

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

Regular Board Meeting
February 20, 2020 7:00 p.m.
Meeting Room B

AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Annual Resolution of Appreciation – Mount Prospect Public Library Foundation: Action (9)**
- 4. Annual Resolution of Appreciation – Friends of the Mount Prospect Public Library: Action (10)**
- 5. Audience to Visitors**
- 6. Consent Agenda**
 - a. Approve Minutes of Regular Board Meeting of January 16, 2020 **(11-12)**
 - b. Approve Minutes of Committee of the Whole February 6, 2020 **(13)**
 - c. Treasurer’s Report **(14)** and Approval of January 2020 Bills **(16-29)**
 - d. Approve 2020 Non-Resident Card Fee of \$550
- 7. Acknowledge 2019 Illinois Public Library Annual Report (IPLAR)**
- 8. Appoint Members to Personnel Committee**
- 9. Trustee Vacancy Update and Process**
- 10. Executive Director Report**
Monthly Director **(2)** and Library Report **(3-8)**
- 11. Trustee Reports**
Trustee reports or topic suggestions for future meetings.
- 12. Calendar items**
 - a. Foundation Board Meeting – February 24 – Michael Duebner
 - b. Committee of the Whole Meeting – March 5
 - c. Mini Golf @ MPPL – March 7
 - d. Regular Board Meeting – March 19
 - e. No Foundation Board Meeting in March
 - f. Cookies and More with the Board – March - open
- 13. Adjournment**

Library Director Report – February 20, 2020

1. Annual Resolutions of Appreciation

This is agenda items 3 and 4. Each year we publicly thank and recognize our supporting organizations for their donations of time and resources to the library. Included in the packet is a resolution for the Friends of the Mount Prospect Public Library and the Mount Prospect Public Library Foundation. Several members of each organization plan to attend the board meeting to receive the recognition.

2. 2020 Non-Resident Card Fee

This is in the consent agenda. Each year public libraries are required to address and provide for non-residents (people who live in an area without library service). Because there are a few areas adjacent to Mount Prospect that are unserved, we have the authority to extend the use of the library to non-residents for an annual fee. To calculate the annual fee, we use the “General Mathematical Formula” provided by the Illinois State Library, which includes property tax, population, and households. This year the calculation comes out to \$550.

If you are interested in seeing the unserved areas in the northern half of Illinois, you can view the “State of Resource Sharing in RAILS” map at <https://www.railslibraries.info/services/catalogs-map>. This map shows member library participation in our system-supported shared catalogs and other catalog consortia, as well as public-library use of stand-alone catalogs. White regions on the map identify areas where residents are not taxed for, and do not have, public library service.

3. 2019 IPLAR

This is agenda item 7. Each year the library is required to complete the Illinois Public Library Annual Report (IPLAR), which tracks finances, usage, services, personnel, resources, and other information. The report is administered by the Illinois State Library (ISL), who also participates in the national Public Library Survey (PLS), which is administered annually by the Institute of Museum and Library Services (IMLS). Trustees are not required to approve the report, but it is standard practice to present it to the board prior to submission.

The purpose of this survey is to provide statistics on the status of public libraries in the United States. Information in the report from all reporting libraries in the country is available online. You can compare selected libraries at <https://www.ims.gov/labs/search-compare/index>, or you can download full data files at <https://www.ims.gov/research-evaluation/data-collection/public-libraries-survey>.

4. Appoint Members to Personnel Committee

Based on the conversation at the 2/6/20 COW meeting, we agreed to maintain the standing Personnel Committee. Since we’ve had such a change in our committees overall, we should confirm existing or appoint new members. The most recent Personnel Committee membership includes Sylvia Haas, Sylvia Fulk, and Brian Gilligan.

Circulation

- 1) Patrons continue to become increasingly aware of automatic renewals and are very appreciative of this new service. Patron comments over the last month include:
 - “Are you serious? What a great system you have set up. Thank you!”
 - “Thank you so much! I am studying from the books for an art history course and still need the book.”
 - “Thank you so much! MPPL truly rocks. I so appreciate all of your services to patrons.”
- 2) Circulation and Registration staff assisted a Korean patron who spoke no English and was returning a damaged book to the desk. After some unsuccessful attempts at communicating with the patron, staff pulled up Google Translate and typed in the information they wanted to convey to the patron. Staff said, “The man’s face lit up as he read the translation just from being able to communicate, even though it was one way.”

Community Engagement

- 1) The annual Unsheltered Point-in-Time Count occurred in our area on the evening of Wednesday, January 29th. The next morning, outreach workers from Northwest Compass, a social service agency located in Mount Prospect, set up in our lobby conference room to meet with people with whom they connected during the count and talk about resources to help them find stable housing. This outreach event was made possible because of a meeting between the Director of Northwest Compass and Beth Corrigan-Buchen to determine how the two organizations might work together to meet the needs of vulnerable populations in our community. [\(Library will determine key engagement and service strategies in response to community needs and trends.\)](#)

Fiction/AV/Teen

- 1) The circulating Roku collection launched, giving patrons access to six popular streaming services. [\(Library will be responsive to the community and provide balanced and in-depth collections that anticipate current and future needs.\)](#)
- 2) Teen outreach activity included crafts with “recently arrived” students at District 214’s Newcomer Center and Student Book Club booktalks at River Trails Middle School. [\(Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.\)](#)

Research

- 1) We helped a patron edit his family tree on Ancestry.com. Because he wanted more extensive help, we provided him the contact information for a local genealogist. After contacting a private genealogist, the patron learned that the cost would be \$70 a session with a minimum of 10 sessions. He then asked if we would continue to work with him instead for a few more weeks. This demonstrates the value of our extensive one-on-one genealogy assistance with multiple patrons every month [\(Enhance opportunities for one-on-one assistance.\)](#)
- 2) We added Ebsco Business Source Complete, which is a database that includes full-text access to the Harvard Business Review and other popular business magazines. We also added Explore More Illinois, a free service that includes discounted admission to 27 cultural institutions throughout Illinois. Local examples include the Lake Forest Symphony, the Illinois Holocaust Museum, the Mary and Leigh Block Museum of Art, and the Ernest Hemingway Birthplace Museum.

Registration

- 1) We are participating in a pilot program with the Arlington Heights Public Library to make library cards available to District 214 students. Library card information and permission will be included with school registration materials during spring 2020, and library cards would be available to students by the summer. (Library will determine key service strategies in response to community needs and trends.)

South Branch

- 1) 50 patrons attended Makar Sankranti Celebration. The Kalakriti School of Dance came to perform in celebration of the Hindu festival of Makar Sankranti. Traditional Indian snacks and drinks were served after the performance. (Expand special needs, cultural competencies, and multicultural programming.)

Youth Services

- 1) The Library will be participating in an upcoming Family Literacy Night at Euclid Elementary School to promote online resources and books in different languages. The school is currently advertising our Winter Reading Program in their front window, and Carol presented four FULL STEAM Ahead programs there this month. (Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.)



- 2) Almost 200 children and adults attended the Super Snowy Puppet and Magic Show, which included a hilarious puppet retelling of “Three Little Kittens.” Later a parent raved to Youth desk staff about the event.
- 3) Materials displays will be handled a little differently in Youth in 2020. The Youth Collection Librarian will be tracking the purpose and the popularity of the displays and any patron feedback. We read an article entitled “Merchandizing Your Collection” to learn about the value of decluttering display space. The displays will be used to test out the need for boutique collections and collection reorganization.

Building & Security

- 1) We designated a second floor station for security staff to monitor the security camera system and provide a public presence. This will give them a central base location from which to operate. (Regularly assess the security and safety of the facilities.)

Collection & Bibliographic Services

- 1) We have replaced some of our regular flat shelving with slanted shelving that will allow for face out displays. This will help entice patrons into the stacks of some of the key subject areas in the adult nonfiction collection. (Enhance accessibility to physical and digital collections through repurposed spaces, targeted collections and updated policies/guidelines/procedures.)

Community Services

- 1) We have sent the 2019 Annual Report to the printers, and it's great to have a first one done. We're happy to share it this year with the community, and look forward to refining in the future. We expect the print and electronic copy to be available the first week of March. (Develop and apply consistent messages conveying the Library's value to the community.)

Human Resources

- Number of terminations: 3. Number of new hires: 2, Page, Fiction/AV/Teen Assistant. Open positions: CBS Processor; Page Supervisor.
- Staff anniversaries: Kathi Szott, 5 years; Michele Khan, 20 years.
- Pat on the Back Winner: Michael Barba, Building Services.
- Conducted MS Teams training for all team owners and held 5 Staff Open Tech Lab sessions to assist with Teams usage.

