

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

Regular Board Meeting
July 16, 2020 7:00 p.m.
Meeting Room A

AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Resolution of Appreciation for Maria Garstecki (Action) (5)**
- 4. 2019 Audit Presentation**
Jim Savio from Sikich will be at the meeting to present the 2019 audit (Action)
- 5. Consent Agenda**
 - a. Approve Minutes of Regular Board Meeting of June 25, 2020 **(6-8)**
 - b. Treasurer's Report **(9)** and Approval of June 2020 Bills **(11-24)**
 - c. Accept Crystal Management bid for cleaning services for \$35,760 annually for three years **(25)**
- 6. Library Reopening and Library Services Report**
- 7. Director and Trustee Reports (2-4)**
- 8. Public Comment**
- 9. 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.
- 10. Calendar items**
 - a. Finance Committee Meeting – August 6
 - b. Regular Board Meeting – August 20
 - c. Foundation Board Meeting – August 24 – Brian Gilligan
- 11. Adjournment**

**Library Director Report
July 16, 2020**

Resolution of Appreciation for Maria Garstecki. This is agenda item number 3. Maria Garstecki, longtime MPPL employee and South Branch Manager, has announced her retirement, and we will be recognizing her with a resolution.

2019 Audit Presentation. This is agenda item number 4. Our auditor, Jim Savio from Sikich, will present the 2019 audit and answer questions. The audit came back with a “clean” opinion again this year.

“I move to accept the 2019 Audit as presented [amended].”

Library Reopening and Library Services Report.

This is agenda item number 6. The library reopened to the public on Monday, July 6. To date, it has gone smoothly with no major issues. We are averaging about 35 people in the building at any one time. Our highest occupancy has been 68 patrons in the building at one time. These numbers are well below our current capacity limit of 100 and significantly below the maximum allowed capacity of 250¹. The most popular time for people to come in is between 10 a.m.-12 p.m., with the numbers dropping off as the day goes on. We are averaging 450 patrons on a daily basis. Keep in mind that this data is from only the first three days (7/6-7/8). Our IT department created a “counter” app that we are using at the Welcome Desk to keep track of how many patrons are in the building.

Our safety protocols seem to be working, with patrons and staff wearing masks and maintaining a 6-foot distance. One adjustment we made was to implement a message that plays over the intercom on the hour that reminds patrons to limit their visit to an hour and to make sure their mask is over their mouth and nose.

We continue to provide Parking Lot Pickup service, which remains very popular. At this time, we have not opened our meeting spaces to the public and will discuss in-person programs and public use of study rooms and meeting rooms later this month. We will continue to offer virtual programming across all audiences for the foreseeable future. As we see diagnosed cases of COVID-19 increase across the country, we continue to prioritize the health and safety of staff and patrons over the expansion of in-person library services.

On June 1 we kicked off our summer reading program, “The Spectacular Reading Race.” For full information and promotional video, visit <https://mppl.org/summer-reading-2020/>

Summer Reading 2020				
	Participants	Books/Days Read	Activities Completed	Program completed & earned a book
Adult	452	687 books	n/a	n/a
Teen	193	635 books	848	n/a
Youth	708	8,594 days	1,927	123

Teen
Team
Yeti



593 Badges

Teen
Team
Unicorn



504 Badges

¹ Illinois Department of Commerce & Economic Opportunity.
<https://www2.illinois.gov/dceo/Documents/Occupancy%20Limits.pdf>

June 2020 Online Resource Statistics

It's been interesting to watch our online statistics go up and down over the past few months and watch the community's interests change over time. Next month I anticipate we will get back to our more traditional Library Report and statistics instead of this "light" version.

Resource	May	June	Change
Fold3 (genealogy)	85	353	315%
Job & Career Accelerator	11	26	136%
Novelist Plus	295	615	108%
Price It! Antiques & Collectibles	176	281	60%
Britannica	334	491	47%
ReferenceUSA	204	295	45%
Global Newsstream	115	148	29%
Newspapers.com	390	477	22%
Chicago Tribune	171	208	22%
Overdrive	8908	8072	-9%
Hoopla	2895	2423	-16%
Ancestry	2767	1448	-48%
Kanopy	706	388	-52%
Morningstar Library Edition	444	184	-59%
Niche Academy	471	137	-71%
HeritageQuest	175	48	-73%

Other June 2020 statistics

- Chat/text reference sessions: 385
- Library cards issued: 155
- Live Zoom programs: 48 programs, 594 attendance
- YouTube programs: 10 programs, 291 views
- Cataloged/820 items with holds within 24-36 hours

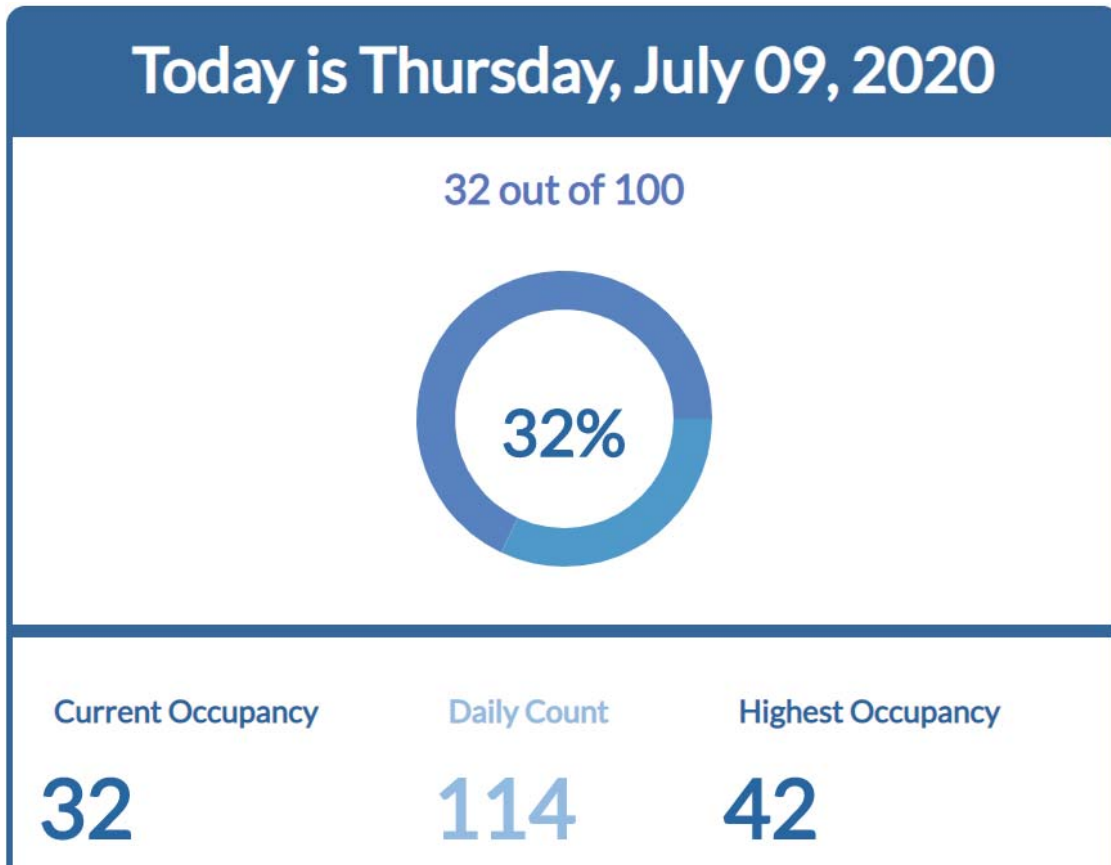
Closed Session Minutes Review. This is agenda item number 9. As is usual for us, we will go into closed session to review previously closed minutes. The only closed minutes for review this time are from January 16, 2020.

