

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

Regular Board Meeting  
June 17, 2021 7:00 p.m. Meeting Room B

**AGENDA\***

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. President's Report**
  - a. David C. Jepson Resolution of Appreciation **(4)**
- 5. Consent Agenda (Action)**
  - a. Approve Minutes of Regular Board Meeting of May 20, 2021 **(5-7)**
  - b. Approve Minutes of Committee of the Whole Meeting of June 3, 2021 **(8)**
  - c. Approve May 2021 Bills **(9)** and Financial Reports **(10-24)**
  - d. Approve David C. Jepson Resolution of Appreciation **(4)**
  - e. Approve bid for Boiler B Replacement
- 6. Committee Appointments 2021-2022**
- 7. Brand Refresh Update**
  - a. Brand platform video presentation
- 8. Strategic Plan Timeline (26-27)**
- 9. Executive Director Report (2-3)**
- 10. May 2021 Library Report (28-35)**
- 11. Trustee Reports and Comments**
- 12. Upcoming Meetings and Events Calendar**
  - a. Friends Book Sale – June 26 and 27
  - b. Personnel Committee Meeting – July/August?
    - i. Executive Director evaluation
  - c. Regular Board Meeting – July 15
    - i. Second Quarter Financial Review
    - ii. 2020 Audit Presentation
- 13. Executive Session**
  - a. 5 ILCS 120/2 (c) (1) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
- 14. Reconvene Open Session**

Make any determinations resulting from the closed session.
- 15. Adjournment**

*\*All topics on the agenda are potential action items*  
06/17/2021 Regular Board Meeting Agenda

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
June 17, 2021**

- 1. David C. Jepson Resolution of Appreciation.** This is agenda item number 4. We learned that Mr. Jepson, financial advisor to the library, passed away in May. We are introducing a posthumous Resolution of Appreciation for his service to the library. You can see his obituary here: <https://www.legacy.com/obituaries/dailyherald/obituary.aspx?n=david-carl-jepson&pid=198878534&fhid=14625>
- 2. Consent Agenda.** This is agenda item number 5. Any item on the consent agenda can be removed by request and discussed and voted on separately. Included in this month's consent agenda is the approval of the lowest responsible bidder for our Boiler B Replacement project. The bid opening meeting will be held on 6/15 and we will have the bid results available at the board meeting.

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

- 3. Committee Appointments 2021-2022.** This is agenda item number 6. President Duebner will discuss and announce committee appointments at the meeting.
- 4. Brand Refresh Update.** This is agenda item number 7. Simple Truth, our partner in our brand refresh, have created a Brand Platform based on input provided by the Board, Staff, and information gathered during a marketing inventory. This platform includes:
  - **Personality.** Defines the tone and character that should come through in communications and interactions.
  - **Actions.** The guideposts we live by to deliver an authentic, differentiated experience.
  - **MPPL Simple Truth.** Articulates the core purpose at the heart of the brand.

We will show a video presentation of Simple Truth presenting and explaining the brand platform. Based on this platform, Simple Truth will design logos and color palettes, and staff and Trustees will be asked to provide input at a later date.

Word sorting exercise results:

<u>Staff Group 1</u>	<u>Staff Group 2</u>	<u>Staff Group 3</u>	<u>Board</u>
Forward-looking	Inclusive	Engaged	Community
Inclusive	Smart	Flexible	Inclusive
Personal	Warm	Warm	Opportunity-maker

- 5. Strategic Plan Timeline.** This is agenda item number 8. As stated in our 2021 goals, we need to agree upon a timeline to conduct our next strategic plan. Included in the packet is a separate memo outlining the issue and providing a staff recommendation.
- 6. Reopening Report.** This is agenda item number 9. On June 1 we removed the 24-hour materials quarantine, began circulating our canvas tote bags, and reintroduced the cash drawer. On June 7 we removed the 2-hour time limit and restored all seating. On June 11 we aligned with the CDC mask

Mount Prospect Public Library  
Board of Trustees

guidance, and now masks are optional for vaccinated staff and patrons. We are not asking patrons for proof of vaccination; it is on the honor system.

Our last big milestone is to restore in-person, indoor programs and make the public meeting rooms available, currently targeted for October 1.

Since returning to regular hours in June we saw a significant increase in foot traffic (58% increase). The start of our summer reading program was also a big draw (over 1,500 participants already), and it has felt more “normal” in the first couple weeks of June than it has for a long time.

- 7. Friends Book Sale.** This is agenda item number 12. For the first time in over a year, the Friends will be holding a book sale; please help get the word out.

**What:** Summer Garage Used Book Sale

**Where:** Lower-level parking garage space (south-east corner) and Friends Room. There will be no sales inside the library in Meeting Room A or B.

**When:** Saturday, June 26, 10 a.m.-5 p.m. and Sunday, June 27, 12-4 p.m.

**Why:** Everything inside the Friends Room is 50% off normal sale prices. Customers can fill a Friends reusable shopping tote bag with books, music, movies, and more for just \$5. Buy a bag at the sale for \$1 or bring one from home.

**Also:** The Friends are not accepting new donations yet. This sale is a designed to clear out inventory and clean and organize the room. Once they are ready to begin accepting donations, we will let everyone know.

- 8. Executive Session.** This is agenda item number 13. The Board will meet to review the annual Executive Director evaluation process and timeline.

Mount Prospect Public Library  
Board of Trustees

**Resolution of Appreciation  
David C. Jepson**

**Whereas**, David C. Jepson began his tenure as financial consultant to the Mount Prospect Public Library in 1997 after retiring from the Village of Mount Prospect as Finance Director in 1996; and

**Whereas**, Mr. Jepson provided expertise and guidance to the Mount Prospect Public Library Board and administrative staff throughout his tenure with the Mount Prospect Public Library; and

**Whereas**, he helped develop and formalize Library strategic financial plans and policies, including long range annual forecasting; and

**Whereas**, he provided insight into the functions of property assessment, taxation to the benefit of the Library and patrons; and

**Whereas**, he served as a trusted advisor and counselor to numerous library boards, two library directors, and many department heads during his tenure.

**THEREFORE**, be it resolved by the Board of Trustees of the Mount Prospect Public Library at their regular meeting, June 17, 2021:

**Section 1:** The Library Board do hereby find that the Library has greatly benefited from having David C. Jepson as an advisor during his tenure; and

**Section 2:** The Library Board conveys the Board and staff's deepest sympathy to his wife Mildred and his family on his passing and express their sincere appreciation of his work with and devotion to the Mount Prospect Public Library.

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Michael Duebner, President  
Mount Prospect Public Library  
Board of Trustees

**Regular Board Meeting  
May 20, 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 7:00 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. Swearing in of Newly Elected Trustees

Mount Prospect Village Clerk Karen Agoranos swore in Rosemary Groenwald, Sylvia Haas, and Kristine O'Sullivan.

4. Roll Call

Present: Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff: Jo Broszczak, Su Reynders, Suzanne Yazel

Visitors: Karen Agoranos, Marie Bass. There were approximately 18 visitors and staff in total on the virtual meeting.

President Haas recommended moving the Trustee Vacancy agenda item to occur before the election of officers, and there were no objections from the Board.

5. Trustee Vacancy – Appointment of Trustee

Trustee Groenwald suggested the Board reach out to partners for recommendations of qualified diverse candidates. Trustees Gilligan, Haas, Fulk, and O'Sullivan made statements supporting the appointment of Marie Bass to the vacancy, citing Bass' experience, the significant number of votes she received in the April 2021 election, and her interest as shown by her recent candidacy.

Motion was made by Trustee Haas and seconded by Trustee Duebner to appoint Marie Bass as Mount Prospect Library Trustee until the next general election in 2023. Roll Call Vote: AYES: Duebner, Fulk, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: Groenwald. ABSENT: None. Motion carried.

Mount Prospect Village Clerk Karen Agoranos swore in Marie Bass.

6. Officer Elections 2021-2022

Motion was made by Trustee Haas and seconded by Trustee Fulk to elect Trustee Duebner for President. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

Motion was made by Trustee Haas and seconded by Trustee Gilligan to elect Trustee Fulk for Vice President. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

Motion was made by Trustee Haas and seconded by Trustee Duebner to elect Trustee Gilligan for Treasurer. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

Motion was made by Trustee Duebner and seconded by Trustee Groenwald to elect Trustee Bass for Secretary. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. ABSENT: None. Motion carried.

7. Audience to Visitors

HR Manager Suzanne Yazel congratulated the newly elected Trustees on behalf of the staff.

8. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of April 15, 2021
- b. Approve April 2021 Bills and Financial Reports

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

9. President's Report

Trustee Duebner thanked everyone that ran for the Board and is serving as officers.

10. Brand Refresh Workshop

Director Reynders led the Board in a workshop designed to gather input that will be used in the refresh of the library's brand. Detailed notes will be shared with Simple Truth, the firm that is working on the brand project. Director Reynders answered questions about next steps of the project, which will include opportunities for Trustees and staff to provide feedback about the graphics and brand expressions.

Trustee Haas left at 7:43 p.m.

11. Executive Director Report

Trustees shared experiences and opinions regarding the new CDC mask guidelines, which allow masks to be optional for fully vaccinated individuals. Director Reynders reported that the library is planning on maintaining a full mask mandate until Illinois moves to Phase 5, which is anticipated to be the second week of June.

12. April 2021 Library Activity

Trustee O'Sullivan complimented the library on the new baby Yoda library card, teen volunteers, and the school remote catch-up activities. She suggested that the library investigate requesting space on school weekly newsletters.

13. Trustee Reports and Comments

Trustee Groenwald requested information regarding committee assignments. President Duebner explained that the President appoints committee members and would discuss further at the June 17 meeting.

Trustees agreed to resume in-person Board meetings with the June 3 Committee of the Whole meeting and thereafter.

14. Calendar items

- a. Foundation Board Meeting – May 24 – Kristine O'Sullivan
- 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

Regular meeting adjourned at 8:37 p.m.

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Marie Bass, Secretary

**Committee of the Whole Meeting  
June 3, 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 7:01 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Rosemary Groenwald, Sylvia Haas, Kristine O’Sullivan  
Absent: Sylvia Fulk, Brian Gilligan  
Staff Present: Su Reynders  
Visitors: None

3. Audience to Visitors

None

4. Trustee Orientation

President Duebner and Executive Director Reynders conducted a new Trustee orientation, covering the following topics:

- Library Law
- Business of the Board
- Responsibilities and duties
- Library information
- Philosophy and principles
- Partners
- Training opportunities

5. Upcoming Meetings and Events Calendar

- a. Regular Board Meeting – June 17
- b. Friends Book Sale – June 26 and 27
- c. Foundation Board Meeting – June 28 – Brian Gilligan
- d. Committee of the Whole Meeting – July 1 (tentative)
- e. Library Closed – July 4
- f. Regular Board Meeting – July 15
- g. No Foundation Board Meeting in July

6. Adjournment

Committee of the Whole meeting adjourned at 8:31 p.m.

