

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

Regular Board Meeting
January 20, 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. Strategic Plan Kickoff – ReThinking Libraries**
- 7. Consent Agenda (Action)**
 - a. Approve Minutes of Regular Meeting of November 18, 2021 **(5-6)**
 - b. Approve November & December 2021 Bills and Financial Reports **(7-39)**
 - c. Approve Resolution No. 2022-1 Acknowledging Payment to MPPL Under Terms of the Ground Lease by VOMP **(40)**
 - 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
- 8. 2021 Year End Financial Review – Christine McKinley**
- 9. Executive Director Report (3-4)**
- 10. November/December 2021 Library Activity Report (41-51)**

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

11. Trustee Reports and Comments

12. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – January 24 – Marie Bass
- b. Committee of the Whole Meeting – February 3 - Tentative
- 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

Mount Prospect Public Library
Board of Trustees

Library Director Report
January 20, 2022

1. **Strategic Plan Board Kickoff.** This is agenda item number 6. Rob Cullin and Janet Nelson from ReThinking Libraries will attend the meeting to share a brief strategic planning kickoff presentation and answer questions. We have already begun the staff input sessions and are on track with our overall schedule:



2. **Consent Agenda.** This is agenda item number 7. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. The annual transfer from the Library Fund to the Capital Reserve Fund is calculated based on the year-end Library Fund balance. We transfer funds in excess of the maximum of 75% operating reserve, which for this year is \$1,100,000.
3. **2021 Year End Financial Review.** This is agenda item number 8. Finance Manager Christine McKinley will present a review of the library's 2021 finances.
4. **Trustee Bias/Harassment Training.** All library staff are required to complete harassment training annually, and this past year we also included a session on biases that was very well received. We have arranged for this same training video to be available to Trustees. Trustees will receive an email with the link to access the video, which is about 45 minutes long. Please contact Staff Development Manager Michelle Vonderhaar at michellev@mppl.org if you need any help logging in.

"Unintentional Still Hurts" course. Expand your understanding of various types of bias and microaggressions, and how they hurt people and undermine inclusion. This course teaches you how to navigate intent vs. impact, whether you are the perpetrator, the target, or an observer, when handling situations where an offense has occurred. This course addresses:

- Implicit versus explicit bias as well as the most common forms of workplace bias.
- How to manage microaggressions if you're the target or if you're called out as the perpetrator.
- How to be an upstander if you witness disrespectful or demeaning conduct, or microaggressions in the workplace.
- The STEP model to frame and challenge implicit bias.

Mount Prospect Public Library
Board of Trustees

5. **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 the library to register you.

6. **MPPL Pandemic Surge Response.** As we have been doing for the past two years, we are responding to the ever-changing pandemic conditions. At this point, we've gotten very good at contactless pick up, especially with the addition of our new lockers and new scheduling app. Inside both our locations, we have maintained safety protocols, and patrons are largely complying with the mask mandate.

The one area where we continue to struggle is with in-person programs. We plan our programs 3-4 months in advance in part so that we can appropriately market them (especially in our bi-monthly print newsletter). Anywhere between a two- and six-month planning cycle is fairly typical for libraries. This puts us in the position of trying to figure out what the pandemic will look like in the future, which is of course impossible.

We had planned in-person programs for early 2022 but have had to revert back to virtual due to the Omicron variant. I expect us to be mostly virtual through March/April, but we are continually assessing the situation. We made a decision to not even specify program locations for the next newsletter and will update our news outlets when we can make a solid decision.

With all that said, we are going to try to have a few storytimes in person in February, as that is the age group that we know wants to come back as soon as possible. The good news is that our virtual programs are well attended, and for some age groups, are preferred. We will continue to do our best, and we all hope that we can enjoy some level of certainty and stability in the future.

7. **Staff Testing/Vaccine Mandate.** MPPL is planning on implementing a testing/vaccine mandate for all staff, modeled after the federal mandate for public and private sector employers with more than 100 workers. On January 7, the Illinois Department of Labor filed new rules to adopt the same mandate. There continues to be legal wrangling about this mandate, but MPPL is going to implement our guidelines regardless of the ultimate Supreme Court decision. We recognize our responsibility to provide a safe workplace, and this is one way that we can meet that responsibility.

This is essentially a testing mandate, where all employees must provide a negative covid test weekly but can opt out of testing if they provide proof of vaccination. We have less than 10 employees that this would impact, and we will work with each one individually to make the process as easy as possible.

**Regular Board Meeting
November 18, 2021
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:01 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, Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Jo Broszczak, Su Reynders
Visitors: Nick Dimassis, Library Strategies. There were approximately 13 people in total in the virtual meeting.

4. Public Comment

There was no public comment.

5. President's Report

President Duebner thanked Trustees Bass, Groenwald, and Fulk for attending the first and/or second levy reading. The levy was passed at the Village Board meeting on Tuesday, November 16, 2021.

6. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of October 21, 2021
- b. Approve October 2021 Bills and Financial Reports
- c. Approve closure of library on Friday, February 4, 2022 for Staff In-Service Day
- d. Approve Per Capita Grant Application
- e. Approve Amendment 1 to Ordinance No. 2020-1 Establishing a Reserve Fund

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

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

7. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – November 22 – Brian Gilligan
- b. Committee of the Whole/Special Meeting – December 2 – Tentative
- c. Regular Board Meeting – December 16 – Canceled
- d. No Foundation Board Meeting held in December

Trustees discussed whether to hold a Committee of the Whole or Special meeting on December 2, 2021, and agreed that the President and Executive Director will notify the Board when the final decision is made.

Trustee Groenwald asked when the next Community Engagement Committee meeting would be held. Trustees considered Thursday, January 6, 2022, either in place of or addition to a Committee of the Whole meeting. Trustees will be notified when a final decision is made.

8. Board Training – Library Strategies

Nick Dimassis, Consultant with Library Strategies, facilitated Board training that included information about Board roles and responsibilities. In addition, Mr. Dimassis discussed the Trustee's participation in the library's upcoming strategic planning process.

9. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Bass to adjourn the Regular Board meeting at 8:04 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

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of NOVEMBER 30, 2021

Library General Fund	\$	7,003,988
Working Cash Fund	\$	2,212,100
Capital Projects Restricted Fund	\$	3,102,310
Debt Service Fund	\$	716,442
Gift Fund	\$	570,546
Total All Funds	\$	13,605,386

Cash Disbursements November 2021

\$	2,272,616.92
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Note: Disbursement include Debt Annual Principal & Interest

Payment: \$1,545,650.00

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,216,088
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		11.4
Combined Balance - Percentage in Reserve		95%

YTD November Spending

* \$602,417.97 below the year-to-date budget

* YTD Actual is 6.8% below YTD budget

Percent of Full Year Budget Spent to date

* YTD expected to spend 91.7% of the annual budget

* Spending to date was actually closer to 85.5% of the annual budget

* Last year we had expended about 80.6% of the annual budget

Levy Collection

* To date 97.9% of the 2020 Levy has been collected

* Last year 97.8% of the 2019 Levy had been collected through November 2020

*Historically, over the past six years, 97.8% to 98.9% (average of 98.3%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 11/30/2021

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 100,112	\$ 11,432,896
Taxes Allocated to Other Funds	(13,362)	(1,549,795)
Personal Property Replacement Taxes	24,003	88,072
Interest Income	328	2,816
Illinois Per Capita Grant	-	79,897
Misc. Grant Income	-	6,900
Ground Lease Income	-	1
Miscellaneous Fees and Fines	1,949	20,103
Friends & Foundation Reimbursements	534	9,195
Village Reimbursements	-	1,048
<i>Total Revenues</i>	<u>\$ 113,564</u>	<u>\$ 10,091,133</u>
Expenditures		
Salaries & Benefits	\$ 600,872	6,650,314
Management Expense	10,762	177,016
Operating Expenses	16,678	261,224
Building Expense	61,595	402,365
Services and Resources	93,139	813,528
Friends & Foundation Reimbursable Expenses	245	9,440
Misc. Grant Expenses	1,108	2,845
Expenses Reimbursable by Village	174	1,746
<i>Total Expenditures</i>	<u>\$ 784,573</u>	<u>\$ 8,318,478</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 784,573</u>	<u>\$ 8,318,478</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (671,009)	\$ 1,772,655
Fund Balance - Beginning of Period	7,674,997	5,231,333
Fund Balance - End of Period	<u>\$ 7,003,988</u>	<u>\$ 7,003,988</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,212,019	\$ 2,211,096
Interest Allocation	81	1,004
Fund Balance - End of Period	<u>\$ 2,212,100</u>	<u>\$ 2,212,100</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	84	1,244
<i>Total Revenues</i>	<u>\$ 84</u>	<u>\$ 1,244</u>
Expenditures		
Main: Bldg Maintenance	35	\$ 86,527
Main: Furnishings/Equipment	26,758	169,484
Supplies	12	24
South Branch: Bldg Maintenance		1,990
South Branch: Furnishings/Equipment	-	6,370
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 26,805</u>	<u>\$ 264,395</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (26,721)	\$ (263,151)
Fund Balance - Beginning of Period	3,129,031	3,365,461
Fund Balance - End of Period	<u>\$ 3,102,310</u>	<u>\$ 3,102,310</u>
Debt Service Fund		
Revenues		
Property Taxes	13,362	\$ 1,549,795
Interest Income	18	404
<i>Total Revenues</i>	<u>\$ 13,380</u>	<u>\$ 1,550,199</u>
Expenditures		
Interest Expense	5,108	\$ 56,192
Debt Reduction Payments	1,515,000	1,515,000
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 1,520,108</u>	<u>\$ 1,571,192</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (1,506,728)	\$ (20,993)
Fund balance - Beginning of Period	2,223,170	737,435
Fund balance - End of Period	<u>\$ 716,442</u>	<u>\$ 716,442</u>
Gift Fund		
Revenues	480	\$ 7,721
Expenditures	95	3,604
Excess (Deficiency) of Revenues over Expenditures	\$ 385	\$ 4,117
Fund Balance - Beginning of Period	570,161	566,429
Fund Balance - End of Period	<u>\$ 570,546</u>	<u>\$ 570,546</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
November 30, 2021**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 600,871.59	
Management Expense (4210L - 4290L)	10,761.87	
Operating Expenses (4310L - 4390L)	16,677.82	
Building Expense (4410L - 4460L)	61,594.62	
Services and Resources (4610L - 4690L)	93,138.99	
Friends & Foundation reimbursable expenses (9530L and 9540L)	245.04	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	<u>1,107.51</u>	
Total November 2021 Library General Fund Expenses		\$ 784,571.89

