

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

Regular Board Meeting  
September 17, 2020 7:00 p.m.  
Meeting Room A

**AGENDA\***

- 1. Call to Order**
- 2. Roll Call**
- 3. Swearing in of Trustee Kristine O’Sullivan**  
Karen Agoranos, Village Clerk, Mount Prospect
- 4. Audience to Visitors**
- 5. Consent Agenda**
  - a. Approve Minutes of Regular Board Meeting of August 20, 2020 **(4-6)**
  - b. Approve Minutes of Special Board Meeting of September 3, 2020 **(7-8)**
  - c. Approve Minutes of Personnel Committee Meeting of September 8, 2020 **(9-10)**
  - d. Approve February 2020 Bills **(11-25)**
  - e. Approve August 2020 Bills **(28-42)**
- 6. Approve August 2020 Financial Report (26) (Action)**
- 7. Approve 2021 Budget and 2020 Levy Resolution (43-58) (Action)**  
2021 Salary Scale; Capital Expenditures
- 8. Approve Ordinance No. 2020-1 Establishing Reserve Fund and Transfer Initial Funds (59-65) (Action)**
- 9. Personnel Committee Report (Sylvia Haas)**
- 10. Executive Director Report (2-3)**  
Monthly Library Report **(66-74)**  
Presentation by Mary Smith and Carol Capra, Youth Services
- 11. Trustee Reports**  
Trustee reports or topic suggestions for future meetings
- 12. Calendar items**
  - a. Joint Boards Dinner- do something virtual?
  - b. Foundation Board Meeting – September 28 – Terri Gens
  - c. Special/COW/Personnel Board Meeting – October 1 (tentative)
  - d. Regular Board Meeting – October 15
  - e. Foundation Board Meeting – October 26 – Brian Gilligan
- 13. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**September 17, 2020**

1. **Swearing in Trustee Kristine O'Sullivan.** This is agenda item number 3. Village Clerk Karen Agoranos will be in attendance to swear in our new Trustee.
2. **Consent Agenda.** This is agenda item number 5. You will notice an item to approve the February 2020 bills; during an audit of our minutes we realized that item was missed during the pandemic closure, and we are now rectifying it for our records.

*"I move to establish and approve the consent agenda as presented."*

3. **August 2020 Financial Report.** This is agenda item number 6. Based on discussion at the September 3 meeting, the regular monthly financial report has been pulled off of the consent agenda and listed separately to allow time for discussion as needed. Spending year to date is about 12.5% below budget. We have received about 88% of the 2019 tax levy; typically we would have collected around 97% by this time. We anticipate additional revenue after the extended payment deadline of October 31.

*"I move to approve the August 2020 Financial report as presented."*

4. **Approve 2021 Appropriation Budget and 2020 Levy.** This is agenda item number 7. The documents in the packet reflect the changes as requested at the September 3 meeting (see meeting notes for details). We received the Capital Needs Assessment Study in time to include capital project information in the packet. During the meeting we will review the results of the study at a high level and understand how it impacts the 2021 and future budgets.

The Levy Resolution this year looks different than last. We changed our documentation to reflect an "Appropriation Budget" on the levy request instead of our usual "Operating Budget." Our Operating (or Working) budget is a tight estimate of 2021 expenditures, leaving little to no room for adjustment. The Appropriation budget shown on our levy documents reflects a 20% increase from the Operating budget to account for potential unexpected spending due to current circumstances. The Appropriation budget sets a limit on what we can expend in 2021. The last time we used an Appropriation Budget on our Levy request was 2002, and is a good model for us to use in 2021 due to the uncertainty of the 2021 economy.

*"I move to approve the 2021 budget and 2020 levy as presented [amended], including the 2021 salary scale and capital expenditures."*

Each year a Trustee and the Executive Director typically attend the Village levy hearing. Because this is such an unusual year, I recommend that we attend one or more finance planning sessions so that we can answer any questions. I will let the Board know of upcoming meeting dates (typically in October).

5. **Approve Ordinance No. 2020-1 Establishing Reserve Fund and Transfer Initial Funds.** This is agenda item number 8. Now that we have the Capital Needs Assessment Study in hand, we are able to more accurately allocate funds to future capital needs. Initially I had thought we would just transfer an additional amount to our existing Capital Projects Reserve Fund, but in conversation with the library's

Mount Prospect Public Library

Board of Trustees

legal counsel, he suggested that we follow the Illinois Local Library Act and formally establish a "Reserve Fund" ([75 ILCS 5/5-8](#)).

The benefits are that we are specifically allowed to transfer the unexpended balance of annual tax revenue into the Reserve Fund, and we are allowed to specify an amount that we are targeting to save for future capital projects. This is similar to the policy we have in place about our operating reserves; it puts parameters and limits around our fund balances and specifically designates their purpose. The new Reserve Fund is restricted, meaning that the funds allocated must be used for the listed purpose.

The Reserve Fund ordinance can be amended as needed. For instance, if a new project is identified we can amend the ordinance to include the new project and estimated costs.

Once we establish the new Reserve Fund, we will transfer the balance of the old Capital Projects Reserve Fund along with an estimated additional amount from the Library Fund into the new fund. Each year going forward we will not allocate a percentage of tax revenue to the Reserve Fund on a monthly basis, but rather approve a transfer toward the end of each year.

At the end of 2020 (December), the Board will be presented with a final transfer recommendation based on actual end-of-year spending.

*"I move to approve Ordinance No. 2020-1 Establishing a Reserve Fund as presented and authorize the transfer of the balance of the previous Capital Projects Reserve Fund (\$2,626,773) and \$800,000 from the Library Fund no later than September 30, 2020.*

6. **Library Services Report.** This is agenda item number 10. This month we are going to get back on track with having a staff member present a brief report on a few highlighted library services. This month Youth Services will talk about supporting teachers and families with remote learning and the expanded outdoor programming we have developed.
7. **Calendar Items.** This is agenda item number 12. At this time of the year we usually talk about a Joint Boards Dinner with the boards of the Library, Friends, and Foundation. We won't be able to have an in-person dinner this year. I wanted to at least mention it to the Board to determine if we simply want to cancel for this year, or if there is any interest in having some type of virtual event.
8. **Library Trustee Election.** This year the library has three seats up for election on April 6, 2021. Two to serve 6-year terms, and one to serve a 2-year term. The seats are currently held by Trustees Bass, Haas, and O'Sullivan.

Individuals interested in running for Library Trustee are advised to visit:

- a. State Board of Elections website:
  - i. <https://www.elections.il.gov/>
- b. Village of Mount Prospect website:
  - i. <https://www.mountprospect.org/Home/Components/News/News/9057/1042>

The library will be posting an informational packet on the website as usual, and we are only going to do online this year and not print. This packet will go live the week of September 14.

9. **Personal Devices and FOIA.** Included in the packet is a memo from our lawyer addressing a recent Appellate Court decision about FOIA and use of personal devices by public officials. Please let me know if you have any questions about the memo.

**Regular Board Meeting  
August 20, 2020  
Minutes**

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas  
Absent: None  
Staff Present: Anne Belden, Jo Broszczak, Rosemary Groenwald, Su Reynders, Suzanne Yazel  
Visitors: Kristine O'Sullivan

3. Audience to Visitors

No visitors spoke.

4. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of July 16, 2020
- b. Approve Minutes of Finance Committee Meeting of August 6, 2020
- c. Treasurer's Report and Approval of July 2020 Bills

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

5. Appointment to Fill Trustee Vacancy

Trustees discussed the status of the trustee vacancy and agreed to interview the previously selected candidate at a Special Board Meeting on Thursday, September 3, 2020 at 6:00 p.m. Trustees will discuss the appointment after the interview and potentially appoint the candidate.

6. Report from Finance Committee

Trustees reviewed the information presented at the August 6, 2020 Finance Committee Meeting and further discussed staff compensation.

7. Transfer from Library General Fund to Capital Projects Reserve Fund

Trustees discussed the need to transfer funds to the Capital Projects Reserve Fund in advance of the final Capital Needs Assessment study to account for future large projects such as a roof replacement. Once the final report is received and actual cost estimates are available, a second transfer may be needed.

Motion was made by Trustee Fulk and seconded by Trustee Gens to transfer \$500,000 from the Library General Fund to the Capital Projects Reserve Fund no later than August 31, 2020. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. Motion carried.

8. Fines Free Proposal

The Board discussed the current situation of the library not assessing late fines due to the pandemic, closures, and materials quarantine. Trustees reviewed the pros and cons of permanently eliminating late fines. Director Reynders explained that if the Board approved going fines free past the current emergency pandemic situation, staff would establish the right time to roll out to the community.

Motion was made by Trustee Gens and seconded by Trustee Gilligan to eliminate late fines for all registered cardholders effective immediately, excepting special collections designated by staff. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. Motion carried.

9. Executive Director and Monthly Library Reports

Director Reynders shared that although the significantly lower library usage is hard to see, it is right in line with many other local libraries, especially in the dramatic increase in e-media usage. New door counters have been installed at the Main location that will allow door counts by hour, thereby providing solid information to make decisions about hours and access while we are still in the emergency pandemic situation.

10. Trustee Reports

Trustee Bass reported that she read that the Prospect Heights Public Library (PHPL) is closing for six months for a renovation and wants MPPL to support their residents. Director Reynders clarified that PHPL is still offering parking lot pickup services.

11. Calendar Items

- a. Foundation Board Meeting – August 24 – Michael Duebner
- b. Special Board Meeting – September 3 at 6:00 p.m. (interview Trustee candidate and review 2021 Budget and 2020 Levy)
- c. Library Closed – September 7 Labor Day
- d. Regular Board Meeting – September 17
- e. Foundation Board Meeting – September 28 – open (Terri Gens)
- f. Placeholder for Special/COW/Personnel meeting – October 1

12. Adjourn to Closed Session

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

Motion was made by Trustee Haas and seconded by Trustee Duebner to adjourn to closed session at 7:46 p.m. Voice vote carried.

13. Reconvene Open Session

President Haas reconvened the meeting in open session at 8:51 p.m.

14. Adjournment

Regular meeting adjourned at 8:52 p.m.

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Terri Gens, Secretary

DRAFT

**Special Board Meeting  
September 3, 2020  
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:02 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan [6:21 p.m.],  
Sylvia Haas  
Absent: None  
Staff Present: Karen Almeleh, Jo Broszczak, Rosemary Groenwald, Jan Peterson, Su Reynders,  
Mary Smith, Suzanne Yazel  
Visitors: Kristine O'Sullivan

3. Adjourn to Closed Session

*5 ILCS 120/2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.*

Motion was made by Trustee Duebner and seconded by Trustee Gens to adjourn to closed session at 6:02 p.m.

4. Reconvene Open Session

President Haas reconvened the meeting in open session at 6:36 p.m.

Motion was made by Trustee Gens and seconded by Trustee Fulk to appoint Kristine O'Sullivan to fill the trustee vacancy and will serve the remainder of the term until the next election in April 2021. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas. NAYS: None. ABSTAIN: None. Motion carried.

Trustee O'Sullivan will be sworn in at the September 17, 2020 Regular Board meeting.

5. Approval of Purchase of Storage Lockers

Trustees discussed the self-pick up storage lockers, evaluating the benefits both during the emergency pandemic as well as afterwards. The lockers essentially create a 24/7 library, at least for access to materials. Director Reynders indicated that there would be additional costs for electrical work, and those costs would be taken from the operating fund. If the lockers are successful, the library could consider placing them in other parts of the community.

Motion was made by Trustee Haas and seconded by Trustee Bass to approve purchase of storage lockers as submitted. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

6. 2021 Budget and 2020 Levy

Trustees reviewed the draft 2021 Budget and 2020 Levy in detail, asking questions about specific expenditures and library services.

Director Reynders indicated that the Capital Needs Assessment study is scheduled to be completed on September 14; therefore, additional information about 2021 capital projects will be provided at the September 17 Regular Board meeting. A second transfer to the Capital Projects Reserve Fund will likely be needed to accommodate the new long-range capital plan based on the assessment results.

The Board requested that the following assumptions and change requests be included in the documentation that will be presented for approval at the September 17, 2020 Regular Board meeting.

- Flat levy request as compared to 2019.
- \$742,000 as the expenditure cost for health benefits.
- Include the salary components as presented, including a 2% cost of living increase and the proposed 2021 salary scale.
- Maintain the policy of awarding employees at or over the maximum of their salary scale a bonus of 50% of what the salary increase would have been in lieu of a salary increase.
- Keep the magazine budget expenditures flat as compared to 2020.

Trustee Gens left the meeting at 7:20 p.m.

7. Audience to Visitors

No visitors spoke.

8. Calendar items

- a. Library Closed – September 7
- b. Personnel Committee Meeting – September 8 – 6 p.m.
- c. Regular Board Meeting – September 17 – 7 p.m.
- d. Foundation Board Meeting – September 28 – Terri Gens
- e. Special/COW/Personnel Board Meeting – October 1 (tentative)
- f. Regular Board Meeting – October 15 – 7 p.m.
- g. Foundation Board Meeting – October 26 – Brian Gilligan

Trustee Duebner reported that he attended the Foundation meeting on August 24 and they are reviewing their bylaws. They are evaluating the size of the board and the status of a Library Trustee serving as a voting member.

9. Adjournment

Special meeting adjourned at 8:17 p.m.

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Terri Gens, Secretary

**Personnel Committee Meeting  
September 8, 2020  
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:01 p.m. by Sylvia Haas, President.

2. Roll Call

Committee Members Present: Marie Bass, Sylvia Fulk, Terri Gens, Sylvia Haas  
Other Trustees Present: Kristine O'Sullivan  
Not Present: Michael Duebner, Brian Gilligan  
Staff Present: Su Reynders  
Visitors: None

3. Audience to Visitors

No visitors spoke.

4. Library Director Evaluation Process

Trustees reviewed sample evaluation forms and agreed on a format to use, modifying it to include language about goals. Director Reynders will submit a self-evaluation that includes goals for the next evaluation period.

The committee members agreed to solicit non-anonymous feedback from all staff, asking: "In what areas is the director particularly effective?" and "In what areas could the director be more effective?" Director Reynders will work with MPPL IT to establish the email or form process. President Haas will send the initial email to all staff and interested staff will respond to all Board members. Trustees agreed to ask responding staff to include their name, position, and years at the library.

5. Adjourn to Closed Session

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

Motion was made by Trustee Fulk and seconded by Trustee Gens to adjourn to closed session at 6:53 p.m.

6. Reconvene Open Session

President Haas reconvened the meeting in open session at 7:11 p.m.

7. Calendar items

- a. Regular Board Meeting – September 17 – 7 p.m.
- b. Foundation Board Meeting – September 28 – Terri Gens
- c. Special/COW/Personnel Board Meeting – October 1 (tentative)
- d. Regular Board Meeting – October 15 – 7 p.m.
- e. Foundation Board Meeting – October 26 – Brian Gilligan

8. Adjournment

Personnel Committee meeting adjourned at 7:12 p.m.

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Terri Gens, Secretary

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**MOUNT PROSPECT PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures & Fund Balances**  
For the Period Ended February 29, 2020

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ 1,241,948	1,252,696
Taxes Allocated to Other Funds	(219,227)	(220,879)
Personal Property Replacement Taxes	8,642	11,006
Interest Income	6,055	13,213
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	7,409	12,511
Friends & Foundation Reimbursements	3,026	3,337
Village Reimbursements	-	-
<i>Total Revenues</i>	<u>\$ 1,047,853</u>	<u>1,071,884</u>
Expenditures		
Salaries & Benefits	589,948	1,205,660
Management Expense	20,858	38,430
Operating Expenses	16,877	32,848
Building Expense	30,342	107,097
Services and Resources	72,355	206,079
Friends & Foundation Reimbursable Expenses	4,317	6,578
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	443	933
<i>Total Expenditures</i>	<u>\$ 735,140</u>	<u>1,597,625</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 312,713	(525,741)
Fund Balance - Beginning of Period	4,696,585	5,535,039
Fund Balance - End of Period	<u>\$ 5,009,298</u>	<u>5,009,298</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	2,201,334	2,198,279
Interest Allocation	2,670	5,725
Fund Balance - End of Period	<u>\$ 2,204,004</u>	<u>2,204,004</u>
<b>Capital Projects Reserve Fund</b>		
Revenues		
Property Taxes	\$ 50,445	51,052
Interest Income	2,322	4,831
<i>Total Revenues</i>	<u>\$ 52,767</u>	<u>55,883</u>
Expenditures		
Building & Grounds	\$ -	-
Library Equipment	-	-
Library Furnishings	-	-
Other Expenditures	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ -</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 52,767	55,883
Fund Balance - Beginning of Period	1,765,278	1,762,162
Fund Balance - End of Period	<u>\$ 1,818,045</u>	<u>1,818,045</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	\$ 168,782	169,826
Interest Income	1,016	2,099
<i>Total Revenues</i>	<u>\$ 169,798</u>	<u>171,925</u>
Expenditures		
Interest Expense	\$ 8,784	17,567
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 8,784</u>	<u>17,567</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 161,014	154,358
Fund balance - Beginning of Period	741,848	748,504
Fund balance - End of Period	<u>\$ 902,862</u>	<u>902,862</u>
<b>Gift Fund</b>		
Revenues	\$ 1,066	3,587
Expenditures	17	2,134
Excess (Deficiency) of Revenues over Expenditures	\$ 1,049	1,453
Fund Balance - Beginning of Period	555,041	554,637
Fund Balance - End of Period	<u>\$ 556,090</u>	<u>556,090</u>

**MOUNT PROSPECT PUBLIC LIBRARY  
SUMMARY OF CASH DISBURSEMENTS  
February 29, 2020**

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 589,948.09	
Management Expense (4210L - 4290L)	20,857.65	
Operating Expenses (4310L - 4390L)	16,877.86	
Building Expense (4410L - 4460L)	30,341.97	
Services and Resources (4610L - 4690L)	72,354.71	
Friends & Foundation reimbursable expenses (9530L and 9540L)	4,316.90	
VOMP reimbursable expenses (9560L)	442.71	
Grant Expenses (9570L)	-	
Total February 2020 Library General Fund Expenses	<hr/>	\$ 735,139.89

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 114.31	
Operating Expense Reimbursements received	3,785.00	
January 2020 Accrued Payroll & Benefits	236,299.32	
January 2020 Credit Card Payable	10,743.11	
January 2020 Accounts Payable	48,973.62	
February 2020 Accounts Receivable	3,092.95	
Disbursements for Foundation & Friends	273.27	
Disbursements for Gift Fund and Building Fund	16.92	
	<hr/>	303,298.50

Deductions for Library General Fund Cash Disbursements:

February 2020 Accrued Payroll & Benefits	\$ 257,202.26	
February 2020 Credit Card Payable	22,013.93	
February 2020 Accounts Payable	14,323.04	
Miscellaneous	(7.50)	
Payment of Nayax invoices & merchant fees by income offset	145.06	
Payment of Credit Card Merchant fees by income offset	55.54	
	<hr/>	(293,732.33)
Total Library General Fund cash disbursed		<hr/> \$ 744,706.06

**CAPITAL PROJECTS RESERVE FUND**

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

**DEBT SERVICE FUND**

February 2020 Expenses	\$ 8,783.33	
Plus: January 2020 Interest Payable	17,566.66	
Less: February 2020 Interest Payable	(26,349.99)	
Total Debt Service Fund cash disbursed	<hr/>	0.00

**GIFT FUND**

February 2020 Expenses	\$ 16.92	
Plus: January 2020 Accounts Payable	2,117.00	
Less: February 2020 Accounts Payable	-	
Total Gift Fund cash disbursed	<hr/>	2,133.92

**TOTAL CASH DISBURSEMENTS, February 2020**

**\$ 746,839.98**

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	2/1/20	01/31/2019 accrued payroll reversal	\$ (200,170.00)
4110L	Salaries	2/6/20	PAYROLL - PAYCOM	215,442.14
4110L	Salaries	2/20/20	PAYROLL - PAYCOM	217,988.90
4110L	Salaries	2/29/20	02/28/2019 accrued payroll	218,720.00
4120L	IMRF	2/1/20	01/31/2019 accrued payroll reversal	(19,157.00)
4120L	IMRF	2/25/20	VILLAGE OF MT. PROSPECT - IMRF	41,408.30
4120L	IMRF	2/29/20	02/28/2019 accrued payroll	20,875.00
4130L	MC / FICA	2/1/20	01/31/2019 accrued payroll reversal	(14,387.00)
4130L	MC / FICA	2/6/20	PAYROLL - PAYCOM	15,491.60
4130L	MC / FICA	2/20/20	PAYROLL - PAYCOM	15,696.21
4130L	MC / FICA	2/29/20	02/28/2019 accrued payroll	15,733.00
4140L	Insurance	2/18/20	COBRA fee	(0.94)
4140L	Insurance	2/25/20	VILLAGE OF MT. PROSPECT	61,606.20
4140L	Insurance	2/25/20	VILLAGE OF MT. PROSPECT	115.83
4150L	Unemployment Compensation Tax	2/6/20	PAYROLL - PAYCOM	6.21
4150L	Unemployment Compensation Tax	2/11/20	LIMRICC UNEMPLOYMENT COMP.	579.64
4220L	Legal Fees	2/18/20	VEDDER PRICE P.C.	1,554.00
4230L	Printing	2/17/20	MOBILE PRINT INC.	1,870.16
4230L	Printing	2/10/20	NPN360	102.75
4230L	Printing	2/3/20	BANNERVILLE USA	105.00
4240L	Marketing	2/25/20	CATHY CUSHING	2,805.00
4240L	Marketing	2/19/20	THE JOURNAL AND TOPICS	750.00
4240L	Marketing	2/1/20	GRAPHIC 14 INC.	119.77
4240L	Marketing	2/9/20	BLICK ART MATERIALS	56.00
4240L	Marketing	2/28/20	SIGN TECH, INC.	15.00
4240L	Marketing	2/1/20	GRAPHIC 14 INC.	1,100.00
4260L	Professional Dues	2/13/20	MC/OLAC CATALOGERS NETWORK	95.00
4280L	Human Resources	2/6/20	PAYROLL - PAYCOM	849.85
4280L	Human Resources	2/20/20	PAYROLL - PAYCOM	852.78
4280L	Human Resources	2/15/20	EMPLOYEE BENEFITS CORPORATION	114.00
4280L	Human Resources	2/1/20	MC/GROUND TRANSPORT	6.75
4280L	Human Resources	2/1/20	MC/CONFERENCE MEALS	82.24
4280L	Human Resources	2/1/20	MC/AMERICAN AIRLINES	60.00
4280L	Human Resources	2/1/20	MC/MARRIOTT	919.40
4280L	Human Resources	2/1/20	MC/FEDEX	88.62
4280L	Human Resources	2/14/20	MC/ALA	365.00
4280L	Human Resources	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	250.35
4280L	Human Resources	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	286.80
4280L	Human Resources	2/24/20	MC/LYFT RIDE	90.65
4280L	Human Resources	2/25/20	MC/GROUND TRANSPORT	32.00
4280L	Human Resources	2/25/20	MC/AMERICAN TAXI	39.10
4280L	Human Resources	2/25/20	MC/CONFERENCE MEALS	17.04
4280L	Human Resources	2/28/20	MC/CONFERENCE MEALS	78.94

