

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

Regular Board Meeting
September 16, 2021 7:00 p.m.
Meeting Room A

AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. President's Report**
- 5. Consent Agenda (Action)**
 - a. Approve Minutes of Regular Board Meeting of August 19, 2021 **(3-4)**
 - b. Approve Minutes of Special Board Meeting of September 2, 2021 **(5-6)**
 - c. Approve August 2021 Bills **(7)** and Financial Reports **(8-21)**
- 6. Approve Resolution No. 2021-3 Certifying the 2022 Appropriation Budget and 2021 Tax Levy (Action) (23-25)**
- 7. Executive Director Report (2)**
- 8. August 2021 Library Activity (34-41)**
- 9. Trustee Reports and Comments**
- 10. Upcoming Meetings and Events Calendar**
 - a. Foundation Board Meeting – September 27 – Brian Gilligan
 - b. Personnel Committee Meeting – October 7
 - i. Review of Executive Director evaluation
 - c. Regular Board Meeting – October 21
 - d. Foundation Board Meeting – October 25 - open
- 11. Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
September 16, 2021**

- 1. 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. All items on the consent agenda this month are standard business operations.
- 2. Approve 2022 Budget and 2021 Levy Resolution.** This is agenda item number 6. Based on the feedback during the September 2 meeting, there are minimal changes to the draft 2022 budget (version 2). There are no changes to the bottom line in any funds as compared to version 1.

The following increases to expenditures were allocated from the Salaries line:

- Allocate \$40,000 across AV and Print materials purchases (Hot Picks seed money)
- Increase Other Consultants by \$23,400 (website firm, inadvertently left out of the original draft)

Levy information:

- Overall levy change from 2020 request: 1.25% (\$144,908)
 - Library Fund levy change: 1.39% increase (\$139,308)
 - Debt Service Fund levy change: .35% (\$5,600)

As was the case last year, the Appropriation budget shown on our levy documents reflects a 20% increase from the working budget to account for additional expenditures due to unexpected circumstances. The Appropriation budget sets a limit on what we can expend in 2022, and we cannot levy for more than we appropriate.

"I move to approve Resolution No. 2021-3 Certifying the 2022 Appropriation Budget and 2021 Tax Levy, and the 2022 Working Budget as presented [amended], including the 2022 salary scale and capital expenditures."

Each year a Trustee and the Executive Director typically attend the Village levy hearing, which is on November 2, 2021 at 7:00 p.m. The final adoption will be November 16.

- 3. Reopening Report.** This is agenda item number 7. As briefly reported at the September 2 meeting, we have made the decision to move all planned indoor, in-person programs to virtual through the end of 2021. In addition, public meeting room usage will not be allowed through 2021. If the spike in the pandemic decreases, we sincerely hope to be back to "normal" in early 2022. Making decisions like this in advance allows us to plan and communicate effectively to the community and provides some stability in library operations.

Regular Board Meeting
August 19, 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 Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Brian Gilligan [arrived at 7:14 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O’Sullivan
Absent: Sylvia Fulk
Staff Present: Karen Almeleh, Anne Belden, Jo Broszczak, Kristine McKinley, Su Reynders, Suzanne Yazel
Visitors: None

3. Public Comment

There was no public comment.

4. President’s Report

President Duebner thanked the Community Engagement Committee members for launching their work and stated that he looked forward to seeing the results.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of July 15, 2021
- b. Approve Minutes of Community Engagement Committee Meeting of August 5, 2021
- c. Approve July 2021 Bills and Financial Reports
- d. Approve bid for Switchboard Replacement
- e. Approve closing at 5 p.m. on August 27 for Mount Prospect Block Party

Motion was made by Trustee O’Sullivan and seconded by Trustee Haas to establish the Consent Agenda as presented. Voice vote carried.

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

6. Preliminary Budget and Levy Discussion

Director Reynders presented high level information regarding 2022 budget assumptions, including a timeline, levy request, operating budget, and salary information. The draft working budget will be reviewed in detail at the September 2 Special Board Meeting.

7. Executive Director Report

Director Reynders explained that a Request For Proposal has been prepared and will be distributed to solicit a facilitator in the development of a new strategic plan. Trustee Duebner agreed to assist with the process of interviewing and selecting a consultant to complete a final strategic plan.

8. July 2021 Library Activity

Trustees reviewed the Library report and asked questions. Director Reynders reported that the library is well positioned to provide contactless service should the pandemic worsen, since we offer parking lot pickup service to patrons and have safety measures in place for staff to work in the building. Staff are already looking at the program schedules, closely monitoring the situation, and will adjust from in-person to virtual programming accordingly.

9. Trustee Reports and Comments

Trustee Haas reported on the Community Engagement Committee meeting held on August 5. The committee discussed and proposed ideas and identified next steps, which are detailed in the minutes. The committee members will draft talking points and send to Director Reynders for consolidation. The draft will be presented to the entire Board at the September 16 Regular Board Meeting.

10. Brand Expression Presentation

The Board viewed the Brand Expression presentation from Simple Truth which outlined the new brand color palette, fonts, design elements, and voice. Trustees provided feedback, including compliments on the modern and fresh look, the action verbs that invite engagement with the community, and the friendly and welcoming feel.

11. Upcoming Meetings and Events Calendar

- 1) September 2, 2021 7:00 p.m. Special Meeting
 - a. Executive Session – Personnel
 - b. Review draft 2022 working budget, levy, and appropriation budget
- 2) September 16, 2021 7:00 p.m. Regular Board Meeting
 - a. Approve appropriation budget and levy

12. Adjournment

Motion was made by Trustee Haas and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:15 p.m. Voice vote carried.

Marie A. Bass, Secretary

**Special Board Meeting
September 2, 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 7:02 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan [arrived at 7:20 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O’Sullivan

Absent: None

Staff Present: Karen Almeleh, Jo Broszczak, Christine McKinley, Su Reynders, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. Closed Session

Motion was made by Trustee Groenwald and seconded by Trustee Bass to adjourn to closed session per 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body at 7:02 p.m. Voice vote carried.

5. Reconvene Open Session

Open session was reconvened at 8:03 p.m.

6. 2022 Draft Budget Review

President Duebner opened the budget review with a statement about the importance of Trustee’s responsibility to approve a budget that gives the appropriate spending authority to staff, provides excellent library services to the community, and does not place an undue burden on Mount Prospect taxpayers.

Due to the continued increase in COVID-19 cases, Director Reynders announced that all programming will be held virtually and there will be no open public meeting room use for the remainder of 2021.

Director Reynders presented the draft 2022 working budget and answered questions about specific expenditures and library services. Trustees conducted an extensive discussion about the salary benchmarking study that was completed in 2020 and about salaries moving forward.

Trustees directed Director Reynders to make some minor amendments by allocating funds from salaries to public services.

7. Upcoming Meetings and Events Calendar

- a. Regular Board Meeting – September 16
- b. Foundation Board Meeting – September 27 – Brian Gilligan

8. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Haas to adjourn the Special Board meeting at 9:00 p.m. Voice vote carried.

Marie A. Bass, Secretary

DRAFT

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of AUGUST 31, 2021

Library General Fund	\$	4,704,678
Working Cash Fund	\$	2,211,870
Capital Projects Restricted Fund	\$	3,284,900
Debt Service Fund	\$	1,561,676
Gift Fund	\$	571,580
Total All Funds	\$	12,334,705

Cash Disbursements August 2021

\$ 706,163.02

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	6,916,548
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		8.5
Combined Balance - Percentage in Reserve		71%

YTD August Spending

- * \$374,779.68 below the year-to-date budget
- * YTD Actual is 5.8% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 66.7% of the annual budget
- * Spending to date was actually closer to 62.8% of the annual budget
- * Last year we had expended about 57.9% of the annual budget

Levy Collection

- * To date 53.6% of the 2020 Levy has been collected
- * Last year 88.33% of the 2019 Levy had been collected through August 2020
- *Historically, over the past six years, 53.6% to 96.4% (average of 95.4%) of the current year Levy has been collected YTD

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

For the Period Ended 08/31/2021

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ -	\$ 6,359,040
Taxes Allocated to Other Funds	-	(864,788)
Personal Property Replacement Taxes	14,406	61,888
Interest Income	148	2,082
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	6,000
Ground Lease Income	-	1
Miscellaneous Fees and Fines	2,060	13,591
Friends & Foundation Reimbursements	446	7,101
Village Reimbursements	-	820
<i>Total Revenues</i>	<u>\$ 17,060</u>	<u>\$ 5,585,735</u>
Expenditures		
Salaries & Benefits	\$ 627,839	4,848,963
Management Expense	13,235	125,732
Operating Expenses	12,693	225,083
Building Expense	26,312	282,755
Services and Resources	49,382	620,376
Friends & Foundation Reimbursable Expenses	570	8,262
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	174	1,222
<i>Total Expenditures</i>	<u>\$ 730,205</u>	<u>\$ 6,112,393</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 730,205</u>	<u>\$ 6,112,393</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (713,145)	\$ (526,658)
Fund Balance - Beginning of Period	5,417,820	5,231,333
Fund Balance - End of Period	<u>\$ 4,704,675</u>	<u>\$ 4,704,675</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,211,806	\$ 2,211,096
Interest Allocation	64	774
Fund Balance - End of Period	<u>\$ 2,211,870</u>	<u>\$ 2,211,870</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	61	1,032
<i>Total Revenues</i>	<u>\$ 61</u>	<u>\$ 1,032</u>
Expenditures		
Main: Bldg Maintenance		\$ 30,921
Main: Furnishings/Equipment	4,708	42,311
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	-	6,370
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 4,708</u>	<u>\$ 81,592</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (4,647)	\$ (80,560)
Fund Balance - Beginning of Period	3,289,548	3,365,461
Fund Balance - End of Period	<u>\$ 3,284,901</u>	<u>\$ 3,284,901</u>
Debt Service Fund		
Revenues		
Property Taxes	-	\$ 864,788
Interest Income	27	320
<i>Total Revenues</i>	<u>\$ 27</u>	<u>\$ 865,108</u>
Expenditures		
Interest Expense	5,108	\$ 40,866
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,108</u>	<u>\$ 40,866</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (5,081)	\$ 824,242
Fund balance - Beginning of Period	1,566,758	737,435
Fund balance - End of Period	<u>\$ 1,561,677</u>	<u>\$ 1,561,677</u>
Gift Fund		
Revenues	417	\$ 6,347
Expenditures	32	1,195
Excess (Deficiency) of Revenues over Expenditures	\$ 385	\$ 5,152
Fund Balance - Beginning of Period	571,196	566,429
Fund Balance - End of Period	<u>\$ 571,581</u>	<u>\$ 571,581</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 627,838.88	
Management Expense (4210L - 4290L)	13,235.29	
Operating Expenses (4310L - 4390L)	12,693.07	
Building Expense (4410L - 4460L)	26,311.58	
Services and Resources (4610L - 4690L)	49,382.02	
Friends & Foundation reimbursable expenses (9530L and 9540L)	570.00	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	-	
Total August 2021 Library General Fund Expenses		\$ 730,205.29

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 97.61	
Operating Expense Reimbursements received	1,373.10	
July 2021 Accrued Payroll & Benefits	246,371.13	
July 2021 Credit Card Payable	21,246.43	
July 2021 Accounts Payable	29,911.18	
Refund for returned Lost ILL	-	
Miscellaneous	91.96	
Accounts Receivable from Variety Vendors	100.00	
Disbursements for Capital Project Restricted Fund	8,584.81	
Disbursements for Gift Fund	31.95	
		307,808.17

