

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

Regular Board Meeting
February 17, 2022 7:00 p.m.
Zoom Meeting

AGENDA*

Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/85984201251>

Meeting ID: 859 8420 1251

Passcode: 991562

Call in: +1 312 626 6799 US (Chicago)

1. **Call to Order**
2. **President Statement Regarding Virtual Meeting**
"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" and the Government Emergency Administration Act. Pursuant to said Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions."
3. **Roll Call**
4. **Public Comment**
5. **President's Report**
6. **Recognition of Staff and Volunteers**
 - a. Proclamation – Recognition of significant employee anniversaries **(5)**
 - b. Proclamation – Recognition of library volunteers **(6)**
7. **Resolution of Appreciation – Mount Prospect Public Library Foundation (7)**
8. **Resolution of Appreciation – Friends of the Mount Prospect Public Library (8)**
9. **Consent Agenda (Action)**
 - a. Approve Minutes of Regular Board Meeting of January 20, 2022 **(9-11)**
 - b. Approve Minutes of Community Engagement Committee Meeting of February 3, 2022 **(12-13)**
 - c. Approve January 2022 Bills **(14)** and Financial Reports **(15-27)**
 - d. Approved 2022 Non-Resident Card Fee of \$460.00
 - e. Approve 2021 Illinois Public Library Annual Report (IPLAR) **(29-45)**
 - f. Approve Proclamation – Recognition of significant employee anniversaries
 - g. Approve Proclamation – Recognition of library volunteers
 - h. Approve Resolution of Appreciation – Foundation
 - i. Approve Resolution of Appreciation – Friends
 - j. Approve Purchase of D-Tech Locker Expansion not to Exceed \$30,000 from the Capital Reserve Fund **(46)**

- 10. Strategic Plan Update**
- 11. Executive Director Report (3-4)**
- 12. January 2022 Library Activity Report (47-54)**
- 13. Community Engagement Committee Report**
- 14. Trustee Reports and Comments**
- 15. Upcoming Meetings and Events Calendar**
 - a. Foundation Board Meeting – February 28 – open
 - b. Committee of the Whole Meeting – March 3 – Tentative
 - c. Regular Board Meeting – March 17
 - i. Review closed session minutes and recordings
 - d. No Foundation Board Meeting held in March
- 16. Adjournment**

**Library Director Report
February 17, 2022**

1. **Recognition of Staff and Volunteers.** This is agenda item number 6. Each year the Board publicly recognizes individuals, both staff and volunteers, who celebrated significant anniversaries during the previous year.
2. **Resolutions of Appreciation for the Foundation and Friends.** This is agenda items number 7 and 8. Each year the Board publicly recognizes the library's partner organizations and thanks them for their continued support.
3. **Consent Agenda.** This is agenda item number 9. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. The self-serve pickup lockers at the Main Library have been a big success, and even with a soft launch, we are at almost 100% full each day. We had planned to expand the lockers if they were popular, but we didn't realize how soon that would happen. We have received a quote to fully expand the Main Library lockers, to be paid for out of the Capital Reserve Fund. This purchase was not included in the 2022 budget.
4. **Strategic Plan Update.** This is agenda item number 10. Our strategic planning process is on schedule. We have completed five staff input sessions and one Board input session. We are currently working on completing the community survey, which is targeted for launch on March 1, 2022. Our in-person community input sessions are planned for March 29 – March 31.

One of the most important parts of the process is the Strategic Retreat, where a carefully selected group (15-25 participants) meets to review all the data gathered and identifies the strategic initiatives. The length of the retreat would be 6-8 hours over one or two sessions, such as a single, full-day session or an afternoon session followed by a second session the following morning if we don't want to do everything in a single day. This retreat would be preceded by a 90-minute session, held a week or so before the retreat, to hear the formal Findings Book presentation and potentially do some pre-work or discussions on the Mission, Vision, and Values.

One or two Trustees should be selected to participate in the retreat, and this is advance notice so Board members can plan accordingly. The retreat is scheduled for Monday, April 25 and possibly the 26. We're hoping this will be in person at the Main Library.

5. **Illinois Mask Mandate.** On February 8, Governor Pritzker announced his plans to end the Illinois mask mandate on February 28, 2022. The rule, which requires people to wear masks when indoors in public, will be lifted as long as the state continues to see declines in COVID metrics. The library plans to follow the lifting of the Illinois mandate and make masks optional for both patrons and staff on 2/28. However, we know that things can change very quickly, so if more or different information is available, or if Illinois ends up not removing the mandate, we will adjust our response as necessary.

Mount Prospect Public Library
Board of Trustees

6. **ILA Legislative Meet-Ups.** The Illinois Library Association is holding their annual legislative meet-ups virtually on Zoom this year. This event provides an opportunity to meet with our state and federal legislators and hear their thoughts firsthand about issues affecting libraries in your area. Our meet-up will be Monday, February 21 at 9:00 a.m. (President's Day).

You can register yourself for free here:

https://us02web.zoom.us/webinar/register/WN_EUq5e0NjQ0y200BwBVwqTQ

Or you can send an email to sreynders@mppl.org if you would like me to register you.

7. **FOIA/OMA Trustee Training.** The official FOIA and OMA training from the Illinois Attorney General's office has been unavailable for months but is now back up and running. Newly elected and appointed officials must take (or repeat) the OMA training within 90 days of the beginning of their terms. I will send instructions on how to access this training to all Trustees, although only the most recently elected/appointed officials are required to take it.

Mount Prospect Public Library
Board of Trustees

Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library employees as integral to the goals of the Library; and

WHEREAS, the Board of Trustees appreciates the dedication of staff; and

WHEREAS, as a means to publicly honor and recognize individuals who celebrated significant employment anniversaries during 2021; and

THEREFORE, be it now resolved, the Board of Trustees publicly thank the following staff for their hard work and congratulate them on their years of employment with the Mount Prospect Public Library:

Twenty Years	Phyllis Cigrang
	Dale Heath
	Judith Orr
	Elizabeth Rachau
	Mark Sarasin
	Mary Smith
Fifteen Years	Cathleen Blair
	Debbie Evers
	Marjorie Johnson
	Jordan Kurtz
Ten Years	David Ayala
	Claire Bartlett
	Sharon Bruzek
	Megan Callaghan
	Marsha Diamond
	Karen Herkes
	Margaret Jarosz
	Nizam Virmani
Five Years	Kelda Giavaras
	Patrice Griffin
	Stephanie Johanson
	Andrew Kaiser
	Rachel Leiner

Michael Duebner, President
Mount Prospect Public Library
Board of Trustees

Mount Prospect Public Library
Board of Trustees

Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library department volunteers as integral to the goals of the Library; and

WHEREAS, the Board of Trustees appreciates the dedication of those volunteers; and

WHEREAS, as a means to publicly honor and recognize these individuals; and

THEREFORE, be it now resolved, the Board of Trustees publicly thank the following volunteers for their diligent work and willingness to give time in their busy lives to the Mount Prospect Public Library:

5 Years

Barb Dohnal

10 Years

Sue Lorenz

15 Years

Patty Wolfe

20 Years

J.P. Karlov

Michael Duebner, President
Mount Prospect Public Library
Board of Trustees

RESOLUTION 2022-2

**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 appeal campaigns and raffles to grow the endowment as well as support specific projects, programs, and activities;

WHEREAS, during the extraordinary year of 2021 amid the ongoing pandemic, they held a reduced number of regular fundraising events;

WHEREAS, the Library greatly appreciates their continued support, flexibility, and dedication during a year of uncertainty;

WHEREAS, in 2021, despite the lack of regular revenue, they provided direct support of Library events and programs such as the 1,000 Before Kindergarten early reading initiative, South Branch programming, and three cultural Super Saturdays;

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 17, 2022. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 17th day of February 2022.

Michael Duebner
Library Board President

RESOLUTION 2022-3

**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 2021 amid the ongoing global pandemic, they were able to safely host a summer “garage” sale;

WHEREAS, the Library greatly appreciates their continued support, flexibility, and dedication during a year of uncertainty;

WHEREAS, in 2021, despite the decrease in revenue from traditional book sales, 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, 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 17, 2022. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 17th day of February 2022.

Michael Duebner
Library Board President

**Regular Board Meeting
January 20, 2022
Minutes**

1. Call to Order

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

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas [arrived at 7:05 p.m.], Kristine O'Sullivan
Absent: None
Staff Present: Karen Almeleh, Anne Belden, Jo Broszczak, Christine McKinley, Su Reynders, Suzanne Yazel
Visitors: Rob Cullin, Janet Nelson, ReThinking Libraries. There were approximately 16 people in total in the virtual meeting.

4. Public Comment

There was no public comment.

5. President's Report

Trustee Duebner discussed the feasibility of having in-person meetings. Due to the pandemic surge and for the safety of everyone, Trustees agreed to hold Board meetings virtually and revisit the issue regularly.

6. Strategic Plan Kickoff – ReThinking Libraries

Rob Cullin and Janet Nelson with ReThinking Libraries presented a kickoff of the strategic planning process. Details included revising the mission, vision, and values, while identifying goals and objectives to develop a strategic plan for the next 3-5 years. The community will be invited to participate in surveys and/or discussions to share their wants and needs from the library.

Mount Prospect Public Library
Board of Library Trustees
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7. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of November 18, 2021
- b. Approve November & December 2021 Bills and Financial Reports
- c. Approve Resolution No. 2022-1 Acknowledging Payment to MPPL Under Terms of the Ground Lease by VOMP
- d. Approve Transfer of unexpended balance of 2021 proceeds from the Library Fund to the Capital Reserve Fund, \$1,100,000 backdated effective prior to the end of the 2021 calendar year.

Motion was made by Trustee Bass and seconded by Trustee Fulk to establish the Consent Agenda as presented. Voice vote carried.

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

8. 2021 Year End Financial Review – Christine McKinley

Finance Manager Christine McKinley reviewed the library's financial position at the close of 2021.

9. Executive Director Report

Executive Director Su Reynders shared sad news about the passing of staff member David Banasiak. She recognized the good work David has done for the library during the past 15 years.

President Duebner called attention to the library's planned staff testing/vaccine mandate and asked if any Trustees had any comments, and there were none.

10. November/December 2021 Library Activity Report

Executive Director Reynders reported the new 24/7 Hold Lockers that rolled out in January are very popular. She highlighted that the 2021 year-end circulation was nearly what it was before the pandemic. In addition, almost 3,200 patrons self-registered online for library cards in 2021.

11. Trustee Reports and Comments

None.

12. Upcoming Meetings and Events Calendar

Trustee Duebner stated that holding a Committee of the Whole or other committee meeting is ideal for in-depth discussion of library business. At the Regular Board meeting Trustee Duebner will advise if a Committee of the Whole or committee meeting will take place the first Thursday of the following month.

Trustees Duebner and Haas stated they would like to hold a Community Engagement Committee Meeting on February 3, and other Trustees agreed.

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- a. Foundation Board Meeting – January 24 – Marie Bass
- b. Community Engagement Committee Meeting – February 3
- c. Library Closed February 4 – Staff In-Service Day
- d. Shining Stars Gala – February 5 - Canceled
- e. Regular Board Meeting – February 17
 - i. Proclamation – Recognition of significant employee anniversaries
 - ii. Proclamation – Recognition of library volunteers
 - iii. Resolution of Appreciation for Mount Prospect Public Library Foundation
 - iv. Resolution of Appreciation for Friends of the Mount Prospect Public Library
 - v. Approve Non-Resident Card Fee
 - vi. Approve Illinois Public Library Annual Report (IPLAR)
- f. Foundation Board Meeting – February 28 – open

13. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Haas to adjourn the Regular Board meeting at 7:53 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

Marie A. Bass, Secretary

**Community Engagement Committee Meeting
February 3, 2022
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:02 p.m. by Michael Duebner, President.

