

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

Regular Board Meeting
May 20, 2021 7:00 p.m.
Zoom Meeting

AGENDA*

Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/89554535533>

Meeting ID: 895 5453 5533

Passcode: 575485

+1 312 626 6799 US (Chicago)

- 1. Call to Order**
- 2. President Statement Regarding Virtual Meeting**
“This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to “COVID-19 Executive Order No. 5” and the Government Emergency Administration Act. Pursuant to said Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library’s attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions.”
- 3. Swearing in of Newly Elected Trustees by Village Clerk Karen Agoranos – Rosemary Groenwald, Sylvia Haas, Kristine O’Sullivan**
- 4. Roll Call**
- 5. Officer Elections 2021-2022 (Action) (31-32)**
- 6. Trustee Vacancy – Appointment of Trustee (Action)**
- 7. Audience to Visitors**
- 8. Consent Agenda (Action)**
 - a. Approve Minutes of Regular Board Meeting of April 15, 2021 **(5-6)**
 - b. Approve April 2021 Bills **(7)** and Financial Reports **(8-20)**
- 9. President’s Report**
- 10. Brand Refresh Workshop**

*All topics on the agenda are potential action items
05/20/2021 Regular Board Meeting Agenda

- 11. Executive Director Report (3-4)**
- 12. April 2021 Library Activity (22-29)**
- 13. Trustee Reports and Comments**
- 14. Calendar items**
 - a. Foundation Board Meeting – May 24 – open
 - b. Library Closed – May 31
 - c. Committee of the Whole Meeting – June 3 (Trustee orientation)
 - d. Regular Board Meeting – June 17
 - e. Foundation Board Meeting – June 28 – Brian Gilligan
- 15. Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
May 20, 2021**

- 1. Swearing in of Newly Elected Trustees.** This is agenda item number 3. Village Clerk Karen Agoranos will attend the Zoom meeting and swear in Trustees Groenwald, Haas, and O’Sullivan.
- 2. Officer Elections 2021-2022.** This is agenda item number 5. We will hold our regular annual officer elections at this meeting. Trustees were asked in advance if they had interest in any of the offices, and President Haas will have that information available at the meeting. The four offices are President, Vice President, Treasurer, and Secretary. Each office will be elected separately, and a tally sheet is included in the packet to help guide the process.
- 3. Trustee Vacancy – Appointment of Trustee.** This is agenda item number 6. We have a vacancy on the Board created by Terri Gens’ departure to serve on the Village Board. It is the Board’s responsibility to fill the vacancy by appointing someone to serve out the remainder of Terri’s term through the next election in 2023. Trustees should be prepared to discuss and potentially vote on an appointment.
- 4. Consent Agenda.** This is agenda item number 8. Any item on the consent agenda can be removed by request and discussed and voted on separately.

“I move to establish and approve the consent agenda as presented.”

- 5. Brand Refresh Workshop.** This is agenda item number 10. We are in the “discovery” phase of our brand refresh project, and the May 20 Board meeting will be your opportunity to provide input before we enter the design phase. I will lead us through a couple of exercises created by our partner, Simple Truth, designed to identify the key aspects of the MPPL brand. I expect this to be a fun and creative experience for us, and it will last 20-30 minutes.

To prepare, I ask all Trustees to do a little “homework” in advance of the meeting that we will use as our first exercise.

“Think about the future of the library, the experience we create, the value we provide and what makes the organization unique. Choose a physical object that conveys those feelings and characteristics. Be prepared to show the object at the meeting and say a few sentences about why you chose the object and how it embodies the spirit of MPPL.”

- 6. Reopening Report.** This is agenda item number 11. On April 15, the library expanded the time limit from one hour to two. At Main we opened study rooms, offered more computers, and put out additional seating. On Monday, May 17 we began our “new normal” hours at Main and further expanded seating. South Branch increased capacity from four to ten patrons at a time.

Our next milestone dates are:

- June 1: End 24-hour materials quarantine
- June 7: Remove time limit, open all seating, remove capacity limits
- October 1: Resume indoor in-person programs; public meeting rooms available

Mount Prospect Public Library
Board of Trustees

On Thursday, May 13, the CDC revised its guidance on mask-wearing to allow fully vaccinated people to go maskless most of the time. Governor Pritzker said that he would follow the science and revise Illinois' statewide mask mandate to bring it in line with the latest CDC recommendations.

The library responded to these new guidelines by informing visitors that masks are still required by all, regardless of vaccine status, for the time being. We need to make a decision to:

- a. Continue to require everyone to wear masks until the mandate is lifted for everyone
- b. Allow vaccinated people to not wear masks (on the honor system)
- c. Allow vaccinated people to not wear masks (vaccination status verified by staff)

All of these options have pros and cons, and staff are discussing how to proceed.

- 7. Tax Rate Litigation 2011-2014.** The Library has been named in a Cook County Circuit Court lawsuit citing illegal tax rate objections and other specific allegations for the 2011 through 2014 tax years. The objections against the library range from "unnecessary and excessive" tax rates for our various funds, and a failure to file certain ordinances with Cook County. We will be working with the Village and legal counsel to address these allegations as the case moves through the courts. The objections in summary are:
 - a. **2011.** Entire tax rate of .5814 for failure to file Appropriation or Budget Ordinance; Bond & Interest Fund rate .0948 is excessive to the extent of .0018; Library Fund rate of .4866 is excessive to the extent of .0096.
 - b. **2012.** Entire tax rate of .1021 for failure to file Appropriation or Budget Ordinance.
 - c. **2013.** Bond & Interest Fund rate .1183 is excessive to the extent of .0023; Library Fund rate of .6426 is excessive to the extent of .0126.
 - d. **2014.** Bond & Interest Fund rate .1151 is excessive to the extent of .00023; Library Fund rate of .6426 is excessive to the extent of .0126.
- 8. 2022 Budgeting Timeline.** This is agenda item number 11. Even though we are not quite halfway through 2021, we're already looking forward to the 2022 budgeting process. Here's what you can expect over the next six months:
 - a. July, August – Preliminary levy discussion, identify levy assumption
 - b. September 2 Finance Committee – Review budget and levy draft
 - c. September 16 Board Meeting – Approve appropriations budget and levy
 - d. December – Approve any necessary working budget amendments
- 9. Trustee Orientation at June 3 Committee of the Whole.** This is agenda item number 14. I propose that we use the June 3 Committee of the Whole meeting to conduct new Trustee orientation for Trustees O'Sullivan and Groenwald. All Board members are welcome to attend if interested. The general topics covered at orientation will be:
 - a. Trustee duties and responsibilities
 - b. Federal and state library laws and rules
 - c. Business of the Board
 - d. Budget, levy, and financial overview
 - e. Library philosophy, standards, and partners
 - f. MPPL services, statistics, and planning

**Regular Board Meeting
April 15, 2021
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" and the Government Emergency Administration Act. Pursuant to said Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions."

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan [arrived at 7:40 p.m.], Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Karen Almeleh, Jo Broszczak, Kevin Medows, Su Reynders
Visitors: There were approximately 28 visitors and staff on the virtual meeting.

4. Audience to Visitors

No visitors spoke.

5. Proclamation Recognizing Trustee Terri Gens

President Haas read the Proclamation of Recognition. Trustee Gens thanked the Board and said she was looking forward to serving on the Village of Mount Prospect Board of Trustees.

Trustees congratulated and welcomed Rosemary Groenwald to the Library Board of Trustees.

6. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of March 18, 2021
- b. Approve Minutes of Committee of the Whole Meeting of April 1, 2021
- c. Approve March 2021 Bills and Financial Reports
- d. Proclamation Recognizing Trustee Terri Gens

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

7. President's Report

The Board acknowledged the Trustee vacancy created by Terri Gens' election to the Village Board and agreed to address it at the May 20, 2021 regular meeting. Newly elected Trustees will be sworn in and officers elected at the May meeting.

8. First Quarter Financial Review

Head of Business Operations Karen Almeleh reviewed the first quarter of 2021 revenues and expenditures and answered questions. She reported that the library has received approximately \$900,000 less property tax revenue as compared to the same time last year. It is anticipated that the remaining first payment revenue will be received by May/June 2021.

9. Executive Director Report

Director Reynders introduced Kevin Medows, the new Head of Collection and Bibliographic Services. She reported that marketing and design firm Simple Truth was selected to work with the library on the upcoming brand refresh project.

10. March 2021 Library Activity

Trustees reviewed library activity in March 2021.

11. EDI Statement Update

Trustees reviewed version 2.0 of the Equity, Diversity, and Inclusion statement and offered several suggestions that will be incorporated and posted on the new EDI webpage.

Trustee Gilligan arrived at 7:40 p.m.

12. Trustee Reports and Comments

Trustee Bass acknowledged that this was her last meeting and that she has been honored to represent the library. Trustees thanked Trustee Bass for her service to the library and community.

13. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – April 26 – Sylvia Haas
- b. Committee of the Whole Meeting – May 6 (cancelled)
- c. Regular Board Meeting – May 20
- d. Foundation Board Meeting – May 24 - open
- e. Library Closed – May 31

14. Adjournment

Regular meeting adjourned at 7:47 p.m.

Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of APRIL 30, 2021

Library General Fund	\$	7,073,880
Working Cash Fund	\$	2,211,592
Capital Projects Restricted Fund	\$	3,331,272
Debt Service Fund	\$	1,492,802
Gift Fund	\$	569,644
Total All Funds	\$	14,679,189

Cash Disbursements April 2021	\$	978,188.49
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,285,472
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		11.5
Combined Balance - Percentage in Reserve		96%

YTD April Spending

- * \$130,119.60 below the year-to-date budget
- * YTD Actual is 4.0% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 33.3% of the annual budget
- * Spending to date was actually closer to 32.0% of the annual budget
- * Last year we had expended about 29.3% of the annual budget

Levy Collection

- * To date 48.2% of the 2020 Levy has been collected
- * Last year 50.6% of the 2019 Levy had been collected through April 2020
- * Historically, over the past six years, 50.0% to 52.6% (average of 51.3 %) of the current year Levy has been collected YTD

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

For the Period Ended 04/30/2021

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 748,058	\$ 5,703,599
Taxes Allocated to Other Funds	(101,107)	(775,609)
Personal Property Replacement Taxes	-	12,370
Interest Income	330	1,306
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	6,000
Ground Lease Income	-	1
Miscellaneous Fees and Fines	2,002	5,248
Friends & Foundation Reimbursements	1,499	1,499
Village Reimbursements	410	410
<i>Total Revenues</i>	<u>\$ 651,192</u>	<u>\$ 4,954,824</u>
Expenditures		
Salaries & Benefits	\$ 605,479	2,390,712
Management Expense	18,878	53,096
Operating Expenses	18,407	166,512
Building Expense	30,654	174,896
Services and Resources	59,821	323,505
Friends & Foundation Reimbursable Expenses	1,510	3,009
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	137	547
<i>Total Expenditures</i>	<u>\$ 734,886</u>	<u>\$ 3,112,277</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 734,886</u>	<u>\$ 3,112,277</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (83,694)	\$ 1,842,547
Fund Balance - Beginning of Period	7,157,574	5,231,333
Fund Balance - End of Period	<u>\$ 7,073,880</u>	<u>\$ 7,073,880</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,211,509	\$ 2,211,096
Interest Allocation	82	495
Fund Balance - End of Period	<u>\$ 2,211,591</u>	<u>\$ 2,211,591</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	113	733
<i>Total Revenues</i>	<u>\$ 113</u>	<u>\$ 733</u>
Expenditures		
Main: Bldg Maintenance	\$ 3,075	\$ 3,075
Main: Furnishings/Equipment	19,694	23,638
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	1,022	6,219
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 23,791</u>	<u>\$ 34,922</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (23,678)	\$ (34,189)
Fund Balance - Beginning of Period	3,354,950	3,365,461
Fund Balance - End of Period	<u>\$ 3,331,272</u>	<u>\$ 3,331,272</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 101,107	\$ 775,609
Interest Income	47	191
<i>Total Revenues</i>	<u>\$ 101,154</u>	<u>\$ 775,800</u>
Expenditures		
Interest Expense	\$ 5,108	\$ 20,433
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,108</u>	<u>\$ 20,433</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 96,046	\$ 755,367
Fund balance - Beginning of Period	1,396,756	737,435
Fund balance - End of Period	<u>\$ 1,492,802</u>	<u>\$ 1,492,802</u>
Gift Fund		
Revenues	\$ 681	\$ 3,842
Expenditures	80	628
Excess (Deficiency) of Revenues over Expenditures	\$ 601	\$ 3,214
Fund Balance - Beginning of Period	569,042	566,429
Fund Balance - End of Period	<u>\$ 569,643</u>	<u>\$ 569,643</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
April 30, 2021**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 605,478.42	
Management Expense (4210L - 4290L)	18,878.23	
Operating Expenses (4310L - 4390L)	18,406.66	
Building Expense (4410L - 4460L)	30,655.03	
Services and Resources (4610L - 4690L)	59,820.55	
Friends & Foundation reimbursable expenses (9530L and 9540L)	1,510.41	
VOMP reimbursable expenses (9560L)	136.68	
Grant Expenses (9570L)	-	
Total April 2021 Library General Fund Expenses	-	\$ 734,885.98

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 54.00	
Operating Expense Reimbursements received	9,266.64	
March 2021 Accrued Payroll & Benefits	312,560.46	
March 2021 Credit Card Payable	21,924.20	
March 2021 Accounts Payable	23,048.25	
Refund for returned Lost ILL	32.95	
Disbursements for Capital Project Restricted Fund	795.00	
Disbursements for Gift Fund	79.99	
	-	367,761.49

Deductions for Library General Fund Cash Disbursements:

April 2021 Accrued Payroll & Benefits	\$ 102,332.92	
April 2021 Credit Card Payable	7,872.43	
April 2021 Accounts Payable	21,910.90	
Miscellaneous	-	
Payment of Nayax invoices & merchant fees by income offset	115.10	
Payment of Credit Card Merchant fees by income offset	20.80	
	-	(132,252.15)
<i>Total Library General Fund cash disbursed</i>		\$ 970,395.32

CAPITAL PROJECTS RESTRICTED FUND

April 2021 Expenses	\$ 23,790.49	
Plus: March 2021 Accounts Payable	175.83	
Less: April 2021 Accounts Payable	(16,173.15)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		7,793.17

DEBT SERVICE FUND

April 2021 Expenses	\$ 5,108.33	
Plus: March 2021 Interest Payable	20,433.32	
Less: April 2021 Interest Payable	(25,541.65)	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

April 2021 Expenses	\$ 79.99	
Plus: March 2021 Accounts Payable	547.77	
Less: April 2021 Accounts Payable	(627.76)	
<i>Total Gift Fund cash disbursed</i>		0.00

TOTAL CASH DISBURSEMENTS, April 2021

\$ 978,188.49

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Apr 1, 2021 to Apr 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	4/1/21	PAYROLL - PAYCOM	\$ 210,525.34
4110L	Salaries	4/1/21	03/31/2021 accrued payroll reversal	(270,675.00)
4110L	Salaries	4/15/21	PAYROLL - PAYCOM	213,824.79
4110L	Salaries	4/29/21	PAYROLL - PAYCOM	210,425.04
4110L	Salaries	4/30/21	04/30/2021 accrued payroll	90,182.00
4120L	IMRF	4/1/21	03/31/2021 accrued payroll reversal	(26,154.00)
4120L	IMRF	4/29/21	VILLAGE OF MT. PROSPECT - IMRF	62,357.08
4120L	IMRF	4/30/21	04/30/2021 accrued payroll	8,840.00
4130L	MC / FICA	4/1/21	PAYROLL - PAYCOM	15,044.47
4130L	MC / FICA	4/1/21	03/31/2021 accrued payroll reversal	(19,342.00)
4130L	MC / FICA	4/15/21	PAYROLL - PAYCOM	15,296.81
4130L	MC / FICA	4/29/21	PAYROLL - PAYCOM	15,951.74
4130L	MC / FICA	4/30/21	04/30/2021 accrued payroll	6,837.00
4140L	Insurance - Medical & Life	4/5/21	COBRA fee	(16.01)
4140L	Insurance - Medical & Life	4/30/21	VILLAGE OF MT. PROSPECT	61,078.36
4140L	Insurance - Medical & Life	4/30/21	VILLAGE OF MT. PROSPECT	(101.76)
4140L	Insurance - Medical & Life	4/30/21	VILLAGE OF MT. PROSPECT	90.10
4150L	Unemployment Compensation Tax	4/28/21	LIMRICC UNEMPLOYMENT COMP.	11,314.46
4230L	Printing	4/22/21	NPN360	4,375.16
4230L	Printing	4/6/21	NPN360	486.40
4240L	Marketing	4/5/21	TOWN SQUARE PUBLICATIONS	670.00
4240L	Marketing	4/28/21	MC/JOURNAL AND TOPICS	66.00
4250L	Resources	4/7/21	MC/HEINEMANN PUBLISHING	25.00
4260L	Professional Dues	4/1/21	AMERICAN LIBRARY ASSOCIATION	199.00
4280L	Human Resources	4/1/21	PAYROLL - PAYCOM	1,521.53
4280L	Human Resources	4/15/21	PAYROLL - PAYCOM	1,533.87
4280L	Human Resources	4/29/21	PAYROLL - PAYCOM	1,521.53
4280L	Human Resources	4/15/21	EMPLOYEE BENEFITS CORPORATION	118.75
4280L	Human Resources	4/7/21	MC/ALA	179.00
4280L	Human Resources	4/13/21	MC/ALA	249.00
4280L	Human Resources	4/14/21	MC/ALA	249.00
4280L	Human Resources	4/29/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	50.00
4280L	Human Resources	4/1/21	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	4/15/21	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	4/14/21	MC/ILA	300.00
4280L	Human Resources	4/19/21	TIME CLOCK PLUS	445.50
4280L	Human Resources	4/1/21	MC/ALA	129.00
4280L	Human Resources	4/1/21	DESTINY PEERY	3,000.00
4280L	Human Resources	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	3.92
4280L	Human Resources	4/15/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	16.80
4280L	Human Resources	4/29/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	3.92
4290L	Other Operating	4/5/21	NAYAX LLC	6.91
4290L	Other Operating	4/9/21	PROPAY	6.16
4290L	Other Operating	4/9/21	NAYAX LLC	4.67
4290L	Other Operating	4/19/21	NAYAX LLC	4.60
4290L	Other Operating	4/23/21	NAYAX LLC	10.98
4290L	Other Operating	4/27/21	PROPAY	14.64
4290L	Other Operating	4/30/21	NAYAX LLC	8.44
4290L	Other Operating	4/1/21	HR SOURCE (MANAGEMENT ASSOC)	1,075.00
4290L	Other Operating	4/1/21	HR SOURCE (MANAGEMENT ASSOC)	1,595.00
4290L	Other Operating	4/30/21	HR SOURCE (MANAGEMENT ASSOC)	600.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Apr 1, 2021 to Apr 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.99
4290L	Other Operating	4/15/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	23.92
4290L	Other Operating	4/29/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.99
4290L	Other Operating	4/1/21	NORTHWEST COMMUNITY HOSP.	148.00
4290L	Other Operating	4/5/21	WILDCAT TROPHY	7.55
4290L	Other Operating	4/14/21	DEX MEDIA	23.00
4310L	Telecommunications	4/11/21	AT&T	731.28
4310L	Telecommunications	4/13/21	AT&T	2,283.66
4310L	Telecommunications	4/12/21	TECHNOLOGY MANAGEMENT REVOLVING FUND	497.00
4310L	Telecommunications	4/19/21	AT&T	297.56
4310L	Telecommunications	4/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	4/28/21	VERIZON WIRELESS	396.62
4310L	Telecommunications	4/19/21	AT&T - 50& of South Branch fiber line	136.68
4340L	Office Supplies	4/2/21	WAREHOUSE DIRECT	641.55
4340L	Office Supplies	4/14/21	STAPLES BUSINESS ADVANTAGE	51.34
4340L	Office Supplies	4/14/21	WAREHOUSE DIRECT	151.05
4340L	Office Supplies	4/14/21	WAREHOUSE DIRECT	21.29
4340L	Office Supplies	4/14/21	STAPLES BUSINESS ADVANTAGE	55.05
4340L	Office Supplies	4/20/21	MC/AMAZON	12.90
4340L	Office Supplies	4/7/21	ULINE	19.47
4340L	Office Supplies	4/14/21	STAPLES BUSINESS ADVANTAGE	146.34
4340L	Office Supplies	4/26/21	SYNCHRONY/AMAZON	44.93
4350L	Library Supplies	4/11/21	MC/BAYSCAN TECHNOLOGIES	1,035.91
4350L	Library Supplies	4/14/21	WAREHOUSE DIRECT	18.97
4350L	Library Supplies	4/26/21	ELM USA, INC.	378.95
4350L	Library Supplies	4/9/21	AMERICAN OUTFITTERS	360.03
4350L	Library Supplies	4/9/21	AMERICAN OUTFITTERS	131.10
4350L	Library Supplies	4/19/21	GARVEY'S OFFICE PRODUCTS	103.08
4350L	Library Supplies	4/14/21	STAPLES BUSINESS ADVANTAGE	510.45
4360L	Postage	4/30/21	POSTMASTER	1,814.20
4360L	Postage	4/1/21	MC/POSTMASTER	496.85
4360L	Postage	4/1/21	MC/POSTMASTER	64.90
4360L	Postage	4/1/21	MC/POSTMASTER	(15.90)
4360L	Postage	4/21/21	MC/POSTMASTER	63.60
4360L	Postage	4/14/21	EMPLOYEE REIMBURSEMENTS	(14.48)
4380L	Contract Services	4/1/21	AQUA-SAFARI, INC.	48.00
4380L	Contract Services	4/23/21	VILLAGE OF MT. PROSPECT	6,260.58
4390L	IT Services	4/1/21	MC/MICROSOFT	6.60
4390L	IT Services	4/6/21	MC/QUICKBASE	197.84
4390L	IT Services	4/11/21	MC/ADOBE	(22.49)
4390L	IT Services	4/1/21	MC/ZOOM	140.00
4390L	IT Services	4/20/21	MC/NINITE.COM	720.00
4390L	IT Services	4/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	4/30/21	MC/ZOOM	140.00
4390L	IT Services	4/29/21	MC/SEARCH WP	29.40
4390L	IT Services	4/15/21	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	4/1/21	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	4/8/21	COMPLETE TEMPERATURE SYSTEMS, INC.	1,637.00
4410L	Building Maintenance	4/1/21	IMBERT INTERNATIONAL, INC.	2,616.00
4410L	Building Maintenance	4/7/21	COMPLETE TEMPERATURE SYSTEMS, INC.	604.00
4410L	Building Maintenance	4/8/21	COMPLETE TEMPERATURE SYSTEMS, INC.	(1,637.00)
4410L	Building Maintenance	4/15/21	ILLINI POWER PRODUCTS	400.89
4410L	Building Maintenance	4/29/21	COMPLETE TEMPERATURE SYSTEMS,	2,470.00
4410L	Building Maintenance	4/1/21	LIGHTING SUPPLY COMPANY	58.42