Deductions for Library General Fund Cash Disbursements:

August 2021 Accrued Payroll & Benefits	\$ 302,616.70	
August 2021 Credit Card Payable	10,576.87	
August 2021 Accounts Payable	18,500.17	
Payment of Nayax invoices & merchant fees by income offset	127.91	
Payment of Credit Card Merchant fees by income offset	28.79	
		(331,850.44)

Total Library General Fund cash disbursed \$ 706,163.02

CAPITAL PROJECTS RESTRICTED FUND

August 2021 Expenses	\$ 4,707.81	
Plus: July 2021 Accounts Payable	4,932.50	
Less: August 2021 Accounts Payable	(9,640.31)	
Plus: August 2021 Account Receivable	0.50	
Less: July 2021 Accounts Receivable	(0.50)	
Plus: Disbursement for Gift Fund	-	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		0.00

DEBT SERVICE FUND

August 2021 Expenses	\$ 5,108.33	
Plus: July 2021 Interest Payable	10,216.66	
Less: August 2021 Interest Payable	(15,324.99)	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

August 2021 Expenses	\$ 31.95	
Plus: July 2021 Accounts Payable	-	
Less: August 2021 Accounts Payable	(31.95)	
<i>Total Gift Fund cash disbursed</i>		0.00

TOTAL CASH DISBURSEMENTS, August 2021 \$ 706,163.02

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	8/1/21	07/31/2021 payroll accrual	(213,103.00)
4110L	Salaries	8/5/21	PAYROLL - PAYCOM	213,103.20
4110L	Salaries	8/19/21	PAYROLL - PAYCOM	217,603.23
4110L	Salaries	8/31/21	10/31/2020 payroll accrual	265,177.41
4120L	IMRF	8/1/21	07/31/2021 payroll accrual	(20,974.00)
4120L	IMRF	8/23/21	VILLAGE OF MT. PROSPECT - IMRF	42,018.19
4120L	IMRF	8/31/21	10/31/2020 payroll accrual	23,095.47
4130L	MC / FICA	8/1/21	07/31/2021 payroll accrual	(15,263.00)
4130L	MC / FICA	8/5/21	PAYROLL - PAYCOM	15,262.42
4130L	MC / FICA	8/13/21	UNITED STATES TREASURY	855.91
4130L	MC / FICA	8/19/21	PAYROLL - PAYCOM	15,593.75
4130L	MC / FICA	8/31/21	10/31/2020 payroll accrual	19,170.39
4140L	Insurance - Medical & Life	8/4/21	COBRA fee	(16.01)
4140L	Insurance - Medical & Life	8/31/21	VILLAGE OF MT. PROSPECT	65,192.78
4140L-101	Insurance - Medical & Life	8/31/21	VILLAGE OF MT. PROSPECT	122.14
4230L	Printing	8/23/21	MC/FEDEX	181.44
4240L	Marketing	8/25/21	THE JOURNAL AND TOPICS	300.00
4240L	Marketing	8/26/21	MC/MOUNT PROSPECT CHAMBER	300.00
4240L	Marketing	8/1/21	BLICK ART MATERIALS	148.60
4240L	Marketing	8/9/21	MC/UNIV OF CHICAGO	18.85
4240L	Marketing	8/12/21	MC/UNIV OF CHICAGO	(1.75)
4240L	Marketing	8/13/21	MC/AMERICAN BUTTON MACHINES	41.95
4240L	Marketing	8/1/21	PEERLESS MARKETING IMPRESSIONS	881.94
4250L	Resources	8/1/21	MC/SPOTIFY	9.99
4280L	Human Resources	8/1/21	ACCURATE EMPLOYMENT SCREENING,	418.00
4280L	Human Resources	8/5/21	PAYROLL - PAYCOM	1,558.29
4280L	Human Resources	8/19/21	PAYROLL - PAYCOM	1,550.35
4280L	Human Resources	8/15/21	EMPLOYEE BENEFITS CORPORATION	118.75
4280L	Human Resources	8/1/21	MC/LIBRARYWORKS INC	25.00
4280L	Human Resources	8/16/21	MC/SIRSIDYNIX	100.00
4280L	Human Resources	8/24/21	MC/DISC PROFILING	239.76
4280L	Human Resources	8/24/21	MC/DISC PROFILING	449.55
4280L	Human Resources	8/5/21	PAYROLL - PAYCOM	4.32
4290L	Other Operating	8/2/21	PROPAY	3.86
4290L	Other Operating	8/6/21	NAYAX LLC	9.02
4290L	Other Operating	8/6/21	PROPAY	5.69
4290L	Other Operating	8/13/21	NAYAX LLC	12.40
4290L	Other Operating	8/13/21	PROPAY	5.32
4290L	Other Operating	8/20/21	NAYAX LLC	12.17
4290L	Other Operating	8/27/21	NAYAX LLC	6.87
4290L	Other Operating	8/31/21	PROPAY	13.92
4290L	Other Operating	8/30/21	SIMPLE TRUTH COMMUNICATION PAR	6,798.00
4290L	Other Operating	8/14/21	DEX MEDIA	23.00
4310L	Telecommunications	8/11/21	AT&T	728.82
4310L	Telecommunications	8/13/21	AT&T	311.85
4310L	Telecommunications	8/13/21	AT&T	(965.25)
4310L	Telecommunications	8/19/21	AT&T	412.07
4310L	Telecommunications	8/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	8/23/21	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	8/28/21	VERIZON WIRELESS	158.17
4310L	Telecommunications	8/19/21	AT&T	174.46

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

Account ID	Account Description	Date	Vendor Name	Amount
4340L	Office Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	0.01
4340L	Office Supplies	8/12/21	WAREHOUSE DIRECT	50.97
4340L	Office Supplies	8/16/21	DEMCO	41.61
4340L	Office Supplies	8/5/21	PAYROLL - PAYCOM	20.99
4340L	Office Supplies	8/12/21	WAREHOUSE DIRECT	47.09
4340L	Office Supplies	8/16/21	DEMCO	124.97
4340L	Office Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	3.44
4340L	Office Supplies	8/12/21	WAREHOUSE DIRECT	17.08
4340L	Office Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	(60.95)
4340L	Office Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	49.88
4340L	Office Supplies	8/1/21	MC/AMAZON	3.60
4340L	Office Supplies	8/8/21	SYNCHRONY/AMAZON	12.89
4340L	Office Supplies	8/12/21	WAREHOUSE DIRECT	15.05
4340L	Office Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	39.69
4350L	Library Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	35.79
4350L	Library Supplies	8/12/21	WAREHOUSE DIRECT	42.16
4350L	Library Supplies	8/6/21	W. W. GRAINGER, INC.	16.00
4350L	Library Supplies	8/8/21	W. W. GRAINGER, INC.	60.00
4350L	Library Supplies	8/10/21	GARVEY'S OFFICE PRODUCTS	67.50
4350L	Library Supplies	8/11/21	STAPLES BUSINESS ADVANTAGE	60.95
4350L	Library Supplies	8/8/21	SYNCHRONY/AMAZON	(31.98)
4350L	Library Supplies	8/8/21	SYNCHRONY/AMAZON	31.98
4360L	Postage	8/27/21	POSTMASTER	1,810.64
4360L	Postage	8/4/21	MC/POSTMASTER	507.85
4360L	Postage	8/4/21	MC/POSTMASTER	7.95
4360L	Postage	8/6/21	MC/POSTMASTER	15.90
4360L	Postage	8/10/21	MC/POSTMASTER	7.95
4360L	Postage	8/11/21	MC/POSTMASTER	7.95
4360L	Postage	8/13/21	MC/POSTMASTER	8.55
4360L	Postage	8/13/21	MC/POSTMASTER	15.90
4360L	Postage	8/13/21	MC/POSTMASTER	7.95
4360L	Postage	8/18/21	MC/POSTMASTER	7.95
4360L	Postage	8/19/21	PAYROLL - PAYCOM	7.75
4360L	Postage	8/19/21	MC/POSTMASTER	8.50
4360L	Postage	8/19/21	MC/POSTMASTER	7.95
4360L	Postage	8/25/21	MC/POSTMASTER	8.50
4360L	Postage	8/27/21	MC/POSTMASTER	8.55
4380L	Contract Services	8/30/21	AQUA-SAFARI, INC.	65.00
4380L	Contract Services	8/13/21	VILLAGE OF MT. PROSPECT	6,299.53
4390L	IT Services	8/4/21	MC/MICROSOFT	61.25
4390L	IT Services	8/4/21	MC/MICROSOFT	6.60
4390L	IT Services	8/6/21	MC/QUICKBASE	197.84
4390L	IT Services	8/6/21	MC/ZOHO CORPORATION	10.00
4390L	IT Services	8/9/21	MC/GODADDY.COM, INC.	449.94
4390L	IT Services	8/16/21	MC/ADOBE	359.88
4390L	IT Services	8/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	8/18/21	MC/TECHSOUP	360.00
4390L	IT Services	8/12/21	BACKSTAGE LIBRARY WORKS	250.00
4410	Building Maintenance	8/1/21	INTERIOR TROPICAL GARDENS	120.00
4410	Building Maintenance	8/1/21	BISHOP PLUMBING, INC.	2,032.50
4410	Building Maintenance	8/1/21	BISHOP PLUMBING, INC.	687.45
4410	Building Maintenance	8/4/21	ANDERSON LOCK CO. LTD	303.75
4410	Building Maintenance	8/4/21	AUTOMATIC DOORS, INC.	345.00
4410	Building Maintenance	8/4/21	F.E.MORAN, INC.FIRE PROTECTION	875.00
4410	Building Maintenance	8/12/21	PROSPECT ELECTRIC COMPANY	365.23
4410	Building Maintenance	8/24/21	SOUND INCORPORATED	353.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4410	Building Maintenance	8/3/21	MOUNT PROSPECT PAINT, INC.	94.98
4410	Building Maintenance	8/6/21	W. W. GRAINGER, INC.	222.96
4410	Building Maintenance	8/10/21	W. W. GRAINGER, INC.	46.53
4410	Building Maintenance	8/11/21	W. W. GRAINGER, INC.	15.51
4410	Building Maintenance	8/19/21	MOUNT PROSPECT PAINT, INC.	94.98
4410	Building Maintenance	8/19/21	MC/JUST FAUCETS	42.58
4410	Building Maintenance	8/20/21	NERADT ACE HARDWARE	14.99
4410	Building Maintenance	8/31/21	W. W. GRAINGER, INC.	255.99
4410	Building Maintenance	8/5/21	PAYROLL - PAYCOM	10.00
4410	Building Maintenance	8/31/21	AMERICAN LANDSCAPING INC.	670.00
4410	Building Maintenance	8/7/21	JOHNSON CONTROLS	285.00
4410	Building Maintenance	8/9/21	SOUND INCORPORATED	40.00
4410	Building Maintenance	8/13/21	VILLAGE OF MT. PROSPECT	89.70
4420L	Equipment Maintenance	8/6/21	W. W. GRAINGER, INC.	30.50
4420L	Equipment Maintenance	8/17/21	SHELL OIL COMPANY	31.82
4420L	Equipment Maintenance	8/11/21	MC/AMAZON	22.99
4420L	Equipment Maintenance	8/13/21	NAYAX LLC	87.45
4440L	Janitorial	8/1/21	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	8/5/21	CINTAS #22	118.14
4440L	Janitorial	8/20/21	REPUBLIC SERVICES #551	290.28
4440L	Janitorial	8/3/21	WAREHOUSE DIRECT	327.21
4440L	Janitorial	8/3/21	SUPERIOR INDUSTRIAL SUPPLY	284.25
4440L	Janitorial	8/4/21	SUPERIOR INDUSTRIAL SUPPLY	105.50
4440L	Janitorial	8/11/21	W. W. GRAINGER, INC.	104.94
4440L	Janitorial	8/12/21	WAREHOUSE DIRECT	331.73
4440L	Janitorial	8/13/21	VILLAGE OF MT. PROSPECT	563.23
4450L	Equipment	8/28/21	MC/AMAZON	6.99
4450L	Equipment	8/11/21	DELL MARKETING L.P.	10,894.14
4450L	Equipment	8/1/21	MC/AMAZON	212.72
4450L	Equipment	8/6/21	MC/AMAZON	40.87
4460L	Utilities	8/23/21	CONSTELLATION NEWENERGY- GAS D	1,102.10
4460L	Utilities	8/15/21	VILLAGE OF MT. PROSPECT	1,629.68
4460L	Utilities	8/13/21	VILLAGE OF MT. PROSPECT	181.89
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	535.09
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	383.53
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	825.57
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	93.92
4610L	Adult Books	8/1/21	A. M. BEST COMPANY, INC.	205.25
4610L	Adult Books	8/1/21	INGRAM	57.15
4610L	Adult Books	8/1/21	INGRAM	78.94
4610L	Adult Books	8/1/21	INGRAM	97.89
4610L	Adult Books	8/1/21	INGRAM	90.45
4610L	Adult Books	8/1/21	INGRAM	75.69
4610L	Adult Books	8/1/21	INGRAM	84.89
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	(33.90)
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	(5.35)
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	(33.08)
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	(15.23)
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	(5.35)
4610L	Adult Books	8/2/21	BAKER AND TAYLOR	896.55
4610L	Adult Books	8/2/21	BAKER AND TAYLOR	143.35
4610L	Adult Books	8/3/21	INGRAM	20.32
4610L	Adult Books	8/3/21	BAKER AND TAYLOR	358.55
4610L	Adult Books	8/4/21	INGRAM	16.95
4610L	Adult Books	8/4/21	INGRAM	129.87
4610L	Adult Books	8/4/21	BAKER AND TAYLOR	846.11

