

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

Regular Board Meeting
January 16, 2020 7:00 p.m.
Youth Program Room B Room 119b

AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Audience to Visitors**
- 4. Consent Agenda**
 - a. Approve Minutes of Committee of the Whole Meeting of December 17, 2019 **(11)**
 - b. Approve Minutes of Regular Board Meeting of December 19, 2019 **(12-13)**
 - c. Treasurer's Report **(14)** and Approval of December 2019 Bills **(16-31)**
- 5. Preview of 2019 Annual Report (Jennifer Amling)**
- 6. 2019 Year End Financial Review (Karen Almeleh) (15)**
- 7. Next Steps for Appointing a New Trustee to Fill the Vacancy**
- 8. 2020 Committee Meetings and Assignments**
- 9. South Branch Expansion Possibilities**
- 10. Executive Director Report**
Monthly Director **(3)** and Library Report **(4-10)**
- 11. Closed session**
As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. As pursuant to 5 ILCS 120/2 C (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
- 12. Reconvene Open Session**
Make any determinations resulting from the closed session.
- 13. Trustee Reports**
Trustee reports or topic suggestions for future meetings.

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

14. Calendar items

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

15. Adjournment

Library Director Report – January 16, 2020

1. Preview of Annual Report

Jennifer Amling, Head of Community Services, will present a draft preview of our new annual report. The annual report this year focuses on highlights from 2019, presented in a format that is appropriate for marketing and promotion.

2. 2019 Year End Financial Review

Karen Almeleh, Director of Business Operations, will provide a brief year-end summary of 2019 expenditures and revenues. A summary of this information is included in the packet.

3. Next Steps to Fill Trustee Vacancy

At this meeting we will discuss selecting and appointing a new Trustee, which should happen in early 2020 to meet the law's requirement of filling a vacancy "forthwith." We do have guidelines outlined in our "Board Practices and Procedures" document (sent with the board packet), so we can walk through the existing process and determine our next steps.

4. 2020 Board Committee Meetings and Assignments

As discussed at our December 17 Board retreat, we will identify what our 2020 committees will be and assign Trustees. During this conversation we should also discuss the schedule for our standing Committee of the Whole meetings. Our bylaws provide brief guidelines for committees:

"Committees shall be: Committee of the Whole, Standing, Special/Ad Hoc, and Advisory.

- The Committee of the Whole studies and discusses specific issues.
- Standing committees shall be appointed annually one month after election of officers at the regular meeting of the Board. Each committee shall be appointed by the President. Standing committees are personnel and finance.
- Special/ad hoc committees for the study and investigation of particular issues may be appointed by the President, with the advice and consent of the Board of Library Trustees. The make-up may include staff but must include at least one board member. Each committee shall serve until the completion of the work for which it was established.
- Advisory committees may be established by the Board of Library Trustees in order to provide citizen input and advice to the board."

5. South Branch Expansion Possibilities

As briefly discussed at the December 19 Board meeting, there may be an opportunity to expand the South Branch location. We have received preliminary information from the Village, which I will provide at the meeting.

6. "Life & Death of a Book" Training Videos

Multiple staff over many departments created and presented two staff training programs, "Life of a Book" and "Death of a Book." These sessions were recorded and are an excellent training resource for Trustees, providing a solid base for understanding how we acquire, prepare, and manage print materials. I will send an email to Trustees with the links to the videos. "Life" is about 1.5 hours, and "Death" is about 1 hour.

Public Services Departments

Circulation

- We worked with a father and son who had large fines on their accounts, and explained our renewal system, waived some of the fees to help them clear up their accounts, and clarified video game limits. At the end of the transaction, the patron was grateful, shaking staff member Brian Cardenas' hand and thanking him. Brian said, "It was nice to help keep a family at the Library."

Community Engagement

- The Offices of State Senator Ann Gillespie and State Representative Mark Walker extended their constituent hours into 2020, deeming 2019, their inaugural year, a success. Representative Walker lengthened his monthly time here by one hour. (Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.)

Fiction/AV/Teen

- The last Exam Cram program of the year offered healthy snacks and activities to 577 high school students studying for final exams. (Promote and support education and lifelong learning.)
- An offsite maker program at Prospect High School gave students the opportunity to create mini-LED lightsabers; participation would have exceeded 100 students if not for the limit of supplies. (Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.)

Reference

- We held a very successful program titled Holiday Celebration with the Des Plaines Harmonaires (58 attendees). This local women's choral group has been performing for over 60 years. (Library will offer responsive and diverse programming for patrons...)
- We added an electronic resource, Newspapers.com, which is an excellent tool for genealogists looking for obituaries and historical articles from newspapers. (Library will be responsive to the community and provide balanced and in-depth collections...)
- We added "Explore More Illinois," which is a free service that provides instant online access to free and discounted tickets to museums, science centers, sporting events, zoos, park districts, theatres, and other fun and local cultural venues. Check it out at:
<https://exploremore.quipugroup.net/?MountProspect>

Registration

- We added a new event type to our public calendar, which means that the public can now see select room rental events that are offered, even if registration is not required. Before this, an event with no registration had to stay private, which significantly reduced visibility. (Library staff will strive for excellence in services provided.)

South Branch

- We visited with residents of Eclipse, a local apartment building to promote library services We also visited schools promoting South Branch holiday programs. (Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.)
- We hosted the Madrigals from Rolling Meadows, who performed holiday music dressed in full Renaissance costumes (48 attendees). (Library staff will strive for excellence in services provided.)

Mount Prospect Public Library
December 2019 Monthly Library Report for Board of Trustees

- We added more Polish books for children due to popular demand, and because Polish bookstores get new titles before the holiday season. Polish language books are still one of the most popular collections at our Library (adult +14%; youth +10%). This is our most popular world language collection; despite policy limits related to this collection made in 2018. [\(Library will be responsive to the community and provide balanced and in-depth collections.\)](#)

Youth Services

- We held two technology programs that focused on coding, an essential computational thinking skill. Two patrons who attended said they were there because staff member Carol Capra mentioned the program during her booktalks at Fairview School that day. [\(Provide opportunities that foster computational thinking and hands-on/experiential learning.\)](#)
- Elementary school outreach this month reached more than 780 children even in a shortened holiday month. This compares to the 350 students reached in December of 2018.
- Claire Bartlett received a grant to attend the Guadalajara Book Fair, where she was able to purchase approximately \$3,000 worth of books in Spanish.

Back Office Departments

Staff Training

- Multiple staff over many departments created and presented a staff training program, “Life & Death of a Book.” These sessions were recorded and will become an excellent training resource for new and existing employees and Trustees. The training follows the path of a book from the time it is ordered to the time that it is discarded. [\(Library will have a motivated, dedicated, and knowledgeable staff.\)](#)

Building & Security

- As part of our ongoing goal of providing ergonomic working conditions for staff, we now offer a desktop computer stand that provides the option of sitting or standing when working, and many staff have taken advantage of this option. [\(Provide a work environment that encourages best ergonomic practices.\)](#)

Collection & Bibliographic Services

- We conducted a staff survey to gather suggestions for new “Library of Things” materials. We will work to evaluate these suggestions to determine what to offer patrons next.

Community Services

- We continue to develop different kinds of articles for Preview, including human interest stories, “Behind the Stacks,” and short spotlights. [\(Develop and apply consistent messages conveying the Library’s value to the community.\)](#)
- We worked on a new annual report layout, which includes highlights and statistics from 2019. This new promotional item is appropriate for distribution to residents and shares the Library’s successes and services in an attractive, easy-to-read format.

Mount Prospect Public Library
December 2019 Monthly Library Report for Board of Trustees

Human Resources

- Number of terminations: 0. Number of new hires: 3, Deputy Director of Public Service, Maintenance Assistant, Circulation Assistant. Open positions: ILS Administrator, Page Supervisor.
- Staff anniversaries: Lily Valentin, 5 years; Julie Van Dyck, 5 years.
- Pat on the Back Winner: Michael Barba, Building Services.

Information Technology

- Patrons can now pay their Horizon fees and fines by credit card using the app. ([Library staff will strive for excellence in services provided.](#))

Friends of the Mount Prospect Public Library

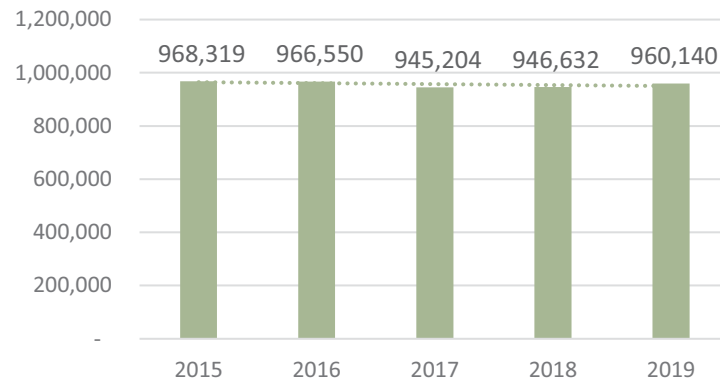
The Friends Holiday gift sale brought in over \$2,400 - slightly below last year's total. They are planning for the Winter sale in January and revising the Passport process, a way for customers to shop and make purchases in all three sale rooms and only pay by credit card or check once.

