

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

Regular Board Meeting
April 15, 2021 7:00 p.m.
Zoom Meeting
AGENDA*

Remotely via Electronic Means, Zoom Meeting

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

Meeting ID: 895 5453 5533

Passcode: 575485

+1 312 626 6799 US (Chicago)

- 1. Call to Order**
- 2. President Statement Regarding Virtual Meeting**
“This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to “COVID-19 Executive Order No. 5” and the Government Emergency Administration Act. Pursuant to said Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library’s attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions.”
- 3. Roll Call**
- 4. Audience to Visitors**
- 5. Proclamation Recognizing Trustee Terri Gens (5)**
- 6. Consent Agenda**
 - a. Approve Minutes of Regular Board Meeting of March 18, 2021 **(6-8)**
 - b. Approve Minutes of Committee of the Whole Meeting of April 1, 2021 **(9-10)**
 - c. Approve March 2021 Bills **(11)** and Financial Reports **(12-25)**
 - d. Proclamation Recognizing Trustee Terri Gens **(5)**
- 7. President’s Report**
- 8. First Quarter Financial Review**
- 9. Executive Director Report (3-4)**
- 10. March 2021 Library Activity (28-35)**
- 11. EDI Statement Update (36)**
- 12. Trustee Reports and Comments**

**All topics on the agenda are potential action items*
04/15/2021 Regular Board Meeting Agenda

13. Upcoming Meetings and Events Calendar

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

14. Adjournment

Mount Prospect Public Library
Board of Trustees

Library Director Report
April 15, 2021

1. **Consent Agenda.** This is agenda item number 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.

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

2. **First Quarter Financial Review.** This is agenda item number 8. Head of Business Operations Karen Almeleh will present our first quarterly financial review. We will review revenue and expenditure variances against the 2021 budget. [Right size budget]
3. **Brand Update Consultant Selection.** This is agenda item number 9. Included in the packet is a summary of the brand update RFP and selection results. I will share the selected firm at the meeting (the final decision and reference checks were still in progress at the time of writing this report.) This expense is included in the 2021 approved budget so additional approval is not required. [Upgrade brand]
4. **Reopening Report.** This is agenda item number 9. The library continues to move forward with reopening plans but are monitoring reports on increasing Covid cases and potential changes in restrictions. Assuming we are still in a position to do so, on Monday, April 19, 2021, we will be expanding the time limit to two-hours, opening study rooms, and opening more public computers and seating. Masks are still required, regardless of vaccination status.

Our current plan is to return to regular hours at Main in May, and then remove the time limit in June. Anticipating that most everyone who wants to be vaccinated will be, beginning in July we will reduce staff remote work (with the ability to approve on a case-by-case basis as needed). The Teen Space and Kids Play Areas are planned to open in August after schools starts, and inside in-person programs and public meeting rooms will begin in October.

One item that is difficult to address is capacity limits at both locations. We are starting to hear about businesses potentially operating at expanded capacity if customers are vaccinated. We are not planning on implementing a vaccine verification program; we anticipate continuing to follow the stricter capacity guidelines. This is a moving target right now, and we are following the state and county reports. [New normal]

5. **Open Hours Decision.** This is agenda item number 9. After much analyzing, deliberating, and debating, we have come to a decision on implementing new post-pandemic open hours at Main, effective Monday, May 17, 2021. As suggested by the Board, we conducted a patron survey through our weekly email blast, and we considered statistical data we gathered prior to the pandemic along with staff interactions with patrons and anecdotal information.

We plan to adopt the new hours on a trial basis through the end of 2021, then re-evaluate to see if any adjustments are needed. Now that we have hourly people counters in both locations, we will have a much clearer picture of when the physical library is being used.

- Monday – Thursday: 9:00 a.m. – 9:00 p.m.
- Friday: 9:00 a.m. – 7:00 p.m.
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: 12:00 p.m. – 6:00 p.m.

Mount Prospect Public Library
Board of Trustees

No changes to South Branch hours are recommended at this time; we plan to continue our normal hours. [New normal]

6. **EDI Statement Update.** This is agenda item number 11. At the April 1 Committee of the Whole meeting, Trustees reviewed the draft EDI statement and provided input. There was general consensus to include the following changes in a revised statement:
- Broaden the scope of the statement
 - Define what equity, diversity, and inclusion means for the library
 - Add celebratory words to the beginning
 - Simplify and clarify the language

The revised statement is in the packet. You will note that the EDI definitions are not in there yet; we are still working with our consultant to complete them. We plan to post the revised statement to the website the week of April 19. [EDI]

7. **Upcoming Bids.** This is advance notice that we will be going out to bid for two capital projects in the next couple of months, and we will ask the Board to approve them at a regular meeting. A formal closed-bid process is required for Public Works projects with a cost of over \$25,000. The two projects are 1) upgrade all audio-visual equipment in Meeting Room A and 2) replace a boiler that is part of our HVAC system.
8. **SEI Filing Reminder.** If you haven't filed your annual Statement of Economic Interest with the Illinois Secretary of State you have about two weeks left to do so. The deadline is May 3, 2021.
9. **Trustee Day 2021.** Included in the packet is a flyer offering Trustee training on Saturday, May 22, 2021 from 10:00 a.m. – 11:30 a.m., both in-person in Orland Park or virtual via Zoom. If you are interested in attending, you can register yourself as there is no cost for this program.
- <https://www.eventbrite.com/e/atlas-trustee-day-2021-tickets-145553942761>

PROCLAMATION OF RECOGNITION
Terri Gens

WHEREAS, Terri Gens has served the Mount Prospect Public Library as a Library Trustee since 2017, when she was first appointed and then elected as Trustee; and

WHEREAS, she has served in the officer roles of Assistant Treasurer and Secretary during her tenure on the Board and has served on numerous committees including Advocacy, Art, Finance, Personnel, and 75th Anniversary; and

WHEREAS, in her role as Trustee she has tirelessly promoted the Mount Prospect Public Library throughout the community; and

WHEREAS, in her role as Trustee she has passionately advocated to state representatives to support the library; and

WHEREAS, she, along with the other Trustees, successfully led the library through a time of great instability during the 2020 pandemic; and

THEREFORE, be it resolved by the Library Board of Trustees of the Mount Prospect Public Library at their regular meeting, April 15, 2021 that their sincere thanks and appreciation is hereby given to Terri Gens for her service to the residents of Mount Prospect and the Mount Prospect Public Library.

Sylvia M. Haas
President, Library Board of Trustees

**Regular Board Meeting
March 18, 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 7:05 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff Present: Jo Broszczak, Su Reynders

Visitors: There were approximately 22 visitors and staff on the electronic meeting.

4. Resolution of Appreciation – Rosemary Groenwald

President Haas referred to the Resolution of Appreciation displayed on the screen and thanked Ms. Groenwald for her 33 years of service to the library.

5. Audience to Visitors

None

6. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of February 18, 2021
- b. Approve Minutes of Committee of the Whole Meeting of March 4, 2021
- c. Approve February 2021 Bills and Financial Reports
- d. Resolution of Appreciation – Rosemary Groenwald (amended to add)

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

7. Reopening Progress Report and Next Steps

Director Reynders updated the Board on the library's reopening status. She reviewed steps already taken (quarantine reduced; turned main sorter on; began main outdoor programs; opened South Branch by appointment; opened staff lounge at Main; eliminated Welcome Desk at Main; outdoor youth programs).

She reviewed future target dates and stated that the schedule could change based on new information from Illinois, Cook County, and the CDC.

- 4/5 open South Branch without appointments with capacity limits
- 4/19 increase to two-hour limit, open study rooms at Main
- 5/17 normal hours, more table seating at Main
- 6/7 no time limit, comfortable seating at Main
- 10/1 in person programs
- 10/4 public meeting rooms

Trustees discussed potential changes to regular hours at Main, including closing at 9:00 p.m. on weeknights and expanding some weekend hours to better meet the needs of the community and maximize staff usage. The Board suggested that staff solicit community input to help with the final decision.

The Board discussed South Branch hours, and Director Reynders reported that as we share a space with the village, we also share the same hours. However, a new security system is being installed that may give the library more autonomy to be open when there are no Village services. Staff will be discussing South Branch hours in the future.

8. Library Reports

Trustees reviewed the 2021 goals dashboard and agreed that it was an appropriate way to communicate high level progress for this interim year, as the last strategic plan (2019-2023) has been set aside and is no longer in active use.

Director Reynders recommended that the Board meet for a Committee of the Whole meeting on April 1, 2021 to discuss the progress on the EDI goals in more detail and Trustees agreed.

9. Trustee Reports

Trustee Bass reported that she attended the February 22, 2021 Foundation Board meeting. The Foundation is not actively fundraising but is discussing new ideas. She reported on the status of their audit and membership in the Chamber of Commerce.

Trustee O'Sullivan reported that she attended an Illinois Library Association program, "One Year On -- Where is Your Library and How Can You Prepare for a Post-COVID World." She shared projects that other libraries completed during the pandemic, including teen sketch books, a teen art club, crafts for adults. The Effingham, Illinois library received a grant to help seniors schedule vaccinations and find social services.

Trustees discussed future library services, including an outreach van and satellite locations on the north side of the village.

10. Calendar Items

- a. Committee of the Whole Meeting – April 1 7:00 p.m.
 - i. Scheduled for an EDI plan review.
- b. Library Closed – April 4

- c. Regular Board Meeting – April 15
- d. Foundation Board Meeting – April 26 – open
 - i. The Foundation meeting in April needs a volunteer.

11. Adjournment

Regular meeting adjourned at 7:55 p.m.

Terri Gens, Secretary

DRAFT

**Committee of the Whole Meeting
April 1, 2021
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:01 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Jo Broszczak, Su Reynders
Visitors: Heather Stuart Clark. There were approximately 16 visitors and staff on the electronic meeting.

4. Progress and Plans for Equity, Diversity, and Inclusion (EDI) 2021 Goals

Trustees reviewed the draft EDI statement and provided input. There was general consensus to include the following changes in a revised statement, to be reviewed at the April 15, 2021 Board meeting:

- Broaden the scope of the statement
- Define what equity, diversity, and inclusion means for the library
- Add celebratory words to the beginning
- Simplify and clarify the language

Director Reynders reviewed progress the library has made toward 2021 EDI goals:

- Created a draft of an EDI landing page, ready to launch after EDI statement is complete.
- Created a draft Diversity Audit overview, listing levels of auditing depth with plans to reach Level 1 in 2021.
- Replacing the vacant FT South Branch Patron Assistant position with a FT Collection Development Librarian.
- Working on creating an adult programming umbrella to continue the focus on regular EDI programs.
- Formed EDI Committee with about 20 self-selected staff that meets monthly to plan staff training and discuss current issues.
- Hired Dr. Destiny Peery as diversity consultant.
- All-staff read of *What if I Say the Wrong Thing? 25 Habits for Culturally Effective People* by Vernā Myers.

