

Regular Board Meeting
February 18, 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” (16 March 2020), and the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings 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. Resolution of Appreciation – Mount Prospect Public Library Foundation (Action) (4)

5. Resolution of Appreciation – Friends of the Mount Prospect Public Library (Action) (5)

6. Audience to Visitors

7. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of January 21, 2021 **(6-8)**
- b. Approve Minutes of Committee of the Whole Meeting of February 4, 2021 **(9-10)**
- c. Approve January 2021 Bills **(11)** and Financial Reports **(12-24)**
- d. Approve 2021 Non-Resident Card Fee of \$460
- e. Approve 2021 Per Capita Grant Application
- f. Approve Revised Policies as discussed February 4, 2021 **(26-47)**
- g. Approve 2020 Illinois Public Library Annual Report (IPLAR)

- 8. Review and Agreement of 2021 Goals (48-49)**
- 9. Executive Director Report (3)**
Monthly Library Report **(50-55)**
- 10. Trustee Reports**
Trustee reports or topic suggestions for future meetings.
- 11. Calendar items**
 - a. Foundation Board Meeting – February 22 – Marie Bass
 - b. Committee of the Whole Meeting – March 4 (tentative)
 - c. Regular Board Meeting – March 18
 - d. No Foundation Board Meeting in March
- 12. Adjournment**

**Library Director Report
February 18, 2021**

- 1. Resolutions of Appreciation.** This is agenda items 4 and 5. Each year we take time to recognize and thank our supportive partner organizations, the Friends and Foundation. This past year has been especially difficult for them because they were not able to conduct all of the regular fundraising events that they usually do. Despite this, both organizations contributed donations to the library in 2020. We are lucky to have such dedicated members of the community supporting the library.
- 2. Consent Agenda.** This is agenda item number 7. Any item on the consent agenda can be removed by request and discussed and voted on separately.

Non-resident fee. The library uses the “General Mathematical Formula” to determine the annual non-resident fee (divide tax income by population, then multiply by average number of persons per household).

- $(\$9,532,000 / 54,167 = \$176) * 2.62 = \$460$

Per Capita Grant. Each year the library applies for a grant from the Illinois State Library. We typically receive about \$67,000, which equals \$1.25 per Mount Prospect resident. Usually this application is due in January, but the due date was pushed back this year to March because of the pandemic.

Policies. At the February 4 COW meeting we discussed changes to several policies. The documents have been updated with the trustees’ requests made at the February 4 meeting.

IPLAR. Each year we must submit the Illinois Public Library Annual Report, which is a requirement of all public libraries in the US, and is coordinated by the Institute of Museum and Library Services (IMLS). This report asks for detail about all operating areas of the library and is also the data used for the *Library Journal* “star” libraries. Consolidated nation-wide data from annual reports is freely available and is interesting to dive into if you like data: <https://www.ims.gov/search-compare/>

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

- 3. 2021 Goals.** This is agenda item number 8. The 2021 goals have been updated with the changes we discussed at the February 4 COW meeting. At this meeting, we should be able to agree on the goals, and understand that it is a working document that will be regularly reviewed and updated as necessary.
- 4. Reopening Report.** This is agenda item number 9. We are now halfway through February, and the reopening to walk-in service at Main is still going well. We are seeing about 30-40 max capacity at any one time, and about 300-350 patrons a day. This is a little lower than we were experiencing during the summer/fall, but not by much.

Our target for opening South Branch to appointments is March 1, and we are finishing up the repairs and improvements to the space.

- 5. Library Worker Vaccines.** The Illinois Library Association, along with individual libraries, have been working with county and community health departments to see if library workers can be classified as 1b or 1c for vaccine eligibility. Some have been successful (see <https://www.ila.org/advocacy/covid-19-resources/vaccine-eligibility-for-libraries-in-ill>) but so far Cook County has not upped the priority.

RESOLUTION 2021-1

**RESOLUTION OF APPRECIATION FOR
THE MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION**

WHEREAS, the Foundation for the Mount Prospect Public Library established an endowment in 1997 to support Library programs and activities;

WHEREAS, the Foundation raises funds through various fundraising efforts including annual appeals campaign, Mini Golf, and basket raffle to grow the endowment as well as support specific projects and activities;

WHEREAS, during the extraordinary year of 2020 amid a global pandemic, they held a reduced number of regular fundraising events;

WHEREAS, the Library greatly appreciates their continued support and dedication during a year where nothing was normal;

WHEREAS, grants and special donations are received by the Foundation to provide funds for services such as \$500 from Walmart;

WHEREAS, in 2020, despite the lack of regular revenue, they provided direct support of Library events and programs such as a concert series, three cultural Super Saturdays, and multiple Shakespeare programs;

NOW, THEREFORE BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:

Sincere appreciation of their continued dedication and support of the Library is duly noted in this official meeting of the Library Board on February 18, 2021. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 18th day of February 2021.

Sylvia M. Haas
Library Board President

RESOLUTION 2021-2

**RESOLUTION OF APPRECIATION
FOR THE FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY**

WHEREAS, the Friends of the Mount Prospect Public Library make significant contributions to equipment purchases, programming, special events, and projects since the founding of the organization;

WHEREAS, during the extraordinary year of 2020 amid a global pandemic, they were unable to accept material donations or hold regular book sales;

WHEREAS, the Library greatly appreciates their continued support and dedication during a year where nothing was normal;

WHEREAS, in 2020, despite the lack of typical revenue, they provided support of Library efforts, events, and programs such as the adult, teen, and South Branch reading programs, award and book discussion books for adults and teens, employee recognition, South Branch programs, the 40th Anniversary of the Teddy Bear Walk, FanFest, and more;

NOW, THEREFORE BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:

Sincere appreciation of their continued dedication and support of the Library is duly noted in this official meeting of the Library Board on February 18, 2021. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 18th day of February 2021.

Sylvia M. Haas
Library Board President

**Regular Board Meeting
January 21, 2021
Minutes**

1. Call to Order

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

2. President Statement Regarding Virtual Meeting

"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings 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: Karen Almeleh, Jennifer Amling, Jo Broszczak, Su Reynders
Visitors: There were approximately 24 visitors and staff on the electronic meeting.

4. Audience to Visitors

No visitors spoke.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of December 17, 2020
- b. Approve December 2020 Bills and Financial Reports

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

6. 2020 Year End Financial Review

Director of Business Operations Karen Almeleh reviewed the library's financial position at the close of 2020. She reported that we collected \$268,000 less in revenues and expended about \$1.1M below budget. The library ended the year with nine months (77%) in reserve funds.

Trustee Gilligan requested quarterly financial reports that includes an overview of revenue and expenditures.

7. Discussion of Reopening Plans

Director Reynders reported that the Main Library is set to reopen to walk-in service on February 1, 2021. The library will continue to have restrictions, including mandatory masks, one-hour time limit, no in-person programs, etc. The plans are to relax the restrictions as the pandemic eases.

8. Discussion of 2021 Goals

Trustees reviewed proposed goals for 2021, discussing each presented and adding several more. Director Reynders will write up the goals in a formal document that includes measures of success. The Board will further discuss at the February 4, 2021 Committee of the Whole meeting.

9. Library Reports

Trustees reviewed the Library and Director's reports and asked questions.

10. Trustee Reports

Trustee Gens reported that she conducted an advocacy visit with Illinois State Senator Ann Gillespie.

The Board discussed the response process for when all trustees receive a library-related email to their mppl.org email addresses. After discussing when to involve the Executive Director; who should respond; and what the protocol should be, the Board agreed to continue the discussion at the February 4 Committee of the Whole meeting.

11. Calendar Items

- a. Foundation Board Meeting – January 25 – Terri Gens
- b. Committee of the Whole Meeting – February 4 - 7:00 p.m.
 - i. Policy updates and Standards 4.0 review
- c. Shining Stars Gala – Saturday, February 6 - Virtual
- d. Regular Board Meeting – February 18
- e. Foundation Board Meeting – February 22 – Marie Bass

12. Adjourn to Closed Session

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. As pursuant to 5 ILCS 120/2 C (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion was made by Trustee Fulk and seconded by Trustee O'Sullivan to adjourn to closed session at 8:27 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

13. Reconvene Open Session

Open session was reconvened at 8:27 p.m.

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to approve and not release the following written minutes:

- July 16, 2020 Regular Board Meeting
- August 20, 2020 Regular Board Meeting
- September 3, 2020 Special Board Meeting

- September 8, 2020 Personnel Committee Meeting
- December 3, 2020 Personnel Committee Meeting
- December 17, 2020 Regular Board Meeting

Roll Call Vote: AYES: Bass, Duebner, Fulk, Gens, Gilligan, Haas, O’Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

14. Adjournment

Regular meeting adjourned at 8:32 p.m.

Terri Gens, Secretary

DRAFT

**Committee of the Whole Meeting
February 4, 2021
Minutes**

1. Call to Order

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

2. President Statement Regarding Virtual Meeting

"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings 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 [arrived at 7:27 p.m.], Kristine O'Sullivan
Absent: None
Staff Present: Jo Broszczak, Su Reynders
Visitors: There were approximately 10 visitors and staff on the electronic meeting.

4. Audience to Visitors

Staff member Polly Gillogly stated that she appreciates the opportunity to see the Board work.

5. Review Policy Change Recommendations

Director Reynders reviewed the policy recommendations and answered questions from trustees.

Trustees requested the following changes:

- Circulation – Clarify that not paying for lost or damaged materials will result in a blocked library card.
- Meeting Room – Replace the word "rent" with "reserve;" add that exceptions may be granted by the Executive Director.
- Book Discussion – Remove the listing of library hours.
- Public Comment – Remove the reference to "arrest."
- Employee Borrowing – Clarify that staff can check out and renew themselves electronically.
- Personnel Code Section F – Change the word "reputable" to "third party" in the benchmarking study section.

Trustees made several suggestions for staff to consider:

- Consider additional paid time off in lieu of cash bonuses.

- Ask staff if further limiting meeting room usage to one hour on either side of opening and closing is better than a half hour.

6. Review of Serving Our Public 4.0: Standards for Illinois Public Libraries Checklists

Trustees reviewed the outcomes of the Standards checklists and asked questions. Director Reynders stated that the library will work on the highlighted items throughout 2021. These standards will be reviewed each year by the Board and staff as a requirement of the annual Per Capita Grant application.

7. Review 2021 Executive Director Goals

Trustees reviewed the consolidated goals document and discussed various aspects and expectations of each goal.

Trustees requested the following changes:

- Eliminate reference to “priority” in the list.
- Add a specific reference to South Branch in the Equity, Diversity, and Inclusion (EDI) goal.
- Eliminate the target dates in the EDI measures of success.

Trustees made several suggestions for staff to consider:

- Consider a Diversity Officer who will lead the EDI work with other staff.
- During the quarterly budget review, if there are savings in budget lines, consider spending those funds to help meet our goals.

Trustees requested that the Brand Update proposal be sent to them for informational purposes.

8. Clarify Board Response Process to Community Emails

The Board explored options to respond to emails from the community that are delivered to all Board members. Trustees agreed to designate Trustee Bass the primary contact to ensure that group emails are answered by the Board. She will consult with Director Reynders on the response. If the topic is sensitive or requires a decision by the Board, it will be addressed at the next regular Board meeting.

9. Calendar Items

- a. Shining Stars Gala – Saturday, February 6 - Virtual
- b. Regular Board Meeting – February 18
- c. Foundation Board Meeting – February 22 – Marie Bass

Trustee O’Sullivan encouraged everyone to attend the virtual Shining Stars Gala to recognize Joey Carbone.

10. Adjournment

Committee of the Whole meeting adjourned at 8.23 p.m.