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 95.40	
Operating Expense Reimbursements received	7,046.92	
October 2021 Accrued Payroll & Benefits	129,602.07	
October 2021 Credit Card Payable	13,607.31	
October 2021 Accounts Payable	51,334.90	
October 2021 Accounts Receivable	576.52	
Disbursements for Capital Project Restricted Fund	17,698.69	
Disbursements for Gift Fund	94.98	
Disbursements for Foundation	<u>225.58</u>	
		220,282.37

Deductions for Library General Fund Cash Disbursements:

November 2021 Accrued Payroll & Benefits	\$ 169,561.84	
November 2021 Credit Card Payable	19,705.36	
November 2021 Accounts Payable	98,957.81	
Payment of Nayax invoices & merchant fees by income offset	125.95	
Payment of Credit Card Merchant fees by income offset	<u>60.55</u>	
		(288,411.51)

Total Library General Fund cash disbursed

\$ 716,442.75

CAPITAL PROJECTS RESTRICTED FUND

November 2021 Expenses	\$ 26,805.77	
Plus: October 2021 Accounts Payable	31,749.72	
Less: November 2021 Accounts Payable	(48,031.32)	
Plus: October 2021 Account Receivable	0.50	
Less: November 2021 Accounts Receivable	(0.50)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		10,524.17

DEBT SERVICE FUND

November 2021 Expenses	\$ 1,520,108.35	
Plus: October 2021 Interest Payable	25,541.65	
Less: November 2021 Interest Payable	<u>-</u>	
<i>Total Debt Service Fund cash disbursed</i>		1,545,650.00

GIFT FUND

November 2021 Expenses	\$ 94.98	
Plus: October 2021 Accounts Payable	589.01	
Less: November 2021 Accounts Payable	<u>(683.99)</u>	
<i>Total Gift Fund cash disbursed</i>		0.00

TOTAL CASH DISBURSEMENTS, NOVEMBER 2021

\$ 2,272,616.92

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	11/1/21	10/31/2021 payroll accrual	-119,623.39
4110L	Salaries	11/11/21	PAYROLL - PAYCOM	214,190.71
4110L	Salaries	11/25/21	PAYROLL - PAYCOM	215,413.82
4110L	Salaries	11/30/21	11/30/2021 payroll accrual	152,647.21
4120L	IMRF	11/1/21	10/31/2021 payroll accrual	-11,743.81
4120L	IMRF	11/23/21	VILLAGE OF MT. PROSPECT - IMRF	41,067.44
4120L	IMRF	11/23/21	VILLAGE OF MT. PROSPECT - IMRF	279.84
4120L	IMRF	11/30/21	11/30/2021 payroll accrual	14,917.59
4130L	MC / FICA	11/1/21	10/31/2021 payroll accrual	-9,110.15
4130L	MC / FICA	11/11/21	PAYROLL - PAYCOM	15,429.38
4130L	MC / FICA	11/25/21	PAYROLL - PAYCOM	15,535.06
4130L	MC / FICA	11/30/21	11/30/2021 payroll accrual	10,950.30
4140L	Insurance - Medical & Life	11/23/21	VILLAGE OF MT. PROSPECT	58,676.55
4140L	Insurance - Medical & Life	11/23/21	VILLAGE OF MT. PROSPECT	126.94
4150L	Unemployment Compensation Tax	11/12/21	LIMRICC UNEMPLOYMENT COMP.	2,114.10
4240L	Marketing	11/10/21	THE JOURNAL AND TOPICS	400.00
4250	Resources	11/1/21	MC/SPOTIFY	9.99
4260L	Professional Dues	11/2/21	MC/ALA	228.00
4260L	Professional Dues	11/25/21	PAYROLL - PAYCOM	225.00
4260L	Professional Dues	11/29/21	MC/ALA	75.00
4280L	Human Resources	11/1/21	ACCURATE EMPLOYMENT SCREENING,	111.00
4280L	Human Resources	11/11/21	PAYROLL - PAYCOM	1,539.44
4280L	Human Resources	11/25/21	PAYROLL - PAYCOM	1,558.01
4280L	Human Resources	11/15/21	EMPLOYEE BENEFITS CORPORATION	354.50
4280L	Human Resources	11/29/21	MC/ALA	189.00
4280L	Human Resources	11/2/21	MC/PLA	330.00
4280L	Human Resources	11/10/21	MC/ALLIANZ GLOBAL TRAVEL INSUR	34.18
4280L	Human Resources	11/10/21	MC/PLA	330.00
4280L	Human Resources	11/10/21	MC/ALASKAAIR.COM	546.80
4280L	Human Resources	11/11/21	MC/PLA	330.00
4280L	Human Resources	11/11/21	MC/UNITED	482.90
4280L	Human Resources	11/12/21	MC/EXPEDIA	551.62
4280L	Human Resources	11/15/21	MC/ALA	64.00
4280L	Human Resources	11/15/21	MC/PLA	465.00
4280L	Human Resources	11/18/21	MC/AMERICAN AIRLINES	425.80
4280L	Human Resources	11/18/21	MC/ALLIANZ GLOBAL TRAVEL INSUR	32.66
4280L	Human Resources	11/23/21	EMPLOYEE REIMBURSEMENT	-178.00
4280L	Human Resources	11/1/21	KATHLEEN SZAFARZ	789.00
4280L	Human Resources	11/1/21	CHELSEA LORD	1,000.00
4280L	Human Resources	11/2/21	MC/COSTCO	66.03
4280L	Human Resources	11/5/21	M. COLLEEN KLIMCZAK	75.00
4280L	Human Resources	11/5/21	RICHARD C KESLER	150.00
4280L	Human Resources	11/5/21	MC/DUNKIN DONUTS	29.95
4280L	Human Resources	11/1/21	MC/PANERA BREAD	47.95
4280L	Human Resources	11/1/21	MC/MEIJER	11.88
4280L	Human Resources	11/1/21	MC/CHERYL & CO	-9.99
4280L	Human Resources	11/1/21	MC/CHERYL & CO	50.48
4280L	Human Resources	11/25/21	PAYROLL - PAYCOM	20.00
4290L	Other Operating	11/10/21	THE HUNTINGTON NATIONAL BANK	40.00
4290L	Other Operating	11/5/21	NAYAX LLC	11.41
4290L	Other Operating	11/7/21	MC/AMAZON	34.94
4290L	Other Operating	11/7/21	MC/AMAZON	-34.94
4290L	Other Operating	11/12/21	NAYAX LLC	11.99
4290L	Other Operating	11/19/21	NAYAX LLC	9.30

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	11/26/21	NAYAX LLC	13.75
4290L	Other Operating	11/30/21	PROPAY	23.57
4290L	Other Operating	11/1/21	VILLAGE OF MT. PROSPECT	25.00
4290L	Other Operating	11/11/21	STAPLES BUSINESS ADVANTAGE	16.19
4290L	Other Operating	11/14/21	DEX MEDIA	23.50
4290L	Other Operating	11/3/21	UNIVERSITY OF CHICAGO LIBRARY	20.00
4310L	Telecommunications	11/11/21	AT&T	724.67
4310L	Telecommunications	11/13/21	AT&T	310.47
4310L	Telecommunications	11/1/21	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	11/15/21	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	11/19/21	AT&T	421.02
4310L	Telecommunications	11/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	11/28/21	VERIZON WIRELESS	310.53
4310L	Telecommunications	11/19/21	AT&T	174.46
4340L	Office Supplies	11/18/21	IMAGE SYSTEMS & BUSINESS SOLUT	132.00
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	22.67
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	8.10
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	5.40
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	5.46
4340L	Office Supplies	11/16/21	MC/MICHAELS	71.96
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	7.10
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	72.33
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	27.73
4340L	Office Supplies	11/16/21	STAPLES BUSINESS ADVANTAGE	18.03
4340L	Office Supplies	11/18/21	STAPLES BUSINESS ADVANTAGE	28.22
4340L	Office Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	28.20
4340L	Office Supplies	11/16/21	STAPLES BUSINESS ADVANTAGE	21.99
4350L	Library Supplies	11/19/21	MC/SHELFWIZ	138.05
4350L	Library Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	20.56
4350L	Library Supplies	11/11/21	STAPLES BUSINESS ADVANTAGE	8.80
4350L	Library Supplies	11/1/21	VILLAGE OF MT. PROSPECT	100.00
4350L	Library Supplies	11/3/21	W. W. GRAINGER, INC.	32.00
4350L	Library Supplies	11/3/21	WAREHOUSE DIRECT	75.00
4360L	Postage	11/1/21	MC/POSTMASTER	17.40
4360L	Postage	11/2/21	MC/POSTMASTER	17.40
4360L	Postage	11/3/21	MC/POSTMASTER	8.70
4360L	Postage	11/7/21	MC/POSTMASTER	524.00
4360L	Postage	11/8/21	MC/POSTMASTER	8.35
4360L	Postage	11/12/21	MC/POSTMASTER	8.70
4360L	Postage	11/16/21	MC/POSTMASTER	9.30
4360L	Postage	11/19/21	MC/POSTMASTER	27.05
4360L	Postage	11/22/21	MC/POSTMASTER	8.70
4360L	Postage	11/23/21	MC/POSTMASTER	8.70
4360L	Postage	11/24/21	MC/POSTMASTER	9.30
4360L	Postage	11/26/21	MC/POSTMASTER	28.05
4360L	Postage	11/8/21	EMPLOYEE REIMBURSEMENT	-11.52
4380L	Contract Services	11/5/21	VILLAGE OF MOUNT PROSPECT	6,377.40
4390L	IT Services	11/1/21	BAKER & TAYLOR, INC.	995.00
4390L	IT Services	11/4/21	MC/MICROSOFT	6.60
4390L	IT Services	11/6/21	MC/QUICKBASE	197.84
4390L	IT Services	11/6/21	MC/ZOHO CORPORATION	10.00
4390L	IT Services	11/28/21	MC/BROWSERSTACK	1,068.04
4390L	IT Services	11/1/21	MC/ZOOM	180.00
4390L	IT Services	11/1/21	MC/AIRTABLE	546.11
4390L	IT Services	11/15/21	MC/SOCIALPILOT TECHNOLOGIES	210.00
4390L	IT Services	11/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	11/29/21	MC/AIRTABLE	171.60