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4280L	Human Resources	2/29/20	MC/CONFERENCE MEALS	134.08
4280L	Human Resources	2/29/20	MC/WESTIN	1,006.71
4280L	Human Resources	2/29/20	MC/CONFERENCE MEALS	170.95
4280L	Human Resources	2/29/20	MC/MARRIOT	1,111.80
4280L	Human Resources	2/29/20	MC/CONFERENCE MEALS	186.34
4280L	Human Resources	2/29/20	MC/AMERICAN AIRLINES	60.00
4280L	Human Resources	2/29/20	MC/GROUND TRANSPORT	30.00
4280L	Human Resources	2/29/20	MC/NOELLE HOTEL	1,079.52
4280L	Human Resources	2/29/20	MC/CONFERENCE MEALS	130.30
4280L	Human Resources	2/29/20	MC/NOELLE HOTEL	674.70
4280L	Human Resources	2/29/20	MC/SHERATON	533.61
4280L	Human Resources	2/14/20	MC/AMERICAN AIRLINES	336.81
4280L	Human Resources	2/14/20	MC/COSUGI SIRSIDYNIX	450.00
4280L	Human Resources	2/5/20	MC/UNIVERSITY OF WISCONSIN	325.00
4280L	Human Resources	2/13/20	MANAGEMENT ASSOC d/b/a HR SOUR	445.00
4280L	Human Resources	2/5/20	MC/LIBRARYWORKS INC	299.00
4280L	Human Resources	2/1/20	MC/HILTON HOTELS	123.17
4280L	Human Resources	2/1/20	MC/EVENTBRITE	30.00
4280L	Human Resources	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	206.70
4280L	Human Resources	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	12.08
4280L	Human Resources	2/1/20	MC/ILA	150.00
4280L	Human Resources	2/20/20	EMPLOYEE REIMBURSEMENTS	-65.00
4280L	Human Resources	2/28/20	Reclassification of Shining Star from 4290L	1,300.00
4280L	Human Resources	2/28/20	Reclass of League of Women Voters meeting from 4290L	150.00
4280L	Human Resources	2/28/20	Reclass of Dynamic Luncheon from 9540L	300.00
4290L	Other Operating	2/7/20	NAYAX LLC	12.17
4290L	Other Operating	2/13/20	PROPAY	22.76
4290L	Other Operating	2/14/20	NAYAX LLC	13.07
4290L	Other Operating	2/20/20	PROPAY	19.73
4290L	Other Operating	2/21/20	NAYAX LLC	19.18
4290L	Other Operating	2/27/20	PROPAY	13.05
4290L	Other Operating	2/28/20	NAYAX LLC	21.14
4290L	Other Operating	2/28/20	HEARTLAND	102.19
4290L	Other Operating	2/22/20	PURPLE ROSE FLORIST INC.	70.00
4290L	Other Operating	2/4/20	MC/THE GREAT FRAME UP	91.33
4290L	Other Operating	2/14/20	DEX MEDIA	22.50
4290L	Other Operating	2/27/20	PETTY CASH	13.56
4290L	Other Operating	2/28/20	Reclassification of Shining Star to 4280L	(1,300.00)
4290L	Other Operating	2/28/20	Reclass of League of Women Voters to 4280L	(150.00)
4310L	Telecommunications	2/11/20	AT&T	712.48
4310L	Telecommunications	2/13/20	AT&T	1,185.79
4310L	Telecommunications	2/10/20	TECHNOLOGY MANAGEMENT REVOLVING FUND	521.00
4310L	Telecommunications	2/19/20	AT&T - CABS DEPARTMENT - 60%	332.50
4310L	Telecommunications	2/23/20	COMCAST CABLE	203.35
4310L	Telecommunications	2/28/20	VERIZON WIRELESS	445.48
4310L	Telecommunications	2/5/20	VILLAGE OF MT. PROSPECT	123.80
4310L	Telecommunications	2/19/20	AT&T - CABS DEPARTMENT - 50%	221.04
4340L	Office Supplies	2/3/20	WAREHOUSE DIRECT	553.56
4340L	Office Supplies	2/19/20	MC/AMAZON	10.99

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4340L	Office Supplies	2/28/20	SYNCHRONY/AMAZON	58.59
4340L	Office Supplies	2/13/20	STAPLES BUSINESS ADVANTAGE	281.48
4340L	Office Supplies	2/14/20	WAREHOUSE DIRECT	187.94
4340L	Office Supplies	2/17/20	WAREHOUSE DIRECT	4.89
4340L	Office Supplies	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	1.97
4340L	Office Supplies	2/13/20	STAPLES BUSINESS ADVANTAGE	1.83
4340L	Office Supplies	2/18/20	STAPLES BUSINESS ADVANTAGE	5.90
4340L	Office Supplies	2/13/20	STAPLES BUSINESS ADVANTAGE	39.70
4340L	Office Supplies	2/28/20	SYNCHRONY/AMAZON	13.82
4340L	Office Supplies	2/3/20	WAREHOUSE DIRECT	126.47
4340L	Office Supplies	2/19/20	MC/AMAZON	3.05
4340L	Office Supplies	2/20/20	MC/AMAZON	679.83
4340L	Office Supplies	2/6/20	STAPLES BUSINESS ADVANTAGE	500.63
4350L	Library Supplies	2/1/20	UNIQUE MANAGEMENT SERVICES, INC.	89.50
4350L	Library Supplies	2/13/20	STAPLES BUSINESS ADVANTAGE	50.04
4350L	Library Supplies	2/14/20	WAREHOUSE DIRECT	33.05
4350L	Library Supplies	2/19/20	DEMCO	96.24
4350L	Library Supplies	2/19/20	W. W. GRAINGER, INC.	36.00
4350L	Library Supplies	2/25/20	ELM USA, INC.	226.90
4350L	Library Supplies	2/28/20	SYNCHRONY/AMAZON	8.79
4350L	Library Supplies	2/3/20	ARAMARK	103.05
4350L	Library Supplies	2/21/20	ARAMARK	56.52
4350L	Library Supplies	2/21/20	ARAMARK	220.85
4350L	Library Supplies	2/28/20	SYNCHRONY/AMAZON	209.86
4350L	Library Supplies	2/19/20	DEMCO	109.52
4360L	Postage	2/21/20	POSTMASTER	1,876.07
4360L	Postage	2/24/20	EMPLOYEE REIMBURSEMENTS	(4.56)
4380L	Contract Services	2/5/20	VILLAGE OF MT. PROSPECT	6,147.15
4390L	IT Services	2/6/20	MC/QUICKBASE	175.86
4390L	IT Services	2/7/20	MC/GODADDY.COM, INC.	755.90
4390L	IT Services	2/19/20	MC/GODADDY.COM, INC.	79.99
4390L	IT Services	2/23/20	MC/GODADDY.COM, INC.	21.17
4390L	IT Services	2/25/20	MC/ADOBE	359.88
4390L	IT Services	2/25/20	MC/CALLING POST COMMUNICATIONS	9.99
4410L	Building Maintenance	2/20/20	COMBINED ROOFING SERVICES LLC	1,627.50
4410L	Building Maintenance	2/20/20	COMBINED ROOFING SERVICES LLC	(81.38)
4410L	Building Maintenance	2/1/20	COMBINED ROOFING SERVICES LLC	2,426.29
4410L	Building Maintenance	2/5/20	PROSPECT ELECTRIC COMPANY	228.40
4410L	Building Maintenance	2/10/20	W. W. GRAINGER, INC.	188.97
4410L	Building Maintenance	2/11/20	MC/MCMILLAN ELECTRIC	294.00
4410L	Building Maintenance	2/12/20	NERADT ACE HARDWARE	27.96
4410L	Building Maintenance	2/14/20	NERADT ACE HARDWARE	8.45
4410L	Building Maintenance	2/19/20	W. W. GRAINGER, INC.	192.60
4410L	Building Maintenance	2/25/20	NERADT ACE HARDWARE	10.65
4410L	Building Maintenance	2/17/20	TRU GREEN-CHEM LAWN	179.10
4410L	Building Maintenance	2/19/20	TRU GREEN-CHEM LAWN	139.20
4410L	Building Maintenance	2/25/20	AMERICAN LANDSCAPING INC.	750.00

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4410L	Building Maintenance	2/29/20	AMERICAN LANDSCAPING INC.	450.00
4410L	Building Maintenance	2/8/20	JOHNSON CONTROLS	285.00
4410L	Building Maintenance	2/25/20	AMERICAN LANDSCAPING INC.	(750.00)
4410L	Building Maintenance	2/5/20	VILLAGE OF MT. PROSPECT	87.16
4420L	Equipment Maintenance	2/12/20	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	2/7/20	SHELL OIL COMPANY	(4.22)
4420L	Equipment Maintenance	2/10/20	SHELL OIL COMPANY	34.65
4420L	Equipment Maintenance	2/20/20	NOVAK & PARKER, INC.	280.90
4420L	Equipment Maintenance	2/26/20	SHELL OIL COMPANY	37.80
4420L	Equipment Maintenance	2/1/20	CDW GOVERNMENT, INC.	2,604.46
4420L	Equipment Maintenance	2/5/20	MC/AMAZON	82.64
4420L	Equipment Maintenance	2/5/20	MC/AMAZON	31.93
4420L	Equipment Maintenance	2/14/20	NAYAX LLC	79.50
4420L	Equipment Maintenance	2/5/20	MC/PAYPHONE.COM	50.50
4440L	Janitorial	2/1/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	2/10/20	A.N.S., INC.	828.00
4440L	Janitorial	2/13/20	CINTAS #22	78.76
4440L	Janitorial	2/20/20	REPUBLIC SERVICES #551	394.94
4440L	Janitorial	2/27/20	CINTAS #22	78.76
4440L	Janitorial	2/13/20	WAREHOUSE DIRECT	146.52
4440L	Janitorial	2/13/20	SUPERIOR INDUSTRIAL SUPPLY	238.80
4440L	Janitorial	2/20/20	SUPERIOR INDUSTRIAL SUPPLY	465.46
4440L	Janitorial	2/28/20	SYNCHRONY/AMAZON	114.85
4440L	Janitorial	2/28/20	SUPERIOR INDUSTRIAL SUPPLY	(4.65)
4440L	Janitorial	2/28/20	SUPERIOR INDUSTRIAL SUPPLY	150.60
4440L	Janitorial	2/5/20	VILLAGE OF MT. PROSPECT	563.13
4450L	Equipment	2/3/20	W. W. GRAINGER, INC.	84.42
4450L	Equipment	2/28/20	SYNCHRONY/AMAZON	54.93
4450L	Equipment	2/1/20	DELL MARKETING L.P.	7,468.19
4450L	Equipment	2/5/20	MC/AMAZON	27.96
4450L	Equipment	2/6/20	DELL MARKETING L.P.	(439.31)
4450L	Equipment	2/6/20	MC/AMAZON	6.69
4450L	Equipment	2/6/20	MC/AMAZON	125.00
4450L	Equipment	2/17/20	DELL MARKETING L.P.	2,380.10
4450L	Equipment	2/26/20	MC/AMAZON	111.16
4450L	Equipment	2/27/20	MC/AMAZON	40.02
4450L	Equipment	2/24/20	MC/AMAZON	799.98
4450L	Equipment	2/17/20	CDW GOVERNMENT, INC.	193.02
4450L	Equipment	2/27/20	MC/AMAZON	189.05
4450L	Equipment	2/17/20	CDW GOVERNMENT, INC.	246.87
4450L	Equipment	2/18/20	MC/AMAZON	231.90
4450L	Equipment	2/24/20	MC/AMAZON	46.34
4450L	Equipment	2/27/20	MC/AMAZON	39.98
4460L	Utilities	2/10/20	CONSTELLATION NEWENERGY- GAS DIVISION	2,607.53
4460L	Utilities	2/15/20	VILLAGE OF MT. PROSPECT	897.76
4460L	Utilities	2/5/20	VILLAGE OF MT. PROSPECT	240.12
4610L	Adult Books	2/1/20	INGRAM	32.66

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Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	2/1/20	BAKER AND TAYLOR	1,196.23
4610L	Adult Books	2/1/20	GREY HOUSE PUBLISHING	134.10
4610L	Adult Books	2/1/20	LAKE COUNTY (IL) GENEAL. SOC.	33.00
4610L	Adult Books	2/1/20	MANUFACTURERS NEWS INC.	348.90
4610L	Adult Books	2/3/20	INGRAM	16.94
4610L	Adult Books	2/3/20	BAKER AND TAYLOR	388.10
4610L	Adult Books	2/3/20	BAKER AND TAYLOR	73.33
4610L	Adult Books	2/4/20	GALE	21.69
4610L	Adult Books	2/4/20	INGRAM	40.03
4610L	Adult Books	2/5/20	INGRAM	113.67
4610L	Adult Books	2/5/20	BAKER AND TAYLOR	615.72
4610L	Adult Books	2/5/20	BAKER AND TAYLOR	14.39
4610L	Adult Books	2/6/20	BAKER AND TAYLOR	329.29
4610L	Adult Books	2/6/20	BAKER AND TAYLOR	15.25
4610L	Adult Books	2/10/20	INGRAM	89.17
4610L	Adult Books	2/10/20	BAKER AND TAYLOR	1,069.35
4610L	Adult Books	2/10/20	BAKER AND TAYLOR	(9.52)
4610L	Adult Books	2/10/20	BAKER AND TAYLOR	(15.26)
4610L	Adult Books	2/10/20	BAKER AND TAYLOR	23.20
4610L	Adult Books	2/11/20	INGRAM	18.04
4610L	Adult Books	2/11/20	BAKER AND TAYLOR	554.47
4610L	Adult Books	2/11/20	MATTHEW BENDER	159.43
4610L	Adult Books	2/12/20	BAKER AND TAYLOR	278.35
4610L	Adult Books	2/12/20	OXFORD UNIVERSITY PRESS INC.	35.22
4610L	Adult Books	2/13/20	BAKER AND TAYLOR	864.04
4610L	Adult Books	2/14/20	INGRAM	22.60
4610L	Adult Books	2/14/20	BAKER AND TAYLOR	509.03
4610L	Adult Books	2/17/20	BAKER AND TAYLOR	414.41
4610L	Adult Books	2/17/20	BAKER AND TAYLOR	36.63
4610L	Adult Books	2/18/20	BAKER AND TAYLOR	356.01
4610L	Adult Books	2/18/20	INGRAM	9.59
4610L	Adult Books	2/19/20	INGRAM	27.75
4610L	Adult Books	2/19/20	BAKER AND TAYLOR	802.91
4610L	Adult Books	2/19/20	BAKER AND TAYLOR	206.45
4610L	Adult Books	2/19/20	D & Z HOUSE OF BOOKS	301.04
4610L	Adult Books	2/20/20	INGRAM	10.71
4610L	Adult Books	2/20/20	BAKER AND TAYLOR	1,519.34
4610L	Adult Books	2/21/20	BAKER AND TAYLOR	14.87
4610L	Adult Books	2/21/20	INGRAM	189.00
4610L	Adult Books	2/22/20	BAKER AND TAYLOR	315.69
4610L	Adult Books	2/24/20	BAKER AND TAYLOR	33.86
4610L	Adult Books	2/25/20	BAKER AND TAYLOR	421.17
4610L	Adult Books	2/26/20	BAKER AND TAYLOR	364.89
4610L	Adult Books	2/26/20	INGRAM	13.74
4610L	Adult Books	2/28/20	SYNCHRONY/AMAZON	1,436.03
4610L	Adult Books	2/28/20	D & Z HOUSE OF BOOKS	20.76
4610L	Adult Books	2/28/20	INGRAM	19.20
4610L	Adult Books	2/28/20	BAKER AND TAYLOR	697.18
4610L	Adult Books	2/28/20	BAKER AND TAYLOR	35.09
4610L	Adult Books	2/29/20	INGRAM	19.19
4610L	Adult Books	2/25/20	BAKER AND TAYLOR	25.89
4610L	Adult Books	2/28/20	SYNCHRONY/AMAZON	36.67

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Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	2/3/20	MIDWEST TAPE	119.97
4620L	Adult AV	2/3/20	MIDWEST TAPE	79.98
4620L	Adult AV	2/3/20	MIDWEST TAPE	63.99
4620L	Adult AV	2/3/20	MIDWEST TAPE	39.99
4620L	Adult AV	2/3/20	MIDWEST TAPE	9.99
4620L	Adult AV	2/3/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	2/3/20	BAKER & TAYLOR INC.	8.83
4620L	Adult AV	2/4/20	BAKER & TAYLOR INC.	19.82
4620L	Adult AV	2/5/20	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	2/5/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	2/5/20	BAKER & TAYLOR INC.	51.37
4620L	Adult AV	2/5/20	BAKER & TAYLOR INC.	171.92
4620L	Adult AV	2/5/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	2/5/20	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	2/6/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	2/7/20	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	2/7/20	BAKER & TAYLOR INC.	57.73
4620L	Adult AV	2/8/20	BAKER & TAYLOR INC.	49.13
4620L	Adult AV	2/10/20	MIDWEST TAPE	294.92
4620L	Adult AV	2/10/20	MIDWEST TAPE	144.96
4620L	Adult AV	2/10/20	MIDWEST TAPE	104.97
4620L	Adult AV	2/10/20	MIDWEST TAPE	74.98
4620L	Adult AV	2/10/20	MIDWEST TAPE	9.99
4620L	Adult AV	2/10/20	MIDWEST TAPE	144.96
4620L	Adult AV	2/10/20	MIDWEST TAPE	34.99
4620L	Adult AV	2/10/20	MIDWEST TAPE	64.98
4620L	Adult AV	2/10/20	MIDWEST TAPE	44.99
4620L	Adult AV	2/10/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	2/10/20	BAKER & TAYLOR INC.	11.04
4620L	Adult AV	2/10/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	2/11/20	FINDAWAY WORLD, LLC	19.99
4620L	Adult AV	2/11/20	THE TEACHING COMPANY	919.30
4620L	Adult AV	2/12/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	2/12/20	BAKER & TAYLOR INC.	144.00
4620L	Adult AV	2/12/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	2/12/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	2/12/20	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	2/13/20	BAKER & TAYLOR INC.	72.00
4620L	Adult AV	2/13/20	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	2/13/20	BAKER & TAYLOR INC.	20.57
4620L	Adult AV	2/14/20	BAKER & TAYLOR INC.	39.39
4620L	Adult AV	2/17/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	2/17/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	2/18/20	MIDWEST TAPE	235.96
4620L	Adult AV	2/18/20	MIDWEST TAPE	171.95
4620L	Adult AV	2/18/20	MIDWEST TAPE	39.99
4620L	Adult AV	2/18/20	MIDWEST TAPE	187.95
4620L	Adult AV	2/18/20	MIDWEST TAPE	119.97
4620L	Adult AV	2/18/20	MIDWEST TAPE	34.99
4620L	Adult AV	2/18/20	MIDWEST TAPE	9.99
4620L	Adult AV	2/19/20	BAKER & TAYLOR INC.	30.62

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4620L	Adult AV	2/19/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	2/19/20	BAKER & TAYLOR INC.	20.37
4620L	Adult AV	2/19/20	BAKER & TAYLOR INC.	58.76
4620L	Adult AV	2/19/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	2/20/20	BAKER & TAYLOR INC.	44.09
4620L	Adult AV	2/22/20	BAKER & TAYLOR INC.	33.03
4620L	Adult AV	2/24/20	BAKER & TAYLOR INC.	36.50
4620L	Adult AV	2/24/20	BAKER & TAYLOR INC.	11.04
4620L	Adult AV	2/24/20	MIDWEST TAPE	34.99
4620L	Adult AV	2/24/20	MIDWEST TAPE	24.99
4620L	Adult AV	2/24/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	2/24/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	2/24/20	MIDWEST TAPE	115.98
4620L	Adult AV	2/24/20	MIDWEST TAPE	169.96
4620L	Adult AV	2/24/20	MIDWEST TAPE	29.98
4620L	Adult AV	2/24/20	MIDWEST TAPE	34.99
4620L	Adult AV	2/24/20	MIDWEST TAPE	129.97
4620L	Adult AV	2/25/20	BAKER & TAYLOR INC.	25.69
4620L	Adult AV	2/25/20	BAKER & TAYLOR INC.	8.48
4620L	Adult AV	2/26/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	2/26/20	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	2/26/20	BAKER & TAYLOR INC.	44.08
4620L	Adult AV	2/28/20	SYNCHRONY/AMAZON	1,993.72
4620L	Adult AV	2/28/20	SYNCHRONY/AMAZON	(8.13)
4620L	Adult AV	2/28/20	SYNCHRONY/AMAZON	203.27
4630L	Youth Books	2/3/20	BAKER AND TAYLOR	45.08
4630L	Youth Books	2/3/20	MC/SEALASKA HERITAGE STORE	31.14
4630L	Youth Books	2/4/20	BAKER AND TAYLOR	392.77
4630L	Youth Books	2/5/20	BAKER AND TAYLOR	13.49
4630L	Youth Books	2/8/20	BAKER AND TAYLOR	203.95
4630L	Youth Books	2/10/20	BAKER AND TAYLOR	739.84
4630L	Youth Books	2/11/20	BAKER AND TAYLOR	766.13
4630L	Youth Books	2/11/20	BAKER AND TAYLOR	496.38
4630L	Youth Books	2/11/20	BAKER AND TAYLOR	64.19
4630L	Youth Books	2/11/20	MULTI-CULTURAL BOOKS & VIDEOS	242.11
4630L	Youth Books	2/13/20	BAKER AND TAYLOR	(9.58)
4630L	Youth Books	2/13/20	WORLD BOOK, INC.	753.00
4630L	Youth Books	2/14/20	BAKER AND TAYLOR	13.99
4630L	Youth Books	2/14/20	BAKER AND TAYLOR	245.69
4630L	Youth Books	2/15/20	BAKER AND TAYLOR	681.25
4630L	Youth Books	2/18/20	BAKER AND TAYLOR	298.60
4630L	Youth Books	2/19/20	BAKER AND TAYLOR	42.58
4630L	Youth Books	2/20/20	BAKER AND TAYLOR	717.62
4630L	Youth Books	2/21/20	BAKER AND TAYLOR	416.94
4630L	Youth Books	2/21/20	BAKER AND TAYLOR	66.48
4630L	Youth Books	2/25/20	BAKER AND TAYLOR	237.66
4630L	Youth Books	2/26/20	BAKER AND TAYLOR	305.68
4630L	Youth Books	2/26/20	BAKER AND TAYLOR	476.69
4630L	Youth Books	2/27/20	BAKER AND TAYLOR	360.86
4630L	Youth Books	2/28/20	SYNCHRONY/AMAZON	128.70
4630L	Youth Books	2/1/20	BAKER AND TAYLOR	(10.73)