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	8/4/21	WEST PAYMENT CENTER	47.97
4610L	Adult Books	8/5/21	BAKER AND TAYLOR	77.37
4610L	Adult Books	8/5/21	BAKER AND TAYLOR	734.50
4610L	Adult Books	8/6/21	GALE	25.59
4610L	Adult Books	8/6/21	INGRAM	43.20
4610L	Adult Books	8/6/21	INGRAM	77.44
4610L	Adult Books	8/8/21	SYNCHRONY/AMAZON	932.40
4610L	Adult Books	8/9/21	BAKER AND TAYLOR	1,157.02
4610L	Adult Books	8/9/21	BAKER AND TAYLOR	52.31
4610L	Adult Books	8/9/21	INGRAM	68.10
4610L	Adult Books	8/9/21	INGRAM	61.53
4610L	Adult Books	8/9/21	INGRAM	16.92
4610L	Adult Books	8/9/21	MC/POLISH BOOKSTORE	103.92
4610L	Adult Books	8/10/21	BAKER AND TAYLOR	332.08
4610L	Adult Books	8/10/21	INGRAM	28.16
4610L	Adult Books	8/10/21	INGRAM	44.19
4610L	Adult Books	8/10/21	BAKER AND TAYLOR	(15.81)
4610L	Adult Books	8/11/21	INGRAM	41.39
4610L	Adult Books	8/11/21	INGRAM	81.72
4610L	Adult Books	8/12/21	INGRAM	53.14
4610L	Adult Books	8/12/21	BAKER AND TAYLOR	25.93
4610L	Adult Books	8/16/21	BAKER AND TAYLOR	15.81
4610L	Adult Books	8/16/21	INGRAM	16.92
4610L	Adult Books	8/16/21	INGRAM	58.18
4610L	Adult Books	8/17/21	BAKER AND TAYLOR	848.54
4610L	Adult Books	8/17/21	INGRAM	10.73
4610L	Adult Books	8/17/21	INGRAM	41.57
4610L	Adult Books	8/17/21	INGRAM	14.39
4610L	Adult Books	8/17/21	INGRAM	66.56
4610L	Adult Books	8/17/21	BAKER AND TAYLOR	103.20
4610L	Adult Books	8/18/21	BAKER AND TAYLOR	504.32
4610L	Adult Books	8/18/21	BAKER AND TAYLOR	341.46
4610L	Adult Books	8/18/21	INGRAM	10.80
4610L	Adult Books	8/18/21	INGRAM	18.00
4610L	Adult Books	8/19/21	BAKER AND TAYLOR	756.18
4610L	Adult Books	8/20/21	INGRAM	24.94
4610L	Adult Books	8/23/21	BAKER AND TAYLOR	20.90
4610L	Adult Books	8/24/21	BAKER AND TAYLOR	420.46
4610L	Adult Books	8/24/21	INGRAM	38.37
4610L	Adult Books	8/25/21	BAKER AND TAYLOR	659.39
4610L	Adult Books	8/25/21	INGRAM	16.95
4610L	Adult Books	8/25/21	INGRAM	9.60
4610L	Adult Books	8/26/21	BAKER AND TAYLOR	940.18
4610L	Adult Books	8/26/21	INGRAM	84.47
4610L	Adult Books	8/27/21	THORN CREEK PRESS	18.00
4610L	Adult Books	8/27/21	INGRAM	54.42
4610L	Adult Books	8/1/21	BAKER AND TAYLOR	115.43
4610L	Adult Books	8/2/21	BAKER AND TAYLOR	26.57
4610L	Adult Books	8/8/21	SYNCHRONY/AMAZON	41.77
4610L	Adult Books	8/12/21	BAKER AND TAYLOR	32.20
4610L	Adult Books	8/18/21	BAKER AND TAYLOR	59.88
4610L	Adult Books	8/20/21	BAKER AND TAYLOR	15.82
4620L	Adult AV	8/1/21	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	8/1/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	8/1/21	BAKER & TAYLOR INC.	7.34
4620L	Adult AV	8/1/21	MIDWEST TAPE	39.99
4620L	Adult AV	8/1/21	MIDWEST TAPE	11.24
4620L	Adult AV	8/1/21	MIDWEST TAPE	124.97
4620L	Adult AV	8/1/21	MIDWEST TAPE	11.19
4620L	Adult AV	8/1/21	MIDWEST TAPE	119.97

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	8/1/21	MIDWEST TAPE	89.98
4620L	Adult AV	8/1/21	BAKER & TAYLOR INC.	(18.36)
4620L	Adult AV	8/1/21	CRIMSON MULTIMEDIA DIST., INC.	105.18
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	55.82
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	8/6/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	8/6/21	MIDWEST TAPE	112.97
4620L	Adult AV	8/6/21	MIDWEST TAPE	144.97
4620L	Adult AV	8/6/21	MIDWEST TAPE	14.99
4620L	Adult AV	8/6/21	MIDWEST TAPE	67.99
4620L	Adult AV	8/6/21	MIDWEST TAPE	29.99
4620L	Adult AV	8/6/21	MIDWEST TAPE	139.96
4620L	Adult AV	8/8/21	SYNCHRONY/AMAZON	485.83
4620L	Adult AV	8/10/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	8/11/21	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	8/11/21	BAKER & TAYLOR INC.	51.44
4620L	Adult AV	8/11/21	BAKER & TAYLOR INC.	124.84
4620L	Adult AV	8/11/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	8/12/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	8/12/21	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	8/13/21	MIDWEST TAPE	79.98
4620L	Adult AV	8/13/21	MIDWEST TAPE	114.97
4620L	Adult AV	8/13/21	MIDWEST TAPE	114.97
4620L	Adult AV	8/13/21	MIDWEST TAPE	34.99
4620L	Adult AV	8/13/21	MIDWEST TAPE	34.99
4620L	Adult AV	8/13/21	MIDWEST TAPE	39.99
4620L	Adult AV	8/13/21	MIDWEST TAPE	79.98
4620L	Adult AV	8/13/21	MIDWEST TAPE	11.24
4620L	Adult AV	8/13/21	MIDWEST TAPE	787.88
4620L	Adult AV	8/19/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	8/19/21	BAKER & TAYLOR INC.	176.33
4620L	Adult AV	8/19/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	8/20/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	8/20/21	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	8/23/21	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	8/23/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	8/23/21	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	8/23/21	MIDWEST TAPE	183.97
4620L	Adult AV	8/23/21	MIDWEST TAPE	5.24
4620L	Adult AV	8/23/21	MIDWEST TAPE	39.99
4620L	Adult AV	8/23/21	MIDWEST TAPE	79.98
4620L	Adult AV	8/23/21	MIDWEST TAPE	14.99
4620L	Adult AV	8/23/21	MIDWEST TAPE	11.24
4620L	Adult AV	8/23/21	MIDWEST TAPE	29.99
4620L	Adult AV	8/24/21	THE TEACHING COMPANY	489.55
4620L	Adult AV	8/25/21	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	8/26/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	8/26/21	BAKER & TAYLOR INC.	258.61
4620L	Adult AV	8/26/21	BAKER & TAYLOR INC.	96.25
4620L	Adult AV	8/4/21	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	8/5/21	BAKER & TAYLOR INC.	51.83
4620L	Adult AV	8/11/21	BAKER & TAYLOR INC.	22.02
4620L	Adult AV	8/23/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	8/26/21	BAKER & TAYLOR INC.	41.14
4620L	Adult AV	8/26/21	BAKER & TAYLOR INC.	18.36
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	340.34