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4390L	IT Services	11/30/21	MC/ZOOM	180.00
4390L	IT Services	11/1/21	TODAY'S BUSINESS SOLUTIONS, IN	1,787.00
4390L	IT Services	11/17/21	MC/CODEKIT APP	48.00
4390L	IT Services	11/30/21	BACKSTAGE LIBRARY WORKS	250.00
4410	Building Maintenance	11/1/21	COMPLETE TEMPERATURE SYSTEMS,	1,091.00
4410	Building Maintenance	11/1/21	INTERIOR TROPICAL GARDENS	120.00
4410	Building Maintenance	11/13/21	VERTIV SERVICES, INC.	495.00
4410	Building Maintenance	11/1/21	BISHOP PLUMBING, INC.	24,568.00
4410	Building Maintenance	11/1/21	FALLS MECHANICAL INSULATION IN	8,912.00
4410	Building Maintenance	11/1/21	BISHOP PLUMBING, INC.	251.95
4410	Building Maintenance	11/10/21	AUTOMATIC DOORS, INC.	285.00
4410	Building Maintenance	11/16/21	COMBINED ROOFING SERVICES LLC	1,439.77
4410	Building Maintenance	11/1/21	W. W. GRAINGER, INC.	74.36
4410	Building Maintenance	11/1/21	W. W. GRAINGER, INC.	235.98
4410	Building Maintenance	11/3/21	W. W. GRAINGER, INC.	118.80
4410	Building Maintenance	11/8/21	NERADT ACE HARDWARE	9.98
4410	Building Maintenance	11/8/21	MC/ACTIVE LOCK AND KEY	24.96
4410	Building Maintenance	11/11/21	MOUNT PROSPECT PAINT, INC.	47.49
4410	Building Maintenance	11/11/21	W. W. GRAINGER, INC.	253.97
4410	Building Maintenance	11/22/21	W. W. GRAINGER, INC.	182.32
4410	Building Maintenance	11/29/21	W. W. GRAINGER, INC.	26.94
4410	Building Maintenance	11/1/21	AMERICAN LANDSCAPING INC.	536.00
4410	Building Maintenance	11/1/21	AMERICAN LANDSCAPING INC.	-536.00
4410	Building Maintenance	11/26/21	AMERICAN LANDSCAPING INC.	402.00
4410	Building Maintenance	11/6/21	JOHNSON CONTROLS	285.00
4410	Building Maintenance	11/9/21	SOUND INCORPORATED	40.00
4410	Building Maintenance	11/5/21	VILLAGE OF MOUNT PROSPECT	52.97
4410	Building Maintenance	11/5/21	VILLAGE OF MOUNT PROSPECT	36.75
4420L	Equipment Maintenance	11/11/21	W. W. GRAINGER, INC.	46.34
4420L	Equipment Maintenance	11/19/21	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	11/1/21	BUSSE AUTOMOTIVE	302.28
4420L	Equipment Maintenance	11/18/21	SHELL OIL COMPANY	8.03
4420L	Equipment Maintenance	11/18/21	SHELL OIL COMPANY	40.55
4420L	Equipment Maintenance	11/19/21	SHELL OIL COMPANY	-3.68
4420L	Equipment Maintenance	11/22/21	BRUSKI UPHOLSTERING	1,215.00
4420L	Equipment Maintenance	11/1/21	TODAY'S BUSINESS SOLUTIONS, IN	400.00
4420L	Equipment Maintenance	11/12/21	NAYAX LLC	79.50
4420L	Equipment Maintenance	11/1/21	B & B NETWORKS INC	621.72
4440L	Janitorial	11/1/21	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	11/11/21	CINTAS #22	71.91
4440L	Janitorial	11/20/21	REPUBLIC SERVICES #551	290.28
4440L	Janitorial	11/26/21	CINTAS #22	71.91
4440L	Janitorial	11/1/21	SUPERIOR INDUSTRIAL SUPPLY	328.85
4440L	Janitorial	11/3/21	WAREHOUSE DIRECT	277.68
4440L	Janitorial	11/4/21	SUPERIOR INDUSTRIAL SUPPLY	199.10
4440L	Janitorial	11/4/21	SUPERIOR INDUSTRIAL SUPPLY	140.00
4440L	Janitorial	11/17/21	NERADT ACE HARDWARE	8.08
4440L	Janitorial	11/17/21	SUPERIOR INDUSTRIAL SUPPLY	165.70
4440L	Janitorial	11/17/21	WAREHOUSE DIRECT	339.73
4440L	Janitorial	11/30/21	SUPERIOR INDUSTRIAL SUPPLY	340.35
4440L	Janitorial	11/5/21	VILLAGE OF MOUNT PROSPECT	563.23
4450L	Equipment	10/7/21	MC/MENARDS	68.92
4450L	Equipment	10/7/21	MC/AMAZON	741.00
4450L	Equipment	10/7/21	DELL MARKETING L.P.	1,772.83
4450L	Equipment	10/7/21	MC/AMAZON	190.00
4450L	Equipment	10/7/21	CCB TECHNOLOGY	6,140.00
4450L	Equipment	10/7/21	MC/AMAZON	29.99
4450L	Equipment	10/7/21	MC/KAPLAN EARLY LEARNING	1,019.71

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4450L	Equipment	10/7/21	MC/MICHAELS	399.00
4450L	Equipment	10/7/21	MC/AMAZON	31.56
4450L	Equipment	10/7/21	MC/AMAZON	35.98
4450L	Equipment	10/7/21	MC/WALMART	449.00
4460L	Utilities	11/9/21	CONSTELLATION NEWENERGY- GAS D	2,355.92
4460L	Utilities	11/15/21	VILLAGE OF MT. PROSPECT	737.50
4460L	Utilities	11/5/21	VILLAGE OF MOUNT PROSPECT	122.71
4610L	Adult Books	11/1/21	MC/SP MAG	39.80
4610L	Adult Books	11/1/21	INGRAM	19.78
4610L	Adult Books	11/1/21	INGRAM	256.52
4610L	Adult Books	11/1/21	INGRAM	84.45
4610L	Adult Books	11/1/21	BAKER AND TAYLOR	25.03
4610L	Adult Books	11/1/21	BAKER AND TAYLOR	99.77
4610L	Adult Books	11/1/21	BAKER AND TAYLOR	278.54
4610L	Adult Books	11/1/21	SULLIVAN'S LAW DIRECTORY	123.36
4610L	Adult Books	11/1/21	WEST PAYMENT CENTER	47.97
4610L	Adult Books	11/2/21	INGRAM	27.15
4610L	Adult Books	11/2/21	INGRAM	28.04
4610L	Adult Books	11/2/21	BAKER AND TAYLOR	955.49
4610L	Adult Books	11/3/21	BAKER AND TAYLOR	639.53
4610L	Adult Books	11/4/21	INGRAM	34.59
4610L	Adult Books	11/4/21	INGRAM	13.19
4610L	Adult Books	11/4/21	WEST PAYMENT CENTER	47.97
4610L	Adult Books	11/5/21	BAKER AND TAYLOR	16.38
4610L	Adult Books	11/5/21	INGRAM	24.51
4610L	Adult Books	11/5/21	BAKER AND TAYLOR	529.59
4610L	Adult Books	11/5/21	BAKER AND TAYLOR	521.64
4610L	Adult Books	11/8/21	INGRAM	43.82
4610L	Adult Books	11/8/21	BAKER AND TAYLOR	675.85
4610L	Adult Books	11/8/21	SYNCHRONY/AMAZON	2,350.72
4610L	Adult Books	11/9/21	INGRAM	40.17
4610L	Adult Books	11/9/21	BAKER AND TAYLOR	591.01
4610L	Adult Books	11/9/21	MC/YESASIA.COM	37.95
4610L	Adult Books	11/10/21	INGRAM	14.10
4610L	Adult Books	11/10/21	INGRAM	67.30
4610L	Adult Books	11/10/21	BAKER AND TAYLOR	836.92
4610L	Adult Books	11/10/21	BAKER AND TAYLOR	197.96
4610L	Adult Books	11/11/21	MC/AMAZON	1,038.96
4610L	Adult Books	11/11/21	INGRAM	18.36
4610L	Adult Books	11/11/21	INGRAM	22.46
4610L	Adult Books	11/11/21	BAKER AND TAYLOR	31.61
4610L	Adult Books	11/12/21	INGRAM	24.96
4610L	Adult Books	11/12/21	BAKER AND TAYLOR	1,168.62
4610L	Adult Books	11/15/21	INGRAM	92.36
4610L	Adult Books	11/15/21	BAKER AND TAYLOR	824.32
4610L	Adult Books	11/15/21	BAKER AND TAYLOR	83.37
4610L	Adult Books	11/16/21	MC/POLISH BOOKSTORE	207.70
4610L	Adult Books	11/17/21	INGRAM	29.73
4610L	Adult Books	11/17/21	BAKER AND TAYLOR	784.72
4610L	Adult Books	11/18/21	INGRAM	56.00
4610L	Adult Books	11/18/21	BAKER AND TAYLOR	29.16
4610L	Adult Books	11/18/21	BAKER AND TAYLOR	976.79
4610L	Adult Books	11/19/21	INGRAM	16.92
4610L	Adult Books	11/19/21	INGRAM	53.53
4610L	Adult Books	11/21/21	INGRAM	45.60
4610L	Adult Books	11/22/21	INGRAM	127.54
4610L	Adult Books	11/22/21	INGRAM	129.46
4610L	Adult Books	11/22/21	BAKER AND TAYLOR	792.98
4610L	Adult Books	11/23/21	BAKER AND TAYLOR	1,024.43
4610L	Adult Books	11/24/21	INGRAM	80.78
4610L	Adult Books	11/24/21	INGRAM	208.72