Terri Gens, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of January 31, 2021

Library General Fund	\$	4,384,245
Working Cash Fund	\$	2,211,258
Capital Projects Restricted Fund	\$	3,361,045
Debt Service Fund	\$	732,767
Gift Fund	\$	567,561
Total All Funds	\$	11,256,876

Cash Disbursements January 2021 **\$799,932.14**

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	6,595,503
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		8.1
Combined Balance - Percentage in Reserve		68%

YTD January Spending

- * \$84,918.35 below the year-to-date budget
- * YTD Actual is 9.1% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 9.7% of the annual budget
- * Spending to date was actually closer to 8.8% of the annual budget
- * Last year we had expended about 8.9% of the annual budget

Levy Collection

- * To date 0% of the 2020 Levy has been collected
- * Last year 0% of the 2019 Levy had been collected through January 2020
- * Historically, over the past six years, 0% to 5.18% (average of .86%) of the current year Levy has been collected YTD

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

For the Period Ended 01/31/2021

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 4,521	\$ 4,521
Taxes Allocated to Other Funds	(387)	(387)
Personal Property Replacement Taxes	-	-
Interest Income	354	354
Illinois Per Capita Grant	-	-
Misc. Grant Income	1,000	1,000
Ground Lease Income	-	-
Miscellaneous Fees and Fines	-	-
Friends & Foundation Reimbursements	-	-
Village Reimbursements	-	-
<i>Total Revenues</i>	<u>\$ 5,488</u>	<u>\$ 5,488</u>
Expenditures		
Salaries & Benefits	\$ 616,653	\$ 616,653
Management Expense	10,582	10,582
Operating Expenses	98,719	98,719
Building Expense	40,834	40,834
Services and Resources	85,651	85,651
Friends & Foundation Reimbursable Expenses	-	-
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	137	137
<i>Total Expenditures</i>	<u>\$ 852,576</u>	<u>\$ 852,576</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 852,576</u>	<u>\$ 852,576</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (847,088)	\$ (847,088)
Fund Balance - Beginning of Period	5,231,333	5,231,333
Fund Balance - End of Period	<u>\$ 4,384,245</u>	<u>\$ 4,384,245</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,211,096	\$ 2,211,096
Interest Allocation	162	162
Fund Balance - End of Period	<u>\$ 2,211,258</u>	<u>\$ 2,211,258</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	-
Interest Income	249	249
<i>Total Revenues</i>	<u>\$ 249</u>	<u>\$ 249</u>
Expenditures		
Building & Grounds	\$ -	-
Library Equipment (van, phone system)	4,665	4,665
Library Furnishings	-	-
Other Expenditures	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 4,665</u>	<u>\$ 4,665</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (4,416)	\$ (4,416)
Fund Balance - Beginning of Period	3,365,461	3,365,461
Fund Balance - End of Period	<u>\$ 3,361,045</u>	<u>\$ 3,361,045</u>
Debt Service Fund		
Revenues		
Property Taxes	\$ 387	\$ 387
Interest Income	54	54
<i>Total Revenues</i>	<u>\$ 441</u>	<u>\$ 441</u>
Expenditures		
Interest Expense	\$ 5,109	\$ 5,109
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,109</u>	<u>\$ 5,109</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (4,668)	\$ (4,668)
Fund balance - Beginning of Period	737,435	737,435
Fund balance - End of Period	<u>\$ 732,767</u>	<u>\$ 732,767</u>
Gift Fund		
Revenues	\$ 1,132	\$ 1,132
Expenditures	-	-
Excess (Deficiency) of Revenues over Expenditures	\$ 1,132	\$ 1,132
Fund Balance - Beginning of Period	566,429	566,429
Fund Balance - End of Period	<u>\$ 567,561</u>	<u>\$ 567,561</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$	616,653.40	
Management Expense (4210L - 4290L)		10,582.47	
Operating Expenses (4310L - 4390L)		98,719.42	
Building Expense (4410L - 4460L)		40,833.81	
Services and Resources (4610L - 4690L)		85,650.73	
Friends & Foundation reimbursable expenses (9530L and 9540L)		-	
VOMP reimbursable expenses (9560L)		136.68	
Grant Expenses (9570L)		-	
Total January 2021 Library General Fund Expenses			\$ 852,576.51

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	-	
Operating Expense Reimbursements received		2,554.20	
December 2020 Accrued Payroll & Benefits		205,201.75	
December 2020 Credit Card Payable		6,611.01	
December 2020 Accounts Payable		23,300.04	
Reversal of Prepays		(9,030.00)	
Disbursements for Gift Fund		-	
			228,637.00

Deductions for Library General Fund Cash Disbursements:

January 2021 Accrued Payroll & Benefits	\$	266,188.40	
January 2021 Credit Card Payable		23,709.49	
January 2021 Accounts Payable		27,394.78	
Expense paid by Gift Card		-	
Payment of Nayax invoices & merchant fees by income offset		-	
Payment of Credit Card Merchant fees by income offset		-	
			(317,292.67)
<i>Total Library General Fund cash disbursed</i>			\$ 763,920.84

CAPITAL PROJECTS RESTRICTED FUND

January 2021 Expenses	\$	4,664.75	
Plus: December 2020 Accounts Payable		31,346.55	
Less: January 2021 Accounts Payable		-	
<i>Total Capital Projects Restricted Fund cash disbursed</i>			36,011.30

DEBT SERVICE FUND

January 2021 Expenses	\$	5,108.33	
Plus: December 2020 Interest Payable		5,108.33	
Less: January 2021 Interest Payable		(10,216.66)	
<i>Total Debt Service Fund cash disbursed</i>			0.00

GIFT FUND

January 2021 Expenses	\$	-	
Plus: December 2020 Accounts Payable		-	
Less: January 2021 Accounts Payable		-	
<i>Total Gift Fund cash disbursed</i>			0.00

TOTAL CASH DISBURSEMENTS, January 2021	\$ 799,932.14
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Mount Prospect Public Library
 Library Fund Expenses by G/L Account #
 For the Period From Jan 1, 2021 to Jan 31, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	1/1/21	12/31/2020 accrued payroll reversal	\$ (177,461.00)
4110L	SALARIES	1/7/21	PAYROLL - PAYCOM	207,038.03
4110L	SALARIES	1/21/21	PAYROLL - PAYCOM	218,932.20
4110L	SALARIES	1/31/21	01/31/2021 accrued payroll	227,655.00
4120L	IMRF	1/1/21	12/31/2020 accrued payroll reversal	(17,267.00)
4120L	IMRF	1/26/21	VILLAGE OF MT. PROSPECT - IMRF	41,619.79
4120L	IMRF	1/31/21	01/31/2021 accrued payroll	22,204.00
4130L	MC / FICA	1/1/21	12/31/2020 accrued payroll reversal	(12,695.00)
4130L	MC / FICA	1/7/21	PAYROLL - PAYCOM	14,810.36
4130L	MC / FICA	1/7/21	PAYROLL - PAYCOM	(577.69)
4130L	MC / FICA	1/7/21	PAYROLL - PAYCOM	(35.31)
4130L	MC / FICA	1/21/21	PAYROLL - PAYCOM	15,736.71
4130L	MC / FICA	1/31/21	01/31/2021 accrued payroll	16,440.00
4140L	Insurance - Medical	1/28/21	VILLAGE OF MT. PROSPECT	60,269.32
4140L	Insurance - Medical	1/6/21	COBRA fee	(16.01)
4220L	Legal Fees	1/1/21	PEREGRINE, STIME, NEWMAN,	787.50
4220L	Legal Fees	1/12/21	PEREGRINE, STIME, NEWMAN,	450.00
4240L	Marketing	1/4/21	SIGN TECH, INC.	15.00
4240L	Marketing	1/11/21	GRAPHIC 14 INC.	219.14
4250L	Resources	1/12/21	MC/AMAZON	220.00
4260L	Professional Dues	1/28/21	LACONI, INC. ADMIN SECTION TREASURER	100.00
4260L	Professional Dues	1/6/21	MC/SOCIETY FOR HR MANAGEMENT	195.00
4280L	Human Resources	1/7/21	PAYROLL - PAYCOM	1,494.27
4280L	Human Resources	1/21/21	PAYROLL - PAYCOM	2,927.81
4280L	Human Resources	1/15/21	EMPLOYEE BENEFITS CORPORATION	118.75
4280L	Human Resources	1/26/21	LIBRARY JOURNALS LLC	1,440.00
4290L	Other Operating	1/31/21	HR SOURCE (MANAGEMENT ASSOC)	300.00
4290L	Other Operating	1/7/21	MC/VILLAGE OF MT PROSPECT	25.00
4290L	Other Operating	1/14/21	DEX MEDIA	23.00
4290L	Other Operating	1/4/21	KANKAKEE PUBLIC LIBRARY	32.00
4290L	Other Operating	1/21/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2,235.00
4310L	Telecommunications	1/11/21	AT&T	728.82
4310L	Telecommunications	1/13/21	AT&T	1,678.79
4310L	Telecommunications	1/19/21	AT&T	297.56
4310L	Telecommunications	1/19/21	TECHNOLOGY MANAGEMENT REVOLVING FUND	497.00
4310L	Telecommunications	1/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	1/28/21	VERIZON WIRELESS	348.69
4310L	Telecommunications	1/19/21	AT&T - 50%	136.68
4320L	Insurance	1/1/21	ARTHUR J. GALLAGHER RISK	13,924.00
4320L	Insurance	1/1/21	LIBRARIES OF ILLINOIS RISK AGE	73,815.00
4340L	Office Supplies	1/13/21	WAREHOUSE DIRECT	419.40

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

Account ID	Account Description	Date	Vendor Name	Amount
4340L	Office Supplies	1/21/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	34.99
4340L	Office Supplies	1/19/21	WAREHOUSE DIRECT	29.64
4350L	Library Supplies	1/7/21	MC/VILLAGE OF MT PROSPECT	100.00
4350L	Library Supplies	1/19/21	ARAMARK	13.25
4350L	Library Supplies	1/20/21	VARIETY VENDORS	(100.00)
4350L	Library Supplies	1/5/21	W. W. GRAINGER, INC.	36.00
4350L	Library Supplies	1/21/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	46.00
4350L	Library Supplies	1/20/21	GARVEY'S OFFICE PRODUCTS	35.96
4360L	Postage	1/8/21	POSTMASTER	240.00
4360L	Postage	1/18/21	MC/POSTMASTER	31.00
4360L	Postage	1/30/21	MC/POSTMASTER	134.30
4360L	Postage	1/13/21	EMPLOYEE REIMBURSEMENTS	(8.84)
4360L	Postage	1/27/21	EMPLOYEE REIMBURSEMENTS	(7.20)
4380L	Contract Services	1/23/21	AQUA-SAFARI, INC.	96.00
4390L	IT Services	1/4/21	MC/MICROSOFT	21.89
4390L	IT Services	1/6/21	MC/QUICKBASE	183.19
4390L	IT Services	1/12/21	MC/WEATHERCALL	9.95
4390L	IT Services	1/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	1/25/21	MC/DOODLE	179.00
4390L	IT Services	1/30/21	MC/ZOOM	140.00
4390L	IT Services	1/31/21	MC/CALLING POST COMMUNICATIONS	85.00
4390L	IT Services	1/1/21	INFORMA SOFTWARE	1,735.00
4390L	IT Services	1/11/21	SOUND INCORPORATED	152.00
4390L	IT Services	1/26/21	MC/SAGE SOFTWARE	3,234.00
4390L	IT Services	1/14/21	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	1/1/21	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	1/19/21	INTEGRATED CONTROL TECHNOLOGIES	8,657.00
4410L	Building Maintenance	1/19/21	JOHNSON CONTROLS	144.54
4410L	Building Maintenance	1/20/21	FLUORECYCLE, INC.	260.65
4410L	Building Maintenance	1/26/21	PROSPECT ELECTRIC COMPANY	4,100.00
4410L	Building Maintenance	1/4/21	W. W. GRAINGER, INC.	6.90
4410L	Building Maintenance	1/7/21	MOUNT PROSPECT PAINT, INC.	224.19
4410L	Building Maintenance	1/14/21	W. W. GRAINGER, INC.	118.43
4410L	Building Maintenance	1/14/21	LIGHTING SUPPLY COMPANY	56.10
4410L	Building Maintenance	1/14/21	MOUNT PROSPECT PAINT, INC.	44.49
4410L	Building Maintenance	1/19/21	MOUNT PROSPECT PAINT, INC.	64.48
4410L	Building Maintenance	1/20/21	LIGHTING SUPPLY COMPANY	147.39
4410L	Building Maintenance	1/26/21	PROSPECT ELECTRIC COMPANY	606.38
4410L	Building Maintenance	1/29/21	NORTHWEST ELECTRICAL	25.80
4410L	Building Maintenance	1/11/21	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	1/25/21	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	1/13/21	SHELL OIL COMPANY	28.00
4420L	Equipment Maintenance	1/15/21	MC/YOUNGS	22.43
4420L	Equipment Maintenance	1/19/21	MC/YOUNGS	22.88
4420L	Equipment Maintenance	1/25/21	NERADT ACE HARDWARE	14.98
4420L	Equipment Maintenance	1/18/21	CDW GOVERNMENT, INC.	2,370.60
4420L	Equipment Maintenance	1/1/21	TODAY'S BUSINESS SOLUTIONS, INC.	3,655.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4420L	Equipment Maintenance	1/12/21	IMAGE SYSTEMS & BUSINESS SOLUTIONS	2,591.46
4420L	Equipment Maintenance	1/13/21	MC/AMAZON	47.85
4420L	Equipment Maintenance	1/13/21	MC/AMAZON	16.96
4440L	Janitorial	1/1/21	CRYSTAL MANAGEMENT & MAINTENAN	1,490.00
4440L	Janitorial	1/20/21	REPUBLIC SERVICES #551	403.83
4440L	Janitorial	1/4/21	SUPERIOR INDUSTRIAL SUPPLY	327.25
4440L	Janitorial	1/5/21	W. W. GRAINGER, INC.	54.48
4440L	Janitorial	1/18/21	SUPERIOR INDUSTRIAL SUPPLY	135.80
4440L	Janitorial	1/19/21	ARAMARK	87.10
4440L	Janitorial	1/22/21	WAREHOUSE DIRECT	139.98
4450L	Equipment	1/7/21	ULINE	88.94
4450L	Equipment	1/1/21	MC/AMAZON	2,829.89
4450L	Equipment	1/13/21	MC/AMAZON	39.99
4450L	Equipment	1/15/21	MC/AMAZON	2,829.89
4450L	Equipment	1/19/21	MC/AMAZON	2,849.99
4450L	Equipment	1/21/21	MIDCO SYSTEMS	465.95
4450L	Equipment	1/13/21	MC/AMAZON	143.56
4450L	Equipment	1/13/21	MC/AMAZON	107.97
4450L	Equipment	1/15/21	MC/AMAZON	69.24
4450L	Equipment	1/15/21	MC/AMAZON	199.95
4450L	Equipment	1/18/21	MC/AMAZON	58.59
4450L	Equipment	1/18/21	MC/AMAZON	53.71
4450L	Equipment	1/19/21	MC/AMAZON	(21.90)
4450L	Equipment	1/21/21	MC/AMAZON	96.45
4450L	Equipment	1/21/21	MC/AMAZON	223.26
4450L	Equipment	1/25/21	MC/AMAZON	291.46
4450L	Equipment	1/25/21	MC/AMAZON	149.69
4460L	Utilities	1/20/21	CONSTELLATION NEWENERGY- GAS DIV	3,822.83
4460L	Utilities	1/15/21	VILLAGE OF MT. PROSPECT	449.70
4610L	Adult Books	1/1/21	BAKER AND TAYLOR	25.03
4610L	Adult Books	1/1/21	H. W. WILSON	199.00
4610L	Adult Books	1/1/21	INGRAM	29.38
4610L	Adult Books	1/1/21	INGRAM	12.99
4610L	Adult Books	1/4/21	INGRAM	16.38
4610L	Adult Books	1/5/21	BAKER AND TAYLOR	321.83
4610L	Adult Books	1/5/21	BAKER AND TAYLOR	2,840.61
4610L	Adult Books	1/5/21	BAKER AND TAYLOR	549.05
4610L	Adult Books	1/5/21	INGRAM	539.54
4610L	Adult Books	1/6/21	INGRAM	130.86
4610L	Adult Books	1/6/21	MC/POLISH BOOKSTORE	268.87
4610L	Adult Books	1/7/21	BAKER AND TAYLOR	802.58
4610L	Adult Books	1/7/21	INGRAM	27.19
4610L	Adult Books	1/7/21	MC/HR SIMPLE	599.00
4610L	Adult Books	1/8/21	INGRAM	133.16
4610L	Adult Books	1/8/21	INGRAM	72.96
4610L	Adult Books	1/10/21	INGRAM	9.57
4610L	Adult Books	1/11/21	BAKER AND TAYLOR	554.23
4610L	Adult Books	1/11/21	BAKER AND TAYLOR	93.22
4610L	Adult Books	1/11/21	INGRAM	16.92

