

Regular Board Meeting
June 16, 2022 7:00 p.m.
Meeting Room B

AGENDA*

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**

This is an opportunity for the public to comment briefly on matters included on the agenda, of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
- 4. President's Report**
- 5. Consent Agenda**
 - a. Minutes of Regular Board Meeting of May 19, 2022 **(3-5)**
 - b. May 2022 Bills **(6)** and Financial Reports **(8-22)**
- 6. New Business**
 - a. Committee Appointments 2022-2023
 - i. Standing Committees: Finance; Personnel
 - ii. Ad Hoc: Community Engagement
 - b. Review and Approve Strategic Plan **(23-29)**
 - c. Review Electronic Meetings Policy **(30-32)**
- 7. Executive Director Report (2)**
 - a. May 2022 Library Activity Report **(33-41)**
- 8. Trustee Reports and Comments**
- 9. Upcoming Meetings and Events Calendar**
 - a. Foundation Board Meeting – June 27 – Brian Gilligan
 - b. Committee of the Whole – July 7 – Recommend canceling
 - c. Regular Board Meeting – July 21
 - i. Audit Presentation
 - ii. Second Quarter Financial Review
 - d. No Foundation Board Meeting held in July
- 10. Adjournment**

**Library Director Report
June 16, 2022**

1. **Committee Appointments.** This is agenda item 6a. Each June the Board President reviews the committee appointments and adjusts as desired. We currently have two standing committees and one ad hoc committee. Below are the current committee assignments. The President is an ex officio member of all committees.
 - Finance (standing) – Brian Gilligan, Chair; Sylvia Fulk
 - Personnel (standing) – Marie Bass, Chair; Brian Gilligan
 - Community Engagement (ad hoc) – Sylvia Haas, Chair; Rosemary Groenwald, Kristine O’Sullivan

2. **Strategic Plan.** This is agenda item 6b. Last month the Board approved the high-level strategic initiatives. At the June meeting the Board will review and ideally approve the full plan, which includes the Mission, Vision, and Values, as well as goals and activities associated with the initiatives.

3. **Electronic Meetings Policy.** This is agenda item 6c. At the May meeting Trustees discussed meeting electronically with hybrid meetings. MPPL’s current bylaws already have brief guidelines for meeting electronically. To facilitate a deeper discussion, in the packet are the current guidelines along with a sample Electronic Meetings Policy from the Illinois Secretary of State’s office.

4. **Budget Planning.** This is agenda item 7. We are in the early stages of 2023 budget planning. The anticipated timeline for the Board to participate, review, and approve is:
 - a. August – preliminary levy discussion
 - b. September – Finance Committee meets to review draft levy and working budget
 - c. September – Regular Board approves the appropriation budget and levy
 - d. October – MPPL submits levy request to Village
 - e. November/December – Regular Board approves working budget amendments (if any)

**Regular Board Meeting
May 19, 2022
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 Michael Duebner, President.
2. Roll Call
Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel
Visitors: None
3. Public Comment
There was no public comment.
4. President's Report
No report.
5. Officer Elections 2022-2023
 - a. Motion was made by Trustee Haas and seconded by Trustee Gilligan to open the nominations for President. Trustee Duebner was nominated for the position of President. Motion was made by Trustee Fulk and seconded by Trustee Gilligan to elect Trustee Duebner for President. Voice vote carried.
 - b. Motion was made by Trustee Haas and seconded by Trustee Fulk to open the nominations for Vice President. Trustee Bass was nominated for the position of Vice President. Motion was made by Trustee Groenwald and seconded by Trustee Fulk to elect Trustee Bass for Vice President. Voice vote carried.
 - c. Motion was made by Trustee Groenwald and seconded by Trustee Fulk to open the nominations for Treasurer. Trustees discussed the change from the previous Secretary/Treasurer position and affirmed that Trustee Gilligan would be eligible to serve another term. Trustee Gilligan was nominated for the position of Treasurer. Motion was made by Trustee Fulk and seconded by Trustee Groenwald to elect Trustee Gilligan for Treasurer. Voice vote carried.
 - d. Motion was made by Trustee Fulk and seconded by Trustee Haas to open the nominations for Secretary. Trustee O'Sullivan was nominated for the position of Secretary. Motion was made by Trustee Haas and seconded by Trustee Groenwald to elect Trustee O'Sullivan for Secretary. Voice vote carried.

6. Consent Agenda

- a. Minutes of Committee of the Whole Meeting of April 20, 2022
- b. Minutes of Regular Board Meeting of April 21, 2022
- c. Minutes of Committee of the Whole Meeting of April 25, 2022
- d. April 2022 Bills and Financial Reports
- e. Library Closing at 5 p.m. on July 22 for Mount Prospect Downtown Block Party

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

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

7. New Business

- a. Trustees discussed and suggested several changes to the Public Comment and Participation Policy. The updated policy will be posted on the public website and displayed for visitors attending Board meetings.

Motion was made by Trustee Haas and seconded by Trustee Bass to approve the Public Comment and Participation Policy as amended. Voice vote carried.

- b. Director Reynders presented the Strategic Plan Initiatives as well as the draft Mission, Vision, and Values Statements. Trustees discussed and made recommendations to the Strategic Initiatives. The draft Strategic Plan will be presented at the June 16 Regular Board meeting.

Motion was made by Trustee Haas and seconded by Trustee Groenwald to approve the Strategic Plan Initiatives as amended. Voice vote carried.

8. Executive Director Report

Trustees reviewed the April 2022 Library Activity Report. Director Reynders mentioned that June is pride month, and the library will be offering a variety of displays and programming.

9. Trustee Reports and Comments

Trustee Haas attended the Foundation Board Meeting on April 26 and reported on the raffle results.

Trustees discussed the legality of attending Board meetings virtually, both during the current state Emergency status, and during normal times. The Board agreed to continue to discuss the topic and review electronic meeting policies at the June 16 meeting.

10. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – May 23 – Rosemary Groenwald
- ~~b. Committee of the Whole Meeting – June 2 – Canceled~~
- c. Regular Board Meeting – June 16
 - i. Review draft Strategic Plan
 - ii. Committee Appointments 2022-2023
- d. Foundation Board Meeting – June 27 – Brian Gilligan

Trustees agreed to cancel the June 2 Committee of the Whole meeting to review and possibly approve the draft strategic plan at the June 16 Regular Board meeting.

11. Adjournment

Motion was made by Trustee Haas and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:20 p.m. Voice vote carried.

Kristine O'Sullivan, Secretary

DRAFT

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of MAY 31, 2022

Library General Fund	\$	6,847,922
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,057,683
Debt Service Fund	\$	1,385,134
Gift Fund	\$	573,342
Total All Funds	\$	15,076,287

Cash Disbursements May 2022

\$	743,171.55
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,060,128
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		11.1
Combined Balance - Percentage in Reserve		92%

YTD May Spending

- * \$92,165.34 below the year-to-date budget
- * YTD Actual is 2.3% 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 40.7% of the annual budget
- * Last year we had expended about 40.0% of the annual budget

Levy Collection

- * To date 53.0% of the total 2021 Levy has been collected
- * Last year 53.6% of the 2020 Levy had been collected through May 2021
- *Historically, over the past six years, 51.2% to 53.6% (average of 52.4%) of the current year Levy has been collected YTD

MONTHLY EXPENSE SUMMARY

			YEAR TO DATE MAY 2022								
Line	Annual Budget	Annual Budget % to Total	YTD	Budget %	YTD	Actual %	% of Budget	YTD Variance - Actual vs Budget			
			Budget	to Total	Actual	to Total	Expended	\$	%	% of TTL VAR	
Salaries & Benefits											
Salaries	4110	5,740,000.00	2,391,665.00		2,319,730.95		40.4%	(71,934.05)	-3.0%	78.0%	
IMRF	4120	425,000.00	177,085.00		165,427.17		38.9%	(11,657.83)	-6.6%	12.6%	
MC / FICA	4130	425,000.00	177,085.00		167,700.88		39.5%	(9,384.12)	-5.3%	10.2%	
Insurance - Medical	4140	801,000.00	333,750.00		303,653.17		37.9%	(30,096.83)	-9.0%	32.7%	
Insurance - Life	4140	1,500.00	625.00		589.82		39.3%	(35.18)	-5.6%	0.0%	
Unemployment Compensation Tax	4150	23,000.00	9,585.00		14,550.82		63.3%	4,965.82	51.8%	-5.4%	
Subtotal (4110L - 4150L)		7,415,500.00	3,089,795.00	75.5%	2,971,652.81	74.3%	40.1%	(118,142.19)	-3.8%	128.2%	
Management Expense											
Audit	4210	5,200.00	2,165.00		0.00		0.0%	(2,165.00)	-100.0%	2.3%	
Legal Fees	4220	10,000.00	4,165.00		1,600.50		16.0%	(2,564.50)	-61.6%	2.8%	
Printing	4230	81,100.00	33,795.00		22,725.17		28.0%	(11,069.83)	-32.8%	12.0%	
Marketing	4240	35,150.00	14,650.00		13,222.89		37.6%	(1,427.11)	-9.7%	1.5%	
Resources	4250	11,409.00	4,755.00		294.95		2.6%	(4,460.05)	-93.8%	4.8%	
Professional Dues	4260	20,235.00	8,430.00		5,471.00		27.0%	(2,959.00)	-35.1%	3.2%	
Board Development/Training	4270	2,500.00	1,040.00		50.00		2.0%	(990.00)	-95.2%	1.1%	
Human Resources	4280	135,325.00	56,380.00		54,176.38		40.0%	(2,203.62)	-3.9%	2.4%	
Other Operating	4290	105,325.00	43,890.00		42,026.92		39.9%	(1,863.08)	-4.2%	2.0%	
Subtotal (4210L - 4290L)		406,244.00	169,270.00	4.1%	139,567.81	3.5%	34.4%	(29,702.19)	-17.5%	32.2%	
Operating Expenses											
Telecommunications	4310	35,950.00	14,985.00		13,314.35		37.0%	(1,670.65)	-11.1%	1.8%	
Insurance	4320	119,400.00	49,750.00		95,046.00		79.6%	45,296.00	91.0%	-49.1%	
Office Supplies	4340	22,574.00	9,405.00		7,611.65		33.7%	(1,793.35)	-19.1%	1.9%	
Library Supplies	4350	20,750.00	8,650.00		5,576.61		26.9%	(3,073.39)	-35.5%	3.3%	
Postage	4360	25,100.00	10,460.00		8,860.29		35.3%	(1,599.71)	-15.3%	1.7%	
Contract Services	4380	55,244.00	23,020.00		11,555.51		20.9%	(11,464.49)	-49.8%	12.4%	
IT Services	4390	67,257.00	28,020.00		48,945.02		72.8%	20,925.02	74.7%	-22.7%	
Subtotal (4310L - 4390L)		346,275.00	144,290.00	3.5%	190,909.43	4.8%	55.1%	46,619.43	32.3%	-50.6%	
Building Expense											
Building Maintenance	4410	181,592.00	75,660.00		64,788.03		35.7%	(10,871.97)	-14.4%	11.8%	
Equipment Maintenance	4420	133,757.00	55,735.00		75,510.56		56.5%	19,775.56	35.5%	-21.5%	
Janitorial	4440	65,800.00	27,415.00		26,274.89		39.9%	(1,140.11)	-4.2%	1.2%	
Equipment	4450	192,350.00	80,150.00		47,450.80		24.7%	(32,699.20)	-40.8%	35.5%	
Utilities	4460	49,500.00	20,625.00		36,834.23		74.4%	16,209.23	78.6%	-17.6%	
Subtotal (4410L - 4460L)		622,999.00	259,585.00	6.3%	250,858.51	6.3%	40.3%	(8,726.49)	-3.4%	9.5%	
Library Materials											
Adult Print	4610	208,685.00	86,950.00		74,893.25		35.9%	(12,056.75)	-13.9%	13.1%	
Adult AV	4620	67,400.00	28,080.00		14,940.72		22.2%	(13,139.28)	-46.8%	14.3%	
Youth Print	4630	145,000.00	60,420.00		50,493.83		34.8%	(9,926.17)	-16.4%	10.8%	
Youth AV	4640	32,900.00	13,705.00		9,366.02		28.5%	(4,338.98)	-31.7%	4.7%	
Serials	4650	18,500.00	7,705.00		17,061.38		92.2%	9,356.38	121.4%	-10.2%	
Electronic Resources	4660	178,475.00	74,365.00		124,916.88		70.0%	50,551.88	68.0%	-54.8%	
Digital Media	4661	204,620.00	85,260.00		83,506.27		40.8%	(1,753.73)	-2.1%	1.9%	
E-Learning	4662	43,437.00	18,100.00		32,864.31		75.7%	14,764.31	81.6%	-16.0%	
Library of Things	4663	29,250.00	12,190.00		7,795.51		26.7%	(4,394.49)	-36.0%	4.8%	
Microform	4670	900.00	375.00		619.85		68.9%	244.85	65.3%	-0.3%	
Processing	4680	25,350.00	10,565.00		8,480.42		33.5%	(2,084.58)	-19.7%	2.3%	
Programs	4690	71,315.00	29,720.00		20,282.66		28.4%	(9,437.34)	-31.8%	10.2%	
Subtotal (4610L - 4680L)		1,025,832.00	427,435.00	10.4%	445,221.10	11.1%	43.4%	17,786.10	4.2%	-19.3%	
Total (4110L - 4680L)		9,816,850.00	4,090,375.00	100.0%	3,998,209.66	100.0%	40.7%	(92,165.34)	-2.3%	100.0%	
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,675.00	4,030.00		155.00			(3,875.00)	-100.0%		
Friends Expenses (9540L)	9540	23,500.00	9,795.00		6,553.42			(3,241.58)	-33.1%		
Village Shared Expense (9560L)	9560	3,183.00	1,325.00		872.30			(452.70)	-34.2%		
Grant Expense (9570L)	9570	0.00	0.00		9,115.04			9,115.04	-		
Total Reimbursable Activity		36,358.00	15,150.00		16,695.76			1,545.76	10.2%		
Total Expenses - All Activities		9,853,208.00	4,105,525.00		4,014,905.42			(90,619.58)	-2.2%		