Friends of the Mount Prospect Public Library

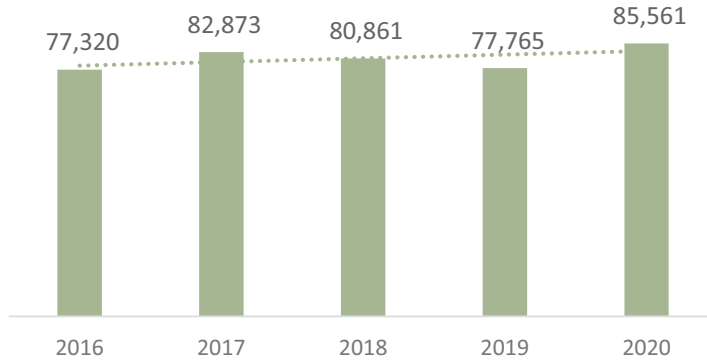
Friends reported a strong Winter Book Sale, despite the Friday night snow. The sale brought in over \$9,500 – a 12% increase over the January 2019 sale. Eric Shaeffer, volunteer administrator of the Friends Facebook page, was voted on to the Board at the January meeting. Friends have stocked Polish language books on the second floor book trolley, per patron requests.

Mount Prospect Public Library Foundation

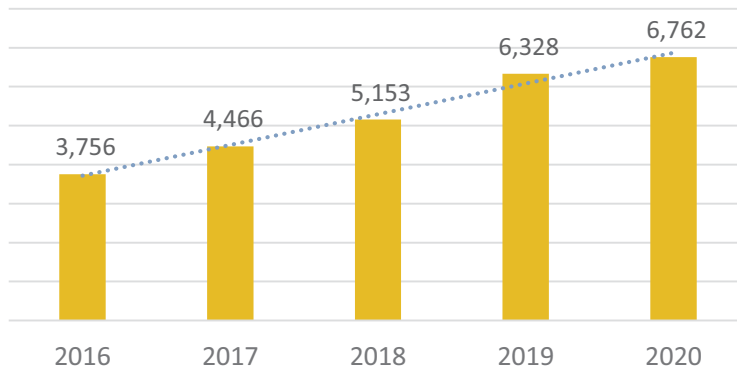
Foundation board approved the 2020 budget request of \$12,300 for programming and special projects. Mini Golf planning committee continues to solicit sponsors for the upcoming fundraiser. Unbelievable Chocolate Raffle will run February 1-14. The raffle has been an annual event since its inception in September of 2007. Donations continue to come in from the end-of-year appeal letter campaign.

Statistics

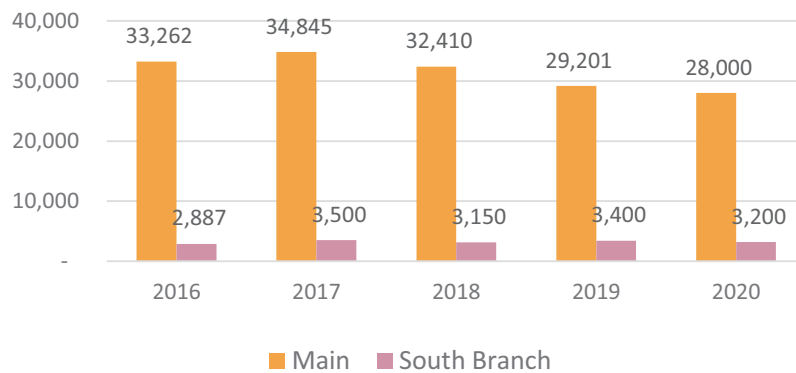
Total Circulation YTD



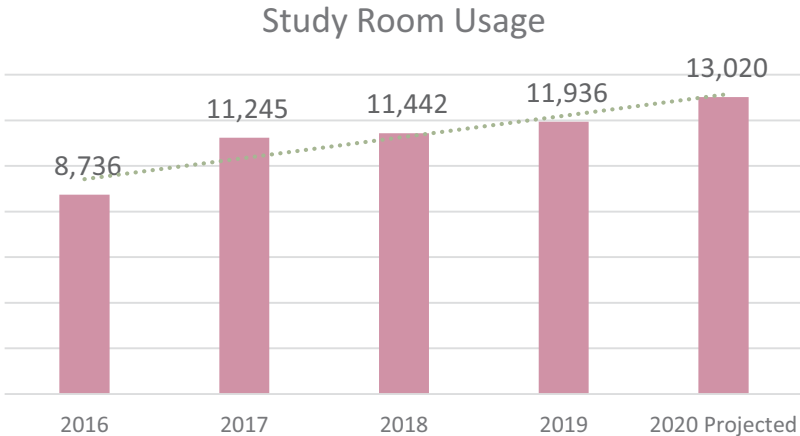
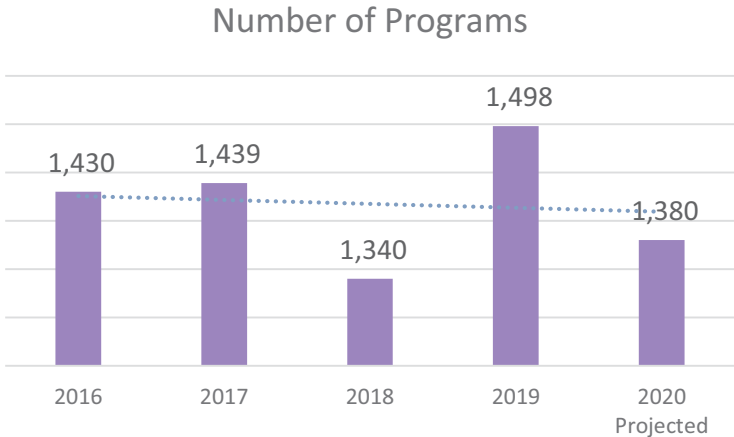
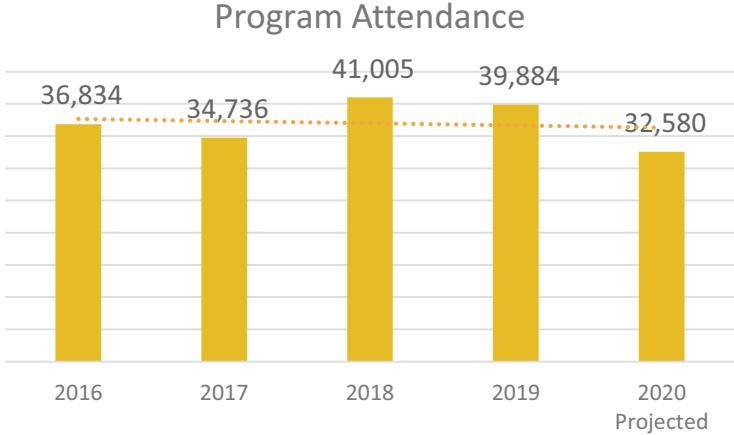
eMedia Circulation YTD



Door Count YTD

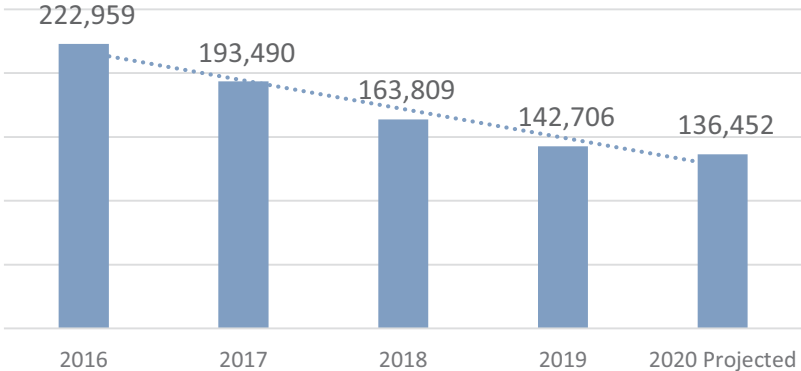


Mount Prospect Public Library
January 2020 Monthly Library Report for Board of Trustees