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Books	2/1/20	BAKER AND TAYLOR	65.23
4630L	Youth Books	2/11/20	BAKER AND TAYLOR	64.12
4630L	Youth Books	2/25/20	BAKER AND TAYLOR	33.25
4630L	Youth Books	2/28/20	SYNCHRONY/AMAZON	338.72
4640L	Youth AV	2/3/20	MIDWEST TAPE	29.24
4640L	Youth AV	2/3/20	BAKER AND TAYLOR	12.95
4640L	Youth AV	2/3/20	BAKER & TAYLOR INC.	12.48
4640L	Youth AV	2/3/20	BAKER & TAYLOR INC.	63.92
4640L	Youth AV	2/3/20	BAKER & TAYLOR INC.	115.33
4640L	Youth AV	2/10/20	FINDAWAY WORLD, LLC	42.74
4640L	Youth AV	2/10/20	BAKER & TAYLOR INC.	53.03
4640L	Youth AV	2/10/20	BAKER & TAYLOR INC.	11.03
4640L	Youth AV	2/13/20	EVOLLVE, INC.	13.99
4640L	Youth AV	2/15/20	BAKER AND TAYLOR	8.24
4640L	Youth AV	2/18/20	MIDWEST TAPE	22.49
4640L	Youth AV	2/18/20	MIDWEST TAPE	44.98
4640L	Youth AV	2/18/20	MIDWEST TAPE	29.99
4640L	Youth AV	2/18/20	MIDWEST TAPE	14.99
4640L	Youth AV	2/24/20	FINDAWAY WORLD, LLC	629.93
4640L	Youth AV	2/25/20	FINDAWAY WORLD, LLC	528.65
4640L	Youth AV	2/25/20	INGRAM	52.48
4640L	Youth AV	2/27/20	BAKER AND TAYLOR	45.00
4640L	Youth AV	2/28/20	SYNCHRONY/AMAZON	718.41
4640L	Youth AV	2/28/20	SYNCHRONY/AMAZON	(25.68)
4640L	Youth AV	2/25/20	INGRAM	22.49
4640L	Youth AV	2/28/20	SYNCHRONY/AMAZON	104.20
4650L	Subscriptions	2/1/20	SCHOOL LIBRARY JOURNAL	136.99
4650L	Subscriptions	2/1/20	DO IT YOURSELF MAGAZINE	19.96
4650L	Subscriptions	2/1/20	MOTORCYCLE CONSUMER NEWS	44.00
4650L	Subscriptions	2/1/20	MOTHER EARTH NEWS	43.95
4650L	Subscriptions	2/1/20	BOOKLIST	339.00
4650L	Subscriptions	2/1/20	THE WALL STREET JOURNAL	971.78
4650L	Subscriptions	2/1/20	WOODCRAFT MAGAZINE	14.99
4650L	Subscriptions	2/1/20	THE TURNAROUND LETTER	490.00
4650L	Subscriptions	2/7/20	MC/THE HORN BOOK, INC.	46.80
4650L	Subscriptions	2/10/20	MC/CRICKET MEDIA	39.95
4650L	Subscriptions	2/13/20	MC/MONTROSE MARKET	11.90
4650L	Subscriptions	2/14/20	MC/OWL AND CHICKADEE	29.95
4650L	Subscriptions	2/21/20	MC/CRICKET MEDIA	21.95
4650L	Subscriptions	2/28/20	SYNCHRONY/AMAZON	85.99
4650L	Subscriptions	2/23/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	2/1/20	WEST PAYMENT CENTER	1,930.84
4660L	Electronic Resources	2/4/20	GALE	3,654.81
4661L	Digital Media	2/1/20	PROQUEST INFORMATION AND LEARNING	13,120.00
4661L	Digital Media	2/29/20	MIDWEST TAPE	2,643.35
4661L	Digital Media	2/29/20	KANOPY, INC.	170.00
4661L	Digital Media	2/7/20	OVERDRIVE, INC.	82.99
4661L	Digital Media	2/7/20	OVERDRIVE, INC.	843.00

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4661L	Digital Media	2/10/20	OVERDRIVE, INC.	623.98
4661L	Digital Media	2/26/20	OVERDRIVE, INC.	187.96
4661L	Digital Media	2/26/20	OVERDRIVE, INC.	75.00
4661L	Digital Media	2/4/20	OVERDRIVE, INC.	317.96
4661L	Digital Media	2/25/20	OVERDRIVE, INC.	235.47
4661L	Digital Media	2/1/20	PROQUEST INFORMATION AND LEARNING	8,709.04
4663L	Library of Things	2/2/20	MC/NETFLIX	15.99
4663L	Library of Things	2/2/20	MC/AMAZON	119.00
4663L	Library of Things	2/2/20	MC/AMAZON	119.00
4663L	Library of Things	2/2/20	MC/AMAZON	119.00
4663L	Library of Things	2/2/20	MC/AMAZON	119.00
4663L	Library of Things	2/3/20	MC/DISNEY	12.99
4663L	Library of Things	2/3/20	MC/DISNEY	12.99
4663L	Library of Things	2/3/20	MC/DISNEY	12.99
4663L	Library of Things	2/3/20	MC/DISNEY	12.99
4663L	Library of Things	2/3/20	MC/DISNEY	12.99
4663L	Library of Things	2/3/20	MC/NETFLIX	15.99
4663L	Library of Things	2/3/20	MC/NETFLIX	15.99
4663L	Library of Things	2/3/20	MC/NETFLIX	15.99
4663L	Library of Things	2/3/20	MC/NETFLIX	15.99
4680L	Processing	2/5/20	BAKER AND TAYLOR	0.65
4680L	Processing	2/6/20	STAPLES BUSINESS ADVANTAGE	29.31
4680L	Processing	2/10/20	BAKER AND TAYLOR	26.00
4680L	Processing	2/11/20	BAKER AND TAYLOR	1.95
4680L	Processing	2/11/20	BAKER AND TAYLOR	33.80
4680L	Processing	2/12/20	BUDGET LIBRARY SUPPLIES	154.00
4680L	Processing	2/14/20	WAREHOUSE DIRECT	231.40
4680L	Processing	2/18/20	BAKER AND TAYLOR	9.10
4680L	Processing	2/19/20	BAKER AND TAYLOR	1.95
4680L	Processing	2/19/20	DEMCO	1,006.68
4680L	Processing	2/21/20	DEMCO	264.92
4680L	Processing	2/21/20	DEMCO	298.02
4680L	Processing	2/21/20	DEMCO	122.42
4690L	Programs	2/6/20	BAKER AND TAYLOR	83.56
4690L	Programs	2/18/20	MICHAEL MURSCHEL	150.00
4690L	Programs	2/5/20	MC/BEST BUY	249.99
4690L	Programs	2/6/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	38.16
4690L	Programs	2/19/20	MC/LITTLE CAESARS	30.00
4690L	Programs	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	192.54
4690L	Programs	2/28/20	SYNCHRONY/AMAZON	22.08
4690L	Programs	2/4/20	LAURA KEYES	387.00
4690L	Programs	2/15/20	MELISSA MAYBERRY	180.00
4690L	Programs	2/25/20	JOHN MOSMAN	360.00
4690L	Programs	2/6/20	MC/WALMART	28.95
4690L	Programs	2/1/20	MC/AMAZON	(25.97)
4690L	Programs	2/11/20	MC/AMAZON	106.63
4690L	Programs	2/20/20	BAKER AND TAYLOR	509.72
4690L	Programs	2/21/20	BAKER AND TAYLOR	24.96
4690L	Programs	2/25/20	BAKER AND TAYLOR	13.08

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Vendor Name	Amount
4690L	Programs	2/6/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	54.68
4690L	Programs	2/8/20	MC/DUNKIN DONUTS	11.99
4690L	Programs	2/12/20	MC/AMAZON	(24.50)
4690L	Programs	2/12/20	MC/AMAZON	60.81
4690L	Programs	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	52.82
4690L	Programs	2/20/20	MC/MARIANO'S	19.47
				<u>\$ 730,380.28</u>
9530L	Foundation Sponsored Expense	2/15/20	URBAN GATEWAYS	625.00
9530L	Foundation Sponsored Expense	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	38.00
9530L	Foundation Sponsored Expense	2/11/20	JOYCE RENEE WALKER	350.00
9530L	Foundation Sponsored Expense	2/25/20	SHAKESPEARE PROJECT OF CHICAGO	850.00
9540L	Friends Sponsored Expense	2/10/20	BAKER AND TAYLOR	69.79
9540L	Friends Sponsored Expense	2/10/20	BAKER AND TAYLOR	70.46
9540L	Friends Sponsored Expense	2/14/20	BAKER AND TAYLOR	9.60
9540L	Friends Sponsored Expense	2/22/20	BAKER AND TAYLOR	9.60
9540L	Friends Sponsored Expense	2/15/20	BAKER AND TAYLOR	79.57
9540L	Friends Sponsored Expense	2/17/20	BAKER AND TAYLOR	117.62
9540L	Friends Sponsored Expense	2/21/20	BAKER AND TAYLOR	74.94
9540L	Friends Sponsored Expense	2/25/20	BAKER AND TAYLOR	54.60
9540L	Friends Sponsored Expense	2/26/20	BAKER AND TAYLOR	59.28
9540L	Friends Sponsored Expense	2/24/20	MC/SUBWAY	15.00
9540L	Friends Sponsored Expense	2/24/20	MC/OBERWEIS DAIRY	15.00
9540L	Friends Sponsored Expense	2/24/20	MC/STARBUCKS	15.00
9540L	Friends Sponsored Expense	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	15.26
9540L	Friends Sponsored Expense	2/27/20	PETTY CASH	18.97
9540L	Friends Sponsored Expense	2/28/20	SYNCHRONY/AMAZON	38.87
9540L	Friends Sponsored Expense	2/10/20	WAREHOUSE DIRECT	75.63
9540L	Friends Sponsored Expense	2/28/20	Reclass of Dynamic Luncheon to 4280L	(300.00)
9540L	Friends Sponsored Expense	2/7/20	MC/STARBUCKS	44.34
9540L	Friends Sponsored Expense	2/21/20	MC/AMAZON	32.04
9540L	Friends Sponsored Expense	2/6/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	180.53
9540L	Friends Sponsored Expense	2/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.00
9540L	Friends Sponsored Expense	2/1/20	INTERIOR TROPICAL GARDENS	120.00
9540L	Friends Sponsored Expense	2/1/20	MC/4 IMPRINT	350.56
9540L	Friends Sponsored Expense	2/4/20	MC/AMAZON	30.33
9540L	Friends Sponsored Expense	2/16/20	MC/AMAZON	54.91
9540L	Friends Sponsored Expense	2/20/20	MC/BARNES & NOBLE	45.00
9540L	Friends Sponsored Expense	2/21/20	TRISH PAGE	500.00
9540L	Friends Sponsored Expense	2/21/20	MARK ANDERSON	500.00
9540L	Friends Sponsored Expense	2/21/20	MC/COSTCO	121.20
9540L	Friends Sponsored Expense	2/28/20	SYNCHRONY/AMAZON	25.80
9560L	Village Hall Shared Expense	2/19/20	AT&T - CABS DEPARTMENT - 40%	221.67
9560L	Village Hall Shared Expense	2/19/20	AT&T - CABS DEPARTMENT - 50%	221.04

Total Library Fund expenses for February, 2020 \$ 735,139.89

Mount Prospect Public Library  
Capital Project Expenses by G/L Acct #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Description	Amount
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There were no Capital Project Reserve Fund Expenses for February, 2020.

Debt Service Fund  
Debt Service Fund Expenses by G/L Acct  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	2/29/20	To record 02/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for February, 2020				<u>\$ 8,783.33</u>

Mount Prospect Public Library  
Gift Fund Expenses by G/L Account #  
For the Period From Feb 1, 2020 to Feb 29, 2020

Account ID	Account Description	Date	Description	Amount
8710G	Gift Fund: Books	2/5/22020	BAKER AND TAYLOR	\$ 16.92
Total Gift Fund Expenses for February, 2020				<u>\$ 16.92</u>

Mount Prospect Public Library  
Board of Trustees  
**Treasurer's Report**

**Fund Balances as of August 31, 2020**

Library General Fund	\$	8,052,865
Working Cash Fund	\$	2,210,333
Capital Projects Fund	\$	2,626,773
Debt Service Fund	\$	2,094,725
Gift Fund	\$	561,856
<b>Total All Funds</b>	<b>\$</b>	<b>15,546,552</b>

**Cash Disbursements August 2020** **\$668,374.47**

**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	10,263,198
Annual Operating Budget 2020	\$	9,713,122
Combined Balance - Months in Reserve		12.7
Combined Balance - Percentage in Reserve		106%

**YTD August Spending**

- \* About \$804,700 below the year-to-date budget
- \* YTD Actual is 12.5% below YTD budget.

**Percent of Full Year Budget Spent to date**

- \* YTD expected to spend 66.1% of the annual budget
- \* Spending to date was actually closer to 57.9% of the annual budget
- \* Last year we had expended about 62.6 % of the annual budget

**Levy Collection**

- \* To date 88.3% of the 2019 Levy has been collected
- \* Last year 96.4% of the 2018 Levy had been collected through August 2019
- \* Historically, over the past six years, 96 to 98% (average of 96.7%) of the current year Levy has been collected YTD

MONTHLY EXPENSE SUMMARY

		Annual Budget 2020	Annual Budget % to Total	AUGUST YTD			YTD Variance - Actual vs Budget			
	Line			Profiled YTD Budget	Budget % to Total	Actual 2020	Actual % to Total	\$	%	% of TTL VAR
Salaries & Benefits										
Salaries	4110	5,783,440.00		3,852,243.00		3,412,003.15		(440,239.85)	-11.4%	54.7%
IMRF	4120	549,749.00		365,238.00		335,795.19		(29,442.81)	-8.1%	3.7%
MC / FICA	4130	442,433.00		294,097.00		244,376.62		(49,720.38)	-16.9%	6.2%
Medical Insurance	4140	770,000.00		513,336.00		474,147.79		(39,188.21)	-7.6%	4.9%
Unemployment Compensation Tax	4150	7,000.00		5,715.00		5,046.10		(668.90)	-11.7%	0.1%
Subtotal (4110L - 4150L)		7,552,622.00	77.8%	5,030,629.00	78.3%	4,471,368.85	79.6%	(559,260.15)	-11.1%	69.5%
Management Expense										
Audit	4210	7,000.00		7,000.00		6,815.00		(185.00)	-2.6%	0.0%
Legal Fees	4220	10,000.00		6,664.00		14,107.50		7,443.50	111.7%	-0.9%
Printing	4230	40,200.00		27,548.00		24,931.31		(2,616.69)	-9.5%	0.3%
Marketing	4240	71,700.00		53,703.00		18,698.34		(35,004.66)	-65.2%	4.4%
Resources	4250	5,400.00		669.00		390.00		(279.00)	-41.7%	0.0%
Professional Dues	4260	7,000.00		4,116.00		1,855.00		(2,261.00)	-54.9%	0.3%
Board Development/Training	4270	6,500.00		4,000.00		0.00		(4,000.00)	-	0.5%
Human Resources	4280	111,200.00		80,643.00		38,517.62		(42,125.38)	-52.2%	5.2%
Other Operating	4290	73,100.00		31,343.00		51,744.54		20,401.54	65.1%	-2.5%
Subtotal (4210L - 4290L)		332,100.00	3.4%	215,686.00	3.4%	157,059.31	2.8%	(58,626.69)	-27.2%	7.3%
Operating Expenses										
Telecommunications	4310	51,000.00		34,439.00		29,264.25		(5,174.75)	-15.0%	0.6%
Insurance	4320	86,500.00		6,000.00		7,204.00		1,204.00	20.1%	-0.1%
Office Supplies	4340	16,300.00		10,864.00		8,287.03		(2,576.97)	-23.7%	0.3%
Library Supplies	4350	23,000.00		15,328.00		6,098.99		(9,229.01)	-60.2%	1.1%
Postage	4360	22,400.00		14,840.00		9,895.70		(4,944.30)	-33.3%	0.6%
Contract Services	4380	32,300.00		22,289.00		20,686.76		(1,602.24)	-7.2%	0.2%
IT Services	4390	65,700.00		39,876.00		37,850.08		(2,025.92)	-5.1%	0.3%
Subtotal (4310L - 4390L)		297,200.00	3.1%	143,636.00	2.2%	119,286.81	2.1%	(24,349.19)	-17.0%	3.0%
Building Expense										
Building Maintenance	4410	213,700.00		120,974.00		72,368.46		(48,605.54)	-40.2%	6.0%
Equipment Maintenance	4420	131,500.00		90,071.00		76,843.94		(13,227.06)	-14.7%	1.6%
Janitorial	4440	72,600.00		49,012.00		37,788.61		(11,223.39)	-22.9%	1.4%
Equipment	4450	133,600.00		62,928.00		46,519.64		(16,408.36)	-26.1%	2.0%
Utilities	4460	56,500.00		37,334.00		19,380.86		(17,953.14)	-48.1%	2.2%
Subtotal (4410L - 4460L)		607,900.00	6.3%	360,319.00	5.6%	252,901.51	4.5%	(107,417.49)	-29.8%	13.3%
Library Materials										
Adult Print	4610	205,000.00		136,656.00		102,949.88		(33,706.12)	-24.7%	4.2%
Adult AV	4620	64,800.00		43,192.00		32,646.85		(10,545.15)	-24.4%	1.3%
Youth Print	4630	135,500.00		90,328.00		59,110.54		(31,217.46)	-34.6%	3.9%
Youth AV	4640	33,500.00		22,328.00		13,381.92		(8,946.08)	-40.1%	1.1%
Subscriptions	4650	18,400.00		15,131.00		13,429.88		(1,701.12)	-11.2%	0.2%
Electronic Resources	4660	179,800.00		143,260.00		152,441.94		9,181.94	6.4%	-1.1%
Electronic Media	4661	156,000.00		120,853.00		162,407.99		41,554.99	34.4%	-5.2%
E-Learning	4662	53,200.00		50,620.00		50,804.80		184.80	0.4%	0.0%
Library of Things	4663	5,000.00		3,328.00		7,197.44		3,869.44	116.3%	-0.5%
Microform	4670	900.00		600.00		0.00		(600.00)	-	0.1%
Processing Supplies	4680	26,000.00		17,320.00		7,293.26		(10,026.74)	-57.9%	1.2%
Programs	4690	45,200.00		30,172.00		17,079.89		(13,092.11)	-43.4%	1.6%
Subtotal (4610L - 4680L)		923,300.00	9.5%	673,788.00	10.5%	618,744.39	11.0%	(55,043.61)	-8.2%	6.8%
Total (4110L - 4680L)		9,713,122.00	100.0%	6,424,058.00	100.0%	5,619,360.87	100.0%	(804,697.13)	-12.5%	100.0%
Reimbursable Activity										
Foundation Expenses (9530L)	9530	12,336.00		7,557.00		3,763.00		(3,794.00)	-50.2%	
Friends Expenses (9540L)	6540	50,655.00		26,374.00		4,854.23		(21,519.77)	-81.6%	
Village Shared Expense (9560L)	9560	8,400.00		5,600.00		1,749.58		(3,850.42)	-68.8%	
Grant Expense (9570L)	9570	0.00		0.00		0.00		0.00	-	
Total Reimbursable Activity		71,391.00		39,531.00		10,366.81		(29,164.19)	-73.8%	
Total Expenses - All Activities		9,784,513.00		6,463,589.00		5,629,727.68		(833,861.32)	-12.9%	

**MOUNT PROSPECT PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures & Fund Balances**  
For the Period Ended 8/31/2020

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ 2,877,931	10,377,030
Taxes Allocated to Other Funds	(508,048)	(1,831,967)
Personal Property Replacement Taxes	7,881	40,054
Interest Income	1,073	34,808
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	1,411	19,284
Friends & Foundation Reimbursements	2,700	6,885
Village Reimbursements	-	1,459
<i>Total Revenues</i>	<u>\$ 2,382,948</u>	<u>8,647,553</u>
Expenditures		
Salaries & Benefits	573,345	4,471,369
Management Expense	14,511	157,059
Operating Expenses	23,931	119,287
Building Expense	25,065	252,901
Services and Resources	66,494	618,744
Transfer to Building Fund	500,000	500,000
Friends & Foundation Reimbursable Expenses	599	8,617
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	70	1,750
<i>Total Expenditures</i>	<u>\$ 1,204,015</u>	<u>6,129,727</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 1,178,933	2,517,826
Fund Balance - Beginning of Period	6,873,932	5,535,039
Fund Balance - End of Period	<u>\$ 8,052,865</u>	<u>8,052,865</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	2,210,030	2,198,279
Interest Allocation	303	12,054
Fund Balance - End of Period	<u>\$ 2,210,333</u>	<u>2,210,333</u>
<b>Capital Projects Reserve Fund</b>		
Revenues		
Property Taxes	\$ 116,810	421,476
Transfer from Library Fund	\$ 500,000	500,000
Interest Income	284	11,024
<i>Total Revenues</i>	<u>\$ 617,094</u>	<u>932,500</u>
Expenditures		
Building & Grounds	\$ -	19,135
Library Equipment (new van)	-	29,689
Library Furnishings	-	17,064
Other Expenditures	1	2,001
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 1</u>	<u>67,889</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 617,093	864,611
Fund Balance - Beginning of Period	2,009,680	1,762,162
Fund Balance - End of Period	<u>\$ 2,626,773</u>	<u>2,626,773</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	\$ 391,238	1,410,491
Interest Income	236	6,446
<i>Total Revenues</i>	<u>\$ 391,474</u>	<u>1,416,937</u>
Expenditures		
Interest Expense	\$ 8,783	70,266
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 8,783</u>	<u>70,716</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 382,691	1,346,221
Fund balance - Beginning of Period	1,712,034	748,504
Fund balance - End of Period	<u>\$ 2,094,725</u>	<u>2,094,725</u>
<b>Gift Fund</b>		
Revenues	\$ 886	10,603
Expenditures	-	3,384
Excess (Deficiency) of Revenues over Expenditures	\$ 886	7,219
Fund Balance - Beginning of Period	560,970	554,637
Fund Balance - End of Period	<u>\$ 561,856</u>	<u>561,856</u>