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4610L	Adult Books	11/24/21	INGRAM	6.00
4610L	Adult Books	11/26/21	INGRAM	65.05
4610L	Adult Books	11/26/21	INGRAM	16.95
4610L	Adult Books	11/26/21	INGRAM	24.93
4610L	Adult Books	11/28/21	INGRAM	13.17
4610L	Adult Books	11/30/21	BAKER AND TAYLOR	644.87
4610L	Adult Books	11/3/21	BAKER AND TAYLOR	44.63
4610L	Adult Books	11/3/21	BAKER AND TAYLOR	8.93
4610L	Adult Books	11/8/21	SYNCHRONY/AMAZON	48.93
4610L	Adult Books	11/16/21	BAKER AND TAYLOR	32.35
4610L	Adult Books	11/20/21	BAKER AND TAYLOR	11.87
4610L	Adult Books	11/22/21	BAKER AND TAYLOR	106.94
4610L	Adult Books	11/30/21	BAKER AND TAYLOR	9.52
4620L	Adult AV	11/1/21	MIDWEST TAPE	74.98
4620L	Adult AV	11/1/21	MIDWEST TAPE	29.99
4620L	Adult AV	11/1/21	MIDWEST TAPE	23.99
4620L	Adult AV	11/1/21	MIDWEST TAPE	27.99
4620L	Adult AV	11/1/21	CRIMSON MULTIMEDIA DIST., INC.	366.29
4620L	Adult AV	11/1/21	CRIMSON MULTIMEDIA DIST., INC.	60.00
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	41.65
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	4.39
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	23.87
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	35.27
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	11/2/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	11/3/21	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	11/3/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	11/4/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	11/4/21	BAKER & TAYLOR INC.	143.25
4620L	Adult AV	11/4/21	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	11/4/21	BAKER & TAYLOR INC.	69.81
4620L	Adult AV	11/4/21	BAKER & TAYLOR INC.	32.24
4620L	Adult AV	11/5/21	BAKER AND TAYLOR	24.75
4620L	Adult AV	11/5/21	INGRAM	41.21
4620L	Adult AV	11/5/21	BAKER AND TAYLOR	198.49
4620L	Adult AV	11/8/21	MIDWEST TAPE	44.99
4620L	Adult AV	11/8/21	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	11/8/21	BAKER & TAYLOR INC.	77.16
4620L	Adult AV	11/8/21	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	11/8/21	SYNCHRONY/AMAZON	1,087.01
4620L	Adult AV	11/8/21	SYNCHRONY/AMAZON	-5.06
4620L	Adult AV	11/9/21	BAKER & TAYLOR INC.	88.16
4620L	Adult AV	11/9/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	11/9/21	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	11/9/21	BAKER & TAYLOR INC.	45.49
4620L	Adult AV	11/9/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	11/10/21	INGRAM	143.47
4620L	Adult AV	11/10/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	11/11/21	BAKER & TAYLOR INC.	20.36
4620L	Adult AV	11/11/21	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	11/11/21	BAKER & TAYLOR INC.	190.94
4620L	Adult AV	11/11/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	11/11/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	11/11/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	11/12/21	CRIMSON MULTIMEDIA DIST., INC.	1,038.32

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4620L	Adult AV	11/12/21	CRIMSON MULTIMEDIA DIST., INC.	241.44
4620L	Adult AV	11/12/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	11/13/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	11/15/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	11/15/21	BAKER & TAYLOR INC.	36.29
4620L	Adult AV	11/15/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	11/15/21	BAKER & TAYLOR INC.	66.12
4620L	Adult AV	11/16/21	MIDWEST TAPE	39.99
4620L	Adult AV	11/16/21	MIDWEST TAPE	8.99
4620L	Adult AV	11/17/21	BAKER AND TAYLOR	13.74
4620L	Adult AV	11/18/21	INGRAM	25.84
4620L	Adult AV	11/18/21	BAKER AND TAYLOR	57.75
4620L	Adult AV	11/18/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	11/18/21	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	11/18/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	11/18/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/18/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/18/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	11/18/21	BAKER AND TAYLOR	192.46
4620L	Adult AV	11/22/21	CRIMSON MULTIMEDIA DIST., INC.	191.33
4620L	Adult AV	11/22/21	BAKER AND TAYLOR	13.74
4620L	Adult AV	11/23/21	MIDWEST TAPE	11.99
4620L	Adult AV	11/23/21	MIDWEST TAPE	114.97
4620L	Adult AV	11/27/21	BAKER & TAYLOR INC.	154.28
4620L	Adult AV	11/29/21	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	11/29/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	11/30/21	BAKER & TAYLOR INC.	152.81
4620L	Adult AV	11/30/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	11/4/21	BAKER & TAYLOR INC.	35.26
4620L	Adult AV	11/8/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	11/8/21	SYNCHRONY/AMAZON	92.89
4620L	Adult AV	11/15/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	11/24/21	BAKER & TAYLOR INC.	23.51
4620L	Adult AV	11/27/21	BAKER & TAYLOR INC.	22.04
4630L	Youth Print	11/1/21	BAKER AND TAYLOR	37.71
4630L	Youth Print	11/1/21	BAKER AND TAYLOR	80.16
4630L	Youth Print	11/1/21	INGRAM	11.69
4630L	Youth Print	11/3/21	BAKER AND TAYLOR	364.36
4630L	Youth Print	11/4/21	BAKER AND TAYLOR	105.84
4630L	Youth Print	11/4/21	INGRAM	24.92
4630L	Youth Print	11/4/21	BAKER AND TAYLOR	517.06
4630L	Youth Print	11/4/21	BAKER AND TAYLOR	549.91
4630L	Youth Print	11/5/21	BAKER AND TAYLOR	223.30
4630L	Youth Print	11/5/21	BAKER AND TAYLOR	352.89
4630L	Youth Print	11/8/21	BAKER AND TAYLOR	39.72
4630L	Youth Print	11/8/21	SYNCHRONY/AMAZON	-13.25
4630L	Youth Print	11/8/21	SYNCHRONY/AMAZON	182.38
4630L	Youth Print	11/9/21	BAKER AND TAYLOR	307.35
4630L	Youth Print	11/10/21	INGRAM	10.73
4630L	Youth Print	11/10/21	BAKER AND TAYLOR	1,015.98
4630L	Youth Print	11/12/21	INGRAM	164.48
4630L	Youth Print	11/15/21	BAKER AND TAYLOR	178.78
4630L	Youth Print	11/15/21	BAKER AND TAYLOR	844.00
4630L	Youth Print	11/16/21	INGRAM	23.34
4630L	Youth Print	11/16/21	INGRAM	33.34
4630L	Youth Print	11/16/21	BAKER AND TAYLOR	42.46
4630L	Youth Print	11/18/21	INGRAM	3.59
4630L	Youth Print	11/18/21	BAKER AND TAYLOR	386.89
4630L	Youth Print	11/19/21	INGRAM	93.08
4630L	Youth Print	11/19/21	BAKER AND TAYLOR	1,015.08
4630L	Youth Print	11/20/21	BAKER AND TAYLOR	260.35
4630L	Youth Print	11/21/21	INGRAM	15.64

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4630L	Youth Print	11/22/21	BAKER AND TAYLOR	4.49
4630L	Youth Print	11/24/21	BAKER AND TAYLOR	35.64
4630L	Youth Print	11/26/21	INGRAM	57.70
4630L	Youth Print	11/26/21	INGRAM	5.08
4630L	Youth Print	11/28/21	INGRAM	17.99
4630L	Youth Print	11/29/21	BAKER AND TAYLOR	284.87
4630L	Youth Print	11/30/21	BAKER AND TAYLOR	14.12
4630L	Youth Print	11/3/21	BAKER AND TAYLOR	55.63
4630L	Youth Print	11/3/21	BAKER AND TAYLOR	35.97
4630L	Youth Print	11/8/21	SYNCHRONY/AMAZON	38.52
4630L	Youth Print	11/16/21	BAKER AND TAYLOR	84.01
4630L	Youth Print	11/16/21	MC/POLISH BOOKSTORE	14.98
4630L	Youth Print	11/20/21	BAKER AND TAYLOR	43.43
4630L	Youth Print	11/22/21	BAKER AND TAYLOR	127.02
4630L	Youth Print	11/30/21	BAKER AND TAYLOR	9.71
4640L	Youth AV	11/1/21	FINDAWAY WORLD, LLC	56.94
4640L	Youth AV	11/1/21	FINDAWAY WORLD, LLC	59.97
4640L	Youth AV	11/2/21	BAKER & TAYLOR INC.	30.86
4640L	Youth AV	11/2/21	BAKER & TAYLOR INC.	144.00
4640L	Youth AV	11/3/21	LANGUAGE LIZARD	304.92
4640L	Youth AV	11/3/21	BAKER & TAYLOR INC.	9.53
4640L	Youth AV	11/8/21	SYNCHRONY/AMAZON	26.98
4640L	Youth AV	11/9/21	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	11/15/21	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	11/17/21	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	11/18/21	FINDAWAY WORLD, LLC	263.45
4640L	Youth AV	11/19/21	LIBRARY IDEAS, LLC	767.10
4640L	Youth AV	11/22/21	CRIMSON MULTIMEDIA DIST., INC.	606.47
4640L	Youth AV	11/29/21	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	11/1/21	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	11/8/21	SYNCHRONY/AMAZON	89.00
4640L	Youth AV	11/22/21	BAKER & TAYLOR INC.	7.34
4650L	Print Serials	11/1/21	MC/BUSINESS WEEK	35.00
4650L	Print Serials	11/1/21	MC/ILLINOIS MUNICIPAL REVIEW	30.00
4650L	Print Serials	11/1/21	MC/POLISH BOOKSTORE	8.95
4650L	Print Serials	11/1/21	MC/TASTE OF HOME MAGAZINE	15.00
4650L	Print Serials	11/1/21	THE HORN BOOK	49.00
4650L	Print Serials	11/2/21	MC/HARPER'S BAZAAR	16.97
4650L	Print Serials	11/6/21	MC/ENTERTAINMENT WEEKLY	39.95
4650L	Print Serials	11/8/21	SYNCHRONY/AMAZON	44.95
4650L	Print Serials	11/10/21	MC/FAMILY TREE MAGAZINE	28.69
4650L	Print Serials	11/15/21	POLISH DAILY NEWS	55.00
4650L	Print Serials	11/15/21	MC/DAILY HERALD	33.00
4650L	Print Serials	11/23/21	MC/CRAINS CHICAGO	169.00
4650L	Print Serials	11/23/21	MC/EBSCO	83.41
4650L	Print Serials	11/25/21	MC/OLD HOUSE JOURNAL	21.00
4650L	Print Serials	11/25/21	MC/KIDS SPORTS ILLUSTRATED	20.00
4650L	Print Serials	11/27/21	MC/DREW+JONATHAN REVEAL	20.00
4650L	Print Serials	11/30/21	MC/CHICAGO TRIBUNE	88.00
4650L	Print Serials	11/24/21	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	11/1/21	WEST PAYMENT CENTER	2,228.38
4660L	Electronic Resources	11/1/21	GALE	6,878.81
4660L	Electronic Resources	11/19/21	LIBRARY PASS, INC	1,950.00
4661L	Digital Media	11/1/21	GALE	1,802.46
4661L	Digital Media	11/30/21	MIDWEST TAPE	2,874.88
4661L	Digital Media	11/30/21	KANOPY, INC.	540.00
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	1,839.35
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	1,200.62
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	506.76