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	1/12/21	INGRAM	28.22
4610L	Adult Books	1/13/21	BAKER AND TAYLOR	1,068.15
4610L	Adult Books	1/13/21	INGRAM	10.73
4610L	Adult Books	1/13/21	BAKER AND TAYLOR	455.64
4610L	Adult Books	1/13/21	BAKER AND TAYLOR	459.18
4610L	Adult Books	1/13/21	BAKER AND TAYLOR	4.59
4610L	Adult Books	1/14/21	INGRAM	89.23
4610L	Adult Books	1/14/21	INGRAM	49.40
4610L	Adult Books	1/15/21	MC/POLISH BOOKSTORE	276.87
4610L	Adult Books	1/18/21	BAKER AND TAYLOR	814.25
4610L	Adult Books	1/19/21	INGRAM	31.14
4610L	Adult Books	1/19/21	INGRAM	15.79
4610L	Adult Books	1/19/21	INGRAM	73.24
4610L	Adult Books	1/19/21	INGRAM	12.99
4610L	Adult Books	1/19/21	BAKER AND TAYLOR	766.02
4610L	Adult Books	1/20/21	INGRAM	16.92
4610L	Adult Books	1/21/21	INGRAM	43.42
4610L	Adult Books	1/21/21	BAKER AND TAYLOR	376.05
4610L	Adult Books	1/22/21	BAKER AND TAYLOR	940.58
4610L	Adult Books	1/22/21	INGRAM	52.52
4610L	Adult Books	1/25/21	BAKER AND TAYLOR	460.46
4610L	Adult Books	1/25/21	BAKER AND TAYLOR	171.72
4610L	Adult Books	1/25/21	INGRAM	48.97
4610L	Adult Books	1/25/21	INGRAM	100.18
4610L	Adult Books	1/25/21	MIDWEST TAPE	39.99
4610L	Adult Books	1/26/21	SYNCHRONY/AMAZON	14.99
4610L	Adult Books	1/26/21	SYNCHRONY/AMAZON	(7.52)
4610L	Adult Books	1/26/21	INGRAM	59.33
4610L	Adult Books	1/26/21	INGRAM	274.44
4610L	Adult Books	1/27/21	BAKER AND TAYLOR	454.81
4610L	Adult Books	1/28/21	INGRAM	29.74
4610L	Adult Books	1/29/21	BAKER AND TAYLOR	366.72
4620L	Adult AV	1/4/21	BAKER & TAYLOR INC.	88.17
4620L	Adult AV	1/4/21	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	1/4/21	BAKER & TAYLOR INC.	15.61
4620L	Adult AV	1/4/21	BAKER & TAYLOR INC.	4.39
4620L	Adult AV	1/5/21	BAKER & TAYLOR INC.	380.56
4620L	Adult AV	1/6/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	1/7/21	BAKER & TAYLOR INC.	58.75
4620L	Adult AV	1/7/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/7/21	BAKER & TAYLOR INC.	14.24
4620L	Adult AV	1/7/21	BAKER & TAYLOR INC.	24.23
4620L	Adult AV	1/8/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/11/21	MIDWEST TAPE	47.99
4620L	Adult AV	1/11/21	MIDWEST TAPE	71.98
4620L	Adult AV	1/11/21	MIDWEST TAPE	39.99
4620L	Adult AV	1/12/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	1/13/21	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	1/13/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	51.42

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	58.75
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	1/14/21	BAKER & TAYLOR INC.	45.50
4620L	Adult AV	1/18/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	1/18/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	1/19/21	MIDWEST TAPE	114.97
4620L	Adult AV	1/19/21	MIDWEST TAPE	149.96
4620L	Adult AV	1/19/21	MIDWEST TAPE	39.99
4620L	Adult AV	1/19/21	MIDWEST TAPE	38.99
4620L	Adult AV	1/20/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	11.00
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	55.82
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	1/21/21	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	1/25/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/25/21	MIDWEST TAPE	34.99
4620L	Adult AV	1/25/21	MIDWEST TAPE	14.99
4620L	Adult AV	1/25/21	MIDWEST TAPE	29.99
4620L	Adult AV	1/25/21	MIDWEST TAPE	44.99
4620L	Adult AV	1/26/21	SYNCHRONY/AMAZON	(0.03)
4620L	Adult AV	1/28/21	BAKER & TAYLOR INC.	131.47
4620L	Adult AV	1/28/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	1/29/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	1/4/21	BAKER & TAYLOR INC.	48.45
4620L	Adult AV	1/13/21	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	1/13/21	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	1/18/21	BAKER & TAYLOR INC.	14.69
4630L	Youth Print	1/1/21	INGRAM	15.82
4630L	Youth Print	1/1/21	INGRAM	40.12
4630L	Youth Print	1/1/21	CHILDREN'S PLUS INC.	185.86
4630L	Youth Print	1/1/21	INGRAM	9.58
4630L	Youth Print	1/1/21	BAKER AND TAYLOR	96.31
4630L	Youth Print	1/1/21	BAKER AND TAYLOR	180.02
4630L	Youth Print	1/1/21	CHILDREN'S PLUS INC.	83.70
4630L	Youth Print	1/1/21	CHILDREN'S PLUS INC.	269.66
4630L	Youth Print	1/5/21	BAKER AND TAYLOR	301.12
4630L	Youth Print	1/5/21	BAKER AND TAYLOR	578.65
4630L	Youth Print	1/5/21	BAKER AND TAYLOR	53.19
4630L	Youth Print	1/5/21	INGRAM	32.71
4630L	Youth Print	1/6/21	BAKER AND TAYLOR	216.99
4630L	Youth Print	1/7/21	BAKER AND TAYLOR	11.24
4630L	Youth Print	1/8/21	INGRAM	260.38
4630L	Youth Print	1/8/21	BAKER AND TAYLOR	673.96
4630L	Youth Print	1/11/21	BAKER AND TAYLOR	72.88
4630L	Youth Print	1/12/21	INGRAM	101.53
4630L	Youth Print	1/12/21	BAKER AND TAYLOR	109.90
4630L	Youth Print	1/13/21	INGRAM	13.75