- Staff program, “Cognitive, Implicit Biases in Organizations for Library Professionals” by Dr. Destiny Peery.
- Staff program, “We r-EDI! Defining EDI and Putting it into Practice” by Dr. Destiny Peery.
- Not yet started: Diverse staff hiring plan, diverse Board recruitment plan.
- Not yet started: Rewrite mission, vision, values, and culture statements to explicitly include equity, diversity, and inclusion components. This will happen during the next strategic planning process, no later than 2022.

5. Audience to Visitors

Mount Prospect resident Heather Stuart Clark provided input and suggestions to the library on the EDI initiatives.

6. Calendar Items

- a. Library Closed – April 4
- b. Regular Board Meeting – April 15
- c. Foundation Board Meeting – April 26 – Sylvia Haas

7. Adjournment

Committee of the Whole meeting adjourned at 7:54 p.m.

Terri Gens, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of MARCH 31, 2021

Library General Fund	\$	7,157,574
Working Cash Fund	\$	2,211,510
Capital Projects Restricted Fund	\$	3,354,950
Debt Service Fund	\$	1,396,756
Gift Fund	\$	569,042
Total All Funds	\$	14,689,831

Cash Disbursements March 2021	\$	727,466.50
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,369,083
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		11.6
Combined Balance - Percentage in Reserve		96%

YTD March Spending

- * \$164,318.46 below the year-to-date budget
- * YTD Actual is 6.5% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 26.1% of the annual budget
- * Spending to date was actually closer to 24.4% of the annual budget
- * Last year we had expended about 23.7% of the annual budget

Levy Collection

- * To date 42.6% of the 2020 Levy has been collected
- * Last year 49.4% of the 2019 Levy had been collected through March 2020
- * Historically, over the past six years, 42.6% to 51.6% (average of 50.5 %) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 03/31/2021

	<i>Current Month</i>	<i>Year To Date</i>
Library General Fund		
Revenues		
Property Taxes	\$ 3,889,574	\$ 4,955,541
Taxes Allocated to Other Funds	(529,781)	(674,502)
Personal Property Replacement Taxes	3,283	12,370
Interest Income	369	976
Illinois Per Capita Grant	-	-
Misc. Grant Income	5,000	6,000
Ground Lease Income	1	1
Miscellaneous Fees and Fines	2,559	3,246
Friends & Foundation Reimbursements	-	-
Village Reimbursements	-	-
<i>Total Revenues</i>	<u>\$ 3,371,005</u>	<u>\$ 4,303,632</u>
Expenditures		
Salaries & Benefits	\$ 605,556	1,785,233
Management Expense	15,326	34,218
Operating Expenses	29,927	148,105
Building Expense	28,198	144,242
Services and Resources	74,319	263,684
Friends & Foundation Reimbursable Expenses	1,430	1,499
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	137	410
<i>Total Expenditures</i>	<u>\$ 754,893</u>	<u>\$ 2,377,391</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 754,893</u>	<u>\$ 2,377,391</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 2,616,112	\$ 1,926,241
Fund Balance - Beginning of Period	4,541,462	5,231,333
Fund Balance - End of Period	<u>\$ 7,157,574</u>	<u>\$ 7,157,574</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,211,383	\$ 2,211,096
Interest Allocation	126	413
Fund Balance - End of Period	<u>\$ 2,211,509</u>	<u>\$ 2,211,509</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	172	620
<i>Total Revenues</i>	<u>\$ 172</u>	<u>\$ 620</u>
Expenditures		
Main: Bldg Maintenance	\$ -	\$ -
Main: Furnishings/Equipment	-	3,944
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	532	5,197
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 532</u>	<u>\$ 11,131</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (360)	\$ (10,511)
Fund Balance - Beginning of Period	3,355,310	3,365,461
Fund Balance - End of Period	<u>\$ 3,354,950</u>	<u>\$ 3,354,950</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 529,781	\$ 674,502
Interest Income	46	144
<i>Total Revenues</i>	<u>\$ 529,827</u>	<u>\$ 674,646</u>
Expenditures		
Interest Expense	\$ 5,108	\$ 15,325
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,108</u>	<u>\$ 15,325</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 524,719	\$ 659,321
Fund balance - Beginning of Period	872,037	737,435
Fund balance - End of Period	<u>\$ 1,396,756</u>	<u>\$ 1,396,756</u>
Gift Fund		
Revenues	\$ 951	\$ 3,161
Expenditures	200	548
Excess (Deficiency) of Revenues over Expenditures	\$ 751	\$ 2,613
Fund Balance - Beginning of Period	568,291	566,429
Fund Balance - End of Period	<u>\$ 569,042</u>	<u>\$ 569,042</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 605,556.40	
Management Expense (4210L - 4290L)	15,326.10	
Operating Expenses (4310L - 4390L)	29,926.82	
Building Expense (4410L - 4460L)	28,197.58	
Services and Resources (4610L - 4690L)	74,319.39	
Friends & Foundation reimbursable expenses (9530L and 9540L)	1,429.80	
VOMP reimbursable expenses (9560L)	136.68	
Grant Expenses (9570L)	-	
Total March 2021 Library General Fund Expenses	-	\$ 754,892.77

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 78.00	
Operating Expense Reimbursements received	8,297.66	
February 2021 Accrued Payroll & Benefits	266,539.67	
February 2021 Credit Card Payable	20,925.26	
February 2021 Accounts Payable	27,779.02	
Disbursements for Capital Project Restricted Fund	175.83	
Disbursements for Gift Fund	200.00	
	-	323,995.44

Deductions for Library General Fund Cash Disbursements:

March 2021 Accrued Payroll & Benefits	\$ 312,560.46	
March 2021 Credit Card Payable	21,924.20	
March 2021 Accounts Payable	23,048.25	
Miscellaneous	23.95	
Payment of Nayax invoices & merchant fees by income offset	118.10	
Payment of Credit Card Merchant fees by income offset	37.70	
	-	(357,712.66)

<i>Total Library General Fund cash disbursed</i>	\$ 721,175.55
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155.80

CAPITAL PROJECTS RESTRICTED FUND

March 2021 Expenses	\$ 533.03	
Plus: February 2021 Accounts Payable	5,933.75	
Less: March 2021 Accounts Payable	(175.83)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>	-	6,290.95

DEBT SERVICE FUND

March 2021 Expenses	\$ 5,108.33	
Plus: February 2021 Interest Payable	15,324.99	
Less: March 2021 Interest Payable	(20,433.32)	
<i>Total Debt Service Fund cash disbursed</i>	-	0.00

GIFT FUND

March 2021 Expenses	\$ 200.00	
Plus: February 2021 Accounts Payable	347.77	
Less: March 2021 Accounts Payable	(547.77)	
<i>Total Gift Fund cash disbursed</i>	-	0.00

TOTAL CASH DISBURSEMENTS, March 2021

\$ 727,466.50

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	SALARIES	3/1/21	02/28/2021 accrued payroll reversal	\$ (229,062.00)
4110L	SALARIES	3/4/21	PAYROLL - PAYCOM	213,790.85
4110L	SALARIES	3/18/21	PAYROLL - PAYCOM	207,960.81
4110L	SALARIES	3/26/21	PAYCOM	(112.50)
4110L	SALARIES	3/31/21	3/31/2021 accrued payroll	270,675.00
4120L	IMRF	3/1/21	02/28/2021 accrued payroll reversal	(22,340.00)
4120L	IMRF	3/30/21	IL MUNICIPAL RETIREMENT FUND	41,401.87
4120L	IMRF	3/31/21	3/31/2021 accrued payroll	26,154.00
4130L	MC / FICA	3/1/21	02/28/2021 accrued payroll reversal	(16,394.00)
4130L	MC / FICA	3/4/21	PAYROLL - PAYCOM	15,301.09
4130L	MC / FICA	3/18/21	PAYROLL - PAYCOM	14,855.11
4130L	MC / FICA	3/31/21	3/31/2021 accrued payroll	19,342.00
4140L	Insurance - Medical & Life	3/1/21	COBRA fee	(16.01)
4140L	Insurance - Medical & Life	3/31/21	VILLAGE OF MOUNT PROSPECT	63,911.20
4140L	Insurance - Medical & Life	3/31/21	VILLAGE OF MOUNT PROSPECT	(179.08)
4140L	Insurance - Medical & Life	3/31/21	VILLAGE OF MOUNT PROSPECT	88.98
4140L	Insurance - Medical & Life	3/31/21	VILLAGE OF MOUNT PROSPECT	88.98
4140L	Insurance - Medical & Life	3/31/21	VILLAGE OF MOUNT PROSPECT	90.10
4230L	Printing	3/2/21	NPN360	6,325.03
4230L	Printing	3/29/21	STATE GRAPHICS	1,060.16
4230L	Printing	3/29/21	STATE GRAPHICS	1,500.00
4260L	Professional Dues	3/1/21	ILLINOIS LIBRARY ASSOCIATION	500.00
4260L	Professional Dues	3/31/21	AMERICAN LIBRARY ASSOCIATION	199.00
4260L	Professional Dues	3/31/21	AMERICAN LIBRARY ASSOCIATION	199.00
4270L	Board Development/Training	3/9/21	ILLINOIS LIBRARY ASSOCIATION	40.00
4280L	Human Resources	3/4/21	PAYROLL - PAYCOM	1,553.57
4280L	Human Resources	3/18/21	PAYROLL - PAYCOM	1,513.59
4280L	Human Resources	3/26/21	PAYCOM PAYROLL LLC	(20.00)
4280L	Human Resources	3/15/21	EMPLOYEE BENEFITS CORPORATION	118.75
4280L	Human Resources	3/19/21	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	3/9/21	MC/MANAGEMENT CENTER	650.00
4280L	Human Resources	3/31/21	REBECA FERREIRA	1,000.00
4280L	Human Resources	3/1/21	MC/MGMT ASSOC: HR SOURCE	199.00
4280L	Human Resources	3/1/21	MC/MGMT ASSOC: HR SOURCE	199.00
4280L	Human Resources	3/15/21	MC/EVENTBRITE	38.77
4280L	Human Resources	3/25/21	MC/LIBRARYWORKS INC	49.00
4280L	Human Resources	3/30/21	MC/UNIVERSITY OF WISCONSIN	56.25
4280L	Human Resources	3/31/21	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	3/4/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	7.28
4280L	Human Resources	3/18/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	14.50
4290L	Other Operating	3/5/21	NAYAX LLC	6.65
4290L	Other Operating	3/16/21	NAYAX LLC	13.14
4290L	Other Operating	3/22/21	NAYAX LLC	9.63
4290L	Other Operating	3/30/21	NAYAX LLC	9.18
4290L	Other Operating	3/31/21	PROPAY	37.70
4290L	Other Operating	3/14/21	DEX MEDIA	23.00
4290L	Other Operating	3/18/21	ARAMARK	27.44
4290L	Other Operating	3/18/21	ARAMARK	27.44
4290L	Other Operating	3/1/21	GUARDIAN	(155.98)
4310L	Telecommunications	3/11/21	AT&T	728.82