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 05/31/2022

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 9,315	\$ 6,357,628
Taxes Allocated to Other Funds	(531)	(682,622)
Personal Property Replacement Taxes	28,299	75,496
Interest Income	3,317	6,501
Illinois Per Capita Grant	-	-
Misc. Grant Income	2,047	6,646
Ground Lease Income	-	-
Miscellaneous Fees and Fines	2,226	12,199
Friends & Foundation Reimbursements	394	1,791
Village Reimbursements	-	1,094
<i>Total Revenues</i>	<u>\$ 45,067</u>	<u>\$ 5,778,733</u>
Expenditures		
Salaries & Benefits	\$ 583,632	2,971,652
Management Expense	31,841	139,568
Operating Expenses	20,213	190,908
Building Expense	48,145	250,859
Services and Resources	86,746	445,221
Friends & Foundation Reimbursable Expenses	4,793	6,709
Misc. Grant Expenses	7,101	9,116
Expenses Reimbursable by Village	(15)	872
<i>Total Expenditures</i>	<u>\$ 782,456</u>	<u>\$ 4,014,905</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 782,456</u>	<u>\$ 4,014,905</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (737,389)	\$ 1,763,828
Fund Balance - Beginning of Period	7,585,311	5,084,094
Fund Balance - End of Period	<u>\$ 6,847,922</u>	<u>\$ 6,847,922</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,212,206	\$ 2,212,206
Interest Allocation	-	-
Fund Balance - End of Period	<u>\$ 2,212,206</u>	<u>\$ 2,212,206</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	2,682	5,751
<i>Total Revenues</i>	<u>\$ 2,682</u>	<u>\$ 5,751</u>
Expenditures		
Main: Bldg Maintenance	-	65,543
Main: Furnishings/Equipment	-	17,766
Supplies	12	10
South Branch: Bldg Maintenance	-	-
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 12</u>	<u>\$ 83,319</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 2,670	\$ (77,568)
Fund Balance - Beginning of Period	4,055,013	4,135,251
Fund Balance - End of Period	<u>\$ 4,057,683</u>	<u>\$ 4,057,683</u>
Debt Service Fund		
Revenues		
Property Taxes	531	\$ 682,622
Interest Income	949	1,814
<i>Total Revenues</i>	<u>\$ 1,480</u>	<u>\$ 684,436</u>
Expenditures		
Interest Expense	2,583	\$ 12,915
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 13,365</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (1,103)	\$ 671,071
Fund balance - Beginning of Period	1,386,237	714,063
Fund balance - End of Period	<u>\$ 1,385,134</u>	<u>\$ 1,385,134</u>
Gift Fund		
Revenues	666	\$ 4,217
Expenditures	34	1,393
Excess (Deficiency) of Revenues over Expenditures	\$ 632	\$ 2,824
Fund Balance - Beginning of Period	572,710	570,518
Fund Balance - End of Period	<u>\$ 573,342</u>	<u>\$ 573,342</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
May 31, 2022**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 583,632.24	
Management Expense (4210L - 4290L)	31,840.88	
Operating Expenses (4310L - 4390L)	20,213.47	
Building Expense (4410L - 4460L)	48,145.23	
Services and Resources (4610L - 4690L)	86,745.96	
Friends & Foundation reimbursable expenses (9530L and 9540L)	4,792.95	
VOMP reimbursable expenses (9560L)	(15.38)	
Grant Expenses (9570L)	7,100.52	
Total May 2022 Library General Fund Expenses		\$ 782,455.87

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 157.30	
Operating Expense Reimbursements received	7,592.57	
April 2022 Accrued Payroll & Benefits	130,654.51	
April 2022 Credit Card Payable	6,552.92	
April 2022 Accounts Payable	87,927.41	
Disbursements for Capital Project Restricted Fund	-	
Disbursements for Gift Fund	-	
		232,884.71

Deductions for Library General Fund Cash Disbursements:

May 2022 Accrued Payroll & Benefits	\$ 162,617.42	
May 2022 Credit Card Payable	15,954.04	
May 2022 Accounts Payable	93,504.21	
Payment of Nayax invoices & merchant fees by income offset	105.36	
Payment of Credit Card Merchant fees by income offset	-	
		(272,181.03)

Total Library General Fund cash disbursed \$ 743,159.55

CAPITAL PROJECTS RESTRICTED FUND

May 2022 Expenses	\$ 12.00	
Plus: April 2022 Accounts Payable	-	
Less: May 2022 Accounts Payable	-	
Less: April 2022 Account Receivable	(290.63)	
Plus: May 2022 Accounts Receivable	290.63	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		12.00

DEBT SERVICE FUND

May 2022 Expenses	\$ 2,583.33	
Plus: April 2022 Interest Payable	12,916.65	
Plus: April 2022 Accounts Payable	-	
Less: May 2022 Interest Payable	(15,499.98)	
Less: May 2022 Accounts Payable	-	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

May 2022 Expenses	\$ 33.90	
Plus: Reimbursed service fees	-	
Plus: April 2022 Accounts Payable	15.22	
Less: May 2022 Accounts Payable	(49.12)	
<i>Total Gift Fund cash disbursed</i>		0.00

TOTAL CASH DISBURSEMENTS, May 2022

\$ 743,171.55

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4110L	Salaries	5/1/22	04/30/2022 payroll accrual	-120,050.95
4110L	Salaries	5/12/22	PAYROLL - PAYCOM	215,135.41
4110L	Salaries	5/26/22	PAYROLL - PAYCOM	205,699.71
4110L	Salaries	5/31/22	05/31/2022 payroll accrual	146,928.36
4120L	IMRF	5/1/22	04/30/2022 payroll accrual	-8,866.33
4120L	IMRF	5/26/22	VILLAGE OF MT. PROSPECT - IMRF	30,981.52
4120L	IMRF	5/31/22	05/31/2022 payroll accrual	10,841.66
4130L	MC / FICA	5/1/22	04/30/2022 payroll accrual	-9,140.74
4130L	MC / FICA	5/12/22	PAYROLL - PAYCOM	15,470.50
4130L	MC / FICA	5/26/22	PAYROLL - PAYCOM	14,757.71
4130L	MC / FICA	5/31/22	05/31/2022 payroll accrual	10,541.22
4140L	Insurance - Medical & Life	5/9/22	EMPLOYEE REIMBURSEMENT	-16.14
4140L	Insurance - Medical & Life	5/9/22	EMPLOYEE REIMBURSEMENT	-0.42
4140L	Insurance - Medical & Life	5/23/22	VILLAGE OF MT. PROSPECT	58,805.08
4140L	Insurance - Medical & Life	5/25/22	EMPLOYEE REIMBURSEMENT	-16.78
4140L	Insurance - Medical & Life	5/23/22	VILLAGE OF MT. PROSPECT	110.30
4150L	Unemployment Compensation Tax	5/9/22	LIBRARY INSURANCE MANAGEMENT	12,452.13
4230L	Printing	5/2/22	PEERLESS MARKETING IMPRESSIONS	470.06
4230L	Printing	5/5/22	STATE GRAPHICS	4,026.45
4230L	Printing	5/31/22	MC/FEDEX	62.10
4240L	Marketing	5/25/22	THE JOURNAL AND TOPICS	50.00
4240L	Marketing	5/1/22	MC/4 IMPRINT	239.24
4240L	Marketing	5/1/22	MC/4 IMPRINT	453.58
4240L	Marketing	5/11/22	MC/CUSTOM INK.COM	1,282.60
4240L	Marketing	5/18/22	MC/4 IMPRINT	4,550.68
4240L	Marketing	5/19/22	MC/4 IMPRINT	-239.24
4240L	Marketing	5/19/22	MC/4 IMPRINT	-453.58
4240L	Marketing	5/20/22	MC/ANYPROMO INC	880.14
4240L	Marketing	5/26/22	MC/4ALLPROMOS	638.29
4240L	Marketing	5/9/22	MC/MOUNT PROSPECT CHAMBER	550.00
4240L	Marketing	5/4/22	MC/DISPLAYS MARKET	165.90
4240L	Marketing	5/5/22	MC/DISPLAYS2GO.COM	1,360.59
4240L	Marketing	5/6/22	MC/DISPLAYS2GO.COM	-80.04
4240L	Marketing	5/1/22	AMAZON.COM	39.99
4250	Resources	5/1/22	MC/SPOTIFY	9.99
4260L	Professional Dues	5/1/22	AMERICAN LIBRARY ASSOCIATION	201.00
4260L	Professional Dues	5/3/22	LACONI, INC.	100.00
4280L	Human Resources	5/1/22	ACCURATE EMPLOYMENT SCREENING,	38.00
4280L	Human Resources	5/24/22	HR SOURCE (MANAGEMENT ASSOC)	150.00
4280L	Human Resources	5/12/22	PAYROLL - PAYCOM	2,555.11
4280L	Human Resources	5/26/22	PAYROLL - PAYCOM	2,217.79
4280L	Human Resources	5/15/22	EMPLOYEE BENEFITS CORPORATION	104.50
4280L	Human Resources	5/2/22	MC/UNIVERSITY OF WISCONSIN-MAD	300.00
4280L	Human Resources	5/6/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	5/4/22	MC/LIBRARYWORKS INC	149.00
4280L	Human Resources	5/10/22	MC/LIBRARYWORKS INC	49.00
4280L	Human Resources	5/26/22	MC/MGMT ASSOC: HR SOURCE	1,025.00
4280L	Human Resources	5/12/22	PAYROLL - PAYCOM	4.44
4280L	Human Resources	5/26/22	PAYROLL - PAYCOM	62.71