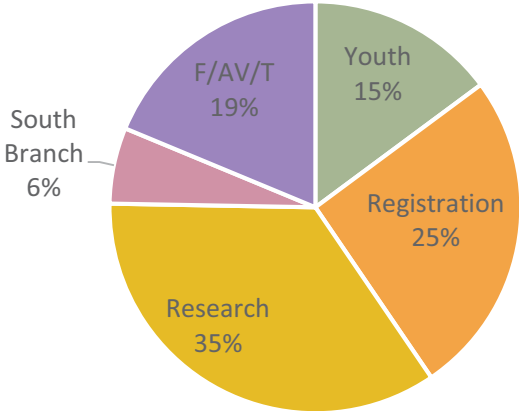


Mount Prospect Public Library
January 2020 Monthly Library Report for Board of Trustees

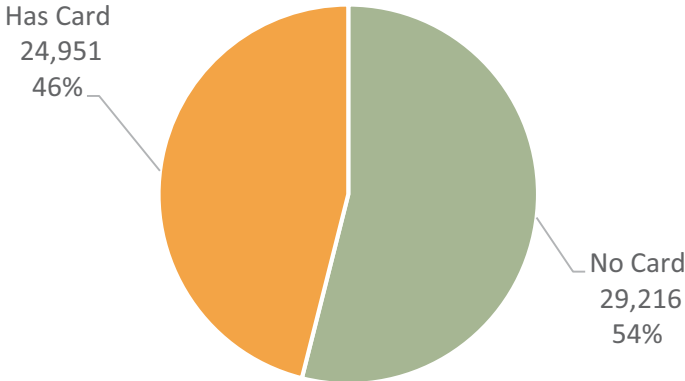
Questions Answered



Questions by Location - January 2020



Library Cards



RESOLUTION 2020/1

**RESOLUTION OF APPRECIATION FOR
THE MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION**

WHEREAS, the Foundation for the Mount Prospect Public Library established an endowment in 1997 to support Library programs and activities;

WHEREAS, the Foundation raises funds through various fundraising efforts including annual appeals campaigns, Mini Golf, restaurant days, and basket raffles to grow the endowment as well as support specific projects and activities;

WHEREAS, grants and special donations are received by the Foundation to provide funds for services and one-time projects or equipment purchases such as \$7,000 from Bosch for Tutor.com;

WHEREAS, in 2019 they provided \$7,375 in direct support of Library events and programs such as a concert series, three cultural Super Saturdays, Shakespeare series, French Festival Week, 1,000 Books Before Kindergarten, Best Children’s Books and STEAM (Science, Technology, Engineering, Arts, Mathematics) programming;

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

Sincere appreciation of their continued dedication and support of the Library is duly noted in this official meeting of the Library Board on February 20, 2020. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 20th day of February 2020.

Sylvia M. Haas
Library Board President

RESOLUTION 2020/2

**RESOLUTION OF APPRECIATION
FOR THE FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY**

WHEREAS, the Friends of the Mount Prospect Public Library have made a significant contribution to equipment purchases, programming, special events, and projects since the founding of the organization;

WHEREAS, in 2019 they provided \$52,062 in support of Library efforts, events, and programs such as the adult, teen, and youth reading programs, award and book discussion books, National Library Week, staff luncheons, employee recognition, library apparel subsidy, author programs, Polish Children’s Day, South Branch programs, Teddy Bear Walk, FanFest, LEGO® train display, and much more;

WHEREAS, annually the Friends also provide funding for special one-time needs and projects including the exterior safety bollards;

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

Sincere appreciation of their continued dedication and support of the Library is duly noted in this official meeting of the Library Board on February 20, 2020. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 20th day of February 2020.

Sylvia M. Haas
Library Board President

**Regular Board Meeting
January 16, 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 7:05 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: Jennifer Amling, Karen Almeleh, Anne Belden, Su Reynders, Wendy Temko

Visitors: None

3. Audience to Visitors

No visitors were present.

4. Consent Agenda

a. Approve Minutes of Committee of the Whole Meeting of December 17, 2019

b. Approve Minutes of Regular Board Meeting of December 19, 2019

c. Treasurer's Report and Approval of December 2019 Bills

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

5. Preview of 2019 Annual Report

Jennifer Amling, Head of Community Services, presented a draft of the 2019 annual report, answered questions, and received suggestions.

6. 2019 Year-End Financial Review

Karen Almeleh, Head of Business Operations, reviewed the 2019 year-end financials, answered questions, and received suggestions.

7. Next Steps for Appointing a New Trustee to Fill the Vacancy

Trustees agreed to defer the discussion to the February 6, 2020 Committee of the Whole meeting.

8. 2020 Committee Meetings and Assignments

Trustees agreed to defer the discussion to the February 6, 2020 Committee of the Whole meeting.

9. South Branch Expansion Possibilities

Trustees reviewed preliminary information about the possibility to expand the South Branch location at the Community Connections Center in partnership with the Village of Mount Prospect. Trustees agreed to continue the exploration of expansion, as it would provide opportunities for expanded hours, programs, and library space, all which will benefit the community. A final decision will be made when final costs and details are identified and agreed upon with the Village.

10. Executive Director Report

Executive Director Reynders reviewed the report and answered questions.

11. Closed Session

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to adjourn to closed session at 7:50 p.m. as pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and as pursuant to 5 ILCS 120/2 C (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Voice vote carried.

12. Reconvene Open Session

President Haas reconvened the regular meeting at 8:10 p.m.

Motion was made by Trustee Haas and seconded by Trustee Fulk to approve and release the written minutes for the closed session of the regular Board meeting on June 20, 2019. Voice vote carried.

13. Trustee Reports

No reports.

14. Calendar items

Friends Book Sale – January 18 and 19
Foundation Board Meeting – January 27 – Marie Bass
Cookies and More with the Board – January – Terri Gens
Shining Stars Gala – Saturday, February 1
Committee of the Whole Meeting – February 6
Regular Board Meeting – February 20
Foundation Board Meeting – February 24 – Michael Duebner
Cookies and More with the Board – February – Sylvia Haas
Mini Golf @ MPPL – March 7

15. Adjournment

Regular meeting adjourned at 8:15 p.m.

Brian Gilligan, Secretary

**Committee of the Whole Meeting
February 6, 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 7:10 p.m. by Sylvia Haas, President.
2. Roll Call
Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas
Absent: None
Staff Present: Su Reynders
Visitors: None
3. Audience to Visitors
No visitors were present.
4. Trustee Vacancy
Trustees discussed the process for appointing a candidate to fill the current vacancy and plan to solicit interested candidates. An announcement requesting a statement of interest and a résumé will be distributed via the appropriate channels, including the Library's website and social media. A candidate information packet will be posted on the Library's website.
5. 2020 Board Committee Meetings and Assignments
Trustees reviewed the existing Board committee structure and appointments and discussed the purpose and need for each. The Board agreed to dissolve all committees except the Personnel Committee and use the regularly scheduled Committee of the Whole meetings instead. Trustees acknowledged that Ad Hoc committees can be appointed whenever necessary. The new structure will be finalized when revised bylaws are approved.
6. Bylaws
Trustees agreed that the current bylaws need to be reviewed and refreshed, and delegated Trustee Bass to work with Executive Director Reynders to prepare a draft revision for Board review.
7. Long Range Planning
Trustees discussed the purpose and structure of strategic planning, including core operations, core services, community input, and forward-thinking strategies. Trustees agreed that the current strategic plan is appropriate to continue through 2020, and a new process will begin in early 2021.
8. Adjournment
Committee of the Whole meeting was adjourned at 8:30 p.m.

Brian Gilligan, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of January 31, 2020

Library General Fund	\$	4,696,585
Working Cash Fund	\$	2,201,334
Capital Projects Fund	\$	1,765,278
Debt Service Fund	\$	741,848
Gift Fund	\$	555,041
Total All Funds	\$	9,960,086

Cash Disbursements January 2020 \$834,278.40

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	6,897,919
Combined Balance Months (\$850,000/month)		8.1
Combined Balance Percentage		68%

YTD January Spending

- * \$38,895.76 below the year-to-date budget
- * YTD Actual is 4.3% below YTD budget.