Mount Prospect Public Library Foundation

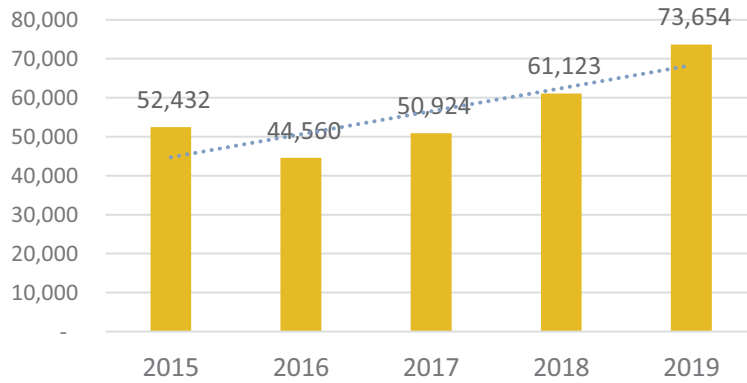
The Foundation did not meet in December.

Mount Prospect Public Library
December 2019 Monthly Library Report for Board of Trustees

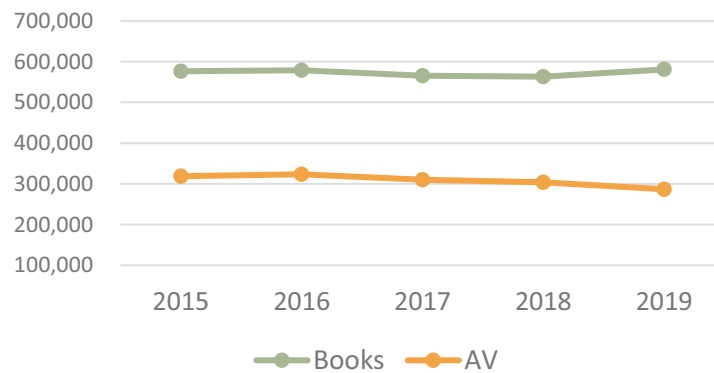
Total Circulation 2019



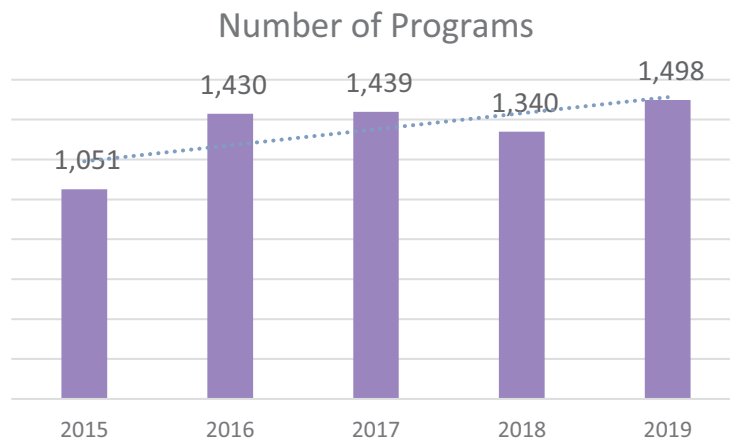
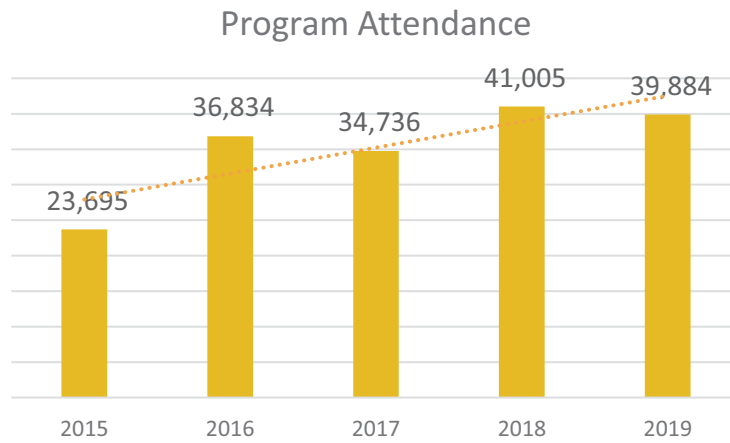
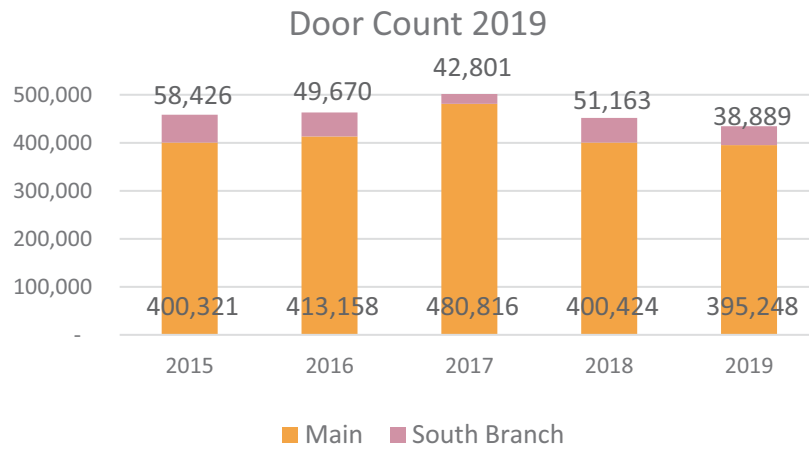
eMedia Circulation YTD



Books & AV Circulation

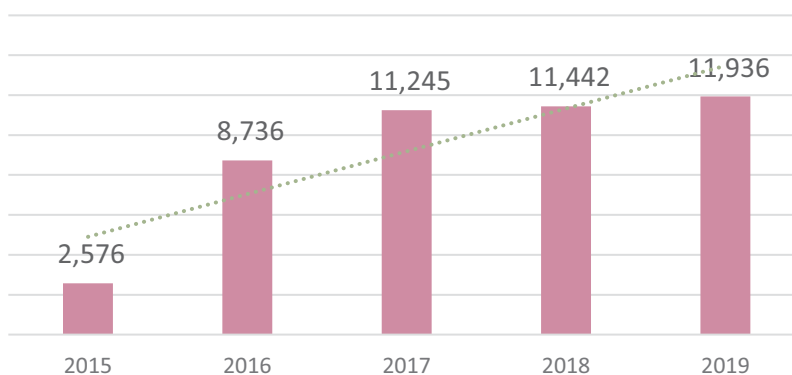


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December 2019 Monthly Library Report for Board of Trustees

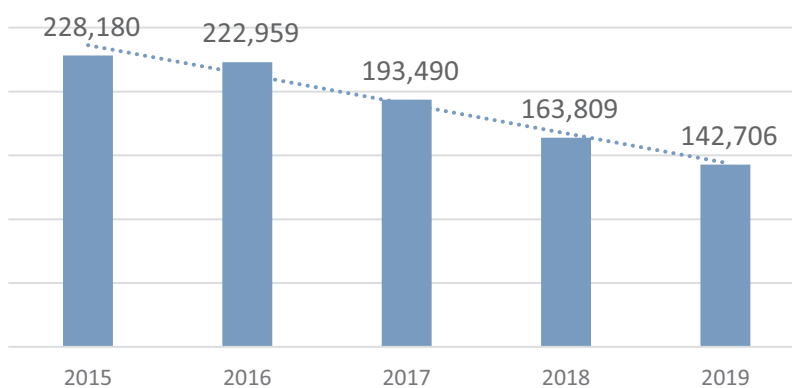


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December 2019 Monthly Library Report for Board of Trustees