Mount Prospect Public Library
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Account ID	Account Description	Date	Vendor Name	Trans Amount
4290L	Other Operating	5/6/22	NAYAX LLC	16.38
4290L	Other Operating	5/13/22	NAYAX LLC	9.48
4290L	Other Operating	5/20/22	NAYAX LLC	14.43
4290L	Other Operating	5/27/22	NAYAX LLC	13.76
4290L	Other Operating	5/31/22	PROPAY	10.00
4290L	Other Operating	5/8/22	RETHINKING LIBRARIES LLC	430.83
4290L	Other Operating	5/9/22	POSTMASTER	1.70
4290L	Other Operating	5/17/22	SIMPLE TRUTH COMMUNICATION PAR	1,500.00
4290L	Other Operating	5/18/22	RETHINKING LIBRARIES LLC	7,280.00
4290L	Other Operating	5/31/22	SIMPLE TRUTH COMMUNICATION PAR	1,500.00
4290L	Other Operating	5/10/22	VARIETY VENDORS	86.00
4310L	Telecommunications	5/10/22	AT&T	137.88
4310L	Telecommunications	5/11/22	AT&T	710.84
4310L	Telecommunications	5/16/22	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	5/19/22	AT&T	747.60
4310L	Telecommunications	5/19/22	AT&T	-970.22
4310L	Telecommunications	5/28/22	VERIZON WIRELESS	474.76
4310L	Telecommunications	5/19/22	AT&T	269.45
4310L	Telecommunications	5/19/22	AT&T	-284.82
4340L	Office Supplies	5/16/22	WAREHOUSE DIRECT	298.90
4340L	Office Supplies	5/9/22	STAPLES BUSINESS ADVANTAGE	36.32
4340L	Office Supplies	5/11/22	WAREHOUSE DIRECT	55.14
4340L	Office Supplies	5/19/22	MC/AMAZON	29.99
4340L	Office Supplies	5/1/22	AMAZON.COM	35.96
4340L	Office Supplies	5/11/22	WAREHOUSE DIRECT	235.70
4340L	Office Supplies	5/11/22	WAREHOUSE DIRECT	15.85
4340L	Office Supplies	5/11/22	STAPLES BUSINESS ADVANTAGE	98.45
4340L	Office Supplies	5/26/22	PAYROLL - PAYCOM	25.74
4340L	Office Supplies	5/2/22	STAPLES BUSINESS ADVANTAGE	4.79
4340L	Office Supplies	5/11/22	STAPLES BUSINESS ADVANTAGE	178.08
4340L	Office Supplies	5/1/22	MC/AMAZON	22.99
4340L	Office Supplies	5/1/22	MC/AMAZON	22.99
4340L	Office Supplies	5/9/22	STAPLES BUSINESS ADVANTAGE	10.52
4340L	Office Supplies	5/24/22	MC/AMAZON	35.95
4340L	Office Supplies	5/1/22	AMAZON.COM	25.95
4340L	Office Supplies	5/5/22	MC/AMAZON	44.95
4340L	Office Supplies	5/11/22	STAPLES BUSINESS ADVANTAGE	39.66
4350L	Library Supplies	5/1/22	AMAZON.COM	193.26
4350L	Library Supplies	5/1/22	AMAZON.COM	-19.99
4350L	Library Supplies	5/4/22	MC/ONLINELABELS.COM	22.17
4350L	Library Supplies	5/10/22	MC/ONLINELABELS.COM	21.58
4350L	Library Supplies	5/11/22	WAREHOUSE DIRECT	35.84
4350L	Library Supplies	5/11/22	STAPLES BUSINESS ADVANTAGE	39.79
4350L	Library Supplies	5/20/22	MC/ONLINELABELS.COM	77.30
4350L	Library Supplies	5/17/22	DEMCO	13.01
4350L	Library Supplies	5/25/22	DEMCO	9.47
4350L	Library Supplies	5/9/22	ELM USA, INC.	288.06
4350L	Library Supplies	5/11/22	WAREHOUSE DIRECT	21.63
4350L	Library Supplies	5/17/22	DEMCO	49.86
4350L	Library Supplies	5/18/22	MC/4 IMPRINT	750.00
4350L	Library Supplies	5/26/22	W. W. GRAINGER, INC.	46.20
4350L	Library Supplies	5/12/22	AMERICAN OUTFITTERS	90.90
4350L	Library Supplies	5/1/22	AMAZON.COM	18.69
4350L	Library Supplies	5/25/22	DEMCO	130.14

Mount Prospect Public Library
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4360L	Postage	5/3/22	MC/POSTMASTER	8.95
4360L	Postage	5/5/22	MC/POSTMASTER	8.95
4360L	Postage	5/7/22	MC/POSTMASTER	8.95
4360L	Postage	5/11/22	MC/POSTMASTER	8.95
4360L	Postage	5/12/22	MC/POSTMASTER	26.85
4360L	Postage	5/13/22	MC/POSTMASTER	8.95
4360L	Postage	5/14/22	MC/POSTMASTER	8.95
4360L	Postage	5/18/22	MC/POSTMASTER	8.95
4360L	Postage	5/20/22	MC/POSTMASTER	17.90
4360L	Postage	5/22/22	MC/POSTMASTER	524.00
4360L	Postage	5/23/22	MC/POSTMASTER	8.95
4360L	Postage	5/25/22	MC/POSTMASTER	17.90
4360L	Postage	5/27/22	MC/POSTMASTER	8.95
4360L	Postage	5/1/22	POSTMASTER	1,950.56
4360L	Postage	5/14/22	UNITED PARCEL SERVICE	650.00
4380L	Contract Services	5/13/22	BACKSTAGE LIBRARY WORKS	1,182.23
4390L	IT Services	5/30/22	MC/ZOOM	180.00
4390L	IT Services	5/4/22	MC/MICROSOFT	6.60
4390L	IT Services	5/4/22	MC/MICROSOFT	946.86
4390L	IT Services	5/6/22	MC/QUICKBASE	205.17
4390L	IT Services	5/9/22	CDW GOVERNMENT	-1,417.50
4390L	IT Services	5/16/22	DEMCO SOFTWARE	1,805.02
4390L	IT Services	5/22/22	MC/PADLET SOFTWARE	24.00
4390L	IT Services	5/30/22	MC/CONSTANT CONTACT	1,925.00
4390L	IT Services	5/31/22	CAUSE AND SOLUTION INC	7,500.00
4410L	Building Maintenance	5/1/22	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	5/24/22	COMPLETE TEMPERATURE SYSTEMS,	4,800.00
4410L	Building Maintenance	5/2/22	BISHOP PLUMBING, INC.	16,540.00
4410L	Building Maintenance	5/3/22	BISHOP PLUMBING, INC.	854.80
4410L	Building Maintenance	5/2/22	W. W. GRAINGER, INC.	222.04
4410L	Building Maintenance	5/12/22	W. W. GRAINGER, INC.	42.28
4410L	Building Maintenance	5/17/22	W. W. GRAINGER, INC.	25.02
4410L	Building Maintenance	5/26/22	W. W. GRAINGER, INC.	17.00
4410L	Building Maintenance	5/26/22	W. W. GRAINGER, INC.	37.90
4410L	Building Maintenance	5/26/22	LIGHTING SUPPLY COMPANY	39.21
4410L	Building Maintenance	5/1/22	GAMBINO LANDSCAPING AND BRICK	17.75
4410L	Building Maintenance	5/12/22	MC/HOME DEPOT	180.84
4410L	Building Maintenance	5/19/22	MENARDS	21.71
4410L	Building Maintenance	5/26/22	TRU GREEN-CHEM LAWN	1,129.82
4410L	Building Maintenance	5/31/22	AMERICAN LANDSCAPING INC.	710.00
4410L	Building Maintenance	5/7/22	JOHNSON CONTROLS	285.00
4420L	Equipment Maintenance	5/6/22	SHELL OIL COMPANY	45.25
4420L	Equipment Maintenance	5/9/22	SHELL OIL COMPANY	-6.45
4420L	Equipment Maintenance	5/13/22	NAYAX LLC	79.50
4440L	Janitorial	5/1/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	5/11/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	5/20/22	REPUBLIC SERVICES #551	296.81
4440L	Janitorial	5/26/22	CINTAS #22	119.13
4440L	Janitorial	5/2/22	SUPERIOR INDUSTRIAL SUPPLY	63.10
4440L	Janitorial	5/10/22	WAREHOUSE DIRECT	87.63
4440L	Janitorial	5/11/22	WAREHOUSE DIRECT	656.61
4440L	Janitorial	5/11/22	W. W. GRAINGER, INC.	102.83