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Account ID	Account Description	Date	Vendor Name	Amount
4410L	Building Maintenance	4/1/21	FILTER SERVICES ILLINOIS	853.44
4410L	Building Maintenance	4/2/21	W. W. GRAINGER, INC.	235.23
4410L	Building Maintenance	4/17/21	MOUNT PROSPECT PAINT, INC.	59.57
4410L	Building Maintenance	4/19/21	NERADT ACE HARDWARE	13.97
4410L	Building Maintenance	4/23/21	W. W. GRAINGER, INC.	2.76
4410L	Building Maintenance	4/23/21	W. W. GRAINGER, INC.	21.80
4410L	Building Maintenance	4/23/21	NERADT ACE HARDWARE	28.02
4410L	Building Maintenance	4/27/21	NERADT ACE HARDWARE	27.68
4410L	Building Maintenance	4/28/21	W. W. GRAINGER, INC.	76.02
4410L	Building Maintenance	4/29/21	W. W. GRAINGER, INC.	5.52
4410L	Building Maintenance	4/1/21	THE DAVEY TREE EXPERT COMPANY	129.00
4410L	Building Maintenance	4/1/21	AMERICAN LANDSCAPING INC.	150.00
4410L	Building Maintenance	4/1/21	THE HOME DEPOT CRC	140.11
4410L	Building Maintenance	4/6/21	MIDWEST IRRIGATION	1,201.00
4410L	Building Maintenance	4/13/21	THE HOME DEPOT CRC	105.50
4410L	Building Maintenance	4/19/21	THE HOME DEPOT CRC	2.94
4410L	Building Maintenance	4/30/21	AMERICAN LANDSCAPING INC.	268.00
4410L	Building Maintenance	4/12/21	SOUND INCORPORATED	40.00
4410L	Building Maintenance	4/23/21	VILLAGE OF MT. PROSPECT	87.17
4420	Equipment Maintenance	4/14/21	NERADT ACE HARDWARE	59.70
4420	Equipment Maintenance	4/23/21	W. W. GRAINGER, INC.	30.70
4420	Equipment Maintenance	4/6/21	SHELL OIL COMPANY	(3.50)
4420	Equipment Maintenance	4/8/21	GALLAGHER BASSETT SERVICES FOR LIRA	(3,727.35)
4420	Equipment Maintenance	4/8/21	GALLAGHER BASSETT SERVICES FOR LIRA	(368.30)
4420	Equipment Maintenance	4/16/21	SHELL OIL COMPANY	31.30
4420	Equipment Maintenance	4/15/21	IMAGE SYSTEMS & BUSINESS SOLUT	3,222.67
4420	Equipment Maintenance	4/19/21	NAYAX LLC	79.50
4420	Equipment Maintenance	4/30/21	Reclassification to 4450L	(47.85)
4420	Equipment Maintenance	4/6/21	MC/AMAZON	29.99
4420	Equipment Maintenance	4/8/21	MC/AMAZON	26.99
4420	Equipment Maintenance	4/1/21	MC/ DRI Vmware	(72.25)
4440L	Janitorial	4/1/21	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	4/8/21	CINTAS #22	70.92
4440L	Janitorial	4/20/21	REPUBLIC SERVICES #551	403.83
4440L	Janitorial	4/22/21	CINTAS #22	70.92
4440L	Janitorial	4/12/21	W. W. GRAINGER, INC.	27.42
4440L	Janitorial	4/13/21	WAREHOUSE DIRECT	352.20
4440L	Janitorial	4/13/21	ARAMARK	104.25
4440L	Janitorial	4/14/21	NERADT ACE HARDWARE	19.47
4440L	Janitorial	4/22/21	SUPERIOR INDUSTRIAL SUPPLY	187.75
4440L	Janitorial	4/27/21	WAREHOUSE DIRECT	71.74
4440L	Janitorial	4/30/21	SUPERIOR INDUSTRIAL SUPPLY	(1.88)
4440L	Janitorial	4/23/21	VILLAGE OF MT. PROSPECT	541.57
4450L	Equipment	4/21/21	DELL MARKETING L.P.	11,626.95
4450L	Equipment	4/22/21	IMAGE SYSTEMS & BUSINESS SOLUTIONS	885.00
4450L	Equipment	4/6/21	MC/AMAZON	24.74
4450L	Equipment	4/12/21	MC/AMAZON	49.98
4450L	Equipment	4/14/21	MC/AMAZON	27.99
4450L	Equipment	4/26/21	MC/AMAZON	82.68
4450L	Equipment	4/8/21	MC/AMAZON	72.99
4450L	Equipment	4/30/21	Reclassification from 4420L	47.85
4460L	Utilities	4/29/21	CONSTELLATION NEWENERGY- GAS DIV	3,183.02
4460L	Utilities	4/15/21	VILLAGE OF MT. PROSPECT	492.87
4460L	Utilities	4/23/21	VILLAGE OF MT. PROSPECT	354.13
4610L	Adult Books	4/1/21	BAKER AND TAYLOR	507.55
4610L	Adult Books	4/1/21	BAKER AND TAYLOR	42.36

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4610L	Adult Books	4/1/21	INGRAM	36.48
4610L	Adult Books	4/1/21	LAKE COUNTY (IL) GENEAL. SOC.	23.00
4610L	Adult Books	4/1/21	GALE	48.08
4610L	Adult Books	4/1/21	GENEALOGICAL.COM, INC	37.35
4610L	Adult Books	4/1/21	INGRAM	111.60
4610L	Adult Books	4/1/21	INGRAM	31.04
4610L	Adult Books	4/1/21	INGRAM	23.97
4610L	Adult Books	4/1/21	NRP DIRECT/ PJ KENNEDY & SONS	215.00
4610L	Adult Books	4/1/21	MC/POLISH BOOKSTORE	110.95
4610L	Adult Books	4/1/21	INGRAM	(65.15)
4610L	Adult Books	4/2/21	INGRAM	19.78
4610L	Adult Books	4/2/21	GALE	24.04
4610L	Adult Books	4/2/21	GALE	57.83
4610L	Adult Books	4/4/21	INGRAM	24.30
4610L	Adult Books	4/5/21	BAKER AND TAYLOR	995.53
4610L	Adult Books	4/5/21	BAKER AND TAYLOR	87.00
4610L	Adult Books	4/5/21	INGRAM	38.96
4610L	Adult Books	4/5/21	GALE	35.08
4610L	Adult Books	4/6/21	BAKER AND TAYLOR	728.69
4610L	Adult Books	4/6/21	INGRAM	44.30
4610L	Adult Books	4/7/21	INGRAM	64.15
4610L	Adult Books	4/8/21	INGRAM	11.27
4610L	Adult Books	4/8/21	INGRAM	19.76
4610L	Adult Books	4/8/21	BAKER AND TAYLOR	100.85
4610L	Adult Books	4/8/21	GALE	27.99
4610L	Adult Books	4/8/21	GALE	24.79
4610L	Adult Books	4/8/21	BAKER AND TAYLOR	790.19
4610L	Adult Books	4/9/21	INGRAM	152.98
4610L	Adult Books	4/9/21	INGRAM	77.46
4610L	Adult Books	4/9/21	INGRAM	10.73
4610L	Adult Books	4/12/21	BAKER AND TAYLOR	1,009.67
4610L	Adult Books	4/12/21	INGRAM	69.46
4610L	Adult Books	4/12/21	INGRAM	41.75
4610L	Adult Books	4/12/21	THOMSON WEST	(39.77)
4610L	Adult Books	4/13/21	INGRAM	71.17
4610L	Adult Books	4/13/21	BAKER AND TAYLOR	768.24
4610L	Adult Books	4/13/21	INGRAM	31.61
4610L	Adult Books	4/14/21	BAKER AND TAYLOR	1,106.68
4610L	Adult Books	4/14/21	INGRAM	127.38
4610L	Adult Books	4/14/21	BAKER AND TAYLOR	51.16
4610L	Adult Books	4/15/21	BAKER AND TAYLOR	344.21
4610L	Adult Books	4/15/21	INGRAM	23.79
4610L	Adult Books	4/16/21	INGRAM	49.65
4610L	Adult Books	4/16/21	BAKER AND TAYLOR	109.11
4610L	Adult Books	4/16/21	BAKER AND TAYLOR	63.36
4610L	Adult Books	4/18/21	INGRAM	13.46
4610L	Adult Books	4/19/21	INGRAM	25.47
4610L	Adult Books	4/19/21	BAKER AND TAYLOR	81.85
4610L	Adult Books	4/19/21	INGRAM	53.12
4610L	Adult Books	4/20/21	BAKER AND TAYLOR	967.45
4610L	Adult Books	4/20/21	BAKER AND TAYLOR	896.70
4610L	Adult Books	4/20/21	INGRAM	27.73
4610L	Adult Books	4/20/21	INGRAM	77.57
4610L	Adult Books	4/20/21	GALE	22.09
4610L	Adult Books	4/21/21	INGRAM	48.49
4610L	Adult Books	4/21/21	INGRAM	23.36
4610L	Adult Books	4/21/21	BAKER AND TAYLOR	554.98
4610L	Adult Books	4/21/21	BAKER AND TAYLOR	160.50
4610L	Adult Books	4/22/21	INGRAM	8.99
4610L	Adult Books	4/23/21	OPES, INC.	200.54
4610L	Adult Books	4/23/21	INGRAM	78.62