Patron Impact Statements

- Hi, I wanted to send a note because all too often we only send notes complaining. A few weeks ago I sent a note voicing my concern that the library process was overly cumbersome considering the phase we were in. I wanted to add that your employees have been phenomenal working through this process and are always wonderful on the phone. I have a son who reads a novel about every other day, and we depend on the library, so I appreciate my holds coming through and the support. Thanks.
- Yay! Can't wait to come back, we have missed the library so much.
- We'll be there.
- Thank you for all that you're doing to make the library safe for the community. Great work, MPPL!
- Thank you for all your hard work!
- So happy the library is open again!
- I am soooo happy to hear this!!! I have missed Mount Prospect Public Library so much. To me it's like a 2nd home!
- I'm so happy that you guys are open. I cried in joy when I saw the news Mount Prospect Public Library!

Mount Prospect Public Library

- I was really excited to walk through the library doors yesterday! So many smiling, friendly faces all ready to assist...stations set up for quick hand cleaning. It was simply delightful to be back in almost full swing. Definitely one of the best libraries around! Thanks Mount Prospect Public Library!
- Thank you so much. I'm so happy to read this.
- I'm so excited!! We've missed the library so much!
- And what a great job you've all been doing with the curbside pick up program ... thanks and can't wait till Monday! Mount Prospect has one of the best libraries in the area!
- So fun to see the car parade, honking down the street in decorated cars!
- I just requested mine through the chat service on the MPPL app! Thank you! Can't wait to pick it up tomorrow. (tech take homes)
- Thank you so much for the great news! The reading program, as in years before, is so wonderful and we absolutely love participating. (SRP prize)
- It was so nice to get to go to the library today and get a new stack of books! The kids have really missed our wonderful library! (SRP prize)
- Thank you so much, we're so excited, and so happy to be doing our summer reading! (SRP prize)



MPPL Patron Counter App Screenshot

Resolution of Appreciation Maria Garstecki

WHEREAS, Maria Garstecki, an employee of the Mount Prospect Public Library since 2003, is retiring July 2020; and

WHEREAS, she has served the Library in several capacities starting in Circulation and currently serving as South Branch Manager and Outreach Librarian; and

WHEREAS, during her tenure at the Mount Prospect Public Library she has accomplished much, including developing new partnerships, strengthening existing partnerships with schools, businesses, and organizations in the community; and

WHEREAS, she was instrumental in the development of the world language collection, presented weekly Polish storytimes, developed services for the Polish community, and worked with the representatives of the Bulgarian community to develop a Bulgarian collection; and

WHEREAS, she passionately advocated for the community; and

WHEREAS, her sincere hard work, commitment, and dedication to the Mount Prospect Public Library's mission and success have been expressed throughout her career; and

WHEREAS, although we will miss her, we wish her well in her new chapter of life and are proud to have had her as a Mount Prospect Public Library staff member; and

THEREFORE, be it resolved by the Board of Trustees of the Mount Prospect Public Library at their regular meeting, July 16, 2020, that sincere appreciation is given to Maria Garstecki for her dedication to the Library and residents of Mount Prospect.

Sylvia M. Haas, President
Mount Prospect Public Library
Board of Trustees

Board of Trustees
Mount Prospect Public Library

**Regular Board Meeting
June 25, 2020 7:00 p.m.
Minutes**

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

1. President Statement Regarding Virtual Meeting

President Haas read the following statement aloud prior to beginning the meeting, *"This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or prudent because of the disaster. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library's Attorney present at the Library (the library facility closed to staff at 7:00PM this evening)."*

2. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:02 p.m. by Sylvia Haas, President.

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas
Absent: None
Staff Present: Su Reynders
Visitors: There were approximately 13 visitors and staff on the electronic meeting.

4. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of May 21, 2020
- b. Approve Minutes of Committee of the Whole Meeting of June 11, 2020
- c. Treasurer's Report and Approval of May 2020 Bills

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

5. Library Reopening Plans

Director Reynders reported that the Library is planning to open to the public on July 6 with time, capacity, and hours limitations. Masks will be required of everyone, and patrons will be asked to follow safety protocols such as distancing. More information about the reopening plans will be available on the Library's website and social media channels the week of June 29. The results of a study determining how long the COVID-19 virus lives on library materials has been released, and based on the results, the Library is decreasing the length of quarantine time for returned materials from seven days to three days.

Board of Trustees
Mount Prospect Public Library

Staff will be closely monitoring the Illinois reopening plan, and if Illinois moves back to an earlier phase the Library will be influenced to do the same.

6. Review and Approve Bylaws Revisions

Trustees reviewed the changes to the bylaws that were requested at the June 11, 2020 Committee of the Whole meeting. Trustees requested the following amendments:

- III.C.4 – Add “or cause to be kept”
- IV.B – Confirmed “four (4) Library Trustees”
- VI.B – Add “Oversee all activities of the Library”

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

7. Election of Officers

Motion was made by Trustee Duebner and seconded by Trustee Haas to approve the following slate of officers for 2020-2021: Sylvia Haas, President; Michael Duebner, Vice President; Terri Gens, Secretary; Brian Gilligan, Treasurer. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

8. Committee Appointments 2020-2021

The Board discussed committee appointments for 2020-2021. President Haas solicited interest and then appointed the following members:

- Personnel Committee – Trustees Bass, Fulk, Gens, Haas
- Finance Committee – Trustees Duebner, Fulk, Gilligan, Haas

9. Director and Trustee Reports

Director Reynders reported that the Illinois General Assembly passed Senate Bill 1863 that designates Election Day as a holiday and directs government agencies to be closed. Election Day this year is Tuesday, November 3, 2020. Clarification is being sought as to whether this applies to libraries.

Trustee Duebner commended the staff on the content and frequency of social media posts and recognized their effectiveness in keeping the community informed and engaged in library activities. Trustee Gens also recognized staff for providing outstanding library service to the community.

Trustee Fulk attended Foundation meeting on June 22 and she reported that the Foundation is in the process of updating/revising their bylaws. They are evaluating future sponsored programs and fundraisers. An event recognizing Jackie Hinaber was also discussed.

10. Public Comment

Rosemary Groenwald clarified that 500 patron holds were catalogued in 9 days, not items.

Board of Trustees
Mount Prospect Public Library

11. Calendar items

- ~~Committee of the Whole Meeting – July 2 CANCELED~~
- Library Closed – July 4
- Regular Board Meeting – July 16 (in person at the library)
- Finance Committee Meeting August 6 (in person at the library)

Trustee Duebner stated that if the current situation changes, upcoming meetings can be switched to remote. Meeting location will be decided prior to the posting of the agenda and meeting notice and will include the appropriate information.

12. Adjournment

Regular meeting adjourned at 7:39 p.m.

