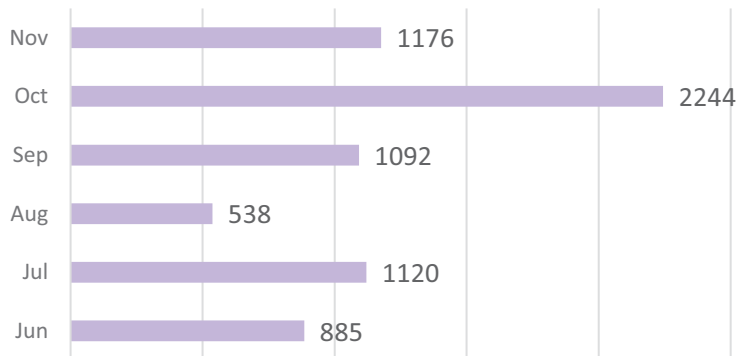


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Number of Programs 2020 by Month



Program Attendance 2020 by Month



Wireless Access Users 2020 by Month