2. President Statement Regarding Virtual Meeting

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3. Roll Call

Committee Members Present: Michael Duebner, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Other Trustees Present: Marie Bass

Staff Present: Su Reynders

Visitors: There were 6 people in total in the virtual meeting.

4. Public Comment

There was no public comment.

5. Discussion of Community Engagement Talking Points and Trustee Recruitment

Committee members reviewed the "Elevator Speech" talking points from the document in the packet as well as other points provided by Trustee Duebner.

Trustees also discussed the possibility of having their photos taken and hung in the library or posted on the website or social media with their "I'm a Library Trustee because..." statement.

Committee members proposed creating Trustee videos recorded as a group and/or as an individual, explaining why they are a Library Trustee, what they like about the library, their personal interests, etc. These videos could be posted on social media or the library's website.

The action items and agreements resulting from the meeting were:

- Creating a 30-second, two-sentence "elevator speech" and brief talking points is the priority due to the upcoming strategic planning process.
- Trustee Duebner will send Director Reynders his talking points and she will post them as a shared document on the Sharepoint site for Trustees to review.

Mount Prospect Public Library
Board of Library Trustees
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- All Trustees will be asked to create answers for questions such as: “I am a Library Trustee because...”; “My favorite thing to do at the library is...”; “I’m passionate about...”
- Review and discussion of the talking points and “elevator speech” will be on the February 17 Regular Board Meeting agenda. The goal is to have each Trustee memorize a few sentences that they are most comfortable with.

6. Adjournment

Motion was made by Trustee O’Sullivan and seconded by Trustee Groenwald to adjourn the Community Engagement Committee meeting at 7:52 p.m. Voice vote carried.

Marie A. Bass, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of JANUARY 31, 2022

Library General Fund	\$	4,180,266
Working Cash Fund	\$	2,212,205
Capital Projects Restricted Fund	\$	4,124,671
Debt Service Fund	\$	711,569
Gift Fund	\$	572,173
Total All Funds	\$	11,800,884

Cash Disbursements January 2022

\$	915,993.35
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	6,392,471
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		7.8
Combined Balance - Percentage in Reserve		65%

YTD January Spending

- * \$95,494.91 above the year-to-date budget
- * YTD Actual is 11.7% above YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 8.3% of the annual budget
- * Spending to date was actually closer to 9.3% of the annual budget
- * Last year we had expended about 8.8% of the annual budget

Levy Collection

- * To date 0% of the total 2021 Levy has been collected
- * Last year 0% of the 2020 Levy had been collected through January 2021

*Historically, over the past six years, 0% to 5.8% (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 01/31/2022

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 3,616	\$ 3,616
Taxes Allocated to Other Funds	(493)	(493)
Personal Property Replacement Taxes	5,330	5,330
Interest Income	404	404
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	-
Ground Lease Income	-	-
Miscellaneous Fees and Fines	1,214	1,214
Friends & Foundation Reimbursements	-	-
Village Reimbursements	174	174
<i>Total Revenues</i>	<u>\$ 10,245</u>	<u>\$ 10,245</u>
Expenditures		
Salaries & Benefits	\$ 624,216	624,216
Management Expense	18,993	18,993
Operating Expenses	120,931	120,931
Building Expense	41,501	41,501
Services and Resources	107,928	107,928
Friends & Foundation Reimbursable Expenses	330	330
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	174	174
<i>Total Expenditures</i>	<u>\$ 914,073</u>	<u>\$ 914,073</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 914,073</u>	<u>\$ 914,073</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (903,828)	\$ (903,828)
Fund Balance - Beginning of Period	5,084,094	5,084,094
Fund Balance - End of Period	<u>\$ 4,180,266</u>	<u>\$ 4,180,266</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,212,205	\$ 2,212,205
Interest Allocation	-	-
Fund Balance - End of Period	<u>\$ 2,212,205</u>	<u>\$ 2,212,205</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	199	199
<i>Total Revenues</i>	<u>\$ 199</u>	<u>\$ 199</u>
Expenditures		
Main: Bldg Maintenance	-	\$ -
Main: Furnishings/Equipment	10,529	10,529
Supplies	1	1
South Branch: Bldg Maintenance	249	249
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 10,779</u>	<u>\$ 10,779</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (10,580)	\$ (10,580)
Fund Balance - Beginning of Period	4,135,251	4,135,251
Fund Balance - End of Period	<u>\$ 4,124,671</u>	<u>\$ 4,124,671</u>
Debt Service Fund		
Revenues		
Property Taxes	493	\$ 493
Interest Income	46	46
<i>Total Revenues</i>	<u>\$ 539</u>	<u>\$ 539</u>
Expenditures		
Interest Expense	2,583	\$ 2,583
Debt Reduction Payments	-	-
Bond Administration	450	450
<i>Total Expenditures</i>	<u>\$ 3,033</u>	<u>\$ 3,033</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (2,494)	\$ (2,494)
Fund balance - Beginning of Period	714,063	714,063
Fund balance - End of Period	<u>\$ 711,569</u>	<u>\$ 711,569</u>
Gift Fund		
Revenues	1,656	\$ 1,656
Expenditures	1	1
Excess (Deficiency) of Revenues over Expenditures	\$ 1,655	\$ 1,655
Fund Balance - Beginning of Period	570,518	570,518
Fund Balance - End of Period	<u>\$ 572,173</u>	<u>\$ 572,173</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 624,216.42	
Management Expense (4210L - 4290L)	18,993.03	
Operating Expenses (4310L - 4390L)	120,931.25	
Building Expense (4410L - 4460L)	41,500.85	
Services and Resources (4610L - 4690L)	107,928.36	
Friends & Foundation reimbursable expenses (9530L and 9540L)	329.73	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	-	
Total January 2022 Library General Fund Expenses	<u> </u>	\$ 914,074.09

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 87.00	
Operating Expense Reimbursements received	4,645.34	
December 2021 Accrued Payroll & Benefits	220,409.73	
December 2021 Credit Card Payable	13,022.48	
December 2021 Accounts Payable	69,584.89	
January Accounts Receivable	523.35	
Reversal of Prepaids	(7,239.65)	
Disbursements for Capital Project Restricted Fund	-	
Disbursements for Gift Fund	-	
		301,033.14

Deductions for Library General Fund Cash Disbursements:

January 2022 Accrued Payroll & Benefits	\$ 291,086.53	
January 2022 Credit Card Payable	11,410.16	
January 2022 Accounts Payable	59,736.82	
Payment of Nayax invoices & merchant fees by income offset	118.72	
Payment of Credit Card Merchant fees by income offset	<u>18.05</u>	
		(362,370.28)

<i>Total Library General Fund cash disbursed</i>	<u>\$ 852,736.95</u>
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CAPITAL PROJECTS RESTRICTED FUND

January 2022 Expenses	\$ 10,778.63	
Plus: December 2021 Accounts Payable	63,214.75	
Disbursements for Library Fund	40.00	
Less: January 2022 Accounts Payable	(10,777.88)	
Plus: December 2021 Account Receivable	0.50	
Less: January 2022 Accounts Receivable	(0.50)	
Total Capital Projects Restricted Fund cash disbursed		63,255.50

DEBT SERVICE FUND

January 2022 Expenses	\$ 3,033.33	
Plus: December 2021 Interest Payable	2,583.33	
Less: January 2022 Interest Payable	(5,166.66)	
Less: January 2022 Accounts Payable	<u>(450.00)</u>	
Total Debt Service Fund cash disbursed		0.00

GIFT FUND

January 2022 Expenses	\$ 0.90	
Plus: December 2021 Accounts Payable	-	
Less: January 2022 Accounts Payable	<u>-</u>	
Total Gift Fund cash disbursed		0.90

TOTAL CASH DISBURSEMENTS, January 2022

<u>\$ 915,993.35</u>

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	1/1/22	12/31/2021 PAYROLL ACCRUAL	-195,393.64
4110L	Salaries	1/7/22	PAYROLL - PAYCOM	210,423.92
4110L	Salaries	1/22/22	PAYROLL - PAYCOM	221,844.09
4110L	Salaries	1/31/22	01/31/2022 PAYROLL ACCRUAL	255,202.41
4120L	IMRF	1/1/22	12/31/2021 PAYROLL ACCRUAL	-19,510.81
4120L	IMRF	1/27/22	VILLAGE OF MT. PROSPECT - IMRF	31,854.15
4120L	IMRF	1/31/22	01/31/2022 PAYROLL ACCRUAL	25,034.16
4130L	MC / FICA	1/1/22	12/31/2021 PAYROLL ACCRUAL	-14,013.28
4130L	MC / FICA	1/7/22	PAYROLL - PAYCOM	15,091.22
4130L	MC / FICA	1/22/22	PAYROLL - PAYCOM	15,978.21
4130L	MC / FICA	1/31/22	01/31/2022 PAYROLL ACCRUAL	18,380.70
4140L	Insurance - Medical & Life	1/24/22	VILLAGE OF MT. PROSPECT	59,226.11
4140L	Insurance - Medical & Life	1/25/22	INSURANCE CORRECTION	-16.14
4140L	Insurance - Medical & Life	1/25/22	INSURANCE CORRECTION	-2.02
4140L	Insurance - Medical & Life	1/24/22	VILLAGE OF MT. PROSPECT	117.34
4230L	Printing - Newsletter	1/10/22	BANNERVILLE USA	120.00
4230L	Printing - Newsletter	1/25/22	BANNERVILLE USA	100.00
4240L	Marketing	1/25/22	SIGN TECH, INC.	15.00
4250	Resources	1/14/22	MC/AP STYLEBOOK	220.00
4250	Resources	1/1/22	MC/SPOTIFY	9.99
4260L	Professional Dues	1/5/22	MC/SOCIETY FOR HR MANAGEMENT	195.00
4260L	Professional Dues	1/18/22	MC/ALA	228.00
4260L	Professional Dues	1/25/22	MC/ALA	228.00
4260L	Professional Dues	1/25/22	MC/ALA	20.00
4280L	Human Resources	1/22/22	MC/MEIJER	1.82
4280L	Human Resources	1/31/22	ACCURATE EMPLOYMENT SCREENING,	134.00
4280L	Human Resources	1/7/22	PAYROLL - PAYCOM	1,526.82
4280L	Human Resources	1/22/22	PAYROLL - PAYCOM	3,666.02
4280L	Human Resources	1/15/22	EMPLOYEE BENEFITS CORPORATION	104.50
4280L	Human Resources	1/1/22		7,239.65
4280L	Human Resources	1/13/22	MC/AMERICAN AIRLINES	-367.79
4280L	Human Resources	1/14/22	MC/ALASKAAIR.COM	527.20
4280L	Human Resources	1/25/22	MC/PLA	264.00
4280L	Human Resources	1/26/22	MC/ANDERSON'S BOOKSHOPS	65.00
4280L	Human Resources	1/14/22	MC/AMAZON	508.47
4280L	Human Resources	1/18/22	MC/COSTCO	247.20
4280L	Human Resources	1/31/22	PETER METZNER	500.00
4280L	Human Resources	1/22/22	PAYROLL - PAYCOM	33.00
4290L	Other Operating	1/17/22	ILLINOIS DEPT. OF REVENUE	38.00
4290L	Other Operating	1/17/22	ILLINOIS DEPT. OF REVENUE	-38.00
4290L	Other Operating	1/27/22	ILLINOIS DEPT. OF REVENUE	43.88
4290L	Other Operating	1/7/22	NAYAX LLC	2.37
4290L	Other Operating	1/14/22	NAYAX LLC	9.18
4290L	Other Operating	1/21/22	NAYAX LLC	11.10
4290L	Other Operating	1/28/22	NAYAX LLC	16.57
4290L	Other Operating	1/31/22	PROPAY	18.05
4290L	Other Operating	1/13/22	RETHINKING LIBRARIES LLC	3,282.50
4290L	Other Operating	1/14/22	DEX MEDIA	23.50
4310L	Telecommunications	1/11/22	AT&T	712.99
4310L	Telecommunications	1/13/22	AT&T	311.14
4310L	Telecommunications	1/19/22	AT&T	421.02
4310L	Telecommunications	1/19/22	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	1/23/22	COMCAST CABLE	204.85
4310L	Telecommunications	1/28/22	VERIZON WIRELESS	358.25
4310L	Telecommunications	1/19/22	AT&T	174.46