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

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 573,345.13	
Management Expense (4210L - 4290L)	14,511.03	
Operating Expenses (4310L - 4390L)	23,930.63	
Building Expense (4410L - 4460L)	25,065.54	
Services and Resources (4610L - 4690L)	66,493.99	
Friends & Foundation reimbursable expenses (9530L and 9540L)	599.45	
VOMP reimbursable expenses (9560L)	69.56	
Grant Expenses (9570L)	-	
Total August 2020 Library General Fund Expenses	<u>                    </u>	\$ 704,015.33

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 19.00	
Operating Expense Reimbursements received	14,905.67	
July 2020 Accrued Payroll & Benefits	219,204.98	
July 2020 Credit Card Payable	11,218.71	
July 2020 Accounts Payable	33,589.61	
August Accounts Receivable	84.68	
Disbursements for Gift Fund and Building Fund	<u>                    </u>	
		279,022.65

Deductions for Library General Fund Cash Disbursements:

August 2020 Accrued Payroll & Benefits	\$ 269,859.06	
August 2020 Credit Card Payable	19,696.09	
August 2020 Accounts Payable	24,998.32	
Miscellaneous	(43.32)	
Reclass of Friends expenses from A/R	119.27	
Payment of Nayax invoices & merchant fees by income offset	-	
Payment to Menards using rebate voucher	19.88	
Payment of Credit Card Merchant fees by income offset	<u>14.71</u>	
		<u>(314,664.01)</u>
Total Library General Fund cash disbursed		\$ 668,373.97

**CAPITAL PROJECTS RESERVE FUND**

August 2020 Expenses	\$ 0.50	
Plus: July 2020 Accounts Payable	441.98	
Less: August 2020 Accounts Payable	<u>(441.98)</u>	
Total Capital Projects Reserve Fund cash disbursed		0.50

**DEBT SERVICE FUND**

August 2020 Expenses	\$ 8,783.33	
Plus: July 2020 Interest Payable	17,566.66	
Less: August 2020 Interest Payable	<u>(26,349.99)</u>	
Total Debt Service Fund cash disbursed		0.00

**GIFT FUND**

August 2020 Expenses	\$ -	
Plus: July 2020 Accounts Payable	-	
Less: August 2020 Accounts Payable	<u>-</u>	
Total Gift Fund cash disbursed		0.00

**TOTAL CASH DISBURSEMENTS, August 2020**

**\$ 668,374.47**

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salareis	8/1/20	07/31/2020 accrued payroll reversal	\$ (188,188.00)
4110L	Salareis	8/6/20	PAYROLL - PAYCOM	202,664.90
4110L	Salareis	8/20/20	PAYROLL - PAYCOM	202,247.67
4110L	Salareis	8/31/20	08/31/2020 accrued payroll	231,886.00
4110L	Salareis	8/21/20	Tuition reimbursement	1,000.00
4110L	Salareis	8/21/20	Tuition reimbursement	1,000.00
4110L	Salareis	8/21/20	Tuition reimbursement	666.75
4120L	IMRF	8/1/20	07/31/2020 accrued payroll reversal	(18,402.00)
4120L	IMRF	8/21/20	VILLAGE OF MT. PROSPECT - IMRF	39,693.37
4120L	IMRF	8/31/20	08/31/2020 accrued payroll	22,677.00
4130L	MC / FICA	8/1/20	07/31/2020 accrued payroll reversal	(13,528.00)
4130L	MC / FICA	8/6/20	PAYROLL - PAYCOM	14,568.41
4130L	MC / FICA	8/20/20	PAYROLL - PAYCOM	14,536.61
4130L	MC / FICA	8/31/20	08/31/2020 accrued payroll	16,645.00
4140L	Insurance - Medical	8/12/20	VILLAGE OF MT. PROSPECT	(10,536.11)
4140L	Insurance - Medical	8/12/20	VILLAGE OF MT. PROSPECT	(563.14)
4140L	Insurance - Medical	8/31/20	VILLAGE OF MT. PROSPECT	56,060.23
4150L	Unemployment Compensation Tax	8/7/20	LIMRICC UNEMPLOYMENT COMP.	916.44
4230L	Printing	8/31/20	NPN360	3,049.74
4230L	Printing	8/3/20	DESIGN GROUP SIGNAGE	425.00
4230L	Printing	8/3/20	MOBILE PRINT INC.	161.02
4240L	Marketing	8/4/20	PEERLESS MARKETING IMPRESSIONS	914.71
4280L	Human Resources	8/6/20	PAYROLL - PAYCOM	842.39
4280L	Human Resources	8/20/20	PAYROLL - PAYCOM	842.39
4280L	Human Resources	8/15/20	EMPLOYEE BENEFITS CORPORATION	109.25
4280L	Human Resources	8/26/20	SYNCHRONY/AMAZON	2,134.40
4280L	Human Resources	8/31/20	PETTY CASH	95.75
4280L	Human Resources	8/31/20	MC/HOMELSS TRAINING INSTITUTE	97.00
4280L	Human Resources	8/1/20	MC/SOCIETY FOR HR MANAGEMENT	10.00
4280L	Human Resources	8/2/20	MC/SOCIETY FOR HR MANAGEMENT	10.00
4280L	Human Resources	8/14/20	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	8/14/20	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	8/17/20	MC/SOCIETY FOR HR MANAGEMENT	10.00
4280L	Human Resources	8/26/20	SYNCHRONY/AMAZON	20.98
4280L	Human Resources	8/25/20	MC/HR LEADERSHIP	159.95
4280L	Human Resources	8/6/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	28.87
4290L	Other Operating	8/31/20	PROPAY	14.71
4290L	Other Operating	8/31/20	HEARTLAND	57.31
4290L	Other Operating	8/31/20	HEARTLAND	68.50
4290L	Other Operating	8/1/20	HR SOURCE (MANAGEMENT ASSOC)	250.00
4290L	Other Operating	8/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	3.29
4290L	Other Operating	8/1/20	RENTACRATE ENTERPRISES	1,112.00
4290L	Other Operating	8/4/20	W. W. GRAINGER, INC.	92.82
4290L	Other Operating	8/5/20	WAREHOUSE DIRECT	44.95

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

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	8/6/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	1,880.00
4290L	Other Operating	8/11/20	STAPLES BUSINESS ADVANTAGE	28.44
4290L	Other Operating	8/13/20	RENTACRATE ENTERPRISES	312.00
4290L	Other Operating	8/13/20	MC/ULINE	683.05
4290L	Other Operating	8/14/20	MC/ZOOM	104.93
4290L	Other Operating	8/26/20	SYNCHRONY/AMAZON	146.53
4290L	Other Operating	8/28/20	MC/ULINE	683.05
4290L	Other Operating	8/1/20	INTERIOR TROPICAL GARDENS	60.00
4290L	Other Operating	8/14/20	DEX MEDIA	23.00
4290L	Other Operating	8/28/20	COOK COUNTY REFUND	(15.00)
4310L	Telecommunications	8/11/20	AT&T	720.66
4310L	Telecommunications	8/13/20	AT&T	1,465.22
4310L	Telecommunications	8/1/20	TECHNOLOGY MANAGEMENT REVOLVIN	521.00
4310L	Telecommunications	8/19/20	AT&T	339.84
4310L	Telecommunications	8/1/20	VERIZON WIRELESS	358.87
4310L	Telecommunications	8/20/20	VERIZON WIRELESS	(23.48)
4310L	Telecommunications	8/10/20	T-MOBILE	(23.20)
4310L	Telecommunications	8/21/20	MC/T-MOBILE	574.00
4310L	Telecommunications	8/31/20	RECLASS TO 4350L-040	(1,289.94)
4310L	Telecommunications	8/19/20	AT&T	69.56
4340L	Office Supplies	8/16/20	WAREHOUSE DIRECT	419.40
4340L	Office Supplies	8/27/20	WAREHOUSE DIRECT	298.56
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	75.73
4340L	Office Supplies	8/14/20	WAREHOUSE DIRECT	11.29
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	46.03
4340L	Office Supplies	8/14/20	WAREHOUSE DIRECT	116.68
4340L	Office Supplies	8/14/20	STAPLES BUSINESS ADVANTAGE	15.49
4340L	Office Supplies	8/17/20	STAPLES BUSINESS ADVANTAGE	21.99
4340L	Office Supplies	8/14/20	WAREHOUSE DIRECT	110.31
4340L	Office Supplies	8/17/20	WAREHOUSE DIRECT	6.21
4340L	Office Supplies	8/17/20	DEMCO	6.75
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	10.08
4340L	Office Supplies	8/14/20	WAREHOUSE DIRECT	24.01
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	45.53
4340L	Office Supplies	8/14/20	WAREHOUSE DIRECT	7.24
4340L	Office Supplies	8/18/20	STAPLES BUSINESS ADVANTAGE	9.48
4340L	Office Supplies	8/26/20	SYNCHRONY/AMAZON	8.76
4340L	Office Supplies	8/13/20	MC/ULINE	84.00
4340L	Office Supplies	8/4/20	MC/AMAZON	19.58
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	29.13
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	10.64
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	3.54
4340L	Office Supplies	8/14/20	WAREHOUSE DIRECT	9.18
4340L	Office Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	37.01
4350L	Library Supplies	8/13/20	STAPLES BUSINESS ADVANTAGE	23.95
4350L	Library Supplies	8/14/20	WAREHOUSE DIRECT	33.05
4350L	Library Supplies	8/17/20	DEMCO	20.34
4350L	Library Supplies	8/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	19.87
4350L	Library Supplies	8/31/20	Reclass from 4310L	89.94

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

Account ID	Account Description	Date	Vendor Name	Amount
4350L	Library Supplies	8/4/20	MC/AMAZON	59.98
4350L	Library Supplies	8/16/20	MC/AMAZON	29.99
4350L	Library Supplies	8/17/20	MC/AMAZON	89.97
4350L	Library Supplies	8/1/20	ARAMARK	100.00
4350L	Library Supplies	8/4/20	ARAMARK	61.88
4360L	Postage	8/18/20	POSTMASTER	1,812.75
4360L	Postage	8/4/20	MC/POSTMASTER	110.00
4360L	Postage	8/4/20	MC/POSTMASTER	101.70
4360L	Postage	8/5/20	MC/POSTMASTER	221.80
4360L	Postage	8/21/20	MC/POSTMASTER	551.80
4360L	Postage	8/28/20	MC/POSTMASTER	56.10
4360L	Postage	8/29/20	MC/POSTMASTER	55.00
4380L	Contract Services	8/14/20	VILLAGE OF MT. PROSPECT	6,184.96
4390L	IT Services	8/11/20	MC/GODADDY.COM, INC.	159.98
4390L	IT Services	8/15/20	MC/QUICKBASE	175.86
4390L	IT Services	8/15/20	MC/GODADDY.COM, INC.	74.99
4390L	IT Services	8/17/20	MC/ADOBE	359.88
4390L	IT Services	8/28/20	MC/FARONICS	3,232.00
4390L	IT Services	8/22/20	MC/PADLET SOFTWARE	24.00
4390L	IT Services	8/28/20	MC/GIMLET	348.00
4390L	IT Services	8/28/20	MC/SMARTDRAW	69.95
4390L	IT Services	8/26/20	DYMAXION RESEARCH, LTD	180.00
4390L	IT Services	8/26/20	DYMAXION RESEARCH, LTD	556.00
4390L	IT Services	8/13/20	mc/cleverbridge.net	39.99
4390L	IT Services	8/1/20	ILLINOIS HEARTLAND LIBRARY SYS	4,312.38
4390L	IT Services	8/24/20	BACKSTAGE LIBRARY WORKS	635.37
4410L	Building Maintenance	8/28/20	ILLINI POWER PRODUCTS	874.00
4410L	Building Maintenance	8/6/20	MOUNT PROSPECT PAINT, INC.	59.57
4410L	Building Maintenance	8/26/20	STATE FIRE MARSHALL	210.00
4410L	Building Maintenance	8/5/20	ILLINI POWER PRODUCTS	6,531.93
4410L	Building Maintenance	8/18/20	ACE OF SPRAY	1,575.00
4410L	Building Maintenance	8/1/20	MENARDS	24.99
4410L	Building Maintenance	8/1/20	MENARDS	(24.99)
4410L	Building Maintenance	8/5/20	NERADT ACE HARDWARE	3.49
4410L	Building Maintenance	8/7/20	MENARDS	19.88
4410L	Building Maintenance	8/11/20	NERADT ACE HARDWARE	16.99
4410L	Building Maintenance	8/18/20	LIGHTING SUPPLY COMPANY	197.73
4410L	Building Maintenance	8/18/20	MOUNT PROSPECT PAINT, INC.	66.12
4410L	Building Maintenance	8/19/20	THE HOME DEPOT CRC	41.26
4410L	Building Maintenance	8/26/20	THE HOME DEPOT CRC	55.16
4410L	Building Maintenance	8/28/20	W. W. GRAINGER, INC.	255.29
4410L	Building Maintenance	8/28/20	THE HOME DEPOT CRC	81.04
4410L	Building Maintenance	8/4/20	TRU GREEN-CHEM LAWN	199.53
4410L	Building Maintenance	8/11/20	MIDWEST IRRIGATION	41.00
4410L	Building Maintenance	8/31/20	AMERICAN LANDSCAPING INC.	660.00
4410L	Building Maintenance	8/8/20	JOHNSON CONTROLS	285.00
4410L	Building Maintenance	8/11/20	SOUND INCORPORATED	40.00
4410L	Building Maintenance	8/14/20	VILLAGE OF MT. PROSPECT	53.55

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

Account ID	Account Description	Date	Vendor Name	Amount
4420L	Equipment Maintenance	8/10/20	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	8/6/20	SHELL OIL COMPANY	23.70
4420L	Equipment Maintenance	8/10/20	SHELL OIL COMPANY	38.00
4420L	Equipment Maintenance	8/13/20	BUSSE AUTOMOTIVE	343.83
4420L	Equipment Maintenance	8/4/20	MC/AMAZON	49.99
4420L	Equipment Maintenance	8/4/20	MC/AMAZON	12.96
4420L	Equipment Maintenance	8/23/20	MC/AMAZON	119.46
4420L	Equipment Maintenance	8/28/20	MIDCO, INC.	1,026.20
4440L	Janitorial	8/14/20	ACE OF SPRAY	2,375.00
4440L	Janitorial	8/18/20	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	8/6/20	WAREHOUSE DIRECT	139.98
4440L	Janitorial	8/17/20	WAREHOUSE DIRECT	183.94
4440L	Janitorial	8/17/20	SUPERIOR INDUSTRIAL SUPPLY	261.75
4440L	Janitorial	8/26/20	SYNCHRONY/AMAZON	189.75
4440L	Janitorial	8/31/20	W. W. GRAINGER, INC.	10.74
4440L	Janitorial	8/14/20	VILLAGE OF MT. PROSPECT	534.60
4450L	Equipment	8/12/20	BAYSCAN TECHNOLOGIES, LLC.	3,050.00
4450L	Equipment	8/4/20	MC/AMAZON	8.99
4460L	Utilities	8/10/20	CONSTELLATION NEWENERGY- GAS D	777.67
4460L	Utilities	8/15/20	VILLAGE OF MT. PROSPECT	1,472.24
4460L	Utilities	8/14/20	VILLAGE OF MT. PROSPECT	140.50
4610L	Adult Books	8/1/20	BAKER AND TAYLOR	827.84
4610L	Adult Books	8/1/20	BAKER AND TAYLOR	80.70
4610L	Adult Books	8/1/20	INGRAM	79.10
4610L	Adult Books	8/1/20	INGRAM	89.95
4610L	Adult Books	8/1/20	INGRAM	64.73
4610L	Adult Books	8/1/20	BAKER AND TAYLOR	12.47
4610L	Adult Books	8/1/20	INGRAM	29.38
4610L	Adult Books	8/1/20	SULLIVAN'S LAW DIRECTORY	92.52
4610L	Adult Books	8/1/20	INGRAM	49.99
4610L	Adult Books	8/1/20	H. W. WILSON	307.50
4610L	Adult Books	8/1/20	MATTHEW BENDER	159.43
4610L	Adult Books	8/3/20	BAKER AND TAYLOR	673.54
4610L	Adult Books	8/3/20	BAKER AND TAYLOR	206.18
4610L	Adult Books	8/3/20	BAKER AND TAYLOR	28.00
4610L	Adult Books	8/4/20	BAKER AND TAYLOR	760.44
4610L	Adult Books	8/4/20	INGRAM	146.35
4610L	Adult Books	8/5/20	INGRAM	112.99
4610L	Adult Books	8/6/20	BAKER AND TAYLOR	1,067.64
4610L	Adult Books	8/6/20	BAKER AND TAYLOR	49.76
4610L	Adult Books	8/6/20	INGRAM	86.42
4610L	Adult Books	8/6/20	INGRAM	27.19
4610L	Adult Books	8/7/20	BAKER AND TAYLOR	411.42
4610L	Adult Books	8/7/20	INGRAM	13.56
4610L	Adult Books	8/8/20	BAKER AND TAYLOR	617.20
4610L	Adult Books	8/11/20	INGRAM	51.72
4610L	Adult Books	8/11/20	INGRAM	11.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	8/12/20	BAKER AND TAYLOR	525.59
4610L	Adult Books	8/12/20	INGRAM	31.65
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	744.82
4610L	Adult Books	8/13/20	INGRAM	14.69
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(24.27)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(14.66)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(20.85)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(10.73)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(15.25)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(16.36)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(16.38)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	(16.38)
4610L	Adult Books	8/13/20	BAKER AND TAYLOR	110.12
4610L	Adult Books	8/14/20	BAKER AND TAYLOR	520.27
4610L	Adult Books	8/14/20	INGRAM	44.03
4610L	Adult Books	8/14/20	INGRAM	9.60
4610L	Adult Books	8/17/20	BAKER AND TAYLOR	89.85
4610L	Adult Books	8/17/20	MC/COMICS PUBLISHER SHORT BOX	23.05
4610L	Adult Books	8/17/20	BAKER AND TAYLOR	543.41
4610L	Adult Books	8/17/20	INGRAM	118.69
4610L	Adult Books	8/18/20	BAKER AND TAYLOR	451.13
4610L	Adult Books	8/18/20	INGRAM	9.60
4610L	Adult Books	8/20/20	BAKER AND TAYLOR	652.40
4610L	Adult Books	8/20/20	MC/MCFARLAND PUBLISHING	41.00
4610L	Adult Books	8/21/20	BAKER AND TAYLOR	833.50
4610L	Adult Books	8/21/20	BAKER AND TAYLOR	46.35
4610L	Adult Books	8/21/20	INGRAM	26.96
4610L	Adult Books	8/21/20	INGRAM	62.84
4610L	Adult Books	8/24/20	BAKER AND TAYLOR	16.65
4610L	Adult Books	8/24/20	BAKER AND TAYLOR	535.65
4610L	Adult Books	8/24/20	INGRAM	7.79
4610L	Adult Books	8/24/20	INGRAM	31.50
4610L	Adult Books	8/24/20	INGRAM	47.29
4610L	Adult Books	8/25/20	BAKER AND TAYLOR	385.61
4610L	Adult Books	8/26/20	SYNCHRONY/AMAZON	825.88
4610L	Adult Books	8/26/20	BAKER AND TAYLOR	470.24
4610L	Adult Books	8/27/20	BAKER AND TAYLOR	794.30
4610L	Adult Books	8/27/20	INGRAM	9.60
4610L	Adult Books	8/28/20	INGRAM	36.20
4610L	Adult Books	8/28/20	INGRAM	70.10
4610L	Adult Books	8/1/20	BAKER AND TAYLOR	110.45
4610L	Adult Books	8/1/20	BAKER AND TAYLOR	20.82
4610L	Adult Books	8/4/20	BAKER AND TAYLOR	30.51
4610L	Adult Books	8/14/20	BAKER AND TAYLOR	157.50
4610L	Adult Books	8/25/20	BAKER AND TAYLOR	55.42
4620L	Adult AV	8/1/20	BAKER & TAYLOR INC.	80.83
4620L	Adult AV	8/1/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	8/1/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	8/1/20	BAKER & TAYLOR INC.	33.07
4620L	Adult AV	8/1/20	MIDWEST TAPE	39.99
4620L	Adult AV	8/1/20	MIDWEST TAPE	34.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	8/1/20	MIDWEST TAPE	29.99
4620L	Adult AV	8/1/20	MIDWEST TAPE	97.97
4620L	Adult AV	8/1/20	BAKER & TAYLOR INC.	33.05
4620L	Adult AV	8/1/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/3/20	BAKER & TAYLOR INC.	22.16
4620L	Adult AV	8/3/20	BAKER & TAYLOR INC.	29.36
4620L	Adult AV	8/3/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	33.80
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	83.76
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	66.10
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/6/20	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	8/6/20	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	8/6/20	BAKER & TAYLOR INC.	22.06
4620L	Adult AV	8/6/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	8/6/20	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	8/6/20	BAKER & TAYLOR INC.	208.60
4620L	Adult AV	8/6/20	MIDWEST TAPE	(9.99)
4620L	Adult AV	8/7/20	BAKER & TAYLOR INC.	(18.37)
4620L	Adult AV	8/10/20	MIDWEST TAPE	100.97
4620L	Adult AV	8/10/20	MIDWEST TAPE	44.99
4620L	Adult AV	8/10/20	MIDWEST TAPE	235.96
4620L	Adult AV	8/10/20	MIDWEST TAPE	32.99
4620L	Adult AV	8/10/20	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	8/10/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/10/20	BAKER & TAYLOR INC.	28.65
4620L	Adult AV	8/10/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	8/10/20	MIDWEST TAPE	119.97
4620L	Adult AV	8/12/20	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	8/12/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/12/20	BAKER & TAYLOR INC.	10.28
4620L	Adult AV	8/12/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	8/13/20	BAKER & TAYLOR INC.	33.00
4620L	Adult AV	8/13/20	BAKER & TAYLOR INC.	49.89
4620L	Adult AV	8/13/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/13/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/13/20	BAKER & TAYLOR INC.	51.43
4620L	Adult AV	8/14/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/14/20	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	8/17/20	BAKER & TAYLOR INC.	16.16
4620L	Adult AV	8/17/20	MIDWEST TAPE	31.99
4620L	Adult AV	8/17/20	MIDWEST TAPE	79.98
4620L	Adult AV	8/17/20	MIDWEST TAPE	39.99
4620L	Adult AV	8/17/20	MIDWEST TAPE	98.97
4620L	Adult AV	8/17/20	MIDWEST TAPE	239.96
4620L	Adult AV	8/17/20	MIDWEST TAPE	39.99
4620L	Adult AV	8/17/20	MIDWEST TAPE	34.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	8/17/20	BAKER & TAYLOR INC.	112.40
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	22.06
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	22.91
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	95.50
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	8/20/20	BAKER & TAYLOR INC.	18.35
4620L	Adult AV	8/20/20	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	8/20/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/21/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	8/24/20	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/24/20	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	8/25/20	MIDWEST TAPE	195.97
4620L	Adult AV	8/25/20	MIDWEST TAPE	34.99
4620L	Adult AV	8/25/20	MIDWEST TAPE	57.99
4620L	Adult AV	8/25/20	MIDWEST TAPE	44.99
4620L	Adult AV	8/25/20	MIDWEST TAPE	74.98
4620L	Adult AV	8/25/20	MIDWEST TAPE	75.98
4620L	Adult AV	8/26/20	SYNCHRONY/AMAZON	1,381.45
4620L	Adult AV	8/26/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	8/26/20	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	8/26/20	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	8/26/20	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	8/5/20	BAKER & TAYLOR INC.	31.58
4620L	Adult AV	8/10/20	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	8/12/20	BAKER & TAYLOR INC.	32.31
4620L	Adult AV	8/13/20	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	8/17/20	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/19/20	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	8/26/20	SYNCHRONY/AMAZON	402.63
4620L	Adult AV	8/27/20	BAKER & TAYLOR INC.	11.02
4630L	Youth Print	8/1/20	INGRAM	7.34
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	312.63
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	471.62
4630L	Youth Print	8/1/20	INGRAM	9.49
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	232.52
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	458.79
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	231.76