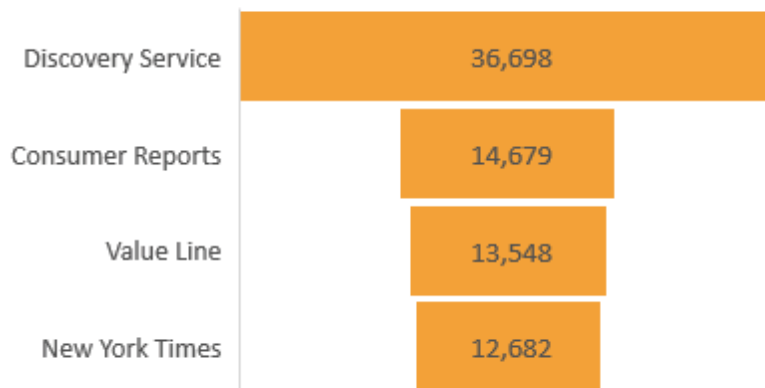
Study Room Usage



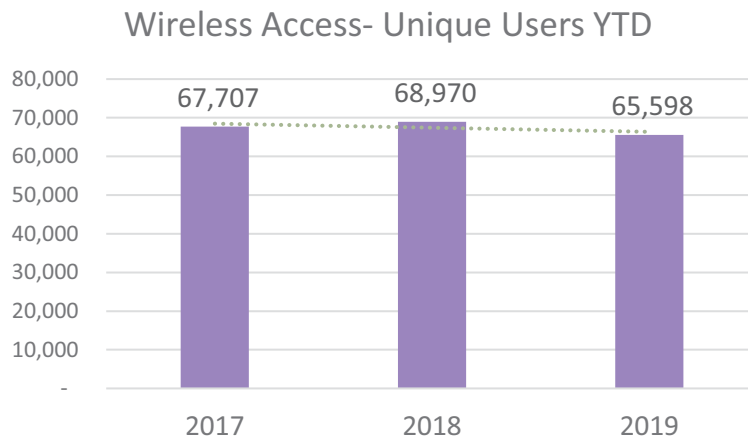
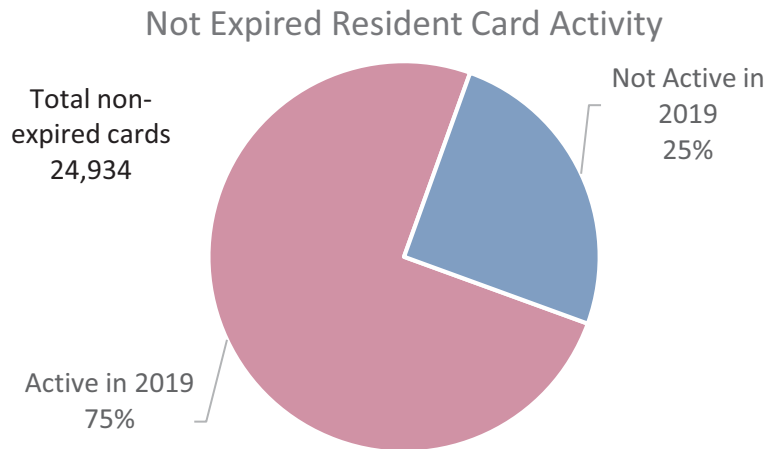
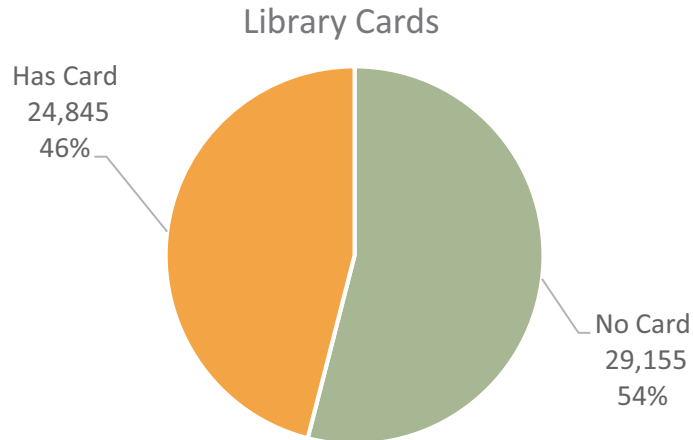
Questions Answered



Top Databases YTD



Mount Prospect Public Library
December 2019 Monthly Library Report for Board of Trustees



Mount Prospect Public Library
Board of Library Trustees

**Committee of the Whole Meeting
December 17, 2019
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 6:14 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas
Absent: Jackie Hinaber
Staff Present: Su Reynders, Executive Director
Visitors: Stu Wilson, Library Strategies Consulting Group

3. Audience to Visitors

No visitors were present.

4. Board Retreat

Stu Wilson, Principal Consultant with Library Strategies, facilitated a Board retreat that included an overview and discussion of the following: increasing Board effectiveness; Board ethics; roles and responsibilities of individual Board members; essential Board roles and responsibilities; and building a better Board.

Mr. Wilson reviewed strategic planning best practices, types of planning, and the Library's current strategic plan.

Mr. Wilson led a discussion regarding the number and structure of current Board committees, and the Board will continue to discuss this matter in early 2020.

5. Adjournment

Committee of the Whole meeting adjourned at 9:39 p.m.

Brian Gilligan, Secretary

Mount Prospect Public Library
Board of Library Trustees

**Regular Board Meeting
December 19, 2019
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 7:03 p.m. by Sylvia Haas, President.

2. Roll Call

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

Absent: None

Staff Present: Karen Almeleh, Anne Belden, Su Reynders

Visitors: None

3. Audience to Visitors

No visitors were present.

4. Consent Agenda

- a. Approval of Minutes of Regular Board Meeting November 21, 2019
- b. Treasurer's Report and Approval of November 2019 Bills
- c. Approval of Per Capita Grant Application
- d. Approve Resolution 2019/1 Acknowledging Payment to MPPL Under the Terms of the Ground Lease by the Village of Mount Prospect
- e. Approve Resolution 2019/3 Adopting the Workplace Transparency Act
- f. Personnel Code Policy Updates
 - i. Section C – Equal Opportunity Employment
 - ii. Section G – Victims' Economic Security and Safety Act
 - iii. Section I – Disciplinary Matters
 - iv. Section K – Smoke, Drug, and Alcohol-Free Workplace

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

Resolutions to be made part of the record.

5. Unfinished Business

- a. Amend 2020 Operating Budget and Appropriation

Karen Almeleh reviewed the amended budget and appropriation budget and answered questions. Trustees had a lengthy discussion regarding the budget allocation, the current and future levies, the salary and benefits line, insurance line, planned capital projects, and outside consulting projects.

Motion was made by Trustee Fulk and seconded by Trustee Duebner to approve the 2020 Operating Budget as amended, including merit increases of no more than 2% individually, and the Appropriation Budget as presented. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None ABSTAIN: None ABSENT: None. Motion carried.

Mount Prospect Public Library
Board of Library Trustees

6. New Business

a. Approve Resolution 2019/2 Declaring Trustee Vacancy

President Haas informed the Board that she had received a letter of resignation from Trustee Jackie Hinaber dated December 4, 2019, citing personal reasons. The letter states that her resignation is effective immediately.

Trustees agreed to discuss the process and timeline of appointing a new Trustee at the January 16, 2020 regular board meeting.

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to approve Resolution 2019/2 Declaring Trustee Vacancy. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None ABSTAIN: None ABSENT: None. Voice vote carried.

Resolution to be made part of the record.

7. Executive Director Report

a. Trustees reviewed the monthly report and discussed the possibility of expanding South Branch services.

8. Trustee Reports

No reports.

9. Calendar items

- a. Library Closed - December 24 and 25
- b. Library Closes at 5 p.m. on December 31
- c. Library Closed – January 1
- d. Committee of the Whole Meeting – January 2; meeting canceled
- e. Regular Board Meeting – January 16
- f. Friends Book Sale – January 18 and 19
- g. Foundation Board Meeting – January 27 – Marie Bass
- h. Cookies and More with the Board – January – Terri Gens
- i. Shining Stars Gala – Saturday, February 1
- j. Committee of the Whole Meeting – February 6
- k. Regular Board Meeting – February 20
- l. Foundation Board Meeting – February 24 – Michael Duebner
- m. Cookies and More with the Board – February – Sylvia Haas

10. Adjournment

Regular meeting adjourned at 8:09 p.m.

Brian Gilligan, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of December 31, 2019

Library General Fund	\$	5,535,039
Working Cash Fund	\$	2,198,279
Capital Projects Fund	\$	1,762,162
Debt Service Fund	\$	748,504
Gift Fund	\$	554,637
Total All Funds	\$	10,798,621

Cash Disbursements December 2019 **\$767,351.56**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds \$ 7,733,318

Combined Balance Months (\$850,000/month) 9.1
Combined Balance Percentage 76%

Debt Service Fund -principal and interest paid in full

YTD December Spending

- * About \$556,482 below the year-to-date budget
- * YTD Actual is 5.8% below YTD budget.
- * Last year's annual spending was 4.4% below budget

Percent of Full Year Budget Spent to date

- * We spent 94.2% of the annual budget this year
- * Last year we expended 95.6 % of the annual budget

Levy Collection

- * To date 97.78% of the 2018 Levy has been collected
- * Generally 99% of the Levy would have been collected by this time
- * 2019 tax revenues were about \$141,000 below the (99% of Levy) budgeted revenue
- * It is possible that we will recoup some of this revenue in early 2020