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Marie Bass, Secretary



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

**Fund Balances as of MAY 31, 2021**

Library General Fund	\$	6,918,816
Working Cash Fund	\$	2,211,669
Capital Projects Restricted Fund	\$	3,305,902
Debt Service Fund	\$	1,576,917
Gift Fund	\$	570,543
<b>Total All Funds</b>	<b>\$</b>	<b>14,583,847</b>

<b>Cash Disbursements May 2021</b>	<b>\$</b>	<b>753,581.24</b>
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**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	9,130,485
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		11.3
Combined Balance - Percentage in Reserve		94%

**YTD May Spending**

- \* \$203,339.80 below the year-to-date budget
- \* YTD Actual is 5.0% below YTD budget

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

- \* YTD expected to spend 41.7% of the annual budget
- \* Spending to date was actually closer to 39.6% of the annual budget
- \* Last year we had expended about 35% of the annual budget

**Levy Collection**

- \* To date 53.6% of the 2020 Levy has been collected
- \* Last year 51.2% of the 2019 Levy had been collected through May 2020
- \* Historically, over the past six years, 50.5% to 53.6% (average of 51.9 %) of the current year Levy has been collected YTD

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

For the Period Ended 05/31/2021

	Current Month	Year To Date
<b>Library General Fund</b>		
<b>Revenues</b>		
Property Taxes	\$ 655,441	\$ 6,359,040
Taxes Allocated to Other Funds	(89,179)	(864,788)
Personal Property Replacement Taxes	15,341	27,711
Interest Income	245	1,551
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	6,000
Ground Lease Income	-	1
Miscellaneous Fees and Fines	1,757	7,005
Friends & Foundation Reimbursements	910	2,409
Village Reimbursements	-	410
<i>Total Revenues</i>	<u>\$ 584,515</u>	<u>\$ 5,539,339</u>
<b>Expenditures</b>		
Salaries & Benefits	\$ 613,291	3,004,003
Management Expense	17,285	70,381
Operating Expenses	11,210	177,722
Building Expense	15,881	190,777
Services and Resources	78,825	402,330
Friends & Foundation Reimbursable Expenses	2,952	5,961
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	136	683
<i>Total Expenditures</i>	<u>\$ 739,580</u>	<u>\$ 3,851,857</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 739,580</u>	<u>\$ 3,851,857</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (155,065)	\$ 1,687,482
Fund Balance - Beginning of Period	7,073,880	5,231,333
Fund Balance - End of Period	<u>\$ 6,918,815</u>	<u>\$ 6,918,815</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	\$ 2,211,591	\$ 2,211,096
Interest Allocation	78	573
Fund Balance - End of Period	<u>\$ 2,211,669</u>	<u>\$ 2,211,669</u>
<b>Capital Projects Restricted Fund</b>		
<b>Revenues</b>		
Transfer from Library Fund	\$ -	\$ -
Interest Income	109	842
<i>Total Revenues</i>	<u>\$ 109</u>	<u>\$ 842</u>
<b>Expenditures</b>		
Main: Bldg Maintenance	23,637	\$ 26,712
Main: Furnishings/Equipment	1,465	25,103
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	377	6,596
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 25,479</u>	<u>\$ 60,401</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (25,370)	\$ (59,559)
Fund Balance - Beginning of Period	3,331,272	3,365,461
Fund Balance - End of Period	<u>\$ 3,305,902</u>	<u>\$ 3,305,902</u>
<b>Debt Service Fund</b>		
<b>Revenues</b>		
Property Taxes	89,179	\$ 864,788
Interest Income	45	236
<i>Total Revenues</i>	<u>\$ 89,224</u>	<u>\$ 865,024</u>
<b>Expenditures</b>		
Interest Expense	5,109	\$ 25,542
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,109</u>	<u>\$ 25,542</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 84,115	\$ 839,482
Fund balance - Beginning of Period	1,492,802	737,435
Fund balance - End of Period	<u>\$ 1,576,917</u>	<u>\$ 1,576,917</u>
<b>Gift Fund</b>		
Revenues	900	\$ 4,742
Expenditures	-	628
Excess (Deficiency) of Revenues over Expenditures	\$ 900	\$ 4,114
Fund Balance - Beginning of Period	569,643	566,429
Fund Balance - End of Period	<u>\$ 570,543</u>	<u>\$ 570,543</u>

**MOUNT PROSPECT PUBLIC LIBRARY  
SUMMARY OF CASH DISBURSEMENTS  
May 31, 2021**

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$	613,290.99	
Management Expense (4210L - 4290L)		17,284.55	
Operating Expenses (4310L - 4390L)		11,209.53	
Building Expense (4410L - 4460L)		15,880.55	
Services and Resources (4610L - 4690L)		78,825.18	
Friends & Foundation reimbursable expenses (9530L and 9540L)		2,952.03	
VOMP reimbursable expenses (9560L)		136.68	
Grant Expenses (9570L)		-	
Total May 2021 Library General Fund Expenses		-	\$ 739,579.51

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	80.20	
Operating Expense Reimbursements received		3,828.19	
April 2021 Accrued Payroll & Benefits		102,332.92	
April 2021 Credit Card Payable		21,910.90	
April 2021 Accounts Payable		7,872.43	
Disbursements for Capital Project Restricted Fund		377.47	
Disbursements for Gift Fund		-	
		-	136,402.11

Deductions for Library General Fund Cash Disbursements:

May 2021 Accrued Payroll & Benefits	\$	152,773.77	
May 2021 Credit Card Payable		13,733.50	
May 2021 Accounts Payable		26,705.98	
Miscellaneous		-	
Payment of Nayax invoices & merchant fees by income offset		114.14	
Payment of Credit Card Merchant fees by income offset		27.04	
		-	(193,354.43)

*Total Library General Fund cash disbursed* \$ 682,627.19

**CAPITAL PROJECTS RESTRICTED FUND**

May 2021 Expenses	\$	25,479.20	
Plus: April 2021 Accounts Payable		16,173.15	
Less: May 2021 Accounts Payable		(1,348.30)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		-	40,304.05

**DEBT SERVICE FUND**

May 2021 Expenses	\$	5,108.35	
Plus: April 2021 Interest Payable		25,541.65	
Less: May 2021 Interest Payable		-	
<i>Total Debt Service Fund cash disbursed</i>		-	30,650.00

**GIFT FUND**

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

**TOTAL CASH DISBURSEMENTS, May 2021** \$ 753,581.24

Mount Prospect Public Library  
 Library Fund Expenses by G/L Account #  
 For the Period From May 1, 2021 to May 31, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	5/1/21	04/30/2021 accrued payroll reversal	\$ (90,182.00)
4110L	Salaries	5/13/21	PAYROLL - PAYCOM	210,627.39
4110L	Salaries	5/27/21	PAYROLL - PAYCOM	212,783.59
4110L	Salaries	5/31/21	05/31/2021 accrued payroll	136,790.00
4120L	IMRF	5/1/21	04/30/2021 accrued payroll reversal	(8,840.00)
4120L	IMRF	5/27/21	VILLAGE OF MT. PROSPECT - IMRF	41,262.91
4120L	IMRF	5/31/21	05/31/2021 accrued payroll	13,253.00
4130L	MC / FICA	5/1/21	04/30/2021 accrued payroll reversal	(6,837.00)
4130L	MC / FICA	5/13/21	PAYROLL - PAYCOM	15,085.46
4130L	MC / FICA	5/27/21	PAYROLL - PAYCOM	15,236.41
4130L	MC / FICA	5/31/21	05/31/2021 accrued payroll	9,795.00
4140L	Insurance - Medical & Life	5/3/21	COBRA fee	(16.01)
4140L	Insurance - Medical & Life	5/27/21	VILLAGE OF MT. PROSPECT	64,243.26
4140L	Insurance - Medical & Life	5/27/21	VILLAGE OF MT. PROSPECT	88.98
4230L	Printing	5/21/21	BANNERVILLE USA	250.00
4240L	Marketing	5/1/21	THE JOURNAL AND TOPICS	550.00
4250L	Resources	5/6/21	MC/ALA	68.55
4260L	Professional Dues	5/1/21	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	5/1/21	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	5/1/21	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	5/1/21	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	5/1/21	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	5/27/21	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	5/27/21	ILLINOIS LIBRARY ASSOCIATION	75.00
4270L	Board Development/Training	5/13/21	ILLINOIS LIBRARY ASSOCIATION	120.00
4280L	Human Resources	5/25/21	MC/CRAIGSLIST	45.00
4280L	Human Resources	5/1/21	ACCURATE EMPLOYMENT SCREENING,	76.00
4280L	Human Resources	5/13/21	PAYROLL - PAYCOM	1,513.32
4280L	Human Resources	5/27/21	PAYROLL - PAYCOM	1,528.91
4280L	Human Resources	5/15/21	EMPLOYEE BENEFITS CORPORATION	118.75
4280L	Human Resources	5/13/21	PAYROLL - PAYCOM	249.00
4280L	Human Resources	5/14/21	KATHLEEN SZAFARZ	1,000.00
4280L	Human Resources	5/14/21	KATHLEEN SZAFARZ	394.90
4280L	Human Resources	5/31/21	AMY MERDA	1,000.00
4280L	Human Resources	5/31/21	DANIEL PEYER	630.00
4280L	Human Resources	5/3/21	MC/ALA	129.00
4280L	Human Resources	5/14/21	PEERLESS MARKETING IMPRESSIONS	409.11
4280L	Human Resources	5/21/21	MC/PEOPLE KEYS	28.90
4280L	Human Resources	5/8/21	LIBRARY JOURNALS LLC	1,156.00
4280L	Human Resources	5/13/21	PAYROLL - PAYCOM	11.76
4280L	Human Resources	5/27/21	PAYROLL - PAYCOM	15.68
4290L	Other Operating	5/5/21	PROPAY	6.30