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	1/15/21	INGRAM	5.99
4630L	Youth Print	1/15/21	INGRAM	250.73
4630L	Youth Print	1/15/21	BAKER AND TAYLOR	644.09
4630L	Youth Print	1/17/21	INGRAM	20.32
4630L	Youth Print	1/18/21	BAKER AND TAYLOR	38.96
4630L	Youth Print	1/19/21	INGRAM	69.11
4630L	Youth Print	1/20/21	INGRAM	40.69
4630L	Youth Print	1/20/21	BAKER AND TAYLOR	11.99
4630L	Youth Print	1/21/21	BAKER AND TAYLOR	874.56
4630L	Youth Print	1/22/21	BAKER AND TAYLOR	252.42
4630L	Youth Print	1/26/21	SYNCHRONY/AMAZON	16.99
4630L	Youth Print	1/12/21	BAKER AND TAYLOR	113.59
4630L	Youth Print	1/22/21	BAKER AND TAYLOR	14.24
4640L	Youth AV	1/1/21	FINDAWAY WORLD, LLC	63.74
4640L	Youth AV	1/4/21	MIDWEST TAPE	25.49
4640L	Youth AV	1/5/21	BAKER AND TAYLOR	134.41
4640L	Youth AV	1/5/21	BAKER AND TAYLOR	13.49
4640L	Youth AV	1/5/21	INGRAM	96.52
4640L	Youth AV	1/8/21	BAKER & TAYLOR INC.	69.78
4640L	Youth AV	1/8/21	INGRAM	37.08
4640L	Youth AV	1/11/21	MIDWEST TAPE	25.49
4640L	Youth AV	1/11/21	INGRAM	10.16
4640L	Youth AV	1/11/21	MC/PAYPAL	15.00
4640L	Youth AV	1/12/21	BAKER AND TAYLOR	11.27
4640L	Youth AV	1/13/21	INGRAM	11.29
4640L	Youth AV	1/19/21	MIDWEST TAPE	14.99
4640L	Youth AV	1/22/21	BAKER AND TAYLOR	14.31
4640L	Youth AV	1/25/21	BAKER & TAYLOR INC.	135.78
4640L	Youth AV	1/25/21	MIDWEST TAPE	29.24
4640L	Youth AV	1/26/21	SYNCHRONY/AMAZON	(57.12)
4650L	Subscriptions	1/1/21	UNIVERSITY OF ILLINOIS PRESS	75.00
4650L	Subscriptions	1/1/21	FINANCIAL TIMES	406.00
4650L	Subscriptions	1/1/21	KALMBACH PUBLISHING CO.	119.95
4650L	Subscriptions	1/1/21	NATIONAL PARKS CONSERVATION ASSOC	25.00
4650L	Subscriptions	1/1/21	INTERNET GENEALOGY	40.00
4650L	Subscriptions	1/1/21	HOUSE & HOME MEDIA	27.95
4650L	Subscriptions	1/1/21	THE JOURNAL AND TOPICS	110.00
4650L	Subscriptions	1/1/21	THE JOURNAL AND TOPICS	110.00
4650L	Subscriptions	1/3/21	THE NEW YORK TIMES	1,094.62
4650L	Subscriptions	1/7/21	MC/ELLE DECOR	29.97
4650L	Subscriptions	1/18/21	MC/INFORMATION TODAY	338.00
4650L	Subscriptions	1/18/21	MC/COIN WORLD	24.99
4650L	Subscriptions	1/18/21	MC/DAUGHTERS OF THE AMERICAN REV.	48.00
4650L	Subscriptions	1/18/21	MC/COOKS ILLUSTRATED	24.95
4650L	Subscriptions	1/20/21	THE CHICAGO SHIMPO	77.00
4650L	Subscriptions	1/21/21	MC/BUSINESS WEEK	50.00
4650L	Subscriptions	1/22/21	MC/COOKING LIGHT	30.00
4650L	Subscriptions	1/22/21	MC/EBSCO	99.99
4650L	Subscriptions	1/22/21	MC/NRA	75.00
4650L	Subscriptions	1/22/21	MC/SCIENTIFIC AMERICAN MIND	34.99
4650L	Subscriptions	1/25/21	MC/CUISINE AT HOME	45.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4650L	Subscriptions	1/25/21	MC/WALL STREET JOURNAL	42.99
4660L	Electronic Resources	1/1/21	MORNINGSTAR	9,030.00
4660L	Electronic Resources	1/1/21	EBSCO SUBSCRIPTION SERVICE	2,995.00
4660L	Electronic Resources	1/1/21	NEWS BANK, INC.	6,117.00
4660L	Electronic Resources	1/1/21	PROQUEST INFORMATION AND LEARNING	3,640.00
4660L	Electronic Resources	1/1/21	PROQUEST INFORMATION AND LEARNING	9,756.04
4660L	Electronic Resources	1/1/21	PROQUEST INFORMATION AND LEARNING	4,200.00
4660L	Electronic Resources	1/1/21	RECORD INFORMATION SERVICES, INC.	1,344.00
4660L	Electronic Resources	1/1/21	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	1/3/21	THE NEW YORK TIMES	2,002.00
4661L	Digital Media	1/26/21	OVERDRIVE, INC.	430.89
4661L	Digital Media	1/26/21	OVERDRIVE, INC.	1,682.27
4661L	Digital Media	1/26/21	OVERDRIVE, INC.	467.32
4661L	Digital Media	1/26/21	OVERDRIVE, INC.	118.85
4661L	Digital Media	1/26/21	OVERDRIVE, INC.	337.94
4661L	Digital Media	1/31/21	MIDWEST TAPE	3,206.16
4661L	Digital Media	1/31/21	KANOPY, INC.	541.00
4661L	Digital Media	1/14/21	OVERDRIVE, INC.	51.98
4661L	Digital Media	1/14/21	OVERDRIVE, INC.	428.92
4661L	Digital Media	1/14/21	OVERDRIVE, INC.	939.93
4661L	Digital Media	1/14/21	OVERDRIVE, INC.	65.00
4661L	Digital Media	1/14/21	OVERDRIVE, INC.	53.98
4661L	Digital Media	1/31/21	OVERDRIVE, INC.	189.98
4661L	Digital Media	1/31/21	OVERDRIVE, INC.	119.96
4661L	Digital Media	1/31/21	OVERDRIVE, INC.	647.96
4661L	Digital Media	1/31/21	OVERDRIVE, INC.	506.82
4661L	Digital Media	1/5/21	OVERDRIVE, INC.	206.98
4661L	Digital Media	1/12/21	OVERDRIVE, INC.	168.94
4661L	Digital Media	1/19/21	OVERDRIVE, INC.	314.98
4661L	Digital Media	1/26/21	OVERDRIVE, INC.	148.46
4662L	E-Learning	1/1/21	MANGO LANGUAGES	4,220.24
4662L	E-Learning	1/1/21	MANGO LANGUAGES	1,215.00
4663L	Library of Things	1/2/21	MC/AMAZON	119.00
4663L	Library of Things	1/3/21	MC/DISNEY	12.99
4663L	Library of Things	1/3/21	MC/DISNEY	12.99
4663L	Library of Things	1/3/21	MC/DISNEY	12.99
4663L	Library of Things	1/3/21	MC/DISNEY	12.99
4663L	Library of Things	1/3/21	MC/DISNEY	12.99
4663L	Library of Things	1/3/21	MC/NETFLIX	15.99
4663L	Library of Things	1/3/21	MC/NETFLIX	15.99
4663L	Library of Things	1/3/21	MC/NETFLIX	15.99
4663L	Library of Things	1/3/21	MC/NETFLIX	17.99
4663L	Library of Things	1/3/21	MC/NETFLIX	17.99
4663L	Library of Things	1/21/21	MC/T-MOBILE	574.00
4680L	Processing	1/1/21	BAKER AND TAYLOR	2.07
4680L	Processing	1/6/21	BAKER AND TAYLOR	7.59
4680L	Processing	1/20/21	BAKER AND TAYLOR	0.69

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

Account ID	Account Description	Date	Vendor Name	Amount
4690L	Programs	1/15/21	SEAN GALE	97.00
4690L	Programs	1/28/21	M. COLLEEN KLIMCZAK	150.00
4690L	Programs	1/1/21	BAKER AND TAYLOR	3.56
4690L	Programs	1/1/21	MC/SPOTIFY	9.99
4690L	Programs	1/2/21	MC/AMAZON	21.99
4690L	Programs	1/3/21	MC/WALMART	14.56
4690L	Programs	1/7/21	INGRAM	169.91
4690L	Programs	1/13/21	ULINE	545.94
4690L	Programs	1/21/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.99
4690L	Programs	1/6/21	MC/AMAZON	173.30
4690L	Programs	1/1/21	MC/AMAZON	(7.21)
4690L	Programs	1/21/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	11.41
4690L	Programs	1/25/21	NOEMI RAMOS	75.00
				\$ 852,439.83
9560L	Village Hall Shared Expense	1/19/21	AT&T - 50%	136.68
			Total Library Fund Expenses for January, 2021	\$ 852,576.51

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

Account ID	Account Description	Date	Vendor Name	Amount
7730B	Bldg Fd: Equipment	1/5/21	KINGSLEY COMPANIES	\$ 4,664.75
Total Capital Project Restricted Fund Expenses for January, 2021				\$ 4,664.75

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

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

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

Account ID	Account Description	Date	Transaction Description	Amount
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There were no Gift Fund Expenses for January, 2021.

MONTHLY EXPENSE SUMMARY

Line	Annual Budget 2021	Annual Budget % to Total	JANUARY YTD		Actual % to Total	YTD Variance - Actual vs Budget					
			YTD Budget	Budget % to Total		Actual 2021	\$	%	% of TTL VAR		
Salaries & Benefits											
Salaries	4110	5,817,200.00	492,727.00		476,148.22		(16,578.78)	-3.4%	19.5%		
IMRF	4120	552,800.00	46,782.00		46,556.79		(225.21)	-0.5%	0.3%		
MC / FICA	4130	444,600.00	37,694.00		33,679.07		(4,014.93)	-10.7%	4.7%		
Medical Insurance	4140	746,500.00	61,127.03		60,269.32		(857.71)	-1.4%	1.0%		
Unemployment Compensation Tax	4150	7,200.00	0.00		0.00		0.00	-	0.0%		
Subtotal (4110L - 4150L)		7,568,300.00	638,330.03	68.1%	616,653.40	72.3%	(21,676.63)	-3.4%	25.5%		
Management Expense											
Audit	4210	7,000.00	0.00		0.00		0.00	-	0.0%		
Legal Fees	4220	10,000.00	833.00		1,237.50		404.50	48.6%	-0.5%		
Printing	4230	44,000.00	167.00		0.00		(167.00)	-	0.2%		
Marketing	4240	18,375.00	208.00		234.14		26.14	12.6%	0.0%		
Resources	4250	965.00	220.00		220.00		0.00	0.0%	0.0%		
Professional Dues	4260	7,215.00	1,535.00		295.00		(1,240.00)	-80.8%	1.5%		
Board Development/Training	4270	2,500.00	208.00		0.00		(208.00)	-	0.2%		
Human Resources	4280	126,835.00	6,348.00		5,980.83		(367.17)	-5.8%	0.4%		
Other Operating	4290	49,015.00	3,250.00		2,615.00		(635.00)	-19.5%	0.7%		
Subtotal (4210L - 4290L)		265,905.00	12,769.00	1.4%	10,582.47	1.2%	(2,186.53)	-17.1%	2.6%		
Operating Expenses											
Telecommunications	4310	47,224.00	3,896.98		3,890.89		(6.09)	-0.2%	0.0%		
Insurance	4320	95,160.00	87,767.00		87,739.00		(28.00)	0.0%	0.0%		
Office Supplies	4340	25,000.00	2,070.00		484.03		(1,585.97)	-76.6%	1.9%		
Library Supplies	4350	26,600.00	1,874.00		131.21		(1,742.79)	-93.0%	2.1%		
Postage	4360	20,300.00	750.00		389.26		(360.74)	-48.1%	0.4%		
Contract Services	4380	31,780.00	0.00		96.00		96.00	-	-0.1%		
IT Services	4390	64,920.00	4,175.00		5,989.03		1,814.03	43.4%	-2.1%		
Subtotal (4310L - 4390L)		310,984.00	100,532.98	10.7%	98,719.42	11.6%	(1,813.56)	-1.8%	2.1%		
Building Expense											
Building Maintenance	4410	205,002.00	16,960.00		14,616.35		(2,343.65)	-13.8%	2.8%		
Equipment Maintenance	4420	124,100.00	7,828.50		8,829.86		1,001.36	12.8%	-1.2%		
Janitorial	4440	90,810.00	6,067.67		2,638.44		(3,429.23)	-56.5%	4.0%		
Equipment	4450	165,400.00	19,208.00		10,476.63		(8,731.37)	-45.5%	10.3%		
Utilities	4460	45,238.00	5,148.00		4,272.53		(875.47)	-17.0%	1.0%		
Subtotal (4410L - 4460L)		630,550.00	55,212.17	5.9%	40,833.81	4.8%	(14,378.36)	-26.0%	16.9%		
Library Materials											
Adult Print	4610	196,700.00	16,391.00		14,841.13		(1,549.87)	-9.5%	1.8%		
Adult AV	4620	63,800.00	5,316.00		2,114.46		(3,201.54)	-60.2%	3.8%		
Youth Print	4630	134,900.00	11,241.00		5,661.05		(5,579.95)	-49.6%	6.6%		
Youth AV	4640	25,500.00	2,125.00		650.92		(1,474.08)	-69.4%	1.7%		
Subscriptions	4650	18,400.00	1,533.00		2,929.40		1,396.40	91.1%	-1.6%		
Electronic Resources	4660	181,297.00	64,118.00		41,247.52		(22,870.48)	-35.7%	26.9%		
Electronic Media	4661	178,914.00	6,119.00		10,628.32		4,509.32	73.7%	-5.3%		
E-Learning	4662	48,708.00	16,121.00		5,435.24		(10,685.76)	-66.3%	12.6%		
Library of Things	4663	20,700.00	1,639.00		841.90		(797.10)	-48.6%	0.9%		
Microform	4670	900.00	0.00		0.00		0.00	-	0.0%		
Processing Supplies	4680	26,000.00	2,166.00		10.35		(2,155.65)	-99.5%	2.5%		
Programs	4690	44,970.00	3,745.00		1,290.44		(2,454.56)	-65.5%	2.9%		
Subtotal (4610L - 4680L)		940,789.00	130,514.00	13.9%	85,650.73	10.0%	(44,863.27)	-34.4%	52.8%		
Total (4110L - 4680L)		9,716,528.00			937,358.18	100.0%	852,439.83	100.0%	(84,918.35)	-9.1%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	5,990.00	0.00		0.00		0.00	-			
Friends Expenses (9540L)	6540	14,000.00	1,166.00		0.00		(1,166.00)	-			
Village Shared Expense (9560L)	9560	2,800.00	147.34		136.68		(10.66)	-7.2%			
Grant Expense (9570L)	9570	0.00	0.00		0.00		0.00	-			
Total Reimbursable Activity		22,790.00	1,313.34		136.68		(1,176.66)	-89.6%			
Total Expenses - All Activities		9,739,318.00			938,671.52		852,576.51	(86,095.01)	-9.2%		

Book Discussion Kit Policy

Books to Go – For Book Groups

I. Purpose

- A. Book discussion kits are specifically developed for book groups. Each kit contains 10 copies of a title, as well as a binder with resources including biographical information on the author and questions for discussion. See the Loan Rules chart for borrowing information.