Terri Gens, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of June 30, 2020

Library General Fund	\$	6,479,790
Working Cash Fund	\$	2,209,604
Capital Projects Fund	\$	1,950,042
Debt Service Fund	\$	1,523,423
Gift Fund	\$	561,154
Total All Funds	\$	12,724,013

Cash Disbursements June 2020 **\$713,295.21**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	8,689,394
Combined Balance Months (\$850,000/month)		10.2
Combined Balance Percentage		85%

YTD June Spending

- * About \$751,632 below the year-to-date budget
- * YTD Actual is 15.5% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 50% of the annual budget
- * Spending to date was actually closer to 42% of the annual budget
- * Last year we had expended about 47.1% of the annual budget
- * Our rate of spending to date is below last year's rate of spending

Levy Collection

- * To date 51.2% of the current (2019) Levy has been collected
- * Historically, over the past six years, 50 to 53% (average of 51.9%) of the current year Levy has been collected YTD

Line	Annual Budget 2020	Annual Budget % to Total	JUNE YTD		Actual 2020	Actual % to Total	YTD Variance - Actual vs Budget		
			Profiled YTD Budget	Budget % to Total			\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,783,440.00	2,872,075.00		2,496,701.49		(375,373.51)	-13.1%	49.9%
IMRF	4120	549,749.00	272,402.00		246,969.93		(25,432.07)	-9.3%	3.4%
MC / FICA	4130	442,433.00	219,343.00		179,086.22		(40,256.78)	-18.4%	5.4%
Medical Insurance	4140	770,000.00	385,002.00		371,026.21		(13,975.79)	-3.6%	1.9%
Unemployment Compensation Tax	4150	7,000.00	4,238.00		4,244.06		6.06	0.1%	0.0%
Subtotal (4110L - 4150L)		7,552,622.00	3,753,060.00	77.2%	3,298,027.91	80.3%	(455,032.09)	-12.1%	60.5%
Management Expense									
Audit	4210	7,000.00	0.00		0.00		0.00	-	0.0%
Legal Fees	4220	10,000.00	4,998.00		4,119.00		(879.00)	-17.6%	0.1%
Printing	4230	40,200.00	21,227.00		21,295.55		68.55	0.3%	0.0%
Marketing	4240	71,700.00	44,235.00		16,245.82		(27,989.18)	-63.3%	3.7%
Resources	4250	5,400.00	569.00		390.00		(179.00)	-	0.0%
Professional Dues	4260	7,000.00	3,716.00		1,855.00		(1,861.00)	-50.1%	0.2%
Board Development/Training	4270	6,500.00	2,000.00		0.00		(2,000.00)	-	0.3%
Human Resources	4280	111,200.00	71,629.00		29,354.84		(42,274.16)	-59.0%	5.6%
Other Operating	4290	73,100.00	20,341.00		39,194.89		18,853.89	92.7%	-2.5%
Subtotal (4210L - 4290L)		332,100.00	168,715.00	3.5%	112,455.10	2.7%	(56,259.90)	-33.3%	7.5%
Operating Expenses									
Telecommunications	4310	51,000.00	26,098.00		20,152.47		(5,945.53)	-22.8%	0.8%
Insurance	4320	86,500.00	0.00		1,204.00		1,204.00	-	-0.2%
Office Supplies	4340	16,300.00	8,148.00		4,519.17		(3,628.83)	-44.5%	0.5%
Library Supplies	4350	23,000.00	11,496.00		3,550.52		(7,945.48)	-69.1%	1.1%
Postage	4360	22,400.00	11,350.00		6,149.75		(5,200.25)	-45.8%	0.7%
Contract Services	4380	32,300.00	15,366.00		8,354.65		(7,011.35)	-45.6%	0.9%
IT Services	4390	65,700.00	30,223.00		22,829.53		(7,393.47)	-24.5%	1.0%
Subtotal (4310L - 4390L)		297,200.00	102,681.00	2.1%	66,760.09	1.6%	(35,920.91)	-35.0%	4.8%
Building Expense									
Building Maintenance	4410	213,700.00	93,293.00		35,565.67		(57,727.33)	-61.9%	7.7%
Equipment Maintenance	4420	131,500.00	80,287.00		66,603.70		(13,683.30)	-17.0%	1.8%
Janitorial	4440	72,600.00	34,439.00		25,608.40		(8,830.60)	-25.6%	1.2%
Equipment	4450	133,600.00	50,596.00		22,034.03		(28,561.97)	-56.5%	3.8%
Utilities	4460	56,500.00	30,309.00		14,723.26		(15,585.74)	-51.4%	2.1%
Subtotal (4410L - 4460L)		607,900.00	288,924.00	5.9%	164,535.06	4.0%	(124,388.94)	-43.1%	16.5%
Library Materials									
Adult Print	4610	205,000.00	102,492.00		71,105.13		(31,386.87)	-30.6%	4.2%
Adult AV	4620	64,800.00	32,394.00		23,863.29		(8,530.71)	-26.3%	1.1%
Youth Print	4630	135,500.00	67,746.00		36,756.30		(30,989.70)	-45.7%	4.1%
Youth AV	4640	33,500.00	16,746.00		8,010.49		(8,735.51)	-52.2%	1.2%
Subscriptions	4650	18,400.00	11,683.00		10,628.21		(1,054.79)	-9.0%	0.1%
Electronic Resources	4660	179,800.00	129,070.00		116,018.07		(13,051.93)	-10.1%	1.7%
Electronic Media	4661	156,000.00	102,668.00		135,616.29		32,948.29	32.1%	-4.4%
E-Learning	4662	53,200.00	43,080.00		43,318.80		238.80	0.6%	0.0%
Library of Things	4663	5,000.00	2,496.00		2,153.79		(342.21)	-13.7%	0.0%
Microform	4670	900.00	450.00		0.00		(450.00)	-	0.1%
Processing Supplies	4680	26,000.00	12,990.00		5,222.50		(7,767.50)	-59.8%	1.0%
Programs	4690	45,200.00	24,988.00		14,079.25		(10,908.75)	-43.7%	1.5%
Subtotal (4610L - 4680L)		923,300.00	546,803.00	11.3%	466,772.12	11.4%	(80,030.88)	-14.6%	10.6%
Total (4110L - 4680L)		9,713,122.00	4,860,183.00	100.0%	4,108,550.28	100.0%	(751,632.72)	-15.5%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	12,336.00	5,629.00		3,363.00		(2,266.00)	-40.3%	
Friends Expenses (9540L)	9540	50,655.00	21,143.00		4,654.78		(16,488.22)	-78.0%	
Village Shared Expense (9560L)	9560	8,400.00	4,200.00		1,458.98		(2,741.02)	-65.3%	
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00	30,972.00		9,476.76		(21,495.24)	-69.4%	
Total Expenses - All Activities		9,784,513.00	4,891,155.00		4,118,027.04		(773,127.96)	-15.8%	