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From May 1, 2021 to May 31, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	5/7/21	NAYAX LLC	8.28
4290L	Other Operating	5/10/21	PROPAY	2.98
4290L	Other Operating	5/14/21	PROPAY	4.09
4290L	Other Operating	5/14/21	NAYAX LLC	8.91
4290L	Other Operating	5/21/21	PROPAY	8.53
4290L	Other Operating	5/21/21	NAYAX LLC	10.38
4290L	Other Operating	5/28/21	PROPAY	5.14
4290L	Other Operating	5/28/21	NAYAX LLC	7.07
4290L	Other Operating	5/27/21	SIMPLE TRUTH COMMUNICATION PAR	7,000.00
4290L	Other Operating	5/27/21	MC/WALGREENS	2.99
4290L	Other Operating	5/14/21	DEX MEDIA	23.00
4290L	Other Operating	5/18/21	WILDCAT TROPHY	5.00
4310L	Telecommunications	5/11/21	AT&T	731.28
4310L	Telecommunications	5/13/21	AT&T	2,330.27
4310L	Telecommunications	5/10/21	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	5/19/21	AT&T	297.56
4310L	Telecommunications	5/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	5/21/21	VERIZON WIRELESS	329.56
4310L	Telecommunications	5/19/21	AT&T	136.68
4340L	Office Supplies	5/18/21	WAREHOUSE DIRECT	427.70
4340L	Office Supplies	5/12/21	WAREHOUSE DIRECT	3.08
4340L	Office Supplies	5/3/21	MC/PROSERVE BUSINESS PRODUCTS,	317.30
4340L	Office Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	35.83
4340L	Office Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	7.96
4340L	Office Supplies	5/12/21	WAREHOUSE DIRECT	331.45
4340L	Office Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	53.10
4340L	Office Supplies	5/26/21	SYNCHRONY/AMAZON	34.98
4340L	Office Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	63.47
4340L	Office Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	3.04
4340L	Office Supplies	5/26/21	SYNCHRONY/AMAZON	23.62
4340L	Office Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	39.55
4340L	Office Supplies	5/26/21	SYNCHRONY/AMAZON	32.95
4350L	Library Supplies	5/3/21	MC/AMAZON	77.97
4350L	Library Supplies	5/12/21	WAREHOUSE DIRECT	5.79
4350L	Library Supplies	5/13/21	PAYROLL - PAYCOM	14.42
4350L	Library Supplies	5/12/21	STAPLES BUSINESS ADVANTAGE	51.04
4350L	Library Supplies	5/13/21	DEMCO	20.87
4350L	Library Supplies	5/13/21	WAREHOUSE DIRECT	53.25
4350L	Library Supplies	5/27/21	PAYROLL - PAYCOM	48.74
4350L	Library Supplies	5/10/21	AMERICAN OUTFITTERS	66.35
4350L	Library Supplies	5/21/21	AMERICAN LIBRARY ASSOCIATION	1,181.29
4350L	Library Supplies	5/6/21	STAPLES BUSINESS ADVANTAGE - reclass	(510.45)
4360L	Postage	5/11/21	MC/POSTMASTER	103.35
4360L	Postage	5/20/21	MC/POSTMASTER	15.90
4360L	Postage	5/21/21	MC/POSTMASTER	7.95
4360L	Postage	5/20/21	EMPLOYEE REIMBURSEMENTS	(7.76)
4390L	IT Services	5/1/21	TIME CLOCK PLUS	35.00

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4390L	IT Services	5/4/21	MC/MICROSOFT	729.00
4390L	IT Services	5/6/21	MC/QUICKBASE	197.84
4390L	IT Services	5/10/21	DEMCO SOFTWARE	1,719.08
4390L	IT Services	5/15/21	MC/ADOBE	382.37
4390L	IT Services	5/23/21	MC/ADOBE	382.37
4390L	IT Services	5/4/21	MC/MICROSOFT	6.60
4390L	IT Services	5/11/21	MC/ZOOM	25.33
4390L	IT Services	5/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	5/30/21	MC/ZOOM	180.00
4390L	IT Services	5/13/21	MC/PADDLE.COM MARKET LTD	49.50
4390L	IT Services	5/1/21	BACKSTAGE LIBRARY WORKS	225.00
4390L	IT Services	5/13/21	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	5/1/21	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	5/3/21	ABC WILDLIFE	250.00
4410L	Building Maintenance	5/10/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	5/18/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	5/20/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	5/21/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	5/24/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	5/4/21	MOUNT PROSPECT PAINT, INC.	44.49
4410L	Building Maintenance	5/5/21	W. W. GRAINGER, INC.	13.89
4410L	Building Maintenance	5/5/21	W. W. GRAINGER, INC.	13.89
4410L	Building Maintenance	5/5/21	NERADT ACE HARDWARE	16.98
4410L	Building Maintenance	5/10/21	NERADT ACE HARDWARE	7.99
4410L	Building Maintenance	5/11/21	W. W. GRAINGER, INC.	302.47
4410L	Building Maintenance	5/18/21	NERADT ACE HARDWARE	38.95
4410L	Building Maintenance	5/19/21	NERADT ACE HARDWARE	5.21
4410L	Building Maintenance	5/21/21	NERADT ACE HARDWARE	14.98
4410L	Building Maintenance	5/24/21	W. W. GRAINGER, INC.	111.32
4410L	Building Maintenance	5/24/21	LIGHTING SUPPLY COMPANY	72.58
4410L	Building Maintenance	5/26/21	SYNCHRONY/AMAZON	139.48
4410L	Building Maintenance	5/28/21	NERADT ACE HARDWARE	12.99
4410L	Building Maintenance	5/3/21	NERADT ACE HARDWARE	8.37
4410L	Building Maintenance	5/7/21	THE HOME DEPOT CRC	11.96
4410L	Building Maintenance	5/31/21	AMERICAN LANDSCAPING INC.	670.00
4410L	Building Maintenance	5/8/21	JOHNSON CONTROLS	285.00
4410L	Building Maintenance	5/10/21	SOUND INCORPORATED	40.00
4420	Equipment Maintenance	5/6/21	SHELL OIL COMPANY	(3.32)
4420	Equipment Maintenance	5/18/21	SHELL OIL COMPANY	34.80
4420	Equipment Maintenance	5/18/21	SHELL OIL COMPANY	(3.64)
4420	Equipment Maintenance	5/27/21	MC/WOOLLEY BROTHERS	331.03
4420	Equipment Maintenance	5/27/21	MC/AMAZON	16.99
4420	Equipment Maintenance	5/14/21	NAYAX LLC	79.50
4420	Equipment Maintenance	5/1/21	MC/AMAZON	17.98
4420	Equipment Maintenance	5/13/21	MC/AMAZON	49.96
4420	Equipment Maintenance	5/19/21	MC/AMAZON	10.99
4420	Equipment Maintenance	5/3/21	B & B NETWORKS INC	736.25
4440L	Janitorial	5/1/21	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	5/6/21	CINTAS #22	70.92

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4440L	Janitorial	5/20/21	CINTAS #22	70.92
4440L	Janitorial	5/20/21	REPUBLIC SERVICES #551	403.83
4440L	Janitorial	5/7/21	SUPERIOR INDUSTRIAL SUPPLY	45.10
4440L	Janitorial	5/7/21	SUPERIOR INDUSTRIAL SUPPLY	94.60
4440L	Janitorial	5/12/21	ARAMARK	100.74
4440L	Janitorial	5/12/21	SUPERIOR INDUSTRIAL SUPPLY	180.90
4440L	Janitorial	5/17/21	WAREHOUSE DIRECT	32.22
4440L	Janitorial	5/17/21	WAREHOUSE DIRECT	85.87
4440L	Janitorial	5/17/21	SUPERIOR INDUSTRIAL SUPPLY	162.80
4440L	Janitorial	5/24/21	WAREHOUSE DIRECT	85.87
4440L	Janitorial	5/26/21	WAREHOUSE DIRECT	32.22
4440L	Janitorial	5/26/21	GARVEY'S OFFICE PRODUCTS	81.48
4440L	Janitorial	5/26/21	SUPERIOR INDUSTRIAL SUPPLY	206.55
4450L	Equipment	5/26/21	SYNCHRONY/AMAZON	94.42
4450L	Equipment	5/6/21	MC/APPLE	2,892.00
4450L	Equipment	5/27/21	MC/AMAZON	107.98
4450L	Equipment	5/3/21	MC/AMAZON	(14.84)
4450L	Equipment	5/13/21	MC/AMAZON	109.00
4450L	Equipment	5/14/21	MC/AMAZON	249.90
4450L	Equipment	5/19/21	MC/AMAZON	(59.99)
4450L	Equipment	5/19/21	MC/AMAZON	571.76
4450L	Equipment	5/21/21	MC/AMAZON	59.99
4450L	Equipment	5/6/21	STAPLES BUSINESS ADVANTAGE - reclass	510.45
4450L	Equipment	5/26/21	SYNCHRONY/AMAZON	111.74
4460L	Utilities	5/25/21	CONSTELLATION NEWENERGY- GAS DIV	1,934.55
4460L	Utilities	5/15/21	VILLAGE OF MT. PROSPECT	478.48
4610L	Adult Books	5/1/21	BAKER AND TAYLOR	25.03
4610L	Adult Books	5/1/21	BAKER AND TAYLOR	14.10
4610L	Adult Books	5/1/21	INGRAM	38.33
4610L	Adult Books	5/1/21	BAKER AND TAYLOR	750.39
4610L	Adult Books	5/1/21	SALEM PRESS, INC.	225.00
4610L	Adult Books	5/1/21	GREY HOUSE PUBLISHING	706.50
4610L	Adult Books	5/1/21	GREY HOUSE PUBLISHING	441.00
4610L	Adult Books	5/1/21	GREY HOUSE PUBLISHING	265.50
4610L	Adult Books	5/1/21	GREY HOUSE PUBLISHING	148.50
4610L	Adult Books	5/2/21	INGRAM	33.37
4610L	Adult Books	5/3/21	BAKER AND TAYLOR	860.74
4610L	Adult Books	5/3/21	BAKER AND TAYLOR	665.66
4610L	Adult Books	5/3/21	INGRAM	31.81
4610L	Adult Books	5/3/21	MC/POLISH BOOKSTORE	105.95
4610L	Adult Books	5/4/21	INGRAM	14.12
4610L	Adult Books	5/4/21	INGRAM	36.00
4610L	Adult Books	5/5/21	BAKER AND TAYLOR	501.21
4610L	Adult Books	5/5/21	GALE	60.78
4610L	Adult Books	5/5/21	INGRAM	60.80
4610L	Adult Books	5/5/21	INGRAM	39.00
4610L	Adult Books	5/6/21	BAKER AND TAYLOR	832.82
4610L	Adult Books	5/6/21	INGRAM	87.69
4610L	Adult Books	5/6/21	INGRAM	51.82