II. Guidelines

- A. Kits may be reserved up to a year in advance through the Fiction/AV/Teen Services desk. This may be done in person, by calling 847/253-5675 extension 4070, or by emailing readers@mppl.org.
- B. Kits should be picked up at the Fiction/AV/Teen Services Desk and a staff member will walk the kit down to the Circulation Desk for checkout.
- C. Kits are checked out to one person. Members of the group should get their copies from the person who checked out the kit. Kits come as a set. Individual items from the kit may not be checked out.
- D. Only one kit at a time may be checked out to an individual. A three-day exception can be made if the practice of the book group is to collect the old books and distribute the new books at the same meeting.
- E. The individual who checks out the kit is responsible for the return of the complete kit, including the bag, the books, and the binder.
- F. Failure to return book discussion kits on time may infringe on future borrowing privileges of such kits.
- G. Book discussion kits must be returned to the Circulation Desk for check-in during open Library hours. They may not be returned in the book drop or using the automated check-in system.
- H. Book discussion kits are available for reciprocal borrowing but may not be Interlibrary Loaned.

Circulation and Library Records Confidentiality

I. Library Mission

- A. Mount Prospect Public Library exists to connect people to information, resources and opportunities for enrichment and leisure; provide and sustain a book culture through literary knowledge and interactive experiences; promote and support education and lifelong learning; and build community.

II. Library Bill of Rights

- A. The Mount Prospect Public Library affirms Article V of the American Library Association's Library Bill of Rights: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

III. Confidentiality of Patron Records

- A. "The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public." (75 Illinois Compiled Statutes 70/1 (a))
- B. Effective 1/1/2008 an exception to the requirement of a court order is made per Public Act 95-0040 if the following conditions are met:
 1. A sworn law enforcement officer states that it is impractical to get a court order as a result of an emergency situation;
 2. The officer states there is probable cause to believe that there is imminent danger that someone will be physically harmed;
 3. The information requested is limited to only identifying a suspect, witness, or victim of a crime;
 4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.
- C. The requesting law enforcement officer must complete an Officer's Request for Confidential Library Information form (Appendix B) and acknowledge receipt.

IV. Circulation Policies

- A. Mount Prospect Public Library will accept all library cards issued by any Illinois public library. Such cards must be registered per the Library Card and Patron Registration Policy and Guidelines. Library cards from outside the state will not be accepted for the circulation of materials.
- B. Without a library card or other identification, no patron may borrow any library materials at any time.
- C. A reciprocal borrower is a non-resident of Mount Prospect who has their library card registered at MPPL.

Mount Prospect Public Library
Circulation and Library Records Confidentiality Policy

- D. See the Loan Rules Chart (Appendix C) for limits, loan periods, renewals, late fines, and lost/damaged fees for specific materials.
- E. **Renewal Loan Periods.**
 - 1. Library materials may only be renewed if no other patrons have placed a reserve on the item.
 - 2. Holds and Interlibrary Loan. Only Mount Prospect Public Library cardholders may place holds on library materials. Hold exceptions include but are not limited to: reference books, newspapers, pamphlets, and developing collections. No fee will be charged to patrons for this service. All holds must be checked out using the library card used to place the original request.
 - 3. Only Mount Prospect Public Library cardholders may request interlibrary loan items. Refer to the Interlibrary Loan Policy and Guidelines for complete guidelines.

V. Circulation Fines and Fees

- A. No late fines will be assessed for all registered cardholders, excepting special collections designated by staff. See the Loan Rules Chart for details.
- B. Patrons are responsible for fees for lost or damaged materials. [Failure to return, replace, or pay for lost or damaged materials will result in the library account being blocked until resolved.](#)

VI. See Also

- A. Appendix A – State Statute for Non-Resident Services
- B. Appendix B – Officer’s Request for Confidential Library Information
- C. Appendix C – Loan Rules Chart

Appendix C – Loan Rules Chart

Circulation and Library Records Confidentiality Policy

Item	Resident Limit	Reciprocal Limit	Loan Period	Renewals	Late Fines	Lost/Damaged Fees
DVD & Blu-Ray: New Fiction	5 each	0	7 days	2	None	Yes
DVD & Blu-Ray: Recent, Old, TV, Non-Fiction	Unlimited	10	14 days	2	None	Yes
Videogame: New	2	0	14 days	2	None	Yes
Videogame: All other	10	2	14 days	2	None	Yes
CD Music	Unlimited	Unlimited	14 days	2	None	Yes
CD Audiobook	Unlimited	Unlimited	21 days	2	None	Yes
CD Audiobook: Over 23 discs	Unlimited	Unlimited	28 days	2	None	Yes
Playaway Audiobook	Unlimited	10	21 days	2	None	Yes
Playaway View, Launchpad	4	1	14 days	2	None	Yes
Book: New Fiction	Unlimited	Unlimited	14 days	2	None	Yes
Book: New Fiction 450+ pages, Non-Fiction, Fiction	Unlimited	Unlimited	21 days	2	None	Yes
Book Discussion Bags	2	2	42 days	0	None	Yes
Magazines	Unlimited	Unlimited	14 days	2	None	Yes
Toys	5/family	5/family	7 days	2	None	Yes
Specialty Kits and Bags <i>Activity, Early Literacy, Get Well, Parent Concern, Science, Tech Time Totes, Toddler, Travel</i>	10	5	21 days	2	None	Yes
Other Youth Kits and Bags <i>Early Reader, Books to Go, Book w/ CD, VOX Books, Parent/Teacher Kits</i>	Unlimited	Unlimited	21 days	2	None	Yes
Miscellaneous: <i>Great Courses, Sheet Music, Canvas Bags, Art Prints</i>	Unlimited	Unlimited	42 days	2	None	Yes
Reference materials	By authorization	0	Varies	2	None	Yes
Interlibrary Loan (ILL)	5 at a time	0	Varies	Varies	\$1/day	Yes
Library of Things	1/each	0	14 days	2	\$1/day	Yes

Notes: (1) Renewals are allowed only if there are no holds on the item. (2) See a Research Librarian for details about Reference materials and Interlibrary Loan. (3) Lost/Damaged Fees are calculated per item.

~~**MOUNT PROSPECT PUBLIC LIBRARY
CIRCULATION SERVICES CANVAS BAG POLICY**~~

Policy:

~~Patrons may checkout canvas bags for the purpose of carrying library materials.~~

Procedure:

- ~~• Patrons may check out a maximum of two (2) canvas bags per library card.~~
- ~~• Canvas bags have a three (3) week checkout period and may be renewed.~~
- ~~• A fine of \$0.10 per day will be charged if the canvas bag is returned late.~~
- ~~• A fee of \$10 per canvas bag will be charged if lost or returned damaged.~~

Guidelines:

- ~~• Maximum of two (2) canvas bags per library card.~~
- ~~• Canvas bags are for library materials only and are not to be used for carrying other items.~~
- ~~• Circulation Staff will provide patron with a plastic bag if fewer materials are being checked out and the canvas bags are in short supply.~~
- ~~• Canvas bags must be returned in the same condition as at the time of checkout.~~

RECOMMEND DELETE THIS POLICY

~~**Admin use only
Administrative Policy
August 2019 — updated header (in bold)
April 2016
June 2015
June 2014**~~

Employee Borrowing Privileges Policy

Appendix C – Personnel Code

I. Purpose

- A. All employees will be issued a MPPL library card for borrowing privileges only at MPPL and to access MPPL e-media, e-learning, and electronic database resources.

II. Scope

- A. This policy applies to all employees.
- B. MPPL employees who are Mount Prospect residents retain full resident borrowing privileges and are not restricted by employee limitations.

III. Expectations

- A. All employees are expected to follow all circulation policies regarding loan periods, renewals, and the number of items checked out. It is expected that the borrowing privilege will not be abused and that all materials will be returned on time. Failure to follow policy and return materials in a timely manner will result in the removal of privileges or disciplinary action.

1. All materials must be returned or paid for prior to leaving employment. If the items are not returned or paid for, the information may be turned over to a collection agency or local police.

B. Employee Borrowing Privileges Procedures

1. ~~All materials~~ ~~must~~ may be checked out at one of the self-checkout stations or by another staff member.
2. Renewals ~~must~~ may be done through MyAccount, via the MPPL mobile app, or by another staff member.
3. No personal checkouts or renewals should be done by employee using ILS – Horizon System.
4. Reserved materials will be held in the Main Lobby or at the South Branch Desk. Employee must pick up reserve materials in the Main Lobby or at the South Branch Desk and have the items checked out by another staff member or by using Self-checkout.
5. Items must be checked out as soon as they are removed from a public area.
6. Items must be returned to the book drops, automated materials handler aka “sorter,” Circulation Desk, or South Branch Desk.

C. Employee Work-Related Check Outs

1. All departments have library cards for the check-out of materials for work-related purposes. Employee must check with supervisor for authorization to use a department card.
2. All items checked out on a department card must be checked out according to established guidelines. Check out may be done in the departments for in-house use only. Supervisor must monitor status of overdue materials on department cards and ensure timely return.

Meeting Room Policy

I. Purpose

- A. To provide meeting room space for Mount Prospect residents, nonprofit groups, or businesses.
- B. Mount Prospect Public Library affirms Article VI of the American Library Association's Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."
- C. The priority use of the meeting rooms of the Mount Prospect Public Library will be for library related activities and functions. Rooms may also be [rented-reserved](#) for civic, cultural, educational, and public information meetings of residents, nonprofit groups, or businesses based in Mount Prospect.
- D. Permission to use the meeting rooms does not imply endorsement of any organization using the room nor any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of such meetings.

II. Guidelines

A. Reservations and Fees

- i. Rooms are available [one hour after opening to one hour before closing. ~~Monday-Friday 9 a.m. 9:30 p.m., Saturday 9 a.m. 4:30 p.m., Sunday 12 4:30 p.m.~~](#)
- ii. All meetings shall be held during stated available hours. Exceptions may be made solely at the discretion of the Executive Director. If room is unoccupied it may be opened 15 minutes prior to the scheduled meeting time.
- iii. The authorized representative requesting a room and completing the required forms and Agreement must have a Mount Prospect Public Library card in good standing and be present during the reserved time.
- iv. Reservations will be taken for Meeting Rooms A and B beginning in November for the upcoming calendar year. Reservations must be made seven (7) days in advance of date desired. Meeting rooms may not be scheduled more than one year in advance. Only one room may be scheduled during a month by the same group. [Exceptions may be made solely at the discretion of the Executive Director.](#)
- v. The Library reserves the right to change or cancel meeting room reservations. All cancellations must be made 24 hours prior to date of reservation. Failure to do so may result in loss of future meeting room use. Any changes in meeting room set up

Mount Prospect Public Library
Meeting Room Policy

must be made seven (7) days before the [reservation](#) date.

III. Additional Rules and Guidelines

- A. As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization.
- B. Excessive noise or use of hazardous materials is prohibited and may result in a request to leave. Light refreshments may be served. Alcoholic beverages are not permitted. Rooms may not be used for luncheons, dinners, banquets, parties, etc. The Library is a non-smoking facility. Room must be left clean and neat.
- C. Publicity: No group may use the Library as a mailing address or put the Library's phone number on any publicity. Publicity must not imply the Library is sponsoring the program or will provide information on it. The Library will not store equipment or supplies for groups. Library staff is not responsible for handling reservations, answering questions about the meeting, or taking messages. Copies of anything advertising publicity must be provided for approval at the Registration Desk prior to posting.
- D. User must be familiar and able to use AV equipment without assistance. ~~Renters/~~ ~~p~~Presenters must use the Library presentation computer. ~~Renters/p~~Presenters can bring presentations on removable media (e.g., USB storage device, CD/DVD), or presentations may be accessed online.
- E. Adult sponsors must be provided at a ratio of one adult for each ten children. Groups with members under eighteen years of age must have an adult sponsor, who in turn must be present at the meeting.
- F. Library is authorized to deny permission to use the meeting rooms to any group that is disorderly or violates these guidelines. Failure to abide by these rules may result in cancellation of, or refusal of, future reservations.