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4440L	Janitorial	5/20/22	NERADT ACE HARDWARE	29.98
4440L	Janitorial	5/24/22	SUPERIOR INDUSTRIAL SUPPLY	116.60
4440L	Janitorial	5/25/22	WAREHOUSE DIRECT	190.34
4440L	Janitorial	5/26/22	W. W. GRAINGER, INC.	218.91
4440L	Janitorial	5/27/22	WAREHOUSE DIRECT	39.72
4440L	Janitorial	5/31/22	WAREHOUSE DIRECT	78.29
4450L	Equipment	5/10/22	J.C. SCHULTZ ENTERPRISES, INC.	104.00
4450L	Equipment	5/12/22	MC/AMAZON	14.98
4450L	Equipment	5/1/22	AMAZON.COM	79.00
4450L	Equipment	5/1/22	AMAZON.COM	569.99
4450L	Equipment	5/18/22	DELL MARKETING L.P.	2,038.28
4450L	Equipment	5/2/22	MC/AMAZON	28.98
4450L	Equipment	5/27/22	MC/AMAZON	239.37
4450L	Equipment	5/27/22	MC/AMAZON	16.02
4450L	Equipment	5/12/22	CDW GOVERNMENT, INC.	3,875.98
4450L	Equipment	5/1/22	AMAZON.COM	180.00
4450L	Equipment	5/2/22	MC/AMAZON	129.94
4450L	Equipment	5/5/22	MC/AMAZON	125.00
4450L	Equipment	5/18/22	MC/AMAZON	32.85
4450L	Equipment	5/19/22	MC/AMAZON	330.67
4450L	Equipment	5/24/22	MC/AMAZON	-79.90
4450L	Equipment	5/25/22	MC/AMAZON	176.76
4450L	Equipment	5/25/22	MC/AMAZON	2,500.00
4460L	Utilities	5/10/22	CONSTELLATION NEWENERGY- GAS D	3,882.19
4460L	Utilities	5/15/22	VILLAGE OF MT. PROSPECT	779.50
4610L	Adult Books	5/1/22	AMAZON.COM	-8.55
4610L	Adult Books	5/1/22	AMAZON.COM	1,072.69
4610L	Adult Books	5/1/22	INGRAM	-10.19
4610L	Adult Books	5/1/22	THOMSON REUTERS - WEST	47.97
4610L	Adult Books	5/1/22	BAKER AND TAYLOR	907.87
4610L	Adult Books	5/3/22	BAKER AND TAYLOR	653.67
4610L	Adult Books	5/3/22	BAKER AND TAYLOR	384.91
4610L	Adult Books	5/4/22	THOMSON REUTERS - WEST	47.97
4610L	Adult Books	5/4/22	BAKER AND TAYLOR	1,022.43
4610L	Adult Books	5/5/22	BAKER AND TAYLOR	298.99
4610L	Adult Books	5/6/22	BAKER AND TAYLOR	837.44
4610L	Adult Books	5/8/22	BAKER AND TAYLOR	397.49
4610L	Adult Books	5/8/22	SYNCHRONY/AMAZON	52.54
4610L	Adult Books	5/9/22	BAKER AND TAYLOR	943.79
4610L	Adult Books	5/9/22	BAKER AND TAYLOR	200.99
4610L	Adult Books	5/9/22	BAKER AND TAYLOR	109.16
4610L	Adult Books	5/11/22	INGRAM	350.24
4610L	Adult Books	5/11/22	BAKER AND TAYLOR	780.47
4610L	Adult Books	5/12/22	BAKER AND TAYLOR	73.61
4610L	Adult Books	5/13/22	BAKER AND TAYLOR	512.55
4610L	Adult Books	5/16/22	BAKER AND TAYLOR	458.12
4610L	Adult Books	5/17/22	BAKER AND TAYLOR	580.45
4610L	Adult Books	5/17/22	INGRAM	480.86
4610L	Adult Books	5/17/22	INGRAM	-44.99
4610L	Adult Books	5/18/22	INGRAM	129.95
4610L	Adult Books	5/18/22	MC/POLISH BOOKSTORE	271.72
4610L	Adult Books	5/19/22	BAKER AND TAYLOR	950.68
4610L	Adult Books	5/20/22	BAKER AND TAYLOR	925.50
4610L	Adult Books	5/20/22	BAKER AND TAYLOR	97.93
4610L	Adult Books	5/23/22	INGRAM	-23.78

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Account ID	Account Description	Date	Vendor Name	Trans Amount
4610L	Adult Books	5/24/22	BAKER AND TAYLOR	1,255.69
4610L	Adult Books	5/24/22	BAKER AND TAYLOR	31.93
4610L	Adult Books	5/24/22	INGRAM	212.60
4610L	Adult Books	5/24/22	INGRAM	261.39
4610L	Adult Books	5/24/22	INGRAM	265.62
4610L	Adult Books	5/25/22	BAKER AND TAYLOR	403.83
4610L	Adult Books	5/26/22	LCIGS - BOOK SALES	28.00
4610L	Adult Books	5/26/22	MC/AUTHORIZE.NET	101.06
4610L	Adult Books	5/26/22	BAKER AND TAYLOR	740.11
4610L	Adult Books	5/26/22	BAKER AND TAYLOR	233.91
4610L	Adult Books	5/27/22	INGRAM	152.74
4610L	Adult Books	5/27/22	MC/AMAZON	67.90
4610L	Adult Books	5/31/22	BAKER AND TAYLOR	1,088.67
4610L	Adult Books	5/31/22	BAKER AND TAYLOR	96.24
4610L	Adult Books	5/4/22	BAKER AND TAYLOR	62.83
4610L	Adult Books	5/4/22	BAKER AND TAYLOR	30.99
4610L	Adult Books	5/13/22	BAKER AND TAYLOR	56.97
4610L	Adult Books	5/16/22	BAKER AND TAYLOR	24.70
4610L	Adult Books	5/23/22	BAKER AND TAYLOR	7.71
4620L	Adult AV	5/1/22	AMAZON.COM	-160.65
4620L	Adult AV	5/1/22	AMAZON.COM	498.57
4620L	Adult AV	5/3/22	MIDWEST TAPE	16.79
4620L	Adult AV	5/3/22	MIDWEST TAPE	182.96
4620L	Adult AV	5/3/22	BAKER & TAYLOR INC.	16.88
4620L	Adult AV	5/4/22	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	5/4/22	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	5/4/22	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	5/4/22	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	5/4/22	BAKER & TAYLOR INC.	66.12
4620L	Adult AV	5/5/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	5/5/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	5/5/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/5/22	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	5/8/22	SYNCHRONY/AMAZON	187.67
4620L	Adult AV	5/10/22	MIDWEST TAPE	144.96
4620L	Adult AV	5/10/22	MIDWEST TAPE	39.99
4620L	Adult AV	5/10/22	MIDWEST TAPE	39.99
4620L	Adult AV	5/10/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	5/10/22	BAKER & TAYLOR INC.	36.19
4620L	Adult AV	5/10/22	BAKER & TAYLOR INC.	21.69
4620L	Adult AV	5/10/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	5/10/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	5/12/22	BAKER & TAYLOR INC.	121.21
4620L	Adult AV	5/12/22	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	5/12/22	BAKER & TAYLOR INC.	174.10
4620L	Adult AV	5/12/22	BAKER & TAYLOR INC.	38.93
4620L	Adult AV	5/13/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	5/13/22	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	5/13/22	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	5/16/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/16/22	BAKER & TAYLOR INC.	18.73
4620L	Adult AV	5/16/22	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	5/16/22	MIDWEST TAPE	34.99
4620L	Adult AV	5/18/22	BAKER & TAYLOR INC.	158.66
4620L	Adult AV	5/18/22	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	5/18/22	INGRAM	16.49
4620L	Adult AV	5/19/22	BAKER & TAYLOR INC.	13.96

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4620L	Adult AV	5/19/22	BAKER & TAYLOR INC.	35.44
4620L	Adult AV	5/23/22	MIDWEST TAPE	79.98
4620L	Adult AV	5/23/22	MIDWEST TAPE	14.99
4620L	Adult AV	5/24/22	CRIMSON MULTIMEDIA DIST., INC.	346.32
4620L	Adult AV	5/24/22	CRIMSON MULTIMEDIA DIST., INC.	183.44
4620L	Adult AV	5/25/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/25/22	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	5/25/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	5/25/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/25/22	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	5/25/22	THE TEACHING COMPANY	284.70
4620L	Adult AV	5/27/22	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	5/27/22	BAKER & TAYLOR INC.	13.96
4620L	Adult AV	5/27/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/31/22	MIDWEST TAPE	84.98
4620L	Adult AV	5/31/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/31/22	BAKER & TAYLOR INC.	27.29
4620L	Adult AV	5/31/22	BAKER & TAYLOR INC.	39.49
4620L	Adult AV	5/31/22	BAKER & TAYLOR INC.	28.66
4620L	Adult AV	5/1/22	AMAZON.COM	67.35
4620L	Adult AV	5/3/22	BAKER & TAYLOR INC.	25.69
4620L	Adult AV	5/4/22	BAKER & TAYLOR INC.	46.65
4620L	Adult AV	5/8/22	SYNCHRONY/AMAZON	17.96
4620L	Adult AV	5/10/22	MIDWEST TAPE	22.49
4620L	Adult AV	5/10/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	5/16/22	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	5/16/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	5/23/22	BAKER & TAYLOR INC.	27.91
4620L	Adult AV	5/23/22	BAKER & TAYLOR INC.	25.71
4630L	Youth Print	5/1/22	AMAZON.COM	-16.95
4630L	Youth Print	5/1/22	AMAZON.COM	185.16
4630L	Youth Print	5/1/22	CAVENDISH SQUARE	183.33
4630L	Youth Print	5/1/22	BAKER AND TAYLOR	532.23
4630L	Youth Print	5/1/22	BAKER AND TAYLOR	-9.58
4630L	Youth Print	5/1/22	BAKER AND TAYLOR	2,742.49
4630L	Youth Print	5/2/22	BAKER AND TAYLOR	55.48
4630L	Youth Print	5/2/22	SCHOLASTIC, INC.	54.60
4630L	Youth Print	5/2/22	SCHOLASTIC, INC.	18.20
4630L	Youth Print	5/3/22	BAKER AND TAYLOR	619.79
4630L	Youth Print	5/4/22	BAKER AND TAYLOR	350.39
4630L	Youth Print	5/6/22	BAKER AND TAYLOR	822.98
4630L	Youth Print	5/9/22	BAKER AND TAYLOR	387.22
4630L	Youth Print	5/9/22	BAKER AND TAYLOR	47.21
4630L	Youth Print	5/10/22	BAKER AND TAYLOR	218.94
4630L	Youth Print	5/11/22	BAKER AND TAYLOR	396.45
4630L	Youth Print	5/12/22	BAKER AND TAYLOR	43.21
4630L	Youth Print	5/13/22	BAKER AND TAYLOR	669.75
4630L	Youth Print	5/16/22	BAKER AND TAYLOR	618.97
4630L	Youth Print	5/16/22	BAKER AND TAYLOR	302.98
4630L	Youth Print	5/17/22	BAKER AND TAYLOR	28.77
4630L	Youth Print	5/17/22	INGRAM	20.39
4630L	Youth Print	5/17/22	BAKER AND TAYLOR	289.13
4630L	Youth Print	5/18/22	BAKER AND TAYLOR	1,134.43
4630L	Youth Print	5/18/22	INGRAM	56.86
4630L	Youth Print	5/18/22	MC/POLISH BOOKSTORE	238.35
4630L	Youth Print	5/22/22	BAKER AND TAYLOR	241.50
4630L	Youth Print	5/23/22	BAKER AND TAYLOR	378.93