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	451.32
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	155.22
4630L	Youth Print	8/1/21	INGRAM	4.19
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	(29.36)
4630L	Youth Print	8/1/21	CAVENDISH SQUARE	177.93
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	(7.90)
4630L	Youth Print	8/1/21	CHILDREN'S PLUS INC.	45.87
4630L	Youth Print	8/1/21	MC/PUPPY DOGS & ICE	87.75
4630L	Youth Print	8/2/21	LECTURA BOOKS	130.00
4630L	Youth Print	8/2/21	BAKER AND TAYLOR	5.69
4630L	Youth Print	8/3/21	CHILDREN'S PLUS INC.	45.87
4630L	Youth Print	8/3/21	CHILDREN'S PLUS INC.	37.18
4630L	Youth Print	8/3/21	CHILDREN'S PLUS INC.	18.35
4630L	Youth Print	8/3/21	BAKER AND TAYLOR	76.57
4630L	Youth Print	8/5/21	INGRAM	147.64
4630L	Youth Print	8/5/21	BAKER AND TAYLOR	514.90
4630L	Youth Print	8/5/21	BAKER AND TAYLOR	418.37
4630L	Youth Print	8/5/21	INGRAM	60.10
4630L	Youth Print	8/6/21	INGRAM	23.72
4630L	Youth Print	8/7/21	BAKER AND TAYLOR	504.73
4630L	Youth Print	8/8/21	INGRAM	37.50
4630L	Youth Print	8/8/21	SYNCHRONY/AMAZON	392.31
4630L	Youth Print	8/9/21	BAKER AND TAYLOR	21.05
4630L	Youth Print	8/10/21	INGRAM	11.29
4630L	Youth Print	8/11/21	BAKER AND TAYLOR	83.40
4630L	Youth Print	8/11/21	BAKER AND TAYLOR	427.70
4630L	Youth Print	8/13/21	BAKER AND TAYLOR	20.20
4630L	Youth Print	8/16/21	BAKER AND TAYLOR	189.09
4630L	Youth Print	8/16/21	BAKER AND TAYLOR	64.53
4630L	Youth Print	8/17/21	INGRAM	(2.99)
4630L	Youth Print	8/17/21	BAKER AND TAYLOR	520.50
4630L	Youth Print	8/17/21	BAKER AND TAYLOR	20.94
4630L	Youth Print	8/19/21	BAKER AND TAYLOR	406.22
4630L	Youth Print	8/20/21	BAKER AND TAYLOR	379.30
4630L	Youth Print	8/24/21	BAKER AND TAYLOR	365.39
4630L	Youth Print	8/24/21	BAKER AND TAYLOR	42.46
4630L	Youth Print	8/24/21	BAKER AND TAYLOR	19.08
4630L	Youth Print	8/25/21	INGRAM	2.99
4630L	Youth Print	8/26/21	BAKER AND TAYLOR	318.72
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	104.70
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	43.00
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	24.41
4630L	Youth Print	8/1/21	BAKER AND TAYLOR	9.60
4630L	Youth Print	8/1/21	INGRAM	11.28
4630L	Youth Print	8/8/21	SYNCHRONY/AMAZON	238.36
4630L	Youth Print	8/9/21	BAKER AND TAYLOR	10.16
4630L	Youth Print	8/12/21	BAKER AND TAYLOR	151.72
4630L	Youth Print	8/16/21	BAKER AND TAYLOR	6.54
4630L	Youth Print	8/17/21	INGRAM	9.89
4630L	Youth Print	8/17/21	INGRAM	64.77
4630L	Youth Print	8/18/21	BAKER AND TAYLOR	37.94
4630L	Youth Print	8/20/21	BAKER AND TAYLOR	45.65
4630L	Youth Print	8/23/21	BAKER AND TAYLOR	5.35
4640L	Youth AV	8/1/21	FINDAWAY WORLD, LLC	109.98
4640L	Youth AV	8/1/21	FINDAWAY WORLD, LLC	510.66
4640L	Youth AV	8/1/21	FINDAWAY WORLD, LLC	46.74
4640L	Youth AV	8/1/21	FINDAWAY WORLD, LLC	47.99
4640L	Youth AV	8/1/21	CRIMSON MULTIMEDIA DIST., INC.	30.00
4640L	Youth AV	8/3/21	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	8/5/21	PAYROLL - PAYCOM	5.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	8/8/21	SYNCHRONY/AMAZON	208.30
4640L	Youth AV	8/8/21	SYNCHRONY/AMAZON	(27.50)
4640L	Youth AV	8/9/21	BAKER & TAYLOR INC.	10.28
4640L	Youth AV	8/9/21	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	8/12/21	LIBRARY IDEAS, LLC	767.10
4640L	Youth AV	8/17/21	FINDAWAY WORLD, LLC	220.96
4640L	Youth AV	8/18/21	BAKER & TAYLOR INC.	51.44
4640L	Youth AV	8/20/21	BAKER & TAYLOR INC.	33.06
4640L	Youth AV	8/23/21	BAKER & TAYLOR INC.	11.00
4640L	Youth AV	8/23/21	BAKER & TAYLOR INC.	31.58
4640L	Youth AV	8/23/21	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	8/23/21	BAKER & TAYLOR INC.	141.08
4640L	Youth AV	8/23/21	MIDWEST TAPE	5.24
4640L	Youth AV	8/27/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	8/8/21	SYNCHRONY/AMAZON	133.87
4640L	Youth AV	8/9/21	BAKER & TAYLOR INC.	10.28
4640L	Youth AV	8/10/21	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	8/23/21	BAKER & TAYLOR INC.	37.47
4640L	Youth AV	8/26/21	BAKER & TAYLOR INC.	22.04
4650L	Subscriptions	8/1/21	HOME LIFE, INC.	25.00
4650L	Subscriptions	8/1/21	PSYCHOLOGY TODAY	19.97
4650L	Subscriptions	8/1/21	GUITAR WORLD	14.99
4650L	Subscriptions	8/1/21	MORNINGSTAR FUNDINVESTOR	165.00
4650L	Subscriptions	8/1/21	PEOPLE EN ESPANOL	16.70
4650L	Subscriptions	8/1/21	SPORTS ILLUSTRATED	29.00
4650L	Subscriptions	8/9/21	MC/ALLURE MAGAZINE	15.00
4650L	Subscriptions	8/10/21	MC/CHICAGO TRIBUNE	88.00
4650L	Subscriptions	8/14/21	AFAR MAGAZINE	20.00
4650L	Subscriptions	8/16/21	MC/USA TODAY	338.81
4650L	Subscriptions	8/17/21	THE KOREA DAILY	300.00
4650L	Subscriptions	8/23/21	MC/SEW NEWS	23.98
4650L	Subscriptions	8/26/21	MC/KD MARKET	22.40
4650L	Subscriptions	8/1/21	DAILY HERALD	192.40
4650L	Subscriptions	8/3/21	MC/CONSUMER REPORTS	29.00
4650L	Subscriptions	8/24/21	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	8/1/21	WEST PAYMENT CENTER	2,228.38
4661L	Digital Media	8/6/21	OVERDRIVE, INC.	337.61
4661L	Digital Media	8/6/21	OVERDRIVE, INC.	100.50
4661L	Digital Media	8/19/21	RECORDED BOOKS, LLC	541.93
4661L	Digital Media	8/31/21	OVERDRIVE, INC.	562.60
4661L	Digital Media	8/31/21	OVERDRIVE, INC.	143.81
4661L	Digital Media	8/31/21	MIDWEST TAPE	2,876.22
4661L	Digital Media	8/31/21	KANOPY, INC.	493.00
4661L	Digital Media	8/8/21	OVERDRIVE, INC.	1,366.31
4661L	Digital Media	8/8/21	OVERDRIVE, INC.	1,791.99
4661L	Digital Media	8/29/21	OVERDRIVE, INC.	910.72
4661L	Digital Media	8/29/21	OVERDRIVE, INC.	269.94
4661L	Digital Media	8/29/21	OVERDRIVE, INC.	1,318.82
4661L	Digital Media	8/29/21	OVERDRIVE, INC.	109.90
4661L	Digital Media	8/3/21	OVERDRIVE, INC.	302.75
4661L	Digital Media	8/10/21	OVERDRIVE, INC.	231.44
4661L	Digital Media	8/18/21	OVERDRIVE, INC.	205.41
4661L	Digital Media	8/24/21	OVERDRIVE, INC.	343.56
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/NETFLIX	17.99
4663L	Library of Things	8/3/21	MC/NETFLIX	17.99
4663L	Library of Things	8/3/21	MC/NETFLIX	17.99
4663L	Library of Things	8/3/21	MC/NETFLIX	17.99
4663L	Library of Things	8/3/21	MC/NETFLIX	17.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/DISNEY	13.99
4663L	Library of Things	8/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	8/6/21	MC/NETFLIX	17.99
4663L	Library of Things	8/6/21	MC/NETFLIX	17.99
4663L	Library of Things	8/6/21	MC/NETFLIX	17.99
4663L	Library of Things	8/8/21	SYNCHRONY/AMAZON	90.93
4663L	Library of Things	8/12/21	MC/NETFLIX	17.99
4663L	Library of Things	8/12/21	MC/NETFLIX	17.99
4663L	Library of Things	8/12/21	MC/AMAZON	29.78
4663L	Library of Things	8/21/21	MC/T-MOBILE	516.61
4680L	Processing	8/8/21	SYNCHRONY/AMAZON	21.98
4680L	Processing	8/1/21	BAKER AND TAYLOR	8.97
4680L	Processing	8/1/21	BAKER AND TAYLOR	18.63
4680L	Processing	8/1/21	FINDAWAY WORLD, LLC	111.18
4680L	Processing	8/5/21	BAKER AND TAYLOR	20.70
4680L	Processing	8/11/21	BAKER AND TAYLOR	2.07
4680L	Processing	8/11/21	STAPLES BUSINESS ADVANTAGE	366.48
4680L	Processing	8/12/21	NERADT ACE HARDWARE	12.99
4680L	Processing	8/16/21	DEMCO	710.02
4680L	Processing	8/16/21	BAKER AND TAYLOR	7.59
4690L	Programs	8/19/21	PAYROLL - PAYCOM	19.99
4690L	Programs	8/12/21	CLARENCE GOODMAN	250.00
4690L	Programs	8/18/21	AMY ALESSIO	75.00
4690L	Programs	8/18/21	AMY ALESSIO	(75.00)
4690L	Programs	8/18/21	AMY ALESSIO	75.00
4690L	Programs	8/1/21	ULINE	50.01
4690L	Programs	8/1/21	FUN EXPRESS	165.60
4690L	Programs	8/5/21	PAYROLL - PAYCOM	10.92
4690L	Programs	8/6/21	RYAN HOGAN	150.00
4690L	Programs	8/6/21	THE SCRIBBLEBOOKS COMPANY	500.00
4690L	Programs	8/8/21	SYNCHRONY/AMAZON	83.81
4690L	Programs	8/9/21	MC/STARBUCKS	20.00
4690L	Programs	8/16/21	DEMCO	43.87
4690L	Programs	8/19/21	PAYROLL - PAYCOM	7.36
4690L	Programs	8/30/21	FUN EXPRESS	25.93
4690L	Programs	8/6/21	THERESA L. GOODRICH	500.00
4690L	Programs	8/6/21	MONISHA LADAK	125.00
4690L	Programs	8/20/21	MC/THE BOOK BIN	47.97
4690L	Programs	8/1/21	INGRAM	61.11
4690L	Programs	8/1/21	INGRAM	57.52
4690L	Programs	8/3/21	INGRAM	38.95
4690L	Programs	8/11/21	MC/TUMBLINGTOWERS.COM	359.99
4690L	Programs	8/5/21	PAYROLL - PAYCOM	27.00
4690L	Programs	8/8/21	SYNCHRONY/AMAZON	17.97
4690L	Programs	8/12/21	NOEMI RAMOS	75.00
				729,460.84
9530L	Foundation Sponsored Expen	8/1/21	JOHN Q. MORRIS	495.00

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

Account ID	Account Description	Date	Vendor Name	Amount
9540L	Friends Sponsored Expense	8/16/21	MC/WALGREENS	15.00
9540L	Friends Sponsored Expense	8/5/21	MC/STARBUCKS	40.00
9540L	Friends Sponsored Expense	8/19/21	MC/CAPANNARIS ICE CREAM	20.00
9560L-090-South	South Branch Fiber	8/19/21	AT&T	174.45
Total Library Fund Expenses for August, 2021				<u><u>\$ 730,205.29</u></u>