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

For the Period Ended June 30, 2020

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ -	6,044,149
Taxes Allocated to Other Funds	-	(1,067,620)
Personal Property Replacement Taxes	7,585	32,173
Interest Income	2,376	32,429
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	88	16,002
Friends & Foundation Reimbursements	-	4,185
Village Reimbursements	1,459	1,459
<i>Total Revenues</i>	<u>\$ 11,508</u>	<u>5,062,777</u>
Expenditures		
Salaries & Benefits	574,909	3,298,028
Management Expense	23,121	112,455
Operating Expenses	8,661	66,760
Building Expense	13,466	164,535
Services and Resources	93,571	466,771
Friends & Foundation Reimbursable Expenses	18	8,018
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	86	1,459
<i>Total Expenditures</i>	<u>\$ 713,832</u>	<u>4,118,026</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (702,324)	944,751
Fund Balance - Beginning of Period	7,182,114	5,535,039
Fund Balance - End of Period	<u>\$ 6,479,790</u>	<u>6,479,790</u>
Working Cash Fund		
Fund Balance - Beginning of Period	2,208,835	2,198,279
Interest Allocation	769	11,325
Fund Balance - End of Period	<u>\$ 2,209,604</u>	<u>2,209,604</u>
Capital Projects Reserve Fund		
Revenues		
Property Taxes	\$ -	245,437
Interest Income	728	10,331
<i>Total Revenues</i>	<u>\$ 728</u>	<u>255,768</u>
Expenditures		
Building & Grounds	\$ 19,135	19,135
Library Equipment (new van)	-	29,689
Library Furnishings	16,622	17,064
Other Expenditures	-	2,000
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 35,757</u>	<u>67,888</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (35,029)	187,880
Fund Balance - Beginning of Period	1,985,071	1,762,162
Fund Balance - End of Period	<u>\$ 1,950,042</u>	<u>1,950,042</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ -	822,182
Interest Income	568	5,887
<i>Total Revenues</i>	<u>\$ 568</u>	<u>828,069</u>
Expenditures		
Interest Expense	\$ 8,784	52,700
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,784</u>	<u>53,150</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (8,216)	774,919
Fund balance - Beginning of Period	1,531,639	748,504
Fund balance - End of Period	<u>\$ 1,523,423</u>	<u>1,523,423</u>
Gift Fund		
Revenues	\$ 2,014	8,651
Expenditures	-	2,134
Excess (Deficiency) of Revenues over Expenditures	\$ 2,014	6,517
Fund Balance - Beginning of Period	559,140	554,637
Fund Balance - End of Period	<u>\$ 561,154</u>	<u>561,154</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 574,907.90	
Management Expense (4210L - 4290L)	23,121.11	
Operating Expenses (4310L - 4390L)	8,660.97	
Building Expense (4410L - 4460L)	13,466.03	
Services and Resources (4610L - 4690L)	93,571.31	
Friends & Foundation reimbursable expenses (9530L and 9540L)	17.83	
VOMP reimbursable expenses (9560L)	86.17	
Grant Expenses (9570L)	-	
Total June 2020 Library General Fund Expenses	-	\$ 713,831.32

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ -	
Operating Expense Reimbursements received	3,792.08	
May 2020 Accrued Payroll & Benefits	115,908.87	
May 2020 Credit Card Payable	22,312.73	
May 2020 Accounts Payable	48,124.34	
June Accounts Receivable	-	
Disbursements for Gift Fund and Building Fund	-	
	-	190,138.02

Deductions for Library General Fund Cash Disbursements:

June 2020 Accrued Payroll & Benefits	\$ 171,177.98	
June 2020 Credit Card Payable	12,266.91	
June 2020 Accounts Payable	28,004.94	
Miscellaneous	355.28	
Payment of Nayax invoices & merchant fees by income offset	-	
Payment of Credit Card Merchant fees by income offset	4.02	
	4.02	(211,809.13)

Total Library General Fund cash disbursed \$ 692,160.21

CAPITAL PROJECTS RESERVE FUND

June 2020 Expenses	\$ 35,757.36	
Plus: May 2020 Accounts Payable	2,441.98	
Less: June 2020 Accounts Payable	(17,064.34)	
<i>Total Capital Projects Reserve Fund cash disbursed</i>	-	21,135.00

DEBT SERVICE FUND

June 2020 Expenses	\$ 8,783.33	
Plus: May 2020 Interest Payable	-	
Less: June 2020 Interest Payable	(8,783.33)	
<i>Total Debt Service Fund cash disbursed</i>	-	0.00

GIFT FUND

June 2020 Expenses	\$ -	
Plus: May 2020 Accounts Payable	-	
Less: June 2020 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>	-	0.00

TOTAL CASH DISBURSEMENTS, June 2020 \$ 713,295.21

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	6/1/20	05/31/2020 accrued payroll reversal	\$ (98,900.00)
4110L	Salaries	6/11/20	PAYROLL - PAYCOM	192,678.47
4110L	Salaries	6/25/20	PAYROLL - PAYCOM	202,877.51
4110L	Salaries	6/30/20	06/30/2020 accrued payroll	144,913.00
4110L	Salaries	6/26/20	Tuition Reimbursement	280.00
4120L	IMRF	6/1/20	05/31/2020 accrued payroll reversal	(10,795.00)
4120L	IMRF	6/30/20	VILLAGE OF MT. PROSPECT - IMRF	40,305.20
4120L	IMRF	6/30/20	06/30/2020 accrued payroll	14,493.00
4130L	MC / FICA	6/1/20	05/31/2020 accrued payroll reversal	(7,495.00)
4130L	MC / FICA	6/11/20	PAYROLL - PAYCOM	13,755.56
4130L	MC / FICA	6/25/20	PAYROLL - PAYCOM	14,485.24
4130L	MC / FICA	6/30/20	06/30/2020 accrued payroll	10,346.00
4140L	INSURANCE - MEDICAL	6/30/20	VILLAGE OF MT. PROSPECT	57,963.92
4230L	Printing	6/19/20	NPN360	6,324.04
4240L	Marketing	6/25/20	BLICK ART MATERIALS	147.05
4240L	Marketing	6/6/20	MC/CAN STOCK PHOTO INC	924.00
4250L	Resources	6/1/20	ILLINOIS LIBRARY ASSOCIATION	120.00
4280L	Human Resources	6/1/20	CAREERBUILDER EMPLOYMENT SCREENING	71.00
4280L	Human Resources	6/1/20	CAREERBUILDER EMPLOYMENT SCREENING	33.00
4280L	Human Resources	6/10/20	MC/HRDIRECT POSTERGUARD	77.50
4280L	Human Resources	6/11/20	PAYROLL - PAYCOM	789.95
4280L	Human Resources	6/25/20	PAYROLL - PAYCOM	827.21
4280L	Human Resources	6/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	6/20/20	MC/ALA	(365.00)
4280L	Human Resources	6/4/20	MC/MGMT ASSOC: HR SOURCE	305.00
4280L	Human Resources	6/4/20	MC/MGMT ASSOC: HR SOURCE	250.00
4280L	Human Resources	6/11/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.12
4290L	Other Operating	6/1/20	FIFTH THIRD BANK	75.00
4290L	Other Operating	6/29/20	PROPAY	4.02
4290L	Other Operating	6/30/20	HEARTLAND	68.50
4290L	Other Operating	6/1/20	HR SOURCE (MANAGEMENT ASSOC)	6,000.00
4290L	Other Operating	6/2/20	MC/AMAZON	362.82
4290L	Other Operating	6/3/20	ULINE	175.96
4290L	Other Operating	6/3/20	MC/AMAZON	149.50
4290L	Other Operating	6/4/20	MC/SHOP POP DISPLAYS INC	1,182.69
4290L	Other Operating	6/5/20	MC/GLOBAL- CANADA	52.39
4290L	Other Operating	6/11/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,175.00
4290L	Other Operating	6/11/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	966.65
4290L	Other Operating	6/14/20	MC/ZOOM	104.93
4290L	Other Operating	6/14/20	MC/ZOOM	0.97
4290L	Other Operating	6/17/20	MC/AMAZON	225.40
4290L	Other Operating	6/17/20	MC/AMAZON	(14.95)
4290L	Other Operating	6/17/20	MC/AMAZON	(14.95)
4290L	Other Operating	6/18/20	WAREHOUSE DIRECT	299.85
4290L	Other Operating	6/20/20	MC/AMAZON	(119.60)
4290L	Other Operating	6/24/20	SYNCHRONY/AMAZON	87.08