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4610L	Adult Books	4/23/21	BAKER AND TAYLOR	610.47
4610L	Adult Books	4/26/21	SYNCHRONY/AMAZON	2,463.85
4610L	Adult Books	4/26/21	SYNCHRONY/AMAZON	(47.90)
4610L	Adult Books	4/26/21	BAKER AND TAYLOR	463.05
4610L	Adult Books	4/26/21	INGRAM	50.35
4610L	Adult Books	4/27/21	BAKER AND TAYLOR	63.73
4610L	Adult Books	4/27/21	INGRAM	11.37
4610L	Adult Books	4/28/21	INGRAM	16.94
4610L	Adult Books	4/29/21	BAKER AND TAYLOR	440.33
4610L	Adult Books	4/29/21	BAKER AND TAYLOR	53.69
4610L	Adult Books	4/30/21	INGRAM	40.31
4610L	Adult Books	4/30/21	INGRAM	11.99
4610L	Adult Books	4/23/21	BAKER AND TAYLOR	14.25
4620L	Adult AV	4/1/21	CRIMSON MULTIMEDIA DIST., INC.	265.12
4620L	Adult AV	4/1/21	INGRAM	(343.53)
4620L	Adult AV	4/1/21	INGRAM	(107.12)
4620L	Adult AV	4/1/21	INGRAM	(7.19)
4620L	Adult AV	4/1/21	INGRAM	(11.85)
4620L	Adult AV	4/2/21	MIDWEST TAPE	317.91
4620L	Adult AV	4/2/21	MIDWEST TAPE	39.99
4620L	Adult AV	4/2/21	MIDWEST TAPE	1,159.80
4620L	Adult AV	4/5/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/6/21	BAKER & TAYLOR INC.	12.49
4620L	Adult AV	4/7/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	4/8/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	4/8/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	34.49
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	58.73
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	64.64
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/12/21	MIDWEST TAPE	39.99
4620L	Adult AV	4/12/21	MIDWEST TAPE	76.98
4620L	Adult AV	4/12/21	MIDWEST TAPE	29.99
4620L	Adult AV	4/12/21	MIDWEST TAPE	18.74
4620L	Adult AV	4/12/21	MIDWEST TAPE	19.99
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	36.70
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	4/14/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/15/21	THE TEACHING COMPANY	89.95
4620L	Adult AV	4/16/21	BAKER & TAYLOR INC.	10.19
4620L	Adult AV	4/16/21	BAKER AND TAYLOR	21.44
4620L	Adult AV	4/19/21	BAKER & TAYLOR INC.	12.49
4620L	Adult AV	4/21/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	4/22/21	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	4/22/21	BAKER & TAYLOR INC.	110.20
4620L	Adult AV	4/22/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	4/23/21	BAKER & TAYLOR INC.	20.36
4620L	Adult AV	4/23/21	BAKER & TAYLOR INC.	28.61
4620L	Adult AV	4/26/21	SYNCHRONY/AMAZON	(22.23)
4620L	Adult AV	4/26/21	SYNCHRONY/AMAZON	596.66
4620L	Adult AV	4/28/21	BAKER & TAYLOR INC.	32.24
4620L	Adult AV	4/28/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	4/28/21	BAKER & TAYLOR INC.	36.67
4620L	Adult AV	4/28/21	BAKER & TAYLOR INC.	45.55

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4620L	Adult AV	4/28/21	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	4/28/21	BAKER & TAYLOR INC.	127.80
4620L	Adult AV	4/5/21	BAKER & TAYLOR INC.	32.31
4620L	Adult AV	4/9/21	BAKER & TAYLOR INC.	24.97
4620L	Adult AV	4/19/21	BAKER & TAYLOR INC.	163.87
4620L	Adult AV	4/26/21	SYNCHRONY/AMAZON	45.88
4620L	Adult AV	4/27/21	BAKER & TAYLOR INC.	8.48
4630L	Youth Print	4/1/21	BAKER AND TAYLOR	367.42
4630L	Youth Print	4/1/21	BAKER AND TAYLOR	405.19
4630L	Youth Print	4/1/21	BAKER AND TAYLOR	457.98
4630L	Youth Print	4/1/21	BAKER AND TAYLOR	430.30
4630L	Youth Print	4/1/21	INGRAM	45.08
4630L	Youth Print	4/1/21	INGRAM	19.20
4630L	Youth Print	4/1/21	INGRAM	114.00
4630L	Youth Print	4/1/21	INGRAM	236.94
4630L	Youth Print	4/1/21	INGRAM	65.15
4630L	Youth Print	4/1/21	INGRAM	343.53
4630L	Youth Print	4/1/21	INGRAM	107.12
4630L	Youth Print	4/1/21	INGRAM	7.19
4630L	Youth Print	4/1/21	INGRAM	11.85
4630L	Youth Print	4/2/21	BAKER AND TAYLOR	361.37
4630L	Youth Print	4/2/21	INGRAM	10.16
4630L	Youth Print	4/2/21	INGRAM	119.90
4630L	Youth Print	4/5/21	BAKER AND TAYLOR	272.70
4630L	Youth Print	4/5/21	BAKER AND TAYLOR	32.52
4630L	Youth Print	4/6/21	BAKER AND TAYLOR	116.51
4630L	Youth Print	4/7/21	INGRAM	15.80
4630L	Youth Print	4/9/21	INGRAM	3.38
4630L	Youth Print	4/9/21	BAKER AND TAYLOR	725.18
4630L	Youth Print	4/12/21	BAKER AND TAYLOR	262.01
4630L	Youth Print	4/14/21	BAKER AND TAYLOR	303.63
4630L	Youth Print	4/14/21	BAKER AND TAYLOR	361.99
4630L	Youth Print	4/14/21	BAKER AND TAYLOR	102.15
4630L	Youth Print	4/14/21	INGRAM	151.68
4630L	Youth Print	4/15/21	BAKER AND TAYLOR	234.85
4630L	Youth Print	4/16/21	BAKER AND TAYLOR	1,015.53
4630L	Youth Print	4/16/21	GALE	37.70
4630L	Youth Print	4/19/21	INGRAM	60.97
4630L	Youth Print	4/19/21	BAKER AND TAYLOR	602.77
4630L	Youth Print	4/19/21	BAKER AND TAYLOR	26.23
4630L	Youth Print	4/20/21	INGRAM	43.17
4630L	Youth Print	4/20/21	BAKER AND TAYLOR	140.08
4630L	Youth Print	4/21/21	BAKER AND TAYLOR	242.02
4630L	Youth Print	4/21/21	BAKER AND TAYLOR	226.26
4630L	Youth Print	4/21/21	BAKER AND TAYLOR	842.44
4630L	Youth Print	4/21/21	INGRAM	62.69
4630L	Youth Print	4/22/21	BAKER AND TAYLOR	58.38
4630L	Youth Print	4/22/21	BAKER AND TAYLOR	468.49
4630L	Youth Print	4/22/21	BAKER AND TAYLOR	124.16
4630L	Youth Print	4/23/21	INGRAM	69.11
4630L	Youth Print	4/23/21	INGRAM	64.13
4630L	Youth Print	4/23/21	INGRAM	98.86
4630L	Youth Print	4/26/21	SYNCHRONY/AMAZON	276.81
4630L	Youth Print	4/26/21	BAKER AND TAYLOR	109.37
4630L	Youth Print	4/27/21	INGRAM	10.73
4630L	Youth Print	4/28/21	INGRAM	10.16
4630L	Youth Print	4/26/21	SYNCHRONY/AMAZON	64.78
4640L	Youth AV	4/1/21	BAKER & TAYLOR INC.	63.18
4640L	Youth AV	4/1/21	CRIMSON MULTIMEDIA DIST., INC.	64.18

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4640L	Youth AV	4/5/21	BAKER & TAYLOR INC.	34.52
4640L	Youth AV	4/6/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	4/12/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	4/19/21	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	4/19/21	BAKER & TAYLOR INC.	63.18
4640L	Youth AV	4/20/21	FINDAWAY WORLD, LLC	246.45
4640L	Youth AV	4/21/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	4/21/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	4/23/21	BAKER & TAYLOR INC.	119.02
4640L	Youth AV	4/26/21	SYNCHRONY/AMAZON	713.76
4640L	Youth AV	4/26/21	BAKER & TAYLOR INC.	38.93
4650L	Subscriptions	4/1/21	THE NEW YORK TIMES	105.60
4650L	Subscriptions	4/1/21	MC/VICTORIA	27.98
4650L	Subscriptions	4/1/21	MC/MAGAZINE.STORE	14.95
4650L	Subscriptions	4/1/21	POPULAR WOODWORKING	19.95
4650L	Subscriptions	4/1/21	UNABASHED LIBRARIAN	71.50
4650L	Subscriptions	4/1/21	MC/YOGA JOURNAL	21.95
4650L	Subscriptions	4/8/21	MC/BABYBUG	33.95
4650L	Subscriptions	4/8/21	MC/DOGSTER	19.95
4650L	Subscriptions	4/8/21	MC/NATIONAL WILDLIFE FEDERATION	10.00
4650L	Subscriptions	4/9/21	MC/CLEAN EATING MAGAZINE	29.99
4650L	Subscriptions	4/20/21	MC/CHICAGO TRIBUNE	68.00
4650L	Subscriptions	4/23/21	MC/US WEEKLY MAGAZINE	39.95
4650L	Subscriptions	4/26/21	SYNCHRONY/AMAZON	(3.60)
4650L	Subscriptions	4/28/21	MC/VITAMINKA TO YOUR HEALTH	21.97
4650L	Subscriptions	4/24/21	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	4/1/21	GALE	1,616.04
4660L	Electronic Resources	4/1/21	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	4/1/21	NEWS BANK, INC.	475.00
4660L	Electronic Resources	4/1/21	GALE	610.08
4660L	Electronic Resources	4/1/21	MC/PAYPAL	24.95
4660L	Electronic Resources	4/14/21	LIBRARIES FIRST	500.00
4661L	Digital Media	4/1/21	GALE	5,635.71
4661L	Digital Media	4/1/21	GALE	281.20
4661L	Digital Media	4/22/21	OVERDRIVE, INC.	541.29
4661L	Digital Media	4/22/21	OVERDRIVE, INC.	784.38
4661L	Digital Media	4/22/21	OVERDRIVE, INC.	404.88
4661L	Digital Media	4/30/21	MIDWEST TAPE	2,788.33
4661L	Digital Media	4/30/21	KANOPY, INC.	544.00
4661L	Digital Media	4/1/21	OVERDRIVE, INC.	268.13
4661L	Digital Media	4/6/21	OVERDRIVE, INC.	287.94
4661L	Digital Media	4/13/21	OVERDRIVE, INC.	224.97
4661L	Digital Media	4/20/21	OVERDRIVE, INC.	267.96
4661L	Digital Media	4/27/21	OVERDRIVE, INC.	244.50
4662L	E-Learning	4/1/21	GALE	6,162.36
4663L	Library of Things	4/1/21	MC/T-MOBILE	(1.91)
4663L	Library of Things	4/1/21	T-MOBILE - correction for duplicate March entry	(545.30)
4663L	Library of Things	4/3/21	MC/DISNEY	13.99
4663L	Library of Things	4/3/21	MC/DISNEY	13.99
4663L	Library of Things	4/3/21	MC/DISNEY	13.99
4663L	Library of Things	4/3/21	MC/DISNEY	13.99
4663L	Library of Things	4/3/21	MC/DISNEY	13.99
4663L	Library of Things	4/3/21	MC/DISNEY	13.99
4663L	Library of Things	4/3/21	MC/NETFLIX	17.99
4663L	Library of Things	4/3/21	MC/NETFLIX	17.99
4663L	Library of Things	4/3/21	MC/NETFLIX	17.99
4663L	Library of Things	4/3/21	MC/NETFLIX	17.99

