

**AGENDA**  
**OF THE BUSINESS TO BE BROUGHT BEFORE THIS MEETING OF**  
**ELMHURST PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**March 16, 2021**  
**Virtual Meeting at**  
**Elmlib.org/virtual**

1. Call to Order
2. Introduction of Visitors
3. Public Comment: Please send public comments to [Marybeth.harper@elmlib.org](mailto:Marybeth.harper@elmlib.org)
4. Correspondence
5. Approval of the Minutes of the February 16, 2021 Regular Meeting      ATTACHMENT A
6. Approval of the March 16, 2021 Accounts Payable      ATTACHMENT B
7. Reports      ATTACHMENT C  
    a. Financial      ATTACHMENT D  
    b. Director  
    c. President
8. Unfinished Business
9. New Business      ATTACHMENT E  
    a. Approval of Salary Scale Adjustment 2021      ATTACHMENT F  
    b. Review of Closed Session Meeting Minutes      ATTACHMENT G  
    c. Policy Reviews: Identity Protection  
    d. Other Business

**ADJOURNMENT:**

Any person requiring a reasonable accommodation to participate in the Library Board Meeting should call 630-279-8696 and ask for the ADA Compliance Officer, Monday through Friday from 9:00 a.m. to 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) days advance notice. TTY:711 for Illinois Relay Service.

**MINUTES  
ELMHURST PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 16, 2021  
ELMLIB.ORG/VIRTUAL, 7:00 PM**

This meeting was held virtually via Zoom.

President Susan Sadowski called the February 16, 2021 Regular Meeting of the Board of Trustees to order at 7:01 p.m. via Zoom.

Board members in attendance included: Marsha Baker, Ingrid Becton, Jane Chornij, Taylor Holop, Carol Jacobsen, Teresa Menolascino, and William Shanklin. William Ryan was absent.

Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Admin/HR Manager Rita Andreuccetti.

Visitors in attendance were John Stern and Daniel Maziarz. James Rachlin from Meristem Advisors attended the meeting.

Chris and Chuck Hunka provided public comment via email. Director Harper read the email aloud:

Dear Mary Beth Harper,

Please extend our thanks to your wonderful staff for all they've done to keep things going during the pandemic. I appreciate their extra hard work to keep patrons safe and to provide materials, giving us an enriched more normal experience during difficult times.

With gratitude,  
Chris and Chuck Hunka

The first order of business was the approval of the Minutes of the January 19, 2021 Regular Board of Trustees Meeting. Carol Jacobsen moved:

**THEREFORE BE IT RESOLVED:**

That the Minutes of the January 19, 2021 Regular Board of Trustees Meeting be approved as presented.

William Shanklin seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski

Nays: None

Absent: Ryan

The motion carried.

The next order of business was the approval of the February 16, 2021 Accounts Payable. Bill Shanklin moved:

THEREFORE BE IT RESOLVED:

That the February 16, 2021 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Teresa Menolascino seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski

Nayes: None

Absent: Ryan

The motion carried.

Director Harper discussed the financial reports. The Library received a property tax payment of \$29,415. She noted that it is the last tax collection payment for 2020. She stated that a replacement tax payment of \$42,845 was received. Ms. Harper reviewed the expenditure report. She noted that there was not much to report since it is so early in the year.

In the Director's Report, Ms. Harper reviewed the new Circulation Statistical Report. Trustees offered praise for the new format. She also discussed the expanded online magazine service on the Libby or Overdrive app. Patrons now have access to over 2,400 titles, which they can check out on their favorite digital device.

Ms. Harper also talked about a new service called Media Match. The Library is repackaging traditional reader's advisory to include listening and watching recommendations. There's also Media Match Jr. for kids. Patrons fill out an online application and are paired with a selector. Selectors will suggest media options including movies, podcasts, and TV shows.

She also indicated that EPL is watching what other Illinois libraries are doing to mitigate the risks of spreading the COVID virus. Most libraries closed again in early December and a handful of libraries remained open like us. We will continue to evaluate operating procedures as new data is produced by the County and State. Director Harper stated that each time EPL makes a change regarding service, a letter is included in our weekly eNewsletter and posted on the website to keep the community informed.

In the President's report, Ms. Sadowski asked if there was any feedback from the community when the Library closed early on 2/15 and opened later on 2/16 due to inclement weather. Director Harper stated that she did not receive any feedback.

There was no Unfinished Business.

The next order of New Business was the discussion on the Financial Outlook. James Rachlin from Meristem Advisors reviewed the report with the Board. This was a comprehensive look at all of the Library's financials. Mr. Rachlin's report confirms Administration's analysis of the Library's finances.

The next order of New Business was the approval of 2020 Annual Report. Marsha Baker moved:

THEREFORE BE IT RESOLVED, that the 2020 Illinois Public Library Annual Report for Elmhurst Public Library is approved as presented.

Ingrid Becton seconded the motion. The motion carried.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski

Nays: None

Absent: Ryan

The motion carried.

The next order of New Business was the Adoption of Annual Resolution for Reserve Funds. Marsha Baker moved:

THEREFORE BE IT RESOLVED:

That the Library Employee Appreciation Fund be continued for Elmhurst Public Library in FY 2021, to be used for employee appreciation as outlined in the agreement between the Library and the donor.

That the Capital Replacement Fund be continued for Elmhurst Public Library in FY 2021, to be used to provide funds for the replacement of all items listed on the Capital Replacement Schedule.

That the Bond and Interest Fund be continued for Elmhurst Public Library in FY 2021, to be used for payment of debt service.

Bill Shanklin seconded the motion.

Roll call vote:

Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski

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Nayes: None  
Absent: Ryan

The motion carried.

The next item of New Business were policy reviews: Outreach Services Policy and the Services to Elmhurst Schools. Carol Jacobsen moved:

THEREFORE BE IT RESOLVED:  
That the Outreach Services Policy be approved as presented.

Ingrid Becton seconded the motion.

Roll call vote:  
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski  
Nayes: None  
Absent: Ryan

The motion carried.

Bill Shanklin moved:

THEREFORE BE IT RESOLVED:  
That the Services to Elmhurst Schools Policy be approved as presented.

Marsha Baker seconded the motion.

Roll call vote:  
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski  
Nayes: None  
Absent: Ryan

The motion carried.

The next order of New Business was the Strategic Plan Timeline. Director Harper reviewed the timeline with the Board. There was a consensus among the Board to proceed with the timeline.

Carol Jacobsen seconded the motion.

Roll call vote:  
Ayes: Baker, Becton, Chornij, Holop, Jacobsen, Menolascino, Shanklin, and Sadowski  
Nayes: None  
Absent: Ryan

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The motion carried.

There being no Other Business, the meeting was adjourned at 8:29 p.m.

PREPARED 03/09/2021 9:06:17  
PROGRAM: GM339L

EXPENDITURE APPROVAL LIST  
REPORT PARAMETER SELECTIONS

EAL DESCRIPTION: EAL: 03162021 LIBRARY  
PAYMENT TYPES

Checks . . . . .	Y
EFTs . . . . .	N
ePayables . . . . .	N

VOUCHER SELECTION CRITERIA

Voucher/discount due date . . . . .	03/16/2021
Bank code . . . . .	02 LIBRARY

REPORT SEQUENCE OPTIONS:

Vendor . . . . .	X	One vendor per page? (Y,N) . . . . .	N
Bank/Vendor . . . . .		One vendor per page? (Y,N) . . . . .	N
Fund/Dept/Div . . . . .		Validate cash on hand? (Y,N) . . . . .	N
Fund/Dept/Div/Element/Obj . . . . .		Validate cash on hand? (Y,N) . . . . .	N
Proj/Fund/Dept/Div/Elm/Obj . . . . .			

This report is by: Vendor

Process by bank code? (Y,N) . . . . .	Y
Print reports in vendor name sequence? (Y,N) . . . . .	Y
Calendar year for 1099 withholding . . . . .	2021
Disbursement year/per . . . . .	2021/03
Payment date . . . . .	03/16/2021

PREPARED 03/09/2021, 9:06:17  
 PROGRAM: GM339L  
 CITY OF ELMHURST, ILLINOIS  
 LIBRARY

EXPENDITURE APPROVAL LIST  
 AS OF: 03/16/2021 PAYMENT DATE: 03/16/2021

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VEND NO INVOICE NO	SEQ# VOUCHER NO	VENDOR NAME P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0013216 2528	00 002703	ACME WCS	02 03/16/2021	210-8070-452.30-14	CLEAN ALL EXTERIOR WINDWS	1,648.00	
VENDOR TOTAL *						1,648.00	
0016997	00	AMAZON					
604578781008144002063			02 03/16/2021	210-8070-452.40-03	BOOKS,DVDs,CDs,GAMES	4,892.68	
604578781008144002064			02 03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	75.95	
604578781008144002065			02 03/16/2021	210-8070-452.40-31	DISC STATION	499.99	
604578781008144002066			02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	826.94	
604578781008144002067			02 03/16/2021	210-8070-452.30-37	ADS PRGM SUPPLIES	190.64	
604578781008144002068			02 03/16/2021	210-8070-452.30-37	CHLDNRN PRGM SUPPLIES	44.82	
604578781008144002069			02 03/16/2021	210-8070-452.30-37	MAKERY PRGM SUPPLIES	24.99	
604578781008144002070			02 03/16/2021	210-8070-452.40-73	MAKERY SUPPLIES	226.97	
604578781008144002071			02 03/16/2021	210-8070-452.40-98	CATALOGING SUPPLIES	80.41	
604578781008144002072			02 03/16/2021	210-8070-452.50-01	BUILDING SUPPLIES	409.63	
VENDOR TOTAL *						7,273.02	
0025383	00	ANIMAL QUEST ENTERTAINMENT INC					
07312021-DPST	002217		02 03/16/2021	210-8070-452.30-37	KIDS PRG/ANIML QUEST DPST	100.00	
VENDOR TOTAL *						100.00	
0012737	00	BAKER & TAYLOR					
2035778912	001700		02 03/16/2021	210-8070-452.40-03	BOOKS	345.09	
2035776689	001701		02 03/16/2021	210-8070-452.40-03	BOOKS	231.10	
2035776711	001702		02 03/16/2021	210-8070-452.40-03	BOOKS	573.82	
2035770250	001703		02 03/16/2021	210-8070-452.40-03	BOOKS	65.62	
2035773790	001704		02 03/16/2021	210-8070-452.40-03	BOOKS	472.19	
2035768529	001705		02 03/16/2021	210-8070-452.40-03	BOOKS	199.67	
2035768644	001706		02 03/16/2021	210-8070-452.40-03	BOOKS	302.69	
2035743481	001707		02 03/16/2021	210-8070-452.40-03	BOOKS	496.46	
NS21020210	001795		02 03/16/2021	210-8070-452.40-98	CATALOGING SUPPLIES	3,485.00	
2035760513	001984		02 03/16/2021	210-8070-452.40-03	BOOKS	239.73	
2035760409	001985		02 03/16/2021	210-8070-452.40-03	BOOKS	187.47	
2035782400	001986		02 03/16/2021	210-8070-452.40-03	BOOKS	151.97	
2035746539	001988		02 03/16/2021	210-8070-452.40-03	BOOKS	135.23	
2035769584	001989		02 03/16/2021	210-8070-452.40-03	BOOKS	168.47	
2035788806	001990		02 03/16/2021	210-8070-452.40-03	BOOKS	28.17	
2035781367	001991		02 03/16/2021	210-8070-452.40-03	BOOKS	258.27	
2035787093	001992		02 03/16/2021	210-8070-452.40-03	BOOKS	215.08	
2035781358	001993		02 03/16/2021	210-8070-452.40-03	BOOKS	221.09	
2035746510	001994		02 03/16/2021	210-8070-452.40-03	BOOKS	281.10	
2035789584	001995		02 03/16/2021	210-8070-452.40-03	BOOKS	159.30	
2035789576	001996		02 03/16/2021	210-8070-452.40-03	BOOKS	532.67	
2035791702	002028		02 03/16/2021	210-8070-452.40-03	BOOKS	314.83	
2035796685	002029		02 03/16/2021	210-8070-452.40-03	BOOKS	96.32	
2035798831	002030		02 03/16/2021	210-8070-452.40-03	BOOKS	350.11	
2035794686	002031		02 03/16/2021	210-8070-452.40-03	BOOKS	348.18	
2035796638	002032		02 03/16/2021	210-8070-452.40-03	BOOKS	92.67	
2035777437	002608		02 03/16/2021	210-8070-452.40-03	BOOKS	329.16	