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

Account ID	Account Description	Date	Vendor Name	Amount
4320L	Insurance	1/1/22	ARTHUR J. GALLAGHER RISK	13,879.00
4320L	Insurance	1/1/22	LIBRARIES OF ILLINOIS RISK AGE	81,692.00
4340L	Office Supplies	1/11/22	WAREHOUSE DIRECT	528.00
4340L	Office Supplies	1/13/22	WAREHOUSE DIRECT	35.84
4340L	Office Supplies	1/13/22	WAREHOUSE DIRECT	108.39
4340L	Office Supplies	1/12/22	STAPLES BUSINESS ADVANTAGE	36.63
4340L	Office Supplies	1/13/22	WAREHOUSE DIRECT	21.63
4340L	Office Supplies	1/20/22	WAREHOUSE DIRECT	7.53
4340L	Office Supplies	1/12/22	STAPLES BUSINESS ADVANTAGE	37.86
4340L	Office Supplies	1/13/22	MC/VISTAPRINT	219.91
4340L	Office Supplies	1/12/22	STAPLES BUSINESS ADVANTAGE	52.45
4350L	Library Supplies	1/1/22	DEMCO	83.56
4350L	Library Supplies	1/12/22	STAPLES BUSINESS ADVANTAGE	47.33
4350L	Library Supplies	1/14/22	DEMCO	23.69
4350L	Library Supplies	1/1/22		-15.98
4350L	Library Supplies	1/1/22	THERMAL PAPER DIRECT	455.95
4350L	Library Supplies	1/1/22	DEMCO	20.87
4350L	Library Supplies	1/7/22	PAYROLL - PAYCOM	15.98
4350L	Library Supplies	1/14/22	DEMCO	15.12
4350L	Library Supplies	1/18/22	ELM USA, INC.	327.99
4350L	Library Supplies	1/1/22	DEMCO	38.31
4360L	Postage	1/3/22	MC/POSTMASTER	7.70
4360L	Postage	1/8/22	MC/POSTMASTER	7.95
4360L	Postage	1/11/22	MC/POSTMASTER	8.95
4360L	Postage	1/13/22	MC/POSTMASTER	8.95
4360L	Postage	1/14/22	MC/POSTMASTER	8.95
4360L	Postage	1/19/22	MC/POSTMASTER	8.95
4360L	Postage	1/19/22	MC/POSTMASTER	8.95
4360L	Postage	1/26/22	MC/POSTMASTER	8.95
4360L	Postage	1/27/22	MC/POSTMASTER	8.95
4360L	Postage	1/28/22	MC/POSTMASTER	8.95
4360L	Postage	1/29/22	MC/POSTMASTER	512.40
4360L	Postage	1/29/22	MC/POSTMASTER	17.90
4360L	Postage	1/4/22	POSTMASTER	1,953.52
4360L	Postage	1/25/22	PAULA LOGA	-36.61
4380L	Contract Services	1/1/22	AQUA-SAFARI, INC.	2,145.00
4380L	Contract Services	1/28/22	BACKSTAGE LIBRARY WORKS	250.00
4380L	Contract Services	1/28/22	VILLAGE OF MOUNT PROSPECT	6,377.41
4390L	IT Services	1/22/22	MC/PADLET SOFTWARE	24.00
4390L	IT Services	1/30/22	MC/ZOOM	180.00
4390L	IT Services	1/4/22	MC/MICROSOFT	6.60
4390L	IT Services	1/6/22	MC/QUICKBASE	205.17
4390L	IT Services	1/11/22	SOUND INCORPORATED	152.00
4390L	IT Services	1/12/22	MC/WEATHERCALL	9.95
4390L	IT Services	1/17/22	MC/PADDLE.COM MARKET LTD	89.00
4390L	IT Services	1/18/22	MC/ADOBE	3,468.00
4390L	IT Services	1/18/22	MC/ADOBE	-229.67
4390L	IT Services	1/19/22	MC/ADOBE	-182.91
4390L	IT Services	1/19/22	MC/ADOBE	-205.65
4390L	IT Services	1/20/22	MC/ADOBE	-37.81
4390L	IT Services	1/20/22	MC/ADOBE	-121.86
4390L	IT Services	1/20/22	MC/ADOBE	-129.21
4390L	IT Services	1/21/22	MC/SAGE SOFTWARE	3,813.00
4390L	IT Services	1/25/22	MC/DOODLE	537.00
4390L	IT Services	1/26/22	INFORMA SOFTWARE	1,735.00
4410	Building Maintenance	1/1/22	INTERIOR TROPICAL GARDENS	120.00
4410	Building Maintenance	1/27/22	INTEGRATED CONTROL TECHNOLOGIE	8,924.00
4410	Building Maintenance	1/13/22	COMPLETE TEMPERATURE SYSTEMS,	1,210.00
4410	Building Maintenance	1/25/22	KRUGEL COBBLES, INC	1,136.00
4410	Building Maintenance	1/29/22	SOUND INCORPORATED	957.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4410	Building Maintenance	1/31/22	H-O-H WATER TECHNOLOGY, INC.	250.00
4410	Building Maintenance	1/5/22	MC/ACTIVE LOCK AND KEY	19.50
4410	Building Maintenance	1/5/22	MC/ACTIVE LOCK AND KEY	-19.50
4410	Building Maintenance	1/5/22	ANDERSON LOCK CO. LTD	24.09
4410	Building Maintenance	1/13/22	NERADT ACE HARDWARE	38.96
4410	Building Maintenance	1/18/22	W. W. GRAINGER, INC.	100.03
4410	Building Maintenance	1/27/22	MENARDS	23.37
4410	Building Maintenance	1/20/22	AMERICAN LANDSCAPING INC.	320.00
4410	Building Maintenance	1/11/22	SOUND DISTRIBUTING, INC.	40.00
4410	Building Maintenance	1/1/22	PAYROLL - PAYCOM	-99.82
4410	Building Maintenance	1/7/22	PAYROLL - PAYCOM	99.82
4410	Building Maintenance	1/22/22	PAYROLL - PAYCOM	22.40
4410	Building Maintenance	1/28/22	VILLAGE OF MOUNT PROSPECT	36.75
4410	Building Maintenance	1/28/22	VILLAGE OF MOUNT PROSPECT	52.97
4420L	Equipment Maintenance	1/26/22	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	1/19/22	SHELL OIL COMPANY	28.80
4420L	Equipment Maintenance	1/26/22	SHELL OIL COMPANY	-4.19
4420L	Equipment Maintenance	1/14/22	NAYAX LLC	79.50
4420L	Equipment Maintenance	1/21/22	IMAGE SYSTEMS & BUSINESS SOLUT	3,347.66
4420L	Equipment Maintenance	1/1/22	B & B NETWORKS INC	7,460.74
4420L	Equipment Maintenance	1/25/22	MC/ DRI Vmware	1,228.25
4440L	Janitorial	1/4/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	1/6/22	CINTAS #22	71.91
4440L	Janitorial	1/20/22	CINTAS #22	71.91
4440L	Janitorial	1/20/22	REPUBLIC SERVICES #551	296.81
4440L	Janitorial	1/1/22	MC/AMAZON	31.75
4440L	Janitorial	1/12/22	WAREHOUSE DIRECT	143.75
4440L	Janitorial	1/25/22	WAREHOUSE DIRECT	111.86
4440L	Janitorial	1/25/22	WAREHOUSE DIRECT	111.86
4440L	Janitorial	1/25/22	WAREHOUSE DIRECT	288.71
4440L	Janitorial	1/28/22	VILLAGE OF MOUNT PROSPECT	543.83
4450L	Equipment	1/31/22	MENARDS	68.92
4450L	Equipment	1/17/22	MC/AMAZON	373.38
4450L	Equipment	1/3/22	MC/AMAZON	25.27
4450L	Equipment	1/4/22	MC/AMAZON	103.54
4450L	Equipment	1/5/22	MC/AMAZON	18.49
4450L	Equipment	1/10/22	MC/AMAZON	54.99
4450L	Equipment	1/10/22	MC/AMAZON	-57.99
4450L	Equipment	1/14/22	MC/AMAZON	150.95
4450L	Equipment	1/18/22	MC/AMAZON	44.49
4450L	Equipment	1/26/22	MC/AMAZON	329.80
4450L	Equipment	1/27/22	MC/AMAZON	187.92
4450L	Equipment	1/1/22	DEMCO	1,508.50
4450L	Equipment	1/1/22	DEMCO	318.35
4450L	Equipment	1/8/22	SYNCHRONY/AMAZON	99.00
4450L	Equipment	1/8/22	SYNCHRONY/AMAZON	29.99
4450L	Equipment	1/12/22	DEMCO	453.73
4460L	Utilities	1/11/22	CONSTELLATION NEWENERGY- GAS D	6,602.26
4460L	Utilities	1/15/22	VILLAGE OF MT. PROSPECT	748.50
4460L	Utilities	1/28/22	VILLAGE OF MOUNT PROSPECT	332.34
4610L	Adult Books	1/1/22	INGRAM	16.94
4610L	Adult Books	1/1/22	J.D. POWER	119.00
4610L	Adult Books	1/1/22	J.D. POWER	210.00
4610L	Adult Books	1/1/22	MC/AMAZON	22.99
4610L	Adult Books	1/3/22	INGRAM	14.13
4610L	Adult Books	1/3/22	BAKER AND TAYLOR	16.38
4610L	Adult Books	1/3/22	MC/POLISH BOOKSTORE	485.20
4610L	Adult Books	1/4/22	BAKER AND TAYLOR	341.77
4610L	Adult Books	1/4/22	BAKER AND TAYLOR	328.50
4610L	Adult Books	1/5/22	BAKER AND TAYLOR	342.77
4610L	Adult Books	1/6/22	BAKER AND TAYLOR	95.75