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4610L	Adult Books	5/6/21	BAKER AND TAYLOR	101.71
4610L	Adult Books	5/7/21	INGRAM	31.12
4610L	Adult Books	5/10/21	BAKER AND TAYLOR	623.45
4610L	Adult Books	5/10/21	BAKER AND TAYLOR	14.85
4610L	Adult Books	5/10/21	INGRAM	19.78
4610L	Adult Books	5/11/21	INGRAM	15.60
4610L	Adult Books	5/11/21	INGRAM	35.96
4610L	Adult Books	5/11/21	BAKER AND TAYLOR	527.93
4610L	Adult Books	5/11/21	GALE	24.04
4610L	Adult Books	5/12/21	BAKER AND TAYLOR	605.47
4610L	Adult Books	5/12/21	GALE	11.69
4610L	Adult Books	5/12/21	INGRAM	42.34
4610L	Adult Books	5/12/21	INGRAM	15.25
4610L	Adult Books	5/12/21	INGRAM	62.58
4610L	Adult Books	5/13/21	INGRAM	62.81
4610L	Adult Books	5/13/21	INGRAM	5.99
4610L	Adult Books	5/14/21	INGRAM	8.99
4610L	Adult Books	5/14/21	INGRAM	51.26
4610L	Adult Books	5/14/21	INGRAM	7.79
4610L	Adult Books	5/14/21	BAKER AND TAYLOR	74.80
4610L	Adult Books	5/14/21	BAKER AND TAYLOR	591.04
4610L	Adult Books	5/17/21	BAKER AND TAYLOR	532.20
4610L	Adult Books	5/18/21	BAKER AND TAYLOR	465.48
4610L	Adult Books	5/18/21	GALE	30.39
4610L	Adult Books	5/18/21	INGRAM	49.69
4610L	Adult Books	5/19/21	BAKER AND TAYLOR	759.53
4610L	Adult Books	5/19/21	INGRAM	120.20
4610L	Adult Books	5/19/21	INGRAM	13.20
4610L	Adult Books	5/20/21	INGRAM	54.06
4610L	Adult Books	5/21/21	INGRAM	9.00
4610L	Adult Books	5/23/21	INGRAM	98.94
4610L	Adult Books	5/24/21	BAKER AND TAYLOR	769.28
4610L	Adult Books	5/24/21	BAKER AND TAYLOR	41.51
4610L	Adult Books	5/24/21	INGRAM	27.16
4610L	Adult Books	5/25/21	BAKER AND TAYLOR	586.74
4610L	Adult Books	5/25/21	INGRAM	53.61
4610L	Adult Books	5/25/21	INGRAM	11.97
4610L	Adult Books	5/25/21	BAKER AND TAYLOR	31.27
4610L	Adult Books	5/26/21	SYNCHRONY/AMAZON	1,376.97
4610L	Adult Books	5/26/21	SYNCHRONY/AMAZON	(64.51)
4610L	Adult Books	5/26/21	INGRAM	29.37
4610L	Adult Books	5/26/21	BAKER AND TAYLOR	322.18
4610L	Adult Books	5/26/21	INGRAM	45.49
4610L	Adult Books	5/27/21	INGRAM	29.12
4610L	Adult Books	5/27/21	INGRAM	7.19
4610L	Adult Books	5/27/21	BAKER AND TAYLOR	28.26
4610L	Adult Books	5/28/21	INGRAM	125.80
4610L	Adult Books	5/28/21	INGRAM	112.93
4610L	Adult Books	5/1/21	BAKER AND TAYLOR	76.63
4610L	Adult Books	5/1/21	BAKER AND TAYLOR	79.58
4610L	Adult Books	5/1/21	BAKER AND TAYLOR	10.70
4610L	Adult Books	5/11/21	BAKER AND TAYLOR	72.64



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4610L	Adult Books	5/28/21	BAKER AND TAYLOR	10.68
4620L	Adult AV	5/1/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	5/1/21	THE TEACHING COMPANY	164.90
4620L	Adult AV	5/3/21	MIDWEST TAPE	5.24
4620L	Adult AV	5/3/21	MIDWEST TAPE	79.98
4620L	Adult AV	5/3/21	MIDWEST TAPE	39.99
4620L	Adult AV	5/5/21	BAKER & TAYLOR INC.	143.25
4620L	Adult AV	5/5/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	5/5/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	5/5/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	5/6/21	BAKER & TAYLOR INC.	61.70
4620L	Adult AV	5/6/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/6/21	BAKER & TAYLOR INC.	7.34
4620L	Adult AV	5/7/21	BAKER & TAYLOR INC.	47.75
4620L	Adult AV	5/7/21	INGRAM	27.49
4620L	Adult AV	5/7/21	FINDAWAY WORLD, LLC	19.99
4620L	Adult AV	5/10/21	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	5/10/21	CRIMSON MULTIMEDIA DIST., INC.	314.22
4620L	Adult AV	5/10/21	CRIMSON MULTIMEDIA DIST., INC.	181.22
4620L	Adult AV	5/11/21	MIDWEST TAPE	204.95
4620L	Adult AV	5/11/21	MIDWEST TAPE	74.98
4620L	Adult AV	5/11/21	BAKER & TAYLOR INC.	8.49
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	193.98
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	154.98
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	22.02
4620L	Adult AV	5/12/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	5/13/21	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	5/13/21	BAKER & TAYLOR INC.	88.81
4620L	Adult AV	5/17/21	MIDWEST TAPE	25.99
4620L	Adult AV	5/17/21	MIDWEST TAPE	414.89
4620L	Adult AV	5/17/21	MIDWEST TAPE	471.92
4620L	Adult AV	5/17/21	MIDWEST TAPE	44.99
4620L	Adult AV	5/18/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	5/18/21	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	5/19/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/19/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/19/21	BAKER & TAYLOR INC.	102.80
4620L	Adult AV	5/19/21	BAKER & TAYLOR INC.	35.98
4620L	Adult AV	5/19/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	5/21/21	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	5/21/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	5/21/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	5/21/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	5/21/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	5/24/21	MIDWEST TAPE	115.98
4620L	Adult AV	5/24/21	MIDWEST TAPE	35.99
4620L	Adult AV	5/24/21	MIDWEST TAPE	39.99
4620L	Adult AV	5/24/21	MIDWEST TAPE	339.91

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4620L	Adult AV	5/24/21	MIDWEST TAPE	49.99
4620L	Adult AV	5/24/21	MIDWEST TAPE	44.99
4620L	Adult AV	5/24/21	MIDWEST TAPE	39.99
4620L	Adult AV	5/24/21	MIDWEST TAPE	69.98
4620L	Adult AV	5/26/21	SYNCHRONY/AMAZON	(3.00)
4620L	Adult AV	5/26/21	SYNCHRONY/AMAZON	449.01
4620L	Adult AV	5/26/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/27/21	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	124.81
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	106.45
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	12.48
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	19.81
4620L	Adult AV	5/28/21	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	5/1/21	BAKER & TAYLOR INC.	44.08
4620L	Adult AV	5/13/21	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	5/17/21	BAKER & TAYLOR INC.	147.64
4620L	Adult AV	5/24/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	5/26/21	BAKER & TAYLOR INC.	75.45
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	644.42
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	375.00
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	158.95
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	9.60
4630L	Youth Print	5/1/21	INGRAM	(48.46)
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	348.56
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	314.96
4630L	Youth Print	5/1/21	CAVENDISH SQUARE	177.93
4630L	Youth Print	5/1/21	SCHOLASTIC, INC.	72.80
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	699.65
4630L	Youth Print	5/3/21	BAKER AND TAYLOR	269.63
4630L	Youth Print	5/4/21	BAKER AND TAYLOR	8.31
4630L	Youth Print	5/4/21	CHILDREN'S PLUS INC.	223.64
4630L	Youth Print	5/4/21	CHILDREN'S PLUS INC.	145.40
4630L	Youth Print	5/5/21	BAKER AND TAYLOR	321.57
4630L	Youth Print	5/6/21	BAKER AND TAYLOR	397.18
4630L	Youth Print	5/7/21	BAKER AND TAYLOR	532.49
4630L	Youth Print	5/12/21	BAKER AND TAYLOR	323.05
4630L	Youth Print	5/13/21	BAKER AND TAYLOR	117.93
4630L	Youth Print	5/14/21	BAKER AND TAYLOR	869.81
4630L	Youth Print	5/14/21	INGRAM	106.68
4630L	Youth Print	5/17/21	CHILDREN'S PLUS INC.	180.95
4630L	Youth Print	5/17/21	BAKER AND TAYLOR	1,195.15
4630L	Youth Print	5/18/21	GALE	18.39
4630L	Youth Print	5/18/21	INGRAM	18.06
4630L	Youth Print	5/18/21	INGRAM	28.15
4630L	Youth Print	5/18/21	INGRAM	139.97
4630L	Youth Print	5/18/21	BAKER AND TAYLOR	57.58
4630L	Youth Print	5/19/21	INGRAM	102.99
4630L	Youth Print	5/19/21	BAKER AND TAYLOR	1,276.75
4630L	Youth Print	5/20/21	INGRAM	244.46