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

Account ID	Account Description	Date	Vendor Name	Amount
4310L	Telecommunications	3/29/21	AT&T	2,511.30
4310L	Telecommunications	3/15/21	TECHNOLOGY MANAGEMENT REVOLVING FUND	497.00
4310L	Telecommunications	3/19/21	AT&T	297.56
4310L	Telecommunications	3/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	3/28/21	VERIZON WIRELESS	334.58
4310L	Telecommunications	3/19/21	AT&T	136.68
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	55.79
4340L	Office Supplies	3/12/21	WAREHOUSE DIRECT	16.41
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	13.40
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	21.98
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	11.88
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	40.29
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	24.26
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	39.48
4340L	Office Supplies	3/12/21	WAREHOUSE DIRECT	23.80
4340L	Office Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	42.10
4350L	Library Supplies	3/19/21	GAYLORD BROTHERS INC.	43.47
4350L	Library Supplies	3/1/21	W. W. GRAINGER, INC.	30.70
4350L	Library Supplies	3/2/21	ELM USA, INC.	660.70
4350L	Library Supplies	3/11/21	STAPLES BUSINESS ADVANTAGE	39.59
4350L	Library Supplies	3/18/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	8.00
4350L	Library Supplies	3/9/21	MC/AMAZON	14.97
4360L	Postage	3/4/21	MC/POSTMASTER	254.85
4360L	Postage	3/4/21	MC/POSTMASTER	103.80
4360L	Postage	3/23/21	MC/POSTMASTER	133.05
4360L	Postage	3/31/21	EMPLOYEE REIMBURSEMENTS	(4.35)
4380L	Contract Services	3/1/21	VILLAGE OF MT. PROSPECT	6,260.58
4390L	IT Services	3/1/21	KNOWBE4 INC	2,721.60
4390L	IT Services	3/2/21	MC/QUICKBASE	1.57
4390L	IT Services	3/6/21	MC/QUICKBASE	197.84
4390L	IT Services	3/11/21	MC/NETRIX	7,287.50
4390L	IT Services	3/1/21	MC/ZOOM	140.00
4390L	IT Services	3/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	3/12/21	TIME CLOCK PLUS	5,954.82
4390L	IT Services	3/11/21	MC/AJ TEK CORPORATION	60.00
4390L	IT Services	3/11/21	ILLINOIS HEARTLAND LIBRARY SYS	745.95
4390L	IT Services	3/26/21	SYNCHRONY/AMAZON	249.50
4410L	Building Maintenance	3/1/21	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	3/1/21	COMPLETE TEMPERATURE SYSTEMS,	1,637.00
4410L	Building Maintenance	3/8/21	REPLACEMENT WINDOW SYSTEMS	4,812.00
4410L	Building Maintenance	3/12/21	ABC WILDLIFE	250.00
4410L	Building Maintenance	3/16/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	3/18/21	ABC WILDLIFE	150.00
4410L	Building Maintenance	3/18/21	COMPLETE TEMPERATURE SYSTEMS,	541.00
4410L	Building Maintenance	3/25/21	IMBERT INTERNATIONAL, INC.	826.00
4410L	Building Maintenance	3/1/21	W. W. GRAINGER, INC.	160.30
4410L	Building Maintenance	3/1/21	THE HOME DEPOT CRC	109.70
4410L	Building Maintenance	3/5/21	NERADT ACE HARDWARE	10.97
4410L	Building Maintenance	3/12/21	NERADT ACE HARDWARE	25.96
4410L	Building Maintenance	3/16/21	W. W. GRAINGER, INC.	224.68
4410L	Building Maintenance	3/23/21	NERADT ACE HARDWARE	41.47
4410L	Building Maintenance	3/23/21	W. W. GRAINGER, INC.	129.46
4410L	Building Maintenance	3/24/21	W. W. GRAINGER, INC.	9.36

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4410L	Building Maintenance	3/24/21	NERADT ACE HARDWARE	9.49
4410L	Building Maintenance	3/26/21	NERADT ACE HARDWARE	19.98
4410L	Building Maintenance	3/29/21	NERADT ACE HARDWARE	13.97
4410L	Building Maintenance	3/30/21	MOUNT PROSPECT PAINT, INC.	65.18
4410L	Building Maintenance	3/30/21	NERADT ACE HARDWARE	9.99
4410L	Building Maintenance	3/1/21	AMERICAN LANDSCAPING INC.	1,275.00
4410L	Building Maintenance	3/31/21	TRU GREEN-CHEM LAWN	1,433.97
4410L	Building Maintenance	3/9/21	SOUND INCORPORATED	40.00
4410L	Building Maintenance	3/1/21	VILLAGE OF MT. PROSPECT	87.16
4420	Equipment Maintenance	3/24/21	NERADT ACE HARDWARE	59.70
4420	Equipment Maintenance	3/1/21	MC/ENTERPRISE LEASING	368.30
4420	Equipment Maintenance	3/4/21	SHELL OIL COMPANY	34.05
4420	Equipment Maintenance	3/4/21	SHELL OIL COMPANY	(3.81)
4420	Equipment Maintenance	3/10/21	GALLAGHER INSURANCE (FOR LIRA)	(4,327.38)
4420	Equipment Maintenance	3/12/21	CARSTAR IDEAL AUTO BODY	5,327.38
4420	Equipment Maintenance	3/12/21	MC/ENTERPRISE LEASING	3,727.35
4420	Equipment Maintenance	3/23/21	SHELL OIL COMPANY	32.45
4420	Equipment Maintenance	3/16/21	NAYAX LLC	79.50
4420	Equipment Maintenance	3/16/21	NAYAX LLC	79.50
4440L	Janitorial	3/1/21	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	3/11/21	CINTAS #22	70.92
4440L	Janitorial	3/18/21	A.N.S., INC.	845.42
4440L	Janitorial	3/20/21	REPUBLIC SERVICES #551	403.83
4440L	Janitorial	3/25/21	CINTAS #22	70.92
4440L	Janitorial	3/3/21	SUPERIOR INDUSTRIAL SUPPLY	120.60
4440L	Janitorial	3/8/21	SUPERIOR INDUSTRIAL SUPPLY	135.91
4440L	Janitorial	3/9/21	NERADT ACE HARDWARE	14.97
4440L	Janitorial	3/10/21	WAREHOUSE DIRECT	263.61
4440L	Janitorial	3/10/21	WAREHOUSE DIRECT	165.57
4440L	Janitorial	3/11/21	STAPLES BUSINESS ADVANTAGE	18.96
4440L	Janitorial	3/18/21	ARAMARK	73.00
4440L	Janitorial	3/18/21	ARAMARK	73.00
4440L	Janitorial	3/23/21	SUPERIOR INDUSTRIAL SUPPLY	290.00
4440L	Janitorial	3/25/21	W. W. GRAINGER, INC.	40.96
4440L	Janitorial	3/25/21	SUPERIOR INDUSTRIAL SUPPLY	128.40
4440L	Janitorial	3/25/21	SUPERIOR INDUSTRIAL SUPPLY	(205.60)
4440L	Janitorial	3/29/21	WAREHOUSE DIRECT	34.29
4440L	Janitorial	3/31/21	SUPERIOR INDUSTRIAL SUPPLY	(1.28)
4440L	Janitorial	3/31/21	SUPERIOR INDUSTRIAL SUPPLY	(2.90)
4440L	Janitorial	3/31/21	SUPERIOR INDUSTRIAL SUPPLY	2.06
4440L	Janitorial	3/1/21	VILLAGE OF MT. PROSPECT	591.39
4450L	Equipment	3/15/21	MC/AMAZON	31.92
4450L	Equipment	3/15/21	MC/AMAZON	46.15
4450L	Equipment	3/16/21	NAYAX LLC (February posting correction)	(79.50)
4460L	Utilities	3/31/21	CONSTELLATION NEWENERGY- GAS DIV	3,800.29
4460L	Utilities	3/15/21	VILLAGE OF MT. PROSPECT	536.04
4460L	Utilities	3/1/21	VILLAGE OF MT. PROSPECT	218.97
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	493.81
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	135.35
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	233.01
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	27.12
4610L	Adult Books	3/1/21	INGRAM	31.65
4610L	Adult Books	3/1/21	INGRAM	87.55
4610L	Adult Books	3/1/21	INGRAM	40.75