PROJECTED 2019 YEAR END

	Line	Budget 2019	Budget % to Total	Actual 2019	Actual % to Total	YTD Variance - Actual vs Budget		
						\$	%	% of TTL VAR
Salaries & Benefits								
Salaries	4110	5,825,400.00		5,573,124.06		(252,275.94)	-4.3%	45.3%
IMRF	4120	440,700.00		420,020.02		(20,679.98)	-4.7%	3.7%
MC / FICA	4130	445,500.00		402,291.08		(43,208.92)	-9.7%	7.8%
Medical Insurance	4140	790,000.00		706,903.46		(83,096.54)	-10.5%	14.9%
Unemployment Compensation Tax	4150	6,500.00		6,202.10		(297.90)	-4.6%	0.1%
Subtotal (4110L - 4150L)		7,508,100.00	78.7%	7,108,540.72	79.1%	(399,559.28)	-5.3%	71.8%
Management Expense								
Audit	4210	6,700.00		6,695.00		(5.00)	-0.1%	0.0%
Legal Fees	4220	40,000.00		18,168.57		(21,831.43)	-54.6%	3.9%
Printing	4230	34,500.00		29,637.53		(4,862.47)	-14.1%	0.9%
Marketing	4240	68,000.00		64,908.59		(3,091.41)	-4.5%	0.6%
Resources	4250	8,400.00		8,285.83		(114.17)	-1.4%	0.0%
Professional Dues	4260	6,500.00		6,033.00		(467.00)	-7.2%	0.1%
Board Development/Training	4270	4,000.00		2,989.49		(1,010.51)	-25.3%	0.2%
Human Resources	4280	86,000.00		77,964.09		(8,035.91)	-9.3%	1.4%
Other Operating	4290	17,600.00		8,604.41		(8,995.59)	-51.1%	1.6%
Subtotal (4210L - 4290L)		271,700.00	2.8%	223,286.51	2.5%	(48,413.49)	-17.8%	8.7%
Operating Expenses								
Telecommunications	4310	43,000.00		43,902.25		902.25	2.1%	-0.2%
Insurance	4320	70,000.00		74,479.68		4,479.68	6.4%	-0.8%
Office Supplies	4340	15,500.00		20,127.16		4,627.16	29.9%	-0.8%
Library Supplies	4350	20,000.00		19,149.67		(850.33)	-4.3%	0.2%
Postage	4360	24,000.00		17,809.21		(6,190.79)	-25.8%	1.1%
Contract Services	4380	32,000.00		28,538.87		(3,461.13)	-10.8%	0.6%
IT Services	4390	65,000.00		44,480.42		(20,519.58)	-31.6%	3.7%
Subtotal (4310L - 4390L)		269,500.00	2.8%	248,487.26	2.8%	(21,012.74)	-7.8%	3.8%
Building Expense								
Building Maintenance	4410	193,000.00		175,759.94		(17,240.06)	-8.9%	3.1%
Equipment Maintenance	4420	122,000.00		133,978.59		11,978.59	9.8%	-2.2%
Janitorial	4440	62,000.00		54,943.99		(7,056.01)	-11.4%	1.3%
Equipment	4450	159,000.00		153,506.78		(5,493.22)	-3.5%	1.0%
Utilities	4460	57,000.00		37,324.75		(19,675.25)	-34.5%	3.5%
Subtotal (4410L - 4460L)		593,000.00	6.2%	555,514.05	6.2%	(37,485.95)	-6.3%	6.7%
Library Materials								
Adult Print	4610	212,000.00		192,886.35		(19,113.65)	-9.0%	3.4%
Adult AV	4620	64,600.00		62,242.54		(2,357.46)	-3.6%	0.4%
Youth Print	4630	130,000.00		133,571.34		3,571.34	2.7%	-0.6%
Youth AV	4640	39,500.00		32,534.77		(6,965.23)	-17.6%	1.3%
Subscriptions	4650	16,000.00		14,754.70		(1,245.30)	-7.8%	0.2%
Electronic Resources	4660	180,000.00		178,704.16		(1,295.84)	-0.7%	0.2%
Electronic Media	4661	126,000.00		125,313.49		(686.51)	-0.5%	0.1%
E-Learning	4662	52,000.00		45,118.88		(6,881.12)	-13.2%	1.2%
Library of Things	4663	0.00		428.86		428.86		
Microform	4670	6,800.00		798.87		(6,001.13)	-88.3%	1.1%
Processing Supplies	4680	26,000.00		24,529.26		(1,470.74)	-5.7%	0.3%
Programs	4690	43,800.00		35,805.74		(7,994.26)	-18.3%	1.4%
Subtotal (4610L - 4680L)		896,700.00	9.4%	846,688.96	9.4%	(50,011.04)	-5.6%	9.0%
Total (4110L - 4680L)		9,539,000.00	100.0%	8,982,517.50	100.0%	(556,482.50)	-5.8%	100.0%
Reimbursable Activity								
Foundation Expenses (9530L)	9530	13,136.00		15,400.45		2,264.45	17.2%	
Friends Expenses (9540L)	6540	68,438.00		52,070.97		(16,367.03)	-23.9%	
Village Shared Expense (9560L)	9560	10,450.00		9,535.87		(914.13)	-8.7%	
Grant Expense (9570L)	9570	0.00		0.00		0.00	-	
Total Reimbursable Activity		92,024.00		77,007.29		(15,016.71)	-16.3%	
Total Expenses - All Activities		9,631,024.00		9,059,524.79		(571,499.21)	-5.9%	

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended December 31, 2019

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ -	\$ 11,266,288
Taxes Allocated to Other Funds	-	(2,050,982)
Personal Property Replacement Taxes	-	56,722
Interest Income	8,439	140,070
Illinois Per Capita Grant	-	67,709
Misc. Grant Income	-	-
Ground Lease Income	-	1
Miscellaneous Fees and Fines	5,156	100,909
Friends & Foundation Reimbursements	20,230	67,152
Village Reimbursements	937	9,536
<i>Total Revenues</i>	<u>\$ 34,762</u>	<u>\$ 9,657,405</u>
Expenditures		
Salaries & Benefits	634,042	\$ 7,108,542
Management Expense	16,691	223,286
Operating Expenses	78,931	248,487
Building Expense	81,073	555,515
Services and Resources	43,817	846,688
Friends & Foundation Reimbursable Expenses	16,244	67,470
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	1,019	9,537
<i>Total Expenditures</i>	<u>\$ 871,817</u>	<u>\$ 9,059,525</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (837,055)	\$ 597,880
Fund Balance - Beginning of Period	6,372,094	4,937,159
Fund Balance - End of Period	<u>\$ 5,535,039</u>	<u>\$ 5,535,039</u>
Working Cash Fund		
Fund Balance - Beginning of Period	2,195,165	\$ 2,151,422
Interest Allocation	3,114	46,857
Fund Balance - End of Period	<u>\$ 2,198,279</u>	<u>\$ 2,198,279</u>
Capital Projects Reserve Fund		
Revenues		
Property Taxes	\$ -	\$ 498,719
Interest Income	2,560	34,594
<i>Total Revenues</i>	<u>\$ 2,560</u>	<u>\$ 533,313</u>
Expenditures		
Building & Grounds	\$ -	\$ 3,750
Library Equipment	-	1,115
Library Furnishings	-	5,813
Other Expenditures	-	110,110
Reimbursement from Gift Fund	-	(24,815)
<i>Total Expenditures</i>	<u>\$ -</u>	<u>\$ 95,973</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 2,560	\$ 437,341
Fund Balance - Beginning of Period	1,759,602	1,324,821
Fund Balance - End of Period	<u>\$ 1,762,162</u>	<u>\$ 1,762,162</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ -	\$ 1,552,263
Interest Income	1,105	30,827
<i>Total Revenues</i>	<u>\$ 1,105</u>	<u>\$ 1,583,090</u>
Expenditures		
Interest Expense	\$ 8,783	\$ 144,586
Debt Reduction Payments	-	1,425,000
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>\$ 1,570,036</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (7,678)	\$ 13,054
Fund balance - Beginning of Period	756,182	735,450
Fund balance - End of Period	<u>\$ 748,504</u>	<u>\$ 748,504</u>
Gift Fund		
Revenues	\$ 2,161	\$ 57,413
Expenditures	-	53,215
Excess (Deficiency) of Revenues over Expenditures	\$ 2,161	\$ 4,198
Fund Balance - Beginning of Period	552,476	550,439
Fund Balance - End of Period	<u>\$ 554,637</u>	<u>\$ 554,637</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
December 31, 2019**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 634,041.66	
Management Expense (4210L - 4290L)	16,691.47	
Operating Expenses (4310L - 4390L)	78,930.64	
Building Expense (4410L - 4460L)	81,073.19	
Services and Resources (4610L - 4690L)	43,817.41	
Friends & Foundation reimbursable expenses (9530L and 9540L)	16,244.13	
VOMP reimbursable expenses (9560L)	1,018.75	
Grant Expenses (9570L)	-	
Total December 2019 Library General Fund Expenses	<hr/>	\$ 871,817.25

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 133.30	
Payments to ALA from income items (book discards)	98.70	
Operating Expense Reimbursements received	6,685.24	
November 2019 Accrued Payroll & Benefits	120,898.08	
November 2019 Credit Card Payable	14,125.18	
November 2019 Accounts Payable	15,260.61	
December 2019 Accounts Receivable	109.66	
Disbursements for Foundation & Friends	222.10	
Disbursements for Gift Fund and Building Fund	-	
	<hr/>	157,532.87

Deductions for Library General Fund Cash Disbursements:

December 2019 Accrued Payroll & Benefits	\$ 183,937.10	
December 2019 Credit Card Payable	15,855.44	
December 2019 Accounts Payable	62,070.28	
Miscellaneous	(5.75)	
Payment of Nayax invoices & merchant fees by income offset	123.30	
Payment of Credit Card Merchant fees by income offset	43.71	
	<hr/>	(262,024.08)
Total Library General Fund cash disbursed		<hr/> <u>\$ 767,326.04</u>

CAPITAL PROJECTS RESERVE FUND

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

DEBT SERVICE FUND

December 2019 Expenses	\$ 8,783.33	
Plus: November 2019 Interest Payable	-	
Less: December 2019 Interest Payable	(8,783.33)	
Total Debt Service Fund cash disbursed	<hr/>	0.00

GIFT FUND

December 2019 Expenses	\$ -	
Plus: November 2019 Accounts Payable	25.52	
Less: December 2019 Accounts Payable	-	
Total Gift Fund cash disbursed	<hr/>	25.52