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

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	6/25/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	41.98
4290L	Other Operating	6/25/20	MC/AMAZON	89.76
4290L	Other Operating	6/29/20	MC/GLOBAL EQUIPMENT CO	77.99
4290L	Other Operating	6/30/20	RENTACRATE ENTERPRISES	1,484.00
4290L	Other Operating	6/14/20	DEX MEDIA	23.00
4310L	Telecommunications	6/11/20	AT&T	710.02
4310L	Telecommunications	6/19/20	AT&T	360.68
4310L	Telecommunications	6/19/20	AT&T	57.89
4310L	Telecommunications	6/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	6/2/20	VERIZON WIRELESS	316.69
4310L	Telecommunications	6/28/20	VERIZON WIRELESS	449.61
4310L	Telecommunications	6/19/20	AT&T	144.06
4340L	Office Supplies	6/12/20	WAREHOUSE DIRECT	153.02
4340L	Office Supplies	6/1/20	MC/AMAZON	68.97
4340L	Office Supplies	6/10/20	STAPLES BUSINESS ADVANTAGE	14.22
4340L	Office Supplies	6/11/20	STAPLES BUSINESS ADVANTAGE	40.39
4340L	Office Supplies	6/24/20	MC/ID WHOLESALER	246.00
4340L	Office Supplies	6/11/20	STAPLES BUSINESS ADVANTAGE	20.07
4340L	Office Supplies	6/12/20	WAREHOUSE DIRECT	19.29
4340L	Office Supplies	6/12/20	WAREHOUSE DIRECT	15.94
4350L	Library Supplies	6/24/20	SYNCHRONY/AMAZON	23.38
4350L	Library Supplies	6/12/20	WAREHOUSE DIRECT	13.66
4350L	Library Supplies	6/1/20	UNIQUE MANAGEMENT SERVICES, INC.	62.65
4350L	Library Supplies	6/2/20	ARAMARK	103.33
4360L	Postage	6/4/20	MC/POSTMASTER	67.70
4360L	Postage	6/4/20	MC/POSTMASTER	35.99
4360L	Postage	6/4/20	MC/POSTMASTER	7.75
4360L	Postage	6/16/20	POSTMASTER	1,810.32
4360L	Postage	6/16/20	PITNEY BOWES	(215.80)
4360L	Postage	6/12/20	EMPLOYEE REIMBURSEMENTS	(6.84)
4390L	IT Services	6/6/20	MC/QUICKBASE	175.86
4390L	IT Services	6/15/20	MC/GODADDY.COM, INC.	74.99
4390L	IT Services	6/25/20	MC/CONSTANT CONTACT	798.00
4390L	IT Services	6/4/20	TRAF-SYS INC	240.00
4390L	IT Services	6/4/20	MC/MICROSOFT	76.78
4390L	IT Services	6/25/20	MC/ARTICULATE	499.00
4390L	IT Services	6/30/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	6/1/20	BACKSTAGE LIBRARY WORKS	225.00
4390L	IT Services	6/13/20	MC/ALA	1,600.00
4390L	IT Services	6/30/20	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	6/4/20	FLUORECYCLE, INC.	205.48
4410L	Building Maintenance	6/8/20	MIDWEST IRRIGATION	122.25
4410L	Building Maintenance	6/12/20	AUTOMATIC DOORS, INC.	1,995.00
4410L	Building Maintenance	6/2/20	NERADT ACE HARDWARE	41.92
4410L	Building Maintenance	6/4/20	MOUNT PROSPECT PAINT, INC.	105.42
4410L	Building Maintenance	6/4/20	NERADT ACE HARDWARE	2.49
4410L	Building Maintenance	6/4/20	LIGHTING SUPPLY COMPANY	(16.41)
4410L	Building Maintenance	6/16/20	W. W. GRAINGER, INC.	259.62

Mount Prospect Public Library
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For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4410L	Building Maintenance	6/17/20	MOUNT PROSPECT PAINT, INC.	19.99
4410L	Building Maintenance	6/18/20	W. W. GRAINGER, INC.	27.42
4410L	Building Maintenance	6/18/20	LIGHTING SUPPLY COMPANY	65.29
4410L	Building Maintenance	6/23/20	NERADT ACE HARDWARE	57.87
4410L	Building Maintenance	6/23/20	SUPERIOR INDUSTRIAL SUPPLY	60.10
4410L	Building Maintenance	6/23/20	W. W. GRAINGER, INC.	155.68
4410L	Building Maintenance	6/24/20	W. W. GRAINGER, INC.	40.61
4410L	Building Maintenance	6/25/20	MOUNT PROSPECT PAINT, INC.	88.98
4410L	Building Maintenance	6/25/20	NERADT ACE HARDWARE	19.06
4410L	Building Maintenance	6/29/20	NERADT ACE HARDWARE	22.58
4410L	Building Maintenance	6/17/20	NERADT ACE HARDWARE	13.99
4410L	Building Maintenance	6/29/20	TRU GREEN-CHEM LAWN	80.91
4410L	Building Maintenance	6/30/20	AMERICAN LANDSCAPING INC.	660.00
4410L	Building Maintenance	6/11/20	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	6/23/20	W. W. GRAINGER, INC.	34.08
4420L	Equipment Maintenance	6/6/20	SHELL OIL COMPANY	(3.85)
4420L	Equipment Maintenance	6/23/20	SHELL OIL COMPANY	25.00
4420L	Equipment Maintenance	6/1/20	MC/AMAZON	119.98
4420L	Equipment Maintenance	6/20/20	MC/AMAZON	206.97
4420L	Equipment Maintenance	6/3/20	TODAY'S BUSINESS SOLUTIONS, INC.	240.00
4420L	Equipment Maintenance	6/23/20	MC/AMAZON	26.92
4420L	Equipment Maintenance	6/1/20	MC/AMAZON	10.00
4420L	Equipment Maintenance	6/6/20	MC/AMAZON	39.83
4440L	Janitorial	6/1/20	CINTAS #22	78.76
4440L	Janitorial	6/8/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	6/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	6/5/20	NERADT ACE HARDWARE	18.55
4440L	Janitorial	6/5/20	SUPERIOR INDUSTRIAL SUPPLY	273.95
4440L	Janitorial	6/11/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	192.73
4440L	Janitorial	6/18/20	WAREHOUSE DIRECT	233.21
4450L	Equipment	6/4/20	TRAF-SYS INC	2,185.00
4450L	Equipment	6/16/20	MC/AMAZON	46.00
4450L	Equipment	6/24/20	MC/AMAZON	35.93
4450L	Equipment	6/1/20	MATERIAL FLOW TECHNOLOGIES	1,382.75
4450L	Equipment	6/1/20	MATERIAL FLOW TECHNOLOGIES	132.84
4460L	Utilities	6/15/20	CONSTELLATION NEWENERGY- GAS DIV	947.90
4460L	Utilities	6/15/20	VILLAGE OF MT. PROSPECT	162.96
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	854.95
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	82.02
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	962.38
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	318.06
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	336.66
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	715.87
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	1,109.44
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	16.03
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	846.91
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	367.31
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	15.64
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	80.77