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	190.87
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	275.96
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	3,105.29
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	3,846.47
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	211.99
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	143.99
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	1,429.88
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	1,836.65
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	342.00
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	664.49
4661L	Digital Media	11/1/21	OVERDRIVE, INC.	16.50
4661L	Digital Media	11/2/21	OVERDRIVE, INC.	1,298.59
4661L	Digital Media	11/2/21	OVERDRIVE, INC.	227.99
4661L	Digital Media	11/2/21	OVERDRIVE, INC.	1,363.01
4661L	Digital Media	11/13/21	OVERDRIVE, INC.	1,824.77
4661L	Digital Media	11/13/21	OVERDRIVE, INC.	1,820.43
4661L	Digital Media	11/13/21	OVERDRIVE, INC.	559.80
4661L	Digital Media	11/17/21	OVERDRIVE, INC.	22.50
4661L	Digital Media	11/17/21	OVERDRIVE, INC.	474.50
4661L	Digital Media	11/17/21	OVERDRIVE, INC.	678.67
4661L	Digital Media	11/27/21	OVERDRIVE, INC.	720.00
4661L	Digital Media	11/27/21	OVERDRIVE, INC.	839.23
4661L	Digital Media	11/30/21	OVERDRIVE, INC.	270.48
4661L	Digital Media	11/30/21	OVERDRIVE, INC.	55.49
4661L	Digital Media	11/30/21	OVERDRIVE, INC.	818.66
4661L	Digital Media	11/30/21	OVERDRIVE, INC.	1,029.76
4661L	Digital Media	11/30/21	OVERDRIVE, INC.	5.50
4661L	Digital Media	11/2/21	OVERDRIVE, INC.	353.95
4661L	Digital Media	11/9/21	OVERDRIVE, INC.	280.78
4661L	Digital Media	11/16/21	OVERDRIVE, INC.	337.02
4661L	Digital Media	11/29/21	OVERDRIVE, INC.	579.14
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/NETFLIX	17.99
4663L	Library of Things	11/3/21	MC/NETFLIX	17.99
4663L	Library of Things	11/3/21	MC/NETFLIX	17.99
4663L	Library of Things	11/3/21	MC/NETFLIX	17.99
4663L	Library of Things	11/3/21	MC/NETFLIX	17.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	11/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	11/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	11/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	11/3/21	MC/NETFLIX	17.99
4663L	Library of Things	11/3/21	MC/DISNEY	13.99
4663L	Library of Things	11/6/21	MC/NETFLIX	17.99
4663L	Library of Things	11/12/21	MC/NETFLIX	17.99
4663L	Library of Things	11/12/21	MC/NETFLIX	17.99
4663L	Library of Things	11/12/21	MC/NETFLIX	17.99
4663L	Library of Things	11/21/21	MC/T-MOBILE	511.13
4680L	Processing	11/1/21	BUDGET LIBRARY SUPPLIES	174.00
4680L	Processing	11/1/21	BAKER AND TAYLOR	1.38
4680L	Processing	11/5/21	BAKER AND TAYLOR	8.97
4680L	Processing	11/15/21	BAKER AND TAYLOR	6.90

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
4680L	Processing	11/17/21	DEMCO	266.88
4680L	Processing	11/24/21	BUDGET LIBRARY SUPPLIES	1,034.04
4680L	Processing	11/24/21	BAKER AND TAYLOR	2.07
4680L	Processing	11/26/21	BIBLIOTHECA, LLC	5,438.00
4690L	Programs	11/2/21	RICHARD C KESLER	100.00
4690L	Programs	11/3/21	REBECCA JOHNS	300.00
4690L	Programs	11/17/21	HIGHLAND PARK PUBLIC LIBRARY	400.00
4690L	Programs	11/1/21	BLICK ART MATERIALS	24.15
4690L	Programs	11/1/21	MC/LAKESHORE LEARNING	231.96
4690L	Programs	11/8/21	SYNCHRONY/AMAZON	272.22
4690L	Programs	11/11/21	PAYROLL - PAYCOM	103.00
4690L	Programs	11/11/21	FUN EXPRESS	244.63
4690L	Programs	11/16/21	SCHOLASTIC, INC.	1,031.92
4690L	Programs	11/16/21	FUN EXPRESS	129.87
4690L	Programs	11/19/21	MC/KAMISHIBAI FOR KIDS	257.60
4690L	Programs	11/19/21	MC/AMAZON	64.99
4690L	Programs	11/22/21	TeleCurve, LLC	675.00
4690L	Programs	11/30/21	MC/WALMART	37.43
4690L	Programs	11/30/21	MC/DOLLAR TREE	7.00
4690L	Programs	11/9/21	KRISTYN SLICK	225.00
4690L	Programs	11/16/21	TIA WENTE	500.00
4690L	Programs	11/1/21	JOHN MOSMAN	300.00
4690L	Programs	11/15/21	ESTEVAN MONTANO	150.00
4690L	Programs	11/7/21	MC/AMAZON	74.77
4690L	Programs	11/7/21	MC/MICHAELS	65.87
4690L	Programs	11/15/21	MC/NINTENDO E-SHOP	63.74
4690L	Programs	11/18/21	MC/NINTENDO E-SHOP	7.06
4690L	Programs	11/18/21	MC/NINTENDO E-SHOP	39.30
4690L	Programs	11/19/21	MC/BREAKOUT INC	134.25
4690L	Programs	11/24/21	MC/AMAZON	57.50
4690L	Programs	11/1/21	Correcting GL account used on 5/10 petty ca	-101.34
4690L	Programs	11/8/21	SYNCHRONY/AMAZON	31.68
4690L	Programs	11/10/21	NOEMI RAMOS	75.00
4690L	Programs	11/10/21	MC/OFFICE DEPOT	3.49
4690L	Programs	11/19/21	MC/BREAKOUT INC	44.75
4690L	Programs	11/25/21	PAYROLL - PAYCOM	41.14
				<u>\$783,044.89</u>
9530L-030-06	Youth Best Books of the Year	11/1/21	BAKER AND TAYLOR	25.48
9540L	Friends Sponsored Expense	11/2/21	MC/MARIANO'S	30.74
9540L	Friends Sponsored Expense	11/11/21	PAYROLL - PAYCOM	77.50
9540L	Friends Sponsored Expense	11/1/21		101.34
9540L	Friends Sponsored Expense	11/11/21	PAYROLL - PAYCOM	9.98
9560L-090-South	South Branch Fiber	11/19/21	AT&T	174.45
9570L	Grant Expenses	11/1/21	MC/AMAZON	-569.05
9570L	Grant Expenses	11/1/21	MC/MATTER AND FORM.NET	848.94
9570L	Grant Expenses	11/1/21	MC/MATTER AND FORM.NET	-70.10
9570L	Grant Expenses	11/1/21	MC/AMAZON	97.72
9570L	Grant Expenses	11/9/21	NAOMI BISHOP	800.00
				<u>\$784,571.89</u>
			Total Library Fund Expenses for November, 2021	<u>\$784,571.89</u>

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	11/30/21	Service Charge	12.00
7750B-016	Bldg Fd: Building Maintenance	11/1/21	PADDOCK PUBLICATIONS, INC. - 8-1-2021 - switchboard bid	35.10
7750B-017	Bldg Fd: Equipment & Furniture	11/1/21	AVI SYSTEMS, INC. - Audio Visual System	9,242.20
7750B-017	Bldg Fd: Equipment & Furniture	11/1/21	AVI SYSTEMS, INC. - Audio & Visual Equipment	595.00
7750B-017	Bldg Fd: Equipment & Furniture	11/5/21	KRUEGER INTERNATIONAL , INC. - 7 chairs	8,123.70
7750B-017	Bldg Fd: Equipment & Furniture	11/10/21	MC/AMAZON - SanDisk memory card with adapter	174.99
7750B-017	Bldg Fd: Equipment & Furniture	11/17/21	KRUEGER INTERNATIONAL , INC. - 6 ea tables	5,568.75
7750B-017	Bldg Fd: Equipment & Furniture	11/30/21	AVI SYSTEMS, INC. - Equipment Integration	3,054.03
Total Capital Project Restricted Fund Expenses for November, 2021				<u><u>\$ 26,805.77</u></u>

Debt Service Fund
Debt Service Fund Expenses by G/L Acct
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	11/30/21	November 2021, interest expense accrual \$61,300 x 1/12	5,108.35
3720D	Principal payment	11/2/21	VILLAGE OF MT. PROSPECT - Transfer to VOMP for 12/01/2020 Bond P&I payment	1,515,000.00
Total Debt Service Fund Expenses for November, 2021				<u>\$1,520,108.35</u>

Mount Prospect Public Library
Gift Fund Expenses by G/L Account #
For the Period From Nov 1, 2021 to Nov 30, 2021

Account ID	Account Description	Date	Vendor Name	Amount
8790G	Gift Fund: Cultural Month Exp.	11/8/21	SYNCHRONY/AMAZON	94.98