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4630L	Youth Print	5/21/21	BAKER AND TAYLOR	49.78
4630L	Youth Print	5/21/21	BAKER AND TAYLOR	665.50
4630L	Youth Print	5/21/21	GALE	36.78
4630L	Youth Print	5/21/21	INGRAM	14.52
4630L	Youth Print	5/21/21	MC/CHRISTIAN BOOK DISTR	13.44
4630L	Youth Print	5/23/21	INGRAM	53.94
4630L	Youth Print	5/24/21	BAKER AND TAYLOR	167.93
4630L	Youth Print	5/24/21	BAKER AND TAYLOR	63.67
4630L	Youth Print	5/24/21	INGRAM	3.59
4630L	Youth Print	5/25/21	INGRAM	16.57
4630L	Youth Print	5/26/21	SYNCHRONY/AMAZON	249.68
4630L	Youth Print	5/26/21	BAKER AND TAYLOR	641.15
4630L	Youth Print	5/26/21	BAKER AND TAYLOR	167.79
4630L	Youth Print	5/27/21	BAKER AND TAYLOR	549.23
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	143.43
4630L	Youth Print	5/1/21	BAKER AND TAYLOR	12.38
4630L	Youth Print	5/11/21	BAKER AND TAYLOR	29.36
4640L	Youth AV	5/1/21	BAKER AND TAYLOR	5.99
4640L	Youth AV	5/1/21	FINDAWAY WORLD, LLC	45.19
4640L	Youth AV	5/1/21	BAKER & TAYLOR INC.	19.06
4640L	Youth AV	5/5/21	BAKER & TAYLOR INC.	94.77
4640L	Youth AV	5/5/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	5/6/21	LIBRARY IDEAS, LLC	39.81
4640L	Youth AV	5/12/21	BAKER AND TAYLOR	12.10
4640L	Youth AV	5/17/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	5/17/21	BAKER & TAYLOR INC.	5.14
4640L	Youth AV	5/19/21	LIBRARY IDEAS, LLC	641.20
4640L	Youth AV	5/21/21	BAKER & TAYLOR INC.	41.86
4640L	Youth AV	5/21/21	LIBRARY IDEAS, LLC	213.75
4640L	Youth AV	5/24/21	BAKER & TAYLOR INC.	11.00
4640L	Youth AV	5/26/21	SYNCHRONY/AMAZON	179.64
4640L	Youth AV	5/27/21	FINDAWAY WORLD, LLC	399.42
4650L	Subscriptions	5/1/21	BUSINESS MANAGEMENT DAILY	139.00
4650L	Subscriptions	5/1/21	CONSUMER REPORTS ON HEALTH	42.00
4650L	Subscriptions	5/1/21	GAME & FISH	18.00
4650L	Subscriptions	5/1/21	HIGHLIGHTS FOR CHILDREN	39.96
4650L	Subscriptions	5/1/21	THE WEEK	49.50
4650L	Subscriptions	5/1/21	WINE ENTHUSIAST	29.95
4650L	Subscriptions	5/1/21	WOODWORKERS JOURNAL	19.95
4650L	Subscriptions	5/1/21	MC/WALL STREET JOURNAL	7.00
4650L	Subscriptions	5/1/21	COMMUNICATION ARTS	53.00
4650L	Subscriptions	5/1/21	MC/GUIDEPOSTS	13.97
4650L	Subscriptions	5/1/21	PADDOCK PUBLICATIONS	213.20
4650L	Subscriptions	5/1/21	YOUR GENEALOGY TODAY	25.00
4650L	Subscriptions	5/1/21	NATIONAL RESEARCH BUREAU	215.98
4650L	Subscriptions	5/6/21	MC/CHICAGO TRIBUNE	132.00
4650L	Subscriptions	5/11/21	MC/AAAS	85.00
4650L	Subscriptions	5/11/21	MC/BUY SUBSCRIPTIONS	55.00
4650L	Subscriptions	5/15/21	MC/VIDEO LIBRARIAN	25.00
4650L	Subscriptions	5/19/21	MC/DAILY HERALD	33.00

Mount Prospect Public Library  
 Library Fund Expenses by G/L Account #  
 For the Period From May 1, 2021 to May 31, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4650L	Subscriptions	5/24/21	MC/POLISH BOOKSTORE	13.45
4650L	Subscriptions	5/25/21	BOOK PAGE	588.00
4650L	Subscriptions	5/26/21	SYNCHRONY/AMAZON	30.95
4650L	Subscriptions	5/24/21	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	5/1/21	EBSCO SUBSCRIPTION SERVICE	5,194.00
4660L	Electronic Resources	5/1/21	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	5/12/21	PROQUEST INFORMATION AND LEARN	7,500.00
4660L	Electronic Resources	5/8/21	SCHOLASTIC, INC.	4,761.00
4661L	Digital Media	5/7/21	RAILS	13,196.25
4661L	Digital Media	5/31/21	MIDWEST TAPE	2,925.00
4661L	Digital Media	5/1/21	KANOPY, INC.	308.00
4661L	Digital Media	5/31/21	KANOPY, INC.	389.00
4661L	Digital Media	5/4/21	OVERDRIVE, INC.	219.98
4661L	Digital Media	5/11/21	OVERDRIVE, INC.	155.98
4661L	Digital Media	5/18/21	OVERDRIVE, INC.	256.99
4661L	Digital Media	5/25/21	OVERDRIVE, INC.	370.00
4663L	Library of Things	5/1/21	MC/AMAZON	79.45
4663L	Library of Things	5/3/21	MC/DISNEY	13.99
4663L	Library of Things	5/3/21	MC/DISNEY	13.99
4663L	Library of Things	5/3/21	MC/DISNEY	13.99
4663L	Library of Things	5/3/21	MC/DISNEY	13.99
4663L	Library of Things	5/3/21	MC/DISNEY	13.99
4663L	Library of Things	5/3/21	MC/DISNEY	13.99
4663L	Library of Things	5/3/21	MC/NETFLIX	17.99
4663L	Library of Things	5/3/21	MC/NETFLIX	17.99
4663L	Library of Things	5/3/21	MC/NETFLIX	17.99
4663L	Library of Things	5/3/21	MC/NETFLIX	17.99
4663L	Library of Things	5/3/21	MC/NETFLIX	17.99
4663L	Library of Things	5/23/21	MC/T-MOBILE	531.90
4680L	Processing	5/25/21	MC/BLU SOURCE	138.00
4680L	Processing	5/13/21	DEMCO	34.74
4680L	Processing	5/1/21	BAKER AND TAYLOR	28.29
4680L	Processing	5/1/21	MC/STAMPXpress.com	49.98
4680L	Processing	5/3/21	BAKER AND TAYLOR	11.04
4680L	Processing	5/5/21	BAKER AND TAYLOR	14.49
4680L	Processing	5/12/21	STAPLES BUSINESS ADVANTAGE	344.88
4680L	Processing	5/13/21	DEMCO	259.22
4680L	Processing	5/14/21	BAKER AND TAYLOR	28.98
4680L	Processing	5/26/21	BAKER AND TAYLOR	17.94
4680L	Processing	5/26/21	BAKER AND TAYLOR	4.83
4690L	Programs	5/14/21	NATIONAL ALLIANCE OF MENTAL IL	100.00
4690L	Programs	5/18/21	RAILS	144.00
4690L	Programs	5/28/21	ROBERT MUELLER	175.00
4690L	Programs	5/1/21	MC/SPOTIFY	9.99
4690L	Programs	5/1/21	MC/CONTAINER STORE	46.50
4690L	Programs	5/1/21	ZOBEAN INC	1,045.00
4690L	Programs	5/13/21	PAYROLL - PAYCOM	255.79
4690L	Programs	5/13/21	DEMCO	125.42

Mount Prospect Public Library  
 Library Fund Expenses by G/L Account #  
 For the Period From May 1, 2021 to May 31, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4690L	Programs	5/13/21	MC/BAIG OF TRICKS ENTERTAINMENT	77.25
4690L	Programs	5/27/21	PAYROLL - PAYCOM	212.06
4690L	Programs	5/28/21	TWISTED TREE YOGA	75.00
4690L	Programs	5/28/21	INGRAM	47.90
4690L	Programs	5/7/21	NANCY REESE	150.00
4690L	Programs	5/14/21	KIM WHITE	200.00
4690L	Programs	5/7/21	ESTEVAN MONTANO	150.00
4690L	Programs	5/1/21	RAILS	24.90
4690L	Programs	5/12/21	MC/AMAZON	15.99
4690L	Programs	5/1/21	ZOOBEAN INC	600.00
4690L	Programs	5/1/21	ZOOBEAN INC	150.00
4690L	Programs	5/5/21	MC/PURPLE ROSE FLORIST	19.20
4690L	Programs	5/13/21	PAYROLL - PAYCOM	22.00
4690L	Programs	5/14/21	NOEMI RAMOS	75.00
4690L	Programs	5/27/21	PAYROLL - PAYCOM	146.17
				\$ 736,490.80
9540L	Friends Sponsored Expense	5/18/21	MC/CUSTOM INK.COM	1,051.28
9540L	Friends Sponsored Expense	5/16/21	MC/STARBUCKS	275.67
9540L	Friends Sponsored Expense	5/10/21	MC/Jewel	63.20
9540L	Friends Sponsored Expense	5/12/21	MC/AMAZON	15.67
9540L	Friends Sponsored Expense	5/19/21	MC/AMAZON	255.72
9540L	Friends Sponsored Expense	5/19/21	MC/AMAZON	20.37
9540L	Friends Sponsored Expense	5/21/21	MC/MARIANO'S	100.00
9540L	Friends Sponsored Expense	5/21/21	MC/TARGET	100.00
9540L	Friends Sponsored Expense	5/21/21	MC/CENTRAL CONTINENTAL BAKERY	50.00
9540L	Friends Sponsored Expense	5/21/21	MC/WALMART	9.94
9540L	Friends Sponsored Expense	5/18/21	INGRAM	759.15
9540L	Friends Sponsored Expense	5/26/21	INGRAM	11.98
9540L	Friends Sponsored Expense	5/14/21	MC/ROSATI'S PIZZA	30.00
9540L	Friends Sponsored Expense	5/14/21	MC/MI MEXICO	30.00
9540L	Friends Sponsored Expense	5/14/21	MC/LOS COMPADRES	70.00
9540L	Friends Sponsored Expense	5/14/21	MC/WING STOP	20.00
9540L	Friends Sponsored Expense	5/19/21	MC/WING STOP	10.00
9540L	Friends Sponsored Expense	5/26/21	SYNCHRONY/AMAZON	59.05
9540L	Friends Sponsored Expense	5/27/21	PAYROLL - PAYCOM	20.00
9560L	Village Hall Shared Expense	5/19/21	AT&T - 50%	136.68
Total Library Fund Expenses for May, 2021				\$ 739,579.51

Mount Prospect Public Library  
 Capital Project Expenses by G/L Acct #  
 For the Period From May 1, 2021 to May 31, 2021

<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
7740B	Bldg Fd: Supplies	5/31/21	Service Charge	\$ 0.75
7750B-016	Bldg Fd: Building Maintenance	5/28/21	TYLER CONCRETE CONSTRUCTION	23,636.00
7750B-017	Bldg Fd: Equipment & Furniture	5/18/21	KRUEGER INTERNATIONAL , INC.	1,464.98
7750B-South-06	Bldg Fd: SB Equipt & Furniture	5/11/21	MC/SHOP POP DISPLAYS INC	197.30
7750B-South-06	Bldg Fd: SB Equipt & Furniture	5/19/21	MC/SHOP POP DISPLAYS INC	180.17
Total Capital Project Restricted Fund Expenses for May, 2021				\$ 25,479.20

Debt Service Fund  
 Debt Service Fund Expenses by G/L Acct  
 For the Period From May 1, 2021 to May 31, 2021

<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
3701D	Interest Expense	5/31/21	May, 2021, interest expense accrual \$61,300 x 1/12	\$ 5,108.35
Total Debt Service Fund Expenses for May, 2021				\$ 5,108.35

Mount Prospect Public Library  
Gift Fund Expenses by G/L Account #  
For the Period From May 1, 2021 to May 31, 2021

<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Reference</b>	<b>Description</b>	<b>Amount</b>
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There were no Gift Fund expenses for May, 2021.