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	118.20
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	113.31
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	47.57
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	86.80
4610L	Adult Books	6/1/20	BOOKS & TREASURES INC.	607.29
4610L	Adult Books	6/1/20	D & Z HOUSE OF BOOKS	1,457.92
4610L	Adult Books	6/1/20	FAMILY ROOTS PUBLISHING COMPANY	50.46
4610L	Adult Books	6/1/20	ILLINOIS LIBRARY ASSOCIATION	30.00
4610L	Adult Books	6/1/20	INGRAM	263.04
4610L	Adult Books	6/1/20	INGRAM	42.00
4610L	Adult Books	6/1/20	INGRAM	11.99
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	403.65
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	122.51
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	202.00
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	86.96
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	(10.11)
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	(9.03)
4610L	Adult Books	6/1/20	BAKER AND TAYLOR	(15.25)
4610L	Adult Books	6/3/20	BAKER AND TAYLOR	357.94
4610L	Adult Books	6/4/20	INGRAM	143.41
4610L	Adult Books	6/4/20	INGRAM	13.77
4610L	Adult Books	6/4/20	WEST PAYMENT CENTER	377.00
4610L	Adult Books	6/5/20	BAKER AND TAYLOR	466.79
4610L	Adult Books	6/8/20	BAKER AND TAYLOR	52.70
4610L	Adult Books	6/9/20	INGRAM	65.77
4610L	Adult Books	6/9/20	BAKER AND TAYLOR	418.24
4610L	Adult Books	6/10/20	INGRAM	20.99
4610L	Adult Books	6/10/20	BAKER AND TAYLOR	487.57
4610L	Adult Books	6/10/20	D & Z HOUSE OF BOOKS	425.56
4610L	Adult Books	6/11/20	BAKER AND TAYLOR	93.53
4610L	Adult Books	6/11/20	BAKER AND TAYLOR	43.81
4610L	Adult Books	6/12/20	BAKER AND TAYLOR	1,047.08
4610L	Adult Books	6/12/20	INGRAM	300.70
4610L	Adult Books	6/13/20	MC/INTERNET GENEALOGY	12.95
4610L	Adult Books	6/15/20	BAKER AND TAYLOR	90.90
4610L	Adult Books	6/16/20	BAKER AND TAYLOR	628.41
4610L	Adult Books	6/16/20	INGRAM	45.37
4610L	Adult Books	6/16/20	INGRAM	11.39
4610L	Adult Books	6/16/20	NEW ENGLAND HISTORIC GENEALOGICAL SOC.	118.57
4610L	Adult Books	6/17/20	INGRAM	29.37
4610L	Adult Books	6/17/20	INGRAM	11.99
4610L	Adult Books	6/18/20	BAKER AND TAYLOR	92.75
4610L	Adult Books	6/18/20	BAKER AND TAYLOR	683.92
4610L	Adult Books	6/20/20	BAKER AND TAYLOR	728.98
4610L	Adult Books	6/22/20	BAKER AND TAYLOR	59.21
4610L	Adult Books	6/24/20	SYNCHRONY/AMAZON	347.01
4610L	Adult Books	6/24/20	BAKER AND TAYLOR	371.81
4610L	Adult Books	6/8/20	BAKER AND TAYLOR	10.73
4610L	Adult Books	6/9/20	BAKER AND TAYLOR	85.43
4610L	Adult Books	6/9/20	BAKER AND TAYLOR	17.25
4610L	Adult Books	6/15/20	BAKER AND TAYLOR	92.42
4610L	Adult Books	6/20/20	BAKER AND TAYLOR	55.64
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	49.13

Mount Prospect Public Library
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Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	22.39
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	35.66
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	128.56
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	150.54
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	6/1/20	MIDWEST TAPE	79.98
4620L	Adult AV	6/1/20	MIDWEST TAPE	74.98
4620L	Adult AV	6/1/20	MIDWEST TAPE	29.99
4620L	Adult AV	6/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/1/20	MIDWEST TAPE	104.97
4620L	Adult AV	6/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/1/20	MIDWEST TAPE	119.97
4620L	Adult AV	6/1/20	MIDWEST TAPE	69.98
4620L	Adult AV	6/1/20	MIDWEST TAPE	79.98
4620L	Adult AV	6/1/20	MIDWEST TAPE	34.99
4620L	Adult AV	6/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	(22.01)
4620L	Adult AV	6/2/20	BAKER & TAYLOR INC.	97.70
4620L	Adult AV	6/2/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	6/3/20	BAKER & TAYLOR INC.	44.08
4620L	Adult AV	6/8/20	BAKER & TAYLOR INC.	22.06
4620L	Adult AV	6/10/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/10/20	MIDWEST TAPE	44.99
4620L	Adult AV	6/10/20	MIDWEST TAPE	44.99
4620L	Adult AV	6/10/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/10/20	MIDWEST TAPE	119.97
4620L	Adult AV	6/10/20	MIDWEST TAPE	119.97
4620L	Adult AV	6/10/20	BAKER & TAYLOR INC.	24.41
4620L	Adult AV	6/10/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/11/20	BAKER & TAYLOR INC.	73.45
4620L	Adult AV	6/11/20	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	6/11/20	BAKER & TAYLOR INC.	4.40
4620L	Adult AV	6/11/20	MC/ANDREW TISCHLER ARTIST	88.00
4620L	Adult AV	6/15/20	BAKER & TAYLOR INC.	12.74

Mount Prospect Public Library
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Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	6/15/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/17/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/17/20	BAKER & TAYLOR INC.	21.21
4620L	Adult AV	6/17/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/17/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/17/20	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	6/18/20	MIDWEST TAPE	34.99
4620L	Adult AV	6/18/20	MIDWEST TAPE	84.98
4620L	Adult AV	6/18/20	MIDWEST TAPE	515.88
4620L	Adult AV	6/18/20	MIDWEST TAPE	396.89
4620L	Adult AV	6/18/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/18/20	MIDWEST TAPE	525.87
4620L	Adult AV	6/18/20	MIDWEST TAPE	470.86
4620L	Adult AV	6/18/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	6/18/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/23/20	BAKER & TAYLOR INC.	46.19
4620L	Adult AV	6/24/20	SYNCHRONY/AMAZON	(0.88)
4620L	Adult AV	6/24/20	SYNCHRONY/AMAZON	813.81
4620L	Adult AV	6/24/20	MIDWEST TAPE	34.99
4620L	Adult AV	6/24/20	MIDWEST TAPE	32.99
4620L	Adult AV	6/24/20	MIDWEST TAPE	63.98
4620L	Adult AV	6/24/20	MIDWEST TAPE	139.96
4620L	Adult AV	6/24/20	MIDWEST TAPE	29.99
4620L	Adult AV	6/24/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/24/20	MIDWEST TAPE	39.99
4620L	Adult AV	6/24/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	6/24/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	6/26/20	MC/ANDREW TISCHLER ARTIST	(88.00)
4620L	Adult AV	6/1/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/24/20	SYNCHRONY/AMAZON	219.88
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	75.07
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	6.21
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	16.48
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	308.99
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	675.58
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	1,907.17
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	184.06
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	180.83
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	608.94
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	129.80
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	2.82
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	101.70
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	78.80
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	170.55
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	938.60
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	87.80
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	227.40
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	320.20
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	553.05
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	499.75
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	210.50
4630L	Youth Print	6/1/20	OLLIS BOOK CORPORATION	769.50
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	373.72