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

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	1/6/22	INGRAM	16.79
4610L	Adult Books	1/6/22	BAKER AND TAYLOR	740.38
4610L	Adult Books	1/6/22	MC/GENEALOGY.COM	54.95
4610L	Adult Books	1/7/22	BAKER AND TAYLOR	141.46
4610L	Adult Books	1/7/22	BAKER AND TAYLOR	370.85
4610L	Adult Books	1/7/22	MC/NEW YORK GENEALOGICAL& BIOG	80.40
4610L	Adult Books	1/8/22	BAKER AND TAYLOR	754.26
4610L	Adult Books	1/8/22	SYNCHRONY/AMAZON	-25.60
4610L	Adult Books	1/8/22	SYNCHRONY/AMAZON	162.52
4610L	Adult Books	1/10/22	INGRAM	113.44
4610L	Adult Books	1/10/22	INGRAM	56.38
4610L	Adult Books	1/10/22	INGRAM	150.14
4610L	Adult Books	1/10/22	MC/ANNIESPUBLISHING	27.95
4610L	Adult Books	1/11/22	INGRAM	55.98
4610L	Adult Books	1/11/22	BAKER AND TAYLOR	114.65
4610L	Adult Books	1/11/22	BAKER AND TAYLOR	1,338.07
4610L	Adult Books	1/12/22	BAKER AND TAYLOR	572.23
4610L	Adult Books	1/12/22	MATTHEW BENDER	211.10
4610L	Adult Books	1/13/22	BAKER AND TAYLOR	144.60
4610L	Adult Books	1/13/22	MC/BARNES & NOBLE	27.99
4610L	Adult Books	1/13/22	INGRAM	87.80
4610L	Adult Books	1/14/22	INGRAM	108.85
4610L	Adult Books	1/14/22	INGRAM	52.43
4610L	Adult Books	1/14/22	INGRAM	16.92
4610L	Adult Books	1/14/22	FAMILY ROOTS PUBLISHING COMPAN	126.55
4610L	Adult Books	1/16/22	INGRAM	10.17
4610L	Adult Books	1/17/22	BAKER AND TAYLOR	934.89
4610L	Adult Books	1/18/22	BAKER AND TAYLOR	16.95
4610L	Adult Books	1/18/22	BAKER AND TAYLOR	15.82
4610L	Adult Books	1/19/22	INGRAM	15.82
4610L	Adult Books	1/19/22	INGRAM	19.78
4610L	Adult Books	1/19/22	INGRAM	9.59
4610L	Adult Books	1/19/22	INGRAM	19.78
4610L	Adult Books	1/19/22	INGRAM	47.60
4610L	Adult Books	1/20/22	BAKER AND TAYLOR	670.07
4610L	Adult Books	1/20/22	BAKER AND TAYLOR	15.64
4610L	Adult Books	1/20/22	INGRAM	10.19
4610L	Adult Books	1/21/22	BAKER AND TAYLOR	122.45
4610L	Adult Books	1/21/22	INGRAM	36.73
4610L	Adult Books	1/23/22	INGRAM	9.00
4610L	Adult Books	1/24/22	BAKER AND TAYLOR	1,197.59
4610L	Adult Books	1/24/22	BAKER AND TAYLOR	104.00
4610L	Adult Books	1/25/22	INGRAM	154.31
4610L	Adult Books	1/25/22	INGRAM	132.60
4610L	Adult Books	1/25/22	INGRAM	30.07
4610L	Adult Books	1/25/22	BAKER AND TAYLOR	560.61
4610L	Adult Books	1/26/22	INGRAM	71.23
4610L	Adult Books	1/27/22	INGRAM	32.77
4610L	Adult Books	1/27/22	INGRAM	19.17
4610L	Adult Books	1/30/22	INGRAM	21.46
4610L	Adult Books	1/31/22	FAMILY ROOTS PUBLISHING COMPAN	37.21
4610L	Adult Books	1/17/22	BAKER AND TAYLOR	37.39
4610L	Adult Books	1/18/22	BAKER AND TAYLOR	61.83
4620L	Adult AV	1/1/22	BAKER & TAYLOR INC.	58.78
4620L	Adult AV	1/1/22	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	1/3/22	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	1/4/22	MIDWEST TAPE	8.99
4620L	Adult AV	1/5/22	BAKER & TAYLOR INC.	6.78
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	210.13
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	97.71
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	12.48
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	18.33
4620L	Adult AV	1/7/22	BAKER & TAYLOR INC.	14.69

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

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	1/7/22	MIDWEST TAPE	5.24
4620L	Adult AV	1/8/22	BAKER AND TAYLOR	56.98
4620L	Adult AV	1/8/22	SYNCHRONY/AMAZON	202.34
4620L	Adult AV	1/11/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/12/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/13/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	1/14/22	BAKER & TAYLOR INC.	51.42
4620L	Adult AV	1/14/22	BAKER & TAYLOR INC.	58.75
4620L	Adult AV	1/14/22	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	1/17/22	BAKER AND TAYLOR	21.99
4620L	Adult AV	1/19/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/19/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	1/19/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/20/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	1/20/22	BAKER AND TAYLOR	46.73
4620L	Adult AV	1/20/22	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	1/20/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/24/22	BAKER AND TAYLOR	17.60
4620L	Adult AV	1/24/22	BAKER & TAYLOR INC.	22.06
4620L	Adult AV	1/25/22	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	1/25/22	BAKER AND TAYLOR	19.25
4620L	Adult AV	1/26/22	BAKER & TAYLOR INC.	26.96
4620L	Adult AV	1/26/22	BAKER & TAYLOR INC.	136.67
4620L	Adult AV	1/26/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/27/22	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	1/27/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/27/22	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	1/31/22	BAKER & TAYLOR INC.	22.76
4620L	Adult AV	1/31/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	1/31/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/31/22	BAKER & TAYLOR INC.	22.91
4620L	Adult AV	1/12/22	BAKER & TAYLOR INC.	4.39
4620L	Adult AV	1/17/22	BAKER & TAYLOR INC.	79.34
4630L	Youth Print	1/1/22	MC/AMAZON	9.95
4630L	Youth Print	1/1/22	BAKER AND TAYLOR	-14.18
4630L	Youth Print	1/3/22	INGRAM	8.44
4630L	Youth Print	1/3/22	INGRAM	2.82
4630L	Youth Print	1/4/22	BAKER AND TAYLOR	299.52
4630L	Youth Print	1/5/22	INGRAM	19.20
4630L	Youth Print	1/5/22	BAKER AND TAYLOR	247.65
4630L	Youth Print	1/5/22	BAKER AND TAYLOR	437.66
4630L	Youth Print	1/7/22	BAKER AND TAYLOR	143.88
4630L	Youth Print	1/7/22	BAKER AND TAYLOR	16.89
4630L	Youth Print	1/10/22	BAKER AND TAYLOR	631.19
4630L	Youth Print	1/10/22	INGRAM	10.16
4630L	Youth Print	1/10/22	BAKER AND TAYLOR	428.40
4630L	Youth Print	1/10/22	BAKER AND TAYLOR	164.23
4630L	Youth Print	1/11/22	BAKER AND TAYLOR	323.31
4630L	Youth Print	1/11/22	BAKER AND TAYLOR	46.69
4630L	Youth Print	1/11/22	BAKER AND TAYLOR	65.03
4630L	Youth Print	1/14/22	BAKER AND TAYLOR	37.87
4630L	Youth Print	1/17/22	BAKER AND TAYLOR	1,613.70
4630L	Youth Print	1/18/22	BAKER AND TAYLOR	243.34
4630L	Youth Print	1/19/22	INGRAM	20.89
4630L	Youth Print	1/19/22	BAKER AND TAYLOR	396.31
4630L	Youth Print	1/20/22	BAKER AND TAYLOR	612.93
4630L	Youth Print	1/20/22	INGRAM	27.58
4630L	Youth Print	1/20/22	BAKER AND TAYLOR	224.07
4630L	Youth Print	1/21/22	BAKER AND TAYLOR	16.66
4630L	Youth Print	1/21/22	BAKER AND TAYLOR	39.79
4630L	Youth Print	1/24/22	BAKER AND TAYLOR	375.73
4630L	Youth Print	1/24/22	BAKER AND TAYLOR	6.74
4630L	Youth Print	1/25/22	MC/GLOOBOOKS.COM	23.94
4630L	Youth Print	1/25/22	BAKER AND TAYLOR	229.32
4630L	Youth Print	1/25/22	INGRAM	21.51