Percent of Full Year Budget Spent to date

- * YTD expected to spend 9.3% of the annual budget
- * Spending to date was actually closer to 8.9% of the annual budget
- * Last year we had expended about 7.9% of the annual budget
- * Increases over last year to date are due in part to timing of expenses and overall increases in Medical Insurance and IMRF employer contribution rate

Levy Collection

- *As expected, none of the 2019 Levy has been collected to-date

Line	Annual Budget 2020	Annual Budget % to Total	JANUARY YTD 2020			Actual % to Total	YTD Variance - Actual vs Budget		
			Profiled YTD Budget	Budget % to Total	Actual 2020		\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,783,440.00	487,349.00		475,244.24		(12,104.76)	-2.5%	31.1%
IMRF	4120	549,749.00	46,301.00		45,090.78		(1,210.22)	-2.6%	3.1%
MC / FICA	4130	442,433.00	37,282.00		33,664.43		(3,617.57)	-9.7%	9.3%
Medical Insurance	4140	770,000.00	64,167.00		61,529.98		(2,637.02)	-4.1%	6.8%
Unemployment Compensation Tax	4150	7,000.00	180.00		182.79		2.79	1.6%	0.0%
Subtotal (4110L - 4150L)		7,552,622.00	635,279.00	70.7%	615,712.22	71.6%	(19,566.78)	-3.1%	50.3%
Management Expense									
Audit	4210	7,000.00	0.00		0.00		0.00	-	0.0%
Legal Fees	4220	10,000.00	833.00		1,095.00		262.00	31.5%	-0.7%
Printing	4230	40,200.00	5,902.00		4,292.80		(1,609.20)	-27.3%	4.1%
Marketing	4240	71,700.00	4,179.00		2,805.00		(1,374.00)	-32.9%	3.5%
Resources	4250	5,400.00	0.00		245.00		245.00	-	-0.6%
Professional Dues	4260	7,000.00	1,035.00		1,035.00		0.00	0.0%	0.0%
Board Development/Training	4270	6,500.00	0.00		0.00		0.00	-	0.0%
Human Resources	4280	111,200.00	7,585.00		6,382.96		(1,202.04)	-15.8%	3.1%
Other Operating	4290	73,100.00	1,844.00		1,716.17		(127.83)	-6.9%	0.3%
Subtotal (4210L - 4290L)		332,100.00	21,378.00	2.4%	17,571.93	2.0%	(3,806.07)	-17.8%	9.8%
Operating Expenses									
Telecommunications	4310	51,000.00	5,308.00		4,871.45		(436.55)	-8.2%	1.1%
Insurance	4320	86,500.00	0.00		0.00		0.00	-	0.0%
Office Supplies	4340	16,300.00	1,358.00		624.27		(733.73)	-54.0%	1.9%
Library Supplies	4350	23,000.00	1,916.00		932.50		(983.50)	-51.3%	2.5%
Postage	4360	22,400.00	1,090.00		475.00		(615.00)	-56.4%	1.6%
Contract Services	4380	32,300.00	8,420.00		2,145.00		(6,275.00)	-74.5%	16.1%
IT Services	4390	65,700.00	6,266.00		6,922.29		656.29	10.5%	-1.7%
Subtotal (4310L - 4390L)		297,200.00	24,358.00	2.7%	15,970.51	1.9%	(8,387.49)	-34.4%	21.6%
Building Expense									
Building Maintenance	4410	213,700.00	9,554.00		8,483.05		(1,070.95)	-11.2%	2.8%
Equipment Maintenance	4420	131,500.00	58,192.00		54,800.79		(3,391.21)	-5.8%	8.7%
Janitorial	4440	72,600.00	5,249.00		4,876.32		(372.68)	-7.1%	1.0%
Equipment	4450	133,600.00	6,166.00		5,358.10		(807.90)	-13.1%	2.1%
Utilities	4460	56,500.00	6,431.00		3,237.10		(3,193.90)	-49.7%	8.2%
Subtotal (4410L - 4460L)		607,900.00	85,592.00	9.5%	76,755.36	8.9%	(8,836.64)	-10.3%	22.7%
Library Materials									
Adult Print	4610	205,000.00	17,082.00		17,704.70		622.70	3.6%	-1.6%
Adult AV	4620	64,800.00	5,399.00		2,436.84		(2,962.16)	-54.9%	7.6%
Youth Print	4630	135,500.00	11,291.00		8,917.07		(2,373.93)	-21.0%	6.1%
Youth AV	4640	33,500.00	2,791.00		1,779.56		(1,011.44)	-36.2%	2.6%
Subscriptions	4650	18,400.00	3,676.00		3,591.64		(84.36)	-2.3%	0.2%
Electronic Resources	4660	179,800.00	57,113.00		65,304.32		8,191.32	14.3%	-21.1%
Electronic Media	4661	156,000.00	7,253.00		8,900.18		1,647.18	22.7%	-4.2%
E-Learning	4662	53,200.00	22,907.00		23,162.27		255.27	1.1%	-0.7%
Library of Things	4663	5,000.00	416.00		263.90		(152.10)	-36.6%	0.4%
Microform	4670	900.00	75.00		0.00		(75.00)	-	0.2%
Processing Supplies	4680	26,000.00	2,165.00		105.88		(2,059.12)	-95.1%	5.3%
Programs	4690	45,200.00	1,855.00		1,557.86		(297.14)	-16.0%	0.8%
Subtotal (4610L - 4680L)		923,300.00	132,023.00	14.7%	133,724.22	15.6%	1,701.22	1.3%	-4.4%
Total (4110L - 4680L)		9,713,122.00	898,630.00	100.0%	859,734.24	100.0%	(38,895.76)	-4.3%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	12,336.00	1,282.00		850.00		(432.00)	-33.7%	
Friends Expenses (9540L)	6540	50,655.00	1,569.00		1,410.85		(158.15)	-10.1%	
Village Shared Expense (9560L)	9560	8,400.00	700.00		490.15		(209.85)	-30.0%	
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00	3,551.00		2,751.00		(800.00)	-22.5%	
Total Expenses - All Activities		9,784,513.00	902,181.00		862,485.24		(39,695.76)	-4.4%	

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances

For the Period Ended January 31, 2020

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 10,748	\$ 10,748
Taxes Allocated to Other Funds	(1,652)	(1,652)
Personal Property Replacement Taxes	2,364	2,364
Interest Income	7,158	7,158
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	5,102	5,102
Friends & Foundation Reimbursements	311	311
Village Reimbursements	-	-
<i>Total Revenues</i>	<u>\$ 24,031</u>	<u>\$ 24,031</u>
Expenditures		
Salaries & Benefits	615,712	\$ 615,712
Management Expense	17,572	17,572
Operating Expenses	15,971	15,971
Building Expense	76,755	76,755
Services and Resources	133,724	133,724
Friends & Foundation Reimbursable Expenses	2,261	2,261
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	490	490
<i>Total Expenditures</i>	<u>\$ 862,485</u>	<u>\$ 862,485</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (838,454)	\$ (838,454)
Fund Balance - Beginning of Period	5,535,039	5,535,039
Fund Balance - End of Period	<u>\$ 4,696,585</u>	<u>\$ 4,696,585</u>
Working Cash Fund		
Fund Balance - Beginning of Period	2,198,279	\$ 2,198,279
Interest Allocation	3,055	3,055
Fund Balance - End of Period	<u>\$ 2,201,334</u>	<u>\$ 2,201,334</u>
Capital Projects Reserve Fund		
Revenues		
Property Taxes	\$ 607	\$ 607
Interest Income	2,509	2,509
<i>Total Revenues</i>	<u>\$ 3,116</u>	<u>\$ 3,116</u>
Expenditures		
Building & Grounds	\$ -	\$ -
Library Equipment	-	-
Library Furnishings	-	-
Other Expenditures	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ -</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 3,116	\$ 3,116
Fund Balance - Beginning of Period	1,762,162	1,762,162
Fund Balance - End of Period	<u>\$ 1,765,278</u>	<u>\$ 1,765,278</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 1,044	\$ 1,044
Interest Income	1,083	1,083
<i>Total Revenues</i>	<u>\$ 2,127</u>	<u>\$ 2,127</u>
Expenditures		
Interest Expense	\$ 8,783	\$ 8,783
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>\$ 8,783</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (6,656)	\$ (6,656)
Fund balance - Beginning of Period	748,504	748,504
Fund balance - End of Period	<u>\$ 741,848</u>	<u>\$ 741,848</u>
Gift Fund		
Revenues	\$ 2,521	\$ 2,521
Expenditures	2,117	2,117
Excess (Deficiency) of Revenues over Expenditures	\$ 404	\$ 404
Fund Balance - Beginning of Period	554,637	554,637
Fund Balance - End of Period	<u>\$ 555,041</u>	<u>\$ 555,041</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$	615,712.22	
Management Expense (4210L - 4290L)		17,571.93	
Operating Expenses (4310L - 4390L)		15,970.51	
Building Expense (4410L - 4460L)		76,755.36	
Services and Resources (4610L - 4690L)		133,724.22	
Friends & Foundation reimbursable expenses (9530L and 9540L)		2,260.85	
VOMP reimbursable expenses (9560L)		490.15	
Grant Expenses (9570L)		-	
Total January 2020 Library General Fund Expenses		-	\$ 862,485.24