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4610L	Adult Books	3/1/21	INGRAM	15.82
4610L	Adult Books	3/1/21	INGRAM	26.01
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	(11.28)
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	(7.73)
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	(8.93)
4610L	Adult Books	3/1/21	MANUFACTURERS NEWS INC.	348.90
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	(10.73)
4610L	Adult Books	3/1/21	INGRAM	(14.13)
4610L	Adult Books	3/2/21	BAKER AND TAYLOR	651.82
4610L	Adult Books	3/2/21	INGRAM	83.32
4610L	Adult Books	3/2/21	INGRAM	28.78
4610L	Adult Books	3/2/21	INGRAM	52.45
4610L	Adult Books	3/3/21	BAKER AND TAYLOR	577.88
4610L	Adult Books	3/3/21	MC/POLISH BOOKSTORE	119.95
4610L	Adult Books	3/4/21	BAKER AND TAYLOR	701.70
4610L	Adult Books	3/4/21	INGRAM	38.34
4610L	Adult Books	3/4/21	BAKER AND TAYLOR	90.52
4610L	Adult Books	3/4/21	INGRAM	120.91
4610L	Adult Books	3/5/21	INGRAM	15.23
4610L	Adult Books	3/7/21	INGRAM	144.51
4610L	Adult Books	3/8/21	INGRAM	45.24
4610L	Adult Books	3/8/21	BAKER AND TAYLOR	830.67
4610L	Adult Books	3/8/21	BAKER AND TAYLOR	18.78
4610L	Adult Books	3/8/21	BAKER AND TAYLOR	55.34
4610L	Adult Books	3/9/21	BAKER AND TAYLOR	376.87
4610L	Adult Books	3/9/21	INGRAM	101.83
4610L	Adult Books	3/10/21	BAKER AND TAYLOR	470.57
4610L	Adult Books	3/10/21	BAKER AND TAYLOR	803.97
4610L	Adult Books	3/10/21	INGRAM	28.80
4610L	Adult Books	3/10/21	INGRAM	294.79
4610L	Adult Books	3/10/21	INGRAM	23.72
4610L	Adult Books	3/10/21	GALE	209.21
4610L	Adult Books	3/10/21	GALE	195.92
4610L	Adult Books	3/11/21	GENEALOGICAL.COM, INC	126.90
4610L	Adult Books	3/12/21	BAKER AND TAYLOR	533.07
4610L	Adult Books	3/12/21	BAKER AND TAYLOR	42.57
4610L	Adult Books	3/12/21	OPES, INC.	202.81
4610L	Adult Books	3/12/21	INGRAM	59.65
4610L	Adult Books	3/14/21	INGRAM	10.17
4610L	Adult Books	3/15/21	INGRAM	15.82
4610L	Adult Books	3/15/21	GALE	21.59
4610L	Adult Books	3/15/21	GALE	20.14
4610L	Adult Books	3/16/21	BAKER AND TAYLOR	392.20
4610L	Adult Books	3/16/21	INGRAM	47.67
4610L	Adult Books	3/17/21	INGRAM	53.04
4610L	Adult Books	3/17/21	BAKER AND TAYLOR	388.11
4610L	Adult Books	3/18/21	BAKER AND TAYLOR	1,070.97
4610L	Adult Books	3/18/21	INGRAM	25.19
4610L	Adult Books	3/19/21	INGRAM	10.17
4610L	Adult Books	3/19/21	INGRAM	10.19
4610L	Adult Books	3/22/21	BAKER AND TAYLOR	533.88
4610L	Adult Books	3/22/21	BAKER AND TAYLOR	45.27
4610L	Adult Books	3/22/21	INGRAM	36.03
4610L	Adult Books	3/22/21	BAKER AND TAYLOR	28.79
4610L	Adult Books	3/23/21	BAKER AND TAYLOR	707.23
4610L	Adult Books	3/23/21	INGRAM	42.12
4610L	Adult Books	3/24/21	BAKER AND TAYLOR	559.69
4610L	Adult Books	3/24/21	INGRAM	42.79
4610L	Adult Books	3/24/21	INGRAM	65.15

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4610L	Adult Books	3/24/21	INGRAM	36.06
4610L	Adult Books	3/25/21	BAKER AND TAYLOR	479.93
4610L	Adult Books	3/25/21	INGRAM	86.39
4610L	Adult Books	3/25/21	INGRAM	7.19
4610L	Adult Books	3/25/21	GALE	1,260.50
4610L	Adult Books	3/25/21	BAKER AND TAYLOR	73.15
4610L	Adult Books	3/26/21	SYNCHRONY/AMAZON	495.50
4610L	Adult Books	3/26/21	SYNCHRONY/AMAZON	249.50
4610L	Adult Books	3/26/21	INGRAM	53.63
4610L	Adult Books	3/29/21	BAKER AND TAYLOR	551.83
4610L	Adult Books	3/30/21	BAKER AND TAYLOR	11.89
4610L	Adult Books	3/30/21	INGRAM	57.81
4610L	Adult Books	3/30/21	BAKER AND TAYLOR	936.30
4610L	Adult Books	3/1/21	BAKER AND TAYLOR	11.27
4610L	Adult Books	3/3/21	BAKER AND TAYLOR	15.82
4610L	Adult Books	3/5/21	BAKER AND TAYLOR	92.70
4610L	Adult Books	3/15/21	BAKER AND TAYLOR	11.87
4610L	Adult Books	3/26/21	BAKER AND TAYLOR	16.10
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	12.48
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	7.33
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	3/1/21	MIDWEST TAPE	159.96
4620L	Adult AV	3/1/21	MIDWEST TAPE	37.99
4620L	Adult AV	3/2/21	BAKER & TAYLOR INC.	26.45
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	64.59
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	3/5/21	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	3/9/21	MIDWEST TAPE	113.97
4620L	Adult AV	3/9/21	MIDWEST TAPE	39.99
4620L	Adult AV	3/9/21	MIDWEST TAPE	39.99
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	17.63
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	22.03
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	8.81
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	36.71
4620L	Adult AV	3/10/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	3/10/21	INGRAM	343.53
4620L	Adult AV	3/11/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	3/11/21	BAKER & TAYLOR INC.	7.34
4620L	Adult AV	3/11/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	3/11/21	BAKER & TAYLOR INC.	36.73
4620L	Adult AV	3/11/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	3/11/21	BAKER & TAYLOR INC.	14.67
4620L	Adult AV	3/15/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	3/15/21	MIDWEST TAPE	34.99

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4620L	Adult AV	3/15/21	MIDWEST TAPE	73.98
4620L	Adult AV	3/15/21	MIDWEST TAPE	14.98
4620L	Adult AV	3/15/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	3/15/21	BAKER & TAYLOR INC.	66.12
4620L	Adult AV	3/16/21	BAKER & TAYLOR INC.	139.58
4620L	Adult AV	3/17/21	BAKER & TAYLOR INC.	205.63
4620L	Adult AV	3/17/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	3/17/21	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	3/17/21	BAKER & TAYLOR INC.	124.91
4620L	Adult AV	3/17/21	BAKER & TAYLOR INC.	51.42
4620L	Adult AV	3/18/21	BAKER & TAYLOR INC.	33.03
4620L	Adult AV	3/18/21	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	3/19/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	3/19/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	3/22/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	3/22/21	MIDWEST TAPE	114.97
4620L	Adult AV	3/24/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	3/24/21	BAKER & TAYLOR INC.	146.95
4620L	Adult AV	3/24/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	3/24/21	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	3/24/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	3/24/21	BAKER & TAYLOR INC.	33.94
4620L	Adult AV	3/25/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	3/26/21	SYNCHRONY/AMAZON	(19.99)
4620L	Adult AV	3/26/21	SYNCHRONY/AMAZON	438.47
4620L	Adult AV	3/29/21	MIDWEST TAPE	23.99
4620L	Adult AV	3/29/21	MIDWEST TAPE	255.95
4620L	Adult AV	3/29/21	MIDWEST TAPE	114.97
4620L	Adult AV	3/29/21	MIDWEST TAPE	39.99
4620L	Adult AV	3/29/21	MIDWEST TAPE	74.98
4620L	Adult AV	3/31/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	3/31/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	3/31/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	3/1/21	BAKER & TAYLOR INC.	33.78
4620L	Adult AV	3/8/21	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	3/8/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	3/15/21	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	3/16/21	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	3/18/21	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	3/26/21	SYNCHRONY/AMAZON	83.02
4630L	Youth Print	3/1/21	BAKER AND TAYLOR	231.62
4630L	Youth Print	3/1/21	BAKER AND TAYLOR	41.69
4630L	Youth Print	3/1/21	INGRAM	21.24
4630L	Youth Print	3/1/21	BAKER AND TAYLOR	(26.99)
4630L	Youth Print	3/3/21	BAKER AND TAYLOR	410.83
4630L	Youth Print	3/5/21	BAKER AND TAYLOR	533.42
4630L	Youth Print	3/8/21	BAKER AND TAYLOR	385.52
4630L	Youth Print	3/8/21	BAKER AND TAYLOR	57.84
4630L	Youth Print	3/11/21	BAKER AND TAYLOR	343.49
4630L	Youth Print	3/15/21	INGRAM	9.60
4630L	Youth Print	3/15/21	INGRAM	26.90
4630L	Youth Print	3/16/21	INGRAM	16.19
4630L	Youth Print	3/16/21	BAKER AND TAYLOR	474.65
4630L	Youth Print	3/17/21	BAKER AND TAYLOR	32.90
4630L	Youth Print	3/17/21	CHILDREN'S PLUS INC.	14.99
4630L	Youth Print	3/18/21	BAKER AND TAYLOR	134.71
4630L	Youth Print	3/18/21	BAKER AND TAYLOR	5.08