Public Comment and Participation

I. Purpose

- A. The Board provides for citizens to be heard at its meetings by designating a place on the agenda for public comments.
- B. A person addressing the Board shall limit comments to items within the jurisdiction of the Board of Library Trustees.
- C. In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees.
~~any person violating any provision of this Section is subject to arrest.~~

II. Guidelines for Speaking

- A. The Board President or meeting chairperson is responsible for ensuring the orderly conduct of Board meetings.
- B. Individuals wishing to be heard by the Board will be recognized by the Board President or meeting chairperson during the Audience to Visitors portion of the Board meeting Agenda.
- C. All individuals shall clearly identify themselves, providing their name and any affiliation with a group (if any) they are representing; providing a current residential address is optional. After identifying themselves, speakers may make brief comments. Speakers may be requested to sign in indicating their interest in speaking.
- D. An immediate response from the Board regarding any comment is not required.
- E. The Board President or meeting chairperson may set a time limit on the length of public comment and/or a time limit for individual speakers. Generally, an individual will be limited to a maximum of five (5) minutes. Generally, the length of public comment will be thirty (30) minutes for the duration of the Agenda item. If time remains after all speakers have been heard, a speaker may be recognized for a second time.
- F. The Board President or meeting chairperson will stop any public comment that is contrary to these guidelines.
- G. Individuals who disrupt a Board meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.
- H. Meeting minutes are a summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have written statements, correspondence, or other documents appended to the minutes will be rejected. Suggestions that the minutes allude to such documents and that these documents be made available by the library for public inspection will be considered.

Personnel Code Section D

Introductory Period

I. Purpose

- A. To complete the new employee selection process by providing an orientation period of on-the-job work experience by which both the new employee and the Library may evaluate the suitability of employment on a regular basis.

II. Scope

- A. This policy applies to all positions.

III. Policy

- A. Introductory period of up to 6 months from date of hire. General part-time employees (working less than 20 hours per week) will serve an introductory period of 9 months with a minimum of 300 hours worked from date of hire. With the approval of the Executive Director this introductory period may be extended.
- B. The purpose of the introductory period is to provide the employee with a reasonable opportunity to learn the responsibilities of his/her job and to give the Library an opportunity to assess the employee's abilities and competence.
- C. During the introductory period, employee performance evaluations will be held. If the Library determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, introductory period employees will be released immediately.

IV. Procedures

- A. Direct supervisor will be responsible for the training and evaluation during the employee introductory period.
- B. If position is a different job description, written performance appraisals will be conducted at 3 months and 5-1/2 months. For general part-time, performance appraisals will be conducted at 3 months and 8-1/2 months. Informal coaching and feedback should be provided on a daily or as-indicated basis, with an emphasis on benchmarks at 3 and 6 months.
- C. If position is the same job description with tasks and responsibilities not performed previously, oral or written performance appraisals as appropriate will be conducted at 1, 3, 6, or 9 months.

Mount Prospect Public Library
Personnel Code Section D – Introductory Period

- D. Upon satisfactory completion of the introductory period, employees move to full-time, regular or general part-time status and are subject to the standard performance appraisal process.
- E. If, during the introductory period, unsatisfactory performance does not improve with training and coaching, the Human Resources Officer and the Executive Director will be advised, and a decision will be made relative to releasing the employee from the Library.

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Personnel Code Section F

Compensation and Recognition, Hours of Work and Paydays

I. Salary Program Administration

- A. **Purpose.** To maintain a program of internally and externally equitable salaries.
- B. **Scope.** This policy applies to all regular, salaried positions, full-time and part-time, exempt and non-exempt.
- C. **Policy.** The Library intends to pay salaries competitive with those in the community, comparable libraries and the private sector, recognizing individual effort and contribution to the success of the Library. Approval of salary policy and salary scale is the responsibility of the Library Board of Trustees. Administration is the responsibility of the Executive Director.

D. Salary Program Elements

- 1. **Salary Ranges.** Each job position in the Library has been assigned a salary range. Within this framework, an employee's salary will be related to demonstrated performance. Employees will receive a salary that is within the range limits of the applicable grade. (See Salary Range Schedule).
 - a. Range Minimum. The minimum of the appropriate salary range will be paid to all qualified employees. New employees may be hired above the minimum rate.
 - b. Range Maximum. The maximum of a salary range provides an upper limit of what employees in that range can be paid.
 - c. An exception is made if an employee has been at the maximum of range with no increase for three years.
 - a. Employees who are at or above the maximum salary in the applicable range or who will exceed the maximum salary after a merit increase will be considered for a merit recognition bonus. For eligible employees, the merit bonus as determined through the merit review process is handled as follows:
 - i. If already at or above the maximum a merit recognition bonus equal to 50% of the merit increase is given.
 - ii. If the merit increase given will bring the employee to the maximum, his/her salary will be increased to the maximum in the range and that employee will also receive a merit recognition bonus.
- 2. **Salary Review.** With the exception of new employees, on the introductory period, or Library budgetary constraints, reviews for salary increases are conducted yearly. Increases, if granted, are a percentage of base salary. Increases may be granted automatically or upon merit as a result of demonstrated performance, documented by job-related performance appraisal. New employees who have not completed the introductory period are not eligible for an annual merit salary increase.

Mount Prospect Public Library
Personnel Code Section F - Compensation

- a. Regardless of anniversary and review date, annual merit salary increases are given in that payroll check which represents the first full two-week payroll period in January of any calendar year.
- b. Maintenance of Salary Structure. Salary ranges of the Library pay structure will be reviewed by the Library Board of Trustees annually to determine their adequacy for business conditions. Adjustments will be made to the structure, as required and as funds allow. Salaries paid to individuals will not necessarily be adjusted at that time.
- c. The library will regularly (3-5 years) conduct a market benchmarking study with pay ranges, conducted by a reputable third-party company, to determine current competitive pay practices for the library.

3. **Special Awards**

- a. **Bonus Award.** All employees are eligible to receive a bonus award. Employees may be nominated for such an award by a fellow employee, a supervisor or member of the administrative staff. All bonus awards are subject to the approval of the Executive Director. Taxes as appropriate are deducted. Criteria for consideration of a bonus award are as follows:
 - i. Saving the Library money by recommending and working toward the implementation of a new technology or other means to streamline a process, correct an existing situation and/or eliminate or substantially reduce a budget line item.
 - ii. Meeting and solving unexpected challenges and difficulties of the workplace with a positive attitude.
 - iii. Excellent performance of special assignments and/or duties made by the Executive Director and/or Library Board.
 - iv. A commitment to professionalism and/or professional activities which goes beyond normal expectations and which involves a substantial amount of personal time and effort including actual activities in professional organizations which are recognized as outstanding.
 - v. An employee's exceptional idea, action, program or service which has had a positive and significant impact on community relations; made a significant improvement in a department or Library operation; made a significant contribution to staff morale and development; led to development of a new service or reorganization of an existing service.
 - vi. Frequent use of an exceptional knowledge, talent or skill for the benefit of the Library.
 - vii. Outstanding relations with patrons; exceptional actions, attitudes, service.
 - viii. Outstanding relations with co-workers; exceptional interpersonal skills.
- b. **Pat on the Back Award.** Staff may nominate a coworker for the "Pat on the Back" award for performing above and beyond the call of duty, consistently doing a good job, a job well done, plugging away, outstanding work and other similar reasons. Supervisory staff are not eligible to be nominated or to nominate. Selection is made on a monthly basis by a staff committee consisting of prior winners. The Friends of the Library may provide a token gift of appreciation for the winner and sponsors an annual luncheon for the winners.

Mount Prospect Public Library
Personnel Code Section F - Compensation

The committee chair awards the winner during a brief ceremony. Names are recorded in the Executive Director's monthly report to the Board of Trustees and are posted in the staff room.

- c. **Employee of the Moment Award.** Staff may nominate a coworker, manager or administrator for an "Employee of the Moment" award noting a specific act of "going beyond what is expected in the job." The nomination is sent to the EOM mailbox so that it may be reviewed and if approved then posted in staff room. The Friends of the Library may provide a token gift of appreciation for staff who receive the award. Names are recorded in the Executive Director's monthly report to the Board of Trustees and are posted in the staff room.
- d. **Employment Anniversary Recognition Awards.** Employees who have reached significant employment anniversaries (five-year intervals) will be recognized by a Library Board resolution and reception at the November regular board meeting. In addition, the Library Board will provide a gift of appreciation bonus at the time of the employee's anniversary.

II. Hours of Work and Paydays

- A. **Purpose.** To establish the hours of employment in the Library's workweek and to establish pay periods and paydays to administer the payment of wages, salaries and overtime.
- B. **Scope.** This policy applies to all employees.
- C. **Policy**
 - 1. **Hours of Work.** The Library follows a work schedule of 37.5 hours per week, excluding time for lunch. Part-time employees are responsible to limit their work hours to those scheduled. Other than authorized personnel, no employee is to remain in the building more than fifteen (15) minutes past closing time. If it is necessary for an employee to remain longer than this time, prior permission must be received from the Department Head and/or Executive Director.
 - 2. **Lunch and Break Periods.** Employees scheduled to work seven (7) or more hours in a shift must take a clocked out lunch break which should be scheduled within the first five (5) hours of the employee's scheduled shift. Lunch period is on the employee's own time and not considered paid time by the Library. Actual time for the lunch period is subject to approval of the Department Head but shall not be less than 20 minutes in duration. If an employee entitled to a lunch break is prohibited or discouraged from taking of at least 20 minutes in length beginning no later than the fifth hour of the employee's shift, the employee should bring this to the attention of Human Resources. Human Resources is responsible for promptly investigating such complaint and taking any corrective action that may be appropriate.
 - 3. Employees scheduled for four (4) continuous hours of work may take one paid 15-minute break during those four (4) hours. Time of break is subject to the approval of the

Mount Prospect Public Library
Personnel Code Section F - Compensation

Department Head, and employees may not leave Library property during such paid break times. Library property does not include Village parking garage or public sidewalk.

4. Employees who are pregnant or breast feeding, or who have a disability, and need some adjustment of the regular meal and break periods policy as an accommodation should bring it to the attention of Human Resources.
5. Employees must notify department and clock out when leaving the building.
6. **Paydays.** The payroll period runs from Sunday of one week through Saturday of the second following week. Employees are paid every other Friday for all time worked through the preceding payroll period. Direct deposit and online access to paycheck information is available.
7. **Overtime.** Non-exempt employees will be given in lieu of overtime compensation, compensatory time off at a rate of time-and-a-half for all authorized hours worked in excess of 40 hours per week. All overtime must be approved in advance by a Department Head and request submitted to Human Resources/Administration.
8. To ensure that non-exempt employees are compensated in accordance with all applicable state and federal laws, Mount Prospect Public Library prohibits all off-the-clock work (performing work that is not reported in timeclock). Non-exempt employees may not work off-the-clock at any time, even if a manager asks the employee to do so. No one is authorized to instruct any employee to work off-the clock.

Non-exempt employees who conduct work remotely (this includes email) without obtaining prior authorization and consent may be subject to discipline up to and including termination.
9. Employees should review their hours in the timeclock and pay on their paycheck and in their online access regularly. Employees should report any problems with their pay or their clocked hours immediately to their supervisor and Human Resources.

Personnel Code Section G

Benefit Time – Vacation, Personal, Holiday, etc.

I. Vacations

- A. **Purpose.** To provide a traditional paid time off benefit that will provide a restful break in year-round routine.
- B. **Scope.** This policy applies to all full-time and regular part-time employees, non-exempt and exempt who have completed the introductory period.
- C. **Policy.** The Library requires each eligible employee to take an annual vacation entitlement as paid time off away from work. Vacation will be taken so as not to interfere with Library or departmental business.
- D. **Eligibility.** All full-time employees and regular part-time employees are entitled to earned paid vacation time. General part-time employees are not entitled to paid vacation time but may take time off without pay following the guidelines below. Executive Director's vacation is as determined by the board.
 - 1. Vacation entitlement is based on scheduled hours worked for full-time (37.5 hours) and part-time (varies) per week.
 - 2. All employees are only permitted to carry over 50% of their unused vacation into the new calendar year. Special circumstances may allow some carry over at the discretion of the Executive Director.
 - 3. Vacation time is not accrued during an unpaid leave of absence. An unpaid leave is a leave of absence or portion thereof during which an employee is not being paid vacation, sick, or personal days through the Library's payroll system, and includes periods during which disability or worker's compensation benefits are being paid. Holiday and birthday time are also not earned during an unpaid leave of absence for part-time staff. Earning resumes upon return to active status.
 - 4. Unused vacation and personal time allowance, within the guidelines preceding, will be paid to employees upon separation. Pay will be computed based on the rate earned upon separation.
 - 5. Anniversary date for benefit calculation is determined by full-time, regular part-time, and general part-time status of all time worked at the Library, except temporary employment.