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	62.09
4630L	Youth Print	8/1/20	INGRAM	161.76
4630L	Youth Print	8/2/20	INGRAM	17.99
4630L	Youth Print	8/4/20	BAKER AND TAYLOR	1,265.92
4630L	Youth Print	8/5/20	BAKER AND TAYLOR	631.40
4630L	Youth Print	8/6/20	BAKER AND TAYLOR	196.94
4630L	Youth Print	8/6/20	BAKER AND TAYLOR	57.77
4630L	Youth Print	8/6/20	INGRAM	22.06
4630L	Youth Print	8/7/20	BAKER AND TAYLOR	449.74
4630L	Youth Print	8/10/20	BAKER AND TAYLOR	20.76
4630L	Youth Print	8/12/20	INGRAM	10.73
4630L	Youth Print	8/12/20	BAKER AND TAYLOR	692.66
4630L	Youth Print	8/13/20	INGRAM	22.02
4630L	Youth Print	8/13/20	BAKER AND TAYLOR	(37.88)
4630L	Youth Print	8/13/20	BAKER AND TAYLOR	199.80
4630L	Youth Print	8/14/20	BAKER AND TAYLOR	1,050.15
4630L	Youth Print	8/14/20	BAKER AND TAYLOR	55.93
4630L	Youth Print	8/17/20	BAKER AND TAYLOR	265.62
4630L	Youth Print	8/17/20	BAKER AND TAYLOR	51.87
4630L	Youth Print	8/17/20	INGRAM	10.14
4630L	Youth Print	8/18/20	INGRAM	51.79
4630L	Youth Print	8/18/20	BAKER AND TAYLOR	454.16
4630L	Youth Print	8/21/20	INGRAM	4.79
4630L	Youth Print	8/24/20	INGRAM	24.26
4630L	Youth Print	8/24/20	INGRAM	26.03
4630L	Youth Print	8/26/20	SYNCHRONY/AMAZON	192.66
4630L	Youth Print	8/26/20	INGRAM	76.52
4630L	Youth Print	8/28/20	INGRAM	11.28
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	36.05
4630L	Youth Print	8/1/20	BAKER AND TAYLOR	23.09
4630L	Youth Print	8/4/20	BAKER AND TAYLOR	121.39
4630L	Youth Print	8/14/20	BAKER AND TAYLOR	137.92
4630L	Youth Print	8/25/20	BAKER AND TAYLOR	20.33
4640L	Youth AV	8/1/20	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	8/1/20	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	8/1/20	MIDWEST TAPE	22.48
4640L	Youth AV	8/1/20	MIDWEST TAPE	29.24
4640L	Youth AV	8/1/20	MIDWEST TAPE	29.98
4640L	Youth AV	8/1/20	MIDWEST TAPE	10.39
4640L	Youth AV	8/1/20	MIDWEST TAPE	14.99
4640L	Youth AV	8/1/20	MIDWEST TAPE	29.24
4640L	Youth AV	8/5/20	BAKER & TAYLOR INC.	44.08
4640L	Youth AV	8/10/20	BAKER & TAYLOR INC.	24.24
4640L	Youth AV	8/10/20	BAKER & TAYLOR INC.	12.49
4640L	Youth AV	8/10/20	MIDWEST TAPE	11.24
4640L	Youth AV	8/10/20	MIDWEST TAPE	29.24
4640L	Youth AV	8/10/20	MIDWEST TAPE	29.24
4640L	Youth AV	8/11/20	BAKER & TAYLOR INC.	25.72
4640L	Youth AV	8/12/20	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	8/14/20	MC/DOLLAR STORE	9.00
4640L	Youth AV	8/17/20	BAKER AND TAYLOR	10.14

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

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	8/26/20	SYNCHRONY/AMAZON	2,015.10
4640L	Youth AV	8/26/20	SYNCHRONY/AMAZON	287.11
4650L	Subscriptions	8/1/20	MAXIMUM PC MAGAZINE	35.95
4650L	Subscriptions	8/1/20	MC/SEW NEWS	21.98
4650L	Subscriptions	8/1/20	COOKING LIGHT	20.00
4650L	Subscriptions	8/1/20	FUTURE PUBLISHING	35.95
4650L	Subscriptions	8/1/20	THE WEEK	37.49
4650L	Subscriptions	8/6/20	MONEYLETTER	229.00
4650L	Subscriptions	8/20/20	MC/AVIATION WEEK	189.00
4650L	Subscriptions	8/25/20	THE KOREA DAILY	300.00
4650L	Subscriptions	8/27/20	KNIT SIMPLE	(42.97)
4650L	Subscriptions	8/9/20	PADDOCK PUBLICATIONS	192.40
4650L	Subscriptions	8/24/20	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	8/1/20	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	8/1/20	GALE	5,501.57
4660L	Electronic Resources	8/3/20	VALUE LINE PUBLISHING, INC.	4,725.00
4660L	Electronic Resources	8/5/20	EBSCO SUBSCRIPTION SERVICE	5,619.00
4661L	Digital Media	8/5/20	RECORDED BOOKS, LLC	30.00
4661L	Digital Media	8/31/20	MIDWEST TAPE	3,146.54
4661L	Digital Media	8/31/20	KANOPY, INC.	429.00
4661L	Digital Media	8/4/20	OVERDRIVE, INC.	413.98
4661L	Digital Media	8/4/20	OVERDRIVE, INC.	597.68
4661L	Digital Media	8/4/20	OVERDRIVE, INC.	888.95
4661L	Digital Media	8/4/20	OVERDRIVE, INC.	583.90
4661L	Digital Media	8/5/20	OVERDRIVE, INC.	107.37
4661L	Digital Media	8/9/20	OVERDRIVE, INC.	150.00
4661L	Digital Media	8/11/20	OVERDRIVE, INC.	256.46
4661L	Digital Media	8/11/20	OVERDRIVE, INC.	522.93
4661L	Digital Media	8/11/20	OVERDRIVE, INC.	303.93
4661L	Digital Media	8/25/20	OVERDRIVE, INC.	420.09
4661L	Digital Media	8/25/20	OVERDRIVE, INC.	478.98
4661L	Digital Media	8/25/20	OVERDRIVE, INC.	649.41
4661L	Digital Media	8/28/20	OVERDRIVE, INC.	220.96
4661L	Digital Media	8/28/20	OVERDRIVE, INC.	60.98
4661L	Digital Media	8/31/20	OVERDRIVE, INC.	27.50
4661L	Digital Media	8/7/20	OVERDRIVE, INC.	102.50
4661L	Digital Media	8/11/20	OVERDRIVE, INC.	27.99
4661L	Digital Media	8/20/20	OVERDRIVE, INC.	167.83
4661L	Digital Media	8/25/20	OVERDRIVE, INC.	170.98
4663L	Library of Things	8/2/20	MC/NETFLIX	15.99
4663L	Library of Things	8/3/20	MC/DISNEY	12.99
4663L	Library of Things	8/3/20	MC/DISNEY	12.99
4663L	Library of Things	8/3/20	MC/DISNEY	12.99
4663L	Library of Things	8/3/20	MC/DISNEY	12.99
4663L	Library of Things	8/3/20	MC/DISNEY	12.99
4663L	Library of Things	8/3/20	MC/NETFLIX	15.99
4663L	Library of Things	8/3/20	MC/NETFLIX	15.99
4663L	Library of Things	8/3/20	MC/NETFLIX	15.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	8/3/20	MC/NETFLIX	15.99
4663L	Library of Things	8/17/20	MC/AMAZON	2,915.94
4663L	Library of Things	8/25/20	MC/AMAZON	409.99
4663L	Library of Things	8/26/20	MC/AMAZON	167.93
4663L	Library of Things	8/31/20	Reclass from 4310L for HotSpots	1,200.00
4680L	Processing	8/26/20	SYNCHRONY/AMAZON	57.56
4680L	Processing	8/6/20	BAKER AND TAYLOR	9.66
4680L	Processing	8/13/20	STAPLES BUSINESS ADVANTAGE	238.18
4680L	Processing	8/14/20	BAKER AND TAYLOR	2.07
4680L	Processing	8/14/20	WAREHOUSE DIRECT	8.81
4680L	Processing	8/17/20	BAKER AND TAYLOR	0.69
4680L	Processing	8/17/20	DEMCO	246.73
4680L	Processing	8/21/20	BAKER AND TAYLOR	0.69
4680L	Processing	8/26/20	SYNCHRONY/AMAZON	16.28
4690L	Programs	8/6/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	62.42
4690L	Programs	8/14/20	MC/DOLLAR STORE	7.00
4690L	Programs	8/14/20	MC/TARGET	20.00
4690L	Programs	8/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	95.36
4690L	Programs	8/26/20	SYNCHRONY/AMAZON	27.10
4690L	Programs	8/13/20	MC/TARGET	15.99
4690L	Programs	8/24/20	MC/AMAZON	15.49
4690L	Programs	8/28/20	MC/BARNES & NOBLE	300.00
4690L	Programs	8/6/20	BAKER AND TAYLOR	5.35
4690L	Programs	8/6/20	INGRAM	18.57
4690L	Programs	8/11/20	INGRAM	11.98
4690L	Programs	8/11/20	INGRAM	6.59
4690L	Programs	8/13/20	INGRAM	44.93
4690L	Programs	8/14/20	BAKER AND TAYLOR	13.59
4690L	Programs	8/14/20	MC/DOLLAR STORE	130.00
4690L	Programs	8/18/20	INGRAM	5.99
4690L	Programs	8/26/20	SYNCHRONY/AMAZON	25.77
4690L	Programs	8/26/20	MC/BARNES & NOBLE	100.00
4690L	Programs	8/29/20	MC/STARBUCKS	100.00
4690L	Programs	8/20/20	EXPENSE REIMBURSEMENTS TO EMPLOYEES	13.98
4690L	Programs	8/21/20	NOEMI RAMOS	75.00
4690L	Programs	8/28/20	CHICAGO FEDERATION OF MUSICIANS	346.11
				<u>\$ 703,346.32</u>
9530L	Foundation Sponsored Expense	8/31/20	POCKET CIRCUS	400.00
9540L	Friends Sponsored Expense	8/26/20	SYNCHRONY/AMAZON	80.18
9540L	Friends Sponsored Expense	8/31/20	Reclass from 1411L	119.27
9560L	Village Hall Shared Expense	8/19/20	AT&T - 50% share	69.56
Total Library Fund Expenses for August, 2020				<u><u>\$ 704,015.33</u></u>

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

<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Vender Name</b>		<b>Amount</b>
7750B	Bldg Fund: Other	8/31/20	Bank service fee	\$	0.50
Total Capital Project Resreve Fund Expenses for August, 2020				\$	0.50

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	8/31/20	To record 08/2020 Interest Expense accrual (\$105,400 x 1/12).	\$ 8,783.33
Total Debt Service Fund Expenses for August, 2020				<u>\$ 8,783.33</u>

Gift Fund Expenses by G/L Account #  
For the Period From August 1 to August 31, 2020

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

# 2021 Operating Budget

## 2020 Levy Request and Appropriation Budget

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**MOUNT PROSPECT PUBLIC LIBRARY - 2021 BUDGET**

OPERATING BUDGET - GENERAL FUND							
Acct.	Description	Budget 2020	% of Total	Projected 2020	% of Total	Budget 2021	Budget to Budget % Change
4110	Salaries	5,768,440	59.4%	5,260,726	59.6%	5,827,200	1.0%
4120	IMRF	549,749	5.7%	518,529	5.9%	552,800	0.6%
4130	MCFICA	442,433	4.6%	376,964	4.3%	444,600	0.5%
4140	Medical insurance	770,000	7.9%	719,187	8.2%	745,000	-3.2%
4140	Life Insurance					1,500	0.0%
4150	Unemployment	7,000	0.1%	5,261	0.1%	7,200	2.9%
	<b>Payroll subtotal</b>	<b>7,537,622</b>	<b>77.6%</b>	<b>6,880,667</b>	<b>78.0%</b>	<b>7,578,300</b>	<b>0.5%</b>
4210	Audit	7,000	0.1%	6,815	0.1%	7,000	0.0%
4220	Legal	10,000	0.1%	16,500	0.2%	10,000	0.0%
4230	Printing	40,200	0.4%	34,600	0.4%	44,000	9.5%
4240	Marketing	71,700	0.7%	22,440	0.3%	18,375	-74.4%
4250	Resources	5,400	0.1%	570	0.0%	965	-82.1%
4260	Professional Dues	7,000	0.1%	6,275	0.1%	7,215	3.1%
4270	Board Development/Training	6,500	0.1%	0	0.0%	2,500	-61.5%
4280	Human Resources	126,200	1.3%	82,940	0.9%	116,835	-7.4%
4290	Other Operating	73,100	0.8%	77,110	0.9%	49,015	-32.9%
	<b>Management subtotal</b>	<b>347,100</b>	<b>3.6%</b>	<b>247,250</b>	<b>2.8%</b>	<b>255,905</b>	<b>-26.3%</b>
4310	Telecommunications	51,000	0.5%	46,130	0.5%	47,224	-7.4%
4320	Insurance	86,500	0.9%	7,300	0.1%	102,700	18.7%
4340	Office supplies	16,300	0.2%	18,000	0.2%	25,000	53.4%
4350	Library supplies	23,000	0.2%	13,515	0.2%	26,600	15.7%
4360	Postage	22,400	0.2%	15,900	0.2%	20,300	-9.4%
4380	Contract services	32,300	0.3%	32,761	0.4%	31,780	-1.6%
4390	IT services	65,700	0.7%	63,933	0.7%	64,920	-1.2%
	<b>Operating subtotal</b>	<b>297,200</b>	<b>3.1%</b>	<b>197,539</b>	<b>2.2%</b>	<b>318,524</b>	<b>7.2%</b>
4410	Building Maintenance	213,700	2.2%	190,308	2.2%	205,002	-4.1%
4420	Equipment Maint.	131,500	1.4%	122,512	1.4%	124,100	-5.6%
4440	Janitorial	72,600	0.7%	62,395	0.7%	90,810	25.1%
4450	Equipment	133,600	1.4%	168,950	1.9%	165,400	23.8%
4460	Utilities	56,500	0.6%	29,601	0.3%	45,238	-19.9%
	<b>Building subtotal</b>	<b>607,900</b>	<b>6.3%</b>	<b>573,766</b>	<b>6.5%</b>	<b>630,550</b>	<b>3.7%</b>
4610	Adult Books	205,000	2.1%	203,000	2.3%	196,700	-4.0%
4620	Adult AV	64,800	0.7%	59,500	0.7%	63,800	-1.5%
4630	Youth Books	135,500	1.4%	128,500	1.5%	134,900	-0.4%
4640	Youth AV	33,500	0.3%	20,000	0.2%	25,500	-23.9%
4650	Subscriptions	18,400	0.2%	18,225	0.2%	19,400	5.4%
4660	Electronic resources	179,800	1.9%	179,949	2.0%	181,297	0.8%
4661	Electronic media	156,000	1.6%	198,053	2.2%	178,914	14.7%
4662	E-Learning	53,200	0.5%	53,341	0.6%	48,708	-8.4%
4663	Library of Things	5,000	0.1%	10,218	0.1%	20,700	314.0%
4670	Microform	900	0.0%	900	0.0%	900	0.0%
4680	Processing supplies	26,000	0.3%	18,485	0.2%	26,000	0.0%
4690	Programs	45,200	0.5%	33,160	0.4%	44,970	-0.5%
	<b>Services subtotal</b>	<b>923,300</b>	<b>9.5%</b>	<b>923,331</b>	<b>10.5%</b>	<b>941,789</b>	<b>2.0%</b>
<b>GENERAL FUND OPERATING BUDGET</b>		<b>9,713,122</b>	<b>100.0%</b>	<b>8,822,553</b>	<b>100.0%</b>	<b>9,725,068</b>	<b>0.1%</b>

EXPENSES - SUMMARY - ALL FUNDS							
Fund	Budget 2020	% of Total	Projected 2020	% of Total	Budget 2021	% of Total	Budget to Budget % Change
GENERAL FUND	9,713,122	83.1%	8,822,553	83.2%	9,725,068	75.5%	0.1%
CAPITAL PROJECTS FUND (NO ACCRUAL)	349,000	3.0%	158,532	1.5%	1,522,062	11.8%	336.1%
GIFT FUND	50,000	0.4%	50,000	0.5%	50,000	0.4%	0.0%
	<b>10,112,122</b>	<b>86.52%</b>	<b>9,031,085</b>	<b>85.14%</b>	<b>11,297,130</b>		<b>11.7%</b>
DEBT SERVICE FUND (W/ADMIN FEE)	1,575,850	13.5%	1,575,850	14.9%	1,576,750	12.2%	0.1%
<b>TOTAL</b>	<b>11,687,972</b>	<b>100.0%</b>	<b>10,606,935</b>	<b>100.0%</b>	<b>12,873,880</b>	<b>100.0%</b>	<b>10.1%</b>

**MOUNT PROSPECT PUBLIC LIBRARY - 2021 BUDGET - SOUTH BRANCH**

<u>Acct.</u>	<u>Description</u>	<u>BUDGET 2020</u>	<u>% of Total</u>	<u>BUDGET 2021</u>	<u>% of Total</u>	<u>% Change</u>
4110	Salaries	183,798.42	66.4%	165,200.00	64.5%	-10.12%
4120	IMRF	16,198.90	5.8%	14,300.00	5.6%	-11.72%
4130	MCFICA	14,060.58	5.1%	12,600.00	4.9%	-10.39%
4140	Medical Insurance	10,440.36	3.8%	11,000.00	4.3%	5.36%
4150	Unemployment	-	0.0%	-	0.0%	0.00%
	<b>Payroll subtotal</b>	<b>224,498.26</b>	<b>81.0%</b>	<b>203,100.00</b>	<b>79.3%</b>	<b>-9.53%</b>
4210	Audit	-	0.0%	-	0.0%	0.00%
4220	Legal	-	0.0%	-	0.0%	0.00%
4230	Printing	-	0.0%	-	0.0%	0.00%
4240	Marketing	-	0.0%	-	0.0%	0.00%
4250	Resources	-	0.0%	-	0.0%	0.00%
4260	Professional Dues	-	0.0%	-	0.0%	0.00%
4270	Board Development/Training	-	0.0%	-	0.0%	0.00%
4280	Human Resources	-	0.0%	-	0.0%	0.00%
4290	Other Operating	-	0.0%	-	0.0%	0.00%
	<b>Management subtotal</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.00%</b>
4310	Telecommunications	4,700.00	1.7%	3,564.00	1.4%	-24.17%
4320	Insurance	-	0.0%	-	0.0%	0.00%
4340	Office supplies	-	0.0%	-	0.0%	0.00%
4350	Library supplies	-	0.0%	-	0.0%	0.00%
4360	Postage	-	0.0%	-	0.0%	0.00%
4380	Contract services	28,105.00	10.1%	27,560.00	10.8%	-1.94%
4390	IT services	-	0.0%	-	0.0%	0.00%
	<b>Operating subtotal</b>	<b>32,805.00</b>	<b>11.8%</b>	<b>31,124.00</b>	<b>12.1%</b>	<b>-5.12%</b>
4410	Building Maintenance	1,488.00	0.5%	2,002.00	0.8%	34.54%
4420	Equipment Maint.	1,074.00	0.4%	650.00	0.3%	-39.48%
4440	Janitorial	3,095.00	1.1%	2,310.00	0.9%	-25.36%
4450	Equipment	-	0.0%	4,000.00	1.6%	0.00%
4460	Utilities	1,401.00	0.5%	1,238.00	0.5%	-11.63%
	<b>Building subtotal</b>	<b>7,058.00</b>	<b>2.5%</b>	<b>10,200.00</b>	<b>4.0%</b>	<b>44.52%</b>
4610	Adult Books	2,000.00	0.7%	1,800.00	0.7%	-10.00%
4620	Adult AV	2,500.00	0.9%	2,500.00	1.0%	0.00%
4630	Youth Books	4,000.00	1.4%	3,400.00	1.3%	-15.00%
4640	Youth AV	1,000.00	0.4%	1,000.00	0.4%	0.00%
4650	Subscriptions	900.00	0.3%	900.00	0.4%	0.00%
4660	Electronic resources	-	0.0%	-	0.0%	0.00%
4661	Electronic media	-	0.0%	-	0.0%	0.00%
4662	E-Learning	-	0.0%	-	0.0%	0.00%
4670	Microform	-	0.0%	-	0.0%	0.00%
4680	Processing supplies	-	0.0%	-	0.0%	0.00%
4690	Programs	2,240.00	0.8%	2,200.00	0.9%	-1.79%
	<b>Services subtotal</b>	<b>12,640.00</b>	<b>4.6%</b>	<b>11,800.00</b>	<b>4.6%</b>	<b>-6.65%</b>
	<b>GRAND TOTAL</b>	<b>277,001.26</b>	<b>100.0%</b>	<b>256,224.00</b>	<b>100.0%</b>	<b>-7.5%</b>