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4630L	Youth Print	5/24/22	INGRAM	75.57
4630L	Youth Print	5/24/22	INGRAM	76.29
4630L	Youth Print	5/24/22	INGRAM	15.52
4630L	Youth Print	5/25/22	BAKER AND TAYLOR	438.14
4630L	Youth Print	5/25/22	BAKER AND TAYLOR	4.80
4630L	Youth Print	5/25/22	BAKER AND TAYLOR	686.62
4630L	Youth Print	5/26/22	BAKER AND TAYLOR	583.49
4630L	Youth Print	5/27/22	BAKER AND TAYLOR	417.65
4630L	Youth Print	5/29/22	BAKER AND TAYLOR	95.55
4630L	Youth Print	5/1/22	AMAZON.COM	51.52
4630L	Youth Print	5/1/22	BAKER AND TAYLOR	0.25
4630L	Youth Print	5/4/22	BAKER AND TAYLOR	45.86
4630L	Youth Print	5/4/22	BAKER AND TAYLOR	18.02
4630L	Youth Print	5/6/22	BAKER AND TAYLOR	186.23
4630L	Youth Print	5/9/22	BAKER AND TAYLOR	17.08
4630L	Youth Print	5/13/22	BAKER AND TAYLOR	173.75
4630L	Youth Print	5/16/22	BAKER AND TAYLOR	10.72
4630L	Youth Print	5/23/22	BAKER AND TAYLOR	63.48
4640L	Youth AV	5/1/22	AMAZON.COM	-20.10
4640L	Youth AV	5/1/22	AMAZON.COM	543.56
4640L	Youth AV	5/1/22	FINDAWAY WORLD, LLC	225.21
4640L	Youth AV	5/2/22	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	5/2/22	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	5/4/22	MC/BEST BUY	29.98
4640L	Youth AV	5/4/22	MC/AMAZON	159.98
4640L	Youth AV	5/4/22	BAKER & TAYLOR INC.	26.41
4640L	Youth AV	5/4/22	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	5/10/22	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	5/10/22	BAKER & TAYLOR INC.	23.50
4640L	Youth AV	5/10/22	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	5/11/22	BAKER & TAYLOR INC.	139.60
4640L	Youth AV	5/11/22	LIBRARY IDEAS, LLC	791.10
4640L	Youth AV	5/16/22	BAKER & TAYLOR INC.	8.08
4640L	Youth AV	5/16/22	BAKER & TAYLOR INC.	16.89
4640L	Youth AV	5/17/22	INGRAM	-11.86
4640L	Youth AV	5/17/22	FINDAWAY WORLD, LLC	69.99
4640L	Youth AV	5/18/22	LAKESHORE LEARNING MATERIALS	46.98
4640L	Youth AV	5/20/22	FINDAWAY WORLD, LLC	55.24
4640L	Youth AV	5/23/22	BAKER & TAYLOR INC.	15.42
4640L	Youth AV	5/23/22	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	5/24/22	CRIMSON MULTIMEDIA DIST., INC.	50.00
4640L	Youth AV	5/24/22	CRIMSON MULTIMEDIA DIST., INC.	50.00
4640L	Youth AV	5/1/22	AMAZON.COM	23.26
4640L	Youth AV	5/1/22	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	5/23/22	BAKER & TAYLOR INC.	14.69
4650L	Print Serials	5/1/22	MC/WALL STREET JOURNAL	149.97
4650L	Print Serials	5/1/22	COMMUNICATION ARTS	53.00
4650L	Print Serials	5/2/22	MC/DAILY HERALD	34.60
4650L	Print Serials	5/3/22	CHICAGO SUN TIMES	301.60
4650L	Print Serials	5/3/22	PADDOCK PUBLICATIONS	234.00
4650L	Print Serials	5/12/22	MC/LJL*LIBRARY JOURNALS	136.99
4650L	Print Serials	5/12/22	MC/LJL*LIBRARY JOURNALS	159.99
4650L	Print Serials	5/13/22	CHICAGO SUN TIMES	369.20
4650L	Print Serials	5/22/22	THE NEW YORK TIMES	105.60
4650L	Print Serials	5/26/22	MC/KD MARKET	22.40
4650L	Print Serials	5/30/22	MC/DAILY HERALD	34.60

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4650L	Print Serials	5/31/22	MC/CHICAGO GENEALOGICAL SOCIET	30.00
4650L	Print Serials	5/6/22	MC/WALL STREET JOURNAL	54.99
4660L	Electronic Resources	5/1/22	EBSCO INFORMATION SERVICES	446.00
4660L	Electronic Resources	5/1/22	PROQUEST INFORMATION AND LEARN	7,875.00
4660L	Electronic Resources	5/1/22	THOMSON REUTERS - WEST	1,541.85
4660L	Electronic Resources	5/1/22	INFO USA MARKETING, INC.	7,500.00
4660L	Electronic Resources	5/26/22	MERGENT, INC.	1,554.00
4660L	Electronic Resources	5/8/22	SCHOLASTIC, INC.	4,761.00
4661L	Digital Media	5/31/22	MIDWEST TAPE	3,197.33
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	555.88
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	212.79
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	569.02
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	1,412.14
4661L	Digital Media	5/31/22	KANOPY, INC.	576.00
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	577.91
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	1,189.75
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	98.00
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	71.50
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	994.56
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	1,405.27
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	269.48
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	57.00
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	95.00
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	55.00
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	110.00
4661L	Digital Media	5/1/22	OVERDRIVE, INC.	65.00
4661L	Digital Media	5/9/22	OVERDRIVE, INC.	342.00
4661L	Digital Media	5/9/22	OVERDRIVE, INC.	69.99
4661L	Digital Media	5/9/22	OVERDRIVE, INC.	49.99
4661L	Digital Media	5/9/22	OVERDRIVE, INC.	427.19
4661L	Digital Media	5/15/22	OVERDRIVE, INC.	702.94
4661L	Digital Media	5/15/22	OVERDRIVE, INC.	885.15
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	195.00
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	124.99
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	395.94
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	277.48
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	214.98
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	79.99
4661L	Digital Media	5/31/22	OVERDRIVE, INC.	46.49
4661L	Digital Media	5/3/22	OVERDRIVE, INC.	287.33
4661L	Digital Media	5/11/22	OVERDRIVE, INC.	175.63
4661L	Digital Media	5/17/22	OVERDRIVE, INC.	367.76
4661L	Digital Media	5/24/22	OVERDRIVE, INC.	248.75
4663L	Library of Things	5/1/22	AMAZON.COM	307.68
4663L	Library of Things	5/5/22	MC/TECHSOUP	165.00
4663L	Library of Things	5/24/22	MC/MOBILE BEACON	1,375.00
4663L	Library of Things	5/3/22	MC/NETFLIX	19.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/NETFLIX	19.99
4663L	Library of Things	5/3/22	MC/NETFLIX	19.99
4663L	Library of Things	5/3/22	MC/NETFLIX	19.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/3/22	MC/DISNEY	13.99
4663L	Library of Things	5/3/22	MC/NETFLIX	19.99
4663L	Library of Things	5/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/6/22	MC/NETFLIX	19.99
4663L	Library of Things	5/6/22	MC/NETFLIX	19.99
4663L	Library of Things	5/6/22	MC/NETFLIX	19.99
4663L	Library of Things	5/12/22	MC/NETFLIX	19.99
4663L	Library of Things	5/12/22	MC/NETFLIX	19.99
4663L	Library of Things	5/22/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	5/21/22	MC/T-MOBILE	516.60
4680L	Processing Supplies	5/1/22	BAKER AND TAYLOR	16.31
4680L	Processing Supplies	5/3/22	BAKER AND TAYLOR	27.84
4680L	Processing Supplies	5/5/22	DEMCO	221.64
4680L	Processing Supplies	5/6/22	DEMCO	332.46
4680L	Processing Supplies	5/10/22	BAKER AND TAYLOR	12.05
4680L	Processing Supplies	5/11/22	WAREHOUSE DIRECT	40.66
4680L	Processing Supplies	5/11/22	STAPLES BUSINESS ADVANTAGE	60.90
4680L	Processing Supplies	5/11/22	STAPLES BUSINESS ADVANTAGE	79.26
4680L	Processing Supplies	5/13/22	BAKER AND TAYLOR	25.16
4680L	Processing Supplies	5/16/22	BAKER AND TAYLOR	28.12
4680L	Processing Supplies	5/17/22	DEMCO	470.50
4680L	Processing Supplies	5/25/22	DEMCO	732.67
4690L	Programs	5/6/22	ST. CHARLES PUBLIC LIBRARY	15.63
4690L	Programs	5/11/22	URBAN GROWERS COLLECTIVE	250.00
4690L	Programs	5/12/22	SHU-JU ADA CHENG	350.00
4690L	Programs	5/23/22	LARRY A MCCLELLAN	200.00
4690L	Programs	5/26/22	ROSA M ZILINSKAS	150.00
4690L	Programs	5/1/22	AMAZON.COM	-52.09
4690L	Programs	5/1/22	ULINE	87.85
4690L	Programs	5/1/22	BAKER AND TAYLOR	9.50
4690L	Programs	5/1/22	FUN EXPRESS	57.89
4690L	Programs	5/12/22	PAYROLL - PAYCOM	24.49
4690L	Programs	5/12/22	SCHOLASTIC, INC.	175.00
4690L	Programs	5/13/22	MC/ETSY	63.34
4690L	Programs	5/19/22	MC/FAT BRAIN TOYS	54.94
4690L	Programs	5/1/22	MC/AMAZON	109.95
4690L	Programs	5/1/22	MC/4 IMPRINT	239.23
4690L	Programs	5/1/22	MC/4 IMPRINT	451.59
4690L	Programs	5/5/22	MC/COMIX REVOLUTION	50.00
4690L	Programs	5/6/22	MC/AMAZON	37.97
4690L	Programs	5/9/22	MC/AMAZON	189.73
4690L	Programs	5/11/22	MC/AMAZON	69.91
4690L	Programs	5/11/22	MC/WALMART	31.88
4690L	Programs	5/13/22	MC/JOANN STORES	6.05
4690L	Programs	5/18/22	MC/AMAZON	143.92

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4690L	Programs	5/19/22	MC/4 IMPRINT	-239.23
4690L	Programs	5/19/22	MC/4 IMPRINT	-451.59
4690L	Programs	5/19/22	MC/AMAZON	12.99
4690L	Programs	5/20/22	MC/COSTCO	117.90
4690L	Programs	5/23/22	WILMETTE PUBLIC LIBRARY	65.00
4690L	Programs	5/24/22	MC/AMAZON	97.39
4690L	Programs	5/26/22	MC/AMAZON	37.23
4690L	Programs	5/27/22	MC/WALMART	19.08
4690L	Programs	5/27/22	INGRAM	160.58
4690L	Programs	5/31/22	BAKER AND TAYLOR	458.66
4690L	Programs	5/1/22	AMAZON.COM	7.99
4690L	Programs	5/2/22	MC/AMAZON	20.58
4690L	Programs	5/5/22	MC/COMIX REVOLUTION	10.00
4690L	Programs	5/12/22	PAYROLL - PAYCOM	56.72
				\$770,577.78
9530L-030-05	1000 Books Before Kindergarten	5/12/22	PAYROLL - PAYCOM	30.00
9540L-110-03	Morale Committee	5/17/22	MC/WHOLE FOODS	14.30
9540L-110-03	Morale Committee	5/26/22	PAYROLL - PAYCOM	81.55
9540L-120-08	One Book One Community Program	5/12/22	THE LYCEUM AGENCY	4,500.00
9540L-220-03	SB Reading Program	5/1/22	AMAZON.COM	150.40
9540L-220-03	SB Reading Program	5/3/22	MC/AMAZON	16.70
9560L-090-South	South Branch Fiber	5/19/22	AT&T	269.44
9560L-090-South	South Branch Fiber	5/19/22	AT&T	-284.82
9570L-010-02	Grant Expenses - Digital Media	5/1/22	AMAZON.COM	1,198.52
9570L-010-02	Grant Expenses - Digital Media	5/12/22	MC/APPLE	5,598.00
9570L-010-02	Grant Expenses - Digital Media	5/12/22	MC/APPLE	304.00
			Total Library Fund Expenses for May, 2022	\$782,455.87

Mount Prospect Public Library
 Capital Project Expenses by G/L Acct #
 For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	5/31/2022	Service Charge	12.00
Total Capital Project Restricted Fund Expenses for May, 2022				<u>\$ 12.00</u>

Debt Service Fund
 Debt Service Fund Expenses by G/L Acct
 For the Period From May 1, 2022 to May 31, 2022

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	5/31/22	May 2022, interest expense accrual \$31,000 x 1/12	2,583.33

Total Debt Service Fund Expenses for May, 2022 \$ 2,583.33

Mount Prospect Public Library
 Gift Fund Expenses by G/L Account #
 For the Period From May 1, 2022 to May 31, 2022

<u>Account ID</u>	<u>Account Description</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Amount</u>
8710G	Gift Fund: Books	5/5/22	BAKER AND TAYLOR	33.90

Total Gift Fund Expenses for May, 2022 \$ 33.90



Our mission is cultivating community connections, inspiring learning, and enriching lives.