**MONTHLY EXPENSE SUMMARY**

YEAR TO DATE MAY 2021

Line	Annual Budget	Annual Budget % to Total	YTD			YTD Variance - Actual vs Budget				
			Budget	Budget % to Total	Actual	Actual % to Total	% of Budget Expended	\$	%	% of TTL VAR
<b>Salaries &amp; Benefits</b>										
Salaries	4110	5,817,200.00	2,423,833.00		2,290,733.58	39.4%	(133,099.42)	-5.5%	65.5%	
IMRF	4120	552,800.00	230,333.00		224,363.65	40.6%	(5,969.35)	-2.6%	2.9%	
MC / FICA	4130	444,600.00	185,250.00		164,557.78	37.0%	(20,692.22)	-11.2%	10.2%	
Insurance - Medical	4140	745,000.00	310,417.00		312,014.48	41.9%	1,597.48	0.5%	-0.8%	
Insurance - Life	4140	1,500.00	625.00		447.14	29.8%	(177.86)	-28.5%	0.1%	
Unemployment Compensation Tax	4150	7,200.00	3,000.00		11,886.58	165.1%	8,886.58	296.2%	-4.4%	
<b>Subtotal (4110L - 4150L)</b>		<b>7,568,300.00</b>	<b>3,153,458.00</b>	<b>77.9%</b>	<b>3,004,003.21</b>	<b>78.1%</b>	<b>(149,454.79)</b>	<b>-4.7%</b>	<b>73.5%</b>	
<b>Management Expense</b>										
Audit	4210	7,000.00	2,917.00		0.00	0.0%	(2,917.00)	-100.0%	1.4%	
Legal Fees	4220	10,000.00	4,167.00		1,237.50	12.4%	(2,929.50)	-70.3%	1.4%	
Printing	4230	44,000.00	18,332.00		14,051.75	31.9%	(4,280.25)	-23.3%	2.1%	
Marketing	4240	18,375.00	7,656.00		1,982.22	10.8%	(5,673.78)	-74.1%	2.8%	
Resources	4250	965.00	402.00		313.55	32.5%	(88.45)	-22.0%	0.0%	
Professional Dues	4260	7,215.00	3,006.00		2,699.00	37.4%	(307.00)	-10.2%	0.2%	
Total Board Development/Training	4270	2,500.00	1,042.00		160.00	6.4%	(882.00)	-84.6%	0.4%	
Total Human Resources	4280	126,835.00	52,848.00		33,528.60	26.4%	(19,319.40)	-36.6%	9.5%	
Other Operating	4290	49,015.00	20,423.00		16,408.87	33.5%	(4,014.13)	-19.7%	2.0%	
<b>Subtotal (4210L - 4290L)</b>		<b>265,905.00</b>	<b>110,793.00</b>	<b>2.7%</b>	<b>70,381.49</b>	<b>1.8%</b>	<b>(40,411.51)</b>	<b>-36.5%</b>	<b>19.9%</b>	
<b>Operating Expenses</b>										
Telecommunications	4310	47,224.00	19,677.00		21,582.14	45.7%	1,905.14	9.7%	-0.9%	
Insurance	4320	95,160.00	39,650.00		87,739.00	92.2%	48,089.00	121.3%	-23.6%	
Office Supplies	4340	25,000.00	10,417.00		5,146.74	20.6%	(5,270.26)	-50.6%	2.6%	
Library Supplies	4350	26,600.00	11,083.00		4,700.99	17.7%	(6,382.01)	-57.6%	3.1%	
Postage	4360	20,300.00	8,458.00		5,574.11	27.5%	(2,883.89)	-34.1%	1.4%	
Contract Services	4380	31,780.00	13,242.00		14,810.16	46.6%	1,568.16	11.8%	-0.8%	
IT Services	4390	64,920.00	27,051.00		38,168.75	58.8%	11,117.75	41.1%	-5.5%	
<b>Subtotal (4310L - 4390L)</b>		<b>310,984.00</b>	<b>129,578.00</b>	<b>3.2%</b>	<b>177,721.89</b>	<b>4.6%</b>	<b>48,143.89</b>	<b>37.2%</b>	<b>-23.7%</b>	
<b>Building Expense</b>										
Building Maintenance	4410	205,002.00	85,417.00		48,525.09	23.7%	(36,891.91)	-43.2%	18.1%	
Equipment Maintenance	4420	124,100.00	51,708.00		71,950.10	58.0%	20,242.10	39.1%	-10.0%	
Janitorial	4440	90,810.00	37,837.00		21,854.47	24.1%	(15,982.53)	-42.2%	7.9%	
Equipment	4450	165,400.00	68,917.00		28,747.82	17.4%	(40,169.18)	-58.3%	19.8%	
Utilities	4460	45,238.00	18,849.00		19,699.40	43.5%	850.40	4.5%	-0.4%	
<b>Subtotal (4410L - 4460L)</b>		<b>630,550.00</b>	<b>262,728.00</b>	<b>6.5%</b>	<b>190,776.88</b>	<b>5.0%</b>	<b>(71,951.12)</b>	<b>-27.4%</b>	<b>35.4%</b>	
<b>Library Materials</b>										
Adult Print	4610	196,700.00	81,958.00		75,186.77	38.2%	(6,771.23)	-8.3%	3.3%	
Adult AV	4620	63,800.00	26,584.00		18,771.83	29.4%	(7,812.17)	-29.4%	3.8%	
Youth Print	4630	134,900.00	56,209.00		42,836.29	31.8%	(13,372.71)	-23.8%	6.6%	
Youth AV	4640	25,500.00	10,625.00		7,785.04	30.5%	(2,839.96)	-26.7%	1.4%	
Subscriptions	4650	18,400.00	7,667.00		8,615.36	46.8%	948.36	12.4%	-0.5%	
Electronic Resources	4660	181,297.00	75,540.00		115,113.07	63.5%	39,573.07	52.4%	-19.5%	
Digital Media	4661	178,914.00	74,547.00		86,261.49	48.2%	11,714.49	15.7%	-5.8%	
E-Learning	4662	48,708.00	20,295.00		25,712.60	52.8%	5,417.60	26.7%	-2.7%	
Library of Things	4663	20,700.00	8,625.00		4,343.63	21.0%	(4,281.37)	-49.6%	2.1%	
Microform	4670	900.00	375.00		0.00	0.0%	(375.00)	-100.0%	0.2%	
Processing	4680	26,000.00	10,834.00		7,016.14	27.0%	(3,817.86)	-35.2%	1.9%	
Programs	4690	44,970.00	18,737.00		10,687.51	23.8%	(8,049.49)	-43.0%	4.0%	
<b>Subtotal (4610L - 4680L)</b>		<b>940,789.00</b>	<b>391,996.00</b>	<b>9.7%</b>	<b>402,329.73</b>	<b>10.5%</b>	<b>10,333.73</b>	<b>2.6%</b>	<b>-5.1%</b>	
<b>Total (4110L - 4680L)</b>		<b>9,716,528.00</b>	<b>4,048,553.00</b>	<b>100.0%</b>	<b>3,845,213.20</b>	<b>100.0%</b>	<b>(203,339.80)</b>	<b>-5.0%</b>	<b>100.0%</b>	
<b>Reimbursable Activity</b>										
Foundation Expenses (9530L)	9530	9,465.00	3,944.00		950.00		(2,994.00)	-25.0%		
Friends Expenses (9540L)	6540	14,000.00	5,835.00		5,011.01		551.28	-35.2%		
Village Shared Expense (9560L)	9560	2,800.00	1,167.00		683.40		(417.00)	-100.0%		
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-100.0%		
<b>Total Reimbursable Activity</b>		<b>26,265.00</b>	<b>10,946.00</b>		<b>6,644.41</b>		<b>(4,301.59)</b>	<b>-39.3%</b>		
<b>Total Expenses - All Activities</b>		<b>9,742,793.00</b>	<b>4,059,499.00</b>		<b>3,851,857.61</b>		<b>(207,641.39)</b>	<b>-5.1%</b>		

## Proposal: 2022 Strategic Planning Timeline

### Discussion and general agreement

#### Issue

The previous combined strategic and operational plan began in January 2019 and was slated to run through 2023. About a year after it began, the pandemic hit, and everything was set aside as we dealt with the emergency throughout 2020. We set interim 2021 goals to continue some forward strategic momentum, while recognizing that we were 1) not back to normal and 2) struggling to predict what a post-pandemic world would look like.

#### Analysis

Now that the pandemic is quickly receding, it's time to start fresh and develop a new strategic plan that takes into consideration the state of the world and the library after a major world event. A critical component of developing a strategic plan is to gather input from the community, as well as the Board and staff.

#### Recommendations

- Use a facilitator for this critical plan. Future plans can potentially be facilitated by the Executive Director.
- Focus on a true strategic plan only, without the operational component. Operational plans cover “core services,” both internal and external, whereas strategic plans identify the “above and beyond” services that meet community needs during the plan duration.
- Solicit significant community input through survey(s) and focus groups.
- Commit to a medium-length process (6 months). Shorter may not allow for appropriate community input, and longer loses relevance as time passes.
- Plan should run 3 years. Typically plans can run 3-5 years, but I recommend the shorter timeframe as we are recovering from an extended period of uncertainty.