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4630L	Youth Print	3/19/21	INGRAM	35.93
4630L	Youth Print	3/19/21	BAKER AND TAYLOR	422.81
4630L	Youth Print	3/21/21	INGRAM	47.33
4630L	Youth Print	3/22/21	INGRAM	146.63
4630L	Youth Print	3/23/21	BAKER AND TAYLOR	422.80
4630L	Youth Print	3/25/21	INGRAM	35.26
4630L	Youth Print	3/25/21	BAKER AND TAYLOR	288.37
4630L	Youth Print	3/25/21	BAKER AND TAYLOR	787.98
4630L	Youth Print	3/26/21	SYNCHRONY/AMAZON	93.84
4630L	Youth Print	3/26/21	INGRAM	36.12
4630L	Youth Print	3/26/21	INGRAM	161.54
4630L	Youth Print	3/28/21	INGRAM	154.25
4630L	Youth Print	3/29/21	BAKER AND TAYLOR	256.11
4630L	Youth Print	3/30/21	INGRAM	19.16
4630L	Youth Print	3/30/21	INGRAM	53.81
4640L	Youth AV	3/1/21	MIDWEST TAPE	9.99
4640L	Youth AV	3/1/21	CRIMSON MULTIMEDIA DIST., INC.	184.87
4640L	Youth AV	3/3/21	BAKER & TAYLOR INC.	78.61
4640L	Youth AV	3/4/21	LIBRARY IDEAS, LLC	38.12
4640L	Youth AV	3/4/21	LIBRARY IDEAS, LLC	725.10
4640L	Youth AV	3/9/21	MIDWEST TAPE	24.74
4640L	Youth AV	3/12/21	FINDAWAY WORLD, LLC	55.24
4640L	Youth AV	3/15/21	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	3/15/21	BAKER & TAYLOR INC.	8.08
4640L	Youth AV	3/16/21	FINDAWAY WORLD, LLC	305.94
4640L	Youth AV	3/17/21	FINDAWAY WORLD, LLC	50.99
4640L	Youth AV	3/19/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	3/20/21	BAKER & TAYLOR INC.	139.60
4640L	Youth AV	3/22/21	BAKER & TAYLOR INC.	44.06
4640L	Youth AV	3/22/21	BAKER & TAYLOR INC.	63.18
4640L	Youth AV	3/22/21	MIDWEST TAPE	26.24
4640L	Youth AV	3/24/21	BAKER & TAYLOR INC.	85.16
4640L	Youth AV	3/26/21	SYNCHRONY/AMAZON	397.21
4640L	Youth AV	3/1/21	BAKER & TAYLOR INC.	36.73
4640L	Youth AV	3/1/21	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	3/17/21	BAKER & TAYLOR INC.	22.03
4640L	Youth AV	3/20/21	BAKER & TAYLOR INC.	25.72
4640L	Youth AV	3/26/21	SYNCHRONY/AMAZON	14.85
4640L	Youth AV	3/31/21	BAKER & TAYLOR INC.	14.69
4650L	Subscriptions	3/1/21	INFORMATION TODAY	99.95
4650L	Subscriptions	3/1/21	LIBRARY JOURNAL	157.99
4650L	Subscriptions	3/1/21	LIBRARY JOURNAL	157.99
4650L	Subscriptions	3/1/21	LIBRARY JOURNAL	157.99
4650L	Subscriptions	3/1/21	TAUNTON DIRECT, INC.	29.95
4650L	Subscriptions	3/3/21	EBSCO INDUSTRIES, INC.	(13.00)
4650L	Subscriptions	3/3/21	FINANCIAL TIMES	(406.00)
4650L	Subscriptions	3/3/21	MC/FINANCIAL TIMES	406.00
4650L	Subscriptions	3/3/21	MC/CHICAGO TRIBUNE	68.00
4650L	Subscriptions	3/9/21	MC/PCGAMER	34.95
4650L	Subscriptions	3/26/21	SYNCHRONY/AMAZON	259.39
4650L	Subscriptions	3/24/21	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	3/1/21	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	3/1/21	GALE	3,988.34
4660L	Electronic Resources	3/2/21	NEWS BANK, INC.	2,920.00
4660L	Electronic Resources	3/18/21	MANUFACTURERS NEWS INC.	1,130.00
4660L	Electronic Resources	3/1/21	WORLD BOOK, INC.	2,084.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4661L	Digital Media	3/11/21	OVERDRIVE, INC.	25.98
4661L	Digital Media	3/11/21	OVERDRIVE, INC.	1,122.22
4661L	Digital Media	3/23/21	OVERDRIVE, INC.	488.34
4661L	Digital Media	3/23/21	OVERDRIVE, INC.	203.89
4661L	Digital Media	3/31/21	MIDWEST TAPE	3,104.72
4661L	Digital Media	3/31/21	KANOPY, INC.	559.00
4661L	Digital Media	3/15/21	OVERDRIVE, INC.	228.23
4661L	Digital Media	3/15/21	OVERDRIVE, INC.	1,293.21
4661L	Digital Media	3/15/21	OVERDRIVE, INC.	446.99
4661L	Digital Media	3/16/21	OVERDRIVE, INC.	1,606.93
4661L	Digital Media	3/27/21	OVERDRIVE, INC.	235.00
4661L	Digital Media	3/27/21	OVERDRIVE, INC.	1,691.65
4661L	Digital Media	3/27/21	OVERDRIVE, INC.	186.47
4661L	Digital Media	3/27/21	OVERDRIVE, INC.	1,267.79
4661L	Digital Media	3/2/21	OVERDRIVE, INC.	126.25
4661L	Digital Media	3/9/21	OVERDRIVE, INC.	227.97
4661L	Digital Media	3/16/21	OVERDRIVE, INC.	336.98
4661L	Digital Media	3/23/21	OVERDRIVE, INC.	248.99
4662L	E-Learning	3/23/21	LINKEDIN CORPORATION	12,075.00
4662L	E-Learning	3/28/21	NICHE ACADEMY	2,040.00
4663L	Library of Things	3/1/21	T-MOBILE	545.30
4663L	Library of Things	3/3/21	MC/DISNEY	12.99
4663L	Library of Things	3/3/21	MC/DISNEY	12.99
4663L	Library of Things	3/3/21	MC/DISNEY	12.99
4663L	Library of Things	3/3/21	MC/DISNEY	12.99
4663L	Library of Things	3/3/21	MC/DISNEY	12.99
4663L	Library of Things	3/3/21	MC/DISNEY	12.99
4663L	Library of Things	3/3/21	MC/NETFLIX	17.99
4663L	Library of Things	3/3/21	MC/NETFLIX	17.99
4663L	Library of Things	3/3/21	MC/NETFLIX	17.99
4663L	Library of Things	3/3/21	MC/NETFLIX	17.99
4663L	Library of Things	3/3/21	MC/NETFLIX	17.99
4663L	Library of Things	3/21/21	MC/T-MOBILE	547.21
4680L	Processing	3/1/21	BAKER AND TAYLOR	0.69
4680L	Processing	3/4/21	COMPUTYPE, INC.	901.97
4680L	Processing	3/11/21	STAPLES BUSINESS ADVANTAGE	166.99
4680L	Processing	3/12/21	DEMCO	356.75
4680L	Processing	3/12/21	KENT ADHESIVE PRODUCTS CO.	250.97
4680L	Processing	3/18/21	BAKER AND TAYLOR	6.21
4680L	Processing	3/25/21	BAKER AND TAYLOR	11.73
4690L	Programs	3/12/21	DEBRA DUDEK	100.00
4690L	Programs	3/2/21	SAINT LOUIS ZOO	250.00
4690L	Programs	3/2/21	MC/SPOTIFY	9.99
4690L	Programs	3/4/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	58.36
4690L	Programs	3/5/21	OLD TOWN SCHOOL OF FOLK MUSIC	75.00
4690L	Programs	3/18/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	95.00
4690L	Programs	3/3/21	LESLIE GODDARD	250.00
4690L	Programs	3/31/21	LESLIE GODDARD	250.00
4690L	Programs	3/31/21	JOHN MOSMAN	450.00
4690L	Programs	3/12/21	MC/AMAZON	60.00
4690L	Programs	3/23/21	MC/Jewel	10.45
4690L	Programs	3/4/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	6.55
4690L	Programs	3/12/21	NOEMI RAMOS	75.00
4690L	Programs	3/26/21	SYNCHRONY/AMAZON	6.49
				<u>\$ 753,326.29</u>

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

Account ID	Account Description	Date	Vendor Name	Amount
9530L	Foundation Sponsored Expense	3/5/21	CUMBE	350.00
9540L	Friends Sponsored Expense	3/1/21	MC/DAVE'S SPECIALTY FOODS	150.00
9540L	Friends Sponsored Expense	3/1/21	MC/EMERSON'S ALE HOUSE	100.00
9540L	Friends Sponsored Expense	3/1/21	MC/STARBUCKS	150.00
9540L	Friends Sponsored Expense	3/2/21	MC/AMAZON	26.69
9540L	Friends Sponsored Expense	3/25/21	BAKER AND TAYLOR	44.56
9540L	Friends Sponsored Expense	3/5/21	MC/CAPANNARIS ICE CREAM	10.00
9540L	Friends Sponsored Expense	3/12/21	MC/ALA	46.10
9540L	Friends Sponsored Expense	3/1/21	MC/WALMART	74.40
9540L	Friends Sponsored Expense	3/1/21	MC/CROWDPURR.COM	49.99
9540L	Friends Sponsored Expense	3/1/21	ANDERTOONS LLC	200.00
9540L	Friends Sponsored Expense	3/1/21	BLICK ART MATERIALS	67.88
9540L	Friends Sponsored Expense	3/1/21	MC/MICHAELS	21.98
9540L	Friends Sponsored Expense	3/3/21	MC/ROLL20	4.99
9540L	Friends Sponsored Expense	3/3/21	MC/ROLL20	7.99
9540L	Friends Sponsored Expense	3/12/21	MC/COMIX REVOLUTION	25.00
9540L	Friends Sponsored Expense	3/12/21	MC/DUNKIN DONUTS	10.00
9540L	Friends Sponsored Expense	3/12/21	MC/GAMES PLUS	25.00
9540L	Friends Sponsored Expense	3/18/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	25.99
9540L	Friends Sponsored Expense	3/26/21	SYNCHRONY/AMAZON	39.23
9560L	Village Hall Shared Expense	3/19/21	AT&T - 50& of South Branch fiber line	136.68
Total Library Fund Expenses for March, 2021				<u>\$ 754,892.77</u>

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

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	3/31/21	Service Charge	\$ 0.50
7750B-South-06	Bldg Fd: SB Equipt & Furniture	3/2/21	ULINE	356.70
7750B-South-06	Bldg Fd: SB Equipt & Furniture	3/15/21	MC/SHOP POP DISPLAYS INC	175.83
Total Capital Project Restricted Fund Expenses for March, 2021				\$ 533.03

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

<u>Account ID</u>	<u>Account Description</u>	<u>Date</u>	<u>Transaction Description</u>	<u>Amount</u>	<u>Reference</u>
3701D	Interest Expense	3/31/21	March, 2021, interest expense accrual \$61,300 x 1/12	\$ 5,108.33	1-03/31/2021
Total Debt Service Fund Expenses for March, 2021				<u>\$ 5,108.33</u>	

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

Account ID	Account Description	Date	Vendor Name	Amount
8710G	Gift Fund: Books	3/26/21	SYNCHRONY/AMAZON - Nowakowski memorial	\$ 200.00
Total Gift Fund Expenses for March, 2021				\$ 200.00