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Apr 1, 2021 to Apr 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	4/3/21	MC/NETFLIX	17.99
4663L	Library of Things	4/21/21	MC/T-MOBILE	545.30
4663L	Library of Things	4/26/21	MC/OFFICE DEPOT	141.97
4663L	Library of Things	4/26/21	MC/OFFICE DEPOT	5.00
4680L	Processing	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	5.97
4680L	Processing	4/26/21	SYNCHRONY/AMAZON	34.46
4680L	Processing	4/2/21	DEMCO	193.24
4680L	Processing	4/5/21	BAKER AND TAYLOR	9.66
4680L	Processing	4/14/21	WAREHOUSE DIRECT	33.05
4680L	Processing	4/15/21	DEMCO	710.16
4680L	Processing	4/19/21	BAKER AND TAYLOR	22.08
4680L	Processing	4/20/21	BAKER AND TAYLOR	2.76
4680L	Processing	4/21/21	BAKER AND TAYLOR	9.66
4680L	Processing	4/22/21	BAKER AND TAYLOR	2.76
4680L	Processing	4/22/21	DEMCO	110.72
4680L	Processing	4/22/21	BAKER AND TAYLOR	4.83
4680L	Processing	4/22/21	BUDGET LIBRARY SUPPLIES	638.96
4680L	Processing	4/27/21	BAKER AND TAYLOR	28.98
4690L	Programs	4/16/21	RICK KESSLER	100.00
4690L	Programs	4/26/21	UNIVERSITY OF ILLINOIS EXTENSION	100.00
4690L	Programs	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	11.98
4690L	Programs	4/1/21	MC/SPOTIFY	9.99
4690L	Programs	4/1/21	BOOK DEPOT	529.52
4690L	Programs	4/2/21	MC/WALMART	4.42
4690L	Programs	4/2/21	MC/WALMART	19.00
4690L	Programs	4/8/21	MC/WALMART	199.00
4690L	Programs	4/15/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	16.03
4690L	Programs	4/26/21	SYNCHRONY/AMAZON	25.50
4690L	Programs	4/26/21	CAROL CAPRA	355.72
4690L	Programs	4/29/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	39.15
4690L	Programs	4/9/21	KAREN CHAN FINANCIAL	400.00
4690L	Programs	4/26/21	DANIELLE SCHULTZ	300.00
4690L	Programs	4/3/21	MC/ROLL20	4.99
4690L	Programs	4/11/21	MC/MEETUP	89.94
4690L	Programs	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	38.90
4690L	Programs	4/15/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	34.72
4690L	Programs	4/16/21	NOEMI RAMOS	75.00
4690L	Programs	4/26/21	SYNCHRONY/AMAZON	81.24
				\$ 733,238.89
9530L	Foundation Sponsored Expense	4/9/21	BHARATAM ACADEMY OF DANCE ARTS	350.00
9530L	Foundation Sponsored Expense	4/9/21	ALGONQUIN AREA PUBLIC LIBRARY	250.00
9540L	Friends Sponsored Expense	4/19/21	INGRAM	40.64
9540L	Friends Sponsored Expense	4/20/21	BAKER AND TAYLOR	290.27
9540L	Friends Sponsored Expense	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	8.00
9540L	Friends Sponsored Expense	4/26/21	SYNCHRONY/AMAZON	25.49
9540L	Friends Sponsored Expense	4/26/21	MC/DEMCO	407.35
9540L	Friends Sponsored Expense	4/27/21	MC/MICHAELS	18.38
9540L	Friends Sponsored Expense	4/15/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	28.62
9540L	Friends Sponsored Expense	4/1/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	91.66
9560L	Village Hall Shared Expense	4/19/21	AT&T - 50& of South Branch fiber line	136.68
			Total Library Fund Expenses for April, 2021	<u>\$ 734,885.98</u>

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From Apr 1, 2021 to Apr 30, 2021

Account ID	Account Description	Date	Trans Description	Amount
7750B-016	Bldg Fd: Building Maintenance	4/6/21	NOLAND SALES CORPORATION	\$ 2,725.00
7750B-016	Bldg Fd: Building Maintenance	4/30/21	CHRISTOPHER KIDD & ASSOCIATES	350.00
7750B-017	Bldg Fd: Equipment & Furniture	4/14/21	KRUEGER INTERNATIONAL , INC.	4,241.90
7750B-017	Bldg Fd: Equipment & Furniture	4/21/21	KRUEGER INTERNATIONAL , INC	250.00
7750B-017	Bldg Fd: Equipment & Furniture	4/27/21	INTEGRATED CONTROL TECHNOLOGIES	9,052.32
7750B-017	Bldg Fd: Equipment & Furniture	4/29/21	MEILAHN MFG	710.00
7750B-017	Bldg Fd: Equipment & Furniture	4/30/21	AVI SYSTEMS, INC.	5,440.00
7750B-South-06	Bldg Fd: SB Equipt & Furniture	4/1/21	ULINE	226.27
7750B-South-06	Bldg Fd: SB Equipt & Furniture	4/29/21	WAREHOUSE DIRECT	795.00
Total Capital Project Restricted Fund Expenses for April, 2021				<u><u>\$23,790.49</u></u>

Debt Service Fund
 Debt Service Fund Expenses by G/L Acct
 For the Period From Apr 1, 2021 to Apr 30, 2021

Account ID	Account Description	Date	Transaction Description	Amount
3701D	Interest Expense	4/30/21	April, 2021, interest expense accrual \$61,300 x 1/12	\$ 5,108.33
Total Debt Service Fund Expenses for April, 2021				<u>\$ 5,108.33</u>

Mount Prospect Public Library
 Gift Fund Expenses by G/L Account #
 For the Period From Apr 1, 2021 to Apr 30, 2021

Account ID	Account Description	Date	Description	Amount
8760G	Gift Fund: Miscellaneous Exp	4/26/21	SYNCHRONY/AMAZON	\$ 79.99
Total Gift Fund Expenses for April, 2021				\$ 79.99