TOTAL CASH DISBURSEMENTS, December 2019

\$ 767,351.56

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	12/1/19	11/30/2019 accrued payroll reversal	\$ (104,969.00)
4110L	Salaries	12/12/19	PAYROLL - PAYCOM	211,128.43
4110L	Salaries	12/26/19	PAYROLL - PAYCOM	225,354.44
4110L	Salaries	12/31/19	12/31/2019 accrued payroll	154,414.00
4110L	Salaries	12/18/19	TUITION REIMBURSEMENT	2,000.00
4110L	Salaries	12/18/19	TUITION REIMBURSEMENT	2,474.00
4110L	Salaries	12/18/19	TUITION REIMBURSEMENT	220.00
4110L	Salaries	12/27/19	TUITION REIMBURSEMENT	750.00
4110L	Salaries	12/27/19	TUITION REIMBURSEMENT	666.75
4110L	Salaries	12/31/19	TUITION REIMBURSEMENT	750.00
4110L	Salaries	12/31/19	TUITION REIMBURSEMENT	1,000.00
4110L	Salaries	12/31/19	TUITION REIMBURSEMENT	280.00
4110L	Salaries	12/31/19	TUITION REIMBURSEMENT	280.00
4120L	IMRF	12/1/19	11/30/2019 accrued payroll reversal	(7,898.00)
4120L	IMRF	12/27/19	VILLAGE OF MT. PROSPECT - IMRF	32,797.75
4120L	IMRF	12/31/19	12/31/2019 accrued payroll	15,358.00
4130L	MC / FICA	12/1/19	11/30/2019 accrued payroll reversal	(7,991.00)
4130L	MC / FICA	12/12/19	PAYROLL - PAYCOM	15,101.38
4130L	MC / FICA	12/26/19	PAYROLL - PAYCOM	16,216.57
4130L	MC / FICA	12/31/19	12/31/2019 accrued payroll	11,583.00
4140L	Insurance	12/4/19	AFLAC	(0.01)
4140L	Insurance	12/27/19	VILLAGE OF MT. PROSPECT	64,408.10
4140L	Insurance	12/30/19	AFLAC	(0.01)
4140L	Insurance	12/27/19	VILLAGE OF MT. PROSPECT	117.26
4220L	Legal Fees	12/17/19	VEDDER PRICE P.C.	1,092.00
4230L	Printing	12/19/19	MOBILE PRINT INC.	186.24
4230L	Printing	12/23/19	PEERLESS MARKETING IMPRESSIONS	184.75
4230L	Printing	12/22/19	BANNERVILLE USA	1,000.00
4230L	Printing	12/30/19	PETTY CASH	99.35
4240L	Marketing	12/18/19	CATHY CUSHING	2,750.00
4240L	Marketing	12/11/19	THE JOURNAL AND TOPICS	40.00
4240L	Marketing	12/3/19	PEERLESS MARKETING IMPRESSIONS	401.75
4240L	Marketing	12/12/19	PEERLESS MARKETING IMPRESSIONS	550.00
4240L	Marketing	12/17/19	PEERLESS MARKETING IMPRESSIONS	1,085.00
4240L	Marketing	12/17/19	PEERLESS MARKETING IMPRESSIONS	505.00
4240L	Marketing	12/23/19	PEERLESS MARKETING IMPRESSIONS	915.00
4240L	Marketing	12/10/19	BLICK ART MATERIALS	186.91
4240L	Marketing	12/17/19	BLICK ART MATERIALS	207.55
4240L	Marketing	12/18/19	PRECISION SIGNS.COM INC.	282.50
4240L	Marketing	12/18/19	BLICK ART MATERIALS	9.70
4240L	Marketing	12/16/19	MC/4 IMPRINT	658.77

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4240L	Marketing	12/1/19	PEERLESS MARKETING IMPRESSIONS	39.72
4270L	Board Development/Training	12/27/19	LIBRARY STRATEGIES	1,946.86
4280L	Human Resources	12/12/19	PAYROLL - PAYCOM	892.67
4280L	Human Resources	12/26/19	PAYROLL - PAYCOM	858.63
4280L	Human Resources	12/15/19	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	12/8/19	MC/ALLIANZ GLOBAL TRAVEL INSUR	23.44
4280L	Human Resources	12/8/19	MC/AMERICAN AIRLINES	360.60
4280L	Human Resources	12/10/19	MC/PLA	305.00
4280L	Human Resources	12/13/19	MC/PLA	305.00
4280L	Human Resources	12/25/19	MC/PLA	585.00
4280L	Human Resources	12/31/19	MC/PLA	585.00
4280L	Human Resources	12/10/19	MC/ALA	60.00
4290L	Other Operating	12/6/19	THE HUNTINGTON NATIONAL BANK	40.00
4290L	Other Operating	12/31/19	ILLINOIS DEPARTMENT OF REVENUE	76.00
4290L	Other Operating	12/5/19	PROPAY	4.75
4290L	Other Operating	12/6/19	NAYAX LLC	6.88
4290L	Other Operating	12/12/19	PROPAY	13.71
4290L	Other Operating	12/13/19	NAYAX LLC	11.06
4290L	Other Operating	12/18/19	PROPAY	11.78
4290L	Other Operating	12/20/19	NAYAX LLC	13.89
4290L	Other Operating	12/27/19	NAYAX LLC	11.97
4290L	Other Operating	12/31/19	PROPAY	13.47
4290L	Other Operating	12/31/19	HEARTLAND	98.78
4290L	Other Operating	12/1/19	INTERIOR TROPICAL GARDENS	112.00
4290L	Other Operating	12/14/19	DEX MEDIA	22.50
4290L	Other Operating	12/28/19	MC/VILLAGE OF MT PROSPECT	25.00
4290L	Other Operating	12/30/19	PETTY CASH	3.99
4310L	Telecommunications	12/11/19	AT&T	718.35
4310L	Telecommunications	12/13/19	AT&T	1,192.13
4310L	Telecommunications	12/16/19	TECHNOLOGY MANAGEMENT REVOLVING FUND	521.00
4310L	Telecommunications	12/19/19	AT&T - CABS DEPARTMENT - 60%	763.40
4310L	Telecommunications	12/23/19	COMCAST CABLE	203.35
4310L	Telecommunications	12/28/19	VERIZON WIRELESS	413.71
4310L	Telecommunications	12/19/19	AT&T - CABS DEPARTMENT - 50%	509.82
4320L	Insurance	12/1/19	ARTHUR J. GALLAGHER RISK	17,606.00
4320L	Insurance	12/1/19	LIBRARIES OF ILLINOIS RISK AGENCY	52,885.00
4320L	Insurance	12/16/19	LIBRARIES OF ILLINOIS RISK AGENCY	(3,111.32)
4340L	Office Supplies	12/3/19	WAREHOUSE DIRECT	637.44
4340L	Office Supplies	12/12/19	STAPLES BUSINESS ADVANTAGE	92.42
4340L	Office Supplies	12/13/19	WAREHOUSE DIRECT	27.46
4340L	Office Supplies	12/30/19	PETTY CASH	33.49
4340L	Office Supplies	12/12/19	STAPLES BUSINESS ADVANTAGE	206.01

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4340L	Office Supplies	12/13/19	WAREHOUSE DIRECT	81.44
4340L	Office Supplies	12/12/19	STAPLES BUSINESS ADVANTAGE	2.90
4340L	Office Supplies	12/13/19	WAREHOUSE DIRECT	4.29
4340L	Office Supplies	12/20/19	WAREHOUSE DIRECT	28.14
4340L	Office Supplies	12/12/19	STAPLES BUSINESS ADVANTAGE	58.69
4340L	Office Supplies	12/13/19	WAREHOUSE DIRECT	9.27
4340L	Office Supplies	12/23/19	SYNCHRONY/AMAZON	23.40
4340L	Office Supplies	12/3/19	WAREHOUSE DIRECT	344.87
4340L	Office Supplies	12/30/19	MC/AMAZON	8.99
4340L	Office Supplies	12/13/19	WAREHOUSE DIRECT	6.94
4340L	Office Supplies	12/6/19	DEMCO	(45.91)
4340L	Office Supplies	12/13/19	WAREHOUSE DIRECT	23.63
4350L	Library Supplies	12/17/19	AMAZON.COM	18.99
4350L	Library Supplies	12/23/19	SYNCHRONY/AMAZON	79.98
4350L	Library Supplies	12/13/19	WAREHOUSE DIRECT	6.64
4350L	Library Supplies	12/26/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.00
4350L	Library Supplies	12/1/19	UNIQUE MANAGEMENT SERVICES, INC.	62.65
4350L	Library Supplies	12/5/19	MC/AMAZON	11.95
4350L	Library Supplies	12/11/19	PEERLESS MARKETING IMPRESSIONS	703.75
4350L	Library Supplies	12/12/19	STAPLES BUSINESS ADVANTAGE	63.04
4350L	Library Supplies	12/13/19	ELM USA, INC.	230.95
4350L	Library Supplies	12/13/19	WAREHOUSE DIRECT	78.96
4350L	Library Supplies	12/30/19	PETTY CASH	30.05
4350L	Library Supplies	12/31/19	BIBLIOTHECA, LLC	659.40
4350L	Library Supplies	12/30/19	PETTY CASH	18.25
4350L	Library Supplies	12/1/19	MC/CONTAINER STORE	39.99
4350L	Library Supplies	12/1/19	MC/Jewel	14.91
4350L	Library Supplies	12/27/19	ARAMARK	31.13
4350L	Library Supplies	12/28/19	MC/VILLAGE OF MT PROSPECT	100.00
4350L	Library Supplies	12/30/19	VARIETY VENDORS	(100.00)
4360L	Postage	12/26/19	POSTMASTER	1,823.14
4360L	Postage	12/2/19	PITNEY BOWES	500.00
4360L	Postage	12/17/19	PITNEY BOWES	500.00
4380L	Contract Services	12/31/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	5.12
4390L	IT Services	12/6/19	MC/QUICKBASE	175.86
4390L	IT Services	12/5/19	MC/ROCKET GENIUS	99.00
4390L	IT Services	12/5/19	MC/CALLING POST COMMUNICATIONS	85.00
4390L	IT Services	12/25/19	MC/CALLING POST COMMUNICATIONS	9.99
4390L	IT Services	12/5/19	MC/MYFONTS.COM	15.00
4390L	IT Services	12/27/19	MIDCO, INC.	419.98
4410L	Building Maintenance	12/1/19	AUTOMATIC DOORS, INC.	275.00
4410L	Building Maintenance	12/18/19	INTEGRATED CONTROL TECHNOLOGIE	545.00
4410L	Building Maintenance	12/20/19	COMBINED ROOFING SERVICES LLC	1,230.09