MONTHLY EXPENSE SUMMARY

YEAR TO DATE MARCH 2021

Line	Annual Budget	Annual Budget % to Total	YTD	YTD Budget %	YTD	YTD Actual %	YTD Variance - Actual vs Budget		
			Budget	to Total	Actual	to Total	\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,817,200.00	1,433,042.00		1,366,432.43		(66,609.57)	-4.6%	40.5%
IMRF	4120	552,800.00	136,060.00		133,644.66		(2,415.34)	-1.8%	1.5%
MC / FICA	4130	444,600.00	109,628.00		97,489.89		(12,138.11)	-11.1%	7.4%
Insurance - Medical	4140	745,000.00	183,027.00		186,826.64		3,799.64	2.1%	-2.3%
Insurance - Life	4140	1,500.00	354.00		268.06		(85.94)	-24.3%	0.1%
Unemployment Compensation Tax	4150	7,200.00	700.00		572.12		(127.88)	-18.3%	0.1%
Subtotal (4110L - 4150L)		7,568,300.00	1,862,811.00	73.3%	1,785,233.80	75.2%	(77,577.20)	-4.2%	47.2%
Management Expense									
Audit	4210	7,000.00	0.00		0.00		0.00	-	0.0%
Legal Fees	4220	10,000.00	2,499.00		1,237.50		(1,261.50)	-50.5%	0.8%
Printing	4230	44,000.00	7,126.00		8,940.19		1,814.19	25.5%	-1.1%
Marketing	4240	18,375.00	3,582.00		696.22		(2,885.78)	-80.6%	1.8%
Resources	4250	965.00	220.00		220.00		0.00	0.0%	0.0%
Professional Dues	4260	7,215.00	3,610.00		1,603.00		(2,007.00)	-55.6%	1.2%
Total Board Development/Training	4270	2,500.00	624.00		40.00		(584.00)	-93.6%	0.4%
Total Human Resources	4280	126,835.00	20,244.00		15,700.45		(4,543.55)	-22.4%	2.8%
Other Operating	4290	49,015.00	10,064.00		5,781.35		(4,282.65)	-42.6%	2.6%
Subtotal (4210L - 4290L)		265,905.00	47,969.00	1.9%	34,218.71	1.4%	(13,750.29)	-28.7%	8.4%
Operating Expenses									
Telecommunications	4310	47,224.00	11,690.94		12,510.29		819.35	7.0%	-0.5%
Insurance	4320	95,160.00	89,157.00		87,739.00		(1,418.00)	-1.6%	0.9%
Office Supplies	4340	25,000.00	6,210.00		2,628.79		(3,581.21)	-57.7%	2.2%
Library Supplies	4350	26,600.00	6,722.00		1,153.23		(5,568.77)	-82.8%	3.4%
Postage	4360	20,300.00	3,920.00		3,045.50		(874.50)	-22.3%	0.5%
Contract Services	4380	31,780.00	8,510.58		8,501.58		(9.00)	-0.1%	0.0%
IT Services	4390	64,920.00	24,295.00		32,527.31		8,232.31	33.9%	-5.0%
Subtotal (4310L - 4390L)		310,984.00	150,505.52	5.9%	148,105.70	6.2%	(2,399.82)	-1.6%	1.5%
Building Expense									
Building Maintenance	4410	205,002.00	41,751.45		35,877.50		(5,873.95)	-14.1%	3.6%
Equipment Maintenance	4420	124,100.00	63,865.00		71,417.96		7,552.96	11.8%	-4.6%
Janitorial	4440	90,810.00	20,848.00		12,392.26		(8,455.74)	-40.6%	5.1%
Equipment	4450	165,400.00	40,874.00		11,297.23		(29,576.77)	-72.4%	18.0%
Utilities	4460	45,238.00	15,843.00		13,256.35		(2,586.65)	-16.3%	1.6%
Subtotal (4410L - 4460L)		630,550.00	183,181.45	7.2%	144,241.30	6.1%	(38,940.15)	-21.3%	23.7%
Library Materials									
Adult Print	4610	196,700.00	49,176.00		44,604.11		(4,571.89)	-9.3%	2.8%
Adult AV	4620	63,800.00	15,948.00		10,298.45		(5,649.55)	-35.4%	3.4%
Youth Print	4630	134,900.00	33,723.00		20,286.38		(13,436.62)	-39.8%	8.2%
Youth AV	4640	25,500.00	6,375.00		4,532.33		(1,842.67)	-28.9%	1.1%
Subscriptions	4650	18,400.00	4,599.00		6,211.33		1,612.33	35.1%	-1.0%
Electronic Resources	4660	181,297.00	83,451.00		90,105.04		6,654.04	8.0%	-4.0%
Digital Media	4661	178,914.00	48,802.00		56,167.00		7,365.00	15.1%	-4.5%
E-Learning	4662	48,708.00	30,150.00		19,550.24		(10,599.76)	-35.2%	6.5%
Library of Things	4663	20,700.00	5,153.00		3,267.42		(1,885.58)	-36.6%	1.1%
Microform	4670	900.00	225.00		0.00		(225.00)	-100.0%	0.1%
Processing	4680	26,000.00	6,498.00		4,276.46		(2,221.54)	-34.2%	1.4%
Programs	4690	44,970.00	11,235.00		4,385.24		(6,849.76)	-61.0%	4.2%
Subtotal (4610L - 4680L)		940,789.00	295,335.00	11.6%	263,684.00	11.1%	(31,651.00)	-10.7%	19.3%
Total (4110L - 4680L)		9,716,528.00	2,539,801.97	100.0%	2,375,483.51	100.0%	(164,318.46)	-6.5%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	9,465.00	3,180.00		350.00		(2,830.00)	-21.5%	
Friends Expenses (9540L)	9540	14,000.00	3,981.00		1,148.57		0.00	-34.2%	
Village Shared Expense (9560L)	9560	2,800.00	441.00		410.04		(486.00)	-100.0%	
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-100.0%	
Total Reimbursable Activity		26,265.00	7,602.00		1,908.61		(5,693.39)	-74.9%	
Total Expenses - All Activities		9,742,793.00	2,547,403.97		2,377,392.12		(170,011.85)	-6.7%	

Mount Prospect Public Library Branding RFP Evaluation

On March 3, 2021, the Mount Prospect Public Library distributed an RFP for branding services. The RFP was published on the library's website and emailed to a variety of local marketing firms.

RFP Selection Criteria

Responses were evaluated based on responsiveness and quality of the written proposal to the purpose and scope of the project, as well as methodology, timeline, and cost.

Responses

Eleven responses were received by the deadline of March 29, 2021 from the firms listed below.

1. Brim Branding
2. Glantz Design
3. Jell
4. Library Market
5. Mess
6. Paragraphs
7. Qwuark Communications
8. Rule29
9. Simple Truth
10. Symboliq
11. Thiel

Evaluation

Library staff reviewed and evaluated each response based on the Proposal Content Requirements that were specified in the RFP.

Finalists

Four finalists were chosen for interviews: Simple Truth, Library Market, Mess, and Jell. Interviews were held the week of April 5 and included the MPPL communications team and the Executive Director. Costs for the four finalists ranged from \$22,000 – 32,000.

Results

Staff chose _____ [The selected firm will be shared at the meeting; the final decision and reference checks were still in progress at the time of writing this report.] to contract with for the project.

March 2021

(all photos are from FanFest)

Circulation

- 1) Circulation staff spent much of March preparing for Fine Free to hit on April 1. After a year of living in the “wild west,” March brought preparations to put some order back into life at the library. Staff assisted patrons with clearing up long overdue and lost items on their accounts, while also promoting Fine Free officially beginning on April 1. [\[Remove patron barriers\]](#)

Community Engagement

- 1) The Village hosted a collective act of remembrance on March 24 for community members who suffered a loss during the pandemic. The library and other community partners participated by extinguishing the lights at a designated time during the ceremony. We also helped spread the word about the event via social media and signage.
- 2) “How to Have Conversations About Race,” a program collaboration with RAIN (Racial Awareness in the North Shore) was confirmed for Tuesday, June 29. Van Gilmer, an expert regarding race relations and a RAIN member, will introduce the topic of having conversations about race. Participants will then move into smaller break-out groups which will also be led by RAIN members to help build skills to navigate conversations concerning race. [\[EDI\]](#)



Fiction/AV/Teen

- 1) The March shooting in Georgia sparked a high-profile dialogue about violence against the Asian American and Pacific Islander community, which dovetailed into conversations about support and representation. We introduced extensive AAPI Voices resources (carefully curated lists) on the website’s front page rotation for prominent discovery. [\[EDI\]](#)
- 2) Teen patrons voted in the Teen Book March Madness Bracket, using YA titles chosen by the Teen Think Tank. *All Rights Reserved* by Scott Gregory Katsoulis was the winner.

Reference

- 1) Research Staff collaborated with Mount Prospect Village Nurse Jill Heinking to host the virtual webinar “Understanding Vaccines Developed to Prevent COVID-19,” which had 64 attendees. The program was recorded and will be featured on the library’s YouTube channel.
- 2) Heritage Hub, a new genealogy database focused on obituaries, was added in early March.
- 3) Staff conducted 11 Reference by Appointment sessions along with 12 extended tutorials, primarily helping people with app and device issues. While it is challenging to provide computer support from a distance, staff have found creative ways to help people safely. [\[New normal\]](#)



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

- 1) We stopped staffing the lobby Welcome Desk station on Monday, March 15, which also happened to be the one-year anniversary of the library closure for COVID. The transition has gone smoothly, and masks, gloves, and other PPE have been relocated to the Patron Services desk for patrons. [New normal]

South Branch

- 1) South Branch opened to the public by appointment only on March 8 and then moved to open with capacity limits (no appointment needed) on March 22. In those first 3 1/2 weeks of being open, we saw 246 patrons inside the branch. We are still offering curbside services as well and assisted an additional 90 patrons through curbside service in March. Our regulars have been so happy to be able to return to the branch in person and staff have enjoyed catching up with patrons we haven't seen in a while. [New normal]
- 2) Improvements at the branch continue, including new furniture, improving shared desk space, clearing out of clutter and unnecessary files. The display monitor was restored to working order and is now showing program promotions and library updates for patrons. [South Branch Update]
- 3) South Branch staff spent 4 1/2 hours this month translating documents from English to Spanish for Youth craft kits and FanFest.

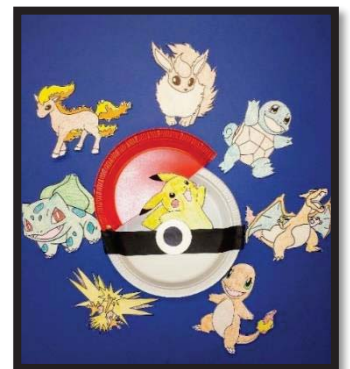


Youth Services

- 1) There were 36 people at the Holi program, including a mix of people who celebrate Holi, and those who wanted to learn more. Anjali Julka from the Old Town School of Folk Music talked about the holiday and taught participants a couple of dances. [EDI]
- 2) PebbleGo had 993 articles viewed in March, which is an increase from the 509 articles viewed in February. This is turning out to be a popular resource for elementary students with usage increasing each month. [School catch up]
- 3) On March 2, Dr. Seuss Enterprises announced that it will cease publishing six titles: *And to Think I Saw That on Mulberry Street*, *If I Ran the Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!* and *The Cat's Quizzer* due to racist imagery. Multiple meetings were held with staff and Dr. Destiny Peery, our diversity consultant, in order to determine what to do with these titles after the holds were met. The decision was to move the books to the Parent Teacher collection and to include information for parents about how to discuss problematic racial depictions with children. [EDI]

Special Event: FanFest

- 1) FanFest 2021 was held virtually from March 20 through March 27 with 180 patrons participating in activities around 1,300 times.
- 2) Staff from almost all departments assisted in the planning and execution of events which included:
 - a. Game groups with Dungeons and Dragons, Tokaido, 7 Wonders, Forbidden Island, Codenames, and Among Us
 - b. Craft activities (take home), including a Peeps diorama challenge
 - c. Trivia contest



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- d. Outdoor scavenger hunt
 - e. Virtual escape room
 - f. Outdoor chalk obstacle course
 - g. Cosplay runaway Padlet activity
 - h. Variety of programs
- 3) We created a FanFest logo and mini campaign for press releases, print flyers, and social media to promote the event. We received good publicity in advance from the Daily Herald and the Village of Mount Prospect in addition to our channels. By all accounts the event was a success for the virtual events and people stopping by the library to pick up to-go kits.