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

Account ID	Account Description	Date	Trans Description	Amount
7750B-017	Bldg Fd: Equipment & Furniture	8/19/21	DEMCO	3,652.31
7750B-017	Bldg Fd: Equipment & Furniture	8/23/21	KRUEGER INTERNATIONAL , INC.	1,055.50
Total Capital Project Restricted Fund Expenses for August, 2021				<u>\$ 4,707.81</u>

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	8/31/21	August 2021, interest expense accrual \$61,300 x 1/12	\$ 5,108.33
Total Debt Service Fund Expenses for August, 2021				\$ 5,108.33

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

Account ID	Account Description	Date	Reference	Trans Description	Amount
8760G	Gift Fund: Miscellaneous Exp	8/8/21	210801	SYNCHRONY/AMAZON	31.95
Total Gift Fund Expenses for August, 2021					<u>\$ 31.95</u>

MONTHLY EXPENSE SUMMARY

YEAR TO DATE AUGUST 2021

Line	Annual Budget	Annual Budget % to Total	YEAR TO DATE AUGUST 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	3,878,133.00		3,704,338.05		63.7%	(173,794.95)	-4.5%	46.4%	
IMRF	4120	552,800.00	368,533.00		358,722.39		64.9%	(9,810.61)	-2.7%	2.6%	
MC / FICA	4130	444,600.00	296,400.00		266,959.03		60.0%	(29,440.97)	-9.9%	7.9%	
Insurance - Medical	4140	745,000.00	496,667.00		501,696.79		67.3%	5,029.79	1.0%	-1.3%	
Insurance - Life	4140	1,500.00	1,000.00		782.84		52.2%	(217.16)	-21.7%	0.1%	
Unemployment Compensation Tax	4150	7,200.00	4,800.00		16,463.83		228.7%	11,663.83	243.0%	-3.1%	
Subtotal (4110L - 4150L)		7,568,300.00	77.9%	5,045,533.00	77.9%	4,848,962.93	79.5%	64.1%	(196,570.07)	-3.9%	52.4%
Management Expense											
Audit	4210	7,000.00	4,667.00		5,000.00		71.4%	333.00	7.1%	-0.1%	
Legal Fees	4220	10,000.00	6,667.00		1,342.50		13.4%	(5,324.50)	-79.9%	1.4%	
Printing	4230	44,000.00	29,332.00		18,923.39		43.0%	(10,408.61)	-35.5%	2.8%	
Marketing	4240	18,375.00	12,250.00		6,660.23		36.2%	(5,589.77)	-45.6%	1.5%	
Resources	4250	965.00	644.00		575.39		59.6%	(68.61)	-10.7%	0.0%	
Professional Dues	4260	7,215.00	4,810.00		4,948.00		68.6%	138.00	2.9%	0.0%	
Total Board Development/Training	4270	2,500.00	1,667.00		388.96		15.6%	(1,278.04)	-76.7%	0.3%	
Total Human Resources	4280	126,835.00	84,556.00		52,069.35		41.1%	(32,486.65)	-38.4%	8.7%	
Other Operating	4290	49,015.00	32,677.00		35,824.99		73.1%	3,147.99	9.6%	-0.8%	
Subtotal (4210L - 4290L)		265,905.00	2.7%	177,270.00	2.7%	125,732.81	2.1%	47.3%	(51,537.19)	-29.1%	13.8%
Operating Expenses											
Telecommunications	4310	47,224.00	31,483.00		29,634.12		62.8%	(1,848.88)	-5.9%	0.5%	
Insurance	4320	95,160.00	63,440.00		93,294.00		98.0%	29,854.00	47.1%	-8.0%	
Office Supplies	4340	25,000.00	16,667.00		7,408.92		29.6%	(9,258.08)	-55.5%	2.5%	
Library Supplies	4350	26,600.00	17,733.00		6,507.59		24.5%	(11,225.41)	-63.3%	3.0%	
Postage	4360	20,300.00	13,533.00		11,029.19		54.3%	(2,503.81)	-18.5%	0.7%	
Contract Services	4380	31,780.00	21,187.00		22,266.69		70.1%	1,079.69	5.1%	-0.3%	
IT Services	4390	64,920.00	43,281.00		54,942.76		84.6%	11,661.76	26.9%	-3.1%	
Subtotal (4310L - 4390L)		310,984.00	3.2%	207,324.00	3.2%	225,083.27	3.7%	72.4%	17,759.27	8.6%	-4.7%
Building Expense											
Building Maintenance	4410	205,002.00	136,668.00		88,142.14		43.0%	(48,525.86)	-35.5%	12.9%	
Equipment Maintenance	4420	124,100.00	82,733.00		84,597.58		68.2%	1,864.58	2.3%	-0.5%	
Janitorial	4440	90,810.00	60,539.00		36,198.83		39.9%	(24,340.17)	-40.2%	6.5%	
Equipment	4450	165,400.00	110,267.00		46,776.00		28.3%	(63,491.00)	-57.6%	16.9%	
Utilities	4460	45,238.00	30,158.00		27,037.00		59.8%	(3,121.00)	-10.3%	0.8%	
Subtotal (4410L - 4460L)		630,550.00	6.5%	420,365.00	6.5%	282,751.55	4.6%	44.8%	(137,613.45)	-32.7%	36.7%
Library Materials											
Adult Print	4610	196,700.00	131,133.00		117,562.52		59.8%	(13,570.48)	-10.3%	3.6%	
Adult AV	4620	63,800.00	42,534.00		32,054.41		50.2%	(10,479.59)	-24.6%	2.8%	
Youth Print	4630	134,900.00	89,934.00		86,747.03		64.3%	(3,186.97)	-3.5%	0.9%	
Youth AV	4640	25,500.00	17,000.00		16,839.63		66.0%	(160.37)	-0.9%	0.0%	
Subscriptions	4650	18,400.00	12,267.00		12,427.00		67.5%	160.00	1.3%	0.0%	
Electronic Resources	4660	181,297.00	120,865.00		149,899.29		82.7%	29,034.29	24.0%	-7.7%	
Digital Media	4661	178,914.00	119,275.00		128,051.21		71.6%	8,776.21	7.4%	-2.3%	
E-Learning	4662	48,708.00	32,472.00		31,412.60		64.5%	(1,059.40)	-3.3%	0.3%	
Library of Things	4663	20,700.00	13,800.00		12,478.88		60.3%	(1,321.12)	-9.6%	0.4%	
Microform	4670	900.00	600.00		0.00		0.0%	(600.00)	-100.0%	0.2%	
Processing	4680	26,000.00	17,334.00		11,414.14		43.9%	(5,919.86)	-34.2%	1.6%	
Programs	4690	44,970.00	29,980.00		21,489.06		47.8%	(8,490.94)	-28.3%	2.3%	
Subtotal (4610L - 4680L)		940,789.00	9.7%	627,194.00	9.7%	620,375.77	10.2%	65.9%	(6,818.23)	-1.1%	1.8%
Total (4110L - 4680L)		9,716,528.00	100.0%	6,477,686.00	100.0%	6,102,906.33	100.0%	62.8%	(374,779.67)	-5.8%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,465.00	6,310.00		1,940.60			(4,369.40)	-69.2%		
Friends Expenses (9540L)	6540	14,000.00	9,335.00		6,321.41			251.28	-32.3%		
Village Shared Expense (9560L)	9560	2,800.00	1,867.00		1,222.15			(472.36)	-34.5%		
Grant Expense (9570L)	9570	0.00	0.00		0.00			0.00	0.0%		
Total Reimbursable Activity		26,265.00		17,512.00		9,484.16		(8,027.84)	-45.8%		
Total Expenses - All Activities		9,742,793.00		6,495,198.00		6,112,390.49		(382,807.51)	-5.9%		

RESOLUTION NO. 2021-3

**RESOLUTION APPROVING AND CERTIFYING
THE 2022 APPROPRIATION BUDGET AND 2021 TAX LEVY DETERMINATION**

WHEREAS, heretofore the Board of Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois, at open and public meetings have considered the financing requirements of the Mount Prospect Public Library for the year commencing January 1, 2022; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has determined the financial requirements of the Mount Prospect Public Library for the ensuing year and has caused to be made, a statement thereof, a copy of which is attached hereto and marked "Exhibit A," for inclusion in the 2022 budget of the Village of Mount Prospect; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has further determined the amount of money which in its judgment, it will be necessary to levy for library purposes in the 2021 tax levy ordinance to be adopted by the President and Board of Trustees of the Village of Mount Prospect; and

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

WHEREAS, that the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2021 Tax Levy Ordinance of the Village of Mount Prospect (taking into consideration other income from accumulations from the prior year, anticipated tax shrinkage, fines, non-resident fees, and maintenance, repairs, and alterations of library buildings and equipment) and for the collection and deposit to the LIBRARY FUND, which includes funds for the Illinois Municipal Retirement Fund, pursuant to Section 5/7-171, Chapter 40 of the Illinois Compiled Statutes; and for the maintenance repairs, and alterations of the library buildings and equipment, pursuant to Section 5/3-4 of Chapter 75 of the Illinois Compiled Statutes; and for insurance and audit fees pursuant to Section 5/4-14 of Chapter 75 of the Illinois Compiled Statutes; and

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

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

SECTION ONE: That the financial requirements for library purposes of the Mount Prospect Public Library require the budget for the year commencing January 1, 2022, and ending December 31, 2022, the sum of \$16,461,670 such to be included within the 2022 Budget of the Village of Mount Prospect, Illinois.

SECTION TWO: That the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2021 tax levy and to be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes to be paid directly by the County Collector to the Library Fund: \$11,712,000.

Mount Prospect Public Library
Board of Trustees

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

SECTION FOUR: That, if necessary, a committee hereof confer with the Board of Trustees of the Village of Mount Prospect or a committee thereof, or appear before the said Village Board, as may be necessary in conjunction with the enactment of the 2022 Appropriation Budget and 2021 Levy.

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

SECTION SIX: That this Resolution shall be in full force and effect as of September 16, 2021.