MONTHLY EXPENSE SUMMARY

YEAR TO DATE APRIL 2021

Line	Annual Budget	Annual Budget % to Total	YEAR TO DATE APRIL 2021					YTD Variance - Actual vs Budget			
			YTD Budget	Budget % to Total	YTD Actual	Actual % to Total	% of Budget Expended	\$	%	% of TTL VAR	
Salaries & Benefits											
Salaries	4110	5,817,200.00	1,939,067.00		1,820,714.60		31.3%	(118,352.40)	-6.1%	91.0%	
IMRF	4120	552,800.00	184,267.00		178,687.74		32.3%	(5,579.26)	-3.0%	4.3%	
MC / FICA	4130	444,600.00	148,200.00		131,277.91		29.5%	(16,922.09)	-11.4%	13.0%	
Insurance - Medical	4140	745,000.00	248,333.00		247,787.23		33.3%	(545.77)	-0.2%	0.4%	
Insurance - Life	4140	1,500.00	500.00		358.16		23.9%	(141.84)	-28.4%	0.1%	
Unemployment Compensation Tax	4150	7,200.00	2,400.00		11,886.58		165.1%	9,486.58	395.3%	-7.3%	
Subtotal (4110L - 4150L)		7,568,300.00	77.9%	2,522,767.00	77.9%	2,390,712.22	76.9%	31.6%	(132,054.78)	-5.2%	101.5%
Management Expense											
Audit	4210	7,000.00	2,333.00		0.00		0.0%	(2,333.00)	-100.0%	1.8%	
Legal Fees	4220	10,000.00	3,333.00		1,237.50		12.4%	(2,095.50)	-62.9%	1.6%	
Printing	4230	44,000.00	14,668.00		13,801.75		31.4%	(866.25)	-5.9%	0.7%	
Marketing	4240	18,375.00	6,125.00		1,432.22		7.8%	(4,692.78)	-76.6%	3.6%	
Resources	4250	965.00	321.00		245.00		25.4%	(76.00)	-23.7%	0.1%	
Professional Dues	4260	7,215.00	2,405.00		1,802.00		25.0%	(603.00)	-25.1%	0.5%	
Total Board Development/Training	4270	2,500.00	833.00		40.00		1.6%	(793.00)	-95.2%	0.6%	
Total Human Resources	4280	126,835.00	42,279.00		25,222.27		19.9%	(17,056.73)	-40.3%	13.1%	
Other Operating	4290	49,015.00	16,338.00		9,316.20		19.0%	(7,021.80)	-43.0%	5.4%	
Subtotal (4210L - 4290L)		265,905.00	2.7%	88,635.00	2.7%	53,096.94	1.7%	20.0%	(35,538.06)	-40.1%	27.3%
Operating Expenses											
Telecommunications	4310	47,224.00	15,741.00		17,056.44		36.1%	1,315.44	8.4%	-1.0%	
Insurance	4320	95,160.00	31,720.00		87,739.00		92.2%	56,019.00	176.6%	-43.1%	
Office Supplies	4340	25,000.00	8,333.00		3,772.71		15.1%	(4,560.29)	-54.7%	3.5%	
Library Supplies	4350	26,600.00	8,867.00		3,691.72		13.9%	(5,175.28)	-58.4%	4.0%	
Postage	4360	20,300.00	6,767.00		5,454.67		26.9%	(1,312.33)	-19.4%	1.0%	
Contract Services	4380	31,780.00	10,593.00		14,810.16		46.6%	4,217.16	39.8%	-3.2%	
IT Services	4390	64,920.00	21,639.00		33,987.66		52.4%	12,348.66	57.1%	-9.5%	
Subtotal (4310L - 4390L)		310,984.00	3.2%	103,660.00	3.2%	166,512.36	5.4%	53.5%	62,852.36	60.6%	-48.3%
Building Expense											
Building Maintenance	4410	205,002.00	68,334.00		45,594.54		22.2%	(22,739.46)	-33.3%	17.5%	
Equipment Maintenance	4420	124,100.00	41,367.00		70,727.41		57.0%	29,360.41	71.0%	-22.6%	
Janitorial	4440	90,810.00	30,271.00		17,220.45		19.0%	(13,050.55)	-43.1%	10.0%	
Equipment	4450	165,400.00	55,133.00		24,067.56		14.6%	(31,065.44)	-56.3%	23.9%	
Utilities	4460	45,238.00	15,080.00		17,286.37		38.2%	2,206.37	14.6%	-1.7%	
Subtotal (4410L - 4460L)		630,550.00	6.5%	210,185.00	6.5%	174,896.33	5.6%	27.7%	(35,288.67)	-16.8%	27.1%
Library Materials											
Adult Print	4610	196,700.00	65,567.00		60,338.94		30.7%	(5,228.06)	-8.0%	4.0%	
Adult AV	4620	63,800.00	21,266.00		13,666.27		21.4%	(7,599.73)	-35.7%	5.8%	
Youth Print	4630	134,900.00	44,966.00		30,626.00		22.7%	(14,340.00)	-31.9%	11.0%	
Youth AV	4640	25,500.00	8,500.00		6,012.93		23.6%	(2,487.07)	-29.3%	1.9%	
Subscriptions	4650	18,400.00	6,133.00		6,736.46		36.6%	603.46	9.8%	-0.5%	
Electronic Resources	4660	181,297.00	60,432.00		95,494.59		52.7%	35,062.59	58.0%	-26.9%	
Digital Media	4661	178,914.00	59,639.00		68,440.29		38.3%	8,801.29	14.8%	-6.8%	
E-Learning	4662	48,708.00	16,236.00		25,712.60		52.8%	9,476.60	58.4%	-7.3%	
Library of Things	4663	20,700.00	6,900.00		3,572.38		17.3%	(3,327.62)	-48.2%	2.6%	
Microform	4670	900.00	300.00		0.00		0.0%	(300.00)	-100.0%	0.2%	
Processing	4680	26,000.00	8,666.00		6,083.75		23.4%	(2,582.25)	-29.8%	2.0%	
Programs	4690	44,970.00	14,990.00		6,820.34		15.2%	(8,169.66)	-54.5%	6.3%	
Subtotal (4610L - 4680L)		940,789.00	9.7%	313,595.00	9.7%	323,504.55	10.4%	34.4%	9,909.55	3.2%	-7.6%
Total (4110L - 4680L)		9,716,528.00	100.0%	3,238,842.00	100.0%	3,108,722.40	100.0%	32.0%	(130,119.60)	-4.0%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,465.00	3,155.00		950.00			(2,205.00)	-16.7%		
Friends Expenses (9540L)	6540	14,000.00	4,665.00		2,058.98			(400.00)	-29.8%		
Village Shared Expense (9560L)	9560	2,800.00	933.00		546.72			(333.00)	-100.0%		
Grant Expense (9570L)	9570	0.00	0.00		0.00			0.00	-100.0%		
Total Reimbursable Activity		26,265.00		8,753.00		3,555.70		(5,197.30)	-59.4%		
Total Expenses - All Activities		9,742,793.00		3,247,595.00		3,112,278.10		(135,316.90)	-4.2%		

April 2021

Circulation

- 1) We officially launched Fines Free on April 1. This was the first sign of the shift to our “new normal,” and something we were excited to offer the community. Many patrons have expressed gratitude for the shift and overall things have gone very smoothly. [\[Remove patron barriers\]](#)
- 2) On April 1, we also implemented changes to our loan periods and item limits, moving from the pandemic measures to a new normal. Many of our limits and some of our loan periods were greatly expanded, and patrons seem to have appreciated the shift – especially the fact that New DVDs will now permanently check out for a full week. [\[Remove patron barriers\]](#)
- 3) Tom Garvin assisted the department in getting a new millwork counter space added to the staff side of the Patron Services desk. This is an improvement long desired by staff, and it also provides additional distancing between desk workers. [\[Improve staff/public furniture protection\]](#)

Community Engagement

- 1) Representatives from HIAS Immigration and Citizenship presented a Path to Citizenship program on April 26, outlining the steps necessary to move from permanent resident status to U.S. citizen. Essential information about eligibility, applications, interview, and oath ceremony was provided. There was a robust Q & A session following the presentation and participant feedback was positive. HIAS will be back in August to present this program in Spanish. [\[EDI programming\]](#)
- 2) In collaboration with the Offices of State Representative Mark Walker, State Senator Ann Gillespie, the Village’s Human Services Department, and the Mount Prospect Park District, we are moving forward with plans to host a mobile vaccination clinic at the Park District’s RecPlex facility. This location was selected for its proximity to the underserved, low to moderate-income residents who live on the south side and because it meets the physical requirements from the Illinois Department of Public Health. This is a “closed” event; promotion and registration will be done exclusively through the partner communication channels to reach the targeted population.
- 3) We met with the Village’s Community Engagement Committee to discuss ways to work together to provide opportunities for the Mount Prospect community to recognize and celebrate its diversity. In addition to discussing some potential collaborations and ways the strategic goals of each entity might align, a formal chain of communication was established to increase efficiency around resource-sharing and cross-promotion. [\[EDI promotion\]](#)

Fiction/AV/Teen

- 1) Teen Services Librarian contributed a video to participate in St. Raymond School’s Readathon that encourages reading and builds literacy skills.
- 2) Curated book lists were created and posted on MPPL’s EDI webpage. [\[EDI promotion\]](#)
- 3) Cathleen Blair helped to strategize approach for the upcoming collection diversity audit. Several department staff prepared by beginning the *Library Journal/School Library Journal* Online Course, “Evaluating, Auditing, and Diversifying Your Collections.” [\[EDI collection diversity audit\]](#)
- 4) A patron stopped by the desk on April 14 and said, “I just want to tell you how much I appreciate everything the library has done during covid. It was so great having books brought to my car, and it meant a lot to me that I could keep reading during this difficult time. Thank you to everyone who works here!”

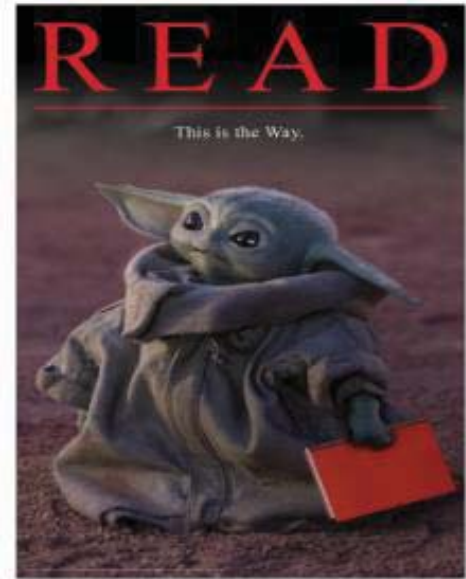
National Library Week

- 1) We celebrated National Library Week (NLW) by providing information to patrons and accepted the Proclamation of NLW at the April 7 Village Board meeting by Mayor Juracek.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

- 1) Our next library card order will be placed in May/June 2021. Mixing things up a bit, we are going through the ALA store and ordering the Baby Yoda Read design, which is adorable and should be very popular.



Research

- 1) We reopened five second floor study rooms to the public on April 19. As of the end of April, we were averaging approximately two reservations per day. [New normal]
- 2) Lynda.com was migrated to LinkedIn Learning in late April. Patrons now have access to twice as many courses in six additional languages.
- 3) Business Librarian Angela Baker revised and updated the Jobs and Careers Development page on the website and is working with the Mount Prospect Junior Women's Club to collaborate on programs supporting job seekers.
<https://mppl.org/research/research-guides/jobs-and-career-development/>

South Branch

- 1) We restructured South Branch staffing this month, which included the creation of a new full time Collection Development Librarian position and restructured existing positions to direct more resources to programming and outreach. [Evaluate SB staffing needs]
- 2) We moved from in-person by appointment-only, to walk-in service with capacity limits in April. We served 534 patrons in person in April (up from 333 in March, when we first re-opened). [New normal]
- 3) Connecting with patrons: "One of our regular patrons was using the computer. He had plugged a disc in and at one point he told us that this was great and kept talking to us and pointing at his computer screen. I didn't understand what he meant so I walked over by him and saw the American Sign Language alphabet on the screen. I told him I only know how to sign my name and showed him. He was happy and started signing his name. Since his name is only two letters, we laughed at how easy his was compared to mine. I showed him the signs for "I'm sorry" and "thank you" and he showed me "you're welcome."

Youth Services

- 1) Teen volunteers continued to earn service hours through the creation of book reviews, dog and cat toys for the Anti-Cruelty Society, and through completion of other projects listed at <https://mppl.org/teens/volunteer/>. A fourth box of items of pet toys was mailed to Anti-Cruelty Society in Chicago, and that organization recently sent a letter to thank us for our continued donations.
- 2) District 26 has asked us to provide enrichment activities for all their families this summer to help assuage the learning gaps due to remote learning. We are providing six on-site programs outside Euclid School and one virtual pajama storytime this summer. This is in addition to the outreach summer reading program that is regularly offered to the summer school students. [Support school catch up]
- 3) Youth Services contributed a video to participate in St. Raymond School's Readathon that encourages reading and builds literacy skills. This contribution was noted in the *Daily Herald*. (<https://www.dailyherald.com/topic/2697657391/Raymond%20School%20Read-A-Thon/en/>)

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) We installed a storywalk at Westbrook School for the first day of their spring return to school. The featured book was *All are Welcome* by Alexandra Penfold. [EDI promotion; support school catch up]



StoryWalk

We love our partnership with the Mount Prospect Public Library! We are excited to share that the Mount Prospect Public Library will be setting up a StoryWalk at Westbrook for our first day of our spring learning models! In a StoryWalk, pages of a book are transformed into signs and placed along a path. We will be featuring the book *All Are Welcome* by Alexandra Penfold. Beginning on April 12th, you and your family can walk along the path around our school and read this lovely book! Our StoryWalk will only be up for a couple of weeks! Feel free to share pictures with the Mount Prospect Public Library by using the hashtag #mppsstorywalk or emailing pictures to penpal@mppl.org.