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VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0012737	00	BAKER & TAYLOR						
2035785877	002609		02	03/16/2021	210-8070-452.40-03	BOOKS	382.04	
2035809398	002610		02	03/16/2021	210-8070-452.40-03	BOOKS	329.58	
2035841096	002611		02	03/16/2021	210-8070-452.40-03	BOOKS	275.05	
2035814099	002612		02	03/16/2021	210-8070-452.40-03	BOOKS	316.32	
2035811318	002613		02	03/16/2021	210-8070-452.40-03	BOOKS	278.06	
2035767306	002614		02	03/16/2021	210-8070-452.40-03	BOOKS	33.10	
2035808998	002615		02	03/16/2021	210-8070-452.40-03	BOOKS	300.71	
2035806738	002616		02	03/16/2021	210-8070-452.40-03	BOOKS	605.75	
2035804397	002617		02	03/16/2021	210-8070-452.40-03	BOOKS	230.83	
2035801238	002618		02	03/16/2021	210-8070-452.40-03	BOOKS	199.08	
2035801469	002635		02	03/16/2021	210-8070-452.40-03	BOOKS	893.54	
2035796065	002678		02	03/16/2021	210-8070-452.40-03	BOOKS	446.30	
2035784951	002679		02	03/16/2021	210-8070-452.40-03	BOOKS	349.20	
2035816124	002680		02	03/16/2021	210-8070-452.40-03	BOOKS	175.06	
2035790025	002681		02	03/16/2021	210-8070-452.40-03	BOOKS	208.44	
2035788047	002682		02	03/16/2021	210-8070-452.40-03	BOOKS	326.89	
2035799875	002683		02	03/16/2021	210-8070-452.40-03	BOOKS	67.32	
2035812423	002684		02	03/16/2021	210-8070-452.40-03	BOOKS	24.56	
VENDOR TOTAL *							15,723.29	
0012685	00	BAKER & TAYLOR ENTERTAINMENT						
H54003060	001687		02	03/16/2021	210-8070-452.40-03	DVDs	17.56	
H53921310	001688		02	03/16/2021	210-8070-452.40-03	DVDs	32.34	
H54011810	001689		02	03/16/2021	210-8070-452.40-03	DVDs	39.14	
H53929270	001690		02	03/16/2021	210-8070-452.40-03	DVDs	593.59	
H53799080	001695		02	03/16/2021	210-8070-452.40-03	DVDs	21.05	
H53875660	001696		02	03/16/2021	210-8070-452.40-03	DVDs	17.36	
H53880100	001697		02	03/16/2021	210-8070-452.40-03	DVDs	37.93	
H53907480	001698		02	03/16/2021	210-8070-452.40-03	DVDs	12.18	
H53564960	001699		02	03/16/2021	210-8070-452.40-03	DVDs	37.27	
H54159490	001999		02	03/16/2021	210-8070-452.40-03	DVDs	46.21	
H54144210	002000		02	03/16/2021	210-8070-452.40-03	DVDs	176.53	
H54053610	002001		02	03/16/2021	210-8070-452.40-03	DVDs	37.17	
H54063610	002002		02	03/16/2021	210-8070-452.40-03	DVDs	13.67	
H54063620	002004		02	03/16/2021	210-8070-452.40-03	DVDs	39.73	
H54003050	002007		02	03/16/2021	210-8070-452.40-03	DVDs	17.36	
H54107990	002009		02	03/16/2021	210-8070-452.40-03	DVDs	48.26	
H53911090	002011		02	03/16/2021	210-8070-452.40-03	DVDs	13.67	
H54210510	002014		02	03/16/2021	210-8070-452.40-03	DVDs	59.10	
H54373760	002638		02	03/16/2021	210-8070-452.40-03	DVDs	39.14	
H54364030	002639		02	03/16/2021	210-8070-452.40-03	DVDs	138.14	
H54180770	002640		02	03/16/2021	210-8070-452.40-03	DVDs	21.06	
H54298770	002641		02	03/16/2021	210-8070-452.40-03	DVDs	22.53	
H54180780	002642		02	03/16/2021	210-8070-452.40-03	DVDs	74.83	
H54302820	002643		02	03/16/2021	210-8070-452.40-03	DVDs	132.96	
H54267580	002644		02	03/16/2021	210-8070-452.40-03	DVDs	93.35	
H54143120	002645		02	03/16/2021	210-8070-452.40-03	DVDs	71.13	
H54274510	002674		02	03/16/2021	210-8070-452.40-03	DVDs	17.36	

PREPARED 03/09/2021, 9:06:17  
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VEND NO INVOICE NO	SEQ#	VENDOR NAME VOUCHER P.O. NO NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0012685	00	BAKER & TAYLOR ENTERTAINMENT					
H54329480		002675	02 03/16/2021	210-8070-452.40-03	DVDs	20.32	
H54159970		002676	02 03/16/2021	210-8070-452.40-03	DVDs	21.25	
H54420750		002677	02 03/16/2021	210-8070-452.40-03	DVDs	24.72	
					VENDOR TOTAL *	1,936.91	
0005988	00	BARNES & NOBLE INC					
4082976		001877	02 03/16/2021	210-8070-452.40-03	PERIODICALS	1,253.30	
					VENDOR TOTAL *	1,253.30	
0025840	00	BASSO, WILLIAM					
005702414239		001876	02 03/16/2021	210-8070-452.60-11	IT CERTIFICATION	464.00	
					VENDOR TOTAL *	464.00	
0023138	00	BIBLIOTHECA, LLC.					
INV-US40624		002040	02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	1,420.03	
INV-US40305		002041	02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	4,093.62	
CM-US02214		002042	02 03/16/2021	210-8070-452.40-03	CREDIT MEMO-INV US40624	1,420.03-	
					VENDOR TOTAL *	4,093.62	
0019155	00	BLACKSTONE PUBLISHING					
1203727		001670	02 03/16/2021	210-8070-452.40-03	AUDIOBOOKS	35.00	
1203213		001671	02 03/16/2021	210-8070-452.40-03	AUDIOBOOKS	272.20	
1204406		001672	02 03/16/2021	210-8070-452.40-03	AUDIOBOOKS	562.18	
1205702		002039	02 03/16/2021	210-8070-452.40-03	AUDIOBOOKS	70.00	
1206635		002649	02 03/16/2021	210-8070-452.40-03	BOOKS	15.92	
1207569		002650	02 03/16/2021	210-8070-452.40-03	BOOKS	35.00	
1208261		002709	02 03/16/2021	210-8070-452.40-03	AUDIOBOOKS	179.97	
1208310		002715	02 03/16/2021	210-8070-452.40-03	AUDIOBOOKS	240.98	
					VENDOR TOTAL *	1,411.25	
0003233	00	BRODART CO					
574315		002654	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	119.24	
					VENDOR TOTAL *	119.24	
0023031	00	BURRIS EQUIPMENT CO.					
PS3001263-2		001848	02 03/16/2021	210-8070-452.50-01	PARTS FOR SNOW MACHINE	53.09	
PS3001238-1		001849	02 03/16/2021	210-8070-452.50-01	PARTS FOR SNOW MACHINE	43.51	
PS3001263-1		001850	02 03/16/2021	210-8070-452.50-01	PARTS FOR SNOW MACHINE	157.87	
PS3001719-1		001851	02 03/16/2021	210-8070-452.50-01	PARTS FOR SNOW MACHINE	140.49	
					VENDOR TOTAL *	394.96	
0020308	00	CALL ONE					
1213152		002698	02 03/16/2021	210-8070-452.30-75	COMMUNICATION CHARGES	930.00	
					VENDOR TOTAL *	930.00	
0025535	00	CAMPOS, KELLY					
04152021		002219	02 03/16/2021	210-8070-452.30-37	CHLDRSN PRGM-STORYTELLING	150.00	
					VENDOR TOTAL *	150.00	
0012348	00	CAROUSEL FLOWER SHOP					

PREPARED 03/09/2021, 9:06:17  
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EXPENDITURE APPROVAL LIST  
 AS OF: 03/16/2021 PAYMENT DATE: 03/16/2021

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VEND NO INVOICE NO	SEQ#	VENDOR NAME VOUCHER P.O. NO NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0012348 259400/1	00	CAROUSEL FLOWER SHOP 002220	02 03/16/2021	210-8070-452.60-53	SUNDRY -FLWRS A.BREHM	70.95	
					VENDOR TOTAL *	70.95	
0012613 1823609	00	CENTER POINT LARGE PRINT 002038	02 03/16/2021	210-8070-452.40-03	BOOKS	227.10	
					VENDOR TOTAL *	227.10	
0025832 03302021	00	CENTURY, DAISY 001588	02 03/16/2021	210-8070-452.30-37	ADS PRGM FIRST TO FLY	550.00	
					VENDOR TOTAL *	550.00	
0000929 70053584	00	CHICAGO TRIBUNE - LOUISVILLE 002704	02 03/16/2021	210-8070-452.40-03	PERDICALS-DLVRY THRU 6/30	90.22	
					VENDOR TOTAL *	90.22	
0000600 48721-45738	00	CITY OF ELMHURST 001880	02 03/16/2021	210-8070-452.30-82	WATER CONSUMPTION 04-06	2,160.04	
					VENDOR TOTAL *	2,160.04	
0024696 8771200890105680	00	COMCAST BUSINESS-PO BOX 70219 002651	02 03/16/2021	210-8070-452.30-75	MARCH BUSINESS INTERNET	301.27	
					VENDOR TOTAL *	301.27	
0003668 78740 78741	00	COMPACT DISC SOURCE 002026 002027	02 03/16/2021 02 03/16/2021	210-8070-452.40-03 210-8070-452.40-03	CDs CDs	94.13 17.99	
					VENDOR TOTAL *	112.12	
0000594 66041715	00	CONSERV FS, INC 002658	02 03/16/2021	210-8070-452.50-09	ICE MELT	815.41	
					VENDOR TOTAL *	815.41	
0019515 2140	00	CREEKSIDES PRINTING 002215	02 03/16/2021	210-8070-452.30-53	NEWSLETTER	10,825.00	
					VENDOR TOTAL *	10,825.00	
0012891 27365	00	CRYSTAL MAINTENANCE SERVICES CORP 001846	02 03/16/2021	210-8070-452.30-14	CLEANING SERVICES-MARCH	4,268.10	
					VENDOR TOTAL *	4,268.10	
0023853 INV00012716	00	DEMCO SOFTWARE 001802	02 03/16/2021	210-8070-452.40-73	DIBS FOR MAKERY	989.62	
					VENDOR TOTAL *	989.62	
0004398 6913237 6917021	00	DEMCO, INC 002044 002707	02 03/16/2021 02 03/16/2021	210-8070-452.40-33 210-8070-452.40-98	OFFICE SUPPLIES CATALOGING SUPPLIES	133.44 1,544.09	
					VENDOR TOTAL *	1,677.53	
0025536	00	DIORIO, JEFFREY					