Our vision is a connected community with opportunities for exploration and growth.

We value community focus, adaptability, inclusivity, welcoming, accessibility, and learning.

Initiative	Goal	Activities	Outcome
User Focused Spaces	Provide inviting, comfortable, modern, and accessible spaces that meet a variety of patron needs	<ul style="list-style-type: none"> Develop and implement a facility Master Plan (Main) Improve and expand the South Branch facility Implement intuitive wayfinding Create a new easy-to-navigate, simplified website Install engaging materials and resources displays 	The community perceives the spaces are attractively and effectively supporting the needs of all users
Community Focused Services & Awareness	Expand awareness and use of the library and its physical and virtual services	<ul style="list-style-type: none"> Provide convenient community services at the library Create fixed and mobile satellite service locations Expand off-site programming and outreach Improve and expand adult programming Adjust library facility availability to meet community needs Create and implement a comprehensive marketing plan Develop and implement library card campaigns Create readily available evergreen service materials 	The library is considered an important, relevant, and convenient community resource
Improved & More Available Materials & Resources	Increase use of and satisfaction with the library's materials and resources	<ul style="list-style-type: none"> Expand access through materials through resource sharing Allocate funds to electronic materials to meet demand Create a dedicated collection for in-library browsing Provide up to date technology and circulating resources Expand digital media and makerspace tools and resources 	Patrons are satisfied with quality materials and resources that are obtainable quickly and conveniently



Mount Prospect
Public Library

DRAFT v3

Strategic Plan

July 2022 – June 2025

Introduction

Strategic planning is the systematic process of envisioning a desired future and translating that vision into broadly defined goals and a sequence of steps to achieve them.

Over the past two years, there have been changes in the world at large due to the global pandemic that have made it essential for the Mount Prospect Public Library (MPPL) to seriously evaluate if the needs of the community are being met. This strategic plan is meant to be used as a roadmap for meaningful change. The ultimate goal of this process was to hear directly from the community how the library can best serve them.

Background

The library last completed a strategic plan in 2019. That plan, effective from 2019 through 2023, was a hybrid strategic and operational plan created primarily by staff. In March 2020, when the pandemic emerged, the plan was put on hiatus. In 2021, the Board of Trustees approved a set of short-term goals designed to address the current environment. In late 2021 the Board approved a new strategic planning timeline and agreed to separate the strategic plan from the operational plan.

ReThinking Libraries, a professional strategic planning consulting firm, was hired to coordinate and facilitate the activities. The planning process was kicked off in January 2022 and the final plan was officially approved by the library board in June 2022. This plan will be effective from July 2022 through June 2025.

Approach to Planning

To ensure a thorough and positive planning experience, the library engaged in a collaborative, in-depth data gathering process with the community, library board, and library staff. These activities included:

- All-community survey. (Over 2,000 received)
- Strategic Retreat (11 staff, 4 trustees, 4 community members)
- Staff and Board input sessions (6 sessions, 120 attendees)
- Community input sessions (12 sessions, 165 attendees)
- Mount Prospect demographic data and maps
- Key library related results from the Village 2020 survey
- Library benchmark analysis
- Collection utilization analysis

See the supplemental “Findings Book” for a comprehensive overview of the input received during the strategic planning process.

Mission Statement

A mission statement answers the question, “Why do we exist?” The library’s current mission statement was reviewed during input sessions, and a new statement was written based on feedback.

- Cultivating community connections, inspiring learning, and enriching lives.

Vision Statement

A vision statement answers the question, “What do we want to achieve?” The library’s current vision statement was reviewed during input sessions, and a new statement was written based on feedback.

- A connected community with opportunities for exploration and growth.

Values

Values define the culture and character of the library, and answer the question, “How do we behave?” The library’s current values were reviewed during input sessions, and new values were written based on feedback.

- Community focus. Providing relevant services and fostering community connections.
- Adaptability. Being nimble and flexible to creatively meet changing needs.
- Inclusivity. Supporting and valuing the diverse needs of all.
- Welcoming. Creating an inviting, safe, and easy to use environment.
- Accessibility. Ensuring easy access to materials and services whenever and wherever needed.
- Learning. Encouraging an ongoing pursuit of knowledge and discovery that enriches lives.

Initiatives, Goals, Activities

The strategic initiatives, goals, and activities are the outcome of the data-gathering process and comprise the core of the strategic plan. They answer the question, “What are our priorities and how are we going to address them?”

Strategic Initiatives

The strategic initiatives guide our actions in allocating financial resources and staff time. They do not eliminate efforts in other areas, but they receive the most focused attention of all the activities we undertake for the next three years.

- A. Community Focused Services and Awareness
- B. User Focused Facilities
- C. Improved and More Available Materials and Resources

Goals

Goals are designed to focus on what the community receives and not on the resources the library needs to deliver the service.

Potential Activities

Potential activities are meant to illustrate possible actions the library will complete in order to meet the goals of the plan. They are not intended to be absolute, but rather realistic suggestions that reflect the current environment. As the environment changes, and more information is discovered during the research phase of each activity, changes are possible. The aim of the activities is to meet the identified goals.

Strategic Initiative A: User Focused Spaces

Goal A1: Provide residents with user-focused, comfortable, and inviting spaces that prioritize usage based on community needs and are furnished with modern, comfortable, and accessible furniture and fixtures.

Potential Activities:

- A. Contract with an architect to create a facility Master Plan for the Main Library.
- B. Identify implementation timeline and funding of the Master Plan for the Main Library.
- C. Collaborate with the Village of Mount Prospect to expand, improve, or relocate the Community Connections Center that houses South Branch and Human Services.
- D. Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.
- E. Identify expanded services and resources necessary to occupy an expanded, improved, or relocated South Branch.
- F. Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.

Goal A2: Enable patrons to intuitively find their way through library spaces with excellent wayfinding and signage at all locations.

Potential Activities:

- A. Conduct a signage audit in conjunction with Goal A1 and implement recommendations as appropriate at all locations.
- B. Create a new patron-focused website with simplified navigation and standardized naming conventions.

Goal A3: Provide eye-catching and interesting displays throughout all locations to enable unexpected and organic discovery of materials and resources by patrons.

Potential Activities:

- A. Conduct a display and shelving audit in conjunction with Goal A1 and implement recommendations as appropriate.

Strategic Initiative B: Community Focused Services and Awareness

Goal B1: Provide convenient, non-traditional services that add value to the library's contributions to the community.

Potential Activities:

- A. Evaluate providing passports and/or license plate stickers.

Goal B2: Offer a wide variety of interesting adult programs that appeals to a range of audiences.

Potential Activities:

- A. Evaluate current adult programming and incorporate new ideas from the strategic planning results.

- B. Increase the coordination of adult programs across MPPL departments, including South Branch.

Goal B3: Meet patrons where they are and further embed library services and outreach within the community.

Potential Activities:

- A. Evaluate the feasibility of installing kiosks, vending machines, or other self-service systems within the community.
- B. Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided “on the road.”
- C. Identify and evaluate added outreach visits and/or programming to senior homes, multifamily dwelling units, churches, and other spaces where the community congregates.

Goal B4: Provide in-house library services at times that are convenient for patrons and utilize staff resources during the most popular times.

Potential Activities:

- A. Evaluate library hours at all locations and adjust to meet community needs.
- B. Review the list of closed days and adjust to address new or changed state or federal holidays.

Goal B5: Patrons will be aware of library offerings through a variety of channels, tailored to meet community needs.

Potential Activities:

- A. Develop standardized, evergreen service offering materials in a variety of mediums that are suitable for new residents, new cardholder orientation, outreach events, etc.
- B. Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.
- C. Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.

Strategic Initiative C: Improved and More Available Materials and Resources

Goal C1: Patrons will find the materials they want, when they want, for reading, viewing, and listening for pleasure and knowledge.

Potential Activities:

- A. Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
- B. Increase the budget allocation for electronic materials with the intent to reduce wait times for popular materials.
- C. Establish a non-holdable collection consisting of popular materials, targeted to the browsing patron.

Goal C2: A variety of practical, fun, and up to date technology and other resources will be available to patrons to use at the library and check out to use remotely.

Potential Activities:

- A. Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.
- B. Increase number and type of circulating resources (i.e. Library of Things).
- C. Create a limited Digital Media Lab at Main that includes some makerspace elements.
- D. Evaluate opportunities to provide dedicated space for technology and makerspace resources at all locations.

Organizational Competencies

Even the best-run libraries may have room for improvement in certain operational areas, and these issues can make it difficult to provide services regardless of the library's priorities. Organizational competencies are what the library must do in order to improve the ability to provide the desired services articulated in the goals and are meant to increase the library's effectiveness and efficiency. In this plan, the impact of the pandemic on staff resources is addressed.

Marketing/Public Relations/Communications/Graphic Design

- 1. Clarify the objective of the department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.
- 2. Conduct a departmental assessment, including divisions of responsibility and workload.
- 3. Evaluate staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.

Public Services

- 1. As the majority of this plan includes additions, improvements, and increases to public services, each public service department will conduct an assessment to identify what existing offerings need to be adjusted, shifted, or reduced to accommodate the new and improved services. This assessment should include an evaluation of current staffing and budget resources, and result in a written plan that will be shared with the Board and staff.

Evaluation Process

This plan is designed to be flexible and responsive to changes in the economic, demographic or sociopolitical climate. The strategic initiatives and goals are broad enough to allow for necessary modifications to the activities that are carried out. All of the activities are defined as "potential" in order to allow changes to the plan as needed. Library management will work closely with the Board of Trustees prior to finalizing and implementing activities over the next three years. Reporting progress toward meeting the goals will be a regular part of library board meetings.