### Recommended timeline

Timeframe	Activity
July – October 2021	<ul style="list-style-type: none"> <li>• Create and distribute Request for Proposal (RFP)</li> <li>• Interview and select facilitator</li> </ul>
November - December 2021	<ul style="list-style-type: none"> <li>• Preliminary planning</li> <li>• Identify steering committee</li> </ul>
January – February 2022	<p>Solicit input from:</p> <ul style="list-style-type: none"> <li>• Community (resident audiences, stakeholders, targeted partners, etc.)</li> <li>• Board</li> <li>• Staff</li> </ul> <p>Using:</p> <ul style="list-style-type: none"> <li>• Survey(s)</li> <li>• Focus groups</li> </ul>
February 2022	<ul style="list-style-type: none"> <li>• Create draft initiatives</li> <li>• Create draft Mission/Vision/Values/Culture</li> </ul>
March 2022	<ul style="list-style-type: none"> <li>• Approve initiatives</li> <li>• Approve Mission/Vision/Values/Culture</li> </ul>
April 2022	<ul style="list-style-type: none"> <li>• Staff create goals and potential activities under initiatives</li> </ul>
May 2022	<ul style="list-style-type: none"> <li>• Review and revise components as necessary</li> </ul>
June 2022	<ul style="list-style-type: none"> <li>• Approve final plan</li> </ul>
July 1, 2022	<ul style="list-style-type: none"> <li>• Formal kickoff</li> </ul>

## May 2021

### Circulation

- 1) We added one last piece of furniture to our desk puzzle – a metal storage cabinet. This cabinet has been a great addition, allowing for better storage of and access to most-used supplies and patron holds that need to be kept behind the desk. It will be incredibly useful as the Library of Things collection expands, resulting in us keeping more unique patron holds behind the desk.

### Community Engagement

- 1) Approval was granted by the Illinois Department of Public Health and their partners in the vaccination efforts to host a Community Partner Closed pod COVID-19 vaccination clinic at the Mt. Prospect Park District's RecPlex facility on the south side of Mount Prospect. 200 doses of the Pfizer vaccine have been allocated and the clinic dates are:
  - a. Saturday, June 12, 10 a.m.-2 p.m.
  - b. Saturday, July 10, 10 a.m.-2 p.m.
  - c. A communications and outreach strategy has been established by the participating partners. The Community Engagement Director is the liaison with the IDPH and meets weekly with partners to provide updates and to make implementation adjustments as needed. Registration for the vaccine is being taken by the Village's Human Services Department and the South Branch staff. The opportunity will be offered community-wide if there are available time slots.
- 2) We attended an outreach event at Oasis Mobile Home Park, located in unincorporated Des Plaines, on Saturday, May 15. They promoted the Cards 4 Kids program and offered library card registration. Books and other kid-friendly items were handed out to table visitors. [Remove patron barriers]
- 3) Promotional flyers for the upcoming EDI programs, The ABCs of Diversity (June 14) and How to Have Conversations About Race (June 29) were sent to community partners to share with their contacts.



### Fiction/AV/Teen

- 1) Virtual classroom visits to promote this year's Summer Reading Challenge reached 483 students in 10 classes at three schools. [School catch up]
- 2) The annual "sunshine" collection of school assigned reading titles was harvested from their home collections and placed in a single convenient location alongside the advisory materials. [School catch up]
- 3) The Anti-Cruelty Society of Chicago contacted the library to rave about materials created by participants via the Teen Volunteer at Home program.

### Reference

- 1) We uploaded a post to the Historical Society's Pandemic Moments project about the library's experience during the pandemic. The post can be found here: <https://www.mtphist.org/mount-prospect-library-and-covid-19/>
- 2) The Your City @ Home multi-library event that was sponsored by the Foundation concluded. The program included virtual tours of nine museums. Over 150 Mount Prospect residents attended the series.

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- 3) The library added two new web resource subscriptions in May. The first, Museum Adventure Pass, allows patrons to request free or discounted passes to a variety of area destinations, including the Brookfield Zoo, the Chicago Botanic Garden, and Cantigny Park. The second resource, O'Reilly for Public Libraries, includes unlimited access to 50K+ titles, 30K+ hours of video and more, primarily in business and technology.

### Registration

- 1) We have been seeing a slow but steady increase in new library cards issued to residents with 110 in May (average is 78/month). [New normal]

### South Branch

- 1) We interviewed for and filled our newly created Collection Development Librarian position. Rebeca Ferreira will begin in her new role on Monday, June 21, with a two-week transition period from her current role in our CBS department. [SB staffing needs]
- 2) We hosted a successful Ceramic Plate Painting program outdoors in a park near South Branch. The event brought out a diverse crowd of 21 people of all ages, from families with young children to teens and adults.
- 3) South Branch staff, primarily Maria Romero, spent several hours this month translating materials to Spanish for our Summer Reading Challenge, making SRC accessible to all our Spanish speaking patrons at South Branch and Main. [EDI promotion]



### Youth Services

- 1) The Elementary School Liaison received numerous requests for more than just Summer Reading (and more) promos: [School catch up]
  - **9 Schools:** St. Paul, D59 Frost, St. Raymond, Indian Grove, Euclid, Forest View, Fairview, Lions Park, Westbrook
  - **33 Presentations** (18 Zoom and 15 outdoor at school, Pocket Park, or Village Green)
  - **52 Classes**
  - **960 Total students reached** (661 via Zoom and 299 in-person)



St. Paul 2<sup>nd</sup> grade Pocket Park



Euclid 1<sup>st</sup> grade Zoom



Euclid 1<sup>st</sup> grade

Comment from St. Paul 2<sup>nd</sup> grade teacher who also lives in Mount Prospect: "We made it through the school year! Please express my professional and personal appreciation to all your colleagues for all the extra hard work and effort they beautifully accomplished to keep our community connected to books and each other at a time when we so desperately needed it!"

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- 2) Eight families (22 people) attended Outdoor Family Yoga at the Pocket Park. Many were library and outdoor program regulars, and a few new families attended because of interest in yoga. The teacher from Twisted Tree Yoga in Des Plaines was wonderful! She led everyone through poses with lots of storytelling and audience participation.
- 3) St. Paul Preschool continued their tradition of coming for storytime around Mother's Day. There were two classes at the Pocket Park on May 5. The weather on May 6 was rainy, but the teachers decided they would like to do the storytime in person rather than on Zoom, so Building Services quickly set up the parking garage. Over the four storytimes, we saw a total of 63 students. During their visit, each class also dropped off some treat bags to share with library staff.



Comment from the St. Paul Director: "Thanks so much Katie. I am especially thankful for you. During a year when we couldn't do what we'd normally want, you went above and beyond to find ways to still connect with us. I know it takes more effort to wheel stuff across the street, set up in a parking garage, or whatever it would take to serve the community. Thank you. We were so excited to give our students these fun opportunities in a safe way. We will look forward to moving to some 'normalcy' within the next year or two."

### Building & Security

- 1) As noted in the 2020 Capital Assessment Report the northwest corner of the garage pavement was deteriorating and in need of replacement, and the railing supports at the southwest employee entrance were not stable. These projects were completed in May 2021.

### Collection & Bibliographic Services

- 1) We worked with staff collection leads to finalize the template for the Diversity Audit. Existing orders will be audited first, and then the template will be used to assess diversity of planned purchases before they are ordered. Different departments will start taking these steps at different times, due to heavy workloads associated with Summer Reading programs. [\[EDI Diversity Audit\]](#)

### Communications and Creative Services

- 1) Press coverage in May:
  - o New Trustees and Officers – press release sent announcing May 20 swearing in of Trustee Sylvia Haas, Trustee Kristine O’Sullivan, Trustee Marie Bass, and newly elected Trustee Rosemary Groenwald. Announcement appeared in *Daily Herald* with photo and on May 28 (electronic) and on June 2 in *Journal & Topics*.
  - o “ABCs of Diversity” Author Visit to Local Libraries – announcement of program co-sponsored with Aurora Public Library and Villa Park Library appeared in *Daily Herald* online and print editions as well as in *Journal & Topics*. [\[EDI promotion\]](#)
  - o Summer Reading – kickoff article appeared in *Daily Herald*.
- 2) E-News: Summer Reading: all-time high click-through post of program announcement – 60% of all click-throughs.

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## Human Resources

- 1) Number of terminations: 1 temporary copy cataloger assignment ended
- 2) Number of new hires: Copy Cataloger, F/AV/T Assistant (internal hire), Page sub. Offers extended for internal hires: Collection Development Librarian and F/AV/T Assistant
- 3) Open positions: 7 (Computer Tech, Finance Manager, two Circulation Assistants, Registration Assistant, Page, and Janitor)
- 4) Staff anniversaries: Dale Heath (20 years); Stephanie Johanson (5 years)
- 5) Launched several automated forms to be used by supervisors, HR, and staff (i.e., Leave of Absence Request, Schedule Change, New Hire, and Termination Notifications)

## Information Technology

- 1) Updating Systems: Time was spent reviewing all systems including phone, PC reservation system, prox card, etc., to work with our new scheduled hours. All systems and messages are updated – and holiday closing tested as well. Changes were also made with the ILS system to reflect new hours, limits, and removal of quarantine period. [New normal]

## Learning

- 1) In order to track conference attendance and to provide an opportunity for staff to reflect upon their conference experience, a Performance Evidence activity was created and assigned to all Reaching Forward (6) and COSUGI (4) conference participants. This activity has staff answer the question “*What did I learn that could be applied at MPPL?*” for the sessions they attended. The insights uploaded to Paycom will then be shared with other staff through Teams. The Performance Evidence activity will be assigned to all major conference participants throughout the year.
- 2) An intranet page for the Re-entry Program for staff, which will launch in June, was created. This page will be updated throughout the coming seven months with programs and activities for staff as the pandemic winds down and we move toward our new normal. These activities focus on mental health, stress management, and skills development. [New normal]

## Friends of the Mount Prospect Public Library

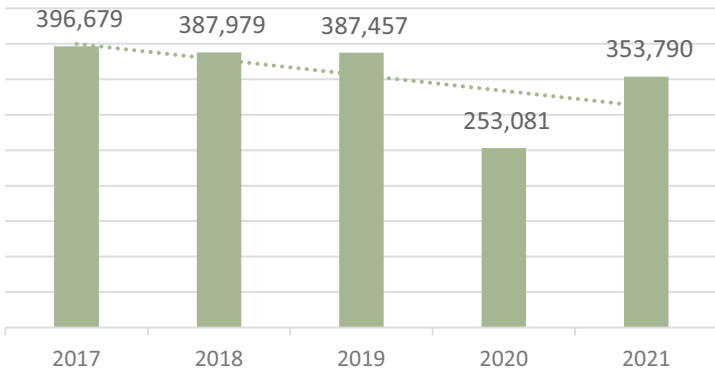
- We are working with the Friends Board to plan and promote a summer “garage sale” to be held the weekend of June 26 and 27.