<b>Payroll</b>	<b>224,498.26</b>	<b>81.0%</b>	<b>203,100.00</b>	<b>79.3%</b>	<b>-9.53%</b>
Management	-	0.0%	-	0.0%	0.00%
Operating	32,805.00	11.8%	31,124.00	12.1%	-5.12%
Building	7,058.00	2.5%	10,200.00	4.0%	44.52%
Services	12,640.00	4.6%	11,800.00	4.6%	-6.65%
<b>Subtotal Non-Payroll</b>	<b>52,503.00</b>	<b>19.0%</b>	<b>53,124.00</b>	<b>20.7%</b>	<b>1.18%</b>
<b>GRAND TOTAL</b>	<b>277,001.26</b>	<b>100.0%</b>	<b>256,224.00</b>	<b>100.0%</b>	<b>-7.5%</b>

## MOUNT PROSPECT PUBLIC LIBRARY

## SUMMARY OF FINANCIAL PROJECTIONS 2018 - 2025

## Schedule 1

PROPERTY TAX DATA									
YEAR OF TAX LEVY YEAR OF TAX COLLECTION		2017 Levy 2018 Actual	2018 Levy 2019 Actual	2019 Levy 2020 Actual Levy Rqst	2020 Levy 2021 Budget	2021 Levy 2022 Projected	2022 Levy 2023 Projected	2023 Levy 2024 Projected	2024 Levy 2025 Projected
Estimated EAV % Change		\$ 1,670,725,439 3.18%	\$ 1,670,073,671 -0.04%	\$ 1,971,307,340 18.04%	\$ 2,020,590,024 2.50%	\$ 2,071,104,774 2.50%	\$ 2,153,948,965 4.00%	\$ 2,207,797,689 2.50%	\$ 2,262,992,631 2.50%
Estimated Tax Levy % Change		\$ 11,367,447 2.20%	\$ 11,619,202 2.21%	\$ 11,798,434 1.54%	\$ 11,798,434 0.00%	\$ 12,034,403 2.00%	\$ 10,630,219 -11.67%	\$ 10,842,823 2.00%	\$ 11,059,679 2.00%
Estimated Tax Rates									
Library General Levy		\$ 0.5842	\$ 0.5996	\$ 0.5170	\$ 0.5043	\$ 0.5032	\$ 0.4935	\$ 0.4911	\$ 0.4887
Debt Service Levy		0.0962	0.0961	0.0815	0.0796	0.0779	-	-	-
Total Tax Rates		\$ 0.6804	\$ 0.6957	\$ 0.5985	\$ 0.5839	\$ 0.5811	\$ 0.4935	\$ 0.4911	\$ 0.4887
BUDGET YEAR									
FUND FINANCIAL POSITION		2018	2019	2020 Projected	2021	2022	2023	2024	2025
LIBRARY GENERAL FUND									
Excess/(Deficiency) of Revenues									
Over Expenses		\$ 537,653	\$ 605,750	\$ (843,987)	\$ (391,145)	\$ (283,463)	\$ (343,151)	\$ (288,598)	\$ (206,282)
End-Of-Year Fund Balances		\$ 4,916,847	\$ 5,522,597	\$ 4,678,610	\$ 4,287,465	\$ 4,004,002	\$ 3,660,850	\$ 3,372,252	\$ 3,165,970
CAPITAL PROJECTS FUND									
Excess/(Deficiency) of Revenues									
Over Expenses		\$ (327,638)	\$ 398,785	\$ 2,027,324	\$ (700,480)	\$ 540,309	\$ 336,304	\$ 458,411	\$ (1,980,902)
End of Year Fund Balances		\$ 1,363,830	\$ 1,762,615	\$ 3,789,939	\$ 3,089,459	\$ 3,629,768	\$ 3,966,072	\$ 4,424,483	\$ 2,443,581
WORKING CASH FUND									
Excess/(Deficiency) of Revenues									
Over Expenses		36,811	46,857	20,145	12,633	33,466	33,968	45,970	46,889
Working Cash Fund Balances		\$ 2,151,422	\$ 2,198,279	\$ 2,218,424	\$ 2,231,057	\$ 2,264,523	\$ 2,298,491	\$ 2,344,461	\$ 2,391,350
Library General Fund Balances		4,916,847	5,522,597	4,678,610	4,287,465	4,004,002	3,660,850	3,372,252	3,165,970
Combined Library & Working Cash Funds		\$ 7,068,269	\$ 7,720,876	\$ 6,897,034	\$ 6,518,522	\$ 6,268,525	\$ 5,959,341	\$ 5,716,713	\$ 5,557,320
Goal: 75 % Operating Budget				7,284,842	7,293,801	7,520,309	7,714,774	7,914,672	8,120,170
Combined Balance Percentage of Operating Budget				71.01%	67.03%	62.52%	57.93%	54.17%	51.33%
DEBT SERVICE FUND									
Excess/(Deficiency) of Revenues									
Over Expenses		\$ 12,089	\$ 10,734	\$ (965)	\$ 7	\$ 7,027	\$ 11,440	\$ 15,482	\$ 15,792
End of Year Fund Balances		\$ 745,860	\$ 756,594	\$ 755,629	\$ 755,636	\$ 762,663	\$ 774,103	\$ 789,585	\$ 805,377
TOTAL FUND BALANCES		\$ 9,177,959	\$ 10,240,085	\$ 11,442,602	\$ 10,363,617	\$ 10,660,956	\$ 10,699,516	\$ 10,930,781	\$ 8,806,278

MOUNT PROSPECT PUBLIC LIBRARY

TAX LEVY PROJECTIONS 2018-2024

Schedule 2

YEAR OF TAX LEVY YEAR OF TAX COLLECTION	2017 Levy 2018 Actual	2018 Levy 2019 Actual	2019 Levy 2020 Actual Levy Rqst	2020 Levy 2021 Budget	2021 Levy 2022 Projected	2022 Levy 2023 Projected	2023 Levy 2024 Projected	2024 Levy 2025 Projected
<u>Estimated Equalized Assessed Valuation</u>								
Valuation	1,670,725,439	1,670,073,671	1,971,307,340	2,020,590,024	2,071,104,774	2,153,948,965	2,207,797,689	2,262,992,631
% Change	3.18%	-0.04%	18.04%	2.50%	2.50%	4.00%	2.50%	2.50%
<u>Estimated Tax Levies (with 2% loss Factor)</u>								
Library General Operations	\$ 9,303,274	\$ 9,501,130	\$ 9,713,146	\$ 10,190,608	\$ 10,421,783	\$ 10,630,219	\$ 10,842,823	\$ 11,059,679
Capital Projects	456,500	513,000	478,380	-	-	-	-	-
Total Library General Levy	\$ 9,759,774	\$ 10,014,130	\$ 10,191,526	\$ 10,190,608	\$ 10,421,783	\$ 10,630,219	\$ 10,842,823	\$ 11,059,679
Debt Service	1,607,673	1,605,072	1,606,908	1,607,826	1,612,620	-	-	-
<b>Total - All levies</b>	\$ 11,367,447	\$ 11,619,202	\$ 11,798,434	\$ 11,798,434	\$ 12,034,403	\$ 10,630,219	\$ 10,842,823	\$ 11,059,679
% Change	2.20%	2.21%	1.54%	0.00%	2.00%	-11.67%	2.00%	2.00%
<u>Estimated Tax Rates</u>								
Library General Operations	0.5568	0.5689	0.4927	0.5043	0.5032	0.4935	0.4911	0.4887
Capital Projects	0.0273	0.0307	0.0243	0.0000	0.0000	0.0000	0.0000	0.0000
Total Library General Levy	0.5842	0.5996	0.5170	0.5043	0.5032	0.4935	0.4911	0.4887
Debt Service	0.0962	0.0961	0.0815	0.0796	0.0779	0.0000	0.0000	0.0000
<b>Total - All levies</b>	0.6804	0.6957	0.5985	0.5839	0.5811	0.4935	0.4911	0.4887

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

Schedule 3

	Library General Fund	Debt Service Fund	Capital Projects Fund	Working Cash Fund	Gift Fund	Totals (Memorandum Only)
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<b>Revenues</b>						
Taxes						
Property	\$9,966,414	\$ 1,572,454	\$ -	\$ -	\$ -	\$ 11,538,868
TIF Tax Distribution						0
Personal Property Replacement						50,000
Building Fund Transfers	50,000		800,000			800,000
Per Capita Grant	67,709					67,709
Circulation Income	19,800					19,800
Interest Income	30,000	4,303	21,582	12,633	2,887	71,405
Program Reimbursements						0
Miscellaneous Income			-			0
Gifts						0
<b>Total Revenue</b>	<b>\$ 10,133,923</b>	<b>\$ 1,576,757</b>	<b>\$ 821,582</b>	<b>\$ 12,633</b>	<b>\$ 2,887</b>	<b>\$ 12,547,782</b>

<b>Expenditures</b>						
Salaries and Benefits	\$ 7,578,300					7,578,300
Management Expenses	\$ 255,905					255,905
Operating Expenses	\$ 318,524					318,524
Building Expenses	\$ 630,550					630,550
Services and Resources	\$ 941,789					941,789
Capital Outlay	-		1,522,062			1,522,062
Principal Payments	-	1,515,000				1,515,000
Interest & Fiscal Charges	-	61,750				61,750
Transfers to Capital Projects Fund	800,000					800,000
Other Expenditures	-				50,000	50,000
<b>Total Expenditures</b>	<b>\$ 10,525,068</b>	<b>\$ 1,576,750</b>	<b>\$ 1,522,062</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 13,673,880</b>

<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	\$ (391,145)	\$ 7	\$ (700,480)	\$ 12,633	\$ (47,113)	\$ (1,126,098)
<b>Fund Balances - January 1 (internal)</b>	4,678,610	755,629	3,789,939	2,218,424	506,937	11,949,539
<b>Fund Balances - December 31 (internal)</b>	<b>\$ 4,287,465</b>	<b>\$ 755,636</b>	<b>\$ 3,089,459</b>	<b>\$ 2,231,057</b>	<b>\$ 459,824</b>	<b>\$ 10,823,441</b>

MOUNT PROSPECT PUBLIC LIBRARY

PROJECTED CAPITAL PROJECTS 2020 - 2025

Schedule 4

Category	2020 Budget/Levy	2020 Estimated	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<b>Capital Projects</b>							
<b><u>Building Major Improvements</u></b>							
Roof	0	-	-	-	-	-	-
Windows & Doors	0	-	10,400	16,765	11,249	11,699	5,475
Parking Garage							
SW Stairway replaced	17,000	19,135	-	-	-	-	-
Painting/Patching			49,920				
Fire Protection							
Mechanical Equipment							87,599
Chiller/Humidifiers/Air Handling Units	0		620,880	-	-	-	784,741
Plumbing			27,040				113,149
Flooring	100,000	2,000	176,800	-	191,227	-	206,831
Painting/Millwork/Glass & Glazing			41,600	16,224	16,873	17,548	39,541
Water Fountain Replacement			7,800	8,112	8,436	8,774	-
Furniture & Fixtures							
Furniture Replacement	35,000	11,645	35,000	37,800	39,200	40,950	533,696
Public Meeting Room Tables	25,000	25,000	-	-	-	-	-
New Furniture		1,063	-	-	-	-	-
Electrical & Lighting							
Lighting Conversion - LED	30,000	-		-	-	-	194,664
Misc Lighting Electrical Updates			77,480			56,948	
Outdoor Display Sign	40,000		-	-	-	-	-
General Contractor Fees			324,014	21,942	75,910	29,991	473,696
Landscaping	7,000	-	5,000	5,000	5,000	5,000	5,000
Structural							
Tuck pointing/concrete work/etc		-	63,128	27,040	20,248	-	-
Vehicle - Library Van - General		29,689	-	-	-	-	-
Vehicle - Van - Outreach	40,000	-	-	-	-	-	-
Building Security Upgrades		-	-	23,150	-	-	25,000
<b><u>Information Technology Improvements</u></b>							
Telephone System Replacement	50,000	70,000	-	-	-	-	-
Security Camera Viewing Monitors		-	3,000	-	-	-	-
Meeting Room AV Updates			25,000	-	-	-	-
<b><u>Other Capital Projects</u></b>							
Non Specific	5,000	-	-	-	-	-	-
South Branch Book Drop		-	5,000	-	-	-	-
Pickup Locker for Materials			50,000	-	-	-	-
Total Capital Projects	\$349,000	\$158,532	\$1,522,062	\$156,033	\$368,143	\$170,910	\$2,469,392

## LIBRARY GENERAL OPERATING FUND PROJECTIONS

Schedule 5

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<strong>Revenues</strong>									
Property Taxes	\$ 9,088,578	\$ 9,224,266	\$ 9,616,014	\$9,499,457	<strong>\$9,966,414</strong>	\$10,192,503	\$10,396,354	\$10,604,281	\$10,816,367
TIF Tax Distribution	-	-	-	-	-	-	-	-	-
Personal Property Repl Tax	47,525	59,086	50,000	47,300	50,000	50,000	50,000	50,000	50,000
Illinois Per Capita Grant	109,766	67,709	67,000	67,709	<strong>67,709</strong>	67,000	67,000	67,000	67,000
Circulation Income	111,267	100,909	106,100	19,100	<strong>19,800</strong>	19,800	19,800	19,800	19,800
Miscellaneous	-	-	-	-	-	-	-	-	-
Program Reimbursements	58,999	76,999	-	-	-	-	-	-	-
Interest Income	104,524	140,067	106,845	45,000	<strong>30,000</strong>	64,312	60,060	73,217	67,445
<strong>Total Revenues</strong>	\$ 9,520,659	\$ 9,669,036	\$ 9,945,959	\$ 9,678,566	<strong>\$ 10,133,923</strong>	\$ 10,393,615	\$ 10,593,214	\$ 10,814,298	\$ 11,020,612
% Change (Budget to Budget)					<strong>1.89%</strong>	2.56%	1.92%	2.09%	1.91%
<strong>Expenditures</strong>									
Salaries and Benefits	\$ 7,106,957	\$ 7,108,540	\$ 7,537,622	\$ 6,880,667	<strong>\$ 7,578,300</strong>	\$ 7,837,375	\$ 8,052,868	\$ 8,274,729	\$ 8,503,163
Management Expenses	213,422	213,779	347,100	247,250	<strong>\$ 255,905</strong>	\$ 261,023	\$ 266,244	\$ 271,568	\$ 277,000
Operating Expenses	268,619	257,259	297,200	197,539	<strong>\$ 318,524</strong>	\$ 324,894	\$ 331,392	\$ 338,020	\$ 344,781
Building Expenses	497,008	557,788	607,900	573,766	<strong>\$ 630,550</strong>	\$ 643,161	\$ 656,024	\$ 669,145	\$ 682,528
Services and Resources	897,000	925,920	923,300	923,331	<strong>\$ 941,789</strong>	\$ 960,625	\$ 979,837	\$ 999,434	\$ 1,019,423
<strong>Total Expenditures</strong>	\$ 8,983,006	\$ 9,063,286	\$ 9,713,122	\$ 8,822,553	<strong>\$ 9,725,068</strong>	\$ 10,027,078	\$ 10,286,365	\$ 10,552,896	\$ 10,826,894
% Change (Budget to Budget)			<strong>7.17%</strong>		<strong>0.12%</strong>	3.11%	2.59%	2.59%	2.60%
<strong>Transfer to Capital Project Fund</strong>			\$ 1,700,000	\$ 800,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 550,000	\$ 400,000
<strong>Excess/(Deficiency) of Revenues Over Expenditures</strong>	\$ 537,653	\$ 605,750	\$ 232,837	\$ (843,987)	\$ (391,145)	\$ (283,463)	\$ (343,151)	\$ (288,598)	\$ (206,282)
Fund Balances - January 1	4,379,194	4,916,847	5,342,254	5,522,597	<strong>4,678,610</strong>	4,287,465	4,004,002	3,660,850	3,372,252
Fund Balances - December 31	\$ 4,916,847	\$ 5,522,597	\$ 5,575,091	\$ 4,678,610	\$ 4,287,465	\$ 4,004,002	\$ 3,660,850	\$ 3,372,252	\$ 3,165,970

## LIBRARY CAPITAL PROJECTS FUND PROJECTIONS

Schedule 6

	2018	2019	2020	2020	2021	2022	2023	2024	2025
	Actual	Actual	Budget	Projection	Budget	Projected	Projected	Projected	Projected
<b>Revenues</b>									
Property Taxes	\$ 447,921	\$ 499,284	\$ 473,596	467,856	\$ -	\$ -	\$ -	\$ -	\$ -
TIF Tax Distribution	-	-	-	-	-	-	-	-	-
Interest Income	27,724	27,724	34,975	18,000	21,582	46,342	54,447	79,321	88,490
Transfer from Library Operating Fund	-	-	-	1,700,000	800,000	650,000	650,000	550,000	400,000
Total Revenues	\$ 475,644	\$ 533,878	\$ 508,571	\$ 2,185,856	\$ 821,582	\$ 696,342	\$ 704,447	\$ 629,321	\$ 488,490
<b>Expenditures</b>									
Equipment & Building	\$ 803,282	\$ 135,093	349,000	158,532	\$ 1,522,062	\$ 156,033	\$ 368,143	\$ 170,910	\$ 2,469,392
Transfer to Library Operating	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 803,282	\$ 135,093	\$ 349,000	\$ 158,532	\$ 1,522,062	\$ 156,033	\$ 368,143	\$ 170,910	\$ 2,469,392
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	\$ (327,638)	\$ 398,785	\$ 159,571	\$ 2,027,324	\$ (700,480)	\$ 540,309	\$ 336,304	\$ 458,411	\$ (1,980,902)
Fund Balances - January 1	1,691,468	1,363,830	1,748,739	1,762,615	3,789,939	3,089,459	3,629,768	3,966,072	4,424,483
<b>Fund Balances - December 31</b>	\$ 1,363,830	\$ 1,762,615	\$ 1,908,310	\$ 3,789,939	\$ 3,089,459	\$ 3,629,768	\$ 3,966,072	\$ 4,424,483	\$ 2,443,581

MOUNT PROSPECT PUBLIC LIBRARY

LIBRARY WORKING CASH FUND PROJECTIONS

Schedule 7

	2018 Actual	2019 Actual	2020 Budget	2020 Projection	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<b>Revenues</b>									
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	36,811	46,857	44,028	20,145	12,633	33,466	33,968	45,970	46,889
Other Income	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 36,811	\$ 46,857	\$ 44,028	\$ 20,145	\$ 12,633	\$ 33,466	\$ 33,968	\$ 45,970	\$ 46,889
<b>Expenditures</b>									
Transfers to Other Funds	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Excess/(Deficiency) of</b>									
Revenues Over Expenditures	\$ 36,811	\$ 46,857	\$ 44,028	\$ 20,145	\$ 12,633	\$ 33,466	\$ 33,968	\$ 45,970	\$ 46,889
Fund Balances - January 1	2,114,611	2,151,422	2,201,416	2,198,279	2,218,424	2,231,057	2,264,523	2,298,491	2,344,461
Fund Balances - December 31	\$ 2,151,422	\$ 2,198,279	\$ 2,245,444	\$ 2,218,424	\$ 2,231,057	\$ 2,264,523	\$ 2,298,491	\$ 2,344,461	\$ 2,391,350

MOUNT PROSPECT PUBLIC LIBRARY

LIBRARY DEBT SERVICE FUND PROJECTIONS

Schedule 8

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<b>Revenues</b>									
Property Taxes	\$ 1,562,938	\$ 1,553,506	\$ 1,591,293	\$ 1,571,556	\$ 1,572,454	\$ 1,577,142	\$ -	\$ -	\$ -
TIF Distributions	-	-	-	-	-	-	-	-	-
Interest Income	25,751	30,827	15,512	3,329	4,303	11,335	11,440	15,482	15,792
Miscellaneous Income	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 1,588,689	\$ 1,584,333	\$ 1,606,805	\$ 1,574,885	\$ 1,576,757	\$ 1,588,477	\$ 11,440	\$ 15,482	\$ 15,792
<b>Expenditures</b>									
Interest Payments	\$ 176,150	148,149	\$ 105,400	\$ 105,400	\$ 61,300	\$ 31,000	\$ -	\$ -	\$ -
Principal Payments	1,400,000	1,425,000	1,470,000	1,470,000	1,515,000	1,550,000	-	-	-
Fiscal Fees	450	450	450	450	450	450	-	-	-
Total Expenditures	\$ 1,576,600	\$ 1,573,599	\$ 1,575,850	\$ 1,575,850	\$ 1,576,750	\$ 1,581,450	\$ -	\$ -	\$ -
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>									
	\$ 12,089	\$ 10,734	\$ 30,955	\$ (965)	\$ 7	\$ 7,027	\$ 11,440	\$ 15,482	\$ 15,792
Fund Balances - January 1	733,771	745,860	775,592	756,594	755,629	755,636	762,663	774,103	789,585
Fund Balances - December 31	\$ 745,860	\$ 756,594	\$ 806,547	\$ 755,629	\$ 755,636	\$ 762,663	\$ 774,103	\$ 789,585	\$ 805,377

## GIFT FUND PROJECTIONS

Schedule 9

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<b>Revenues</b>									
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	6,970	10,044	10,233	2,300	2,887	6,897	6,251	7,459	6,609
Other Income	9,806	47,370	-	-	-	-	-	-	-
Total Revenues	\$ 16,776	\$ 57,414	\$ 10,233	\$ 2,300	\$ 2,887	\$ 6,897	\$ 6,251	\$ 7,459	\$ 6,609
<b>Expenditures</b>									
Expenses	86,818	28,401	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Expenditures	\$ 86,818	\$ 28,401	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	\$ (70,042)	\$ 29,013	\$ (39,767)	\$ (47,700)	\$ (47,113)	\$ (43,103)	\$ (43,749)	\$ (42,541)	\$ (43,391)
<b>Fund Balances - January 1</b>	595,666	525,624	511,639	554,637	506,937	459,824	416,721	372,972	330,431
<b>Fund Balances - December 31</b>	\$ 525,624	\$ 554,637	\$ 471,872	\$ 506,937	\$ 459,824	\$ 416,721	\$ 372,972	\$ 330,431	\$ 287,040

**Mount Prospect Public Library  
Competitive Pay Structure  
Based on a 37.5 Hour Workweek  
Effective: January 1, 2021**

<b>Pay Grade</b>	<b>Range Minimum</b>	<b>Range Midpoint</b>	<b>Range Maximum</b>
1	\$21,450	\$22,855	\$27,426
2	\$21,450	\$25,731	\$30,877
3	\$23,175	\$28,969	\$34,762
4	\$26,091	\$32,614	\$39,137
5	\$29,374	\$36,718	\$44,062
6	\$33,071	\$41,339	\$49,606
7	\$37,232	\$46,540	\$55,849
8	\$41,918	\$52,397	\$62,876
9	\$47,192	\$58,990	\$70,789
10	\$53,131	\$66,414	\$79,696
11	\$59,817	\$74,771	\$89,725
12	\$67,344	\$84,180	\$101,016
13	\$75,818	\$94,773	\$113,727
14	\$85,359	\$106,699	\$128,038
15	\$96,100	\$120,125	\$144,150
16	\$108,193	\$135,242	\$162,290

Mount Prospect Public Library  
Board of Trustees

**RESOLUTION NO. 2020-1**

**RESOLUTION APPROVING AND CERTIFYING  
THE 2021 APPROPRIATION BUDGET AND 2020 TAX LEVY DETERMINATION**

**WHEREAS**, heretofore the Board of Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois, at open and public meetings have considered the financing requirements of the Mount Prospect Library for the year commencing January 1, 2021; and

**WHEREAS**, the Board of Trustees of the Mount Prospect Public Library has determined the financial requirements of the Mount Prospect Public Library for the ensuing year and has caused to be made, a statement thereof, a copy of which is attached hereto and marked "Exhibit A," for inclusion in the 2021 budget of the Village of Mount Prospect; and

**WHEREAS**, the Board of Trustees of the Mount Prospect Public Library has further determined the amount of money which in its judgment, it will be necessary to levy for library purposes in the 2020 tax levy ordinance to be adopted by the President and Board of Trustees of the Village of Mount Prospect;

**WHEREAS**, expenditures from the LIBRARY FUND shall be under the direction of the Board of Trustees of the Mount Prospect Public Library.