Total Gift Fund Expenses for October, 2021 \$ 94.98

MONTHLY EXPENSE SUMMARY

			YEAR TO DATE NOVEMBER 2021								
	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	5,817,200.00		5,332,437.00		5,093,033.30		87.6%	(239,403.70)	-4.5%	39.7%
IMRF	4120	552,800.00		506,737.00		497,399.57		90.0%	(9,337.43)	-1.8%	1.5%
MC / FICA	4130	444,600.00		407,550.00		368,493.00		82.9%	(39,057.00)	-9.6%	6.5%
Insurance - Medical	4140	745,000.00		682,913.00		671,669.68		90.2%	(11,243.32)	-1.6%	1.9%
Insurance - Life	4140	1,500.00		1,375.00		1,140.46		76.0%	(234.54)	-17.1%	0.0%
Unemployment Compensation Tax	4150	7,200.00		6,600.00		18,577.93		258.0%	11,977.93	181.5%	-2.0%
Subtotal (4110L - 4150L)		7,568,300.00	77.9%	6,937,612.00	77.9%	6,650,313.94	80.1%	87.9%	(287,298.06)	-4.1%	47.7%
Management Expense											
Audit	4210	7,000.00		6,413.00		5,000.00		71.4%	(1,413.00)	-22.0%	0.2%
Legal Fees	4220	10,000.00		9,163.00		3,480.00		34.8%	(5,683.00)	-62.0%	0.9%
Printing	4230	44,000.00		40,348.00		30,739.69		69.9%	(9,608.31)	-23.8%	1.6%
Marketing	4240	18,375.00		16,863.00		7,504.11		40.8%	(9,358.89)	-55.5%	1.6%
Resources	4250	965.00		880.00		605.36		62.7%	(274.64)	-31.2%	0.0%
Professional Dues	4260	7,215.00		6,611.00		6,206.00		86.0%	(405.00)	-6.1%	0.1%
Board Development/Training	4270	2,500.00		2,288.00		388.96		15.6%	(1,899.04)	-83.0%	0.3%
Human Resources	4280	126,835.00		116,281.00		77,692.60		61.3%	(38,588.40)	-33.2%	6.4%
Other Operating	4290	49,015.00		44,935.00		45,167.22		92.1%	232.22	0.5%	0.0%
Subtotal (4210L - 4290L)		265,905.00	2.7%	243,782.00	2.7%	176,783.94	2.1%	66.5%	(66,998.06)	-27.5%	11.1%
Operating Expenses											
Telecommunications	4310	47,224.00		43,285.00		37,675.92		79.8%	(5,609.08)	-13.0%	0.9%
Insurance	4320	95,160.00		87,230.00		93,294.00		98.0%	6,064.00	7.0%	-1.0%
Office Supplies	4340	25,000.00		22,913.00		9,891.27		39.6%	(13,021.73)	-56.8%	2.2%
Library Supplies	4350	26,600.00		24,387.00		8,043.24		30.2%	(16,343.76)	-67.0%	2.7%
Postage	4360	20,300.00		18,612.00		14,855.71		73.2%	(3,756.29)	-20.2%	0.6%
Contract Services	4380	31,780.00		29,139.00		28,704.09		90.3%	(434.91)	-1.5%	0.1%
IT Services	4390	64,920.00		59,499.00		68,759.99		105.9%	9,260.99	15.6%	-1.5%
Subtotal (4310L - 4390L)		310,984.00	3.2%	285,065.00	3.2%	261,224.22	3.1%	84.0%	(23,840.78)	-8.4%	4.0%
Building Expense											
Building Maintenance	4410	205,002.00		187,924.00		146,708.53		71.6%	(41,215.47)	-21.9%	6.8%
Equipment Maintenance	4420	124,100.00		113,762.00		99,528.33		80.2%	(14,233.67)	-12.5%	2.4%
Janitorial	4440	90,810.00		83,259.00		53,929.97		59.4%	(29,329.03)	-35.2%	4.9%
Equipment	4450	165,400.00		151,613.00		66,627.11		40.3%	(84,985.89)	-56.1%	14.1%
Utilities	4460	45,238.00		41,470.00		35,570.80		78.6%	(5,899.20)	-14.2%	1.0%
Subtotal (4410L - 4460L)		630,550.00	6.5%	578,028.00	6.5%	402,364.74	4.8%	63.8%	(175,663.26)	-30.4%	29.2%
Library Materials											
Adult Print	4610	196,700.00		180,312.00		168,364.43		85.6%	(11,947.57)	-6.6%	2.0%
Adult AV	4620	63,800.00		58,476.00		46,778.46		73.3%	(11,697.54)	-20.0%	1.9%
Youth Print	4630	134,900.00		123,651.00		108,818.21		80.7%	(14,832.79)	-12.0%	2.5%
Youth AV	4640	25,500.00		23,375.00		23,678.49		92.9%	303.49	1.3%	-0.1%
Subscriptions	4650	18,400.00		16,863.00		14,101.42		76.6%	(2,761.58)	-16.4%	0.5%
Electronic Resources	4660	181,297.00		166,188.00		178,739.04		98.6%	12,551.04	7.6%	-2.1%
Digital Media	4661	178,914.00		164,010.00		174,166.00		97.3%	10,156.00	6.2%	-1.7%
E-Learning	4662	48,708.00		44,649.00		31,412.60		64.5%	(13,236.40)	-29.6%	2.2%
Library of Things	4663	20,700.00		18,975.00		15,296.03		73.9%	(3,678.97)	-19.4%	0.6%
Microform	4670	900.00		825.00		640.55		71.2%	(184.45)	-22.4%	0.0%
Processing	4680	26,000.00		23,826.00		20,037.31		77.1%	(3,788.69)	-15.9%	0.6%
Programs	4690	44,970.00		41,228.00		31,727.65		70.6%	(9,500.35)	-23.0%	1.6%
Subtotal (4610L - 4680L)		940,789.00	9.7%	862,378.00	9.7%	813,760.19	9.8%	86.5%	(48,617.81)	-5.6%	8.1%
Total (4110L - 4680L)		9,716,528.00	100.0%	8,906,865.00	100.0%	8,304,447.03	100.0%	85.5%	(602,417.97)	-6.8%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,465.00		8,668.00		2,469.75			(6,198.25)	-71.5%	
Friends Expenses (9540L)	6540	14,000.00		12,815.00		6,970.40			(5,844.60)	-45.6%	
Village Shared Expense (9560L)	9560	2,800.00		2,563.00		1,745.50			(817.50)	-31.9%	
Grant Expense (9570L)	9570	0.00		0.00		2,844.61			2,844.61	0.0%	
Total Reimbursable Activity		26,265.00		24,046.00		14,030.26			(10,015.74)	-41.7%	
Total Expenses - All Activities		9,742,793.00		8,930,911.00		8,318,477.29			(612,433.71)	-6.9%	

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of DECEMBER 31, 2021

Library General Fund	\$	6,184,094
Working Cash Fund	\$	2,212,205
Capital Projects Restricted Fund	\$	3,035,251
Debt Service Fund	\$	714,063
Gift Fund	\$	570,518
Total All Funds	\$	12,716,131

Cash Disbursements December 2021

\$	885,346.25
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	8,396,299
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		10.4
Combined Balance - Percentage in Reserve		86%

YTD December Spending

- * \$585,899.24 below the year-to-date budget
- * YTD Actual is 6.0% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 100% of the annual budget
- * Spending to date was actually closer to 94% of the annual budget
- * Last year we had expended about 89.3% of the annual budget

Levy Collection

- * To date 98.1% of the total 2020 Levy has been collected
- * Last year 98.2% of the 2019 Levy had been collected through December 2020
- * Historically, over the past six years, 97.8% to 99.0% (average of 98.5%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 12/31/2021

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 3,566	\$ 11,436,462
Taxes Allocated to Other Funds	(170)	(1,549,965)
Personal Property Replacement Taxes	-	88,072
Interest Income	292	3,108
Illinois Per Capita Grant	-	79,897
Misc. Grant Income	-	6,900
Ground Lease Income	-	1
Miscellaneous Fees and Fines	2,529	22,632
Friends & Foundation Reimbursements	3,846	13,041
Village Reimbursements	-	1,048
<i>Total Revenues</i>	<u>\$ 10,063</u>	<u>\$ 10,101,196</u>
Expenditures		
Salaries & Benefits	\$ 666,336	7,316,650
Management Expense	20,093	196,877
Operating Expenses	11,793	273,018
Building Expense	67,200	469,564
Services and Resources	60,760	874,520
Friends & Foundation Reimbursable Expenses	3,601	13,041
Misc. Grant Expenses	-	2,845
Expenses Reimbursable by Village	174	1,920
<i>Total Expenditures</i>	<u>\$ 829,957</u>	<u>\$ 9,148,435</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 829,957</u>	<u>\$ 9,148,435</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (819,894)	\$ 952,761
Fund Balance - Beginning of Period	7,003,988	5,231,333
Fund Balance - End of Period	<u>\$ 6,184,094</u>	<u>\$ 6,184,094</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,212,100	\$ 2,211,096
Interest Allocation	105	1,109
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	174	1,418
<i>Total Revenues</i>	<u>\$ 174</u>	<u>\$ 1,418</u>
Expenditures		
Main: Bldg Maintenance	67,273	\$ 153,800
Main: Furnishings/Equipment	(40)	169,444
Supplies	0	24
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	-	6,370
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 67,233</u>	<u>\$ 331,628</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (67,059)	\$ (330,210)
Fund Balance - Beginning of Period	3,102,310	3,365,461
Fund Balance - End of Period	<u>\$ 3,035,251</u>	<u>\$ 3,035,251</u>
Debt Service Fund		
Revenues		
Property Taxes	170	\$ 1,549,965
Interest Income	34	438
<i>Total Revenues</i>	<u>\$ 204</u>	<u>\$ 1,550,403</u>
Expenditures		
Interest Expense	2,583	\$ 58,775
Debt Reduction Payments	-	1,515,000
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 1,573,775</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (2,379)	\$ (23,372)
Fund balance - Beginning of Period	716,442	737,435
Fund balance - End of Period	<u>\$ 714,063</u>	<u>\$ 714,063</u>
Gift Fund		
Revenues	435	\$ 8,156
Expenditures	463	4,067
Excess (Deficiency) of Revenues over Expenditures	\$ (28)	\$ 4,089
Fund Balance - Beginning of Period	570,546	566,429
Fund Balance - End of Period	<u>\$ 570,518</u>	<u>\$ 570,518</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 666,336.08	
Management Expense (4210L - 4290L)	20,092.61	
Operating Expenses (4310L - 4390L)	11,793.49	
Building Expense (4410L - 4460L)	67,199.62	
Services and Resources (4610L - 4690L)	60,759.93	
Friends & Foundation reimbursable expenses (9530L and 9540L)	3,600.66	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	-	
Total December 2021 Library General Fund Expenses	<hr/>	\$ 829,956.84

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 116.75	
Operating Expense Reimbursements received	5,295.16	
November 2021 Accrued Payroll & Benefits	169,561.84	
November 2021 Credit Card Payable	19,705.36	
November 2021 Accounts Payable	98,957.81	
Prepays	7,239.65	
Disbursements for Capital Project Restricted Fund	4,053.38	
Disbursements for Gift Fund	462.79	
		305,392.74

Deductions for Library General Fund Cash Disbursements:

December 2021 Accrued Payroll & Benefits	\$ 220,409.73	
December 2021 Credit Card Payable	13,022.48	
December 2021 Accounts Payable	69,584.89	
Payment of Nayax invoices & merchant fees by income offset	125.76	
Payment of Credit Card Merchant fees by income offset	57.30	
	<hr/>	(303,200.16)

Total Library General Fund cash disbursed

\$ 832,149.42

CAPITAL PROJECTS RESTRICTED FUND

December 2021 Expenses	\$ 67,233.48	
Plus: November 2021 Accounts Payable	48,031.32	
Less: December 2021 Accounts Payable	(63,214.75)	
Plus: November 2021 Account Receivable	0.50	
Less: December 2021 Accounts Receivable	(0.50)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		52,050.05

DEBT SERVICE FUND

December 2021 Expenses	\$ 2,583.33	
Plus: November 2021 Interest Payable	-	
Less: December 2021 Interest Payable	(2,583.33)	
<i>Total Debt Service Fund cash disbursed</i>	<hr/>	0.00

GIFT FUND

December 2021 Expenses	\$ 462.79	
Plus: November 2021 Accounts Payable	683.99	
Less: December 2021 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>	<hr/>	1,146.78