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

PASSED THIS 16th day of September 2021

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **16th day of September 2021.**

Michael Duebner, President

ATTEST:

Marie A. Bass, Secretary

Mount Prospect Public Library
Board of Trustees

EXHIBIT A
MOUNT PROSPECT PUBLIC LIBRARY
2021 TAX LEVY REQUEST AND 2022 APPROPRIATION BUDGET

DESCRIPTION	APPROPRIATION BUDGET	LEVY REQUEST
Salaries & Benefits	\$8,898,600	\$7,653,000
Management Expenses	\$487,493	\$419,000
Operating Expenses	\$415,530	\$357,000
Building Expenses	\$747,599	\$643,000
Public Service Expenses	<u>\$1,230,998</u>	<u>\$1,059,000</u>
<i>Total Library Fund</i>	<i>\$11,780,220</i>	<i>\$10,131,000</i>
Debt Service Fund (Principal & Interest)	\$1,581,450	\$1,581,000
Capital Reserve Fund	\$3,000,000	\$0
Gift Fund	<u>\$100,000</u>	<u>\$0</u>
Total All Funds	<u>\$16,461,670</u>	<u>\$11,712,000</u>

DRAFT

Mount Prospect Public Library
2022 Working Budget - DRAFT v2.0
September 16, 2021

COMBINED STATEMENT OF REVENUES, EXPENDITURES, & FUND BALANCES - 2022						
	Library General Fund	Working Cash Fund	Capital Projects Fund	Debt Service Fund	Gift Fund	Total All Funds
Revenues						
Taxes	\$10,130,663	\$0	\$0	\$1,581,000	\$0	\$11,711,663
PPR Taxes	\$52,000	\$0	\$0	\$0	\$0	\$52,000
Per Capita Grant	\$79,896	\$0	\$0	\$0	\$0	\$79,896
Interest	\$3,000	\$0	\$775	\$450	\$325	\$4,550
Miscellaneous Fees	\$15,600	\$0	\$0	\$0	\$0	\$15,600
Other Income	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Program Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Transfers to Capital Fund	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Gifts	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,281,159	\$0	\$400,775	\$1,581,450	\$5,325	\$12,268,709
Expenditures						
Salaries and Benefits	\$7,415,500	\$0	\$0	\$0	\$0	\$7,415,500
Management	\$406,244	\$0	\$0	\$0	\$0	\$406,244
Operating	\$346,275	\$0	\$0	\$0	\$0	\$346,275
Building	\$622,999	\$0	\$0	\$0	\$0	\$622,999
Public Services	\$1,025,832	\$0	\$0	\$0	\$0	\$1,025,832
Capital Projects Fund	\$0	\$0	\$560,976	\$0	\$0	\$560,976
Debt Service	\$0	\$0	\$0	\$1,581,450	\$0	\$1,581,450
Gift Fund	\$0	\$0	\$0	\$0	\$5,075	\$5,075
	\$9,816,850	\$0	\$560,976	\$1,581,450	\$5,075	\$11,964,351
Transfers to Capital Fund	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Excess/(Deficiency) of Revenues Over Expenditures	\$64,309	\$0	(\$160,201)	\$0	\$250	(\$95,642)
Fund Balances - August 31, 2021	\$4,704,675	\$2,211,870	\$3,284,901	\$1,561,677	\$571,581	\$12,334,704

Mount Prospect Public Library
2022 Working Budget - DRAFT v2.0
September 16, 2021

LIBRARY FUND				
		<u>Budget %</u>		
<u>Library Fund Revenue</u>	<u>2022 Budget</u>	<u>to Total</u>	<u>2021 Budget</u>	<u>% Diff</u>
Tax Revenue	\$10,182,663	99.04%	10,016,414	1.66%
Property Taxes	\$10,130,663	98.54%	9,966,414	1.65%
Personal Property Replacement Taxes	\$52,000	0.51%	50,000	4.00%
Interest Income	\$3,000	0.03%	30,000	-90.00%
Other Revenue	\$95,496	0.93%	87,509	9.13%
Illinois Per Capita Grant	\$79,896	0.78%	67,709	18.00%
Miscellaneous Fees	\$15,600	0.15%	19,800	-21.21%
TOTAL REVENUES	\$10,281,159	100.00%	10,133,923	1.45%
		<u>Budget %</u>		
<u>Library Fund Expenditures</u>	<u>2022 Budget</u>	<u>to Total</u>	<u>2021 Budget</u>	<u>% Diff</u>
Salaries & Benefits	\$7,415,500	75.54%	7,568,300	-2.02%
Salaries	\$5,740,000	58.47%	5,817,200	-1.33%
IMRF	\$425,000	4.33%	552,800	-23.12%
MC / FICA	\$425,000	4.33%	444,600	-4.41%
Insurance - Medical	\$801,000	8.16%	745,000	7.52%
Insurance - Life	\$1,500	0.02%	1,500	0.00%
Unemployment Compensation Tax	\$23,000	0.23%	7,200	219.44%
Management	\$406,244	4.14%	265,905	52.78%
Audit	\$5,200	0.05%	7,000	-25.71%
Legal Fees	\$10,000	0.10%	10,000	0.00%
Printing	\$81,100	0.83%	44,000	84.32%
Marketing	\$35,150	0.36%	18,375	91.29%
Resources	\$11,409	0.12%	965	1082.28%
Professional Dues	\$20,235	0.21%	7,215	180.46%
Board Development/Training	\$2,500	0.03%	2,500	0.00%
Human Resources	\$135,325	1.38%	126,835	6.69%
Other Operating	\$105,325	1.07%	49,015	114.88%
Operating	\$346,275	3.53%	310,984	11.35%
Telecommunications	\$35,950	0.37%	47,224	-23.87%
Insurance	\$119,400	1.22%	95,160	25.47%
Office Supplies	\$22,574	0.23%	25,000	-9.70%
Library Supplies	\$20,750	0.21%	26,600	-21.99%
Postage	\$25,100	0.26%	20,300	23.65%
Contract Services	\$55,244	0.56%	31,780	73.83%
IT Services	\$67,257	0.69%	64,920	3.60%

Mount Prospect Public Library
2022 Working Budget - DRAFT v2.0
September 16, 2021

LIBRARY FUND				
Building	\$622,999	6.35%	630,550	-1.20%
Building Maintenance	\$181,592	1.85%	205,002	-11.42%
Equipment Maintenance	\$133,757	1.36%	124,100	7.78%
Janitorial	\$65,800	0.67%	90,810	-27.54%
Equipment	\$192,350	1.96%	165,400	16.29%
Utilities	\$49,500	0.50%	45,238	9.42%
Public Services	\$1,025,832	10.45%	940,789	9.04%
Adult Print	\$208,685	2.13%	196,700	6.09%
Adult AV	\$67,400	0.69%	63,800	5.64%
Youth Print	\$145,000	1.48%	134,900	7.49%
Youth AV	\$32,900	0.34%	25,500	29.02%
Subscriptions	\$18,500	0.19%	18,400	0.54%
Electronic Resources	\$178,475	1.82%	181,297	-1.56%
Digital Media	\$204,620	2.08%	178,914	14.37%
E-Learning	\$43,437	0.44%	48,708	-10.82%
Library of Things	\$29,250	0.30%	20,700	41.30%
Microform	\$900	0.01%	900	0.00%
Processing	\$25,350	0.26%	26,000	-2.50%
Programs	\$71,315	0.73%	44,970	58.58%
Total Operating Expense Budget	\$9,816,850	100.00%	9,716,528	1.03%
Transfer to Capital Fund	\$400,000		800,000	
Total Operating Expense Budget After Transfer	\$10,216,850		10,516,528	
EXCESS (DEFICIENCY) OF REVENUES VS EXPENSES	\$64,309		-382,605	
Library Fund Balance as of 8/31/2021	\$4,704,675			

Mount Prospect Public Library
 2022 Working Budget - DRAFT v2.0
 September 16, 2021

WORKING CASH FUND				
<u>Working Cash Fund</u>	<u>2022 Budget</u>	<u>2021 Budget</u>	<u>% Diff</u>	
Interest Income	\$0	\$12,591		-100.00%
TOTAL REVENUES	\$0	\$12,591		-100.00%
TOTAL EXPENSES	\$0	\$0		-
EXCESS (DEFICIENCY) OF REVENUES VS EXPENSES	\$0	\$12,591		0.00%
Working Cash Fund Balance as of 8/31/2021	\$2,211,870			

Mount Prospect Public Library
 2022 Working Budget - DRAFT v2.0
 September 16, 2021

GIFT FUND				
Gift Fund Revenue	2022 Budget	2021 Budget	% Diff	
Interest Income	\$325	\$1,556	-79.11%	
Gifts	\$0	\$0	-	
Other Income - Book Recycling	\$5,000	\$0	-	
TOTAL REVENUES	\$5,325	\$1,556	242.22%	
Gift Fund Expenditures	2022 Budget	2021 Budget	% Diff	
Books	\$1,000	\$0	-	
Cultural Month Youth	\$575	\$575	0.00%	
Cultural Month Adults	\$3,500	\$3,500	0.00%	
Misc Expense	\$0	\$5,800	-100.00%	
TOTAL EXPENSES	\$5,075	\$9,875	-48.61%	
EXCESS (DEFICIENCY) OF REVENUES VS EXPENSES	\$250	-\$8,319	-103.01%	
Gift Fund Balance as of 8/31/2021	\$571,581			
Appropriation Budget shows expenditure of \$100,000 to accommodate South Branch if needed.				

Mount Prospect Public Library
 2022 Working Budget - DRAFT v2.0
 September 16, 2021

DEBT SERVICE FUND				
Debt Service Fund Revenue	2022 Budget	2021 Budget	% Diff	
Tax Revenue	\$1,581,000	\$1,572,454	0.54%	
Interest Income	\$450	\$4,303	-89.54%	
TOTAL REVENUES	\$1,581,450	\$1,576,757	0.30%	
Debt Service Fund Expenditures	2022 Budget	2021 Budget	% Diff	
Principal Payments	\$1,565,500	\$1,515,000	3.33%	
Interest Charges	\$15,500	\$61,750	-74.90%	
Administrative Charges	\$450	\$0	-	
TOTAL EXPENSES	\$1,581,450	\$1,576,750	0.30%	
EXCESS (DEFICIENCY) OF REVENUES VS EXPENSES	\$0	\$7	-100.00%	
Debt Fund Balance as of 8/31/2022	\$1,561,677			

Mount Prospect Public Library
2022 Working Budget - DRAFT v2.0
September 16, 2021

CAPITAL PROJECTS FUND				
Capital Project Fund Revenue	2022 Budget	2021 Budget	% Diff	
Interest Income	\$775	\$20,040		-96.13%
Transfer from Library Fund	\$400,000	\$800,000		-50.00%
TOTAL REVENUES	\$400,775	\$820,040		-51.13%
Capital Project Fund Expenditures	2022 Budget	2021 Budget	% Diff	
2022 Projected Projects				
Automatic door openers	\$10,816			
Window caulking	\$41,600			
BAS controls upgrade	\$378,560			
Humidifier replacement	\$20,800			
Replace analog emergency phone lines	\$26,000			
Outreach van	\$46,800			
Network switch	\$5,200			
Network backup system	\$15,600			
Youth program room AV	\$5,200			
Digital Media Lab equipment	\$10,400			
TOTAL EXPENSES	\$560,976	\$1,522,062		-63.14%
EXCESS (DEFICIENCY) OF REVENUES VS EXPENSES	-\$160,201	-\$702,022		-77.18%
Restricted Capital Project Fund Balance as of 8/31/2021	\$3,284,901			
Appropriation Budget shows expenditure of \$3,000,000 to accommodate South Branch if needed.				