E. Vacation Procedures and Guidelines

- 1. Vacations may be taken as whole weeks or as whole or partial days.
- 2. Selection of vacation dates must not interfere with Library or departmental business and is subject to approval of the employee's department manager. The Department Head's approval is determined by adequate staffing levels to operate their department and rotations if appropriate. All vacation requests are subject to final approval by the Executive Director.
- 3. If a Library paid holiday falls during an employee's vacation, the employee will receive holiday time instead of vacation time.

Mount Prospect Public Library
Personnel Code Section G – Benefit Time

4. Vacation periods must be scheduled in advance so that arrangements can be made to handle the work for the vacationing employee.
5. Supervisors are responsible that correct vacation entitlement is scheduled and recorded in the timeclock.

Full Time (37.5 hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
1 through 5 years	2 weeks (75 hrs)	12 days	3 days	7 paid holidays
6 through 10 years	3 weeks (112.5 hrs)	12 days	3 days	7 paid holidays
10 or more years of service and all Librarians and Management	4 weeks (150 hrs)	12 days	3 days	7 paid holidays

Regular Part Time (scheduled to work 20 or more hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
1 through 5 years	Paid 2 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled
6 through 10 years	Paid 3 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled
10 or more years of service and all Librarians and Management	Paid 4 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled

General Part Time (scheduled to work fewer than 20 hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
1 through 5 years	Unpaid 2 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled
6 through 10 years	Unpaid 3 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled
10 or more years of service and all Librarians and Management	Unpaid 4 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled

II. Holidays

- A. **Purpose.** To provide a paid time off benefit for recognition of holidays.
- B. **Scope.** This policy applies to all full-time employees. Regular and general part-time employees who have successfully completed the introductory period will receive pro-rated holiday time, if they would regularly be scheduled to work on that holiday. They must be scheduled to work that day of the week regularly.
- C. **Policy.** The following days are recognized as Library paid holidays and the Library is closed:
1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving Day
 6. Christmas Eve Day
 7. Christmas Day

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year's Eve. These are not paid holidays.

- D. If a holiday falls during an employee's scheduled vacation, the employee will use holiday time instead of vacation time.
- E. Part-time employees on an unpaid leave of absence do not receive holiday or birthday time during their leave of absence.
- F. When the Library has designated a floating holiday, the employee should use the holiday time by the end of the calendar quarter. If, due to staffing needs, an employee does not have a reasonable opportunity to use the floating holiday before the end of the quarter, the employee may request an extension from their supervisor.

III. Sick Leave

- A. **Purpose.** To provide income protection for employees who, because of illness (including pregnancy, childbirth, or related medical conditions) or injury, are temporarily disabled and unable to perform the employee's regular job or any other assignment offered. Sick leave may also be used for medical appointments that cannot be scheduled outside of an employee's scheduled hours of work and when needed due to an illness, injury, or medical appointment of a family member for whom the employee is providing care.
- B. **Scope.** This policy applies to all full-time employees and regular part-time employees who receive sick leave benefits. In addition to being used when an employee is unable to work due to the employee's own medical condition, sick leave may be used to care for an ill relative in the employee's immediate family. Immediate family is defined as employee's spouse, civil union partner, child (including a stepchild and a child placed with the employee for adoption or foster care), parent, stepparent, mother-in-law, father-in-law, grandparent, grandchild, or other member of the household for whom the employee is providing care.

Mount Prospect Public Library
Personnel Code Section G – Benefit Time

Other family-related hardship may be brought to the attention of the Human Resources Department or Executive Director for special consideration to allow the use of sick time. Sick time also may be used for medical appointments that cannot be scheduled outside of the employee's regular working hours. General part-time employees are not eligible for sick leave benefits.

C. Policy.

1. **Amount of Benefit.** Full-time employees accrue sick leave at the rate of 3.5 hours per pay period from the first pay period of employment. Regular part-time employees accrue sick leave on a pro-rated basis based upon the number of hours worked in a regular schedule. Sick leave may be accumulated to 240 days.
2. **Eligibility.** The Library may require any employee, at the employee's expense, to support a request for sick leave by medical certification.

D. Procedures. These guidelines will be followed by supervisors in administering sick leave:

1. **Maintaining Contact**
 - i. When reporting an illness, an employee should notify the Supervisor or Department Head as soon as possible. Method and timing for reporting absences should be done following departmental procedures. During a period of sick leave, an employee is expected to maintain regular contact with the supervisor (or make other suitable arrangements) in order for the supervisor to know the employee's estimated date of return to work.
 - ii. **Physician's Note Upon Return.** When any full-time employee is absent for more than five successive days because of an illness, a doctor's note (at the expense of the employee) is required to return to work. If the absence was due to the employee's illness or injury, the note should include clearance to return to work as well as any restrictions. If the absence was due to the employee's need to care for another family member, it should detail the time frame, reason for the employee's absence, and the family member's relationship to the employee. If a part-time employee is absent due to illness, they should consult their supervisor to see if a doctor's note is required as it will depend on the employee's work schedule.
 - iii. In all cases, regardless of the length of the absence, if a medical restriction is needed in connection with an employee's return to work, a doctor's note is required.

E. Use of Benefits

1. Sick leave benefits may not be used for any purpose not specified in this policy unless approved by the Executive Director. Misuse of sick leave benefits may result in discipline up to and including dismissal.
2. Supervisors will record paid sick leave time on the employee timeclock.

F. Health & Safety

1. Employees should not report to work when sick with an illness that is or may be contagious. Library reserves the right to send home employees who are sick regardless of available sick leave benefit.
2. Because the Library is a public institution, public safety is a priority to Mount Prospect Public Library (MPPL). Staff members exposed to a serious contagious health risk or will be required to remain in self-quarantine from the Library (out of the building and out of personal physical contact with Library staff) for the period recommended by recognized health officials, including the Centers for Disease Control and Prevention. Staff will be responsible for the time off incurred and may use available sick, vacation, and personal time off. Library Administration and Human Resources will work with the employee to implement this policy depending on the situation.

IV. Bereavement Leave

- A. In the event of a death in an employee's immediate family or their spouse's or civil union partner's immediate family, an employee is entitled to take time off. Three days will be paid to the extent they otherwise would be work days. For a part-time employee, pay will be computed based on the hours they otherwise would have been scheduled to work on those days. "Immediate family" is defined as the employee's spouse or civil union partner, child, parent, sibling, or any individual who resides in the employee's home. Other similar family relationships may be brought to the attention of the Director of Human Resources and Executive Director for special consideration.
- B. For any other death in the family, full-time and regular part-time employees are entitled to take off the day of the funeral with pay, to the extent it would have been a scheduled workday. Employees should be prepared to provide proof of relation and attendance at the funeral.
- C. Additional time off may be taken, as needed, in accordance with the Library's other paid and unpaid leave policies, including the paid personal time off and unpaid personal leave policies. In the event of the death of a child of an employee, up to two weeks of leave may be taken by eligible employees pursuant to the Illinois Child Bereavement Leave Act (or six weeks in the case of the death of a second child of the employee within a 12-month period).

V. Paid Personal Time Off

- A. **Purpose.** To provide a means for employees to secure limited time off when such time is needed for important personal reasons.
- B. **Scope.** This policy applies only to full-time employees who have completed three months of service in full-time capacity.
- C. **Policy**
 - a. The Library will grant, to full-time employees, 22.5 hours paid personal time off for personal reasons provided such time off does not materially affect the normal conduct

Mount Prospect Public Library
Personnel Code Section G – Benefit Time

of business, customer service, or operating costs. Unused hours are converted to sick leave after the last paycheck is issued in January that covers hours worked in December.

- b. When an employee earns personal time very close to the end of the calendar year, an exception may be made to carry over personal time for a short time frame into the new calendar year; overlapping the 22.5 hours of personal time received for the new calendar year.
- D. **Procedures.** All paid personal time off should be scheduled in advance, except for an emergency situation, and approved by the Supervisor. Personal time may be used in conjunction with or in lieu of other paid time off, for example vacation and holiday. Supervisors will enter paid personal time off on the employee timeclock.

VI. Birthday Personal Time Off

- A. **Purpose.** To provide a paid day off in celebration of an employee's birthday.
- B. **Scope.** This policy applies to all full-time employees, and part-time employees who have completed the introductory period.
- C. **Policy.** The Library will grant each eligible employee a paid birthday day-off provided such time off does not materially affect the normal conduct of business, customer service, or operating cost. Such birthday day must be taken during the month of the birthday or the month directly preceding or following the month of the birthday. Paid hours would be the hours the employee would work that day. Employees may request days that they are regularly scheduled, regardless of hours, not to exceed 7.5 hours, as long as requested in advance and approved by supervisor.
- D. **Procedures.** Except in emergency situations, all paid birthday time-off must be scheduled in advance and approved by the Supervisor. Birthday time-off is treated as miscellaneous time worked. If birthday time-off is not taken during the allowed three-month period, it will then be lost to the employee.
- E. Supervisors will enter employee's birthday time-off on the timeclock as miscellaneous (1004) time with a note.

VII. Jury Duty Leave

- A. Any employee receiving a Jury Duty summons should immediately notify their supervisor.
- B. Employees will be paid for jury service for up to a maximum of two calendar work weeks. Pay will be computed based on the regularly scheduled hours missed because of jury service. Jury service which extends beyond two calendar work weeks will be unpaid.
- C. An employee who is not selected to serve on a jury or is released from jury duty during normal working hours is expected to return to work. Upon completion of jury service, an employee must present their supervisor with evidence of attendance at jury service.

VIII. Blood Donation Leave

- A. Employees are encouraged to donate blood and should make arrangements to do so before or after work or during their lunch break. If blood donations cannot be scheduled during those periods, a full-time employee who has been employed for at least six months may present a request for up to an hour of paid leave for the purpose of blood donation to their supervisor. Such a request must be presented at least one (1) day in advance with medical documentation of the proposed blood donation and cannot be presented more often than every 56 days in accordance with appropriate medical standards.

IX. Organ Donation Leave

- A. Employees are encouraged to donate organs and blood platelets in accordance with appropriate medical standards. If such donation cannot be scheduled outside of working time, a full-time employee who has been employed for at least six months may present a request for up to two (2) hours of paid leave to donate blood platelets with medical documentation of the proposed donation to their supervisor. Such a request must be presented at least one (1) day in advance and cannot be presented more often than 24 times in a 12-month period.
- B. An eligible employee wishing to use up to thirty (30) days of organ or bone marrow donation leave within any 12-month period may present a request with medical documentation of the proposed donation to their supervisor. Such a request should be presented as far in advance as possible and must be presented at least one (1) day in advance.

X. Leaves of Absence Without Pay

- A. **Purpose.** To enable employees to receive extended time away from work to handle compelling personal business.
- B. **Scope.** This policy applies to all employees.
- C. **Policy**
 - 1. Leaves of absence without pay may be granted to employees to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence.
 - 2. Except as required by law, no benefit credit will accrue toward vacation and sick leave entitlement for the duration of the leave for those employees who are eligible for such leave. During unpaid leaves of absence, part-time employees are not scheduled to work and are therefore not paid for holidays.
 - 3. After 30 consecutive days of leave of absence, the employee will be responsible for paying the entire cost of their health insurance coverage except in circumstances stated otherwise in this Code, such as an approved FMLA designated leave.

2021 Interim Year Goals

Assumptions

This is a working document that should be reviewed and evaluated periodically. Changes are expected as conditions change, both outside and inside the library environment. The Executive Director will provide monthly progress updates to the Board.

Library Goals

1. Establish Strategic Plan Timeline

Create a timeline to complete a new strategic plan, assuming that the library will work with a consultant/facilitator, and the process will include a strong focus on significant community input.

Measures of success:

- Timeline established
- Preliminary work completed on soliciting and selecting consultant
- Strategic plan costs identified and included in 2022 budget

2. Upgrade Marketing, Communications, and Brand

Evaluate all of the library's marketing, PR, communications, website, graphics, and social media activities and establish goals to maximize the effectiveness and reach to the community. Identify and ensure that resources, including staffing, equipment, software, etc. are sufficient to meet the goals.

Measures of success:

- Contract with a third-party consultant to guide the brand update project
- Establish goals and create a related marketing plan
- Create new branding for the library that includes print and digital collateral and a style guide that includes designated colors, graphics, fonts, style, etc. to be used for all print and digital publications
- Evaluate and implement the necessary resources and staffing to meet the goals and targets listed above
- Research and transition website from a custom developed environment to a standardized library platform that aligns with library communication goals and uses new branding collateral

3. Equity, Diversity, Inclusion

Create a statement that clearly demonstrates the library's commitment and importance of EDI. Identify action items to address EDI during collection development going forward, in developing programs, in providing staff training. Evaluate diverse makeup of Board and staff.