**WHEREAS**, that the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2020 Tax Levy Ordinance of the Village of Mount Prospect (taking into consideration other income from accumulations from the prior year, anticipated tax shrinkage, fines, non-resident fees, and maintenance, repairs, and alterations of library buildings and equipment) and for the collection and deposit to the LIBRARY FUND, which includes funds for the Illinois Municipal Retirement Fund, pursuant to Section 5/7-171, Chapter 40 of the Illinois Compiled Statutes; and for the maintenance repairs, and alterations of the library buildings and equipment, pursuant to Section 5/3-4 of Chapter 75 of the Illinois Compiled Statutes; and for insurance and audit fees pursuant to Section 5/4-14 of Chapter 75 of the Illinois Compiled Statutes.

**WHEREAS**, in accordance with Chapter 75, Section 5/3-5 of the Illinois Compiled Statutes it is requested that the amount so determined be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes be paid directly by the County Collector to the LIBRARY FUND.

**NOW, THEREFORE**, be it resolved by the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect:

**SECTION ONE:** That the financial requirements for library purposes of the Mount Prospect Public Library require the budget for the year commencing January 1, 2021, and ending December 31, 2021, the sum of \$15,132,856 such to be included within the 2021 Budget of the Village of Mount Prospect, Illinois.

**SECTION TWO:** That the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2020 tax levy and to be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes to be paid directly by the County Collector to the Library Fund: \$11,567,092.

Mount Prospect Public Library  
Board of Trustees

Expenditures from the Library Fund shall be under the direction of the Board of Trustees of the Mount Prospect Public Library.

**SECTION THREE:** That the Secretary of the Board of Trustees of the Mount Prospect Public Library file a copy of this Resolution with the Village Clerk of the Village of Mount Prospect for transmittal to the President and Board of Trustees of the Village of Mount Prospect.

**SECTION FOUR:** That, if necessary, a committee hereof confer with the Board of Trustees of the Village of Mount Prospect or a committee thereof, or appear before the said Village Board, as may be necessary in conjunction with the enactment of the 2021 Appropriation Budget and 2020 Levy.

**SECTION FIVE:** That if any part or parts of this Resolution shall be held to be unconstitutional, such unconstitutionality shall not affect the validity of the remaining parts of this Resolution. The Board of Trustees of the Mount Prospect Public Library hereby declares that it would have passed the remaining parts of this Resolution if it had known that such part or parts thereof would be declared unconstitutional.

**SECTION FIVE:** That this Resolution shall be in full force and effect as of September 17, 2020.

**AYE:** \_\_\_\_\_

**NAY:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**PASSED THIS 17<sup>th</sup> day of September 2020**

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **17<sup>th</sup> day of September 2020.**

\_\_\_\_\_  
Sylvia M. Haas, President

**ATTEST:**

\_\_\_\_\_  
Terri Gens, Secretary

**EXHIBIT A**  
**MOUNT PROSPECT PUBLIC LIBRARY**  
**2020 TAX LEVY REQUEST AND 2021 APPROPRIATION BUDGET**

<b>DESCRIPTION</b>	<b>APPROPRIATION BUDGET</b>	<b>LEVY REQUEST</b>
Salaries & Benefits	9,093,960	7,275,168
Management Expenses	307,086	245,669
Operating Expenses	382,229	305,783
Building Expenses	756,660	605,328
Public Service Expenses	1,130,147	904,117
Capital Reserve Fund	<u>1,826,474</u>	<u>654,727</u>
Total General Funds	13,496,556	9,990,792
Debt Service Fund (Principal & Interest)	1,576,300	1,576,300
Gift Fund	<u>60,000</u>	<u>0</u>
<b>Total All Funds</b>	<b><u>15,132,856</u></b>	<b><u>11,567,092</u></b>

**ORDINANCE No. 2020-1 ESTABLISHING A RESERVE FUND**

**WHEREAS**, the Illinois Local Library Act authorizes establishment of a Reserve Fund (75 ILCS 5/5-8) and;

**WHEREAS**, each year the Board may transfer into the Reserve Fund any or all unexpended balances of the proceeds received from annual public library taxes, provided:

- a. The Board has a plan for use of the funds which accumulate in the Reserve Fund (75 ILCS 5/5-8);
- b. The Board provides in the annual levy request and appropriation budget for accumulation of such unexpended balances; and

**WHEREAS**, the plan for use of the Reserve Fund may be amended as circumstances require; and

**WHEREAS**, The Library Trustees have determined to establish a Reserve Fund.

**NOW, THEREFORE**, be it ordained by the Board of Library Trustees of the Mount Prospect Public Library, Cook County, as follows:

**SECTION 1:** A Reserve Fund hereby is established.

**SECTION 2:** The unexpended balances of the proceeds received from annual public library taxes may be transferred each year to the Reserve Fund as the Library Trustees deem appropriate.

**SECTION 3:** The Library Trustees shall provide in the annual levy request and appropriation budget for accumulation of such unexpended balances.

**SECTION 4:** Funds that accumulate in the Reserve Fund are intended to be used for one or more or all of the following purposes:

- a. The purchase of sites and buildings
- b. The construction and equipment of buildings
- c. The rental and repair of buildings acquired for library purposes
- d. Planned or emergency repairs and alterations of library buildings and equipment
- e. Engage a consultant to complete a space needs, renovation, and/or remodeling study
- f. Fund space reutilization, renovation, and/or remodeling projects; and
- g. To fund other projects or expenses relating to the facility and grounds that the Board determines are needed, that were unanticipated in the annual operating budget, and/or that are deemed to be beyond the scope or resources of the annual operating budget.

Mount Prospect Public Library  
Board of Trustees

**SECTION 5:** The funds that may be required during the next ten years to provide for the various projects, needs, or purposes outlined in Section 4 above are projected to be \$13,174,961, as specified in the following *Estimate of Possible Needs and Costs* attachment; and the Board's goal is to increase and maintain the level of funds available not to exceed \$13,174,961.

**SECTION 6:** This plan for the accumulation of funds in the Capital Projects Reserve Fund and for the use of such funds shall be reviewed and amended periodically as needed.

**SECTION 7:** This Ordinance shall be in full force and effect as of this date of adoption.

ADOPTED this 17<sup>TH</sup> day of September 2020, pursuant to a roll call vote as follows:

AYE:	_____	TOTAL: _____
NAY:	_____	TOTAL: _____
ABSTAIN:	_____	TOTAL: _____
ABSENT:	_____	TOTAL: _____

\_\_\_\_\_  
Sylvia M. Haas, President

ATTEST:

\_\_\_\_\_  
Terri Gens, Secretary

Mount Prospect Public Library  
Board of Trustees

STATE OF ILLINOIS)

)SS

COUNTY OF COOK)

**CERTIFICATION**

I, TERRI GENS, DO HEREBY CERTIFY THAT I am the Secretary of the Board of Library Trustees of the Mount Prospect Public Library and that the foregoing is a true and correct copy of an Ordinance duly passed by the Board of Trustees of the Mount Prospect Public Library at a meeting of the Board of Trustees held on September 17, 2020, being titled "ORDINANCE ESTABLISHING A RESERVE FUND" [Ordinance No. 2020-1].

Dated: September 17, 2020

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Terri Gens, Secretary  
Board of Trustees  
Mount Prospect Public Library

### **Estimate of Possible Needs and Costs**

The items listed on the next three pages were provided by product Architecture + Design and subcontractors in September 2020 as part of a Capital Needs Assessment study.

DRAFT

Report Subsection - Presented by	Topic	Item	Total Projected Cost (2020 \$)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Projected Cost (2030 \$)
multiplier: 4% escalation per year				1.00	1.04	1.08	1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.48	
<b>Building Review Report - smc</b>	<b>Exterior Architectural</b>														
		Brick Masonry - main building	\$ 250,000		\$ 7,800					\$ 9,490		\$ 342,142			\$ 342,142
		Brick Masonry - entry retaining walls	\$ 7,500												\$ 17,290
		Exterior Misc. Doors	\$ 4,500						\$ 5,475					\$ 6,661	\$ 12,136
		Garage Level Ceiling Paint / Patch	\$ 48,000		\$ 49,920										\$ 49,920
		Concrete Pavement - N/W corner	\$ 13,200		\$ 13,728					\$ 16,702					\$ 30,430
		Concrete Stair - N/W corner	\$ 25,000			\$ 27,040					\$ 23,687				\$ 27,040
		Railing Supports	\$ 18,000												\$ 43,934
		Caulking	\$ 40,000		\$ 41,600					\$ 50,613					\$ 92,213
		Landscape Allowance (annual)	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
		<b>Interior Architectural</b>													
		Glass and Glazing	\$ 7,500						\$ 9,125			\$ 10,675			\$ 19,800
		Flooring (1/4" total flooring each year)	\$ 170,000		\$ 176,800	\$ 191,227			\$ 206,831		\$ 223,708				\$ 798,566
		Painting	\$ 25,000		\$ 26,000				\$ 30,416			\$ 35,583			\$ 91,999
		Entrance Doors & Operators	\$ 5,500			\$ 5,949				\$ 6,959				\$ 8,141	\$ 21,049
		Elevator Work (1 at a time for all three)	\$ 75,000								\$ 98,695	\$ 102,643	\$ 106,748		\$ 308,086
		millwork allowance	\$ 60,000		\$ 15,600	\$ 16,224	\$ 16,873	\$ 17,548							\$ 66,245
		Water Fountain Replacement (each)	\$ 7,500		\$ 7,800	\$ 8,112	\$ 8,436	\$ 8,774							\$ 33,122
		Automatic Door Operators (each)	\$ 5,000		\$ 5,100	\$ 5,202	\$ 5,304	\$ 5,406							\$ 44,163
		<b>Total Architectural</b>	<b>\$ 1,334,200</b>		<b>\$ 350,648</b>	<b>\$ 73,141</b>	<b>\$ 253,033</b>	<b>\$ 43,020</b>	<b>\$ 256,847</b>	<b>\$ 88,764</b>	<b>\$ 351,090</b>	<b>\$ 449,785</b>	<b>\$ 158,006</b>	<b>\$ 19,802</b>	<b>\$ 2,048,136</b>
<b>Roofing Synopsis - Hutchinson Design Group</b>															
	Membrane Roof Areas														
	*see report for area diagram	Roof Area 1	\$ 1,200,000							\$ 1,518,383					\$ 1,518,383
		Roof Area 2	\$ 200,000							\$ 253,064					\$ 253,064
	Reroof Recommended in 2027 - 2029	Roof Area 3	\$ 6,000							\$ 7,592					\$ 7,592
		Roof Area 4	\$ 6,000							\$ 7,592					\$ 7,592
		Roof Area 5	\$ 6,500							\$ 8,225					\$ 8,225
		Penthouse Wall Cladding	\$ 68,000							\$ 86,042					\$ 86,042
	Roof Repairs		\$ 17,500							\$ 22,143					\$ 22,143
		<b>Total Roofing</b>	<b>\$ 1,504,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,903,040</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,903,040</b>

Report Subsection - Presented by		Topic	Item	Total Projected Cost (2020 \$)											Total Projected Cost (2030 \$)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Building Review Report - 20/10		Mechanical	Hot Water Boilers	\$	235,000											\$	285,913																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							

Report Subsection - Presented by	Topic	Item	Total Projected Cost (2020 \$)												Total Projected Cost (2030 \$)			
			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		2020	2021	2022	2023
	Building Review Report / smc	Total Architectural	\$ 1,334,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,764	\$ 351,090	\$ 449,785	\$ 158,006	\$ 19,802	\$ 2,048,136				
	Roofing Synopsis / Hutchinson Design	Total Roofing	\$1,504,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,903,040	\$ -	\$ -	\$ -	\$ -	\$ 1,903,040				
	Building Review Report / 20/10	Total Mechanical	\$1,702,000	\$ -	\$ -	\$ -	\$ -	\$ 784,741	\$ -	\$ -	\$ -	\$ -	\$ 680,912	\$ 2,086,533				
		Total Lighting Upgrades	\$ 283,180	\$ -	\$ -	\$ -	\$ 56,949	\$ 194,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329,093				
		Total Plumbing	\$ 119,000	\$ -	\$ -	\$ -	\$ -	\$ 113,149	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,189				
		Total Fire Protection	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ 87,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,599				
		soft cost including GC/Arch Fees & Contingency	\$ 1,504,314	\$ -	\$ 21,942	\$ 75,910	\$ 29,991	\$ 431,100	\$ 597,541	\$ 105,327	\$ 134,935	\$ 47,402	\$ 210,214	\$ 1,978,377				
		Total Report minus Furniture	\$ 6,518,694	\$ -	\$ 95,083	\$ 328,942	\$ 129,960	\$ 1,868,101	\$ 2,589,345	\$ 456,417	\$ 584,720	\$ 205,408	\$ 910,929	\$ 8,572,968				
	Furniture Inventory / product A+D	Total Furniture	\$ 2,631,957	\$ -	\$ -	\$ -	\$ -	\$ 533,696	\$ 555,044	\$ 577,246	\$ 600,336	\$ 624,349	\$ 649,323	\$ 3,539,995				
		soft cost including GC/Arch Fees & Contingency	\$ 210,557	\$ -	\$ -	\$ -	\$ -	\$ 42,696	\$ 44,404	\$ 46,180	\$ 48,027	\$ 49,948	\$ 51,946	\$ 1,061,998				
		Total Report w/ Furniture	\$ 9,361,208	\$ -	\$ 95,083	\$ 328,942	\$ 129,960	\$ 2,444,493	\$ 3,144,389	\$ 1,079,843	\$ 1,233,083	\$ 879,705	\$ 1,612,198	\$ 13,174,961				

## August 2020 Library Report

### Circulation

- 1) We installed additional printers for the Circulation workroom – now, every work station has the same capability for trapping holds or checking out material, which greatly helps to ensure a smoother workflow, and reduces the amount of material having to pass through multiple staff hands.
- 2) The pandemic continues to impact Circulation in a variety of ways: we adjusted our materials quarantine to seven days following a recommendation from RAILS; we continued to discuss how to handle damaged and severely overdue material, which requires balancing the need to serve all patrons with understanding the current environment; we have used our unique situation as an opportunity to reevaluate staffing needs in the department, shifting things around and adjusting schedules so we can be better prepared for post-COVID life.
- 3) Circulation staff are excited about the approval of Fines Free! We're looking forward to finalizing the details and announcing it to the community.

### Community Engagement

- 1) Beth Corrigan-Buchen attended a Connecting Our Community networking event on August 20. A number of organizations that provide services in the northwest suburbs gathered to share updates and to request resources to respond to community needs.
- 2) Northwest Compass, Inc. was the recipient of 30 Young Adult Advanced Reader Copies of fiction and graphic novel titles provided by Teen Librarian, Andrea Johnson. NW Compass was also given Tech Take Home Kits provided by the Youth Services Department. Both the books and kits will be distributed to their clients.
- 3) Beth Corrigan-Buchen contacted community partners to help facilitate the implementation of several programs. The Executive Director of the River Trails Park District as well as the Crime Free Housing Coordinator at the Mount Police Police Department were contacted to gauge interest and determine feasibility of hosting one of the StoryWalks® on the north side of town. Also, the Assistant Village Manager's office was contacted to request permission to use the Pocket Park for outdoor programming. We are fortunate to have partners willing to collaborate to help us bring our programs out into the community.

### Fiction/AV/Teen

- 1) The adult Summer Reading Challenge (SRC) was served well by the accessibility the Beanstack app offered: participation was up nearly 8% compared to 2019.
- 2) The lack of opportunities to promote the teen SRC at schools resulted in lower participation (224 teen patrons as opposed to 397 in 2019). However, engagement was increased this year; 2020 participants read two more books than their 2019 counterparts on average. Thirteen percent of participants completed the entire program, reading ten books and finishing ten activity badges. Competing teams were again employed, with Team Yeti handily triumphing over Team Unicorn.
- 3) The virtual version of the Night Off? Game On! program continued to gain momentum, more than tripling July's attendance.

### Reference

- 1) We conducted interviews for a replacement Program Librarian, and are happy to announce that Catherine Simmons, who is currently a Research Assistant, accepted the position. She will start in

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September and will enable us to create and coordinate more virtual programming to meet the needs of our patrons.

- 2) Dan Criscione coordinated the 4<sup>th</sup> Cutting the Cord: Getting the Most out of Streaming Services virtual program, attracting 46 participants. Since May, this program has been offered monthly and has averaged 41 participants. This program will be offered again in early October.
- 3) We had six reference by appointment sessions and many interesting questions at the desk. Topics included patrons needing in-depth help with unemployment issues and job searching, research on the history of a Mount Prospect home, information about franchising, filling out a Chicago business license form, financial assistance for medication, and determining a fair salary for a patron up for a promotion. Staff also helped numerous patrons troubleshoot personal devices, which is especially tricky to do while maintaining social distance.

### Registration

- 1) Janet Frye worked on the Staff In-service Day Laugh Out Loud Comedy Theatre Zoom appearance and advertisement. Her short clip with other members of the committee was a huge hit among staff, as was the Zoom presentation on August 19.
- 2) Paula Zoern-Loga worked with Jennifer Amling to create easily identifiable folders for future photo storage and tagging. This kind of organization will help make the whole process much easier.
- 3) We were able to have one public room rental in August. On Saturday, August 29, John Fahey with ACT/SAT practice testing used meeting room A for two hours in the afternoon. Two students had plenty of space to be distanced properly and test. It was nice to be able to offer a “normal” service, even with alterations.

### South Branch

- 1) Working with the Mount Prospect Park District, Rachel Leiner was able to secure approval for holding programs in the parks near the South Branch, as well as the green light to hold programs in other Mount Prospect parks. We currently have programs planned for September and October in Highline Park on Algonquin. We will continue to discuss additional programming in cooperation with various community partners. A StoryWalk® in a park is a possible collaboration.
- 2) To encourage patrons from the South Branch to fill out the Census, we made our iPad accessible and bookmarked the Census page. A complementary bilingual brochure from Census.gov was printed out to inform patrons of the importance of completing the form.
- 3) The Summer Reading Challenge final participation numbers for South Branch were 45 Youth, 20 Teen, 30 Adult. South Branch staff offered paper logs for patrons who were unable to use the Beanstack app and called “regular” patrons who were not able to visit the Branch to encourage them to register for the program.

## Youth Services

- 1) A total of 773 children in grades 5 and younger registered for summer reading this year. For ease of use, students entering 6<sup>th</sup> grade were automatically entered in the Teen challenge, instead of being given a choice as in years past. A total of 276 kids (36%) completed the program by reading for at least 30 days. Of these, 186 went on to read for 60 days, and of those, 78 made it to 90 days. Participants received a free prize book for each 30 days of reading.
- 2) We debuted the park games collection. This is a small pilot collection of toys to be used at the pocket park. We have frisbees, nerf footballs, balls and hula hoops. Staff take the patron's name, and we are operating on the honor system for them to bring it back. (And, of course, we quarantine and clean returned items!)
- 3) The Youth Department held four outdoor storytimes in the parking garage of the library, with a total attendance of 55. Due to space limitations and social distancing requirements, the storytimes were limited to six families each, and participants were asked to wear masks. One family commented, "This is the most fun we've had in months."
- 4) StoryWalks® are a type of passive programming that promotes literacy by allowing families to enjoy a picture book in the outdoors at their convenience. Two StoryWalks® were installed this month: *Groovy Joe: Ice Cream and Dinosaurs* by Eric Litwin on the 600-700 block of North Russel Street and the bilingual story *Salsa* by Jorge Argueta at the Woodland Trails Park on Euclid. There are plans to have the StoryWalk® in two more River Trails Park District parks in September.