## Mount Prospect Public Library Foundation

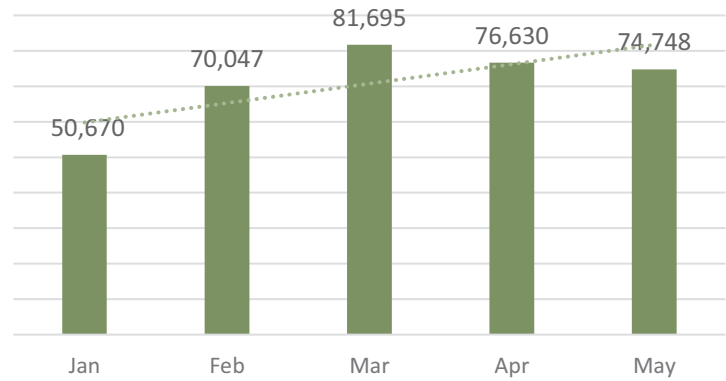
- The Foundation is planning a fall raffle fundraiser to take place online and in-person in the library.
- We re-started the electronic recycling collection fundraiser inside the library.
- We provided administrative support for the 2020 Audit by Evans, Marshall & Pease.

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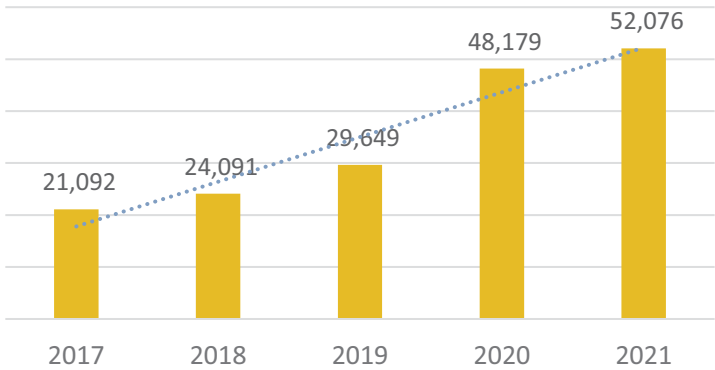
Overall Circulation YTD



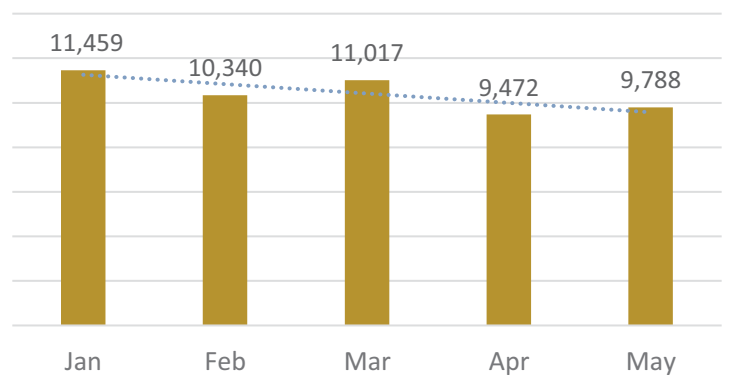
Overall Circulation 2021 by Month



eMedia Circulation YTD



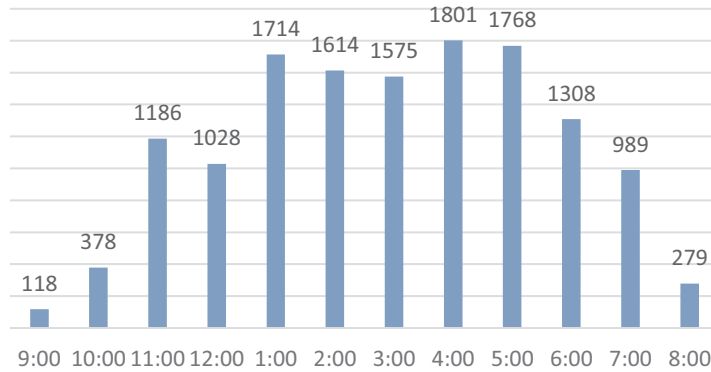
eMedia Circulation 2021 by Month



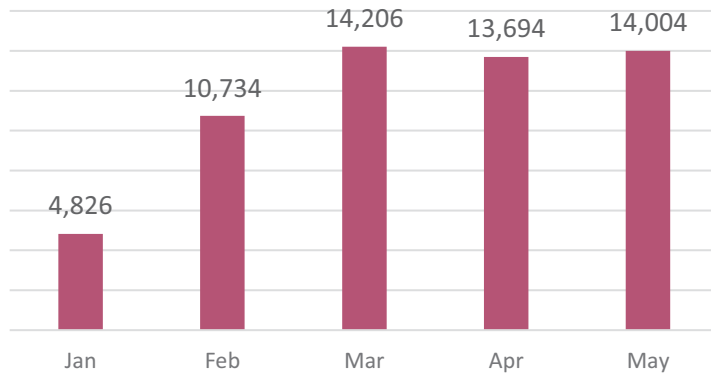


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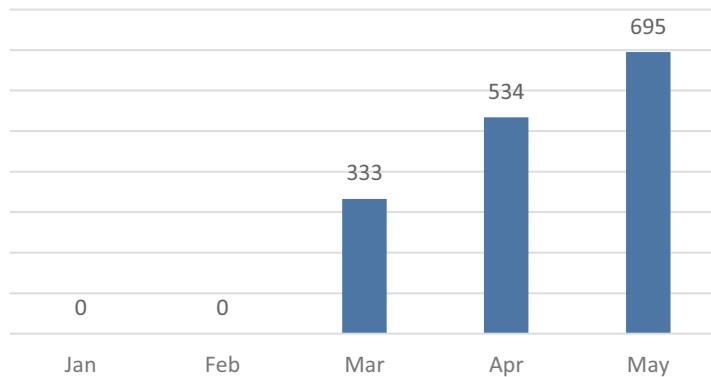
Main Door Count by Hour - May 2021



Door Count 2021 by Month - Main



Door Count 2021 by Month - South Branch



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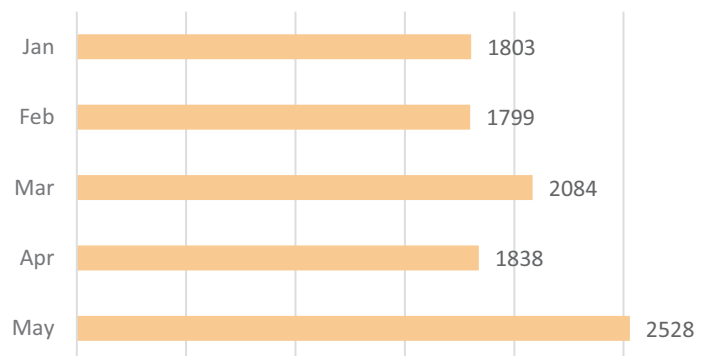
Number of Programs 2021 by Month



**May 2021 Program Highlights**

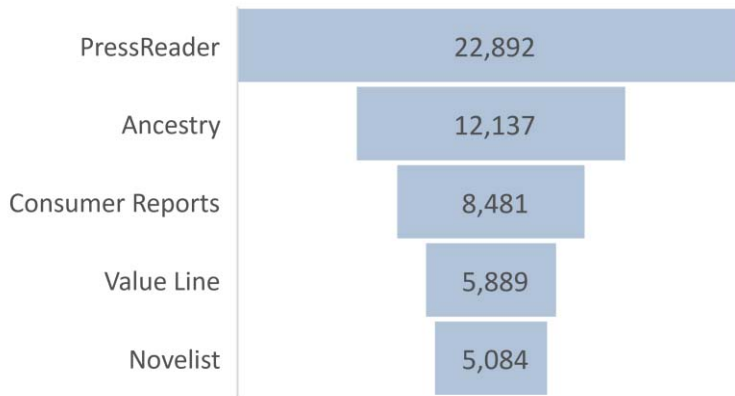
1. Preserving, Protecting, and Promoting the Monarch Butterfly (88 attendees)
  - a. 28% First library program
  - b. 70% Prefer the convenience of Zoom programs
  - c. 30% Miss in-person programs
2. The Wisdom of Birds (87 attendees)
  - a. 37% Ready to resume attending in-person programs
  - b. 58% Prefer attending Zoom programs
  - c. 21% Too soon to resume in-person programs
3. School Visits (1,488 attendees)
4. Cutting the Cord: Getting the Most out of Streaming Services (70 attendees)
5. Computer Safety and Virus Prevention (40 attendees)
6. Lotería Para la Familia (34 attendees)
7. Look! Up in the Air! Storytime (101 attendees)
8. Teen Craft: Personalized Fidget Cube (18 attendees)

Program Attendance 2021 by Month

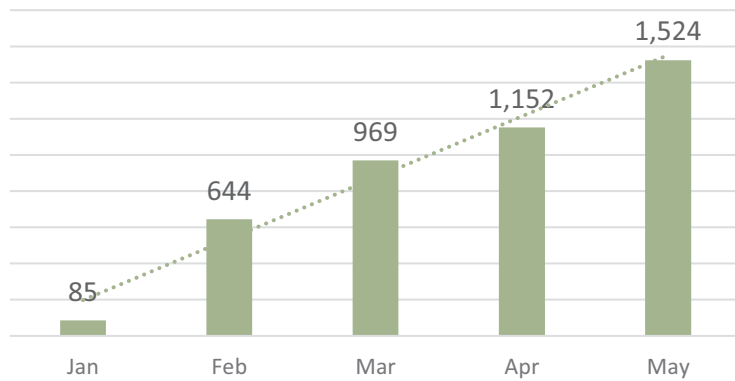


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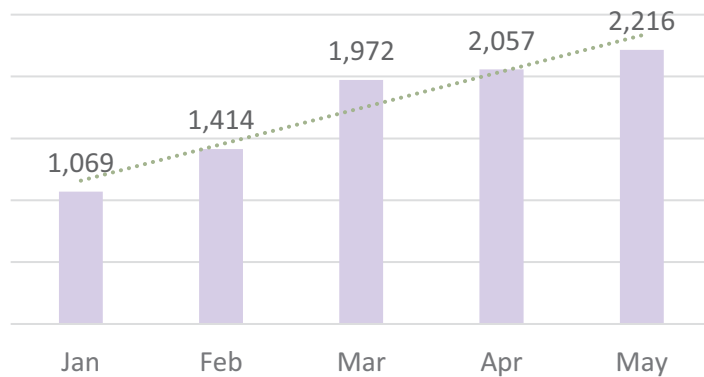
Top Databases 2021 YTD



Public Computer Usage (hours) by Month



Wireless Access Users Monthly 2021



# Goals Progress Summary: May 2021