Measures of success:

- EDI landing page created on the library's website
- EDI statement created and posted on the website and communicated to staff and patrons
- Collection Development EDI action item created and implemented
- Programming EDI action item created and implemented
- Staff Training EDI action item created and implemented
- Make recommendation for improving diversity of Board and staff
- Include South Branch in all EDI activities

Mount Prospect Public Library
2021 Interim Year Goals

4. Continue to Right Size the Budget

Continue to right size the budget by increasing funds to materials, programs, and other patron-facing services. Continue evaluation of staffing needs and gradually reduce the salary line through attrition.

Measures of success:

- Double program budget by 2023
- Double Library of Things budget by 2023
- The library spends a minimum of 12% of its operating budget on materials for patrons by 2024
- Salaries plus fringe benefits account for up to 70% of the library's operating budget by 2025

5. Create a New Normal Post Pandemic

As Covid declines and we are able to move back toward "normal," we need to evaluate our services and operations and make adjustments to better suit our community. This should include, but is not limited to:

- a. Evaluate and implement programming with a focus on providing virtual and in-person options, and enhance adult programs through increased collaboration between departments
- b. Evaluate and implement technology support in public spaces to allow for virtual programming and patron usage
- c. Evaluate and implement open hours to maximize library usage and staff resources
- d. Evaluate and remove barriers to patron services
- e. Continue to work closely with schools to provide support to students and teachers to "catch up" after a year of disrupted and virtual education
- f. Evaluate and implement public and staff furniture and fixtures to allow for distanced and collaborative workspaces
- g. Evaluate, identify, and implement sustainability measures in our facilities
- h. Evaluate and consider satellite library service locations, i.e., bookmobile, lockers, etc.
- i. Evaluate the feasibility of a "virtual librarian" (chat bot)

Measures of success:

- Investigate and provide recommendations for the items listed above, including feasibility, budget needs, and timeline
- Implement recommendations as practical, allowing for budget and timeline constraints

6. South Branch Expansion and Improvement

Continue exploration and implementation of South Branch expansion and improvements to better meet the needs of the community.

Measures of success:

- Reach mutual decision with the Village regarding the CCC expansion by August 2021. If yes, plan and include appropriate budget in 2022 fiscal year, and create and complete an implementation plan.
- Complete other necessary repairs and improvements, including limited new furniture and other aesthetic improvements by December 2021.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

January 2021

Circulation

- 1) Circulation staff continue to be flexible and responsive to the continued demand for PLP. Appointments were increased in the evenings and on the weekends as much as possible to try and meet the continued demand for this service from the community. We also had to be flexible and work around some less-than-ideal winter weather, especially at the end of the month.

Community Engagement

- 1) Beth Corrigan-Buchen is working with HIAS Immigration & Citizenship to present a Path to Citizenship program in April. The program will provide attendees with information about how to go from permanent resident (Green Card holder) to U.S. Citizen.
- 2) The Village of Mount Prospect's Community Engagement Committee has an official library liaison, and we are working with her to develop long-term strategies for collaboration. Currently we are identifying cultural and historical celebrations that the library is acknowledging through programs, book displays, blogs, and other means that the Committee could help to promote.
- 3) Beth Corrigan-Buchen spoke with two members of Racial Awareness in the North Shore (RAIN), an organization that works to promote racial and cultural diversity and understanding through education and action. RAIN hosts presentations, maintains a clearinghouse of resources, and publicizes relevant upcoming activities. The members are eager to work with libraries and are a valuable local resource for MPPL's EDI and social justice work.

Fiction/AV/Teen

- 1) The department prepared the public floor for reopening. Collections were rearranged, displays were created, and advisory resources were prepared (particularly to support the Winter Reading Program).
- 2) Department staff negotiated the addition of over 3,000 digital magazine titles to our shared OverDrive collection, at a substantial cost savings compared to our previous RBDigital subscription.
- 3) The virtual Teen Volunteer at Home program continued, garnering positive responses from participants:
 - a. "Thanks for providing opportunities for kids to get service hours while safe at home. We really appreciate it!"
 - b. "I thought the page was really well done! I'm even checking out a book I found from it that sounded interesting."

Reference

- 1) Computers by Appointment had 117 reservations in January. We added two appointment slots each day in mid-January to accommodate more patrons.
- 2) The library received our first order of state and federal tax forms in late January. Since we had patrons calling for tax forms daily, we put forms on a cart and wheeled them into the garage each day so that patrons could help themselves to 1040 forms and instructions.

Registration

- 1) We worked with IT to eradicate the last bugs in our new phone system and can now answer phones remotely using a soft phone.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) We attended a virtual Cards 4 Kids meeting to iron out final procedures and answer questions about this program. We are looking forward to issuing library cards to students through this program that may otherwise not be served by a library.
- 3) We updated the virtual teacher, school, and other miscellaneous school cards through June 2021 to help teachers and students continue to use our website, databases, and whatever else they need as they continue with various hybrid forms of learning.

South Branch

- 1) A permanent outdoor book return was installed at South Branch this month. This allows patrons the flexibility of returning their items at our location 24/7.
- 2) South Branch went live on the new phone system this month and is no longer connected to the Village of Mount Prospect's phone system. This streamlines communication between South Branch and Main by allowing staff from each location to call each other using extensions.
- 3) We began a mini-makeover of the South Branch space this month, starting with going through all of our storage cabinets to consolidate, donate, or recycle unused items. This will continue into February, including working with a consultant to reorganize the public desk space, painting and repair work by Building Services, and tech cleanup by IT staff which will include reconfiguring a third desk space.
- 4) A total of 158 patrons have signed up for the South Branch Winter Reading Program so far in January, including 117 Youth and 41 Teen/Adult participants. Patrons have been sending us photos every week of their completed activities. Below are a few examples:



Youth Services

- 1) The Youth Winter Reading Program had 479 participants who collectively logged 5,174 days of reading and 10,321 activities in January. The children use Beanstack to log reading and activities that are worth points. For every five points they receive a digital points badge, which gives them an entry into weekly and grand prize drawings. The engagement on our two Padlet boards has been wonderful, even more than this past summer.
 - <https://mppl.padlet.org/youthpad/ss3wdzevdaon4m3j>
 - <https://mppl.padlet.org/youthpad/9ilwdwhq54ovkrpv>
- 2) This was the inaugural event of I Survived: The Great Chicago Fire, a program series based around popular early chapter books. The 22 participants received a free “I Survived” book, and the highlight of the event was a visit with the Mount Prospect Fire Department, who talked about fire safety, gave a virtual tour of their new Station 13, and showed some of their equipment.
- 3) An excited audience of 46 saw Amy Alznauer demonstrate Kolam, a type of Indian chalk drawing. Alznauer is an author of several picture book biographies, including *The Boy Who Dreamed of Infinity* about the Indian mathematician Ramanujan. The importance of this type of diversity in programs was demonstrated when a parent from south India shared a photo of her mom drawing Kolams in India for a holiday. This type of high-quality diverse event aligns with our EDI goals to provide more inclusion and representation in programming.
- 4) The kindergarten teacher from D59 Frost sent in a screenshot of our virtual visit, sharing the penguins that we worked on together.



Author Amy Alznauer event and drawings



D59 Frost kindergartners penguin drawings

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Collection & Bibliographic Services

- 1) OverDrive's acquisition of RBDigital meant that the price of our subscription of unlimited access to over 3,500 electronic periodicals was going to increase unexpectedly from \$8,700 to \$25,000 annually. Patron use of this digital collection this past year has been incredibly high and we did not want to have to cancel access to a very popular library service. However, we and other libraries negotiated a consortium price, and instead of our annual cost increasing significantly, it decreased down to \$2,400.
- 2) Because due date information is readily available in other ways, we no longer put due date slips on any new materials. This streamlines the process and improves the look of materials (especially DVDs).

Communication and Creative Services

- 1) CCS worked with IT to import and upload all library cardholder email addresses (roughly 24,000) into Constant Contact in advance of our February 1 reopening.
- 2) We created an adorable Winter Reading display case just in time for the library to reopen to the public.

Human Resources

- 1) Number of terminations: none
Number of new hires: 1 (Acquisitions Assistant – internal promotion)
- 2) Open positions: Janitor (PT-15 hrs)
- 3) Staff anniversaries:
 - a. David Ayala (Security Officer) - 10 Years
 - b. Claire Bartlett (Youth Librarian) - 10 Years
 - c. Marsha Diamond (Youth Assistant) - 10 Years
- 4) We are approaching the new year by attempting to automate various processes. We have started to use the PAF (Personnel Action Form) process within Paycom to update various employee changes via an automatic workflow/approval process.



Winter Reading Display

Learning

- 1) The first online courses to be deployed to staff with Paycom Learning, our new Learning Management System, were released this month. They were:
 - a. Paycom Learning for Employees 101, which introduced the new system's navigation and features.
 - b. MPPL During COVID-19: February 2021 Update, a mandatory safety and customer service training prior to reopening.

Friends of the Mount Prospect Public Library

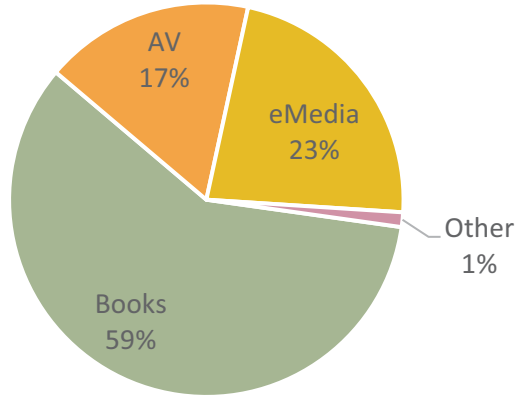
- 1) We promoted the Friend's funding of FanFest in the event publicity.

Mount Prospect Public Library Foundation

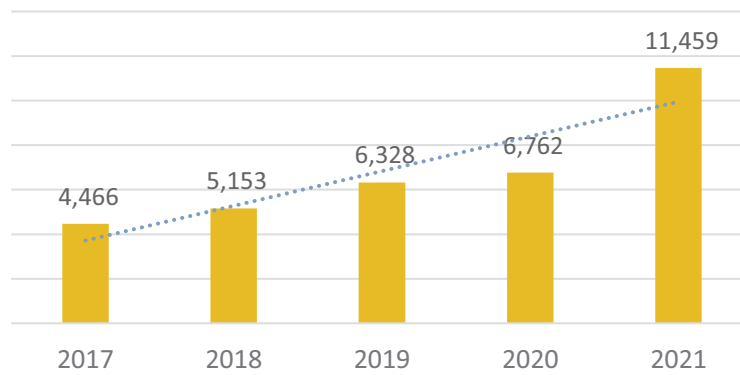
- 1) We prepared and presented the 2021 annual funding request, which the Foundation approved at their January meeting.

Statistics

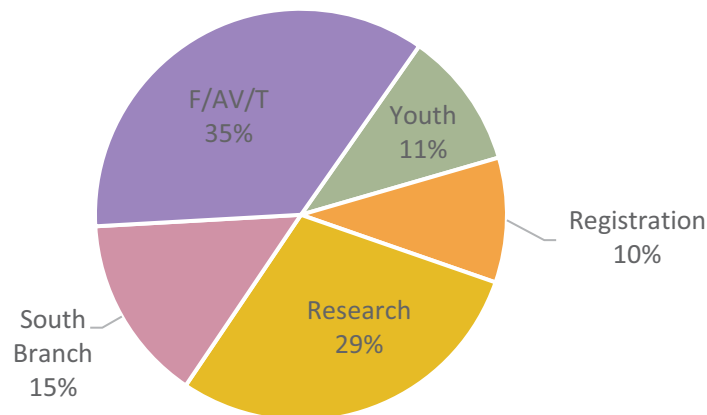
Circulation by Type - January 2021



eMedia Circulation YTD



Questions by Location - January 2021



School Visits – January 2021



4 Schools

- Euclid
- D59 Frost
- Fairview
- Lions Park



5 Topics

- Optical Illusion
- Nonfiction
- Winter
- Booktalks
- Website



10
Visits



286
Students
attending

Fairview 4th grade Optical Illusion visits: *“The kids absolutely loved it! One of my students said she screenshot every optical illusion you shared. Of course, the hands-on activity was a huge success as well! Thank you again! We will continue to reach out in the months to come!”*

Social Media Snapshot – January 2021



50
Posts



13
Posts



8
Posts



10
Posts

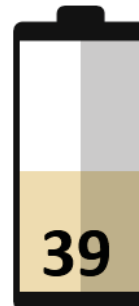
Most Popular Research Programs – January 2021



Cutting
the
Cord



Paper
Management



Demystifying
CBD