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### Building & Security

- 1) Earlier this year a new Ford Transit van was purchased to replace our 2001 Dodge Caravan. Our Community Services staff developed a new design for the sides and back of the van.
- 2) This past month we solicited quotes for a Capital Needs Assessment for the facility. We received five quotes for this project. We signed an agreement with Product Architecture + Design, a local architectural firm with extensive experience with libraries and facility assessments. The assessment is due September 14 and will assist in our planning for capital improvements needed to maintain the library.



### Collection & Bibliographic Services

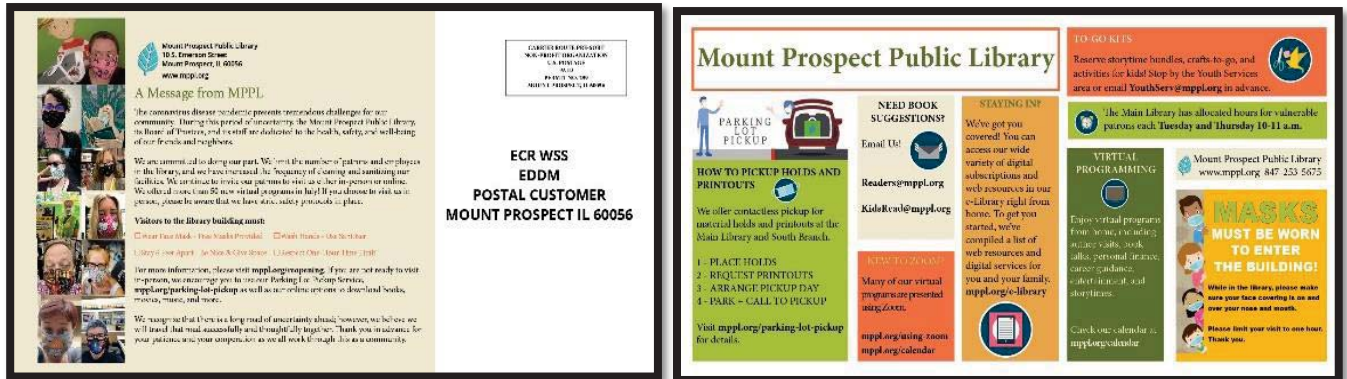
- 1) We have allocated an additional \$10,000 to address holds and wait times during the pandemic. This allows us to temporarily purchase more high demand titles (popular materials) without having to reduce other purchases. Using these extra funds to address holds and wait times allows us to be more proactive in our response to demand for physical materials as this pandemic progresses. As a library our philosophy towards collection development has always been to strike a balance between responding to demand without losing the depth and breadth of the collection. The impact of the pandemic demonstrates the need for a temporary shift in philosophy. We will continue to evaluate patron needs and make adjustments to better serve our community.
- 2) The number of RBdigital periodical checkouts appears to have leveled off at approximately 800 checkouts each month. Although this is lower than the numbers we saw during the months when the library was closed, we are still seeing an average of almost 300 more checkouts a month compared to our pre-COVID 19 months. August – 785; July – 838; January - March - averaged 500 checkouts during each of these months.

### Community Services

- 1) Social Media Snapshot
  - a. Facebook
    - i. August 2020: 52 posts (including 25 events)
    - ii. August 2019: 16 posts (not including events)
  - b. Instagram
    - i. August 2020: 16 posts
    - ii. August 2019: 1 post
  - c. Twitter
    - i. August 2020: 30 tweets
    - ii. August 2019: 5 tweets
- 2) Updated weekly Constant Contact e-newsletters with a new format using upgraded features. Scrubbed General Interest contact list to remove suspended email addresses (20% of bounces) to ensure accurate reporting stats. Top performing blocks were Get Acquainted with Zoom program, making up nearly 1/2 of issue click throughs.

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- 3) The August 11 Get Acquainted with Zoom program was a bit challenging, but patrons were patient, asked questions and participated. The August 19, 6 p.m.: Get Acquainted with Zoom program was much smoother with better attendance and patron satisfaction.
- 4) Our August postcard was very effective with key library and community messages.



## Human Resources

- 1) Number of terminations: Four (4)
- 2) Number of new hires: One (1) internal transfer
- 3) Open positions:
  - a. Program Librarian, Research Services (internal offer accepted with future transfer date)
  - b. Circulation Assistant [PT 20+ hours] (interviewing internal candidates for 2 positions)
  - c. Computer Technician [FT] (scheduling interviews)
  - d. South Branch Manager [FT] (solicitating applicants)
- 4) Staff anniversaries:
  - a. 35 years with MPPL – Tim Loga, Director of IT Services
  - b. 20 years with MPPL – Paula Zoern-Loga, Registration Assistant
- 5) Reviewing Benchmarking & Compensation Structure Development Project results and drafting potential implementation plan

## Information Technology

- 1) We've recently reconfigured many of our computer applications and resources to allow them to be accessed securely off-site.
  - a. Desk scheduler (S3W) is available via browser and off-site.
  - b. Access to work computers from home using remote access tool (Zoho Assist).
  - c. Access to web timeclock for staff off-site work (clocking in/out).
  - d. The staff intranet is now available remotely.
  - e. The staff intranet is now mobile friendly.
  - f. ILS data (borrower, title, item records) are available via web-based BC Central.

In addition, access last year to the entire online Office 365 Suite including email and Teams was made available off-site.

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### Staff Development

- 1) After evaluating sexual harassment training programs from various companies, we purchased the e-learning modules for staff and supervisors from Media Partners. We now have access to the Learning Management System (LMS) OBLearn and access to the e-learning module "How Was Your Day" which covers Implicit Bias, Inclusion, Harassment and Bullying. All of the set-up and monthly fees for the LMS were waived for this trial period, and while staff are using OBLearn we will be evaluating the interface to see if it fits our needs on a permanent basis. Annual Sexual Harassment training is mandated by the State of Illinois, and this training will be completed by all employees before the end of the year.
- 2) In March, just before the pandemic caused the closing of the library, the Staff In-Service Day Team booked and paid a deposit for a communications/change workshop for the spring 2020 In-service Day. We obviously had to cancel the in-service but needed to reschedule with the corporate training division of Laugh Out Loud Theater. Janet Frye, Dan Criscione, and Laura Bos worked to schedule a 45-minute Zoom presentation which was held at our 9:30 a.m. All Staff meeting on Monday, August 17. Janet also secured the recording for staff who were not available to participate in the live presentation. Nearly 70 staff attended and enjoyed the live performance.

### Friends of the Mount Prospect Public Library

- 1) August 10 Friends Board Meeting
  - a. December Holiday Gift Sale is canceled.
  - b. The Friends would like to continue to fund library programs and projects in 2020. They requested revised projection for Q3 and Q4.
  - c. Board members are reviewing options to best communicate with members/volunteers/customers as they have decided not to move forward with their quarterly print newsletter.

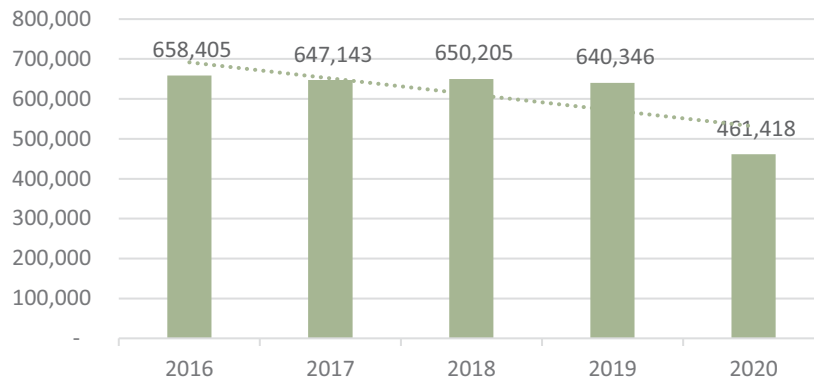
### Mount Prospect Public Library Foundation

- 1) August 24 Foundation Board Meeting
  - a. The Foundation Board elected new officers: President Gail Bajkowski, Vice President Burt Schultz, and Treasurer Suzanne Townsend.
  - b. The Board is working to update the Bylaws.
  - c. Worked with Administration to manage general donations and thank you letters, including corporate matched donations.
  - d. Researching library foundation fundraising options with the committee.

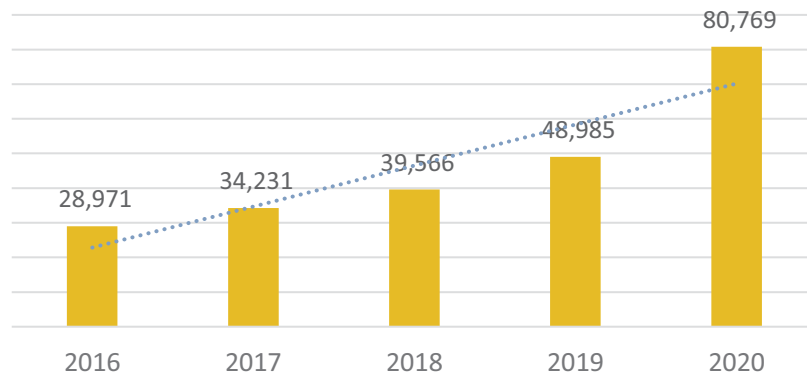
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Statistics

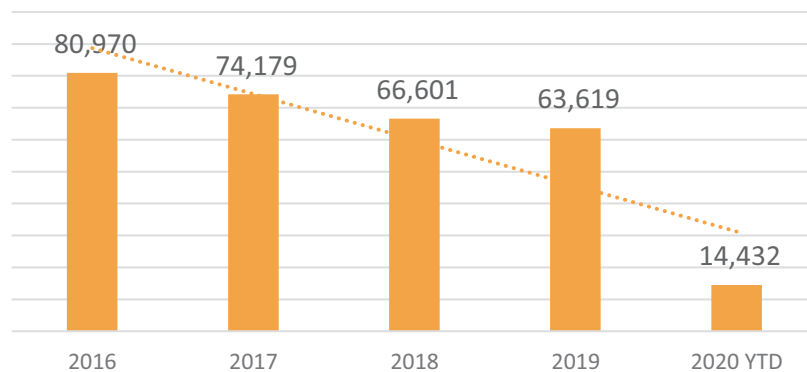
Total Circulation YTD



eMedia Circulation YTD

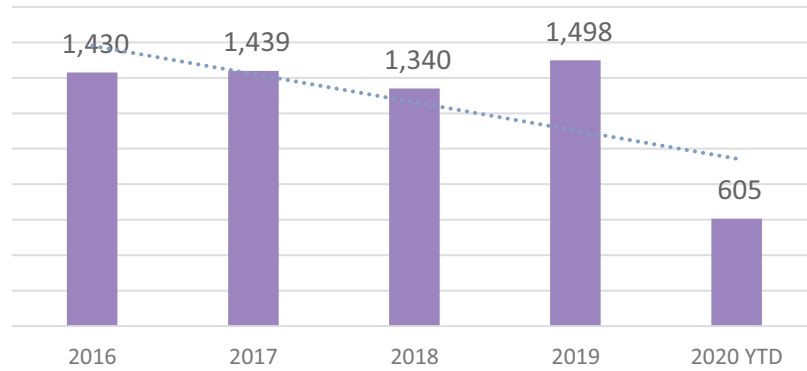


Public Computer Usage (hours)

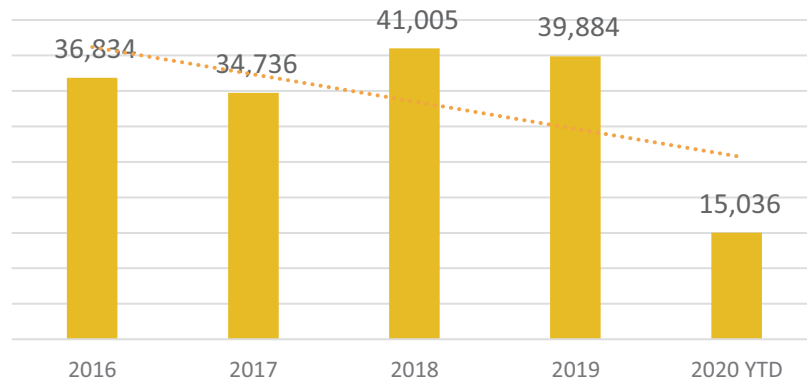


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

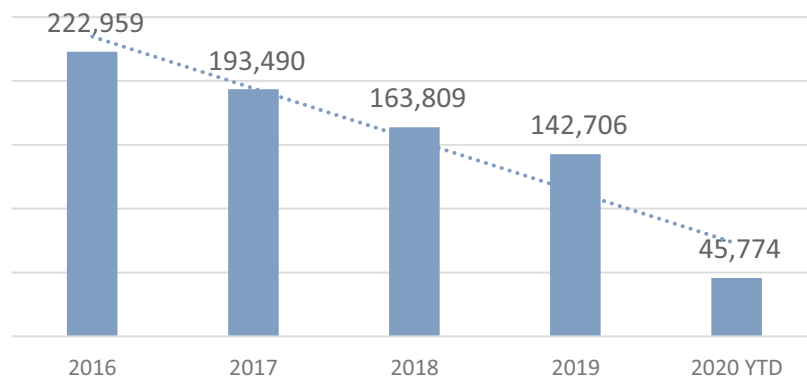
Number of Programs



Program Attendance

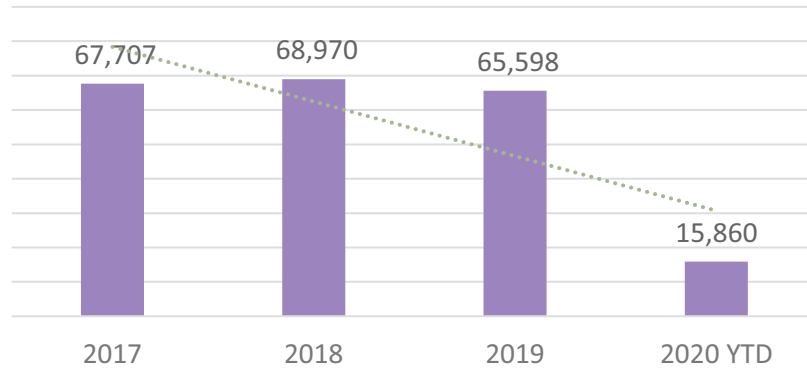


Questions Answered

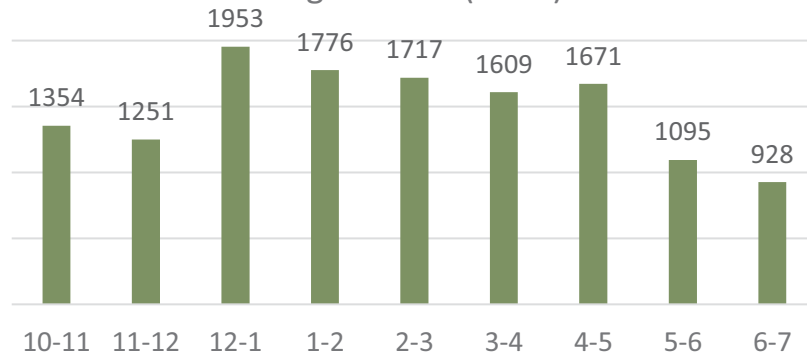


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

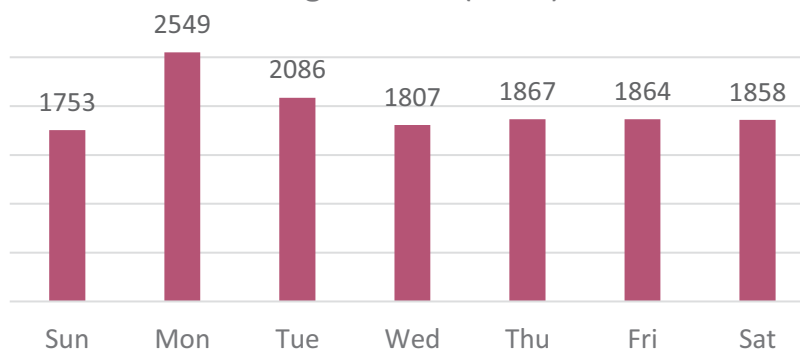
Wireless Access - Unique Users YTD



Door Count By Hour  
August 2020 (Main)



Door Count by Day of Week  
August 2020 (Main)



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ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**PERSONAL DEVICES AND FOIA**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: August 18, 2020

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This Memo addresses a recent Appellate Court decision about FOIA and use of personal devices by public officials.

Are emails or texts about Library business on Library Trustees' personal devices (cell phones/PC's) subject to production in response to a FOIA request?

In Better Government Association v. City of Chicago Office of Mayor, 2020 IL App (1<sup>st</sup>) 190038, (August 5, 2020), the First District Appellate Court ruled that communications to/from public officials (e.g., Library Trustees) about public business on personal devices and to/from personal email accounts and are subject to production under FOIA<sup>1</sup>.

The issue of production under FOIA of emails and text messages about public business on personal devices and/or personal email accounts has been troublesome. In commenting on this issue and the recent First District Appellate Court decision, Attorneys Julie Tappendorf and Eugene Bolotnikov observed:

The 1st District acknowledged that individual officials are not themselves public bodies under FOIA. However, the court determined that this does not mean their communications about public business are not public records that were prepared for, used by, received by, possessed by, nor controlled by a public body. The 1st District cited the 4th District's opinion in *Champaign v. Madigan*, which determined that individual city council member communications that were sent or received from personal accounts while the public body was conducting business were public records in the public body's possession. Although the 4th District concluded that the city council

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<sup>1</sup> Compare and contrast this ruling with City of Champaign v. Madigan, 2013 IL App (4th) 120662 where the Appellate Court determined that City Council members' texts and emails sent on their private devices are only subject to FOIA in very limited circumstances, i.e., (1) if sent during a city council meeting; (2) if sent to a majority of the city council; and (3) if forwarded to/from a city account.

was conducting public business only in certain limited circumstances (such as when a quorum of council members was involved) the 1st District did not restrict its ruling to these circumstances. Instead, the 1st District held that individual officials *could* function as a public body (and their communications be subject to FOIA) in other circumstances beyond a meeting or a quorum. In this case, the 1st District found that the individual City officials could function as public bodies without any official meeting having been convened because some of them had the authority to make unilateral decisions that would be binding on the City. The 1st District reasoned that concluding otherwise would allow public officials to shield information from the public's view by using their personal accounts rather than their government-issued ones, which would be inconsistent with FOIA's goals of transparency, accountability, and promoting public access to information.<sup>2</sup>

We noted in a previous Memo (4/6/18) that the Circuit Court of Cook County ruled that emails on the personal devices of Chicago Police Officers which related to police business/public business are subject to production in response to a FOIA request.<sup>3</sup>

### RECOMMENDATION

Library Trustees and Staff should not use personal devices or personal email accounts to communicate about Library business.

Use of personal devices/personal email accounts could subject Library Trustees/Staff to a search of their devices/accounts by a third party, e.g., the Public Access Counselor or a Judge, to determine if texts/emails related to Library business.

Roger A. Ritzman/Mark A. Ritzman  
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221 E. Illinois Street, P.O. Box 564  
Wheaton, Illinois 60187-0564  
(630) 665-1900

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<sup>2</sup> Municipal Minute, August 10, 2020 (1st District Issues Opinion On FOIA and Emails/Texts on Personal Devices)

<sup>3</sup> City of Chicago v. Attorney General of the State of Illinois and CNN, 16 CH 12085 (Cook County Circuit Court, September 20, 2017).

**MAYOR**  
Arlene A. Juracek

**TRUSTEES**  
William A. Grossi  
Eleni Hatzis  
Paul Wm. Hoefert  
Richard F. Rogers  
Colleen E. Saccotelli  
Michael A. Zadel



**VILLAGE MANAGER**  
Michael J. Cassady

**VILLAGE CLERK**  
Karen M. Agoranos

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## Village of Mount Prospect

50 South Emerson Street, Mount Prospect, Illinois 60056

### MEMORANDUM

**TO:** MOUNT PROSPECT LIBRARY BOARD CANDIDATES

**FROM:** MOUNT PROSPECT VILLAGE CLERK

**DATE:** AUGUST 20, 2020

**SUBJECT:** APRIL 6, 2021 CONSOLIDATED ELECTION

On Tuesday, April 6, 2021 Mount Prospect voters will elect three (3) trustees, two (2) to serve six- year terms and one (1) to serve a two-year term, May 1, 2021 through April 30, 2027 and May 1, 2021 through April 30, 2023 respectively, on the Mount Prospect Library Board.

Individuals interested in running for the office of library trustee in the 2021 Consolidated Election are advised to visit the State Department of Election website at [www.elections.il.gov](http://www.elections.il.gov). The complete candidate packet and required forms can be downloaded from this site.

**CIRCULATION OF NOMINATING PETITIONS**  
Petitions may not be circulated prior to September 22, 2020.

**FILING OF NOMINATING PETITIONS**  
The filing period is December 14-21, 2020.

Candidates for Mount Prospect Library Trustee must file nominating petitions with the Office of the Mount Prospect Village Clerk no later than 5:00 p.m. December 21, 2020.

**VILLAGE CLERK'S OFFICE**  
**VILLAGE OF MOUNT PROSPECT**  
**50 SOUTH EMERSON STREET, 3RD FLOOR**  
**MOUNT PROSPECT, ILLINOIS 60056**  
**847/818.5333**

**FILING OF OBJECTIONS TO NOMINATING PETITIONS**  
Filing period for objections to nominating petitions: December 22 - December 30, 2020.

Objections to nominating petitions must be filed with the Office of the Mount Prospect Village Clerk no later than 5:00 p.m. December 30, 2020

VILLAGE CLERK'S OFFICE  
VILLAGE OF MOUNT PROSPECT  
50 SOUTH EMERSON STREET, 3RD FLOOR  
MOUNT PROSPECT, ILLINOIS 60056  
847/818.5333

**2021 ELECTION DATES  
FILING INFORMATION**

**APRIL 6, 2021 CONSOLIDATED ELECTION**

First day to circulate nominating petitions

September 22, 2020

Filing period

December 14 -December 21, 2020

Last day to file objections to nominating petitions

December 30, 2020

VILLAGE CLERK'S OFFICE  
VILLAGE OF MOUNT PROSPECT  
50 SOUTH EMERSON STREET, 3RD FLOOR  
MOUNT PROSPECT, ILLINOIS 60056  
847/818.5333

**This information is presented as a guideline only. It is the responsibility of the potential candidate to verify information with the State Board of Elections in Springfield (217/782-4141) or Chicago (312/814-6440).**

Thank you.  
Karen M. Agoranos