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	123.75	
Operating Expense Reimbursements received		3,741.52	
December 2019 Accrued Payroll & Benefits		183,937.10	
December 2019 Credit Card Payable		15,855.44	
December 2019 Accounts Payable		62,070.28	
January 2020 Accounts Receivable		1.22	
Disbursements for Foundation & Friends		208.79	
Disbursements for Gift Fund and Building Fund		2,117.00	268,055.10

Deductions for Library General Fund Cash Disbursements:

January 2020 Accrued Payroll & Benefits	\$	236,299.32	
January 2020 Credit Card Payable		10,743.11	
January 2020 Accounts Payable		48,973.62	
Miscellaneous		7.20	
Payment for returned ILL book, posted against ILL income		52.50	
Payment of Nayax invoices & merchant fees by income offset		129.92	
Payment of Credit Card Merchant fees by income offset		56.27	
<i>Total Library General Fund cash disbursed</i>			(296,261.94)
			\$ 834,278.40

CAPITAL PROJECTS RESERVE FUND

January 2020 Expenses	\$	-	
Plus: December 2019 Accounts Payable		-	
Less: January 2020 Accounts Payable		-	
<i>Total Capital Projects Reserve Fund cash disbursed</i>		-	0.00

DEBT SERVICE FUND

January 2020 Expenses	\$	8,783.33	
Plus: December 2019 Interest Payable		8,783.33	
Less: January 2020 Interest Payable		(17,566.66)	
<i>Total Debt Service Fund cash disbursed</i>		-	0.00

GIFT FUND

January 2020 Expenses	\$	2,117.00	
Plus: December 2019 Accounts Payable		-	
Less: January 2020 Accounts Payable		(2,117.00)	
<i>Total Gift Fund cash disbursed</i>		-	0.00

TOTAL CASH DISBURSEMENTS, January 2020		\$ 834,278.40
---	--	----------------------

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	1/1/20	12/31/2019 accrued payroll reversal	\$ (154,414.00)
4110L	Salaries	1/9/20	PAYROLL - PAYCOM	213,920.35
4110L	Salaries	1/23/20	PAYROLL - PAYCOM	215,567.89
4110L	Salaries	1/31/20	01/31/2019 accrued payroll	200,170.00
4120L	IMRF	1/1/20	12/31/2019 accrued payroll reversal	(15,358.00)
4120L	IMRF	1/24/20	VILLAGE OF MT. PROSPECT - IMRF	41,291.78
4120L	IMRF	1/31/20	01/31/2019 accrued payroll	19,157.00
4130L	MC / FICA	1/1/20	12/31/2019 accrued payroll reversal	(11,583.00)
4130L	MC / FICA	1/9/20	PAYROLL - PAYCOM	15,367.26
4130L	MC / FICA	1/23/20	PAYROLL - PAYCOM	15,493.17
4130L	MC / FICA	1/31/20	01/31/2019 accrued payroll	14,387.00
4140L	Insurance	1/8/20	COBRA fee	(2.82)
4140L	Insurance	1/24/20	VILLAGE OF MT. PROSPECT	61,416.98
4140L	Insurance	1/29/20	AFLAC	(0.01)
4140L	Insurance	1/24/20	VILLAGE OF MT. PROSPECT	115.83
4150L	Unemployment Compensation Tax	1/9/20	PAYROLL - PAYCOM	90.49
4150L	Unemployment Compensation Tax	1/23/20	PAYROLL - PAYCOM	92.30
4220L	Legal Fees	1/13/20	VEDDER PRICE P.C.	420.00
4220L	Legal Fees	1/24/20	PEREGRINE, STIME, NEWMAN, RITZMAN & BRUCKNER, LTD.	675.00
4230L	Printing	1/1/20	NPN360	4,166.05
4230L	Printing	1/28/20	NPN360	126.75
4240L	Marketing	1/24/20	CATHY CUSHING	2,805.00
4250L	Resources	1/13/20	MC/AP STYLEBOOK	220.00
4250L	Resources	1/31/20	RAILS	25.00
4260L	Professional Dues	1/1/20	MT PROSPECT CHAMBER OF COMMERCE	525.00
4260L	Professional Dues	1/1/20	MT. PROSPECT DOWNTOWN MERCHANT	75.00
4260L	Professional Dues	1/1/20	GOVERNMENT FINANCE OFFICERS ASSOC	160.00
4260L	Professional Dues	1/2/20	MC/COSUGI SIRSIDYNIX	100.00
4260L	Professional Dues	1/9/20	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	1/31/20	LACONI ADMIN SECTION TREASURER	100.00
4280L	Human Resources	1/1/20	CAREERBUILDER EMPLOYMENT SCREENING	152.00
4280L	Human Resources	1/31/20	CAREERBUILDER EMPLOYMENT SCREENING	116.00
4280L	Human Resources	1/9/20	PAYROLL - PAYCOM	852.78
4280L	Human Resources	1/23/20	PAYROLL - PAYCOM	1,678.20
4280L	Human Resources	1/23/20	PAYROLL - PAYCOM	855.71
4280L	Human Resources	1/15/20	EMPLOYEE BENEFITS CORPORATION	114.00
4280L	Human Resources	1/23/20	MC/UNITED	467.80
4280L	Human Resources	1/2/20	MC/COSUGI SIRSIDYNIX	450.00
4280L	Human Resources	1/7/20	MC/AMERICAN AIRLINES	391.80
4280L	Human Resources	1/7/20	MC/COSUGI SIRSIDYNIX	450.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4280L	Human Resources	1/7/20	MC/AMERICAN AIRLINES	406.79
4280L	Human Resources	1/9/20	MC/BUREAU OF EDUCATION & RESEARCH	279.00
4280L	Human Resources	1/15/20	MC/EVENTBRITE	63.00
4280L	Human Resources	1/17/20	DUPAGE COUNTY GENEALOGICAL SOC	70.00
4280L	Human Resources	1/24/20	MC/EVENTBRITE	15.00
4280L	Human Resources	1/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	20.88
4290L	Other Operating	1/3/20	NAYAX LLC	7.17
4290L	Other Operating	1/9/20	PROPAY	23.79
4290L	Other Operating	1/10/20	NAYAX LLC	12.44
4290L	Other Operating	1/16/20	PROPAY	6.75
4290L	Other Operating	1/17/20	NAYAX LLC	10.66
4290L	Other Operating	1/24/20	NAYAX LLC	11.43
4290L	Other Operating	1/30/20	PROPAY	25.73
4290L	Other Operating	1/31/20	NAYAX LLC	8.72
4290L	Other Operating	1/31/20	HEARTLAND	102.65
4290L	Other Operating	1/7/20	UNIVERSITY OF WISCONSIN-MADISON	20.00
4290L	Other Operating	1/9/20	MOUNT PROSPECT SPECIAL EVENTS COMMISSION	1,300.00
4290L	Other Operating	1/14/20	DEX MEDIA	22.50
4290L	Other Operating	1/21/20	MC/EVENTBRITE	150.00
4290L	Other Operating	1/30/20	PETTY CASH	14.33
4310L	Telecommunications	1/11/20	AT&T	712.48
4310L	Telecommunications	1/13/20	AT&T	1,185.36
4310L	Telecommunications	1/13/20	TECHNOLOGY MANAGEMENT REVOLVING FUND	521.00
4310L	Telecommunications	1/19/20	AT&T - CABS DEPARTMENT - 60%	368.41
4310L	Telecommunications	1/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	1/28/20	VERIZON WIRELESS	436.30
4310L	Telecommunications	1/2/20	MC/MOBILE BEACON	1,200.00
4310L	Telecommunications	1/19/20	AT&T - CABS DEPARTMENT -50%	244.55
4340L	Office Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	43.12
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	36.02
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	33.05
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	97.25
4340L	Office Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	12.01
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	2.13
4340L	Office Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	49.62
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	10.00
4340L	Office Supplies	1/8/20	MC/ID WHOLESALER	96.53
4340L	Office Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	80.53
4340L	Office Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	91.78
4340L	Office Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	32.49
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	6.72
4340L	Office Supplies	1/14/20	WAREHOUSE DIRECT	33.02
4350L	Library Supplies	1/27/20	SYNCHRONY/AMAZON	13.12
4350L	Library Supplies	1/1/20	UNIQUE MANAGEMENT SERVICES, INC.	107.40
4350L	Library Supplies	1/13/20	W. W. GRAINGER, INC.	36.00
4350L	Library Supplies	1/13/20	STAPLES BUSINESS ADVANTAGE	118.50