**Mount Prospect Public Library
2022 Proposed Salary Structure - DRAFT - 1.4% Shift**

Pay Grade	Range Minimum	Range Midpoint	Range Maximum	Payrates
13	\$ 76,892.40	\$ 96,115.50	\$ 115,338.60	Annual
	\$ 2,957.40	\$ 3,696.75	\$ 4,436.10	Pay Period
	\$ 39.43	\$ 49.29	\$ 59.15	Hourly
12	\$ 68,296.80	\$ 85,371.00	\$ 102,445.20	Annual
	\$ 2,626.80	\$ 3,283.50	\$ 3,940.20	Pay Period
	\$ 35.02	\$ 43.78	\$ 52.54	Hourly
11	\$ 60,668.40	\$ 75,835.50	\$ 91,002.60	Annual
	\$ 2,333.40	\$ 2,916.75	\$ 3,500.10	Pay Period
	\$ 31.11	\$ 38.89	\$ 46.67	Hourly
10	\$ 53,882.40	\$ 67,353.00	\$ 80,823.60	Annual
	\$ 2,072.40	\$ 2,590.50	\$ 3,108.60	Pay Period
	\$ 27.63	\$ 34.54	\$ 41.45	Hourly
9	\$ 47,860.80	\$ 59,826.00	\$ 71,791.20	Annual
	\$ 1,840.80	\$ 2,301.00	\$ 2,761.20	Pay Period
	\$ 24.54	\$ 30.68	\$ 36.82	Hourly
8	\$ 42,510.00	\$ 53,137.50	\$ 63,765.00	Annual
	\$ 1,635.00	\$ 2,043.75	\$ 2,452.50	Pay Period
	\$ 21.80	\$ 27.25	\$ 32.70	Hourly
7	\$ 37,767.60	\$ 47,209.50	\$ 56,651.40	Annual
	\$ 1,452.60	\$ 1,815.75	\$ 2,178.90	Pay Period
	\$ 19.37	\$ 24.21	\$ 29.05	Hourly
6	\$ 33,540.00	\$ 41,925.00	\$ 50,310.00	Annual
	\$ 1,290.00	\$ 1,612.50	\$ 1,935.00	Pay Period
	\$ 17.20	\$ 21.50	\$ 25.80	Hourly
5	\$ 29,796.00	\$ 37,245.00	\$ 44,694.00	Annual
	\$ 1,146.00	\$ 1,432.50	\$ 1,719.00	Pay Period
	\$ 15.28	\$ 19.10	\$ 22.92	Hourly
4	\$ 26,457.60	\$ 33,072.00	\$ 39,686.40	Annual
	\$ 1,017.60	\$ 1,272.00	\$ 1,526.40	Pay Period
	\$ 13.57	\$ 16.96	\$ 20.35	Hourly
3	\$ 23,509.20	\$ 29,386.50	\$ 35,263.80	Annual
	\$ 904.20	\$ 1,130.25	\$ 1,356.30	Pay Period
	\$ 12.06	\$ 15.07	\$ 18.08	Hourly
2	\$ 23,400.00	\$ 26,110.50	\$ 31,332.60	Annual
	\$ 900.00	\$ 1,004.25	\$ 1,205.10	Pay Period
	\$ 12.00	\$ 13.39	\$ 16.07	Hourly
Grade 1 eliminated due to IL minimum wage increase to \$12/hour				
1	\$23,400 \$12.00	\$23,186 \$11.89	\$27,823 \$14.27	Annual Hourly

August 2021

Circulation

- 1) Circulation staff have enjoyed learning more about a possible new service offered by Sirsi-Dynix called Click and Collect. Circulation Staff have tested the system themselves as well as opening up to library staff to test the various capabilities of a potential new curbside technology. It has been fun to test the system and see how it might replace our current curbside service, Parking Lot Pickup. [New normal; remove patron barriers]
- 2) Circulation was happy to receive six new blue carts for our workroom. We were also happy to send 12 old carts to the Friends of the Library to help them during book sales.

Community Engagement

- 1) We held a back-to-school event at Blackhawk Estates mobile home park where we interacted with close to 200 residents. The Des Plaines and Elk Grove libraries were also in attendance, and we worked together to register children for library cards via the Cards 4 Kids program. [Support school catch up]
- 2) We participated in two large-scale community events: Downtown Block Party and the Celebration of Cultures. We had close to 200 table visitors at the Block Party and 80 participants in our three sessions of Lotería at Celebration of Cultures.

Blackhawk Estates



Downtown Block Party



Celebration of Cultures



- 3) We attended the Village's Age Friendly Task Force first meeting and worked on a draft of a survey to identify and prioritize areas of focus regarding community livability, especially as it pertains to older adults. The task force is charged with analyzing the data and drafting an action plan for implementation by the end of 2022.

Fiction/AV/Teen

- 1) This year's teen Summer Reading Challenge (SRC) was successful: 381 patrons registered, falling just short of the 2019's pre-pandemic signups. 51% of participants read at least three books to reach the threshold of receiving a free book as a prize. The use of Beanstack appeared to greatly improve access: total books read in 2021's challenge went up **46%** compared to 2019's pre-pandemic total.
- 2) The adult SRC also delivered excellent results: 517 patrons registered, improving upon 2019's pre-pandemic registration by **9%**. Total books read rose **60%** over last year's challenge (which was in turn a large increase of 2019's total).
- 3) Notable patron comments:
 - a. "You have such good displays here that I always end up getting more than I was planning on."

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- b. Per a staff member: “An Arlington Heights borrower came in looking for recommendations for her son. She said she likes to come to our library because she likes our collection and recommendations.”

Reference

- 1) We worked with Emily Dattilo, Executive Director of the Mount Prospect Historical Society, to create two displays of items related to the history of Mount Prospect schools. The displays are in the genealogy room and consist of photos, items, and information from the Historical Society and the Library’s Local History File. We also toured the site of the former Keefer’s Drugstore in the Prospect Place shopping mall to look for items that might be of historical value before the building is torn down to make way for a new development.
- 2) We helped a father fill out a resume on the youth computers so he could keep an eye on his young children. He was halfway through filling out a resume template that would have required him to pay a fee at the end to download the PDF. We helped the patron find a free template online and helped him save the completed resume to his email.

Registration

- 1) We gave out about 450 adult masks and 50 children’s masks during the month of August while patrons adjusted to new recommendations and mandates to mask indoors. [New normal]

South Branch

- 1) We had a total of 153 patrons of all ages participate in Summer Reading at South Branch, with 47 people completing. Our guessing jars were a big success, giving patrons coming into the South Branch a unique prize to compete for.
- 2) We reviewed and revised our operations procedures and created an online manual that will allow information to be accessed and updated more easily. Included is appropriate information from the CCC operations manual.
- 3) We hosted a successful outdoor STEM program “Balloon Science” with 24 attendees that included three experiments with balloons and explained the science behind what happened. Participants had an opportunity to try the experiments themselves and take a kit home to show their friends and family what they learned.



Youth Services

- 1) This year’s Summer Reading Challenge successfully brought a lot of families back into the library. Registration doubled from 2020 to 2021, with 773 and 1,541 participants respectively. This year was about 29 percent less than the pre-pandemic average (average from 2010-2019 = 2,174). A total of 723 kids read for at least 30 days to complete the program and receive a new book of their choice. This is a 47% completion rate, well above the 36% from 2020.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) We connected with teachers in Districts 26 and 59 and two childcare centers to provide the Outreach Summer Reading Program to their students. To best serve District 59 students, we partnered with their home libraries in Elk Grove Village, Des Plaines, and Arlington Heights to present programs. A total of 575 students attended 39 storytime and booktalk presentations. [Support school catch up]
- 3) 121 people attended our first outdoor Super Saturday at the Veteran's Memorial Bandshell. It was the library's first time holding a youth event at this location, and musical group ScribbleMonster played a mix of traditional and original songs while incorporating books.

Building & Security

- 1) Our boiler replacement project was completed on August 20th and included inspections from the manufacturer and the Village of Mount Prospect Building Department. Resulting from the inspection was a new project requiring the installation of cutoff switches at the bottom of the penthouse stairs.
- 2) The main library had an emergency closure on Monday, August 16th due to a gas leak. The emergency relief valve on the gas main had failed and was allowing the full flow of natural gas to escape. We evacuated all staff and patrons from the building and eventually made the decision to close for the remainder of the day while Nicor was repairing the valve.

Collection & Bibliographic Services

- 1) One of our vendors, Ingram, has warned us that current issues in logistics and publishing will likely impact our ability to receive our ordered materials by the end of the year. This is a frustrating situation, but we are at the mercy of publishers' release schedules and their ability to promote, produce, and ship materials.

Communications and Creative Services

- 1) We executed straight forward, fast, and accurate messaging during the gas leak to communicate to patrons the emergency closure. Facebook, Twitter, and our website are effective channels for this kind of scenario. When we were safe to do so, we used door signage to show the library was closed.
- 2) On August 11, 7 p.m., we had over 80 people in attendance for the program National Parks: A Virtual Tour. The presenter lost power in her home and her computer was not fully charged, and staff lost power due to storms and severe weather a half hour later. We asked the audience to join us again the next day at the same time using the same link, and successfully conducted the program from the library's Zoom Room with many of the attendees rejoining.
- 3) With all the modifications in pandemic guidelines, we have been successful at keeping track of all the programming changes:
 - a. Finalized copy and registration details with programmers to publish 73 events to September public calendar.
 - b. Designed template work-around to track registration for potential Hybrid programs: simultaneously present to in-person and virtual audience.
 - c. Designed process to quickly change program format on the public calendar in anticipation of the move from in-person to virtual.

Human Resources

- 1) Number of terminations: 2; Number of new hires: 5
- 2) Open positions: Youth Programming Librarian (offer extended and accepted from internal candidate) and Elementary School Outreach Coordinator

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) Staff anniversaries: Judith Orr – 20 years; Marjorie Johnson – 15 years; Debbie Evers – 15 years
- 4) Employee of the Moment: Dale Heath, Research Services Department Head

Information Technology

- 1) One of our three VMware physical hosts is in the process of getting replaced. Virtual servers on that host will be temporarily migrated to the other two hosts during the replacement process and there will be no downtime for this server replacement.
- 2) Six iPads that were in the Youth Family Place have been replaced and are now being used for in-house lending to patrons.

Learning

- 1) Because we have seen an increase in patrons needing social services, we offered two staff training sessions:
 - a. “Helping Patrons in Need of Social Services,” presented by staff from the Village’s Human Services Department. They recommended a course of action for patrons needing social services, identified resources to call upon in addition to Human Services, and provided strategies for managing interactions with patrons in need of services. A Q & A session provided an opportunity for staff to relay experiences with patrons and get feedback from the social workers as to how to respond in positive and proactive ways.
 - b. “Ryan Dowd Core Training – Librarian's Guide to Homelessness,” a three-hour recorded training that provides practical techniques when interacting with patrons who need emergency social services.

Friends of the Mount Prospect Public Library

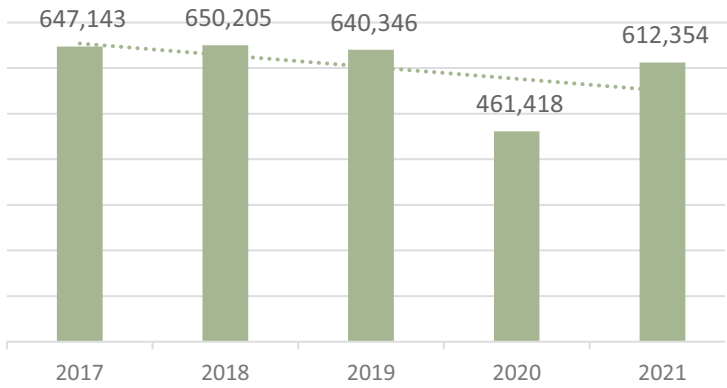
- 1) The Friends Board and Building Services Staff continue to work on reorganization of the lower-level space, and plan to accept donations beginning September 7.
- 2) Friends are planning a Holiday Book Sale in November; the date will be announced when the decision is made.