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0025536	00	DIORIO, JEFFREY						
03212021		001359	02	03/16/2021	210-8070-452.30-37	CHLDRNS PRGM-ONLINE CHESS	60.00	
04182021		002218	02	03/16/2021	210-8070-452.30-37	CHLDRSN PRGM-ONLINE CHESS	60.00	
VENDOR TOTAL *							120.00	
0017168	00	FINDAWAY WORLD, LLC						
341844		002036	02	03/16/2021	210-8070-452.40-03	PLAYAWAYS	797.63	
341585		002037	02	03/16/2021	210-8070-452.40-03	PLAYAWAYS	307.95	
VENDOR TOTAL *							1,105.58	
0007244	00	GALE						
73569111		001673	02	03/16/2021	210-8070-452.40-03	AUDIOBOOKS	218.92	
73568350		001674	02	03/16/2021	210-8070-452.40-03	AUDIOBOOKS	179.18	
73568717		001675	02	03/16/2021	210-8070-452.40-03	AUDIOBOOKS	186.68	
73597139		001676	02	03/16/2021	210-8070-452.40-03	AUDIOBOOKS	145.44	
73596105		001677	02	03/16/2021	210-8070-452.40-03	AUDIOBOOKS	50.23	
73779787		002034	02	03/16/2021	210-8070-452.40-03	BOOKS	98.21	
73779429		002035	02	03/16/2021	210-8070-452.40-03	BOOKS	80.96	
73862973		002648	02	03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	662.15	
73903206		002695	02	03/16/2021	210-8070-452.40-03	BOOKS	107.21	
73902492		002696	02	03/16/2021	210-8070-452.40-03	BOOKS	51.73	
73902430		002697	02	03/16/2021	210-8070-452.40-03	BOOKS	38.92	
73902952		002724	02	03/16/2021	210-8070-452.40-03	BOOKS	109.46	
VENDOR TOTAL *							1,929.09	
0023367	00	GARY E MIDKIFF & COMPANY						
03232021		001798	02	03/16/2021	210-8070-452.30-37	ADS PRGM-GREAT DECISIONS	200.00	
VENDOR TOTAL *							200.00	
0025280	00	GFC LEASING-WI						
100642191		002647	02	03/16/2021	210-8070-452.60-47	POSTER PRINTER LEASE	211.90	
VENDOR TOTAL *							211.90	
0000242	00	GRAINGER						
9800295942		001364	02	03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	212.87	
9800635428		001365	02	03/16/2021	210-8070-452.50-01	BUILDING SUPPLIES	30.74	
9809272165		001796	02	03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	136.19	
9809272165		001797	02	03/16/2021	210-8070-452.50-01	BUILDING SUPPLIES	78.65	
9811753673		001852	02	03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	34.20	
9811295212		001853	02	03/16/2021	210-8070-452.60-53	SUNDRY	303.85	
9825196646		002764	02	03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	283.07	
VENDOR TOTAL *							1,079.57	
0019961	00	GREENMAN THEATRE						
03022021		002061	02	03/16/2021	210-8070-452.30-37	ADS PRGM-RECORDED VIDEO	250.00	
VENDOR TOTAL *							250.00	
0025524	00	GREGG COMMUNICATIONS SYSTEMS, INC.						
39772		002763	02	03/16/2021	210-8070-452.80-98	TELEPHONE EMERGENCY SETUP	875.00	

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0025524	00	GREGG COMMUNICATIONS SYSTEMS, INC.					
					VENDOR TOTAL *	875.00	
0025833	00	HA, GENE					
03132021	002708		02 03/16/2021	210-8070-452.30-37	TEEN PROGRAM-DRAWING	100.00	
					VENDOR TOTAL *	100.00	
0024574	00	HR SOURCE					
13206	002221		02 03/16/2021	210-8070-452.60-11	ALTOGETHER HR 2021	199.00	
					VENDOR TOTAL *	199.00	
0010971	00	ID LABEL, INC					
0144138-IN	002706		02 03/16/2021	210-8070-452.40-98	CATALOGING SUPPLIES	790.00	
					VENDOR TOTAL *	790.00	
0007397	00	INGRAM LIBRARY SERVICES					
51113766	001678		02 03/16/2021	210-8070-452.40-03	BOOKS	37.35	
51082176	001679		02 03/16/2021	210-8070-452.40-03	BOOKS	14.68	
51099978	001680		02 03/16/2021	210-8070-452.40-03	BOOKS	32.17	
51082177	001681		02 03/16/2021	210-8070-452.40-03	BOOKS	31.11	
51082178	001682		02 03/16/2021	210-8070-452.40-03	BOOKS	28.82	
51062088	001683		02 03/16/2021	210-8070-452.40-03	BOOKS	91.53	
51062089	001684		02 03/16/2021	210-8070-452.40-03	BOOKS	58.20	
51067837	001685		02 03/16/2021	210-8070-452.40-03	BOOKS	8.99	
51280736	002045		02 03/16/2021	210-8070-452.40-03	BOOKS	19.20	
51280737	002046		02 03/16/2021	210-8070-452.40-03	BOOKS	615.50	
51225359	002047		02 03/16/2021	210-8070-452.40-03	BOOKS	36.83	
51225360	002048		02 03/16/2021	210-8070-452.40-03	BOOKS	14.44	
51243943	002049		02 03/16/2021	210-8070-452.40-03	BOOKS	9.60	
51243944	002050		02 03/16/2021	210-8070-452.40-03	BOOKS	23.74	
51243945	002051		02 03/16/2021	210-8070-452.40-03	BOOKS	11.28	
51200960	002052		02 03/16/2021	210-8070-452.40-03	BOOKS	7.79	
51200961	002053		02 03/16/2021	210-8070-452.40-03	BOOKS	26.38	
51142034	002054		02 03/16/2021	210-8070-452.40-03	BOOKS	4.19	
51142035	002055		02 03/16/2021	210-8070-452.40-03	BOOKS	56.98	
51142036	002056		02 03/16/2021	210-8070-452.40-03	BOOKS	21.24	
51142037	002057		02 03/16/2021	210-8070-452.40-03	BOOKS	45.15	
51155391	002058		02 03/16/2021	210-8070-452.40-03	BOOKS	27.53	
51320175	002571		02 03/16/2021	210-8070-452.40-03	BOOKS	55.90	
51340376	002572		02 03/16/2021	210-8070-452.40-03	BOOKS	27.67	
51332685	002573		02 03/16/2021	210-8070-452.40-03	BOOKS	160.04	
51332686	002574		02 03/16/2021	210-8070-452.40-03	BOOKS	81.44	
51374372	002575		02 03/16/2021	210-8070-452.40-03	BOOKS	49.45	
51371241	002576		02 03/16/2021	210-8070-452.40-03	BOOKS	149.38	
51340377	002577		02 03/16/2021	210-8070-452.40-03	BOOKS	13.19	
51332687	002578		02 03/16/2021	210-8070-452.40-03	BOOKS	166.55	
51446805	002579		02 03/16/2021	210-8070-452.40-03	BOOKS	172.31	
51472179	002580		02 03/16/2021	210-8070-452.40-03	BOOKS	21.46	
51472180	002598		02 03/16/2021	210-8070-452.40-03	BOOKS	5.64	

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0007397	00	INGRAM LIBRARY SERVICES					
51390954	002599		02 03/16/2021	210-8070-452.40-03	BOOKS	83.51	
51390955	002600		02 03/16/2021	210-8070-452.40-03	BOOKS	20.32	
51390956	002601		02 03/16/2021	210-8070-452.40-03	BOOKS	5.64	
51496814	002602		02 03/16/2021	210-8070-452.40-03	BOOKS	210.81	
51496815	002603		02 03/16/2021	210-8070-452.40-03	BOOKS	15.26	
51496816	002604		02 03/16/2021	210-8070-452.40-03	BOOKS	11.28	
51496817	002605		02 03/16/2021	210-8070-452.40-03	BOOKS	8.38	
51496818	002606		02 03/16/2021	210-8070-452.40-03	BOOKS	48.57	
51496819	002607		02 03/16/2021	210-8070-452.40-03	BOOKS	9.60	
51553575	002688		02 03/16/2021	210-8070-452.40-03	BOOKS	79.93	
51568061	002689		02 03/16/2021	210-8070-452.40-03	BOOKS	29.38	
51583497	002690		02 03/16/2021	210-8070-452.40-03	BOOKS	138.81	
51596111	002691		02 03/16/2021	210-8070-452.40-03	BOOKS	42.95	
51583498	002692		02 03/16/2021	210-8070-452.40-03	BOOKS	126.40	
51596112	002693		02 03/16/2021	210-8070-452.40-03	BOOKS	46.76	
					VENDOR TOTAL *	3,003.33	
0024440	00	JOHNSON CONTROLS SECURITY SOLS					
35503914	002213		02 03/16/2021	210-8070-452.50-01	BLDG PANIC BUTTONS	726.52	
35503913	002214		02 03/16/2021	210-8070-452.50-01	BLDG PANIC BUTTONS	21.59	
					VENDOR TOTAL *	748.11	
0024223	00	KANOPY					
237886-PPU	1		02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	992.00	
					VENDOR TOTAL *	992.00	
0004460	00	LAKESHORE LEARNING MATERIALS					
3819120221	002033		02 03/16/2021	210-8070-452.40-03	ALT COLLECTION (KIDS)	26.98	
					VENDOR TOTAL *	26.98	
0000009	00	LEN'S ACE HARDWARE-ELMHURST					
332316	002702		02 03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	47.96	
					VENDOR TOTAL *	47.96	
0022517	00	MADDOX, MICHAEL R					
03022021	002060		02 03/16/2021	210-8070-452.30-37	ADS PRGM-LATIN CUISINE	300.00	
					VENDOR TOTAL *	300.00	
0016213	00	MANUFACTURERS' NEWS, INC					
851933-01	002705		02 03/16/2021	210-8070-452.40-03	BOOKS	231.90	
					VENDOR TOTAL *	231.90	
0017515	00	MARQUEE MOVIE PRESENTATIONS, LLC					
03232021	001590		02 03/16/2021	210-8070-452.30-37	ADS PRGM-CHNGING THE WRLD	200.00	
					VENDOR TOTAL *	200.00	
0002941	00	MCMMASTER-CARR SUPPLY CO-A/P ADDRESS					
52988760	001585		02 03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	152.63	