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

Account ID	Account Description	Date	Vendor Name	Amount
4350L	Library Supplies	1/14/20	WAREHOUSE DIRECT	24.96
4350L	Library Supplies	1/20/20	ELM USA, INC.	479.90
4350L	Library Supplies	1/24/20	ARAMARK	126.73
4350L	Library Supplies	1/28/20	ARAMARK	25.89
4360L	Postage	1/14/20	POSTMASTER	235.00
4360L	Postage	1/30/20	PITNEY BOWES	255.00
4360L	Postage	1/9/20	EMPLOYEE REIMBURSEMENTS	(15.00)
4380L	Contract Services	1/1/20	AQUA-SAFARI, INC.	2,145.00
4390L	IT Services	1/4/20	MC/MICROSOFT	32.53
4390L	IT Services	1/6/20	MC/QUICKBASE	175.86
4390L	IT Services	1/12/20	MC/WEATHERCALL	9.95
4390L	IT Services	1/25/20	MC/DOODLE	179.00
4390L	IT Services	1/1/20	INFORMA SOFTWARE	1,649.00
4390L	IT Services	1/13/20	SOUND INCORPORATED	152.00
4390L	IT Services	1/15/20	SAGE	3,092.95
4390L	IT Services	1/27/20	MC/ DRI Vmware	1,156.00
4390L	IT Services	1/23/20	BACKSTAGE LIBRARY WORKS	475.00
4410L	Building Maintenance	1/1/20	F.E.MORAN, INC.FIRE PROTECTION	1,160.00
4410L	Building Maintenance	1/6/20	ANDERSON LOCK CO. LTD	296.00
4410L	Building Maintenance	1/6/20	AUTOMATIC DOORS, INC.	2,255.00
4410L	Building Maintenance	1/7/20	BLIND AMBITIONS, INC.	150.00
4410L	Building Maintenance	1/14/20	SOUND INCORPORATED	773.00
4410L	Building Maintenance	1/20/20	PROSPECT ELECTRIC COMPANY	950.00
4410L	Building Maintenance	1/23/20	AUTOMATIC DOORS, INC.	925.00
4410L	Building Maintenance	1/7/20	NERADT ACE HARDWARE	63.94
4410L	Building Maintenance	1/13/20	W. W. GRAINGER, INC.	148.51
4410L	Building Maintenance	1/14/20	FILTER SERVICES ILLINOIS	353.00
4410L	Building Maintenance	1/15/20	MC/MCMILLAN ELECRIC	294.00
4410L	Building Maintenance	1/16/20	MOUNT PROSPECT PAINT, INC.	107.71
4410L	Building Maintenance	1/24/20	W. W. GRAINGER, INC.	110.59
4410L	Building Maintenance	1/29/20	LIGHTING SUPPLY COMPANY	106.30
4410L	Building Maintenance	1/13/20	SOUND INCORPORATED	40.00
4410L	Building Maintenance	1/28/20	AMERICAN LANDSCAPING INC.	750.00
4420L	Equipment Maintenance	1/13/20	W. W. GRAINGER, INC.	18.84
4420L	Equipment Maintenance	1/14/20	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	1/6/20	SHELL OIL COMPANY	(3.82)
4420L	Equipment Maintenance	1/7/20	SHELL OIL COMPANY	34.10
4420L	Equipment Maintenance	1/22/20	SHELL OIL COMPANY	31.19
4420L	Equipment Maintenance	1/23/20	CDW GOVERNMENT, INC.	2,604.46
4420L	Equipment Maintenance	1/10/20	NAXAX	79.50
4420L	Equipment Maintenance	1/17/20	TODAY'S BUSINESS SOLUTIONS, INC.	89.04
4420L	Equipment Maintenance	1/6/20	SIRSIDYNIX	51,887.78
4440L	Janitorial	1/1/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	1/2/20	CINTAS #22	78.76

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

Account ID	Account Description	Date	Vendor Name	Amount
4440L	Janitorial	1/16/20	CINTAS #22	78.76
4440L	Janitorial	1/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	1/30/20	CINTAS #22	78.76
4440L	Janitorial	1/6/20	WAREHOUSE DIRECT	120.50
4440L	Janitorial	1/8/20	NERADT ACE HARDWARE	44.44
4440L	Janitorial	1/8/20	SUPERIOR INDUSTRIAL SUPPLY	143.69
4440L	Janitorial	1/10/20	SUPERIOR INDUSTRIAL SUPPLY	80.10
4440L	Janitorial	1/13/20	SUPERIOR INDUSTRIAL SUPPLY	213.15
4440L	Janitorial	1/14/20	WAREHOUSE DIRECT	215.57
4440L	Janitorial	1/28/20	SUPERIOR INDUSTRIAL SUPPLY	292.35
4440L	Janitorial	1/29/20	WAREHOUSE DIRECT	496.51
4440L	Janitorial	1/30/20	NERADT ACE HARDWARE	25.46
4450L	Equipment	1/30/20	DELL MARKETING L.P.	4,853.32
4450L	Equipment	1/30/20	DELL MARKETING L.P.	303.33
4450L	Equipment	1/31/20	DELL MARKETING L.P.	(303.33)
4450L	Equipment	1/31/20	MC/AMAZON	79.95
4450L	Equipment	1/23/20	MC/AMAZON	218.90
4450L	Equipment	1/6/20	MC/AMAZON	113.97
4450L	Equipment	1/8/20	MC/AMAZON	71.96
4450L	Equipment	1/21/20	MC/AMAZON	(113.97)
4450L	Equipment	1/21/20	MC/AMAZON	43.98
4450L	Equipment	1/23/20	MC/AMAZON	89.99
4460L	Utilities	1/9/20	CONSTELLATION NEWENERGY- GAS DIVISION	2,526.38
4460L	Utilities	1/15/20	VILLAGE OF MT. PROSPECT	710.72
4610L	Adult Books	1/1/20	GALE	1,637.31
4610L	Adult Books	1/1/20	GALE	129.44
4610L	Adult Books	1/1/20	GALE	23.79
4610L	Adult Books	1/2/20	GALE	18.89
4610L	Adult Books	1/2/20	MC/AMAZON	119.00
4610L	Adult Books	1/3/20	D & Z HOUSE OF BOOKS	890.24
4610L	Adult Books	1/3/20	BAKER AND TAYLOR	3,752.86
4610L	Adult Books	1/6/20	BAKER AND TAYLOR	473.24
4610L	Adult Books	1/7/20	GALE	25.19
4610L	Adult Books	1/7/20	MC/SOCIETY OF AMERICAN ARCHIVISTS	33.99
4610L	Adult Books	1/8/20	BAKER AND TAYLOR	80.67
4610L	Adult Books	1/8/20	BAKER AND TAYLOR	1,114.69
4610L	Adult Books	1/10/20	GALE	22.39
4610L	Adult Books	1/10/20	BAKER AND TAYLOR	41.24
4610L	Adult Books	1/11/20	BAKER AND TAYLOR	678.68
4610L	Adult Books	1/11/20	BAKER AND TAYLOR	504.84
4610L	Adult Books	1/13/20	BAKER AND TAYLOR	440.24
4610L	Adult Books	1/13/20	BAKER AND TAYLOR	65.97
4610L	Adult Books	1/14/20	BAKER AND TAYLOR	491.40
4610L	Adult Books	1/16/20	BAKER AND TAYLOR	1,034.64
4610L	Adult Books	1/17/20	BAKER AND TAYLOR	308.82
4610L	Adult Books	1/17/20	BAKER AND TAYLOR	84.58
4610L	Adult Books	1/20/20	BAKER AND TAYLOR	638.18