Building & Security

- 1) As COVID-19 restrictions are being eased, staff are doing less remote work and more on-site work. We have added additional cubical partitions and shields in various workrooms to provide a safer work environment. [Improve staff/public furniture protection]

Collection & Bibliographic Services

- 1) Kevin Medows started as the Head of CBS this month, and he expressed great appreciation for the warm welcome and support he has received from CBS staff as well as other department heads.
- 2) We prepared for the upcoming Diversity Audit, working with collection leads to create an assessment tool that will be used by selectors to audit 2021 and 2020 print orders. This tool is a general-purpose spreadsheet which can be adapted or expanded for specific collections and needs (such as Youth Services adding illustrators when auditing the Picture Book collection). [EDI diversity audit]

Communications and Creative Services

- 1) We selected a marketing and design firm to conduct our branding refresh project. The firm is Simple Truth, located in Chicago. [Brand refresh]
- 2) We conducted an open hours community survey on April 2, and 30% of all e-news clickthroughs went to the survey monkey link. [Evaluate open hours]
- 3) We publicized our official launch of Fine Free and captured a very nice “bravo” moment on April 1 with excellent feedback. “Mount Prospect Library is amazing! Heart of the community!!”
- 4) While most of our YouTube videos received only a handful of views, our recording of the program, “Understanding Vaccines Developed to Prevent COVID-19,” garnered 111 views. [Programs: virtual continuation]
- 5) We have created a logo for the 2021 summer reading program, “Reading Colors Your World.”



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Human Resources

- 1) Number of terminations: 1 retirement
- 2) Number of new hires: ILS Administrator
- 3) Open positions: 2 F/AV/T Assistants (1 offer extended and accepted for May); Collection Development Librarian at South Branch; Page; Janitor; Copy Cataloger
- 4) Staff anniversaries: Mary Smith 20 years
- 5) We provided information and resources to staff during “Financial Literacy Month.”
 - a. Promoted Money Smart Week’s online resources.
 - b. Coordinated IMRF virtual meeting with our local representative for employees 50 and over, including one-on-one phone consultations for employees. Ten employees had phone consults and approximately 50% of target audience participated in the webinar. [Salaries and benefits at 70%]
 - c. Encouraged use of our ComPsych’s Financial Resources, including free advising from CPA’s and CFP’s.

Information Technology

- 1) We are preparing to create a “Zoom Room” at the Main Library so that we have a fully outfitted studio for future virtual programs. [Upgrade AV to support virtual programs]
- 2) We have contracted with an AV company to provide specifications for the full upgrade of AV equipment in Meeting Room A. We expect to go out to bid for this project in June or July. [Upgrade AV to support virtual programs]

Learning

- 1) We rolled out a six-month training plan for in-charge staff (managers, librarians, and other key staff). There are about 30 staff designated as “in-charge,” and two are scheduled at all times the library is open to the public. The goal of in-charge training is to teach employees how to handle emergencies and learn de-escalation and other leadership skills.
- 2) We are creating a “Re-Entry Plan” for staff, which will provide support, training, and resources as the library returns to a more normal operating environment. [New normal]
- 3) Six staff attended the virtual Reaching Forward conference, which provides professional development for library support staff.

Friends of the Mount Prospect Public Library

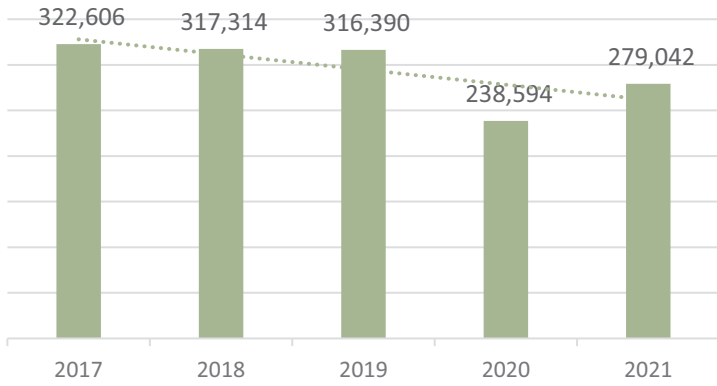
- We coordinated space and provided bookshelves for the expanded ongoing used book sale space on the second floor.
- We are working with the Friends Board to plan a summer “garage sale” so we can clear out inventory and begin accepting donations again. [New normal]

Mount Prospect Public Library Foundation

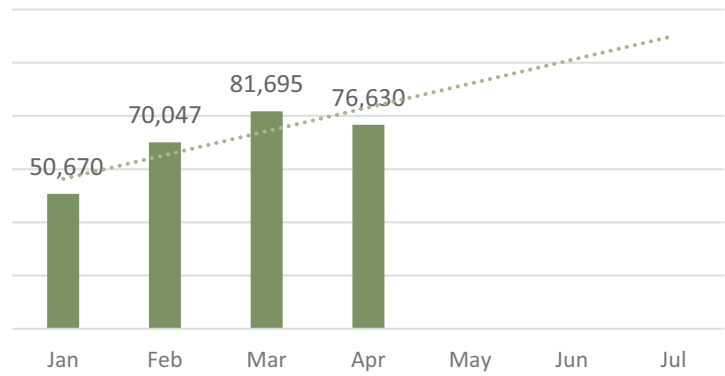
- We completed the #LibraryGivingDay email donation campaign, which generated over \$800 in donations.
- The Foundation is requesting donations for raffle baskets and is researching online payment processing tools for a possible summer raffle fundraiser. [New normal]
- End-of-Year Appeal raised \$4,995, only \$50 under the 10-year average for an end-of-year campaign. The number of donors was the highest since 2016, which was a pleasant surprise.

Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

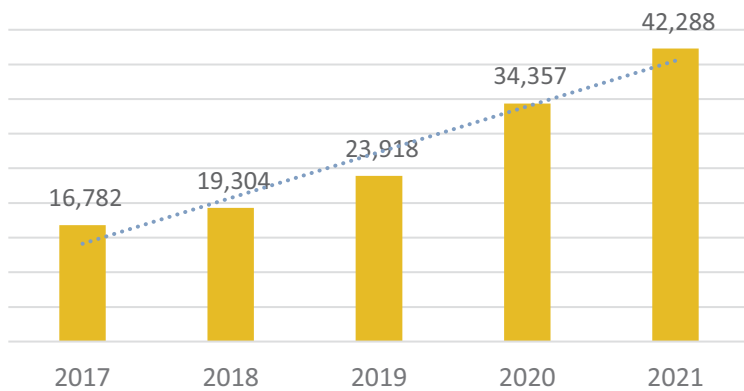
Overall Circulation YTD



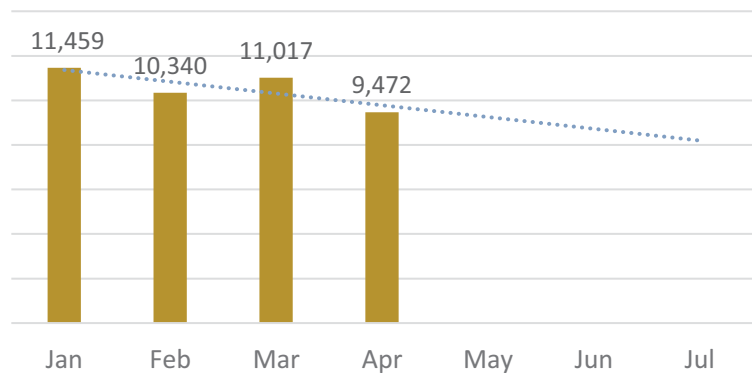
Overall Circulation 2021 by Month



eMedia Circulation YTD

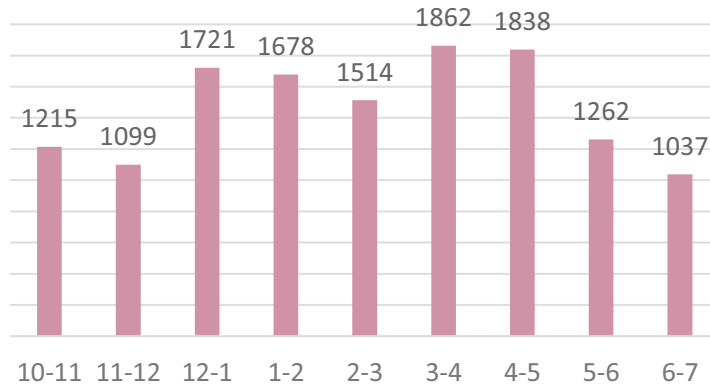


eMedia Circulation 2021 by Month

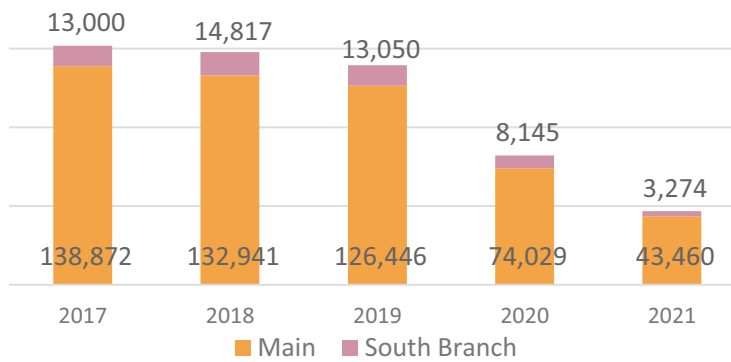


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

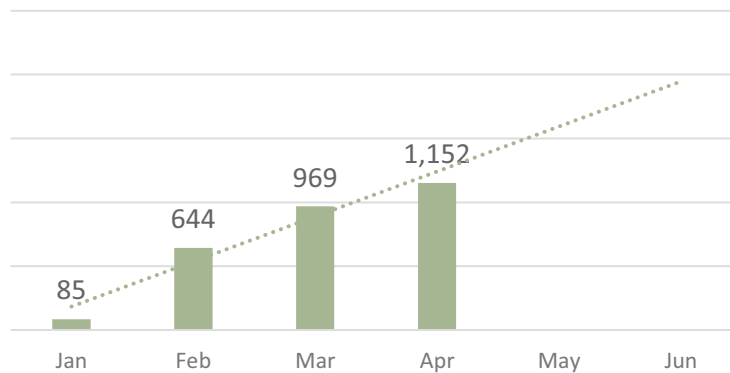
Main Door Count by Hour April 2021



Door Count YTD

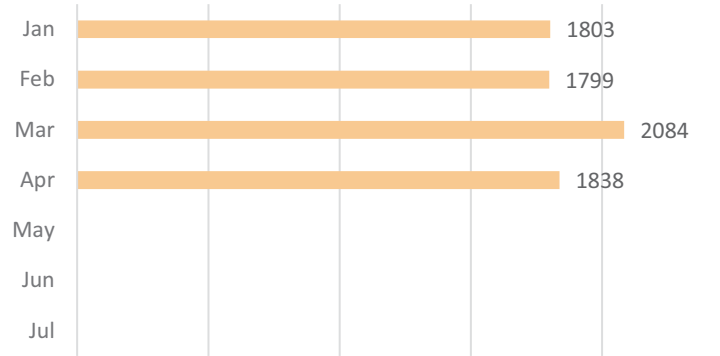


Public Computer Usage (hours)