Mount Prospect Public Library Foundation

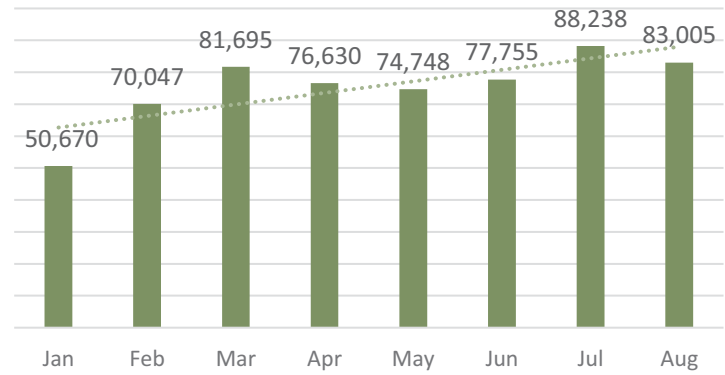
- 1) The Foundation continues to contact businesses for Fall Raffle prize sponsorships, as well as designing an online raffle using the RallyUp fundraising platform. October 1 is the targeted start date.

Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

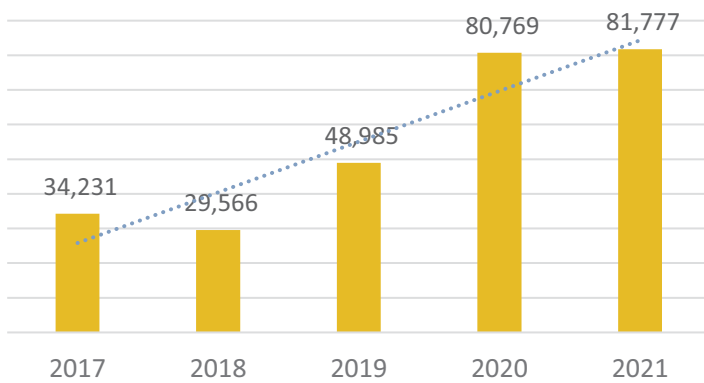
Overall Circulation YTD



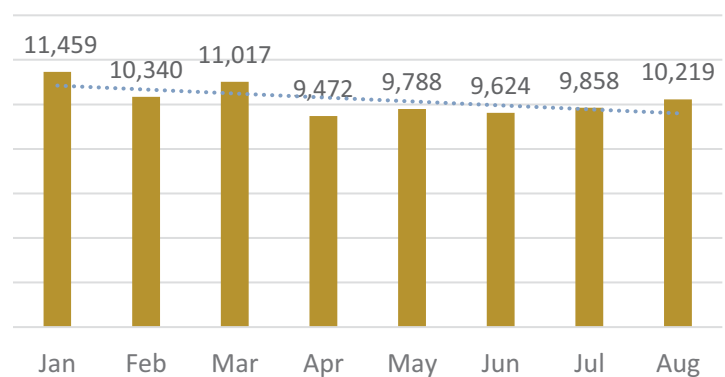
Overall Circulation 2021 by Month



eMedia Circulation YTD

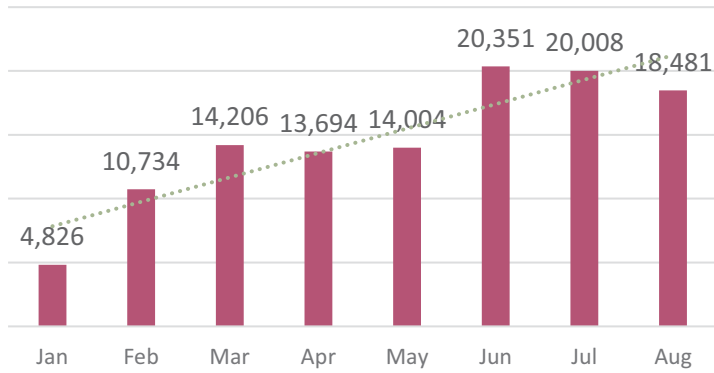


eMedia Circulation 2021 by Month

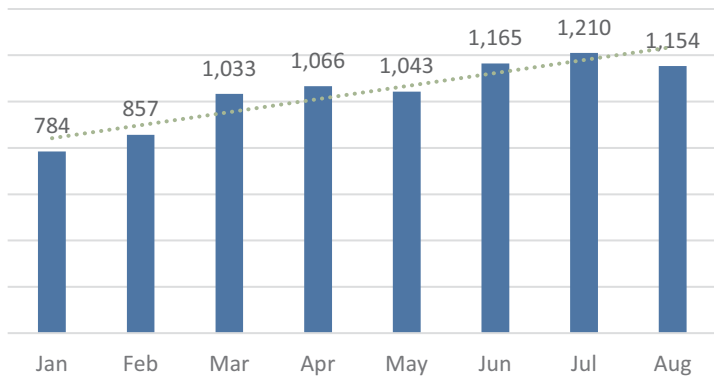


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

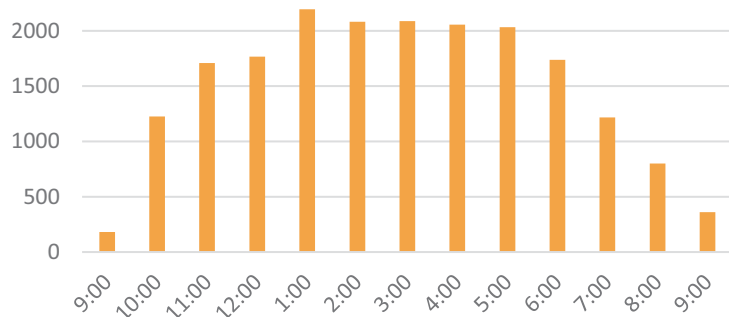
Door Count 2021 by Month - Main



Door Count 2021 by Month - South Branch

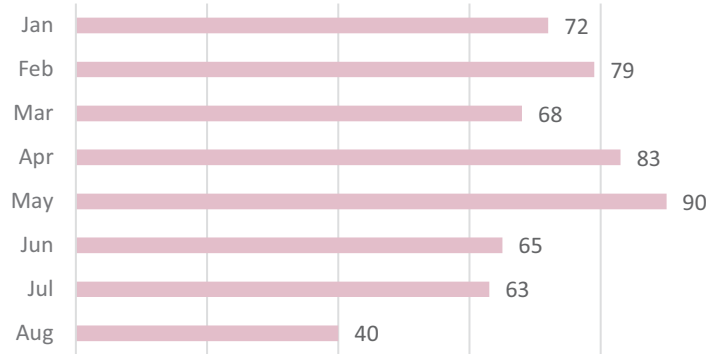


August 2021 Door Count by Hour
 Main & South Branch



Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

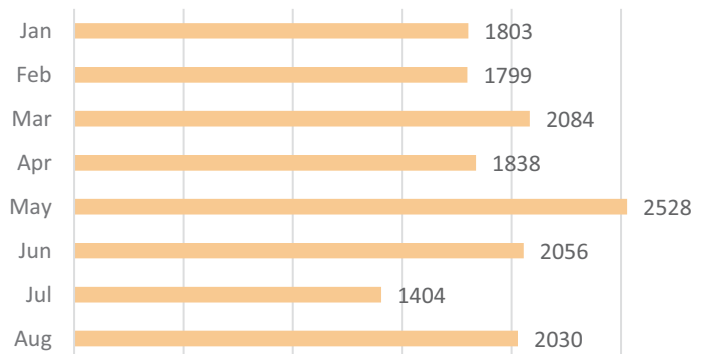
Number of Programs 2021 by Month



Notable August 2021 Programs:

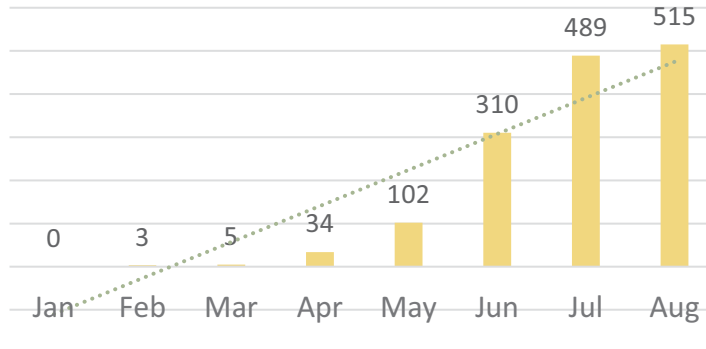
- A Storm of Stars: The Life Story of the Milky Way (53 attendees)
- Two Lane Gems: Travelogue and Road Trip Inspiration (90 views in August)
- National Parks: A Virtual Tour (194 attendees)
- Back to School Events at John Jay, Blackhawk Estates Mobile Homes, D59 (603 attendees)
- Cutting the Cord: Getting the Most out of Streaming Services (62 attendees)
- Lotería para la familia (29 attendees)
- Super Saturday: ScribbleMonster at Veterans Memorial Bandshell (121 attendees)
- Disney Family Trivia Night (76 attendees)
- Pinte su propia botella, edición de Verano (13 attendees)
- Teen Craft: Dry Erase Board Organizer (11 attendees)
- Science Storytime at Pocket Park (45 attendees)
- Community Outreach (384 interactions)
 - Boxwood Bash (129)
 - Downtown Block Party (175)
 - Celebration of Cultures (80)

Program Attendance 2021 by Month

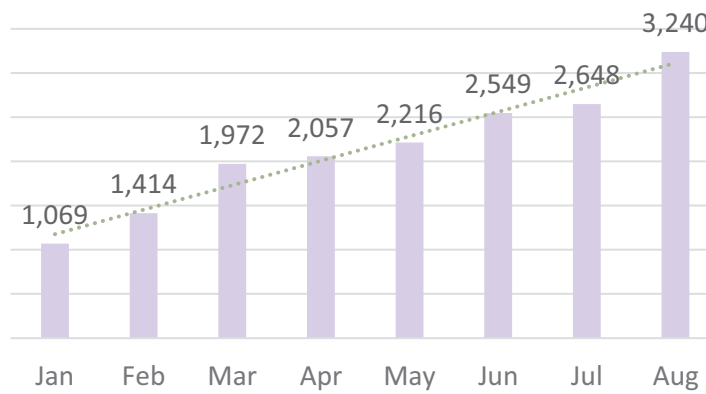


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

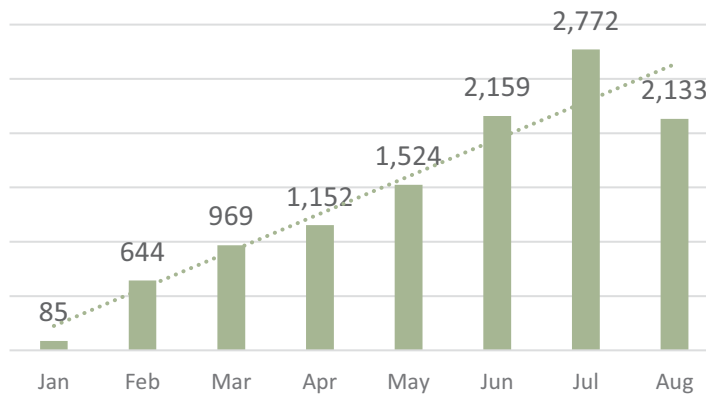
Study Room Usage 2021 YTD



Wireless Access Users Monthly 2021



Public Computer Usage (hours) by Month



Goals Progress Summary: August 2021