TOTAL CASH DISBURSEMENTS, DECEMBER 2021

\$ 885,346.25

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

Account ID	Account Description	Date	Vendor Name
4110L	Salaries	12/1/21	11/30/2021 payroll accrual
4110L	Salaries	12/9/21	PAYROLL - PAYCOM
4110L	Salaries	12/23/21	PAYROLL - PAYCOM
4110L	Salaries	12/31/21	12/31/2021
4120L	IMRF	12/1/21	11/30/2021 payroll accrual
4120L	IMRF	12/29/21	VILLAGE OF MT. PROSPECT - IMRF
4120L	IMRF	12/31/21	12/31/2021
4130L	MC / FICA	12/1/21	11/30/2021 payroll accrual
4130L	MC / FICA	12/9/21	PAYROLL - PAYCOM
4130L	MC / FICA	12/23/21	PAYROLL - PAYCOM
4130L	MC / FICA	12/31/21	12/31/2021
4140L	Insurance - Medical & Life	12/1/21	ADJUSTING ENTRY
4140L	Insurance - Medical & Life	12/1/21	ADJUSTING ENTRY
4140L	Insurance - Medical & Life	12/1/21	ADJUSTING ENTRY
4140L	Insurance - Medical & Life	12/9/21	ADJUSTING ENTRY
4140L	Insurance - Medical & Life	12/22/21	VILLAGE OF MT. PROSPECT
4140L	Insurance - Medical & Life	12/22/21	VILLAGE OF MT. PROSPECT
4230L	Printing - Newsletter	12/28/21	NPN360
4240L	Marketing	12/1/21	MC/4 IMPRINT
4240L	Marketing	12/9/21	MC/BITLEY INC
4240L	Marketing	12/17/21	BLICK ART MATERIALS
4240L	Marketing	12/17/21	BLICK ART MATERIALS
4240L	Marketing	12/28/21	BLICK ART MATERIALS
4240L	Marketing	12/29/21	GRAPHIC 14 INC.
4250	Resources	12/1/21	MC/SPOTIFY
4260L	Professional Dues	12/9/21	AMERICAN LIBRARY ASSOCIATION
4260L	Professional Dues	12/31/21	AMERICAN LIBRARY ASSOCIATION
4260L	Professional Dues	12/31/21	AMERICAN LIBRARY ASSOCIATION
4270L	Board Development/Training	12/1/21	LIBRARY STRATEGIES
4280L	Human Resources	12/1/21	ACCURATE EMPLOYMENT SCREENING,
4280L	Human Resources	12/31/21	ACCURATE EMPLOYMENT SCREENING,
4280L	Human Resources	12/9/21	PAYROLL - PAYCOM
4280L	Human Resources	12/23/21	PAYROLL - PAYCOM
4280L	Human Resources	12/15/21	EMPLOYEE BENEFITS CORPORATION
4280L	Human Resources	12/23/21	PAYROLL - PAYCOM
4280L	Human Resources	12/31/21	ADJUSTING ENTRY
4280L	Human Resources	12/8/21	HR SOURCE (MANAGEMENT ASSOC)
4280L	Human Resources	12/8/21	HR SOURCE (MANAGEMENT ASSOC)
4280L	Human Resources	12/22/21	CHELSEA LORD
4280L	Human Resources	12/28/21	RACHEL MARTIN
4280L	Human Resources	12/28/21	RACHEL MARTIN
4280L	Human Resources	12/28/21	RACHEL MARTIN

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

Account ID	Account Description	Date	Vendor Name
4280L	Human Resources	12/1/21	MC/LMCC
4280L	Human Resources	12/1/21	COMPSYCH CORPORATION
4280L	Human Resources	12/23/21	PAYROLL - PAYCOM
4280L	Human Resources	12/1/21	ADJUSTING ENTRY
4280L	Human Resources	12/1/21	ADJUSTING ENTRY
4280L	Human Resources	12/1/21	RYAN DOWD
4280L	Human Resources	12/6/21	MC/PANERA BREAD
4290L	Other Operating	12/3/21	NAYAX LLC
4290L	Other Operating	12/10/21	NAYAX LLC
4290L	Other Operating	12/17/21	NAYAX LLC
4290L	Other Operating	12/24/21	NAYAX LLC
4290L	Other Operating	12/29/21	PROPAY
4290L	Other Operating	12/31/21	NAYAX LLC
4290L	Other Operating	12/31/21	MC/PROPAY
4290L	Other Operating	12/31/21	MC/PROPAY
4290L	Other Operating	12/31/21	PROPAY
4290L	Other Operating	12/14/21	DEX MEDIA
4290L	Other Operating	12/31/21	VARIETY VENDORS
4290L	Other Operating	12/31/21	VARIETY VENDORS
4310L	Telecommunications	12/11/21	AT&T
4310L	Telecommunications	12/13/21	AT&T
4310L	Telecommunications	12/15/21	TECHNOLOGY MANAGEMENT REVOLVIN
4310L	Telecommunications	12/19/21	AT&T
4310L	Telecommunications	12/23/21	COMCAST CABLE
4310L	Telecommunications	12/28/21	VERIZON WIRELESS
4310L	Telecommunications	12/19/21	AT&T
4340L	Office Supplies	12/7/21	WAREHOUSE DIRECT
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/8/21	MC/DUNBAR SECURITY
4340L	Office Supplies	12/9/21	MC/DUNBAR SECURITY
4340L	Office Supplies	12/10/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/10/21	MC/AMAZON
4340L	Office Supplies	12/13/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/10/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/10/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/28/21	MC/AVERY STORE
4340L	Office Supplies	12/9/21	PAYROLL - PAYCOM
4340L	Office Supplies	12/9/21	PAYROLL - PAYCOM
4340L	Office Supplies	12/13/21	WAREHOUSE DIRECT
4340L	Office Supplies	12/14/21	MC/AMAZON
4340L	Office Supplies	12/15/21	WAREHOUSE DIRECT
4340L	Office Supplies	12/10/21	STAPLES BUSINESS ADVANTAGE

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

Account ID	Account Description	Date	Vendor Name
4340L	Office Supplies	12/13/21	WAREHOUSE DIRECT
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/1/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/9/21	SYNCHRONY/AMAZON
4340L	Office Supplies	12/10/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/15/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/15/21	STAPLES BUSINESS ADVANTAGE
4340L	Office Supplies	12/21/21	MC/VISTAPRINT
4340L	Office Supplies	12/9/21	SYNCHRONY/AMAZON
4340L	Office Supplies	12/13/21	WAREHOUSE DIRECT
4340L	Office Supplies	12/13/21	WAREHOUSE DIRECT
4350L	Library Supplies	12/9/21	SYNCHRONY/AMAZON
4350L	Library Supplies	12/21/21	MC/BAYSCAN TECHNOLOGIES
4350L	Library Supplies	12/21/21	MC/BAYSCAN TECHNOLOGIES
4350L	Library Supplies	12/31/21	ELM USA, INC.
4350L	Library Supplies	12/31/21	
4350L	Library Supplies	12/1/21	DEMCO
4350L	Library Supplies	12/8/21	WAREHOUSE DIRECT
4350L	Library Supplies	12/9/21	SYNCHRONY/AMAZON
4350L	Library Supplies	12/9/21	SYNCHRONY/AMAZON
4360L	Postage	12/2/21	MC/POSTMASTER
4360L	Postage	12/3/21	MC/POSTMASTER
4360L	Postage	12/8/21	MC/POSTMASTER
4360L	Postage	12/10/21	MC/POSTMASTER
4360L	Postage	12/14/21	MC/POSTMASTER
4360L	Postage	12/14/21	MC/POSTMASTER
4360L	Postage	12/22/21	MC/POSTMASTER
4360L	Postage	12/22/21	MC/POSTMASTER
4360L	Postage	12/22/21	MC/POSTMASTER
4360L	Postage	12/24/21	MC/POSTMASTER
4360L	Postage	12/28/21	MC/POSTMASTER
4360L	Postage	12/29/21	MC/POSTMASTER
4360L	Postage	12/30/21	MC/POSTMASTER
4360L	Postage	12/20/21	TIMOTHY R. LOGA
4390L	IT Services	12/1/21	TRAF-SYS INC
4390L	IT Services	12/1/21	MC/QUICKBASE
4390L	IT Services	12/4/21	MC/MICROSOFT
4390L	IT Services	12/4/21	MC/MICROSOFT
4390L	IT Services	12/6/21	MC/TECHSOUP
4390L	IT Services	12/9/21	MC/ZOHO CORPORATION
4390L	IT Services	12/9/21	MC/QUICKBASE
4390L	IT Services	12/13/21	MC/ADOBE
4390L	IT Services	12/14/21	MC/ADOBE
4390L	IT Services	12/29/21	MC/ZOHO CORPORATION
4390L	IT Services	12/3/21	MC/CRICUT
4390L	IT Services	12/5/21	MC/ROCKET GENIUS

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

Account ID	Account Description	Date	Vendor Name
4390L	IT Services	12/22/21	MC/PADLET SOFTWARE
4390L	IT Services	12/29/21	MC/CRICUT
4390L	IT Services	12/30/21	MC/ZOOM
4390L	IT Services	12/31/21	BACKSTAGE LIBRARY WORKS
4410	Building Maintenance	12/1/21	INTERIOR TROPICAL GARDENS
4410	Building Maintenance	12/1/21	F.E.MORAN, INC.FIRE PROTECTION
4410	Building Maintenance	12/3/21	PROSPECT ELECTRIC COMPANY
4410	Building Maintenance	12/6/21	ILLINI POWER PRODUCTS
4410	Building Maintenance	12/7/21	PROSPECT ELECTRIC COMPANY
4410	Building Maintenance	12/9/21	BISHOP PLUMBING, INC.
4410	Building Maintenance	12/1/21	LIGHTING SUPPLY COMPANY
4410	Building Maintenance	12/1/21	FILTER SERVICES INC
4410	Building Maintenance	12/6/21	FILTER SERVICES INC
4410	Building Maintenance	12/8/21	NERADT ACE HARDWARE
4410	Building Maintenance	12/8/21	W. W. GRAINGER, INC.
4410	Building Maintenance	12/16/21	NERADT ACE HARDWARE
4410	Building Maintenance	12/20/21	W. W. GRAINGER, INC.
4410	Building Maintenance	12/20/21	W. W. GRAINGER, INC.
4410	Building Maintenance	12/28/21	MOUNT PROSPECT PAINT, INC.
4410	Building Maintenance	12/28/21	NERADT ACE HARDWARE
4410	Building Maintenance	12/31/21	AMERICAN LANDSCAPING INC.
4410	Building Maintenance	12/9/21	SOUND INCORPORATED
4410	Building Maintenance	12/31/21	
4420L	Equipment Maintenance	12/20/21	W. W. GRAINGER, INC.
4420L	Equipment Maintenance	12/28/21	NERADT ACE HARDWARE
4420L	Equipment Maintenance	12/16/21	SHELL OIL COMPANY
4420L	Equipment Maintenance	12/29/21	SHELL OIL COMPANY
4420L	Equipment Maintenance	12/17/21	NAYAX LLC
4440L	Janitorial	12/1/21	CRYSTAL MANAGEMENT & MAINTENAN
4440L	Janitorial	12/9/21	CINTAS #22
4440L	Janitorial	12/20/21	REPUBLIC SERVICES #551
4440L	Janitorial	12/21/21	A.N.S., INC.
4440L	Janitorial	12/22/21	CINTAS #22
4440L	Janitorial	12/3/21	NERADT ACE HARDWARE
4440L	Janitorial	12/8/21	SUPERIOR INDUSTRIAL SUPPLY
4440L	Janitorial	12/9/21	SYNCHRONY/AMAZON
4440L	Janitorial	12/22/21	WAREHOUSE DIRECT
4440L	Janitorial	12/22/21	SUPERIOR INDUSTRIAL SUPPLY
4440L	Janitorial	12/28/21	MC/AMAZON
4450L	Equipment	12/1/21	MC/MENARDS
4450L	Equipment	12/2/21	MC/AMAZON
4450L	Equipment	12/2/21	MC/AMAZON
4450L	Equipment	12/20/21	MC/APPLE
4450L	Equipment	12/30/21	MC/AMAZON
4450L	Equipment	12/31/21	DELL MARKETING L.P.
4450L	Equipment	12/8/21	CDW GOVERNMENT, INC.
4450L	Equipment	12/17/21	MC/AMAZON