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

Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	1/25/22	BAKER AND TAYLOR	79.85
4630L	Youth Print	1/25/22	MC/SOUTH OF SUNRISE CREATIVE	24.45
4630L	Youth Print	1/26/22	BAKER AND TAYLOR	421.67
4630L	Youth Print	1/26/22	MC/POLISH BOOKSTORE	205.79
4630L	Youth Print	1/27/22	BAKER AND TAYLOR	382.87
4630L	Youth Print	1/28/22	MC/SALINA BOOKSHELF INC	21.95
4630L	Youth Print	1/30/22	INGRAM	8.47
4630L	Youth Print	1/12/22	BAKER AND TAYLOR	14.12
4630L	Youth Print	1/18/22	BAKER AND TAYLOR	46.39
4630L	Youth Print	1/20/22	BAKER AND TAYLOR	4.14
4640L	Youth AV	1/3/22	BAKER & TAYLOR INC.	29.36
4640L	Youth AV	1/11/22	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	1/17/22	BAKER & TAYLOR INC.	198.35
4640L	Youth AV	1/18/22	FINDAWAY WORLD, LLC	50.99
4640L	Youth AV	1/20/22	FINDAWAY WORLD, LLC	178.47
4640L	Youth AV	1/25/22	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	1/31/22	BAKER & TAYLOR INC.	160.16
4640L	Youth AV	1/31/22	BAKER & TAYLOR INC.	40.39
4640L	Youth AV	1/17/22	BAKER & TAYLOR INC.	66.86
4650L	Print Serials	1/1/22	THE NO-LOAD FUND INVESTOR	169.00
4650L	Print Serials	1/1/22	UNIVERSITY OF ILLINOIS PRESS	75.00
4650L	Print Serials	1/1/22	EBSCO RECEPTION ROOM SERVICE	771.58
4650L	Print Serials	1/1/22	EBSCO RECEPTION ROOM SERVICE	147.00
4650L	Print Serials	1/2/22	THE NEW YORK TIMES	1,208.95
4650L	Print Serials	1/6/22	MC/FINANCIAL TIMES	406.00
4650L	Print Serials	1/7/22	MC/GUIDEPOSTS	17.94
4650L	Print Serials	1/10/22	MC/THE WEEK	49.95
4650L	Print Serials	1/10/22	MC/CANADIAN HOUSE & HOME	26.95
4650L	Print Serials	1/10/22	MC/HISTORY NET	26.95
4650L	Print Serials	1/10/22	MC/BEANZ MAGAZINE	48.00
4650L	Print Serials	1/10/22	SOCIETY FOR SCIENCE	50.00
4650L	Print Serials	1/10/22	SKY & TELESCOPE	54.95
4650L	Print Serials	1/11/22	MC/HISTORY NET	26.95
4650L	Print Serials	1/11/22	MC/COIN WORLD	34.99
4650L	Print Serials	1/11/22	MC/PEOPLE MAGAZINE	96.66
4650L	Print Serials	1/11/22	MC/BOOKLIST	349.90
4650L	Print Serials	1/12/22	MC/CONSUMER REPORTS	98.00
4650L	Print Serials	1/12/22	MC/KAZOO MAGAZINE	39.99
4650L	Print Serials	1/13/22	MC/THE ARTIST'S MAGAZINE	21.99
4650L	Print Serials	1/13/22	MC/MAGNOLIA MARKET	20.00
4650L	Print Serials	1/13/22	MC/SCIENTIFIC AMERICAN MIND	44.99
4650L	Print Serials	1/13/22	MC/NATIONAL PARKS CONSERVATION	25.00
4650L	Print Serials	1/13/22	MC/BOY SCOUTS	24.00
4650L	Print Serials	1/13/22	THE CHICAGO SHIMPO	77.00
4650L	Print Serials	1/17/22	MC/DAILY HERALD	33.00
4650L	Print Serials	1/20/22	MC/KD MARKET	13.45
4650L	Print Serials	1/21/22	MC/CHICAGO TRIBUNE	159.92
4650L	Print Serials	1/25/22	MC/CHICAGO TRIBUNE	88.00
4650L	Print Serials	1/25/22	MC/TIME	25.00
4650L	Print Serials	1/31/22	FUTURE PUBLISHING	32.00
4650L	Print Serials	1/31/22	INFORMATION TODAY	79.95
4650L	Print Serials	1/31/22	MC/EBSCO	20.00
4650L	Print Serials	1/31/22	MC/TV GUIDE	20.00
4650L	Print Serials	1/31/22	MC/KIPLINGER LETTER	59.95
4650L	Print Serials	1/31/22	MC/WOODWORKERS JOURNAL MAGAZIN	19.95
4650L	Print Serials	1/31/22	MC/PUBLISHERS WEEKLY	199.00
4650L	Print Serials	1/31/22	MC/CATSTER	19.95
4650L	Print Serials	1/31/22	MC/AMERICAN SCIENTIST	30.00
4650L	Print Serials	1/31/22	MC/DAILY HERALD	33.00
4650L	Print Serials	1/1/22	EBSCO RECEPTION ROOM SERVICE	115.93
4650L	Print Serials	1/11/22	MC/PEOPLE MAGAZINE	96.66
4650L	Print Serials	1/25/22	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	1/1/22	EBSCO INFORMATION SERVICES	1,498.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4660L	Electronic Resources	1/1/22	PROQUEST INFORMATION AND LEARN	10,648.71
4660L	Electronic Resources	1/1/22	WEST PAYMENT CENTER	2,228.38
4660L	Electronic Resources	1/1/22	NEWS BANK, INC.	9,799.00
4660L	Electronic Resources	1/1/22	PROQUEST INFORMATION AND LEARN	4,200.00
4660L	Electronic Resources	1/1/22	LIBRARIES FIRST	500.00
4660L	Electronic Resources	1/1/22	RECORD INFORMATION SERVICES, I	1,344.00
4660L	Electronic Resources	1/1/22	MANGO LANGUAGES	4,346.00
4660L	Electronic Resources	1/1/22	MORNINGSTAR	9,482.00
4660L	Electronic Resources	1/2/22	THE NEW YORK TIMES	2,002.00
4660L	Electronic Resources	1/5/22	HAINES AND COMPANY, INC.	995.00
4660L	Electronic Resources	1/13/22	WORLD ARCHIVES	1,193.00
4660L	Electronic Resources	1/1/22	MANGO LANGUAGES	1,251.00
4660L	Electronic Resources	1/14/22	MC/STORYTIME PODS	769.50
4661L	Digital Media	1/31/22	MIDWEST TAPE	3,135.90
4661L	Digital Media	1/31/22	KANOPY, INC.	728.00
4661L	Digital Media	1/6/22	OVERDRIVE, INC.	1,514.04
4661L	Digital Media	1/6/22	OVERDRIVE, INC.	168.49
4661L	Digital Media	1/6/22	OVERDRIVE, INC.	1,400.40
4661L	Digital Media	1/16/22	OVERDRIVE, INC.	65.00
4661L	Digital Media	1/16/22	OVERDRIVE, INC.	113.18
4661L	Digital Media	1/16/22	OVERDRIVE, INC.	717.47
4661L	Digital Media	1/16/22	OVERDRIVE, INC.	281.94
4661L	Digital Media	1/16/22	OVERDRIVE, INC.	209.19
4661L	Digital Media	1/20/22	OVERDRIVE, INC.	34.95
4661L	Digital Media	1/26/22	OVERDRIVE, INC.	117.99
4661L	Digital Media	1/26/22	OVERDRIVE, INC.	43.99
4661L	Digital Media	1/26/22	OVERDRIVE, INC.	349.04
4661L	Digital Media	1/26/22	OVERDRIVE, INC.	655.99
4661L	Digital Media	1/4/22	OVERDRIVE, INC.	281.48
4661L	Digital Media	1/6/22	OVERDRIVE, INC.	59.99
4661L	Digital Media	1/11/22	OVERDRIVE, INC.	237.46
4661L	Digital Media	1/18/22	OVERDRIVE, INC.	354.49
4661L	Digital Media	1/25/22	OVERDRIVE, INC.	213.55
4662L	E-Learning	1/3/22	GALE	12,974.31
4663L	Library of Things	1/3/22	MC/MOBILE BEACON	1,200.00
4663L	Library of Things	1/3/22	MC/NETFLIX	17.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/NETFLIX	17.99
4663L	Library of Things	1/3/22	MC/NETFLIX	17.99
4663L	Library of Things	1/3/22	MC/NETFLIX	17.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/DISNEY	13.99
4663L	Library of Things	1/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/3/22	MC/NETFLIX	17.99
4663L	Library of Things	1/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	1/4/22	MC/DISNEY	13.99
4663L	Library of Things	1/5/22	MC/AMAZON	-28.56
4663L	Library of Things	1/6/22	MC/NETFLIX	17.99
4663L	Library of Things	1/12/22	MC/NETFLIX	17.99
4663L	Library of Things	1/12/22	MC/NETFLIX	17.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	1/12/22	MC/NETFLIX	17.99
4663L	Library of Things	1/12/22	MC/NETFLIX	17.99
4663L	Library of Things	1/21/22	MC/T-MOBILE	516.60
4680L	Processing Supplies	1/1/22	BAKER AND TAYLOR	2.76
4680L	Processing Supplies	1/1/22	DEMCO	1,017.01
4680L	Processing Supplies	1/4/22	PRINT-O-TAPE INC.	696.90
4680L	Processing Supplies	1/10/22	BAKER AND TAYLOR	17.25
4680L	Processing Supplies	1/11/22	BAKER AND TAYLOR	2.07
4680L	Processing Supplies	1/11/22	BAKER AND TAYLOR	2.76
4680L	Processing Supplies	1/12/22	STAPLES BUSINESS ADVANTAGE	559.84
4680L	Processing Supplies	1/13/22	DEMCO	629.03
4680L	Processing Supplies	1/14/22	BAKER AND TAYLOR	2.07
4680L	Processing Supplies	1/14/22	DEMCO	237.21
4680L	Processing Supplies	1/20/22	BUDGET LIBRARY SUPPLIES	348.00
4680L	Processing Supplies	1/21/22	BAKER AND TAYLOR	0.69
4680L	Processing Supplies	1/24/22	BAKER AND TAYLOR	16.56
4680L	Processing Supplies	1/25/22	BAKER AND TAYLOR	3.45
4690L	Programs	1/1/22	EMMA JANE MULVANEY	175.00
4690L	Programs	1/1/22	ERICA RECKAMP	175.00
4690L	Programs	1/1/22	CHRISTINA M. BEAIRD	150.00
4690L	Programs	1/1/22	WILDLIFE CENTER OF VIRGINIA	60.00
4690L	Programs	1/8/22	SYNCHRONY/AMAZON	16.82
4690L	Programs	1/11/22	MC/AMAZON	61.62
4690L	Programs	1/12/22	FUN EXPRESS	137.77
4690L	Programs	1/13/22	MC/AMAZON	41.99
4690L	Programs	1/13/22	MC/AMAZON	2.99
4690L	Programs	1/17/22	MC/AMAZON	38.85
4690L	Programs	1/22/22	PAYROLL - PAYCOM	65.45
4690L	Programs	1/22/22	PAYROLL - PAYCOM	65.77
4690L	Programs	1/21/22	MC/AMAZON	106.07
4690L	Programs	1/21/22	MC/AMAZON	21.00
4690L	Programs	1/1/22	NOEMI RAMOS	75.00
4690L	Programs	1/4/22	MC/ETSY	9.99
				<u>\$ 913,569.91</u>
9540L-100-08	Woven Together Youth Community	1/20/22	MC/BOOK OUTLET	229.20
9540L-100-08	Woven Together Youth Community	1/20/22	MC/BOOK OUTLET	84.04
9540L-110-03	Morale Committee	1/1/22	PAYROLL - PAYCOM	-30.76
9540L-110-03	Morale Committee	1/7/22	PAYROLL - PAYCOM	30.76
9540L-110-03	Morale Committee	1/22/22	PAYROLL - PAYCOM	16.49
9560L-090-South	South Branch Fiber	1/19/22	AT&T	174.45
Total Library Fund Expenses for January, 2022				<u><u>\$ 914,074.09</u></u>

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

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	1/31/22	Service Charge	0.75
7750B-017	Bldg Fd: Equipment & Furniture	1/31/22	AVI SYSTEMS, INC. - Digital media receiver and room controller, testing	4,576.00
7750B-017	Bldg Fd: Equipment & Furniture	1/31/22	AVI SYSTEMS, INC. - 4K DigitalMedia presentation system 350	5,953.00
7750B-South-01	Bldg Fd: SB Equipt & Furniture	1/18/22	ULINE - Peg hook and sit/stand mobile desk	248.88
Total Capital Project Restricted Fund Expenses for January, 2022				<u><u>\$10,778.63</u></u>

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

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	1/31/22	January 2022, interest expense accrual \$31,000 x 1/12	2,583.33
3710D	Bond Administration	1/14/22	VILLAGE OF MT. PROSPECT - 2022 Annual Agent Fee	450.00

Total Debt Service Fund Expenses for January, 2022 \$ 3,033.33

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

Account ID	Account Description	Date	Vendor Name	Amount
8740G	Gift Fund: Operating Expenses	1/31/22	Service Charge	0.90