Building & Security

- 1) We are moving forward with several projects identified in the 2020 Capital Assessment Report. These will be reviewed during the First Quarter Financial Review.
- 2) A patron passed on her gratitude to all staff for offering excellent service and providing a haven. She especially wanted to cheer Building Services staff for the "immaculate restrooms – they're cleaner than Disneyland, and that's a high standard!"

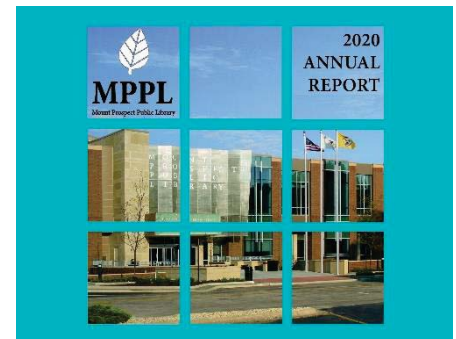
Collection & Bibliographic Services

- 1) Kelly Watson attended Panorama Project's "Immersive Media & Books 2020" presentation. This was the first study to capture data about how people engage with books, video games and TV/movies. The study found that crossmedia, the distribution of content amongst different media, is not cannibalizing one format in favor of another but instead is encouraging discovery and "grazing" of other formats. The study found that:
 - a. 60.3% said engaging with a book had led to finding a new TV series, film, or game
 - b. 61.2% said engaging with a TV series or movie led them to discover a new book or game
 - c. 33.1% said engaging with a game led them to discover a book, TV series, or film

The authors of the study urged attendees to rethink library organization by media type and consider how to engage with patrons and encourage crossmedia discovery.

Communications and Creative Services

- 1) Circulation numbers for the weekly e-newsletter held steady with a 0.25% unsubscribe rate. The top performing links of the weekly e-newsletter for March were:
 - a. Research: Internet Archive for Genealogical Research
 - b. Co-sponsored with VOMP: Understanding COVID Vaccines
 - c. FanFest
 - d. Multi-library: Your City @ Home: Shedd Aquarium
- 2) We printed and distributed our annual report for 2020, you can see it online at: <https://mppl.org/annualreport2020/> (85 page views)



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Human Resources

- 1) Number of terminations: none
- 2) Number of new hires: 3
 - a. CBS Department Head (Internal promotion)
 - b. Mail & Periodicals Clerk (Internal promotion)
 - c. Cataloging Librarian (Temporary Hire: est. 3 months)
- 3) Open positions: Janitor (PT-15 hrs); ILS Administrator (FT offer accepted with April start date); Copy Cataloger (PT-25 hrs)
- 4) Staff anniversaries: Elizabeth Rachau, Page: 20 years; Mark Sarasin, Janitor: 20 years; Rachel Leiner, SB Programming Coordinator: 5 years
- 5) Employee of the Moment: Jaime Lopez, Lead Network Technician, IT Services; Catherine Simmons, Program Librarian, Research Services
- 6) We launched a paid time off benefit to all staff voluntarily receiving the COVID-19 Vaccine. Currently over 30% of staff have received (or partially received) the vaccine. Vaccine status is voluntarily reported. [New normal]

Learning

- 1) Staff took advantage of a number of professional development opportunities throughout the month on topics such as: Unattended children, service animals, hold lockers, “Equity in Action: Fostering an Antiracist Library Culture,” and EDI definitions for the library with our diversity consultant. [EDI staff training]
- 2) Three staff members attended the virtual “Altogether HR 2021” conference with topics such as The Truth about Employee Engagement, DEI: Rising to the Occasion, and Employment Law. Several takeaways were:
 - a. “Engaged managers begets engaged employees.”
 - b. It’s believed that employees trust their employers more than the government or media.
 - c. In today’s environment we need to be flexible, open to change, and have a positive mindset.

Friends of the Mount Prospect Public Library

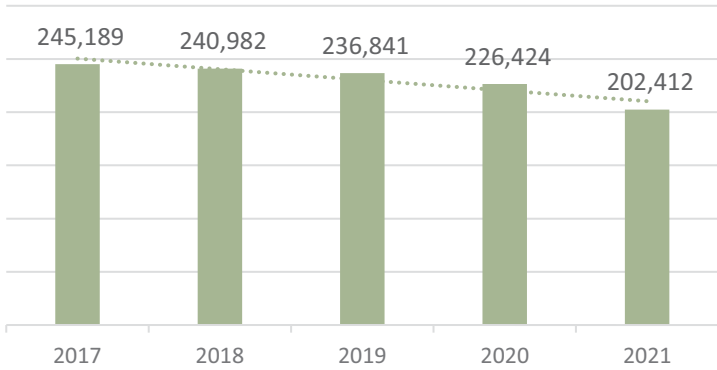
- 1) We worked with the Friends to explore options of increasing space of book trolleys on the second floor.
- 2) We trained Friends Board members on the new phone and voicemail system in the Friends room.

Mount Prospect Public Library Foundation

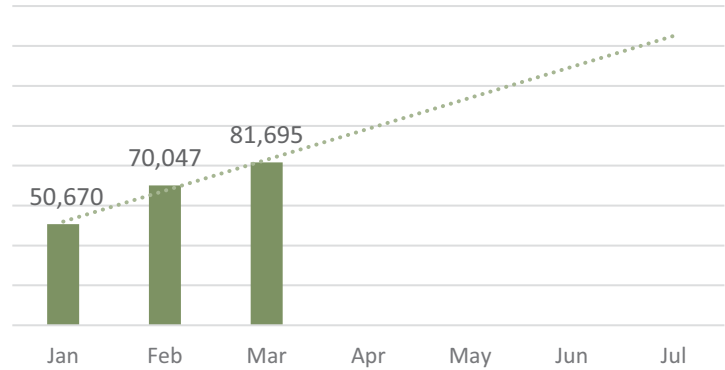
- 1) There is no Foundation meeting in March.
- 2) The Foundation agreed to fund “Your City @ Home,” a series of nine virtual programs to Chicagoland museums and institutions.
- 3) Assisted publishing an online Foundation donation drive via email.

Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

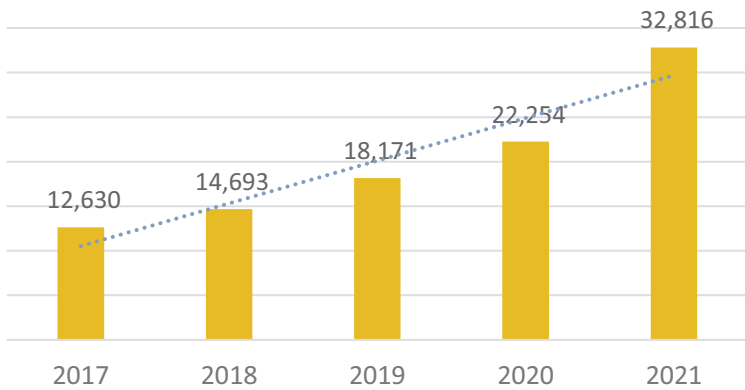
Overall Circulation YTD



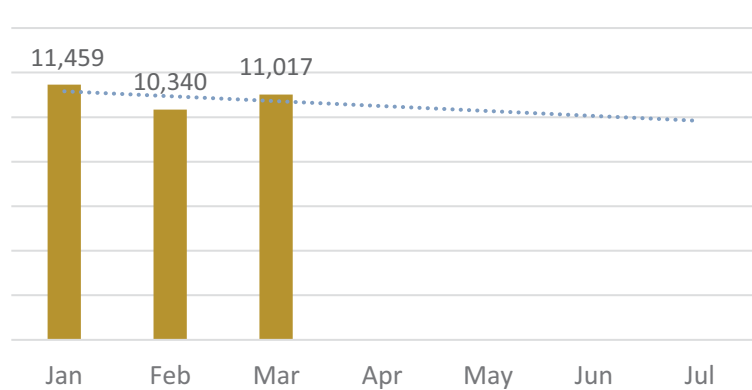
Overall Circulation 2021 by Month



eMedia Circulation YTD

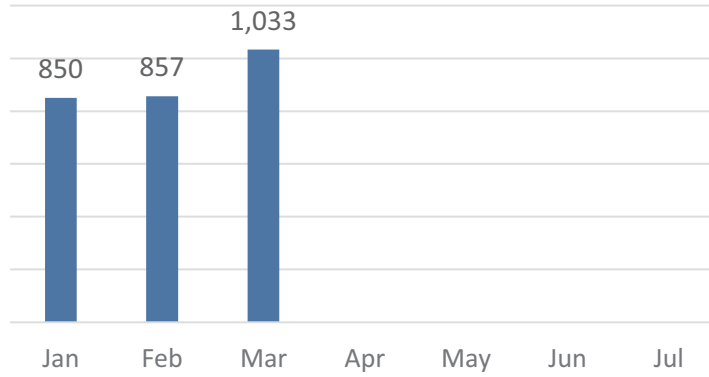


eMedia Circulation 2021 by Month

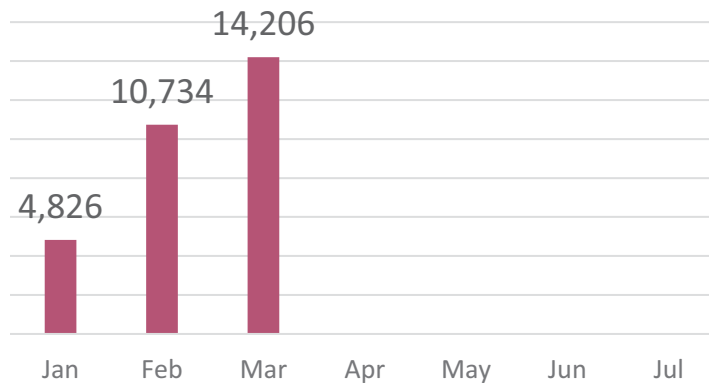


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Monthly Library Report for Board of Trustees