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0002941	00	MCMMASTER-CARR SUPPLY CO-A/P ADDRESS					
53429074		0	02 03/16/2021	210-8070-452.40-24	JANITORIAL SERVICES	345.68	
53903193		002655	02 03/16/2021	210-8070-452.40-24	JANITORIAL SUPPLIES	117.06	
53903193		002656	02 03/16/2021	210-8070-452.50-01	BUILDING SUPPLIES	94.32	
					VENDOR TOTAL *	709.69	
0020295	00	MEANS WILLS, BETSEY					
03102021		002059	02 03/16/2021	210-8070-452.30-37	ADS PRGM-GIRL SCOUTS	175.00	
					VENDOR TOTAL *	175.00	
0022850	00	MEHER DANCE COMPANY					
03262021		002216	02 03/16/2021	210-8070-452.30-37	KIDS PRG/FESTVL OF COLORS	300.00	
					VENDOR TOTAL *	300.00	
0024667	00	MICHALSKI, BRIAN					
03112021		002062	02 03/16/2021	210-8070-452.30-37	ADS PRGM-CULTURE CLUB	250.00	
					VENDOR TOTAL *	250.00	
0006736	00	MIDWEST TAPE					
99989291		001691	02 03/16/2021	210-8070-452.40-03	DVDs	26.22	
99989293		001692	02 03/16/2021	210-8070-452.40-03	DVDs	7.49	
99989294		001693	02 03/16/2021	210-8070-452.40-03	DVDs	14.24	
99989295		001694	02 03/16/2021	210-8070-452.40-03	DVDs	37.49	
500024306		002022	02 03/16/2021	210-8070-452.40-03	DVDs	52.48	
500024307		002023	02 03/16/2021	210-8070-452.40-03	DVDs	52.48	
500024304		002024	02 03/16/2021	210-8070-452.40-03	DVDs	29.99	
500024305		002025	02 03/16/2021	210-8070-452.40-03	DVDs	16.47	
500095394		002636	02 03/16/2021	210-8070-452.40-03	DVDs	48.73	
500095396		002637	02 03/16/2021	210-8070-452.40-03	DVDs	22.47	
500092438		002725	02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	5,010.45	
					VENDOR TOTAL *	5,318.51	
0022546	00	MILLENNIA GROUP LLC					
17095		002657	02 03/16/2021	210-8070-452.30-52	FILESTAR HOUSING CONTRACT	133.00	
					VENDOR TOTAL *	133.00	
0018750	00	NAXOS OF AMERICA INC					
3633013-0		002694	02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	1,025.00	
					VENDOR TOTAL *	1,025.00	
0025503	00	OCCHIPINTI, KATHRYN					
03152021		001799	02 03/16/2021	210-8070-452.30-37	ADS PRGM-CIAO ITALIA	100.00	
					VENDOR TOTAL *	100.00	
0020286	00	OVERDRIVE					
01018CO21039922001686			02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	3,126.96	
01018CO21072515002685			02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	5,221.24	
01018CO21078132002686			02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	658.36	
01018CP21076214002687			02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	38.45	

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0020286	00	OVERDRIVE					
					VENDOR TOTAL *	9,045.01	
0025802	00	RACHLIN, JAMES N					
EPL-0121		001847	02 03/16/2021	210-8070-452.30-52	CONSULTING SERVICE	1,650.00	
EPL-0221		002701	02 03/16/2021	210-8070-452.30-52	BUDGET & LEVY PLANNING	1,075.00	
					VENDOR TOTAL *	2,725.00	
0021815	00	RAILS					
7635		001669	02 03/16/2021	210-8070-452.40-03	DIGITAL CONTENT (MAGZNES)	1,988.96	
					VENDOR TOTAL *	1,988.96	
0025829	00	REINWALD, RACHEL					
03222021		001361	02 03/16/2021	210-8070-452.30-37	ADS PRGM-LIFE GOALS	200.00	
					VENDOR TOTAL *	200.00	
0020513	00	RICOH USA, INC					
104715455		002646	02 03/16/2021	210-8070-452.60-47	3/25-4/24 ACCT#1399516	633.00	
					VENDOR TOTAL *	633.00	
0007329	00	RICOH USA, INC - CHICAGO					
5061417273		001586	02 03/16/2021	210-8070-452.50-01	2/12-3/11 CNTRCT 4330277	122.55	
					VENDOR TOTAL *	122.55	
0003632	00	RMC MECHANICAL SERVICES					
SI2112619		002043	02 03/16/2021	210-8070-452.50-01	HUMIDIFIER PARTS/REPAIR	2,988.40	
					VENDOR TOTAL *	2,988.40	
0021775	00	RUNCO OFFICE SUPPLY					
816552-0		001362	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	119.88	
816906-0		001363	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	199.99	
817208-0		001587	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	99.99	
818072-0		001878	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	18.67	
817978-0		001879	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	199.99	
819212-0		002700	02 03/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	25.98	
					VENDOR TOTAL *	664.50	
0024481	00	SHAKESPEARE PROJECT OF CHICAGO					
04152021		001801	02 03/16/2021	210-8070-452.30-37	ADS PRG-BY HELP OF DEVILS	125.00	
					VENDOR TOTAL *	125.00	
0014829	00	SHRED-IT USA LLC					
8181283902		002652	02 03/16/2021	210-8070-452.30-52	SHREDDING SERVICE - JAN	68.63	
8181476626		002653	02 03/16/2021	210-8070-452.30-52	SHREDDING SERVICE - FEB	68.63	
					VENDOR TOTAL *	137.26	
0020719	00	SIEMENS INDUSTRY INC -					
5446353010		001845	02 03/16/2021	210-8070-452.50-01	REPLACEMENT SENSORS	468.48	
					VENDOR TOTAL *	468.48	
0023760	00	SUGDEN, BARBARA L					



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INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0023760	00	SUGDEN, BARBARA L						
04082021		001589	02	03/16/2021	210-8070-452.30-37	ADS PRGM-CULTURE CLUB	185.00	
						VENDOR TOTAL *	185.00	
0025344	00	TANKS A LOT						
04012021		002659	02	03/16/2021	210-8070-452.50-01	MARCH AQUARIUM MAINTNCE	228.00	
						VENDOR TOTAL *	228.00	
0009478	00	TECHNOLOGY MANAGEMENT REVOLVNG FUND						
03/19/2021		002660	02	03/16/2021	210-8070-452.30-75	MARCH 2021	811.46	
						VENDOR TOTAL *	811.46	
0021364	00	THOMSON REUTERS - WEST						
843929041		002767	02	03/16/2021	210-8070-452.40-03	DIGITAL CONTENT	304.50	
						VENDOR TOTAL *	304.50	
0015906	00	TODAY'S BUSINESS SOLUTIONS, INC						
11490		001591	02	03/16/2021	210-8070-452.50-01	ANNUAL UPDATES & LISCENSE	795.00	
11554		002699	02	03/16/2021	210-8070-452.80-98	NEW SIMPLE SCAN MACHINES	6,080.00	
						VENDOR TOTAL *	6,875.00	
0016368	00	UNIQUE MANAGEMENT SERVICES, INC						
599636		002765	02	03/16/2021	210-8070-452.30-52	PLACEMENTS	44.75	
						VENDOR TOTAL *	44.75	
						TOTAL EXPENDITURES ****	105,553.44	
						GRAND TOTAL *****		105,553.44

PREPARED 02/23/2021 12:03:21  
PROGRAM: GM339L

EXPENDITURE APPROVAL LIST  
REPORT PARAMETER SELECTIONS

EAL DESCRIPTION: EAL: 02282021 LIBRARY  
PAYMENT TYPES

Checks . . . . .	Y
EFTs . . . . .	N
ePayables . . . . .	N

VOUCHER SELECTION CRITERIA

Voucher/discount due date . . . . .	02/28/2021
Bank code . . . . .	02 LIBRARY

REPORT SEQUENCE OPTIONS:

Vendor . . . . .	X	One vendor per page? (Y,N) . . . . .	N
Bank/Vendor . . . . .		One vendor per page? (Y,N) . . . . .	N
Fund/Dept/Div . . . . .		Validate cash on hand? (Y,N) . . . . .	N
Fund/Dept/Div/Element/Obj . . . . .		Validate cash on hand? (Y,N) . . . . .	N
Proj/Fund/Dept/Div/Elm/Obj . . . . .			

This report is by: Vendor

Process by bank code? (Y,N) . . . . .	Y
Print reports in vendor name sequence? (Y,N) . . . . .	Y
Calendar year for 1099 withholding . . . . .	2021
Disbursement year/per . . . . .	2021/02
Payment date . . . . .	02/28/2021

PREPARED 02/23/2021,12:03:21  
PROGRAM: GM339L  
CITY OF ELMHURST, ILLINOIS  
LIBRARY

EXPENDITURE APPROVAL LIST  
AS OF: 02/28/2021 PAYMENT DATE: 02/28/2021

PAGE 1

BANK: 02

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE		VOUCHER P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO NO						AMOUNT
0024243	00	BAIG OF TRICKS ENTERTAINMENT, INC						
02112021		001533	02	02/28/2021	210-8070-452.30-37	ADS PRGM-MURDER MYSTERY	125.00	
						VENDOR TOTAL *	125.00	
0012348	00	CAROUSEL FLOWER SHOP						
256275/1		001356	02	02/28/2021	210-8070-452.60-53	SUNDRY/FLOWERS/L.CALLAHAN	69.95	
256173/1		001357	02	02/28/2021	210-8070-452.60-53	SUNDRY/FLOWERS/K.STEZOWSK	69.95	
						VENDOR TOTAL *	139.90	
0000600	00	CITY OF ELMHURST						
02282021		001668	02	02/28/2021	210-8070-452.30-53	3 UNDERPASS SIGNS	105.00	
						VENDOR TOTAL *	105.00	
0015712	00	DISPLAYS2GO						
PSI1705146		001187	02	02/16/2021	210-8070-452.40-33	OFFICE SUPPLIES	CHECK #: 227849	96.21-
PSI1705146		001187	02	02/15/2021	210-8070-452.40-33	OFFICE SUPPLIES	96.21	
						VENDOR TOTAL *	96.21	96.21-
0024844	00	GENTILE, JULIE M						
03112021		001785	02	02/28/2021	210-8070-452.30-37	ADS PRGM - SELF CARE YOGA	75.00	
						VENDOR TOTAL *	75.00	
0025829	00	REINWALD, RACHEL						
03162021		001593	02	02/28/2021	210-8070-452.30-37	ADS PRGM-COLLEGE PREP	200.00	
						VENDOR TOTAL *	200.00	
						HAND ISSUED TOTAL ***		96.21-
						TOTAL EXPENDITURES ****	741.11	96.21-
						GRAND TOTAL *****		644.90