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4410L	Building Maintenance	12/24/19	PROSPECT ELECTRIC COMPANY	5,950.00
4410L	Building Maintenance	12/6/19	MOUNT PROSPECT PAINT, INC.	63.11
4410L	Building Maintenance	12/12/19	NERADT ACE HARDWARE	39.97
4410L	Building Maintenance	12/17/19	NERADT ACE HARDWARE	26.99
4410L	Building Maintenance	12/19/19	W. W. GRAINGER, INC.	324.58
4410L	Building Maintenance	12/31/19	AMERICAN LANDSCAPING INC.	300.00
4410L	Building Maintenance	12/1/19	SOUND INCORPORATED	40.00
4410L	Building Maintenance	12/12/19	SOUND INCORPORATED	40.00
4410L	Building Maintenance	12/12/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	112.05
4410L	Building Maintenance	12/16/19	KRUEGER INTERNATIONAL , INC.	1,025.00
4410L	Building Maintenance	12/18/19	FLUORECYCLE, INC.	303.94
4410L	Building Maintenance	12/20/19	REPUBLIC SERVICES #551	394.94
4420L	Equipment Maintenance	12/13/19	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	12/6/19	SHELL OIL COMPANY	(4.27)
4420L	Equipment Maintenance	12/11/19	SHELL OIL COMPANY	33.40
4420L	Equipment Maintenance	12/20/19	POWERHOUSE UNLIMITED INC.	78.76
4420L	Equipment Maintenance	12/27/19	BILL'S POWER EQUIPMENT	89.95
4420L	Equipment Maintenance	12/27/19	BILL'S POWER EQUIPMENT	121.60
4420L	Equipment Maintenance	12/13/19	NAYAX LLC	79.50
4420L	Equipment Maintenance	12/1/19	BIBLIOTHECA, LLC	24,776.00
4420L	Equipment Maintenance	12/27/19	BIBLIOTHECA, LLC	(4,224.62)
4440L	Janitorial	12/1/19	CRYSTAL MANAGEMENT & MAINTENANANCE	2,613.33
4440L	Janitorial	12/5/19	CINTAS #22	78.76
4440L	Janitorial	12/19/19	CINTAS #22	78.76
4440L	Janitorial	12/11/19	THE HOME DEPOT CRC	49.92
4440L	Janitorial	12/11/19	SUPERIOR INDUSTRIAL SUPPLY	473.50
4440L	Janitorial	12/12/19	WAREHOUSE DIRECT	217.01
4440L	Janitorial	12/13/19	WAREHOUSE DIRECT	73.48
4440L	Janitorial	12/20/19	WAREHOUSE DIRECT	307.48
4440L	Janitorial	12/31/19	WAREHOUSE DIRECT	224.37
4450L	Equipment	12/13/19	THE HOME DEPOT CRC	(17.94)
4450L	Equipment	12/19/19	DELL MARKETING L.P.	11,829.84
4450L	Equipment	12/10/19	TODAY'S BUSINESS SOLUTIONS, INC.	7,394.00
4450L	Equipment	12/19/19	DELL MARKETING L.P.	11,239.26
4450L	Equipment	12/29/19	DELL MARKETING L.P.	10,553.49
4450L	Equipment	12/11/19	MC/AMAZON	39.98
4450L	Equipment	12/30/19	MC/AMAZON	20.47
4450L	Equipment	12/5/19	MC/VIVO WHOLESALE	1,325.94
4460L	Utilities	12/18/19	CONSTELLATION NEWENERGY- GAS D	2,119.23
4460L	Utilities	12/15/19	VILLAGE OF MT. PROSPECT	771.62
4610L	Adult Books	12/1/19	BAKER AND TAYLOR	251.56
4610L	Adult Books	12/1/19	GREY HOUSE PUBLISHING	148.50
4610L	Adult Books	12/1/19	H. W. WILSON	199.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4610L	Adult Books	12/5/19	BAKER AND TAYLOR	394.18
4610L	Adult Books	12/10/19	BAKER AND TAYLOR	154.85
4610L	Adult Books	12/10/19	MC/EMDE BOOKS.COM	85.00
4610L	Adult Books	12/10/19	AMAZON.COM	14.99
4610L	Adult Books	12/11/19	BAKER AND TAYLOR	397.31
4610L	Adult Books	12/11/19	D & Z HOUSE OF BOOKS	477.54
4610L	Adult Books	12/11/19	GALE	24.79
4610L	Adult Books	12/11/19	GALE	610.85
4610L	Adult Books	12/11/19	BAKER AND TAYLOR	181.49
4610L	Adult Books	12/12/19	BAKER AND TAYLOR	75.66
4610L	Adult Books	12/12/19	GREY HOUSE PUBLISHING	199.00
4610L	Adult Books	12/15/19	AMAZON.COM	101.59
4610L	Adult Books	12/17/19	BAKER AND TAYLOR	225.86
4610L	Adult Books	12/18/19	BAKER AND TAYLOR	672.47
4610L	Adult Books	12/18/19	AMAZON.COM	20.49
4610L	Adult Books	12/18/19	SALEM PRESS, INC.	355.50
4610L	Adult Books	12/19/19	BAKER AND TAYLOR	93.35
4610L	Adult Books	12/19/19	D & Z HOUSE OF BOOKS	309.00
4610L	Adult Books	12/20/19	BAKER AND TAYLOR	4,438.39
4610L	Adult Books	12/20/19	AMAZON.COM	19.99
4610L	Adult Books	12/21/19	BAKER AND TAYLOR	558.52
4610L	Adult Books	12/23/19	SYNCHRONY/AMAZON	1,570.77
4610L	Adult Books	12/23/19	SYNCHRONY/AMAZON	(7.68)
4610L	Adult Books	12/23/19	BAKER AND TAYLOR	141.41
4610L	Adult Books	12/26/19	BAKER AND TAYLOR	156.25
4610L	Adult Books	12/30/19	BAKER AND TAYLOR	367.19
4610L	Adult Books	12/10/19	BAKER AND TAYLOR	8.90
4620L	Adult AV	12/2/19	MIDWEST TAPE	179.97
4620L	Adult AV	12/2/19	MIDWEST TAPE	409.91
4620L	Adult AV	12/2/19	MIDWEST TAPE	962.75
4620L	Adult AV	12/2/19	MIDWEST TAPE	55.99
4620L	Adult AV	12/2/19	MIDWEST TAPE	107.98
4620L	Adult AV	12/2/19	MIDWEST TAPE	217.87
4620L	Adult AV	12/2/19	MIDWEST TAPE	34.99
4620L	Adult AV	12/4/19	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	12/4/19	BAKER & TAYLOR INC.	7.34
4620L	Adult AV	12/4/19	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	12/5/19	BAKER & TAYLOR INC.	36.37
4620L	Adult AV	12/5/19	BAKER & TAYLOR INC.	86.83
4620L	Adult AV	12/5/19	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	12/5/19	BAKER & TAYLOR INC.	55.08
4620L	Adult AV	12/6/19	BAKER & TAYLOR INC.	(11.88)
4620L	Adult AV	12/8/19	AMAZON.COM	29.99
4620L	Adult AV	12/9/19	MIDWEST TAPE	114.97
4620L	Adult AV	12/9/19	MIDWEST TAPE	453.90
4620L	Adult AV	12/9/19	MIDWEST TAPE	34.99
4620L	Adult AV	12/9/19	MIDWEST TAPE	14.99