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	1/20/20	BAKER AND TAYLOR	80.18
4610L	Adult Books	1/21/20	BAKER AND TAYLOR	979.79
4610L	Adult Books	1/22/20	BAKER AND TAYLOR	328.00
4610L	Adult Books	1/23/20	BAKER AND TAYLOR	48.15
4610L	Adult Books	1/24/20	BAKER AND TAYLOR	993.74
4610L	Adult Books	1/27/20	SYNCHRONY/AMAZON	90.68
4610L	Adult Books	1/28/20	BAKER AND TAYLOR	1,648.67
4610L	Adult Books	1/28/20	GALE	25.19
4610L	Adult Books	1/30/20	BAKER AND TAYLOR	576.00
4610L	Adult Books	1/30/20	BAKER AND TAYLOR	106.84
4610L	Adult Books	1/31/20	RAILS	50.00
4610L	Adult Books	1/18/20	BAKER AND TAYLOR	136.16
4610L	Adult Books	1/20/20	BAKER AND TAYLOR	10.71
4610L	Adult Books	1/23/20	BAKER AND TAYLOR	20.30
4620L	Adult AV	1/2/20	BAKER & TAYLOR INC.	(36.74)
4620L	Adult AV	1/2/20	BAKER & TAYLOR INC.	53.43
4620L	Adult AV	1/3/20	MIDWEST TAPE	45.99
4620L	Adult AV	1/3/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	1/3/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/7/20	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	1/7/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/7/20	BAKER & TAYLOR INC.	33.06
4620L	Adult AV	1/7/20	MC/GRASSHOPPER FILM	24.73
4620L	Adult AV	1/8/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	1/8/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/8/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	1/8/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	1/9/20	BAKER & TAYLOR INC.	35.25
4620L	Adult AV	1/9/20	BAKER & TAYLOR INC.	57.11
4620L	Adult AV	1/9/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	1/9/20	BAKER & TAYLOR INC.	10.19
4620L	Adult AV	1/9/20	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	1/13/20	MIDWEST TAPE	216.94
4620L	Adult AV	1/13/20	MIDWEST TAPE	79.98
4620L	Adult AV	1/13/20	BAKER & TAYLOR INC.	33.94
4620L	Adult AV	1/13/20	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	1/14/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	1/15/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	1/15/20	BAKER & TAYLOR INC.	82.29
4620L	Adult AV	1/15/20	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	1/15/20	BAKER & TAYLOR INC.	20.37
4620L	Adult AV	1/15/20	BAKER & TAYLOR INC.	20.37
4620L	Adult AV	1/15/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/18/20	BAKER & TAYLOR INC.	10.97
4620L	Adult AV	1/18/20	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	1/20/20	MIDWEST TAPE	127.45
4620L	Adult AV	1/20/20	MIDWEST TAPE	84.98
4620L	Adult AV	1/20/20	MIDWEST TAPE	169.95
4620L	Adult AV	1/21/20	BAKER & TAYLOR INC.	19.47

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	1/21/20	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	1/23/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/23/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/23/20	BAKER & TAYLOR INC.	103.57
4620L	Adult AV	1/23/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/23/20	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	1/23/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/24/20	MIDWEST TAPE	124.97
4620L	Adult AV	1/24/20	MIDWEST TAPE	119.97
4620L	Adult AV	1/27/20	SYNCHRONY/AMAZON	127.42
4620L	Adult AV	1/27/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	1/27/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	1/27/20	BAKER & TAYLOR INC.	17.63
4620L	Adult AV	1/27/20	BAKER & TAYLOR INC.	70.51
4620L	Adult AV	1/28/20	BAKER & TAYLOR INC.	9.33
4620L	Adult AV	1/28/20	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	1/28/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/28/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	1/28/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	1/28/20	BAKER & TAYLOR INC.	5.14
4620L	Adult AV	1/30/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/30/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/30/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/30/20	BAKER & TAYLOR INC.	8.81
4620L	Adult AV	1/31/20	BAKER & TAYLOR INC.	58.32
4620L	Adult AV	1/31/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	1/13/20	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	1/20/20	MIDWEST TAPE	22.49
4620L	Adult AV	1/20/20	BAKER & TAYLOR INC.	36.73
4620L	Adult AV	1/27/20	SYNCHRONY/AMAZON	45.49
4620L	Adult AV	1/27/20	SYNCHRONY/AMAZON	(2.03)
4630L	Youth Books	1/2/20	BAKER AND TAYLOR	35.86
4630L	Youth Books	1/3/20	MULTI-CULTURAL BOOKS & VIDEOS	3,564.61
4630L	Youth Books	1/3/20	D & Z HOUSE OF BOOKS	399.84
4630L	Youth Books	1/9/20	BAKER AND TAYLOR	212.85
4630L	Youth Books	1/10/20	BAKER AND TAYLOR	285.35
4630L	Youth Books	1/13/20	BAKER AND TAYLOR	38.40
4630L	Youth Books	1/18/20	BAKER AND TAYLOR	501.69
4630L	Youth Books	1/20/20	BAKER AND TAYLOR	40.27
4630L	Youth Books	1/20/20	BAKER AND TAYLOR	579.09
4630L	Youth Books	1/20/20	MC/COMIX REVOLUTION	32.70
4630L	Youth Books	1/22/20	BAKER AND TAYLOR	667.88
4630L	Youth Books	1/22/20	MULTI-CULTURAL BOOKS & VIDEOS	57.80
4630L	Youth Books	1/23/20	BAKER AND TAYLOR	96.13
4630L	Youth Books	1/27/20	SYNCHRONY/AMAZON	52.89
4630L	Youth Books	1/27/20	BAKER AND TAYLOR	240.03
4630L	Youth Books	1/27/20	BAKER AND TAYLOR	916.73
4630L	Youth Books	1/27/20	BAKER AND TAYLOR	96.74
4630L	Youth Books	1/28/20	BAKER AND TAYLOR	13.49

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Books	1/28/20	SCHOLASTIC, INC.	145.60
4630L	Youth Books	1/29/20	BAKER AND TAYLOR	606.31
4630L	Youth Books	1/30/20	BAKER AND TAYLOR	(14.12)
4630L	Youth Books	1/18/20	BAKER AND TAYLOR	5.94
4630L	Youth Books	1/18/20	BAKER AND TAYLOR	277.42
4630L	Youth Books	1/20/20	BAKER AND TAYLOR	8.92
4630L	Youth Books	1/23/20	BAKER AND TAYLOR	10.11
4630L	Youth Books	1/27/20	BAKER AND TAYLOR	44.54
4640L	Youth AV	1/6/20	LAKESHORE LEARNING MATERIALS	16.98
4640L	Youth AV	1/6/20	LAKESHORE LEARNING MATERIALS	14.98
4640L	Youth AV	1/7/20	MC/EEBOO.COM	58.92
4640L	Youth AV	1/8/20	U. S. TOY CO/CONSTRUCTIVE PLAYTHINGS	57.39
4640L	Youth AV	1/8/20	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	1/13/20	MIDWEST TAPE	9.74
4640L	Youth AV	1/13/20	MIDWEST TAPE	59.22
4640L	Youth AV	1/15/20	RECORDED BOOKS, LLC	12.60
4640L	Youth AV	1/17/20	RECORDED BOOKS, LLC	17.95
4640L	Youth AV	1/20/20	MIDWEST TAPE	5.24
4640L	Youth AV	1/20/20	MIDWEST TAPE	44.23
4640L	Youth AV	1/21/20	BAKER & TAYLOR INC.	51.42
4640L	Youth AV	1/21/20	BAKER & TAYLOR INC.	32.79
4640L	Youth AV	1/24/20	FINDAWAY WORLD, LLC	722.85
4640L	Youth AV	1/27/20	SYNCHRONY/AMAZON	131.11
4640L	Youth AV	1/28/20	BAKER & TAYLOR INC.	130.73
4640L	Youth AV	1/29/20	FINDAWAY WORLD, LLC	19.99
4640L	Youth AV	1/31/20	FINDAWAY WORLD, LLC	279.96
4640L	Youth AV	1/27/20	SYNCHRONY/AMAZON	108.32
4650L	Subscriptions	1/1/20	AMERICAN SPIRIT (DAR MAGAZINE)	18.00
4650L	Subscriptions	1/1/20	BOYS' LIFE	15.00
4650L	Subscriptions	1/1/20	CROCHET WORLD	24.95
4650L	Subscriptions	1/1/20	INTERWEAVE KNITS	19.95
4650L	Subscriptions	1/1/20	UNIVERSITY OF ILLINOIS PRESS	75.00
4650L	Subscriptions	1/1/20	EBSCO RECEPTION ROOM SERVICE	1,381.99
4650L	Subscriptions	1/1/20	THE NEW AMERICAN	49.00
4650L	Subscriptions	1/1/20	THE NEW YORK TIMES	1,208.95
4650L	Subscriptions	1/1/20	THE NEW YORK TIMES	103.40
4650L	Subscriptions	1/8/20	MC/CONSUMER REPORTS	52.00
4650L	Subscriptions	1/9/20	THE CHICAGO SHIMPO	77.00
4650L	Subscriptions	1/14/20	UNABASHED LIBRARIAN	71.50
4650L	Subscriptions	1/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.95
4650L	Subscriptions	1/23/20	MC/MIDWEST LIVING	12.00
4650L	Subscriptions	1/23/20	MC/MIDWEST LIVING	30.00
4650L	Subscriptions	1/23/20	MC/AMERICAN HISTORY	59.95
4650L	Subscriptions	1/24/20	COOKS ILLUSTRATED	64.95
4650L	Subscriptions	1/26/20	EBSCO RECEPTION ROOM SERVICE	60.00
4650L	Subscriptions	1/26/20	EBSCO RECEPTION ROOM SERVICE	20.00
4650L	Subscriptions	1/27/20	SYNCHRONY/AMAZON	107.93
4650L	Subscriptions	1/28/20	ENTHUSIAST NETWORK	(12.72)