Total Gift Fund Expenses for January, 2022 \$ 0.90

MONTHLY EXPENSE SUMMARY

			YEAR TO DATE JANUARY 2022								
	Line	Annual Budget	Annual Budget % to Total	YTD Budget	Budget % to Total	YTD Actual	Actual % to Total	% of Budget Expended	YTD Variance - Actual vs Budget		
									\$	%	% of TTL VAR
Salaries & Benefits											
Salaries	4110	5,740,000.00		478,333.00		492,076.78		8.6%	13,743.78	2.9%	14.4%
IMRF	4120	425,000.00		35,417.00		37,377.50		8.8%	1,960.50	5.5%	2.1%
MC / FICA	4130	425,000.00		35,417.00		35,436.85		8.3%	19.85	0.1%	0.0%
Insurance - Medical	4140	801,000.00		66,750.00		59,207.95		7.4%	(7,542.05)	-11.3%	-7.9%
Insurance - Life	4140	1,500.00		125.00		117.34		7.8%	(7.66)	-6.1%	0.0%
Unemployment Compensation Tax	4150	23,000.00		1,917.00		0.00		0.0%	(1,917.00)	-100.0%	-2.0%
Subtotal (4110L - 4150L)		7,415,500.00	75.5%	617,959.00	75.5%	624,216.42	68.3%	8.4%	6,257.42	1.0%	6.6%
Management Expense											
Audit	4210	5,200.00		433.00		0.00		0.0%	(433.00)	-100.0%	-0.5%
Legal Fees	4220	10,000.00		833.00		0.00		0.0%	(833.00)	-100.0%	-0.9%
Printing	4230	81,100.00		6,759.00		220.00		0.3%	(6,539.00)	-96.7%	-6.8%
Marketing	4240	35,150.00		2,930.00		15.00		0.0%	(2,915.00)	-99.5%	-3.1%
Resources	4250	11,409.00		951.00		229.99		2.0%	(721.01)	-75.8%	-0.8%
Professional Dues	4260	20,235.00		1,686.00		671.00		3.3%	(1,015.00)	-60.2%	-1.1%
Board Development/Training	4270	2,500.00		208.00		0.00		0.0%	(208.00)	-100.0%	-0.2%
Human Resources	4280	135,325.00		11,276.00		14,449.89		10.7%	3,173.89	28.1%	3.3%
Other Operating	4290	105,325.00		8,778.00		3,407.15		3.2%	(5,370.85)	-61.2%	-5.6%
Subtotal (4210L - 4290L)		406,244.00	4.1%	33,854.00	4.1%	18,993.03	2.1%	4.7%	(14,860.97)	-43.9%	-15.6%
Operating Expenses											
Telecommunications	4310	35,950.00		2,997.00		2,679.71		7.5%	(317.29)	-10.6%	-0.3%
Insurance	4320	119,400.00		9,950.00		95,571.00		80.0%	85,621.00	860.5%	89.7%
Office Supplies	4340	22,574.00		1,881.00		1,048.24		4.6%	(832.76)	-44.3%	-0.9%
Library Supplies	4350	20,750.00		1,730.00		1,012.82		4.9%	(717.18)	-41.5%	-0.8%
Postage	4360	25,100.00		2,092.00		2,534.46		10.1%	442.46	21.2%	0.5%
Contract Services	4380	55,244.00		4,604.00		8,772.41		15.9%	4,168.41	90.5%	4.4%
IT Services	4390	67,257.00		5,604.00		9,312.61		13.8%	3,708.61	66.2%	3.9%
Subtotal (4310L - 4390L)		346,275.00	3.5%	28,858.00	3.5%	120,931.25	13.2%	34.9%	92,073.25	319.1%	96.4%
Building Expense											
Building Maintenance	4410	181,592.00		15,132.00		13,255.57		7.3%	(1,876.43)	-12.4%	-2.0%
Equipment Maintenance	4420	133,757.00		11,147.00		12,200.46		9.1%	1,053.46	9.5%	1.1%
Janitorial	4440	65,800.00		5,483.00		4,652.39		7.1%	(830.61)	-15.1%	-0.9%
Equipment	4450	192,350.00		16,030.00		3,709.33		1.9%	(12,320.67)	-76.9%	-12.9%
Utilities	4460	49,500.00		4,125.00		7,683.10		15.5%	3,558.10	86.3%	3.7%
Subtotal (4410L - 4460L)		622,999.00	6.3%	51,917.00	6.3%	41,500.85	4.5%	6.7%	(10,416.15)	-20.1%	-10.9%
Library Materials											
Adult Print	4610	208,685.00		17,390.00		11,909.24		5.7%	(5,480.76)	-31.5%	-5.7%
Adult AV	4620	67,400.00		5,616.00		1,571.97		2.3%	(4,044.03)	-72.0%	-4.2%
Youth Print	4630	145,000.00		12,084.00		7,940.92		5.5%	(4,143.08)	-34.3%	-4.3%
Youth AV	4640	32,900.00		2,741.00		757.63		2.3%	(1,983.37)	-72.4%	-2.1%
Serials	4650	18,500.00		1,541.00		5,007.49		27.1%	3,466.49	225.0%	3.6%
Electronic Resources	4660	178,475.00		14,873.00		50,256.59		28.2%	35,383.59	237.9%	37.1%
Digital Media	4661	204,620.00		17,052.00		10,682.54		5.2%	(6,369.46)	-37.4%	-6.7%
E-Learning	4662	43,437.00		3,620.00		12,974.31		29.9%	9,354.31	258.4%	9.8%
Library of Things	4663	29,250.00		2,438.00		2,088.75		7.1%	(349.25)	-14.3%	-0.4%
Microform	4670	900.00		75.00		0.00		0.0%	(75.00)	-100.0%	-0.1%
Processing	4680	25,350.00		2,113.00		3,535.60		13.9%	1,422.60	67.3%	1.5%
Programs	4690	71,315.00		5,944.00		1,203.32		1.7%	(4,740.68)	-79.8%	-5.0%
Subtotal (4610L - 4680L)		1,025,832.00	10.4%	85,487.00	10.4%	107,928.36	11.8%	10.5%	22,441.36	26.3%	23.5%
Total (4110L - 4680L)		9,816,850.00	100.0%	818,075.00	100.0%	913,569.91	100.0%	9.3%	95,494.91	11.7%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,675.00		806.00		0.00			(806.00)	-100.0%	
Friends Expenses (9540L)	9540	23,500.00		1,959.00		329.73			(1,629.27)	-83.2%	
Village Shared Expense (9560L)	9560	3,183.00		265.00		174.45			(90.55)	-34.2%	
Grant Expense (9570L)	9570	0.00		0.00		0.00			0.00	0.0%	
Total Reimbursable Activity		36,358.00		3,030.00		504.18			(2,525.82)	-83.4%	
Total Expenses - All Activities		9,853,208.00		821,105.00		914,074.09			92,969.09	11.3%	

MOUNT PROSPECT PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30480
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0360
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Mount Prospect Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	10 South Emerson Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Mount Prospect
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60056
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	10 South Emerson Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Mount Prospect
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60056
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8472535675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472530642
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mppl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Susan Reynders
1.15 Title	Executive Director
1.16 Library Director's E-mail	sreynders@mppl.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	56,852
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
South Branch	SOUTH BRANCH		
MT. PROSPECT P.L.	MOUNT PROSPECT PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
South Branch	30480	3048001
MT. PROSPECT P.L.	30480	3048000

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
South Branch	1711 WEST ALGONQUIN ROAD		30

MT. PROSPECT P.L.	10 SOUTH EMERSON STREET			
Address				
Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
South Branch	MOUNT PROSPECT		60056	
MT. PROSPECT P.L.	MOUNT PROSPECT		60056	

County & Phone				
Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
South Branch	Cook		8475904090	
MT. PROSPECT P.L.	Cook		8472535675	

Square Feet				
Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
South Branch	980			
MT. PROSPECT P.L.	101,290			

IDs				
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Hours and Attendance					
Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
South Branch	1,955	46	12,503	6	16
MT. PROSPECT P.L.	3,276	48	185,725	4	18

ANNUAL REPORT DATA (3.1 - 3.7)	
Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.	
3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jan Peterson
3.5 Telephone Number of Person Preparing Report	847-253-5675
3.6 FAX Number	847-253-5977
3.7 E-Mail Address	janp@mppl.org

REFERENDA (4.1 - 4.7)	
Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.	
4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1					
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2					
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	J. Michael Duebner
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	847-878-7937
5.9 E-mail Address	mduebner@mppl.org
5.10 Home Address	909 South Albert Street
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Second member

5.5 Name	Sylvia G. Fulk
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	312-593-6385
5.9 E-mail Address	sfulk@mppl.org
5.10 Home Address	402 North MacArthur Blvd
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Third member

5.5 Name	Marie Bass
5.6 Trustee Position	Secretary

5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	708-738-1496
5.9 E-mail Address	mbass@mppl.org
5.10 Home Address	417 North Eastwood Ave
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Fourth member

5.5 Name	Kristine O'Sullivan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	312-307-0134
5.9 E-mail Address	kosullivan@mppl.org
5.10 Home Address	205 North Maple Street
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Fifth member

5.5 Name	Brian Gilligan
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	847-437-4919
5.9 E-mail Address	bgilligan@mppl.org
5.10 Home Address	1103 Hunt Club Drive, Unit 327
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Sixth member

5.5 Name	Sylvia M. Haas
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-248-4276
5.9 E-mail Address	shaas@mppl.org
5.10 Home Address	115 N. Emerson Street
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Seventh member

5.5 Name	Rosemary Groenwald
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	847-989-3884
5.9 E-mail Address	rgroenwald@mppl.org
5.10 Home Address	203 N Russel Street
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	Kits available for in-house use with weighted blankets, noise-canceling headphones, and fidget toys
6.2 Total Number of Meeting Rooms	5
6.2b Total number of times meeting room(s) used by the public during the fiscal year	0
6.3 Total Number of Study Rooms	12
6.3b Total number of times study room(s) used by the public during the fiscal year	4,830

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$30,919,090
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$276,308
7.4 Legacy	\$0
7.5 Gift	\$0
7.6 Other	\$0
7.7 Provide a general description of the property acquired.	Library Furnishings and Equipment

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
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7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$2,212,206-Working Cash Reserve; \$4,135,251-Capital Project Restricted
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Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$1,916,232
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	\$1,550,000 Bonds Payable; \$366,232 Accounts Payable

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$11,436,462
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$11,712,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$79,896
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$88,072
8.5 Other State Government funds received	\$5,000
8.6 If Other, please specify	Cook County CRF Suburban Municipality Allocation
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$172,968

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$1,000
8.9 E-Rate funds received	\$0

8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$1,000

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$811
8.14 Other receipts intended to be used for operating expenditures	\$48,074
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$48,885
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts	
8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$11,659,315

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$6,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$5,609,294
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,720,606
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	

9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352] \$7,329,900

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$322,229
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$402,080
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$94,930
10.3b Please provide an explanation of the other types of material expenditures.	AV, Microform, Library of Things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$819,239

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$2,103,361
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$10,252,500

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$1,101,418
12.5 If Other, please specify	Interest Income and Interfund Transfer
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$1,101,418