Mount Prospect Public Library
Bylaws

C. Officer Duties

1. The President shall preside at all meetings of the Board and appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall be an ex-officio member of all committees. The President shall be the official spokesperson for press releases and official messaging.
 2. The Vice President shall act as a presiding officer in the absence of the President and assume the duties and responsibilities of the President in the event of a vacancy in the office of the President. The Vice President shall review the minutes and audio tapes of closed meetings prior to the Board's semi-annual review of such minutes.
 3. The Treasurer shall be the Chief Fiscal Officer of the Board and is responsible for all funds under the authority of the Board of Library Trustees; and shall prepare or cause to be prepared the appropriate monthly reports and annual reports of the funds. The Treasurer is authorized by the Board to sign checks, shall serve on the Finance Committee, and keep or cause to be kept all financial records of the Board. The Treasurer shall be bonded in the amount to be approved by the Board and according to statute requirements.
 4. The Secretary shall maintain and keep or cause to be kept true and accurate minutes and account of all proceedings and correspondence of the Board of Library Trustees; issue or cause to be issued all notices for all meetings of the Board of Library Trustees; and be the custodian of all records of the Board of Library Trustees and of the Mount Prospect Public Library.
- D. A library trustee will attend the monthly meeting of the Mount Prospect Public Library Foundation (MPPLF) as representative of the Board of Trustees. Per MPPLF bylaws, this Trustee is authorized to act on behalf of the Board of Trustees as a voting member.

IV. Meetings

- A. The regular meetings of the Board of Library Trustees of the Mount Prospect Public Library shall be held at 7:00 p.m. on the third Thursday of each month at the Mount Prospect Public Library.
- B. Special meetings may be called by the President or any four (4) Library Trustees, upon forty-eight (48) hours written notice to each Library Trustee and which notice otherwise shall be given in the manner provided by law.
- C. Notice of all Board meetings shall be posted in the Library and on the Library website forty-eight (48) hours prior to the meeting.
- D. If a quorum of the members of the Board or a Board committee is physically present as required by subsection (b), a majority of those physically present, or at least 3 physically present members of a committee consisting of 5 members, may allow a member of that body to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of:
 1. personal illness or disability;
 2. employment purposes or the business of the public body; or
 3. a family or other emergency.
- E. All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Compiled Statutes. The Board may adjourn to a closed Executive Session for the purpose of considering matters of personnel, land disposition, and other matters as authorized by Chapter 5, Act 120, ILCS, The Open Meeting Act. Matters discussed in Executive Session shall not be binding unless approved at an open meeting.

Electronic Meetings Policy

The Board of Library Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible; and

The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the open meetings act; and

The open meetings act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance; and

The Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the open meetings act.

The Board of Library Trustees, having considered the aforesaid matters, hereby adopts this policy to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this resolution, and to adopt, establish, and set forth the rules of the board applicable thereto:

1. All pertinent provisions of the open meetings act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, and the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; in particular, any use of closed sessions shall be in compliance with the provisions of the act.
2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
3. Pursuant to the open meetings act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.
4. All board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the secretary as done by electronic attendance.
5. A board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the board at least 24 hours prior to the meeting unless such advanced notice is impracticable.
6. A board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to (i) personal illness or disability; (ii) employment purposes or the business of the board; or (iii) a family or other emergency.
7. As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the board.
8. The meeting minutes shall include, but need not be limited to; (i) the date, time, and place of the meeting; (ii) the members of the board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference, or by other electronic means; and (iii) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
9. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the board but shall be used only as necessary to allow

the participation of board members who are unable to attend in person due to such circumstances listed in provision 6 of this policy.

10. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. A speakerphone) in order that the public audience, the library members in attendance, and any staff will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.

Passed by the Board of Library Trustees,

_____ County, Illinois, in public session assembled this _____ day of _____, 20__.

Board of Library Trustees

President

Attest:

Secretary

SAMPLE

May 2022

Youth Services

- 1) We celebrated Screen Free Week (May 2-8) by distributing 141 packets of content and activities from the website, <https://screenfree.org/>, as well as library resources and a display with books about crafts, hobbies, cooking, etc. This display got a lot of traffic and had to be refilled multiple times.
- 2) Our Mental Health Awareness Month display included topics such as feelings, mindfulness, yoga, and mental health. A patron shared this picture on Instagram.
- 3) We spent three days at Westbrook for Camp Read S'more, where we provided information about summer reading and shared notable books from many different collections. The students spent a couple of minutes at each station, browsing books and deciding which ones they would like to check out from the library in the future. For the preschool classes, staff read a story and shared a song about s'mores. Approximately 360 students participated.
- 4) The Discovery Zone is getting back to pre-pandemic busyness. The Nintendo Switch is now available to play, children still enjoy drawing on the white wall, and it can be a good place to work on group projects.



South Branch & Community Engagement

- 1) Staff from South Branch and Youth Services collaborated to present a STEAM program to children in D57's After-School Program at RecPlex. Children rotated through eight STEAM stations. This was a new outreach connection for us, and we look forward to future collaborations.
- 2) Asian-Pacific Heritage Month was recognized via a rotating display of materials for all ages and a very popular origami-making station.
- 3) Staff visited the Kenneth Young Center's LGBTQ+ Youth and Young Adult Center. Located in Schaumburg, the Center provides a range of services, resources, programs, and respite for young people ages 11-24 in the northwest suburban area who identify as LGBTQ+. The Center also hosts parent groups and has an active Youth Advisory Council. The staff at the Center are eager to collaborate and share resources with the library.
- 4) The weekly Play and Learn bilingual English/Spanish storytime for Pre-K children and caregivers has been well-attended since returning to in-person in March. The program features music, crafts, and play-based learning and is presented in collaboration with staff from the Village's Human Services Department.



Research

- 1) Staff had several positive interactions with patrons who needed to attend online meetings through Teams or Zoom and were able to use the new in-house circulating laptops paired with a study room reservation.
- 2) Anne Shaughnessy received a Resolution of Appreciation from the Mount Prospect Historical Society for her digitization work and for representing the library on the Pandemic Moments Committee. To date, Anne has digitized and cataloged almost 400 photos, documents, and oral histories from the MPHS collection.
- 3) Gale courses set a record with 35 course enrollments in May, while LinkedIn Learning had 2,092 video views in May, the highest number of video views since March 2020.



Fiction/AV/Teen

- 1) We visited virtually every middle and high school in our service area to promote this year's Summer Reading Challenge and engaged an estimated 2,187 students – which translated into a high number of early registrations and inquiries.
- 2) A revamped pathfinder and display for this year's Sunshine books (school assigned reading) highlights ways to better connect students with appealing books.
- 3) A display curated to celebrate Jewish Heritage Month received strong patron interest; one patron was inspired to obtain a library card that very evening in order to check out several books she found on the display, and another asked staff after the display had gone down about finding more of the featured titles "because the book I took home spoke to me so deeply."



Registration

- 1) We worked with the Prospect Heights Library to give library cards to Mount Prospect students attending schools in District 23. Fourteen cards were issued, with parent or guardian permission.
- 2) Six library cards were issued to residents of Rimland Services, an adult group home located in Mount Prospect.
- 3) Public meeting room rentals began again after a 26-month hiatus. We had seven rentals: four music recitals, a condo association board meeting, a town hall meeting with local representatives, and District 214 Read to Learn gathering. Patrons are very excited to be able to use the public meeting rooms again.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Circulation

- 1) The long-awaited Library of Things collection launched in May and includes a projector, karaoke machine, DVD and CD players, Bluetooth speakers, as well as some yard games – just in time for Memorial Day and summer!
- 2) Our canvas bags received an update this month – the blue checkout bags have now been replaced by larger, sturdier canvas bags featuring the updated MPPL logo, and the canvas bags we have available for purchase were updated as well.



Building & Security

- 1) With the warmer weather our grounds work has been a priority. Our lawn irrigation system was restored and also required repairs to the safety device that protects backflow into the water supply. We also planted all of our annual garden plantings as well as the planters in front of the library.
- 2) In June, the annual maintenance work was done on several of our essential systems including the fire sprinkler system, HVAC chillers, and emergency back-up generator.

Collection & Bibliographic Services

- 1) CBS Department Head, Kevin Medows, departed in May to take the Executive Director position at the Rolling Meadows Library. We were fortunate to have a very well-qualified internal candidate, Ross Shanley-Roberts, who took over at the end of May.



Communications & Creative Services

- 1) May marked Emme Guest's six-month anniversary as our Content Coordinator. In this time, we have grown our social media following steadily. Our Facebook page likes are up 60% from the previous six-month period, and Instagram followers are up 122%. Our new followers are from Mount Prospect, reinforcing the importance of creating community-focused content for our platforms.
- 2) Social Media Highlights:
 - FB: 23 posts and 26 events | 23 page likes
 - TWITTER: 24 Tweets | 19 mentions | 1 follow
 - INSTA: 13 posts and Stories | 15 page follows
 - YOUTUBE: 6 videos | 871 views | 1 subscriber



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) May was primarily spent coordinating Summer Reading projects; we coordinated 76 different Summer Reading designs following the new branding guidelines and printed close to 1,000 pieces in-house. Several pieces such as reading logs and promotional flyers were sent to State Graphics for printing. Our team worked closely with IT to get the Summer Reading content on the website and create the Beanstack banners for online participation.



Human Resources & Learning

- 1) Number of terminations: 8
- 2) Number of new hires/internal promotions: 3
- 3) Staff anniversaries: 5 years: Emily Whitmore
- 4) Above and Beyond Award: Debbie Fitzgerald, Joe Graska, Andrew Kaiser, Chelsea Lord, Abby Weaver

- 5) COVID-19 cases were significantly on the rise during May, resulting in staffing challenges. On May 31, we reset mask expectations to “recommended,” in line with Cook County’s directives upon reaching “high” community spread.



- 6) Ten staff members from various departments attended the 2022 Reaching Forward Conference. Some of the take-aways they shared were targeted direct mailings to reaching underserved populations in our community, ways to increase social media views such as library “unboxing videos,” and some of the latest information on ergonomics like providing downward slanted keyboards that can be used for staff experiencing issues with pain when typing. Attendees reports with all their insights from conferences are shared with all staff.

- 7) This year’s second Staff In-service Day has been scheduled for Friday, November 4. The overall theme for discussion is intellectual freedom and Ashley Hope Perez, author of *Out of Darkness*, to discuss banning books from an author’s perspective. We will also have presentations that cover the policies and procedures on responding to challenges from patrons and de-escalation skills.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Information Technology

- 1) IT has completed the migration of network data and virtual machines to the new storage area network device.
- 2) eResource Central (eRC) went live in May – this fully integrates e-material from OverDrive, Hoopla, and Comics+ into the catalog.
- 3) Mobile Beacon has replaced all of our older model circulating hotspots; all are now the newer model Franklin T10.