# Account Statement

Run Date: 02/18/2021  
Report ID: sd10002

Posting Date: 01/16/2021 - 02/15/2021

MARY BETH CAMPE, TX E9997-4460-07  
XX -01578965  
209 N YORK ST  
ELMHURST, IL 601262717 USA

*M. Campe*

Transaction	Acquirer Reference				
Date	Posting Date	Number	Description	Address	Amount
01/18/2021	01/19/2021	55432861019200403371364	CONTAINERSTOREHALLANDA	HALLANDALE BE FL USA	40.33 (33.57)
01/19/2021	01/20/2021	55500361019200962700233	AVTECH SOFTWARE INC	4016281600 RI USA	40.73 299.85
01/19/2021	01/21/2021	85186881020702075336526	COLLABORATIVE SUMMER L	GRAFTON VT USA	30.37 10.00
01/22/2021	01/25/2021	55432861022200385473225	MICHAELS #9490	800-642-4235 TX USA	40.03 - 837.99 50.91
01/22/2021	01/25/2021	55432861022200385494676	MICHAELS #9490	800-642-4235 TX USA	40.77 - 20.47 10.76
01/22/2021	01/25/2021	55432861022200385496416	MICHAELS #9490	800-642-4235 TX USA	30.37 - 85.04 1.83
01/22/2021	01/25/2021	55500361022083765011114	WALMART.COM AZ	8009666546 AR USA	30.37 116.96
01/24/2021	01/25/2021	55500361024083007531570	WALMART.COM AZ	8009666546 AR USA	30.37 (49.98)
01/22/2021	01/25/2021	85353391024103167396416	PAYPAL ENTER SRL	35314369001 ITA ITA	40.73 341.05
01/25/2021	01/26/2021	55429501025717684640414	BC.BASECAMP 3 4445184	3122815333 IL USA	30.52 99.00
01/25/2021	01/26/2021	55500361025083337848065	WALMART.COM AY	8009666546 AR USA	30.37 116.38
01/27/2021	01/27/2021	55432861027200451364154	PANERA BREAD #600768 O	630-833-5001 IL USA	60.53 122.04
01/27/2021	01/28/2021	55432861027200641289295	IN BREWPOINT COFFEE	224-5428263 IL USA	60.53 526.50
01/28/2021	01/28/2021	55432861028200705605245	PANERA BREAD #600768 O	630-833-5001 IL USA	60.53 104.66
02/03/2021	02/04/2021	55429501035852382244900	MOBILE BEACON	4019340500 RI USA	40.03 154.00
02/05/2021	02/05/2021	55432861036200899802319	THE CONTAINER STORE	800-733-3532 TX USA	40.33 21.99
02/07/2021	02/08/2021	75418231038113653502365	CKO WWW.ISTOCKPHOTO.CO	866-4786251 WA USA	30.53 99.00
02/09/2021	02/10/2021	55429501041852700646994	PAYPAL LIQUANCHENG EB	4029357733 CA USA	40.73 420.51
02/10/2021	02/11/2021	55432861041200330499322	MAILCHIMP MONTHLY	MAILCHIMP.COM GA USA	30.53 79.19
02/14/2021	02/15/2021	05436841046600020734219	DOLLAR TREE, INC.	877-530-8733 VA USA	30.37 64.50
02/12/2021	02/15/2021	52704871043069130873118	CONAIR/CUISINART/WARIN	8007260191 NJ USA	40.03 8.35
02/14/2021	02/15/2021	55429501045637116798240	BACKBLAZE	8778877815 CA USA	40.73 11.24
Total Amount:					2,575.17

*1 ORDER  
Billed/Shipped 3 pants*

*563.50*



# Account Statement

Run Date: 02/18/2021  
Report ID: sd10002

Posting Date: 01/16/2021 - 02/15/2021

*M. Brown*

MARICELA RODRIGUEZ, TX E9997-4460-07  
XX -05956067  
209 N YORK ST  
ELMHURST, IL 601262717 USA

Transaction		Acquirer Reference				
Date	Posting Date	Number	Description	Address		Amount
01/22/2021	01/25/2021	55500361022083703753892	WALMART.COM AT	8009666546 AR USA	30.37	49.98
01/28/2021	01/29/2021	55432861029200967675059	PANERA BREAD #600768 P	ELMHURST IL USA	60.53	85.31
01/29/2021	02/01/2021	55432861029200174576785	AMAZON PRIME AI7N63PX3	AMZN.COM/BILL WA USA	40.03	12.99
01/29/2021	02/01/2021	55432861029200178262796	AMAZON PRIME ZB34Q8093	AMZN.COM/BILL WA USA	40.03	12.99
01/29/2021	02/01/2021	55432861029200178387957	AMAZON PRIME YQ6YB8BI3	AMZN.COM/BILL WA USA	40.03	119.00
01/30/2021	02/01/2021	55432861030200358427281	AMAZON PRIME	AMZN.COM/BILL WA USA	40.03	(12.99)
01/30/2021	02/01/2021	55432861030200358699574	AMAZON PRIME	AMZN.COM/BILL WA USA	40.03	(12.99)
01/30/2021	02/01/2021	55432861030200384805138	AMAZON PRIME AG5Z51RC3	AMZN.COM/BILL WA USA	40.03	119.00
01/30/2021	02/01/2021	55432861030200385262107	AMAZON PRIME NU5ZN1XA3	AMZN.COM/BILL WA USA	40.03	119.00
Total Amount						492.29



## Account Statement

Run Date: 02/18/2021

Report ID: sd10002

Posting Date: 01/16/2021 - 02/15/2021

BRYAN BLANK, TX E9997-4460-07  
XX -05980190  
C/O MARILYN GASTON, 209 N YORK ST  
ELMHURST, IL 601262717 USA

Transaction		Acquirer Reference		Description	Address	Amount
Date	Posting Date	Number				
01/17/2021	01/18/2021	55429501017852447372813		SKYPE.COM/GO/BILL	6508991504 CA USA	6.50
01/19/2021	01/20/2021	55429501019637776375604		ZOOM.US 888-799-9666	8887999666 CA USA	14.99
01/20/2021	01/21/2021	55429501020852587484183		SKYPE.COM/GO/BILL	6508991504 CA USA	6.50
01/20/2021	01/21/2021	55429501020852587577549		SKYPE.COM/GO/BILL	6508991504 CA USA	2.99
01/23/2021	01/25/2021	55429501023852752384660		SKYPE.COM/GO/BILL	6508991504 CA USA	6.50
01/23/2021	01/25/2021	55429501023852752444910		SKYPE.COM/GO/BILL	6508991504 CA USA	2.99
01/28/2021	01/29/2021	82300091028000002903419		ROUTIFIC.COM	VANCOUVER BC CAN	25.35
02/14/2021	02/15/2021	55429501045852939602145		SKYPE.COM/GO/BILL	6508991504 CA USA	2.99
Total Amount:						68.81



## Account Statement

Run Date: 02/18/2021  
Report ID: sd10002

Posting Date: 01/16/2021 - 02/15/2021

*M. Smith*

KATHLEEN MURPHY, TX E9997-4460-07  
XX -05956059  
209 N YORK ST  
ELMHURST, IL 601262717 USA

Transaction		Acquirer Reference		Description	Address	Amount
Date	Posting Date	Number				
01/15/2021	01/18/2021	55310201016207260600255		MELISSA AND DOUG B2C	8007185365 CT USA	16.48
Total Amount:						16.48

# FEBRUARY 2021 REVENUE REPORT

OPERATING BUDGET REVENUE REPORT

2/28/2021

17% of the year lapsed

CATEGORY	LINE ITEM	OPER BUDGET	REV THIS MONTH	RECEIVED Y-T-D	UNREALIZED (EXCESS)*	PERCENT REALIZED
PROPERTY TAXES - 311						
	311 01.01 PROP TAX - CURRENT	7,963,000	0	29,415	7,933,585	0
	311 01.90 PROP TAX REBATE		0	0	-	0
	311 02.01 PROP TAX - PRIOR	1,000	0	0	1,000	0
TOTAL		7,964,000	0	29,415	7,934,585	0
INTERGOVERNMENTAL TAXES - 321						
	321 03.00 REPLACEMENT TAX	230,000	0	42,845	187,155	19
TOTAL		230,000	0	42,845	187,155	19
GRANTS - 322						
	322 01.01 FEDERAL GRANTS	0	0	0	0	
	322 02.00 STATE GRANT	55,000	0	0	55,000	0
TOTAL		55,000	0	0	55,000	0
CHARGES FOR SERVICE - 341						
	341 30.00 FINES	15,000	1,850	4,248	10,752	28
	341 31.00 COPIER REVENUE	35,000	959	2,124	32,876	6
	341 33.00 FEES	1,000	0	0	1,000	0
TOTAL		51,000	2,808	6,372	44,628	12
INTEREST-361						
	361 01.00 INTEREST OPER FUND	20,000	268	268	19,732	1
	361 08.00 INT UNDISTRIBUTED TAX	100	0	0	100	0
	361 12.00 GAIN/LOSS SALE INVEST	0	0	0	0	
	361 32.00 CHRISTENSEN FUND	0	0	0	0	
TOTAL		20,100	268	268	19,832	1
OTHER INCOME - 371						
	371 13.00 RENTAL INCOME	1,200	0	0	1,200	0
	371 18.00 EMPLOYEE HEALTH CONT	73,000	5,644	11,347	61,653	16
	371 19.00 EMPLOYEE DENTAL CONT	14,000	1,100	2,215	11,785	16
	371 20.00 RETIREE HEALTH CONTRIB	8,500	810	1,421	7,079	
	371 21.00 RETIREE DENTAL CONTRIB	500	47	80	420	
	371 24.00 DONATION	20,000	357	1,016	18,984	5
	371 38.00 NSF CHECK FEE	0	0	0	0	0
	371.50.00 TIF SURPLUS DISTRIBUTIC	0	0	-	0	0
	371 98.00 MISCELLANEOUS	15,000	722	1,616	13,384	11
TOTAL		132,200	8,681	17,695	114,505	13
REVENUE TOTALS		8,452,300	11,757	96,595	8,355,705	1
OTHER FINANCIAL SOURCES - OPERATING TRANSFER IN - 391						
	391 08.00 TRANSFER FROM LEA	3,000		0	0	0
	391 05.00 TRANS FRM CAP REPL	300,000	0	0	300,000	0
	TRANS FRM RESERVES	0	0	0	0	0
TOTAL		303,000	0	0	300,000	0
GRAND TOTAL		8,755,300	11,757	96,595	8,655,705	1