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$331,628
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	31	31	\$1,055.31	1,162.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Adult Programming Librarian	Young Adult Services	\$25.25	37.50
	Business Librarian	Adult Services	\$25.54	37.50
	Cataloging Librarian	Collection Development Acquisitions	\$25.50	37.50
	CBS Assistant Department Head	Collection Development Acquisitions	\$37.78	37.50
	Circulation Services Assistant Department Head	Circulation	\$28.49	37.50
	Circulation Services Department Head	Circulation	\$36.95	37.50
	Collection and Bibliographic Services Department Head	Collection Development Acquisitions	\$42.05	37.50
	Collection Development Librarian	Other Type of Librarian	\$25.37	37.50
	Collection Resource Manager	Collection Development Acquisitions	\$29.76	37.50
	Collection Specialist Librarian	Children's Services	\$26.57	37.50
	Community Engagement Director	Other Type of Librarian	\$35.92	37.50
	Deputy Director of Public Service	Assistant Library Director	\$42.90	37.50
	Executive Director	Library Director	\$67.56	37.50
	Fiction Librarian	Young Adult Services	\$26.57	37.50
	Fiction/AV/Teen Assistant Department Head	Young Adult Services	\$34.56	37.50
	Fiction/AV/Teen Department Head	Young Adult Services	\$46.43	37.50
	Program Librarian	Adult Services	\$26.05	37.50
	Program Librarian Supervisor	Young Adult Services	\$30.08	37.50
	Reference Librarian	Adult Services	\$36.23	37.50
	Reference Librarian	Adult Services	\$36.82	37.50
	Research Services Assistant Department Head	Adult Services	\$41.45	37.50
	Research Services Department Head	Adult Services	\$50.85	37.50
	South Branch Manager	Other Type of Librarian	\$29.96	37.50
	Technology Librarian	Adult Services	\$27.73	37.50
	Technology Youth Librarian	Children's Services	\$29.78	37.50
	Teen Services Librarian	Young Adult Services	\$28.04	37.50
	Teen Services Librarian	Young Adult Services	\$26.57	37.50
	Youth Outreach Librarian	Children's Services	\$29.15	37.50
	Youth Programming Librarian	Children's Services	\$26.26	37.50
	Youth Services Assistant Department Head	Children's Services	\$31.45	37.50
	Youth Services Department Head	Children's Services	\$47.69	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	29.06
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	32	32	32	\$691.60	807.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Youth Desk Assistant	Children's Services	Bachelor's Degree: No library science	\$23.17	17.50
	Youth Desk Assistant	Children's Services	Master's Degree: Not in library science	\$20.43	17.50
	Youth Desk Assistant	Children's Services	Master's Degree: Not in library science	\$23.17	12.00
	Youth Desk Assistant	Children's Services	Master's Degree (non-ALA program)	\$23.17	30.00
	Programming/Outreach Assistant	Children's Services	Bachelor's Degree: No library science	\$23.00	37.50
	Youth Desk Assistant	Children's Services	Bachelor's Degree: No library science	\$17.73	8.00
	Circulation Supervisor	Circulation	Bachelor's Degree: No library science	\$19.97	37.50
	Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$21.03	22.00
	Readers Advisor	Young Adult Services	Master's Degree: Not in library science	\$20.43	16.00
	Fiction/AV Assistant PT	Young Adult Services	Bachelor's Degree: No library science	\$17.73	25.00
	Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$18.96	24.00
	Fiction/AV Assistant PT	Young Adult Services	Less than a Bachelor's degree	\$17.70	17.00
	Fiction/AV Assistant PT	Young Adult Services	Bachelor's Degree: No library science	\$17.70	17.00
	Readers Advisor	Young Adult Services	Master's Degree (non-ALA program)	\$18.00	24.00
	Research Assistant/Clerk	Adult Services	Bachelor's Degree: No library science	\$17.73	23.00
	Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$25.80	37.50
	Research Assistant/Clerk	Adult Services	Bachelor's Degree: No library science	\$23.40	23.00
	Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$23.42	15.00
	Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$20.82	15.00
	Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$28.00	37.50
	Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$18.00	23.00
	Copy Cataloger FT	Collection Development Acquisitions	Bachelor's Degree: No library science	\$23.00	37.50
	Copy Cataloger FT	Collection Development Acquisitions	Bachelor's Degree: No library science	\$25.83	37.50
	Page Supervisor	Collection Development Acquisitions	Less than a Bachelor's degree	\$21.45	37.50
	Copy Cataloger Editor	Collection Development Acquisitions	Bachelor's Degree: No library science	\$26.19	37.50
	Copy Cataloger FT	Collection Development Acquisitions	Bachelor's Degree: No library science	\$26.19	37.50
	Acquisitions Supervisor	Collection Development Acquisitions	Bachelor's Degree: No library science	\$25.89	37.50
	Copy Cataloger PT	Collection Development Acquisitions	Master's Degree (non-ALA program)	\$20.50	25.00
	South Branch Outreach Assistant	Other Type of Librarian	Master's Degree: Not in library science	\$22.48	18.00
	South Branch Patron Assistant	Other Type of Librarian	Master's Degree: Not in library science	\$20.43	9.00
	South Branch Patron Assistant	Other Type of Librarian	Bachelor's Degree: No library science	\$17.73	13.50
	South Branch Program Coordinator	Other Type of Librarian	Bachelor's Degree: No library science	\$22.55	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	20.18
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	49.24

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,623.25
13.14 Minimum hourly rate actually paid	\$13.57
13.15 Maximum hourly rate actually paid	\$59.15
13.16 Total FTE Group C employees (13.13 / 40)	40.58

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	128.50
13.18 Minimum hourly rate actually paid	\$12.00
13.19 Maximum hourly rate actually paid	\$15.74
13.20 Total FTE Group D employees (13.17 / 40)	3.21

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	301.00
13.22 Minimum hourly rate actually paid	\$14.00
13.23 Maximum hourly rate actually paid	\$55.02
13.24 Total FTE Group E employees (13.21 / 40)	7.53
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	51.32
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	100.56

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	\$87,500	1
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
	Library Development Manager	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	09/2021	\$87,500	Position eliminated/lack of work

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	198,228
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	257	7,518	25	2,864
Children (6-11)	171	5,012	21	2,344
Children's Total	428	12,530	46	5,208
Young Adults (12-18)	62	864	15	169
Adults (19 and older)	309	7,246	50	2,133
General Interest	5	1,135	0	0
Total	804	21,775	111	7,510

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	5	99
Synchronous In-Person Offsite Program Sessions	150	6,365
Synchronous Virtual Program Sessions	649	15,311
Total	804	21,775

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	58
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	2,455

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Sensory supported storytime includes interactive stories, sensory activities, and a board certified music therapist.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	25,454
16.2a Total Number of Unexpired Non-resident Cards	19
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	20
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	25,473
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	324,499
17.2 Current Print Serial Subscriptions	316
17.3 Total Print Materials (17.1+17.2)	324,815
17.4 E-books Held at end of the fiscal year [PLSC 451] ¹	130,942
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	29,468
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] ²	73,375
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	41,322
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	9,656
17.6c Other Circulating Physical Items [PLSC 462]	14,684
17.6d Total Physical Items in Collection [PLSC 461]	409,973

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	73
17.8 State (state government or state library) [PLSC 457]	16

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	448,280
18.2 Number of young adult materials loaned	41,080
18.3 Number of children's materials loaned [PLSC 551]	440,283
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	929,643

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	577,206
18.6 Videos/DVDs- Physical	161,259
18.7 Audios (include music)- Physical	47,862
18.8 Magazines/Periodicals- Physical	6,259
18.9 Other Items- Physical [PLSC 561]	16,308
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	808,894
18.11 Use of Electronic Materials [PLSC 552]	120,749
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	929,643
18.13 Successful Retrieval of Electronic Information [PLSC 554]	221,129
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	341,878
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,150,772
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	3,074
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	2,623

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	69,603
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	157
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	310
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	117
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	350M
21.3 What is the monthly cost of the library's internet access?	\$600
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	87
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	18,793
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLSC 652]	32,127
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	705,212 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 1
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$5,077
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$42,462
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	3,112.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	The Mount Prospect Public Library officially eliminated late fines on April 1, 2021.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	It would help us if you could advise us in advance if there is a change in the way something is counted; for example, program statistics for youth are different this year.

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Susan Reynders	
President	Michael Duebner	
Secretary	Marie Bass	

IPLAR SUBMISSION REMINDERS

- Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
 3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 17.4 2020 figure seems to have been a titles count - 2021 guidelines call for a unit count (0-2022-02-07)

², 17.5b 2020 figure seems to have been a titles count - 2021 guidelines call for a unit count (0-2022-02-07)



connecting you to technology



**Mount Prospect Public Library
D-Tech holdIT Self Service Reservation System
Price Quote**

Quantity	Product Description	Unit Price	Total Price
3	D-Tech holdIT 15 Locker Standard Module - H-75" x W-21" x D-18" w/ Weatherized Outside External Kit	\$7,695.00	\$23,085.00
	Installation		\$3,295.00
	Total (With Installation)		\$26,380.00

Notes:

1. Library needs to provide 110v Quad Outlet for D-Tech holdIT Self Service Reservation System and a SIP 2 network connection and wiring back to the ILS Network
2. All pricing valid for 30 days.
3. Equipment Warranty: One Year Warranty
4. Shipping Extra - FOB Shipping (To Be Determined At The Time Of Shipping)
5. Description Of License, Support, And Hardware Maintenance After The First 12 Months: D-Tech/Murphy Security Solutions Services License, Support, and Maintenance (Applicable Following Your 12 Month Warranty). A Complete Package To Cover Equipment Listed Above; Includes License Fees With Software Support Over The Phone And Via Remote Access Through TeamViewer As Well As On Site help At The Discretion Of D-Tech/Murphy Security Solutions When Required. Includes All Updates And Upgrades Relevant To The Application Used. If The Hardware Will Breakdown (Accidental Or Deliberate Damage Precluded) D-Tech/Murphy Security Solutions Will Replace It Or Repairing Proper Running Order Within Scope Of The SLA. Current Specified Service Hours - Daytime 08:30 - 17:30.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

January 2022

Youth Services

- 1) Youth Services originally intended to start holding in-person programming in the building this month, but after the COVID surge from the Omicron variant, we decided to continue with virtual programming for another month.
- 2) Teachers were understanding about our decision to stick to virtual visits. The Elementary School Coordinator presented six booktalks to more than 300 students and gave a virtual tour to a group of fifth graders. Comments from teachers included:

“Thank you so much! The kids were buzzing about different books and some even found a couple at our LRC before the end of the day. I hope this encourages them to come to the MPPL!” Jessica S. – 5th grade Teacher at Lions Park

“Thank you so much for this! Would it be possible to request a book bag with some of the titles from the list for students to sample at school?” Kelly M. – 3rd grade Teacher at Euclid

Several students came to the library to drop off their raffle slip to win one of the featured titles and to interact with staff. Aadya, a Fairview 3rd grader, stopped by the public desk to say hi to Maleeha and to introduce herself. She was so excited that Maleeha did a Zoom visit with her class. Another Fairview 3rd grader brought the list of recommended titles to the desk, so Maleeha was able to provide more readers advisory and make a personal connection with her.

- 3) A patron mentioned to Circulation staff that as a person of color and a teacher, she liked how many diverse books we had in Youth Services. She was always on the lookout for them for her class and always found such a variety of books in the department and on display.

South Branch & Community Engagement

- 1) We attended a Community Issues Committee meeting which is convened by the Village's Human Services Department several times a year. The group is comprised of a cross section of social service agencies, school support staff, and fire/police personnel who provide agency updates, share resources, and offer referrals. Many of the members reported their clients are dealing with mental health issues due to the pandemic. The library's Cards for Kids program, Winter Reading program, computer/technology access, and Candy Land activity were highlighted.
- 2) South Branch began promoting the Winter Reading program with a book display featuring a sample mug that teens and adults can win after reading five books. In January, 30 teen/adult South Branch patrons registered for the program and logged a total of 77 books read.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) The South Branch “DIY Marbled Mug” program was a hit. One patron sent an email after the program thanking staff for teaching them the technique and added, “Thank you for hosting my art therapy escape virtually!”
- 4) The South Branch supplies books (new or donated in good condition) to J&J Laundromat in the Crystal Court Shopping Center, just down the way from the Community Connections Center. The book box is replenished monthly with picture books in English and Spanish, which are popular with the children accompanying their caregivers in the laundromat.