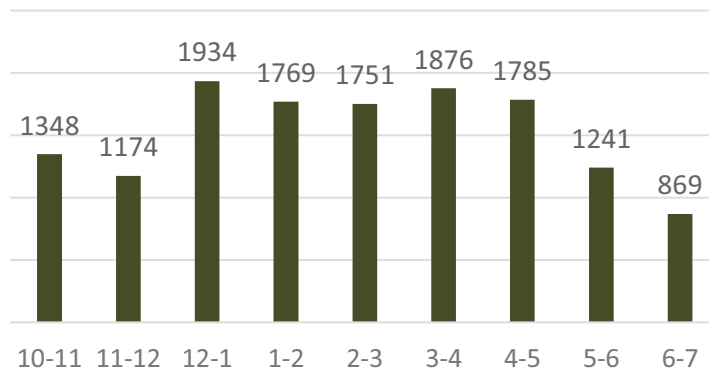
Door Count 2021 by Month - South Branch



Door Count 2021 by Month - Main

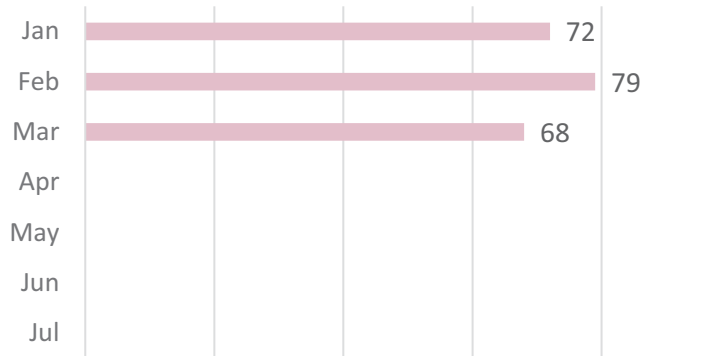


Main Door Count by Hour March 2021

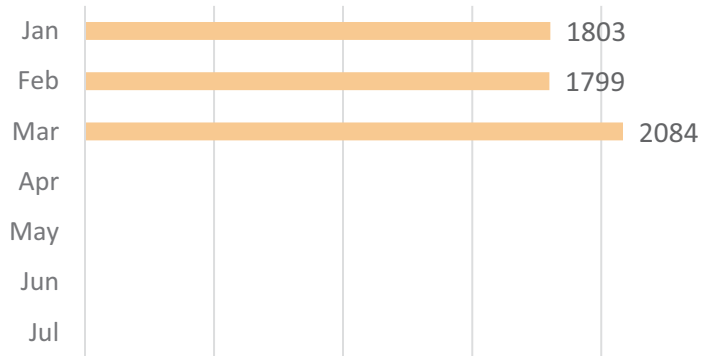


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Monthly Library Report for Board of Trustees

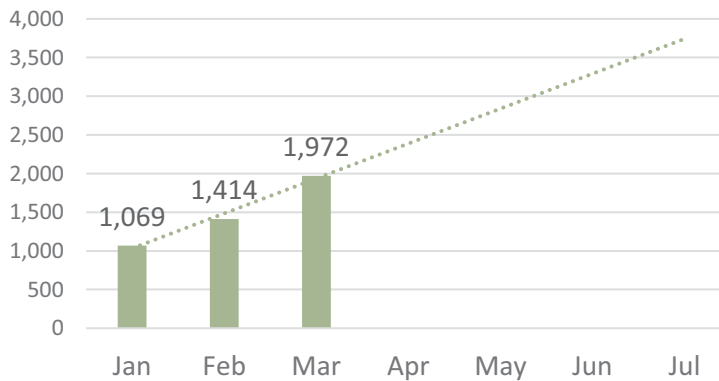
Number of Programs 2021 by Month



Program Attendance 2021 by Month

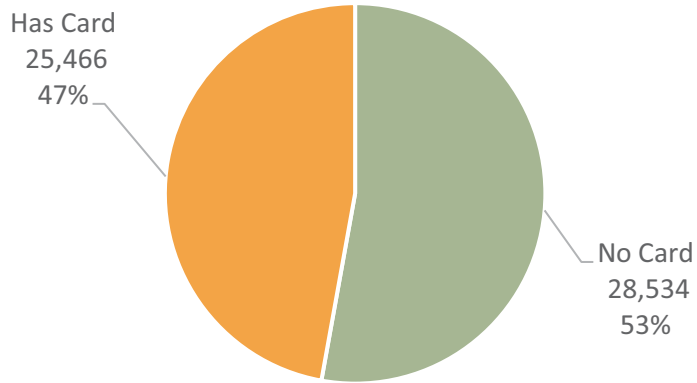


Wireless Access Users Monthly 2021

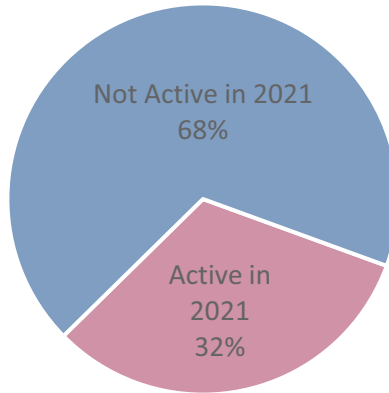


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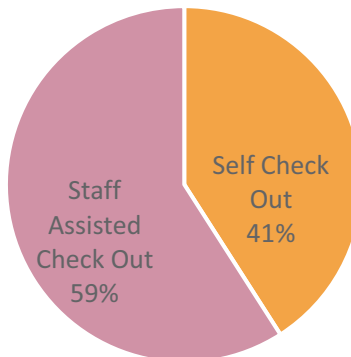
MPPL Library Cards



Resident Card Activity



Check Out Method
(Main)



Equity, Diversity, Inclusion Statement

Version 2.0

We at MPPL celebrate the diversity of identity, experience, and thought, and actively work to be inclusive.

We aspire to move our community forward by supporting and educating patrons regardless of age, ethnicity, gender, physical ability, race, sexual orientation, or any other dimension of diversity.

We recognize that equity and inclusivity do not happen overnight, and that we are on a journey to listen, learn, and do better. We are committed to:

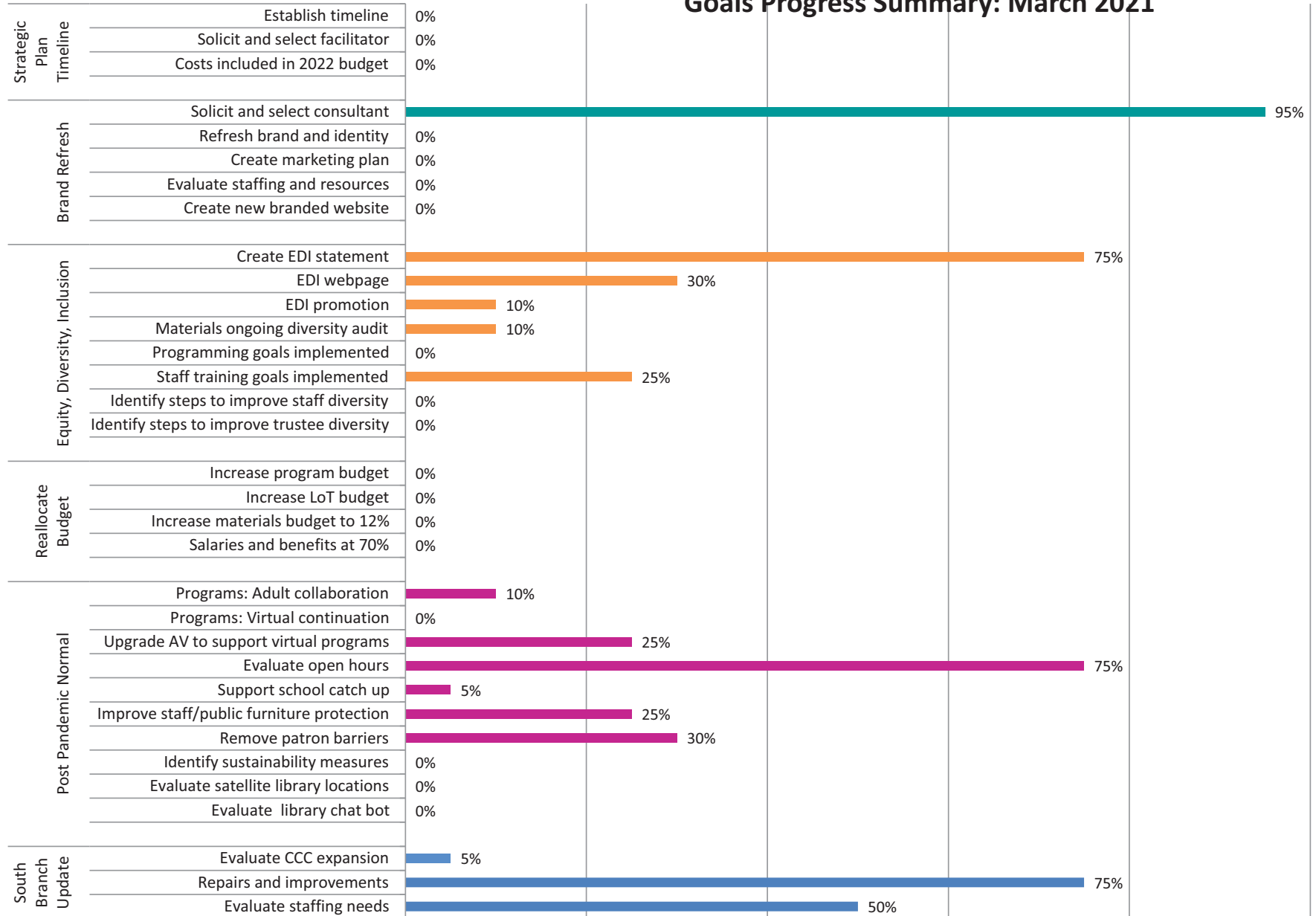
- Purchasing and promoting “own voices” collections¹
- Developing programs that include diverse voices and address social issues
- Creating a diversity recruiting strategy

Our staff EDI Committee is dedicated to exploring, sharing, and implementing the key concepts of equity, diversity, and inclusion in our library services. <ADD DEFINITIONS HERE WHEN COMPLETED> Through staff training, we strive to foster a culture of inclusiveness and acceptance.

During our journey we are bound to make mistakes, and when we do, we promise to address them directly, with humility and a desire to do better. We pledge to listen to our community, take their needs and interests seriously, and keep learning throughout our journey.

¹“Own Voices” refers to diverse characters created by authors from that same diverse group.

Goals Progress Summary: March 2021





Trustee Day 2021

Saturday, May 22 from 10am - 11:30am

Orland Park Public Library

**14921 S Ravinia Ave
Orland Park, IL 60462**

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Join us for this trustee workshop where Jim Deiters and Prospect Heights Library Director Alex Todd of Deiters & Todd Library Consulting will be presenting a mock board meeting to review some of the ins, outs, and common dilemmas that library boards may encounter. Topics include FOIA, OMA, closed session and voting, and much more!

This program is being offered in a hybrid format with limited in person attendance and a live Zoom broadcast.

Please register online through [Eventbrite](#) by Friday, May 14.

Virtual attendees will be emailed a link the week of the event.

There is no program fee for this event.

Registration Questions? Please contact Sarah Cottonaro at scottonaro@alsiplibrary.info.