## FEBRUARY 2021 EXPENDITURE REPORT

PUBLIC LIBRARY OPERATING 210 8070  
OPERATING BUDGET EXPENDITURE REPORT

2/28/2021

17% OF THE YEAR LAPSED

CATEGORY	LINE ITEM	DESCRIPTION	OPERATING BUDGET	EXP THIS MONTH	EXP YTD ACTUAL	UNEXPENDED (OVER BUDGET)*	PERCENT SPENT
PERSONNEL							
	452	10.01 FULL TIME	2,295,000	171,113	343,163	1,951,837	15
	452	10.02 PART TIME	1,075,000	71,103	140,130	934,870	13
	452	10.03 OVERTIME	0	0	0	0	0
TOTAL			3,370,000	242,216	483,293	2,886,707	14
EMPLOYEE BENEFITS							
	452	20.01 IMRF CONTRIBUTION	326,000	24,944	49,946	276,054	15
	452	20.02 SOCIAL SECURITY	209,000	14,350	28,629	180,371	14
	452	20.03 MEDICARE FICA	50,000	3,356	6,696	43,304	13
	452	20.04 GROUP HEALTH	504,000	37,456	110,505	393,495	22
	452	20.05 GROUP DENTAL	24,000	2,196	4,403	19,597	18
	452	20.06 GROUP TERM LIFE	6,000	503	1,013	4,987	17
	452	20.07 WORKER'S COMP.	17,000	0	0	17,000	0
	452	20.08 UNEMPLOYMENT	1,000	0	0	1,000	0
TOTAL			1,137,000	82,806	201,193	935,807	18
CONTRACTUAL SERVICES							
	452	30.03 AUDIT	4,000	400	400	3,600	10
	452	30.04 AUTO CIRC SYST.	85,000	0	0	85,000	0
	452	30.14 CUSTODIAL SERV.	70,000	4,268	8,536	61,464	12
	452	30.29 FUEL	23,000	0	0	23,000	0
	452	30.37 PROGRAMS	70,000	2,940	5,783	64,217	8
	452	30.49 POSTAGE	11,000	500	2,000	9,000	18
	452	30.52 PROF. SERVICE	35,000	372	512	34,488	1
	452	30.53 PUBLIC INFO	75,000	283	283	74,717	0
	452	30.75 TELEPHONE	25,000	2,240	4,182	20,818	17
	452	30.82 WATER	32,000	0	0	32,000	0
TOTAL			430,000	11,003	21,696	408,304	5
COMMODITIES							
	452	40.03 MATERIALS	850,000	70,529	75,217	774,783	9
	452	40.24 JANITORIAL SUPPL.	30,000	2,154	3,816	26,184	13
	452	40.31 MINOR EQUIPMENT	5,000	0	0	5,000	0
	452	40.33 OFFICE SUPPLIES	45,000	2,005	2,611	42,389	6
	452	40.73 COMPUTER SUPPLIES/SOFTWAR	35,000	900	900	34,100	3
	452	40.77 MAKERY SUPPLIES	12,000	38	38	11,962	0
	452	40.98 CATALOGING SUPPLIES	30,000	712	1,107	28,893	4
TOTAL			1,007,000	76,339	83,690	923,310	8
REPAIR AND MAINTENANCE							
	452	50.01 BUILDING	250,000	3,393	6,620	243,380	3
	452	50.09 GROUNDS	17,000	0	0	17,000	0
	452	50.15 PARKING AREA	300,000	0	0	6,000	0
TOTAL			567,000	3,393	6,620	266,380	1
OTHER EXPENSES							
	452	60.11 TRAINING & CONF.	10,000	540	540	9,460	5
	452	60.12 CONTINGENCY	1,000	0	0	1,000	0
	452	60.37 MEMBERSHIP	10,000	1,703	2,173	7,827	22
	452	60.47 RENTAL	65,000	3,151	4,443	60,557	7
	452	60.53 SUNDRY	9,000	516	328	8,672	4
	452	60.98 OTHER					
TOTAL			95,000	5,909	7,483	87,517	8

## FEBRUARY 2021 EXPENDITURE REPORT

PUBLIC LIBRARY OPERATING 210 8070  
OPERATING BUDGET EXPENDITURE REPORT

2/28/2021

17% OF THE YEAR LAPSED

INSURANCE

452	70.03	INSURANCE	34,000	0	5,761	28,239	17
TOTAL			34,000	0	5,761	28,239	17

CAPITAL OUTLAY

452	80.01	FURNITURE	20,000	0	0	20,000	0
452	80.23	ALTERATIONS	0	0	0	-	0
452	80.98	EQUIPMENT	50,000	331	331	49,669	1
TOTAL			70,000	331	331	69,669	0

SUBTOTAL: OPERATING	6,710,000	421,997	810,068	552,200	12
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TRANSFER TO B&I SERIES 2002 FUND	2,144,400		0	2,144,400	0
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GRAND TOTAL	8,854,400	421,997	810,068	2,696,600	9
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\*( ) denotes expenditure in excess of budget

TRANSFER TO CAPITAL REPLACEMENT FROM OPERATING FUND

## DIRECTOR'S REPORT

COVID restrictions are beginning to ease at the Library just as they are in the State. We are taking a conservative approach and will continue to slowly bring back more services as positivity rates decline and more people get vaccinated. Visit time limits were extended to one hour at the end of February and materials are now only quarantined for 24 hours. We are hopeful that we're beginning to see the light at the end of the tunnel. As has been our procedure throughout the pandemic, I will continue to issue a community message as changes are made.

Staff development and training continues to be a major focus. Staff had the opportunity to participate in book discussions on *White Fragility* by Robin DiAngelo. Administrative staff also introduced new self-guided learning opportunities. A bibliography of resources was compiled on topics related to Equity, Diversity and Inclusion. Along with the bibliography, sharing and learning opportunities will be available. We will culminate with Staff Institute Day, which will focus on EDI topics.

# ADULT SERVICES DEPARTMENT REPORT February 2021

## Patron Interactions

Interactions were down slightly in February, but it is a shorter month.

## Virtual Meeting Rooms

Study rooms remained closed until March 1. Virtual meeting room use continues to increase. We had 49 uses, 31 of which were for the public. Staff also make good use of the rooms for various meetings and trainings.

## Winter Reading

The Winter Reading Challenge concluded on Sunday, February 28. The goal was to help patrons spark their curiosity by reading a book that they might not typically choose for themselves—instead, staff chose a book for them. In total, we received 118 challenge requests and patrons completed 77 of them by reading the book and completing a review form. Each completed challenge was entered into a prize drawing for three Elmhurst City Centre gift cards.

Comments from patron participants:

"I do not often pick new fiction books to read so I really appreciate this reading program! I read most of it in one sitting because I couldn't put the book down. Thanks for all you do at EPL."

"I liked that my book still had elements that I like ... but it was in a setting that I never would have picked. The writing was excellent and the characters were superbly developed. Thanks for the recommendation!"

## Media Match

Media Match has received an average of seven entries per month since its launch in mid-November, with the highest number of entries (10) arriving in December after an e-mail promotion. Half of the respondents have chosen to receive a monthly subscription. The vast majority have chosen to receive an e-mailed list over having items prepared by staff for pickup. Based on patron feedback, staff has been working on adjusting procedures to better serve patrons who want less interaction with selectors. Cross-promotions, such as a recent e-mail to Winter Reading Challenge participants, have also been planned to target Summer Reading participants and local book clubs.

## Giving DuPage, Agency of the Month

Tracey Orick, the Library Social Worker, launched our new "Agency of the Month" display. Each month it will feature a different agency. This will include a small display with information on the featured agency as well as items from our collection that reflect that agency. Some months there will be a program that will tie in with the agency. March's agency is Giving DuPage. Giving DuPage's mission statement is: To promote giving and volunteering in DuPage County. Giving DuPage will be presenting a program, Explore Volunteering!, with EPL on March 16.

## COVID-19 Vaccination Information

In preparation for a possible large volume of questions about COVID vaccinations, Alyssa Murphy prepared and will be updating information to help staff with these questions.

## Digital Magazine Transition

Now that the new eMagazine service through Overdrive/Libby has launched, we are working with Technical Services to make the titles more accessible in the catalog.

# KIDS' LIBRARY DEPT REPORT

February 2021

Over the course of February, staff across multiple departments in the library collectively reviewed 253 picture books in our collection as part of the collection's audit. Ongoing statistics, which are updating in real time, regarding the various types of representation in our collection – both creator and character – were shared with staff library-wide.

Patron feedback (via Instagram) on February 11<sup>th</sup>: *How lucky our kids are to read stories about characters that look like them or have a similar background. I'm glad our local library are filling their shelves with many voices. I may have to sit down and read a few myself :) #elmhurstpubliclibrary #asianvoices #indiancharacters*

In response, another patron shared: *Agree!! Love the diversity I see everywhere at our wonderful library 🙌*

Media Match Jr. was featured in the Weekly News on February 25, which gave us a slew of requests. One patron shared, *"Thank you so much, **Nuala**! The girls loved everything and were so excited to dive in. I appreciate your time in choosing great things for them."*

## Programs

Winter Reading wrapped up on February 28<sup>th</sup>. We saw significant increases in participation over the 2020 Summer Reading Program and are excited for what this likely means for our 2021 Summer Reading Program.

Marketing worked with **Gloria Walsh-Rock**, **Ruth Ronnau**, **Katie Stringwell**, **Nuala Maloney-Murphy**, and **K Donohue** to bring together the March Madness titles, ballots, and display graphics in anticipation of the March 1<sup>st</sup> start. In addition to the traditional inclusion of picture books, this year also features graphic novels.

## School, Scouts, & Community Outreach

*School* – School Services Librarian **Lori Lorenz** has finished recording Spring Book Talks for D205 2<sup>nd</sup>-5<sup>th</sup> graders, which were due to go out the first week of March. The school librarians look forward to these and staff have seen visits to the library specifically to find these titles. Summer reading titles are up next!

*Outreach* – **Gloria Walsh-Rock** created and shared a video for the annual Summer Recreation Open House, highlighting our Summer Reading Program and offerings for this year.

## Staff Training

**Allison Davis**, **Nuala Maloney-Murphy**, **Lori Hoegler**, **Katie Stringwell**, **Linnea Dolan**, **Lori Lorenz**, **Gloria Walsh-Rock**, **Jan Simmons**, and **Alea Perez** participated in **21.5 hours** of staff training and networking opportunities. Topics included readers' advisory, customer behaviors, Science Technology Engineering Art Math (STEAM), parental support during distance learning, and equity, diversity, and inclusion.

# MARKETING DEPARTMENT REPORT

February 2021

## February Marketing Topics included:

### Program: *Roving the Red Planet*

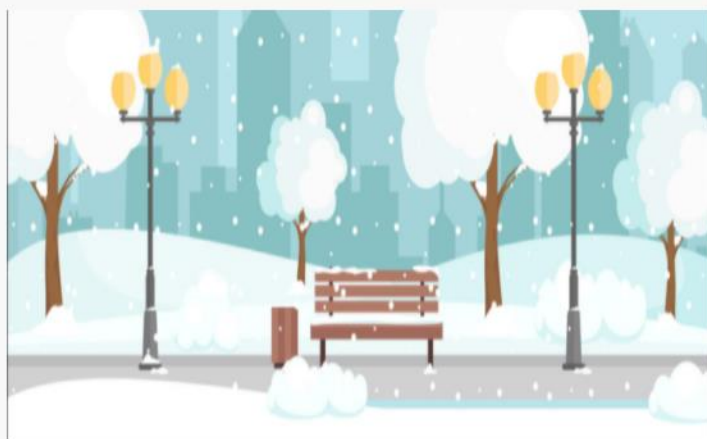
On February 1, EPL hosted Michelle Nichols, Director of Public Observing at Adler Planetarium, for a program that discussed the six U.S. spacecraft either on or orbiting Mars. She also spoke about the brand new rover, Perseverance, which was scheduled to land on Mars on February 18.

Additionally, we shared information about EPL's books and films about Mars from the Library's 2nd Floor display, and information about the Adler Planetarium's *Live Watch Party* on the day of the big event.

**Collection:** Romance! As a leading genre segment in the publishing industry, there is a romance for every kind of reader and we helped readers find their favorites with a list featuring topics like #OwnVoices, Comedies, Historical, LGBTQIA, Paranormal, Suspense, Sports, Teen, and Western romances.

**Service:** Amplifying partner organization events in town to help Elmhurst residents engage with local events and pass the winter months safely.