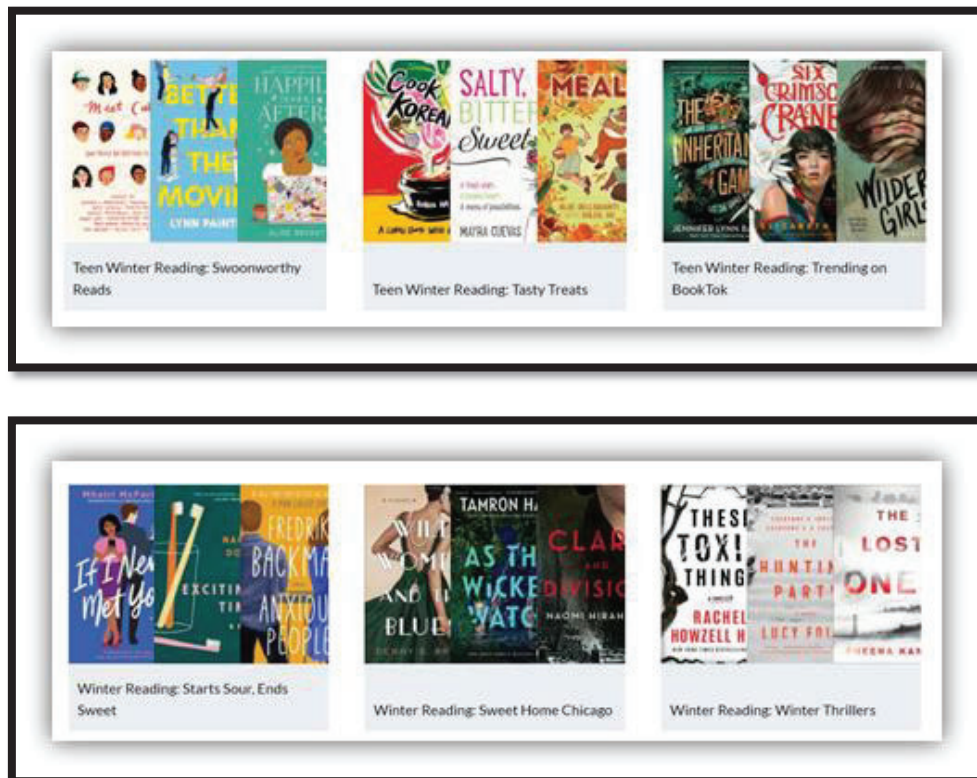


Research

- 1) Both state and federal tax forms began trickling in at the end of January. As in past years, only basic forms are provided by the government, and in the case of Illinois, in limited quantities. We continue to print large numbers of forms to meet patron demands and expectations.
- 2) We hosted the annual meeting of the Mount Prospect Downtown Merchants Association. About 30 people attended this before hours meeting.
- 3) We hosted two well-attended Zoom programs in January: “Plant-Based Nutrition and Holistic Health: A Beginner’s Guide” on January 13 (74 attendees) and “Brick by Brick: Tracing Your Home’s History” on January 26 (71 attendees).

Fiction/AV/Teen

- 1) Winter Reading began this month for adult and teen patrons. Prize mugs have already proved very popular with patrons. Targeted online advisory content was created:



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) We presented a well-received “30 Reads in 30 Minutes” program, giving short booktalks on a variety of recent and upcoming titles covering a wide range of genres, tones, and interests.
- 3) Notable patron comments: “I live in Arlington Heights, but I come only to you because your library actually has BOOKS.”

Registration

- 1) Our new Registration Assistant, Sarah Hineman, started on January 31.
- 2) District 214’s “Read to Learn” program will be back in our library in person for their spring semester (February – April). We finalized procedures and room set-ups that will allow them to come into the building safely.
- 3) Our first new business card of the year was given to Al’s Shoe Service, 11 E. Northwest Highway.

Circulation

- 1) The new 24/7 Hold Lockers went live at the start of the new year. Despite having done minimal promotion so far, they are already quickly gaining in popularity and are nearly always full. Circulation staff continue to fine tune the process of managing them and are also already exploring options for expansion.

Building & Security

- 1) The Assistant Head of Building Services, Dave DeVault, retired in January. Dave had been a member of our Building Services team since 1989. We filled his position with another member of our team, Mike Barba, as the new department supervisor. Mike has been with MPPL since 2018.

Collection & Bibliographic Services

- 1) We have recently begun adding subject searching terms for our catalog from a new source, the *Homosaurus* thesaurus. This is an established vocabulary intended for international application, to be used in library catalogs and websites to improve consistent search results when using LGBTQ+ terms. We’re glad to be expanding our cataloging data in this way, and it was implemented as an inclusionary initiative to supplement the library’s other efforts to serve our diverse users’ needs.

Communications & Creative Services

- 1) Patrons received the January/February newsletter this month, which was the first issue where we employed the new branding. We tracked 54 unique clicks on the QR code for readers to sign up for e-news, and 10 patrons subscribed.
- 2) 78 new marketing pieces were designed with the library’s new branding components.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) The 30-second video introducing the 24/7 Hold Lockers had over 2.1K views in less than three weeks and received some of our highest engagement in the last six months.
- 4) We are participating on the Strategic Planning tactical team and have begun to coordinate and implement the marketing plan to distribute the online and paper surveys.



Human Resources & Learning

- 1) Number of terminations: 5
- 2) Number of new hires: 3
- 3) Staff anniversaries: Patty Schwarzkopf, CBS Processor, 20 years
- 4) Above and Beyond Award: Jimmy Stefanis, FAVT Assistant; Debbie Evers, Circulation Assistant; John Aykroid, Maintenance; Mike Barba, Building Maintenance Supervisor; Tom Garvin, Head of Building & Security
- 5) We met with Paycom to discuss the Performance Management module and how it would benefit both staff and managers. This module will provide web-based templates that will be built based on the skills/competency groups that we recently updated. The system will automatically score each review and provide a portal for managers so they can track where they are with each of their employees in the performance review process.
- 6) We worked to finalize the Diversity, Equity, and Inclusion (DEI) framework document and process, and it will be shared with the DEI Committee at the March meeting. This process will help the committee focus and evaluate our DEI efforts for 2022 and will be revisited yearly.

Information Technology

- 1) The replacement of the AV equipment in Meeting Room A was completed, tested, and staff were trained. The new system offers three displays that can be mirrored or controlled independently and has the ability to live stream in-person programs via Zoom.
- 2) We began replacing our storage area network device which is where all on-premises computer data and files are stored, including the virtual machines that make up our virtual network environment. The data migration will be done in three phases that will take about 60 days to complete with no downtime.
- 3) We've migrated all Adobe accounts to an Adobe Team unit to share an Adobe Stock Images account with all accounts. This provides staff with a broader range of stock images to use in our marketing materials.
- 4) We've begun replacing some staff desktop computers with laptops and docking stations to make moving to different work areas of the library or off-site easier.

Friends of the Mount Prospect Public Library

- 1) The Friends have postponed the March book sale to late spring (April or May).
- 2) The Board decided to temporarily suspend donation collection as of February 14 due to storage space restrictions. The library will help promote messaging through social media and e-news.

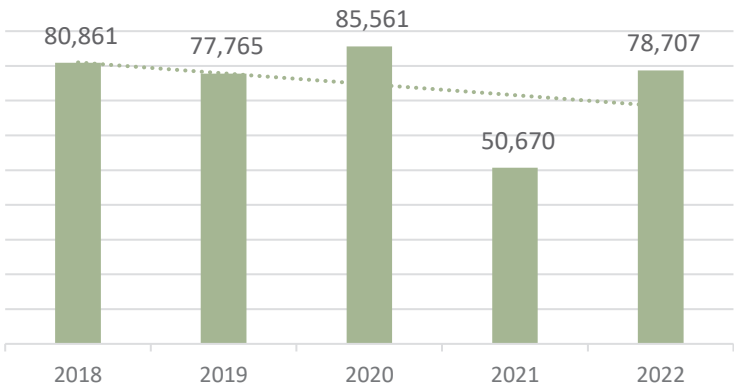
Mount Prospect Public Library Foundation

- 1) The End-of-Year Appeals campaign will close February 28.
- 2) The Foundation Board is reaching out to individuals who requested information about volunteering from the January/February issue of *Preview*.

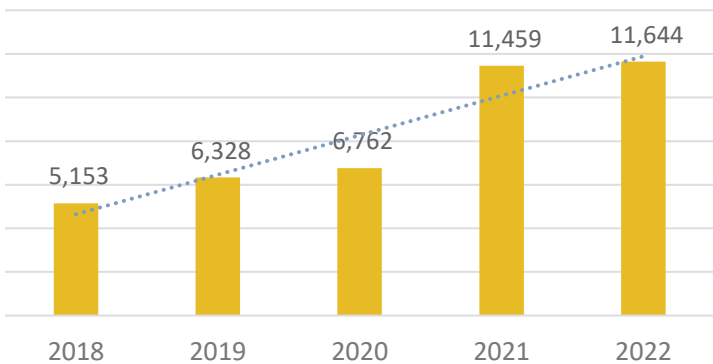
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Statistics

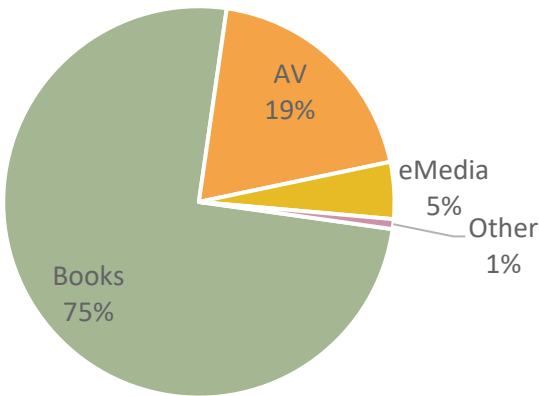
Overall Circulation YTD



eMedia Circulation YTD

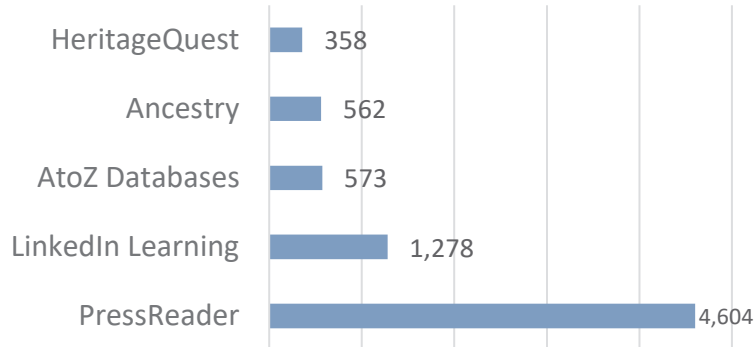


Circulation by Type - 2022

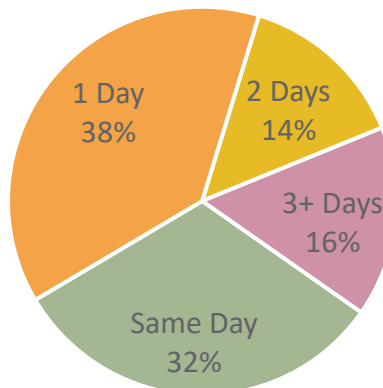


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

January 2022 Top Databases



Lockers - Pickup Time



January Number of Programs: 47

January Attendance: 1,180

Program Highlights – January 2022

- 10 Storytimes (193 attendees)
- Brick by Brick: Tracing Your Home's History (61 attendees)
- Growing Greens Indoors (93 January recording views)
- 8 School Book Talks (341 attendees)
- Cutting the Cord: Getting the Most out of Streaming Services (52 attendees)
- Celebrate Holi with Bollywood Groove (22 attendees)
- Wildlife Center of Virginia (42 attendees)
- Teen Craft: Snowman Luminary (10 attendees)

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Highlight: Life-Size Candy Land

Youth Services decided to do something special for our littlest patrons and created a magical life-size Candy Land in the library. This has been a huge hit with the community, and we wanted to share some of the responses.



Mount Prospect Public Library Monthly Library Report for Board of Trustees