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4620L	Adult AV	12/9/19	MIDWEST TAPE	24.99
4620L	Adult AV	12/9/19	AMAZON.COM	18.26
4620L	Adult AV	12/9/19	AMAZON.COM	86.88
4620L	Adult AV	12/9/19	AMAZON.COM	19.89
4620L	Adult AV	12/9/19	AMAZON.COM	9.96
4620L	Adult AV	12/9/19	AMAZON.COM	13.99
4620L	Adult AV	12/9/19	AMAZON.COM	19.89
4620L	Adult AV	12/9/19	AMAZON.COM	17.97
4620L	Adult AV	12/9/19	AMAZON.COM	16.55
4620L	Adult AV	12/9/19	AMAZON.COM	19.89
4620L	Adult AV	12/10/19	BAKER & TAYLOR INC.	29.37
4620L	Adult AV	12/10/19	AMAZON.COM	17.97
4620L	Adult AV	12/10/19	AMAZON.COM	49.95
4620L	Adult AV	12/10/19	AMAZON.COM	22.96
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	22.16
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	58.78
4620L	Adult AV	12/12/19	BAKER & TAYLOR INC.	22.02
4620L	Adult AV	12/12/19	AMAZON.COM	344.32
4620L	Adult AV	12/12/19	AMAZON.COM	(2.06)
4620L	Adult AV	12/12/19	AMAZON.COM	(2.20)
4620L	Adult AV	12/12/19	AMAZON.COM	(3.98)
4620L	Adult AV	12/13/19	AMAZON.COM	(4.40)
4620L	Adult AV	12/14/19	AMAZON.COM	14.99
4620L	Adult AV	12/16/19	MIDWEST TAPE	22.99
4620L	Adult AV	12/16/19	MIDWEST TAPE	34.99
4620L	Adult AV	12/16/19	MIDWEST TAPE	59.99
4620L	Adult AV	12/16/19	MIDWEST TAPE	34.99
4620L	Adult AV	12/16/19	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	12/16/19	BAKER & TAYLOR INC.	33.79
4620L	Adult AV	12/16/19	AMAZON.COM	33.81
4620L	Adult AV	12/16/19	AMAZON.COM	19.89
4620L	Adult AV	12/17/19	BAKER & TAYLOR INC.	66.03
4620L	Adult AV	12/17/19	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	12/17/19	AMAZON.COM	127.76
4620L	Adult AV	12/17/19	AMAZON.COM	79.96
4620L	Adult AV	12/17/19	AMAZON.COM	71.96
4620L	Adult AV	12/18/19	AMAZON.COM	19.99
4620L	Adult AV	12/19/19	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	12/19/19	AMAZON.COM	14.96
4620L	Adult AV	12/19/19	AMAZON.COM	(0.08)
4620L	Adult AV	12/20/19	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	12/20/19	BAKER AND TAYLOR	13.74
4620L	Adult AV	12/21/19	AMAZON.COM	10.20
4620L	Adult AV	12/23/19	SYNCHRONY/AMAZON	2,423.67

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4620L	Adult AV	12/23/19	SYNCHRONY/AMAZON	(7.62)
4620L	Adult AV	12/23/19	MIDWEST TAPE	59.99
4620L	Adult AV	12/23/19	FINDAWAY WORLD, LLC	182.72
4620L	Adult AV	12/23/19	AMAZON.COM	44.88
4620L	Adult AV	12/30/19	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	12/30/19	MIDWEST TAPE	67.99
4620L	Adult AV	12/30/19	MIDWEST TAPE	255.95
4620L	Adult AV	12/30/19	AMAZON.COM	15.82
4620L	Adult AV	12/31/19	AMAZON.COM	54.99
4620L	Adult AV	12/11/19	AMAZON.COM	11.99
4620L	Adult AV	12/11/19	AMAZON.COM	35.95
4620L	Adult AV	12/12/19	AMAZON.COM	(1.03)
4620L	Adult AV	12/16/19	BAKER & TAYLOR INC.	12.49
4620L	Adult AV	12/17/19	AMAZON.COM	12.96
4620L	Adult AV	12/19/19	AMAZON.COM	52.94
4620L	Adult AV	12/19/19	AMAZON.COM	(2.03)
4620L	Adult AV	12/23/19	SYNCHRONY/AMAZON	337.92
4620L	Adult AV	12/23/19	AMAZON.COM	13.69
4630L	Youth Print	12/1/19	LORITO BOOKS	43.99
4630L	Youth Print	12/2/19	BAKER AND TAYLOR	328.97
4630L	Youth Print	12/4/19	BAKER AND TAYLOR	877.20
4630L	Youth Print	12/4/19	MC/WATERDOG RECORDS	84.00
4630L	Youth Print	12/4/19	MC/GPO EDIT PATRIA HACHETTE LIVRE	28.54
4630L	Youth Print	12/4/19	AMAZON.COM	21.40
4630L	Youth Print	12/5/19	BAKER AND TAYLOR	637.68
4630L	Youth Print	12/6/19	BAKER AND TAYLOR	933.26
4630L	Youth Print	12/6/19	BAKER AND TAYLOR	60.77
4630L	Youth Print	12/9/19	BAKER AND TAYLOR	22.39
4630L	Youth Print	12/9/19	AMAZON.COM	16.99
4630L	Youth Print	12/13/19	BAKER AND TAYLOR	325.29
4630L	Youth Print	12/14/19	BAKER AND TAYLOR	854.88
4630L	Youth Print	12/16/19	BAKER AND TAYLOR	101.58
4630L	Youth Print	12/16/19	BAKER AND TAYLOR	147.91
4630L	Youth Print	12/17/19	BAKER AND TAYLOR	260.53
4630L	Youth Print	12/17/19	BAKER AND TAYLOR	646.73
4630L	Youth Print	12/17/19	BAKER AND TAYLOR	568.18
4630L	Youth Print	12/17/19	BAKER AND TAYLOR	22.90
4630L	Youth Print	12/19/19	BAKER AND TAYLOR	73.15
4630L	Youth Print	12/20/19	BAKER AND TAYLOR	663.32
4630L	Youth Print	12/23/19	SYNCHRONY/AMAZON	113.81
4630L	Youth Print	12/23/19	BAKER AND TAYLOR	651.33
4630L	Youth Print	12/23/19	BAKER AND TAYLOR	93.85
4630L	Youth Print	12/23/19	BAKER AND TAYLOR	7.73
4630L	Youth Print	12/26/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	345.20
4630L	Youth Print	12/26/19	BAKER AND TAYLOR	159.98
4630L	Youth Print	12/31/19	BAKER AND TAYLOR	151.90
4630L	Youth Print	12/10/19	BAKER AND TAYLOR	337.69

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4630L	Youth Print	12/10/19	BAKER AND TAYLOR	26.78
4630L	Youth Print	12/20/19	BAKER AND TAYLOR	10.14
4640L	Youth AV	12/1/19	MIDWEST TAPE	(18.74)
4640L	Youth AV	12/2/19	MIDWEST TAPE	11.24
4640L	Youth AV	12/3/19	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	12/3/19	BAKER & TAYLOR INC.	12.47
4640L	Youth AV	12/3/19	BAKER & TAYLOR INC.	22.01
4640L	Youth AV	12/4/19	MC/WATERDOG RECORDS	54.00
4640L	Youth AV	12/5/19	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	12/5/19	LIBRARY IDEAS, LLC	459.40
4640L	Youth AV	12/6/19	BAKER & TAYLOR INC.	22.02
4640L	Youth AV	12/10/19	MC/NATIONAL AUTISM RESOURCES	107.34
4640L	Youth AV	12/10/19	FINDAWAY WORLD, LLC	2,189.28
4640L	Youth AV	12/11/19	AMAZON.COM	70.90
4640L	Youth AV	12/15/19	MC/TOBII DYNAVOX	399.00
4640L	Youth AV	12/16/19	BAKER & TAYLOR INC.	139.58
4640L	Youth AV	12/16/19	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	12/16/19	MIDWEST TAPE	9.74
4640L	Youth AV	12/16/19	MIDWEST TAPE	14.99
4640L	Youth AV	12/18/19	FINDAWAY WORLD, LLC	189.96
4640L	Youth AV	12/20/19	BAKER AND TAYLOR	35.22
4640L	Youth AV	12/23/19	SYNCHRONY/AMAZON	698.71
4640L	Youth AV	12/23/19	BAKER AND TAYLOR	23.68
4640L	Youth AV	12/26/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	20.00
4640L	Youth AV	12/26/19	BAKER AND TAYLOR	8.24
4640L	Youth AV	12/27/19	FINDAWAY WORLD, LLC	56.99
4640L	Youth AV	12/30/19	FINDAWAY WORLD, LLC	401.67
4640L	Youth AV	12/31/19	FINDAWAY WORLD, LLC	52.24
4640L	Youth AV	12/12/19	AMAZON.COM	13.99
4640L	Youth AV	12/17/19	AMAZON.COM	27.92
4640L	Youth AV	12/23/19	SYNCHRONY/AMAZON	126.71
4650L	Subscriptions	12/1/19	CHICAGO TRIBUNE	377.00
4650L	Subscriptions	12/1/19	KIPLINGER'S RETIREMENT REPORT	109.85
4650L	Subscriptions	12/3/19	MC/MONTROSE MARKET	15.90
4650L	Subscriptions	12/14/19	MC/BILLBOARD	99.00
4650L	Subscriptions	12/19/19	REMINISCE	7.98
4650L	Subscriptions	12/19/19	WSGS MEMBERSHIP	30.00
4650L	Subscriptions	12/19/19	SOCIETY FOR SCIENCE	90.00
4650L	Subscriptions	12/19/19	MC/EBSCO	31.95
4650L	Subscriptions	12/19/19	MC/SEW NEWS	21.98
4650L	Subscriptions	12/19/19	MC/REMINISCE	7.98
4650L	Subscriptions	12/19/19	MC/MAGAZINE.STORE	19.97
4650L	Subscriptions	12/23/19	MC/MONTROSE MARKET	18.85
4650L	Subscriptions	12/19/19	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	12/1/19	WEST PAYMENT CENTER	1,930.84