### Winter Blues Busters



Getting tired of the winter blahs? Combat cabin fever by getting out and enjoying these local events put on by our community partner institutions.

#### Elmhurst History Museum

*Together We Cannot Fail: Overcoming the Great Depression*

Exhibit open January 22-May 2

#### Elmhurst Park District

*Find Frosty*

January 22-February 26

#### Elmhurst Art Museum

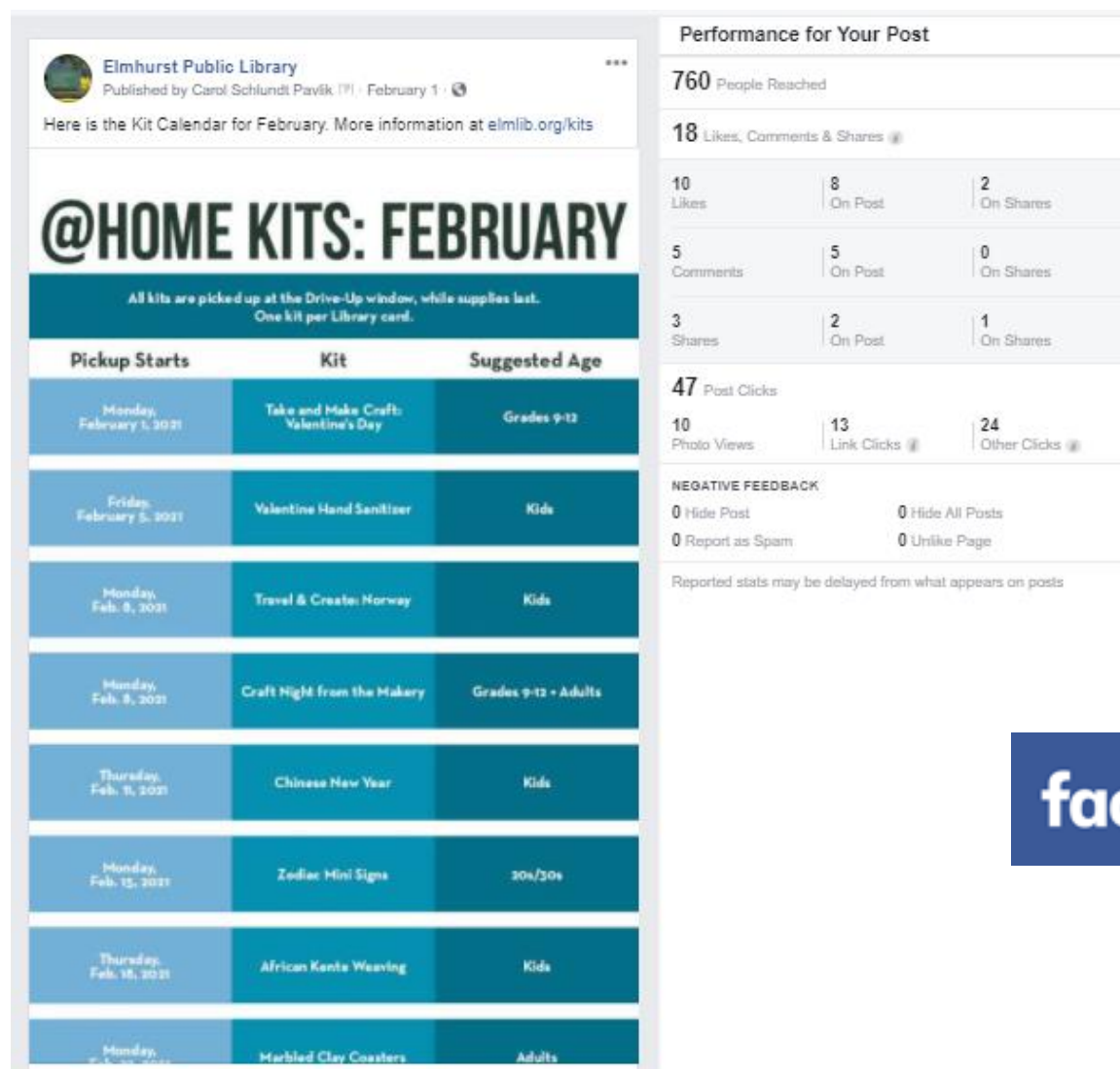
*There is Black Housing in the Future: Equitable Public Housing as Memorial*

January 28 – June 20

**Insiders Scoop:** February is Library Lovers Month! We featured a YouTube video created in September, *What Your Library Can Do for You*. We are updating and adding to it this month! Be sure to look out for the new video on Saturday, March 20 at [elmlib.org/youtube](http://elmlib.org/youtube).

**Community Connection:** Valentine's Day Card Project. Templates were created and shared online. Community members were encouraged to send cards to seniors, hospitals, veterans, Ronald McDonald House, and Elmhurst Hospital.

Here are some sample screenshots of our online presence from February:



# PROGRAM STATISTICS

February 2021

Adult Programs	Primary Event Type	Attendance	Sessions
20s/30s Zoom Party Games	20 and 30 Somethings	5	1
Adult Book Discussion: Black Fortunes:	Adult Book Discussion	8	2
Anxiety and Depression: The Difference Between a Feeling	Adult Program	17	1
Audacity Audio Production	Technology	2	1
Ciao Italia!	Adult Program	17	1
Cool Tools to Use During Your Job Search	Adult Program	12	1
Craft Club	Adult Program	2	1
Elmhurst Library Board Meeting	Adult Program	12	1
Galentine's Day	20 and 30 Somethings	5	1
Great Decisions	Adult Program	11	1
Learning Tinkercad to 3D Print Minecraft Figures	Technology	1	1
Next Chapter Book Club	Library Insiders	27	2
Pre-Civil War Quilts: The Secret Codes to Freedom on the	Common Connection	80	1
Roving the Red Planet	Adult Program	54	1
SESSION ADDED: 20s/30s Murder Mystery Party	20 and 30 Somethings	12	1
Social Issues Learning Group	Library Club	13	1
The First 90 Days	Adult Program	6	1
The Shakespeare Project Presents: Macbeth and the Gunp	Adult Program	47	1
Virtual Field Trip: Uncensored Library	Common Connection	17	1
Virtual Marvel Trivia	Trivia	37	1
Winter Stitch-Along Check-in	Adult Program	4	1
Zodiac Mini-Signs	20 and 30 Somethings	2	1
<b>TOTALS</b>		<b>391</b>	<b>24</b>
Teen Programs	Primary Event Type	Attendance	Sessions
Anime / Manga Drawing: Advanced	High School	4	1
First Thursdays: Careers	High School	5	1
Meet a 3D Artist & Sculptor	High School	10	1
Minecraft Mondays	High School	30	3
Minecraft UHC	High School	67	4
Smash Bros. Tournament	High School	18	4
Teen Advisors	High School	17	4
Teen Jackbox Game Night	High School	7	1
<b>TOTALS</b>		<b>158</b>	<b>19</b>
Kids' Library Programs	Primary Event Type	Attendance	Sessions
A Visit from President Lincoln	Elementary School	45	1
Family Minecraft Challenge: <i>13-Story Treehouse</i>	Family	2	1
Fun for 3s, 4s, and 5s	Storytime	160	4
Get Ready for Chinese New Year!	Family	41	1
Kids' Discovery Kit: Make a Zine	Middle School	49	1
Kids' Online Chess	Elementary School	17	1
Little Wigglers Storytime	Storytime	251	4
Make an African Kente Woven Mat	Family	47	1
Songs and Stories	Storytime	137	4
Virtual Escape Room	Middle School	5	1
<b>TOTALS</b>		<b>754</b>	<b>19</b>
Passive Programs	Primary Event Type	Attendance	Sessions
<b>Adult Passive Programs:</b>			
Craft Night from the Makery	Adult Program	48	1



Do Not Publish - Puzzle Swap		320	1
How to Access eMagazines (Do Not Publish)	Adult Program	13	1
Kit: Zodiac Mini Signs (Do Not Publish)	Adult Program	41	1
Marbled Clay Coasters	Adult Program	43	1
New Skill Saturday: How to Host a Virtual Game Night	Adult Program	20	1
New Skill Saturday: How to Make a Vinyl Design without a	Makery	20	1
What We're Enjoying Wednesday	Books and Authors	74	2
Winter Stitch-Along	Adult Program	122	1
<b>Teen Passive Programs:</b>			
Take and Make Craft: Valentine's Day	High School	52	1
<b>Kids' Passive Programs:</b>			
1000 BksB4K, passive (keep unpublished)	Preschool	5	1
Anytime Storytime	Storytime	72	4
Code with Scratch Jr	Kids Technology	17	1
Cool Cookie Decorations	Elementary School	27	1
DIY Valentine Hand Sanitizer	Elementary School	48	1
Kids Travel & Create: Norway	Elementary School	56	1
Winter Reading Program		410	1
<b>Adult Program Grand Total Attendance</b>		<b>1092</b>	
Total Passive Program Attendance		701	
Total Program Attendance		391	
<b>Teen Program Grand Total Attendance</b>		<b>210</b>	
Total Passive Program Attendance		52	
Total Program Attendance		158	
<b>Middle School Program Grand Total Attendance</b>		<b>0</b>	
Total Passive Program Attendance		0	
Total Program Attendance		0	
<b>Kids' Program Grand Total Attendance</b>		<b>1,389</b>	
Total Passive Program Attendance		635	
Total Program Attendance		754	
<b>Passive Program Total Attendance</b>		<b>1,388</b>	
<b>Total Attendance</b>		<b>2,691</b>	
<b>Total Programs</b>			<b>83</b>

# STATISTICAL REPORT

## February 2021

### Circulation

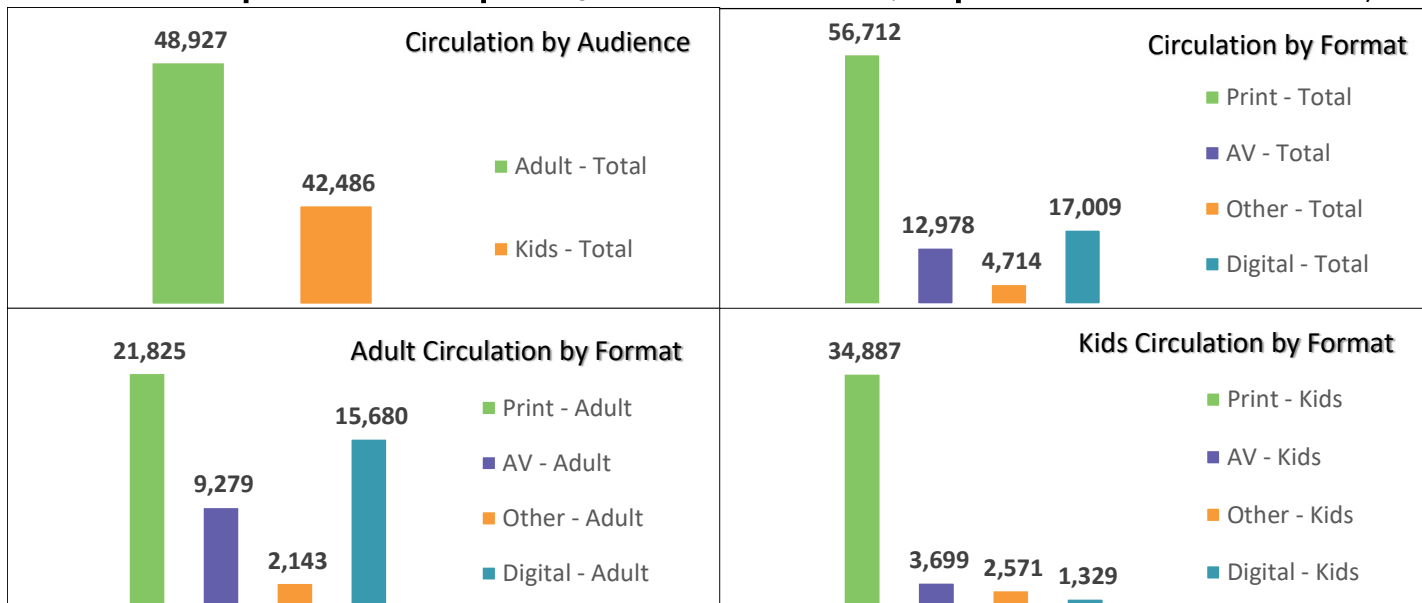
**Total Circulation**  
**92,749** ↓ -13%  
 107,174 last year  
**Card Holders**  
 25,246