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

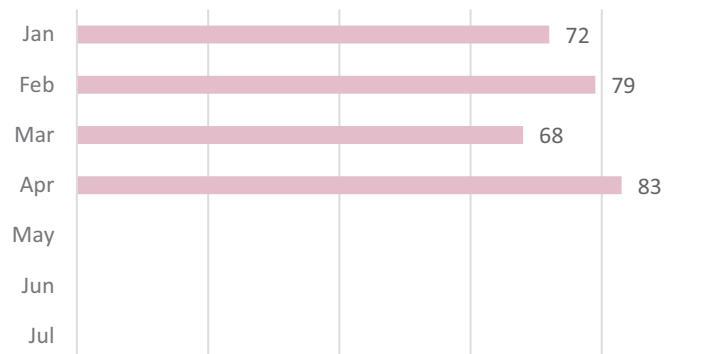
Program Attendance 2021 by Month



Notable April 2021 Programs:

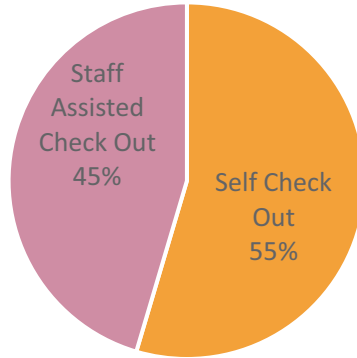
- Building Your Estate Planning Toolbox, 86
- Investing in Retirement, 57
- Understanding Vaccines Developed to Prevent COVID-19, 111
- Your City @ Home: Garfield Park Conservatory, 42
- Booktalks @ Schools, 383
- Cutting the Cord: Getting the Most out of Streaming Services, 55
- Spring Bingo/Bingo de Primavera, 31
- Tornado in a Bottle/Tornado en una Botella, 22
- Super Saturday: Mad Hatters, 53
- Outdoor Storytime @ Pocket Park, 201

Number of Programs 2021 by Month

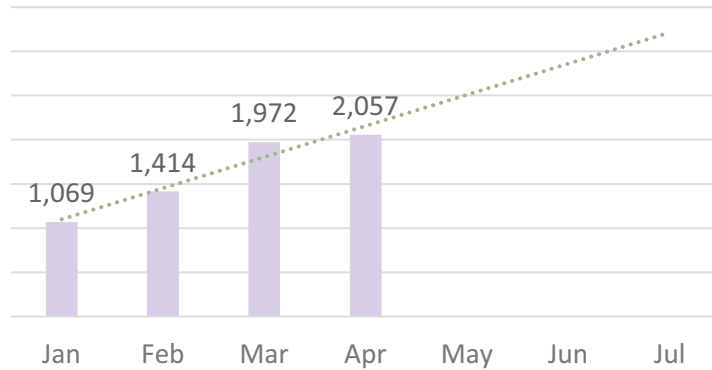


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

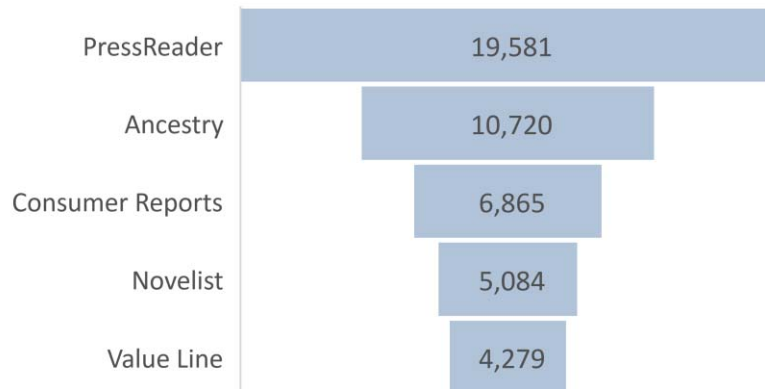
Check Out Method
 April 2021, Main



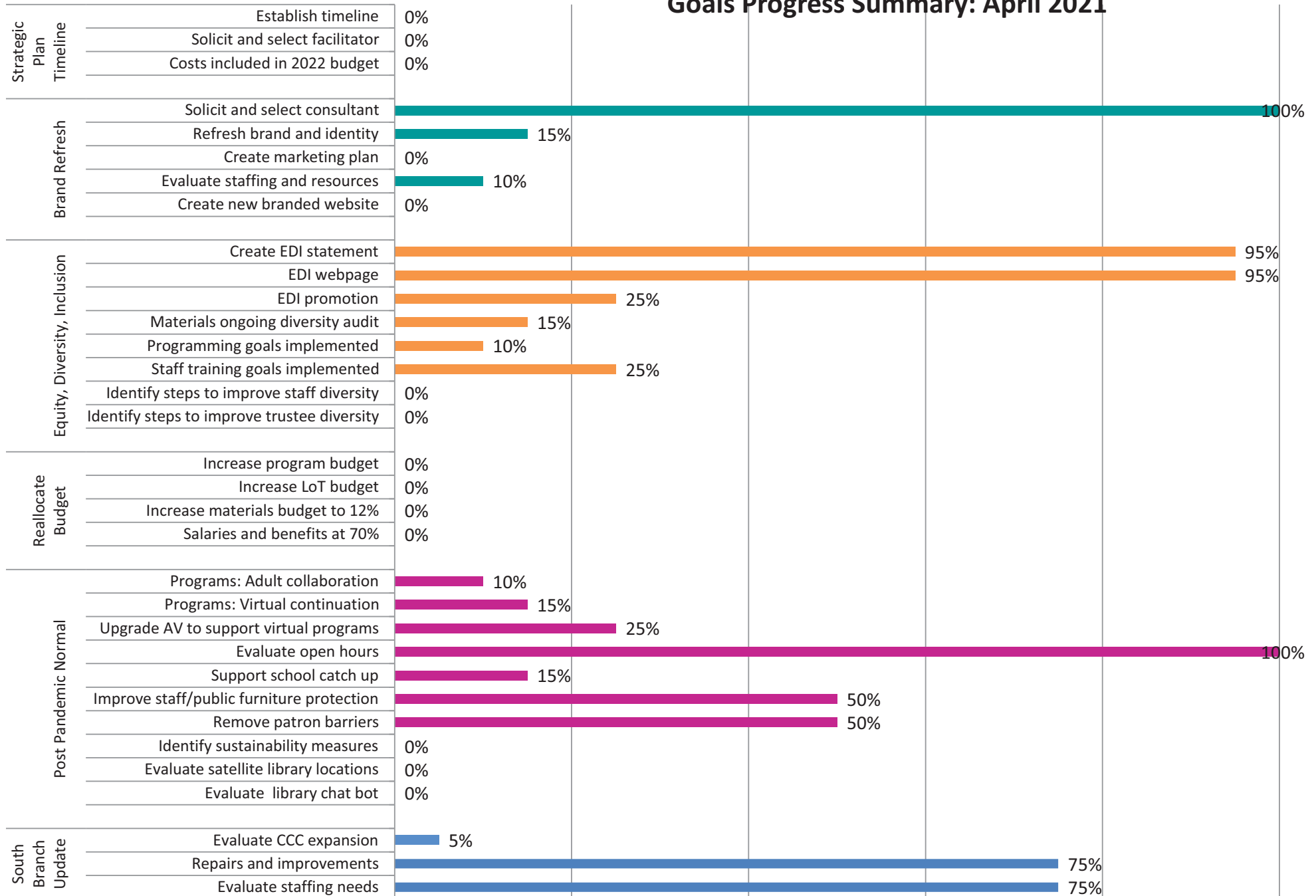
Wireless Access Users Monthly 2021



Top Databases 2021 YTD



Goals Progress Summary: April 2021



2021-2022 Officer Elections

1. President

President opens the nominations for President:

President closes the nominations.

Discussion:

President calls for a vote on _____ for President.

Roll Call Vote

	Aye	Nay	Absent	Abstain
Duebner	_____	_____	_____	_____
Fulk	_____	_____	_____	_____
Gilligan	_____	_____	_____	_____
Groenwald	_____	_____	_____	_____
Haas	_____	_____	_____	_____
O'Sullivan	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Vice President

President opens the nominations for Vice President:

President closes the nominations.

Discussion:

President calls for a vote on _____ for Vice President.

Roll Call Vote

	Aye	Nay	Absent	Abstain
Duebner	_____	_____	_____	_____
Fulk	_____	_____	_____	_____
Gilligan	_____	_____	_____	_____
Groenwald	_____	_____	_____	_____
Haas	_____	_____	_____	_____
O'Sullivan	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Treasurer

President opens the nominations for Treasurer:

President closes the nominations.

Discussion:

President calls for a vote on _____ for Treasurer.

Roll Call Vote

	Aye	Nay	Absent	Abstain
Duebner	_____	_____	_____	_____
Fulk	_____	_____	_____	_____
Gilligan	_____	_____	_____	_____
Groenwald	_____	_____	_____	_____
Haas	_____	_____	_____	_____
O'Sullivan	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Secretary

President opens the nominations for Secretary:

President closes the nominations.

Discussion:

President calls for a vote on _____ for Secretary.

Roll Call Vote

	Aye	Nay	Absent	Abstain
Duebner	_____	_____	_____	_____
Fulk	_____	_____	_____	_____
Gilligan	_____	_____	_____	_____
Groenwald	_____	_____	_____	_____
Haas	_____	_____	_____	_____
O'Sullivan	_____	_____	_____	_____
_____	_____	_____	_____	_____