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	88.71
4630L	Youth Print	6/3/20	BAKER AND TAYLOR	211.94
4630L	Youth Print	6/4/20	BAKER AND TAYLOR	10.16
4630L	Youth Print	6/6/20	BAKER AND TAYLOR	414.57
4630L	Youth Print	6/8/20	BAKER AND TAYLOR	5.96
4630L	Youth Print	6/9/20	BAKER AND TAYLOR	16.94
4630L	Youth Print	6/11/20	BAKER AND TAYLOR	216.63
4630L	Youth Print	6/12/20	BAKER AND TAYLOR	289.26
4630L	Youth Print	6/12/20	BAKER AND TAYLOR	351.51
4630L	Youth Print	6/15/20	BAKER AND TAYLOR	122.20
4630L	Youth Print	6/16/20	BAKER AND TAYLOR	275.22
4630L	Youth Print	6/17/20	BAKER AND TAYLOR	845.66
4630L	Youth Print	6/24/20	SYNCHRONY/AMAZON	32.23
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	6/1/20	BAKER AND TAYLOR	14.24
4630L	Youth Print	6/9/20	BAKER AND TAYLOR	261.72
4630L	Youth Print	6/9/20	BAKER AND TAYLOR	29.42
4630L	Youth Print	6/12/20	BAKER AND TAYLOR	13.49
4630L	Youth Print	6/15/20	BAKER AND TAYLOR	40.59
4630L	Youth Print	6/20/20	BAKER AND TAYLOR	25.70
4630L	Youth Print	6/24/20	SYNCHRONY/AMAZON	33.45
4640L	Youth AV	6/1/20	FINDAWAY WORLD, LLC	225.20
4640L	Youth AV	6/1/20	FINDAWAY WORLD, LLC	467.41
4640L	Youth AV	6/1/20	FINDAWAY WORLD, LLC	46.74
4640L	Youth AV	6/1/20	MIDWEST TAPE	29.24
4640L	Youth AV	6/1/20	RECORDED BOOKS, LLC	18.00
4640L	Youth AV	6/1/20	FINDAWAY WORLD, LLC	450.42
4640L	Youth AV	6/3/20	BAKER & TAYLOR INC.	19.10
4640L	Youth AV	6/4/20	BAKER & TAYLOR INC.	29.39
4640L	Youth AV	6/24/20	SYNCHRONY/AMAZON	50.36
4650L	Subscriptions	6/1/20	CHICAGO TRIBUNE	390.00
4650L	Subscriptions	6/1/20	GERMAN LIFE	38.95
4650L	Subscriptions	6/1/20	ORION	35.00
4650L	Subscriptions	6/1/20	PADDOCK PUBLICATIONS	202.80
4650L	Subscriptions	6/1/20	PADDOCK PUBLICATIONS	202.80
4650L	Subscriptions	6/1/20	GAME & FISH	18.00
4650L	Subscriptions	6/1/20	HIGHLIGHTS FOR CHILDREN	39.96
4650L	Subscriptions	6/1/20	BUSINESS MANAGEMENT DAILY	139.00
4650L	Subscriptions	6/1/20	NATIONAL AUDUBON SOCIETY	20.00
4650L	Subscriptions	6/1/20	CHICAGO SUN TIMES	369.20
4650L	Subscriptions	6/8/20	CHICAGO SUN TIMES	265.20
4650L	Subscriptions	6/9/20	MC/JOURNAL AND TOPICS	66.00
4650L	Subscriptions	6/10/20	MC/GIRLS LIFE	29.95
4650L	Subscriptions	6/16/20	MC/SMORE MAGAZINE	49.99
4650L	Subscriptions	6/16/20	MC/CURIOUS JANE MAGAZINE	38.00
4650L	Subscriptions	6/16/20	MC/BEANZ MAGAZINE	29.99
4650L	Subscriptions	6/16/20	MC/TROPICAL FISH	49.00
4650L	Subscriptions	6/17/20	ALLRECIPES MAGAZINE	17.00
4650L	Subscriptions	6/20/20	MC/LIBRARY JOURNAL	107.99
4650L	Subscriptions	6/20/20	MC/LIBRARY JOURNAL	136.99
4650L	Subscriptions	6/20/20	MC/INVESTOR PLACE MEDIA IPM	99.00
4650L	Subscriptions	6/23/20	MC/THE ATLANTIC	40.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4650L	Subscriptions	6/24/20	MC/HOLLYWOOD REPORTER	99.00
4650L	Subscriptions	6/30/20	MC/CHICAGO GENEALOGICAL SOCIET	25.00
4650L	Subscriptions	6/23/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	6/1/20	INFOGROUP	9,971.00
4660L	Electronic Resources	6/1/20	GREY HOUSE PUBLISHING	4,760.00
4660L	Electronic Resources	6/1/20	GREY HOUSE PUBLISHING	200.00
4660L	Electronic Resources	6/1/20	SCHOLASTIC LIBRARY PUBLISHING	3,720.00
4661L	Digital Media	6/1/20	OVERDRIVE, INC.	783.29
4661L	Digital Media	6/1/20	OVERDRIVE, INC.	405.88
4661L	Digital Media	6/1/20	OVERDRIVE, INC.	1,661.19
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	210.36
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	783.78
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	2,074.98
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	1,504.98
4661L	Digital Media	6/1/20	RECORDED BOOKS, LLC	35.00
4661L	Digital Media	6/1/20	RAILS	13,141.03
4661L	Digital Media	6/30/20	MIDWEST TAPE	4,348.53
4661L	Digital Media	6/30/20	KANOPY, INC.	390.00
4661L	Digital Media	6/2/20	OVERDRIVE, INC.	158.00
4661L	Digital Media	6/2/20	OVERDRIVE, INC.	167.47
4661L	Digital Media	6/2/20	OVERDRIVE, INC.	601.40
4661L	Digital Media	6/2/20	OVERDRIVE, INC.	432.60
4661L	Digital Media	6/2/20	OVERDRIVE, INC.	125.00
4661L	Digital Media	6/2/20	OVERDRIVE, INC.	230.47
4661L	Digital Media	6/10/20	OVERDRIVE, INC.	157.95
4661L	Digital Media	6/10/20	OVERDRIVE, INC.	187.49
4661L	Digital Media	6/10/20	OVERDRIVE, INC.	333.23
4661L	Digital Media	6/10/20	OVERDRIVE, INC.	95.00
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	201.46
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	363.66
4661L	Digital Media	6/11/20	OVERDRIVE, INC.	361.92
4661L	Digital Media	6/22/20	OVERDRIVE, INC.	45.00
4661L	Digital Media	6/29/20	OVERDRIVE, INC.	458.49
4661L	Digital Media	6/29/20	OVERDRIVE, INC.	56.97
4661L	Digital Media	6/29/20	OVERDRIVE, INC.	342.46
4661L	Digital Media	6/29/20	OVERDRIVE, INC.	299.71
4661L	Digital Media	6/29/20	OVERDRIVE, INC.	554.05
4661L	Digital Media	6/1/20	OVERDRIVE, INC.	303.48
4661L	Digital Media	6/3/20	OVERDRIVE, INC.	460.69
4661L	Digital Media	6/5/20	OVERDRIVE, INC.	335.99
4661L	Digital Media	6/8/20	OVERDRIVE, INC.	295.25
4661L	Digital Media	6/10/20	OVERDRIVE, INC.	298.70
4661L	Digital Media	6/12/20	OVERDRIVE, INC.	104.41
4661L	Digital Media	6/15/20	OVERDRIVE, INC.	261.40
4661L	Digital Media	6/23/20	OVERDRIVE, INC.	274.53
4661L	Digital Media	6/25/20	OVERDRIVE, INC.	188.24
4661L	Digital Media	6/29/20	OVERDRIVE, INC.	272.19
4663L	Library of Things	6/2/20	MC/NETFLIX	15.99
4663L	Library of Things	6/3/20	MC/DISNEY	12.99
4663L	Library of Things	6/3/20	MC/DISNEY	12.99
4663L	Library of Things	6/3/20	MC/DISNEY	12.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	6/3/20	MC/DISNEY	12.99
4663L	Library of Things	6/3/20	MC/DISNEY	12.99
4663L	Library of Things	6/3/20	MC/NETFLIX	15.99
4663L	Library of Things	6/3/20	MC/NETFLIX	15.99
4663L	Library of Things	6/3/20	MC/NETFLIX	15.99
4663L	Library of Things	6/3/20	MC/NETFLIX	15.99
4680L	Processing - Base	6/1/20	BAKER AND TAYLOR	1.95
4680L	Processing - Base	6/1/20	BAKER AND TAYLOR	9.10
4680L	Processing - Base	6/1/20	ID LABEL, INC.	475.25
4680L	Processing - Base	6/4/20	BAKER AND TAYLOR	0.69
4680L	Processing - Base	6/11/20	STAPLES BUSINESS ADVANTAGE	40.22
4680L	Processing - Base	6/12/20	BAKER AND TAYLOR	14.30
4680L	Processing - Base	6/12/20	WAREHOUSE DIRECT	30.78
4680L	Processing - Base	6/16/20	BAKER AND TAYLOR	12.79
4680L	Processing - Base	6/19/20	BUDGET LIBRARY SUPPLIES	462.00
4680L	Processing - Base	6/23/20	BAKER AND TAYLOR	10.60
4680L	Processing - Base	6/24/20	BAKER AND TAYLOR	6.86
4690L	Programs	6/26/20	STEVE SZABADOS	200.00
4690L	Programs	6/1/20	BLICK ART MATERIALS	105.15
4690L	Programs	6/1/20	MC/PANERA BREAD	50.00
4690L	Programs	6/1/20	MC/NOTHING BUNDT CAKES	50.00
4690L	Programs	6/4/20	MC/MENCHIE'S	50.00
4690L	Programs	6/7/20	BLICK ART MATERIALS	(8.49)
4690L	Programs	6/8/20	MC/TARGET	100.00
4690L	Programs	6/9/20	MC/STARBUCKS	100.00
4690L	Programs	6/9/20	MC/CAPANNARIS ICE CREAM	100.00
4690L	Programs	6/9/20	MC/OBERWEIS DAIRY	100.00
4690L	Programs	6/11/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	26.16
4690L	Programs	6/17/20	MC/WALMART	60.03
4690L	Programs	6/17/20	MC/MICHAELS	19.96
4690L	Programs	6/23/20	MC/PAYPAL	150.00
4690L	Programs	6/25/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	16.78
4690L	Programs	6/25/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	60.81
4690L	Programs	6/25/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	50.00
4690L	Programs	6/29/20	LIGHBOX GRAPHIX	236.00
4690L	Programs	6/30/20	EVARISTO RODRIGUEZ	200.00
4690L	Programs	6/11/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	35.38
4690L	Programs	6/24/20	MC/AMAZON	46.72
				\$ 713,727.32
9540L	Friends Sponsored Expense	6/1/20	BAKER AND TAYLOR	17.82
9560L	Village Hall Shared Expense	6/19/20	Correction for May bill	(57.89)
9560L	Village Hall Shared Expense	6/19/20	AT&T - 50%	144.06
			Total Library Fund Expenses for June, 2020	\$ 713,831.31