Friends of the Mount Prospect Public Library

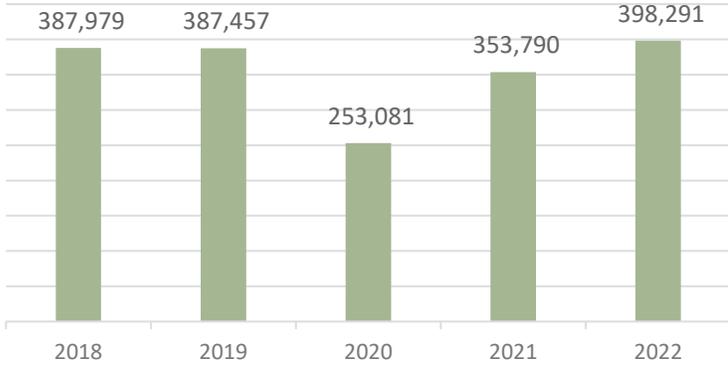
- 1) The Spring Book Sale generated more than \$13,500 in revenue, which was higher than 2019 spring sales totals. The next book sale is scheduled for the weekend of July 30-31.

Mount Prospect Public Library Foundation

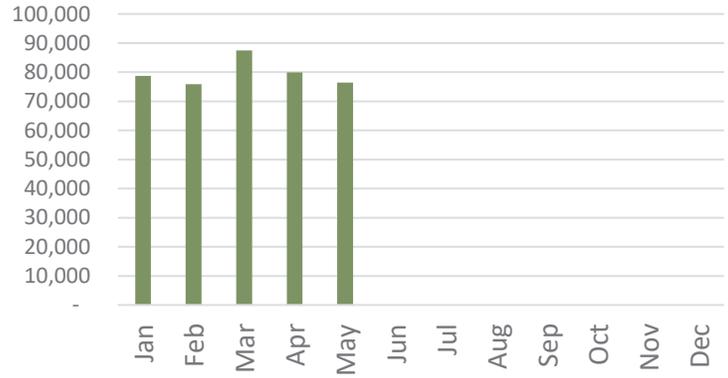
- 1) Conducted regular monthly board meeting.

Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

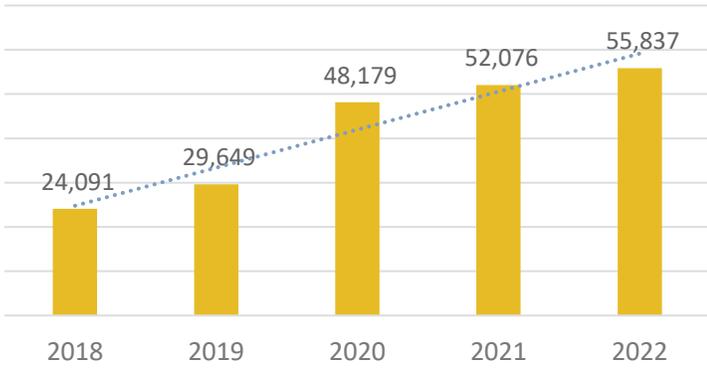
Overall Circulation YTD



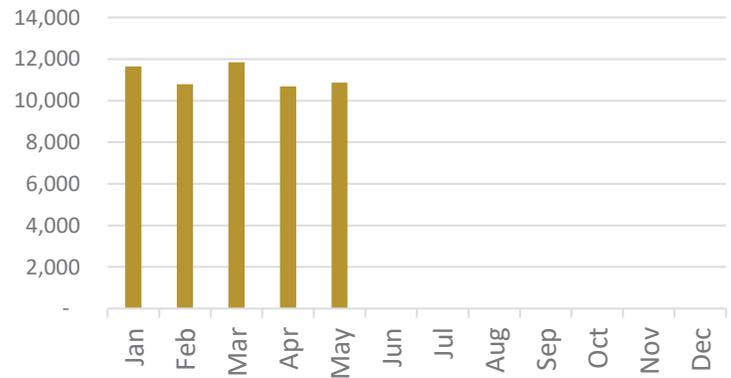
Overall Circulation 2022 by Month



eMedia Circulation YTD

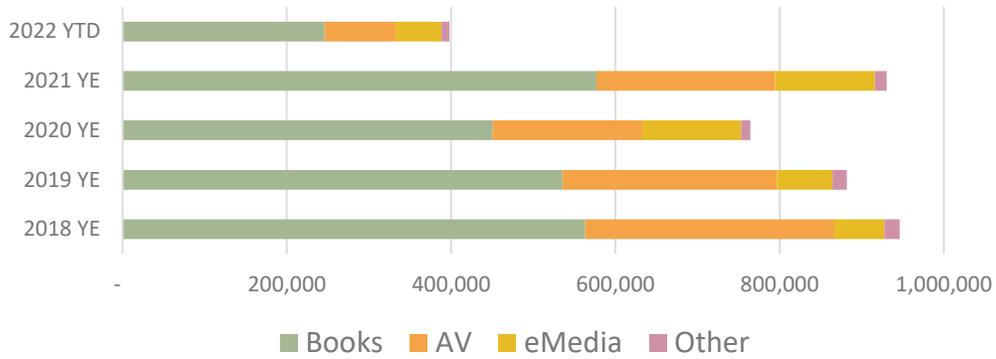


eMedia Circulation 2022 by Month

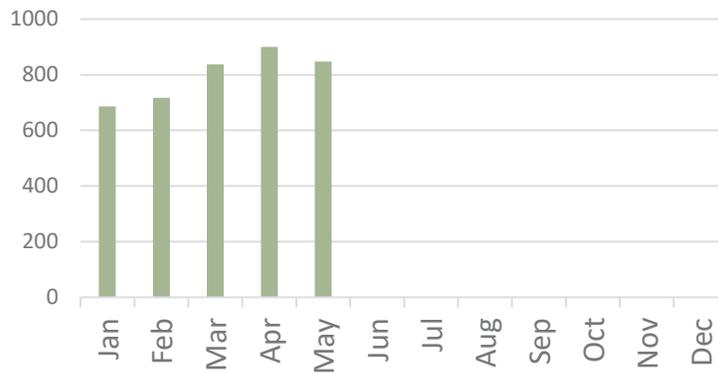


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

Circulation by Type



Study Room Usage 2022

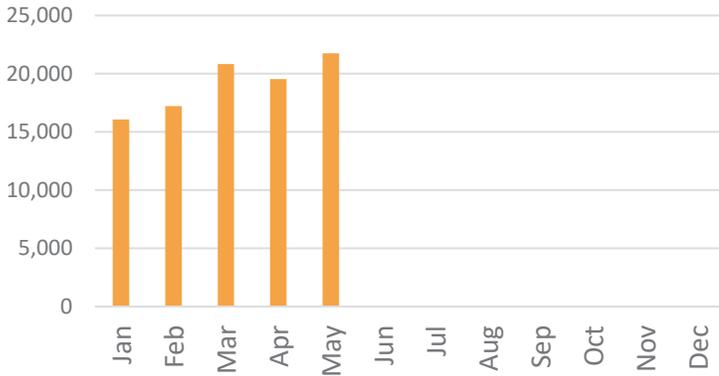


Wireless Unique Users YTD

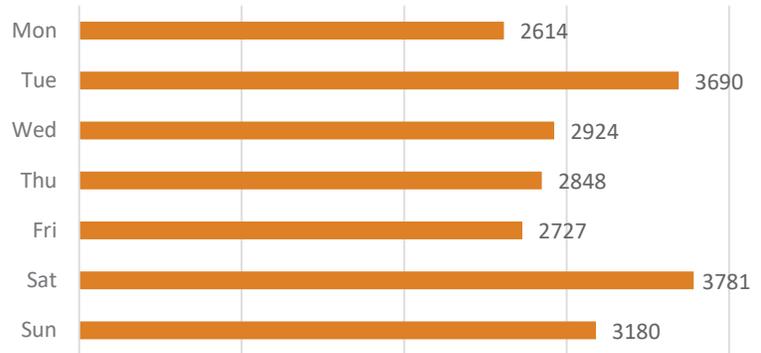


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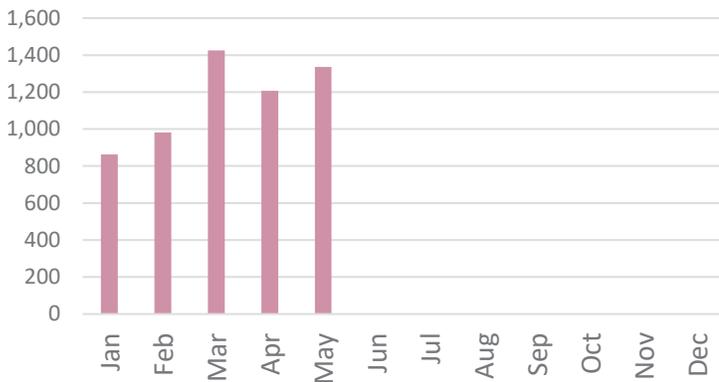
Door Count 2022 by Month - Main



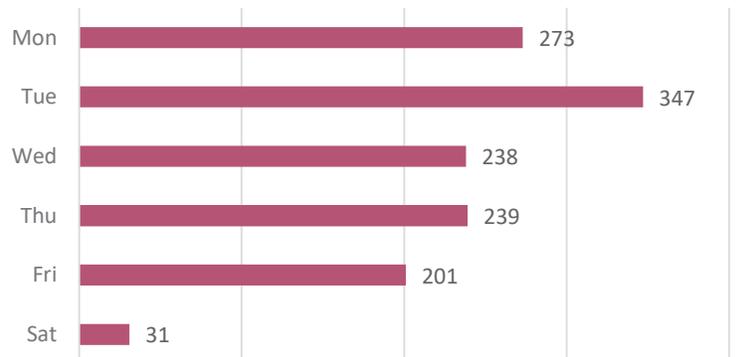
Door Count - Main - Days of Week



Door Count 2022 by Month - South Branch

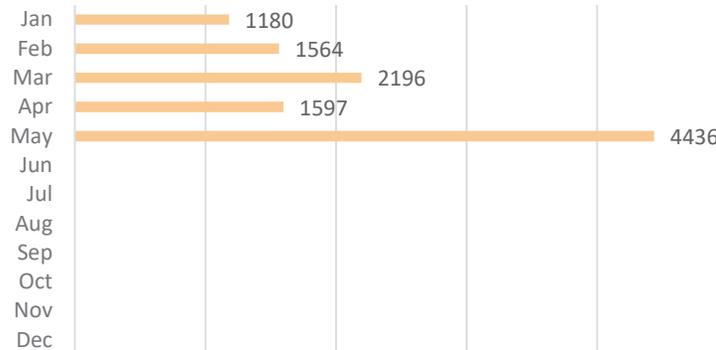


Door Count - South Branch - Days of Week



Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

Program Attendance 2022 by Month



May Program Highlights:

- Lighthouses of Michigan (33 attendees, virtual)
- Investing Made Simple (recording, 35 May views)
- Movies @ MPPL: *West Side Story* (22 attendees, in-person)
- Summer Reading Promotion (11 schools; 2,817 attendees)
- School Visits/Field Trips (18 visits; 928 attendees)
- Bingo de primavera (26 attendees, virtual)
- Exam Cram Study Lounge (4 sessions; 62 attendees, in-person)
- Jugar y Aprender (5 sessions; 53 attendees, in person)
- Outdoor Storytimes at Pocket Park (2 sessions; 72 attendees, in-person)

Number of Programs 2022 by Month