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4661L	Digital Media	12/4/19	GALE	27.24
4661L	Digital Media	12/18/19	GALE	1,016.40
4661L	Digital Media	12/31/19	MIDWEST TAPE	2,497.51
4661L	Digital Media	12/31/19	KANOPY, INC.	177.00
4661L	Digital Media	12/30/19	OVERDRIVE, INC.	803.18
4661L	Digital Media	12/31/19	OVERDRIVE, INC.	89.99
4661L	Digital Media	12/9/19	OVERDRIVE, INC.	275.96
4662L	E-Learning	12/2/19	GALE	2,415.40
4662L	E-Learning	12/4/19	Reclass of Tutor.com to 9530L	(7,000.00)
4663L	Library of Things	12/3/19	MC/DISNEY	12.99
4663L	Library of Things	12/3/19	MC/DISNEY	12.99
4663L	Library of Things	12/3/19	MC/DISNEY	12.99
4663L	Library of Things	12/3/19	MC/DISNEY	12.99
4663L	Library of Things	12/3/19	MC/DISNEY	12.99
4663L	Library of Things	12/3/19	MC/ACORN TV	59.99
4663L	Library of Things	12/3/19	MC/ACORN TV	59.99
4663L	Library of Things	12/3/19	MC/NETFLIX	15.99
4663L	Library of Things	12/3/19	MC/NETFLIX	15.99
4663L	Library of Things	12/3/19	MC/NETFLIX	15.99
4663L	Library of Things	12/3/19	MC/NETFLIX	15.99
4663L	Library of Things	12/10/19	MC/ACORN TV	59.99
4663L	Library of Things	12/10/19	MC/ACORN TV	59.99
4663L	Library of Things	12/10/19	MC/ACORN TV	59.99
4680L	Processing	12/23/19	SYNCHRONY/AMAZON	52.02
4680L	Processing	12/3/19	WAREHOUSE DIRECT	257.76
4680L	Processing	12/5/19	PLASTIC WINDOW PRODUCTS CO	256.00
4680L	Processing	12/6/19	BAKER AND TAYLOR	39.00
4680L	Processing	12/10/19	FINDAWAY WORLD, LLC	102.78
4680L	Processing	12/17/19	BAKER AND TAYLOR	5.20
4680L	Processing	12/17/19	BAKER AND TAYLOR	0.65
4680L	Processing	12/23/19	SYNCHRONY/AMAZON	80.91
4680L	Processing	12/23/19	BAKER AND TAYLOR	24.05
4680L	Processing	12/23/19	BAKER AND TAYLOR	3.90
4690L	Programs	12/13/19	VIRGINIA BANAS	150.00
4690L	Programs	12/2/19	BAKER AND TAYLOR	10.16
4690L	Programs	12/11/19	MC/MARIANO'S	10.34
4690L	Programs	12/12/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	36.74
4690L	Programs	12/19/19	MC/ALA	103.20
4690L	Programs	12/23/19	SYNCHRONY/AMAZON	184.89
4690L	Programs	12/23/19	FUN EXPRESS	393.55
4690L	Programs	12/26/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	128.47
4690L	Programs	12/27/19	SCHOLASTIC, INC.	2,080.15
4690L	Programs	12/30/19	PEERLESS MARKETING IMPRESSIONS	285.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

4690L	Programs	12/30/19	PETTY CASH	75.00
4690L	Programs	12/31/19	Due to Employees	222.25
4690L	Programs	12/3/19	MC/ITUNES	3.18
4690L	Programs	12/23/19	SYNCHRONY/AMAZON	26.90
4690L	Programs	12/3/19	PROSPECT HIGH SCHOOL MADRIGALS	100.00
4690L	Programs	12/13/19	PEGGY GARVIN	650.00
4690L	Programs	12/3/19	MC/CENTRAL CONTINENTAL BAKERY	12.47
4690L	Programs	12/4/19	MC/AMAZON	114.62
4690L	Programs	12/4/19	MC/AMAZON	41.29
4690L	Programs	12/4/19	MC/AMAZON	8.03
4690L	Programs	12/7/19	MC/WALMART	31.72
4690L	Programs	12/15/19	BOOK PAGE	70.00
4690L	Programs	12/19/19	MC/AMAZON	37.98
4690L	Programs	12/1/19	MC/HOME DEPOT	19.60
4690L	Programs	12/1/19	MC/AMAZON	25.97
4690L	Programs	12/3/19	MC/DOLLAR STORE	39.00
4690L	Programs	12/6/19	MC/AMAZON	60.96
4690L	Programs	12/6/19	MC/STARBUCKS	55.89
4690L	Programs	12/12/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	25.00
4690L	Programs	12/16/19	MC/FRESH FARMS	19.96
4690L	Programs	12/23/19	MC/AMAZON	280.65
4690L	Programs	12/12/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	15.25
4690L	Programs	12/17/19	MC/AMAZON	40.80
				<u>\$ 854,554.37</u>
9530L	Foundation Sponsored Expense	12/4/19	Reclass of Tutor.com from 4662L	7,000.00
9530L	Foundation Sponsored Expense	12/6/19	BRUCE BOHRER	450.00
9530L	Foundation Sponsored Expense	12/20/19	ROLLING MEADOWS HIGH SCHOOL	100.00
9540L	Friends Sponsored Expense	12/7/19	MARK DVORAK	450.00
9540L	Friends Sponsored Expense	12/7/19	CHRIS FASCIONE	450.00
9540L	Friends Sponsored Expense	12/23/19	SYNCHRONY/AMAZON	544.03
9540L	Friends Sponsored Expense	12/5/19	BAKER AND TAYLOR	177.78
9540L	Friends Sponsored Expense	12/23/19	SYNCHRONY/AMAZON	492.63
9540L	Friends Sponsored Expense	12/1/19	MC/Jewel	2.99
9540L	Friends Sponsored Expense	12/3/19	AVANTI CAFFE & SANDWICH BAR, INC.	791.25
9540L	Friends Sponsored Expense	12/12/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	96.34
9540L	Friends Sponsored Expense	12/30/19	PETTY CASH	86.75
9540L	Friends Sponsored Expense	12/30/19	PETTY CASH	47.77
9540L	Friends Sponsored Expense	12/4/19	WAREHOUSE DIRECT	8.89
9540L	Friends Sponsored Expense	12/12/19	WAREHOUSE DIRECT	3,428.21
9540L	Friends Sponsored Expense	12/16/19	EMPLOYEE REIMBURSEMENTS	(4.45)
9540L	Friends Sponsored Expense	12/27/19	RONALD TALAGA	27.30
9540L	Friends Sponsored Expense	12/30/19	EMPLOYEE REIMBURSEMENTS	(2.16)
9540L	Friends Sponsored Expense	12/31/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	46.14
9540L	Friends Sponsored Expense	12/1/19	MC/JEWEL	261.51
9540L	Friends Sponsored Expense	12/17/19	AVANTI CAFFE & SANDWICH BAR, INC.	146.03
9540L	Friends Sponsored Expense	12/30/19	PETTY CASH	10.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Dec 1, 2019 to Dec 31, 2019

9540L	Friends Sponsored Expense	12/1/19	MC/PANERA BREAD	245.44
9540L	Friends Sponsored Expense	12/12/19	EXPENSE REIMBURSEMENTS TO EMPLOYEES	34.77
9540L	Friends Sponsored Expense	12/3/19	MC/DAVE'S SPECIALTY FOODS	50.00
9540L	Friends Sponsored Expense	12/30/19	PETTY CASH	250.36
9540L	Friends Sponsored Expense	12/1/19	MC/AMAZON	29.99
9540L	Friends Sponsored Expense	12/1/19	MC/AMAZON	315.60
9540L	Friends Sponsored Expense	12/1/19	INTERIOR TROPICAL GARDENS	8.00
9540L	Friends Sponsored Expense	12/1/19	PEERLESS MARKETING IMPRESSIONS	525.00
9540L	Friends Sponsored Expense	12/6/19	MC/AMAZON	15.86
9540L	Friends Sponsored Expense	12/8/19	MC/AMAZON	35.94
9540L	Friends Sponsored Expense	12/23/19	SYNCHRONY/AMAZON	122.16
9560L	Village Hall Shared Expense	12/19/19	AT&T - CABS DEPARTMENT - 40%	508.93
9560L	Village Hall Shared Expense	12/19/19	AT&T - CABS DEPARTMENT - 50%	509.82
			Total Library Fund expenses for 12/31/2019	<u>\$ 871,817.25</u>

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From December 1, 2019 to December 31, 2019

Account ID	Account Description	Date	Description	Amount
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There were no Capital Project Reserve Fund Expenses for December, 2019.

Debt Service Fund
Debt Service Fund Expenses by G/L Acct
For the Period From December 1, 2019 to December 31, 2019

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	11/30/19	Interest Expense accrual (\$105,400 x 1/12) for December	\$ 8,783.33
			Total Debt Service Fund Expenses for December, 2019	<u>\$ 8,783.33</u>

Mount Prospect Public Library
Gift Fund Expenses by G/L Account #
For the Period From December 1, 2019 to December 31, 2019

Account ID	Account Description	Date	Description	Amount
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There were no Gift Fund expenses for December, 2019