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

Account ID	Account Description	Date	Vender Name	Amount
7715B	Bldg Fd: Building Maint.	6/4/20	GARFIELD BUILDING MAINTENANCE - Exterior Stair Replacement project	\$ 19,135.00
7730B	Bldg Fd: Equipment	6/1/20	KRUEGER INTERNATIONAL , INC. - 6 Pirouette tables	4,356.00
7730B	Bldg Fd: Equipment	6/1/20	KRUEGER INTERNATIONAL , INC. - 2 Strive Task stools	620.88
7730B	Bldg Fd: Equipment	6/10/20	KRUEGER INTERNATIONAL , INC. - 22 Staff chairs	11,645.48
Total Capital Project Fund Expenses for June, 2020				\$ 35,757.36

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	6/30/20	To record 06/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for June, 2020				\$ 8,783.33

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

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

LIBRARY PRICING

		8/1/20 - 12/31/21	1/1/22 - 12/31/22	1/1/23 - 12/31/23
Library Base Bid	Price per Month	\$ 2,390.00	\$ 2,390.00	\$ 2,390.00
Library Option A Underground Parking Structure	Price per Month	\$ 200.00	\$ 200.00	\$ 200.00
Library Option B Quarterly Carpet Cleaning	Price per Month	\$ 590.00	\$ 590.00	\$ 590.00
Library Option C Bi-Monthly Window Cleaning	Price per Month	\$ 680.00	\$ 680.00	\$ 680.00

Submitted this 6th day of JULY, 2020.

Mark outside of envelope: "Cleaning Services Contract 2020-2023," and deliver to the Village Manager's office at 50 South Emerson Street 3rd Floor, Mount Prospect, Illinois, 60056, by 1:00 p.m., Monday, July 6, 2020.

CRYSTAL MGMT & MAINT SERVICES CORP.

Name of
Company/Firm

1699 WAU ST, SUITE 112
MT. PROSPECT, IL 60056

Address of Company/Firm

By: [Signature]

Phone: 847-228-6555

Date submitted 6th of JULY, 2020

Also note any exceptions to the specifications.

NONE

COMPANY CRYSTAL MGMT'S MAINT SERVICES, CORP

OWNER STANISLAWA TALAR

1699 WAU ST, SUITE 112

MT. PROSPECT, IL 60056 847-228-6555

ADDRESS

CITY, STATE, ZIP

PHONE #

[Signature]
SIGNATURE

07-06-2020
DATE

Note: All bids to remain firm for thirty (90) days. Be sure to mark the outside of the envelope, "Sealed Bid for Cleaning Services Contract 2020-2023."