**Library Card Usage**  
**7,516** ↓ -20%  
 9,404 last year

**Library Cards Issued**  
**Elmhurst**  
 (Issued)  
**Reciprocal Borrower**  
 (Registered)

**112** ↓ -34%  
 169 last year  
**11** ↓ -85%  
 74 last year

**Interlibrary Loan**  
**Borrowed** **1,371** ↓ -5%  
 1,440 last year  
**Lent** **828** ↑ 19%  
 693 last year



### Technology Usage

#### Public Computer Use

**2,951** ↓ -89%  
 26,200 last year

#### Website Visits

**97,107** ↓ -21%  
 122,393 last year

#### Self Checkout

(% of total checkouts)

**36%** ↑ 44%  
 25% last year

#### WiFi Sessions

**7,924** ↓ -69%  
 25,785 last year

### Reference Queries

#### Reference Questions Total

**3,202** ↓ -44%  
 5,676 last year

#### Reference Questions

**Adult**  
**2,092** ↓ -57%  
 4,918 last year

**Kids**  
**1,110** ↑ 46%  
 758 last year

### Meeting Room Use

#### Library Programs

**83** ↓ -62%  
 217 last year

#### Public Meetings

**31** ↓ -68%  
 98 last year

#### Group Study Rooms

**-** ↓ -100%  
 1,543 last year

### Programs

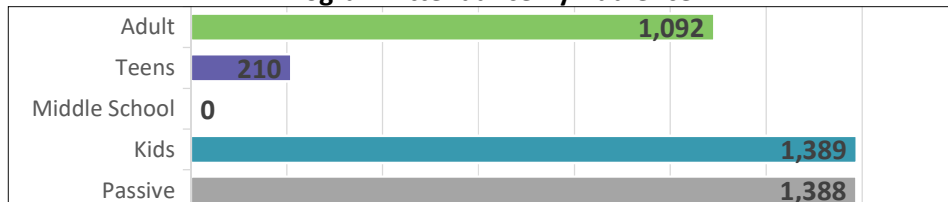
#### Program Attendance

**4,079** ↓ -19%  
 5,050 last year

#### Library Programs

**83** ↓ -62%  
 217 last year

#### Program Attendance By Audience



### Library Visits

#### Total Visits

**16,307** ↓ -64%  
 44,780 last year

#### In House Visits

**Makery**  
**-** ↓ -100%  
 1,361 last year

**Walk-In**  
**12,442** ↓ -71%  
 42,445 last year

**Drive-Up Visits**  
**3,865** ↑ 66%  
 2,335 last year

**Creative Studio**  
**-** ↓ -100%  
 134 last year

## Monthly Comparison

## Total Circulation

92,749  -13%  
107,174 last year


## Adult Circulation

48,906  -16%  
58,376 last year

## Kids Circulation

42,472  -10%  
47,353 last year

## ILL Borrowed from Other Libraries

1,371  -5%  
1,445 last year


## Digital Material Circulation

17,009  8%  
15,763 last year


## Databases

9,852  -82%  
56,239 last year


## Reference Questions Total

3,202  -44%  
5,676 last year

## One on One Tutorials

28  0%  
28 last year

## Number of Programs

83  -62%  
217 last year

## Program Attendance

4,079  -19%  
5,050 last year

## In-Person Visitors

12,442  -71%  
42,445 last year

## Drive-Up Visitors

3,865  66%  
2,335 last year

## Year To Date Comparison

## Total Circulation

193,509  -9%  
213,072 last year

## Adult Circulation

103,698  -12%  
118,412 last year


## Kids Circulation

87,073  -5%  
91,764 last year


## ILL Borrowed from Other Libraries

2,738  -5%  
2,896 last year

## Digital Material Circulation

35,914  7%  
33,710 last year

## Databases

1,525,210  1704%  
84,523 last year

## Reference Questions Total

6,599  -41%  
11,158 last year


## One on One Tutorials

124  46%  
85 last year

## Number of Programs

182  -49%  
355 last year

## Program Attendance

8,932  -9%  
9,845 last year

## In-Person Visitors

25,305  -70%  
85,302 last year

## Drive-Up Visitors

8,132  68%  
4,840 last year

### Collection Totals

**Books and Magazines**

198,112

**Library of Extraordinary Things and Electronics**

6,151

**Audio Visual**

44,360

**Digital**

126,658

### Notable Happenings in Circulation

- We have issued 20 *Cards for Kids* library cards.
- No Non resident cards were purchased this month.
- The busiest day at the Drive Up Window was Wednesday February 21.
  - 202 patrons were served that day.
  - 3,864 patrons were served at the Drive Up Window in February where they picked up holds and Craft Kits.
- We filled 8,171 holds this month. That is a 16% increase from February 2020.
- The Lobby Holds Room opened on February 22nd.
- The quarantine time for returned material was reduced to 24 hours from 3 days. The latest research shows that COVID-19 mainly spreads through respiratory droplets in the air, not from one person to another through contaminated surfaces, which prompted the reduction in the quarantine period.
- The outside bookdrop has been opened for returns when the Library is closed.

Approval of the 2021 Salary Scale

The Board reviews the salary schedule annually and adjustments are made to maintain competitive salaries. We are proposing a 1.3% increase to the scale this year in keeping with the Cost of Living Adjustment (COLA) this year. The salary scale also includes the minimum wage increase of \$11.00 per hour for 2021. We continue to regularly monitor our pay scales in comparison to other libraries.

THEREFORE BE IT RESOLVED that the 2021 Salary Schedule will be adjusted by 1.3% to stay current with market movements and comply with Illinois minimum wage requirements. The new salary schedule will be effective retroactively to January 1, 2021.

**ELMHURST PUBLIC LIBRARY**  
**FY 2020 SALARY SCHEDULE**  
**Effective January 1 through December 31, 2021**  
**1.3%**

GRADE	MINIMUM	MID-POINT	MAXIMUM	POSITION	JOB TITLE
I	\$11.00	\$12.90	\$14.82	Page I	Circ. Sorting Page
II	\$11.00	\$12.90	\$14.82	Page II Page II Page II	Telephone Info Page Tech. Services Page Library Page
III	\$11.66	\$13.71	\$15.75	Janitor Clerk Clerk Clerk Clerk	Janitor ILL/Reserve Clerk TS Periodicals Clerk TS Collection Maint. Clerk Makerspace: Creative Assistant
IV	\$13.15 \$25,635.60	\$15.45 \$30,124.09	\$17.75 \$34,612.58	Int. Clerk Int. Clerk  Int. Clerk Int. Clerk	ADS Support Clerk KL Support Clerk Custodian Assistant Circ. Support Clerk Lead Materials Clerk
V	\$14.61 \$28,493.34	\$17.17 \$33,482.18	\$19.73 \$38,471.03	Comp. Asst. Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Senior Clerk Library Assistant Senior Clerk	Computer Assistant Magazine/AV Clerk Collections/Index Clerk TS Copy Cataloging Clerk TS Data Entry Clerk TS AV Cataloging Clerk TS Acquisitions/Receiving Clerk Circulation Desk Clerk Technology Assistant Program Associate ADS Clerk Library Assistant I - Kids Dept. Lead Materials Clerk
VI	\$16.10 \$31,401.51	\$18.92 \$36,899.54	\$21.74 \$42,397.57	IT Tech. Instructor Public Info. Public Info. Tech. Specialist Creative Specialist Tech. Specialist Int. Clerk ADM Creative Specialist Library Assistant	IT Associate (Part-Time) Lead Technology Instructor Communication Specialist Graphics Designer Technology Specialist Makerspace: Creative Specialist Readers' Services and Technology S TS Receiving Clerk AP & Administrative Assistant Makerspace: Programming Speciali Library Assistant II - Kids Dept.
VII	\$19.38 \$37,796.37	\$23.27 \$45,373.79	\$27.15 \$52,951.21	Librarian Library Assoc.	Cataloger Kids' Library-Lib. Assoc.

				Bldg. Custodian IT Lead Specialist I Lead Specialist I Lead Specialist I Lead Specialist I Public Information	Building Custodian IT Associate I (Full-Time) Lead Creative Specialist Readers' Services Specialist Outreach Specialist Lead Circulation Clerk Graphic Designer
VIII	\$24.02 \$46,846.43	\$28.84 \$56,238.21	\$33.66 \$65,630.00	Librarian Circ Supervisor Lead Specialist II Lead Specialist II Librarian Lead Specialist II Lead Specialist II	Librarian I Circulation Supervisor Lead Technology Programmer Lead Creative Specialist II Technology Programmer Social Services Specialist Inclusive Services Coordinator
IX	\$25.37 \$49,479.18	\$30.46 \$59,398.77	\$35.55 \$69,318.37	Asst. Hd. Circ. Asst. Hd. Tech. Asst. Makery Manager	Assistant Head of Circ. Assistant Head of Tech Services Assistant Makery Manager
X	\$26.73 \$52,128.38	\$32.09 \$62,579.09	\$37.45 \$73,029.80	Marketing Coordinator Librarian Librarian Program Coordinator	Marketing Coordinator Librarian II Children's Program Coordinator Adult & Teen Program Coordinator
XI	\$28.76 \$56,077.50	\$34.52 \$67,319.93	\$40.29 \$78,562.36	Librarian Librarian Librarian Librarian	Asst. Head of Adult Services Digital Content Librarian II & Special Projects Mgr. Lead Program Coordinator Asst. Head of Kids' Library
XII	\$31.41 \$61,244.26	\$37.70 \$73,522.53	\$44.00 \$85,800.79		
XIII	\$34.31 \$66,904.67	\$41.19 \$80,317.73	\$48.07 \$93,730.79	Librarian Librarian Librarian Head, Circ. Serv. Bldg/Grnds Mgr. Head of Marketing ADM/HR Mgr. Head of IT	Head, Adult Services Head, Kids' Library Head, Technical Services Head, Circulation Services Head, Building & Grounds Head of Marketing & Special Projects Administration/HR Manager Head, IT
XIV	\$37.21 \$72,565.07	\$44.67 \$87,112.94	\$52.13 \$101,661	Librarian	Assistant Director