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

Account ID	Account Description	Date	Vendor Name	Amount
4650L	Subscriptions	1/1/20	EBSCO RECEPTION ROOM SERVICE	90.95
4650L	Subscriptions	1/23/20	MC/MONTROSE MARKET	15.90
4650L	Subscriptions	1/23/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	1/1/20	MORNINGSTAR	8,767.00
4660L	Electronic Resources	1/1/20	PROQUEST INFORMATION AND LEARNING	3,500.00
4660L	Electronic Resources	1/1/20	PROQUEST INFORMATION AND LEARNING	9,589.84
4660L	Electronic Resources	1/1/20	PROQUEST INFORMATION AND LEARNING	9,756.04
4660L	Electronic Resources	1/1/20	RECORD INFORMATION SERVICES, INC.	1,344.00
4660L	Electronic Resources	1/1/20	WEST PAYMENT CENTER	1,930.84
4660L	Electronic Resources	1/1/20	EBSCO SUBSCRIPTION SERVICE	2,596.00
4660L	Electronic Resources	1/1/20	WORLD ARCHIVES	1,082.00
4660L	Electronic Resources	1/1/20	WORLD TRADE PRESS	500.00
4660L	Electronic Resources	1/30/20	THE NEW YORK TIMES	1,497.60
4660L	Electronic Resources	1/30/20	EBSCO SUBSCRIPTION SERVICE	24,236.00
4660L	Electronic Resources	1/30/20	EBSCO SUBSCRIPTION SERVICE	505.00
4661L	Digital Media	1/1/20	MIDWEST TAPE	2,420.78
4661L	Digital Media	1/31/20	MIDWEST TAPE	2,838.02
4661L	Digital Media	1/31/20	KANOPI, INC.	209.00
4661L	Digital Media	1/28/20	OVERDRIVE, INC.	562.99
4661L	Digital Media	1/28/20	OVERDRIVE, INC.	1,656.98
4661L	Digital Media	1/29/20	OVERDRIVE, INC.	368.99
4661L	Digital Media	1/29/20	OVERDRIVE, INC.	397.96
4661L	Digital Media	1/30/20	OVERDRIVE, INC.	125.96
4661L	Digital Media	1/20/20	OVERDRIVE, INC.	253.00
4661L	Digital Media	1/21/20	OVERDRIVE, INC.	66.50
4662L	E-Learning	1/1/20	MANGO LANGUAGES	4,019.27
4662L	E-Learning	1/1/20	TUTOR.COM, INC.	5,700.00
4662L	E-Learning	1/1/20	EBSCO SUBSCRIPTION SERVICE	13,443.00
4663L	Library of Things	1/2/20	MC/NETFLIX	15.99
4663L	Library of Things	1/2/20	MC/AMAZON	119.00
4663L	Library of Things	1/3/20	MC/DISNEY	12.99
4663L	Library of Things	1/3/20	MC/DISNEY	12.99
4663L	Library of Things	1/3/20	MC/DISNEY	12.99
4663L	Library of Things	1/3/20	MC/DISNEY	12.99
4663L	Library of Things	1/3/20	MC/DISNEY	12.99
4663L	Library of Things	1/3/20	MC/NETFLIX	15.99
4663L	Library of Things	1/3/20	MC/NETFLIX	15.99
4663L	Library of Things	1/3/20	MC/NETFLIX	15.99
4663L	Library of Things	1/3/20	MC/NETFLIX	15.99
4680L	Processing	1/15/20	DEMCO	101.33
4680L	Processing	1/27/20	BAKER AND TAYLOR	3.90
4680L	Processing	1/28/20	BAKER AND TAYLOR	0.65
4690L	Programs	1/10/20	JOHN WENTZ	350.00
4690L	Programs	1/20/20	MC/LITTLE CAESARS	25.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4690L	Programs	1/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	74.04
4690L	Programs	1/27/20	SYNCHRONY/AMAZON	30.98
4690L	Programs	1/27/20	MC/AMAZON	7.68
4690L	Programs	1/27/20	MC/AMAZON	174.05
4690L	Programs	1/30/20	PETTY CASH	26.83
4690L	Programs	1/21/20	CARALYN KEMPNER	175.00
4690L	Programs	1/24/20	MELISSA MAYBERRY	180.00
4690L	Programs	1/10/20	MC/WALMART	18.90
4690L	Programs	1/12/20	MC/WALMART	15.76
4690L	Programs	1/26/20	MC/AMAZON	65.17
4690L	Programs	1/20/20	MC/MICHAELS	55.27
4690L	Programs	1/26/20	MC/AMAZON	183.07
4690L	Programs	1/8/20	MC/MICHAELS	47.49
4690L	Programs	1/13/20	MC/AMAZON	27.98
4690L	Programs	1/14/20	MC/AMAZON	24.50
4690L	Programs	1/23/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	26.18
4690L	Programs	1/30/20	MC/ROSATI'S PIZZA	40.98
4690L	Programs	1/31/20	MC/MICHAELS	8.98
				\$ 859,734.24
9530L	Foundation Sponsored Expense	1/14/20	SHAKESPEARE PROJECT OF CHICAGO	850.00
9540L	Friends Sponsored Expense	1/20/20	MC/BOOK OUTLET	94.84
9540L	Friends Sponsored Expense	1/30/20	PETTY CASH	45.49
9540L	Friends Sponsored Expense	1/3/20	BAKER AND TAYLOR	28.53
9540L	Friends Sponsored Expense	1/24/20	BAKER AND TAYLOR	71.30
9540L	Friends Sponsored Expense	1/30/20	PETTY CASH	50.00
9540L	Friends Sponsored Expense	1/9/20	MT PROSPECT CHAMBER OF COMMERCE	300.00
9540L	Friends Sponsored Expense	1/30/20	PETTY CASH	17.46
9540L	Friends Sponsored Expense	1/30/20	MC/MARIANO'S	19.12
9540L	Friends Sponsored Expense	1/10/20	MC/STARBUCKS	56.67
9540L	Friends Sponsored Expense	1/10/20	FUN EXPRESS	94.31
9540L	Friends Sponsored Expense	1/10/20	SRILATHA SALVAJI	150.00
9540L	Friends Sponsored Expense	1/1/20	INTERIOR TROPICAL GARDENS	120.00
9540L	Friends Sponsored Expense	1/19/20	MC/AMAZON	29.05
9540L	Friends Sponsored Expense	1/19/20	MC/AMAZON	138.22
9540L	Friends Sponsored Expense	1/19/20	MC/AMAZON	7.59
9540L	Friends Sponsored Expense	1/21/20	MC/HBO SHOP	46.94
9540L	Friends Sponsored Expense	1/23/20	MC/SPIRIT STORES	19.58
9540L	Friends Sponsored Expense	1/30/20	MC/CUSTOM INK.COM	121.75
9560L	Village Hall Shared Expense	1/19/20	AT&T - CABS DEPARTMENT - 40%	245.60
9560L	Village Hall Shared Expense	1/19/20	AT&T - CABS DEPARTMENT - 50%	244.55
			Total Library Fund expenses for 01/31/2020	\$ 862,485.24

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

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

There were no Capital Project Reserve Fund Expenses for January, 2020.

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

Account ID	Account Description	Date	Description	Trans Amount
3701D	Interest Expense	1/31/20	To record 01/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for January, 2020				\$ 8,783.33

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

<u>Account ID</u>	<u>Account Description</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
8760G	Gift Fund: Miscellaneous Exp	1/1/20	MICROSYSTEMS, INC	\$ 2,117.00
Total Gift Fund Expenses for January, 2020				\$ 2,117.00