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

Account ID	Account Description	Date	Vendor Name
4450L	Equipment	12/31/21	CCB TECHNOLOGY
4450L	Equipment	12/7/21	MC/AMAZON
4450L	Equipment	12/9/21	MC/AMAZON
4450L	Equipment	12/9/21	MC/AMAZON
4450L	Equipment	12/13/21	MC/AMAZON
4450L	Equipment	12/13/21	MC/AMAZON
4450L	Equipment	12/16/21	MC/AMAZON
4450L	Equipment	12/20/21	MC/AMAZON
4450L	Equipment	12/28/21	MC/AMAZON
4450L	Equipment	12/29/21	MC/AMAZON
4450L	Equipment	12/30/21	MC/AMAZON
4450L	Equipment	12/1/21	MC/OFFICE DEPOT
4450L	Equipment	12/1/21	MC/OFFICE DEPOT
4460L	Utilities	12/13/21	CONSTELLATION NEWENERGY- GAS D
4460L	Utilities	12/15/21	VILLAGE OF MT. PROSPECT
4610L	Adult Books	12/1/21	INGRAM
4610L	Adult Books	12/1/21	INGRAM
4610L	Adult Books	12/1/21	BAKER AND TAYLOR
4610L	Adult Books	12/1/21	BAKER AND TAYLOR
4610L	Adult Books	12/1/21	BAKER AND TAYLOR
4610L	Adult Books	12/1/21	BAKER AND TAYLOR
4610L	Adult Books	12/1/21	INGRAM
4610L	Adult Books	12/2/21	INGRAM
4610L	Adult Books	12/2/21	BAKER AND TAYLOR
4610L	Adult Books	12/2/21	BAKER AND TAYLOR
4610L	Adult Books	12/3/21	INGRAM
4610L	Adult Books	12/3/21	INGRAM
4610L	Adult Books	12/3/21	BAKER AND TAYLOR
4610L	Adult Books	12/4/21	WEST PAYMENT CENTER
4610L	Adult Books	12/5/21	INGRAM
4610L	Adult Books	12/6/21	BAKER AND TAYLOR
4610L	Adult Books	12/6/21	BAKER AND TAYLOR
4610L	Adult Books	12/6/21	INGRAM
4610L	Adult Books	12/6/21	SALEM PRESS, INC.
4610L	Adult Books	12/7/21	MC/AP STYLEBOOK
4610L	Adult Books	12/8/21	INGRAM
4610L	Adult Books	12/8/21	BAKER AND TAYLOR
4610L	Adult Books	12/9/21	MC/AMAZON
4610L	Adult Books	12/9/21	INGRAM
4610L	Adult Books	12/9/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/9/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/9/21	BAKER AND TAYLOR
4610L	Adult Books	12/9/21	BAKER AND TAYLOR
4610L	Adult Books	12/9/21	OMNIGRAPHICS
4610L	Adult Books	12/9/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/10/21	MC/NEW ENGLAND HISTORIC GENEAL
4610L	Adult Books	12/10/21	INGRAM
4610L	Adult Books	12/10/21	INGRAM
4610L	Adult Books	12/10/21	BAKER AND TAYLOR

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

Account ID	Account Description	Date	Vendor Name
4610L	Adult Books	12/10/21	INGRAM
4610L	Adult Books	12/10/21	BAKER AND TAYLOR
4610L	Adult Books	12/10/21	BAKER AND TAYLOR
4610L	Adult Books	12/10/21	BAKER AND TAYLOR
4610L	Adult Books	12/12/21	INGRAM
4610L	Adult Books	12/13/21	BAKER AND TAYLOR
4610L	Adult Books	12/13/21	MC/AMAZON
4610L	Adult Books	12/13/21	INGRAM
4610L	Adult Books	12/13/21	BAKER AND TAYLOR
4610L	Adult Books	12/13/21	MC/AMAZON
4610L	Adult Books	12/14/21	INGRAM
4610L	Adult Books	12/14/21	MC/AMAZON
4610L	Adult Books	12/14/21	INGRAM
4610L	Adult Books	12/14/21	BAKER AND TAYLOR
4610L	Adult Books	12/15/21	INGRAM
4610L	Adult Books	12/15/21	INGRAM
4610L	Adult Books	12/15/21	BAKER AND TAYLOR
4610L	Adult Books	12/15/21	INGRAM
4610L	Adult Books	12/15/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/16/21	BAKER AND TAYLOR
4610L	Adult Books	12/16/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/19/21	INGRAM
4610L	Adult Books	12/19/21	INGRAM
4610L	Adult Books	12/19/21	INGRAM
4610L	Adult Books	12/20/21	INGRAM
4610L	Adult Books	12/20/21	BAKER AND TAYLOR
4610L	Adult Books	12/20/21	BAKER AND TAYLOR
4610L	Adult Books	12/22/21	GALE
4610L	Adult Books	12/22/21	INGRAM
4610L	Adult Books	12/22/21	INGRAM
4610L	Adult Books	12/22/21	BAKER AND TAYLOR
4610L	Adult Books	12/22/21	MC/AMAZON
4610L	Adult Books	12/22/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/23/21	BAKER AND TAYLOR
4610L	Adult Books	12/23/21	BAKER AND TAYLOR
4610L	Adult Books	12/27/21	INGRAM
4610L	Adult Books	12/28/21	BAKER AND TAYLOR
4610L	Adult Books	12/28/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/29/21	BAKER AND TAYLOR
4610L	Adult Books	12/7/21	BAKER AND TAYLOR
4610L	Adult Books	12/9/21	SYNCHRONY/AMAZON
4610L	Adult Books	12/13/21	BAKER AND TAYLOR
4620L	Adult AV	12/1/21	MIDWEST TAPE
4620L	Adult AV	12/1/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/1/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/1/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/1/21	FINDAWAY WORLD, LLC
4620L	Adult AV	12/2/21	MC/WALMART
4620L	Adult AV	12/2/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/2/21	BAKER AND TAYLOR

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

Account ID	Account Description	Date	Vendor Name
4620L	Adult AV	12/2/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/2/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/6/21	MIDWEST TAPE
4620L	Adult AV	12/6/21	MIDWEST TAPE
4620L	Adult AV	12/6/21	MIDWEST TAPE
4620L	Adult AV	12/6/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/8/21	BAKER AND TAYLOR
4620L	Adult AV	12/9/21	MC/AMAZON
4620L	Adult AV	12/9/21	MIDWEST TAPE
4620L	Adult AV	12/9/21	SYNCHRONY/AMAZON
4620L	Adult AV	12/9/21	SYNCHRONY/AMAZON
4620L	Adult AV	12/9/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/9/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/10/21	MIDWEST TAPE
4620L	Adult AV	12/10/21	MIDWEST TAPE
4620L	Adult AV	12/10/21	MIDWEST TAPE
4620L	Adult AV	12/10/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/10/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/10/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/13/21	BAKER AND TAYLOR
4620L	Adult AV	12/13/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/14/21	INGRAM
4620L	Adult AV	12/14/21	SYNCHRONY/AMAZON
4620L	Adult AV	12/15/21	INGRAM
4620L	Adult AV	12/15/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/15/21	MC/AMAZON
4620L	Adult AV	12/17/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/17/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/17/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/18/21	SYNCHRONY/AMAZON
4620L	Adult AV	12/19/21	SYNCHRONY/AMAZON
4620L	Adult AV	12/20/21	BAKER AND TAYLOR
4620L	Adult AV	12/20/21	SYNCHRONY/AMAZON
4620L	Adult AV	12/27/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/28/21	MIDWEST TAPE
4620L	Adult AV	12/28/21	BAKER AND TAYLOR
4620L	Adult AV	12/29/21	BAKER AND TAYLOR
4620L	Adult AV	12/6/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/6/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/7/21	BAKER & TAYLOR INC.
4620L	Adult AV	12/9/21	SYNCHRONY/AMAZON

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

Account ID	Account Description	Date	Vendor Name
4620L	Adult AV	12/15/21	BAKER & TAYLOR INC.
4630L	Youth Print	12/1/21	SCHOLASTIC, INC.
4630L	Youth Print	12/1/21	SCHOLASTIC, INC.
4630L	Youth Print	12/1/21	INGRAM
4630L	Youth Print	12/1/21	INGRAM
4630L	Youth Print	12/1/21	INGRAM
4630L	Youth Print	12/1/21	INGRAM
4630L	Youth Print	12/1/21	BAKER AND TAYLOR
4630L	Youth Print	12/1/21	BAKER AND TAYLOR
4630L	Youth Print	12/1/21	BAKER AND TAYLOR
4630L	Youth Print	12/1/21	BAKER AND TAYLOR
4630L	Youth Print	12/1/21	BAKER AND TAYLOR
4630L	Youth Print	12/2/21	BAKER AND TAYLOR
4630L	Youth Print	12/3/21	BAKER AND TAYLOR
4630L	Youth Print	12/3/21	BAKER AND TAYLOR
4630L	Youth Print	12/3/21	BAKER AND TAYLOR
4630L	Youth Print	12/4/21	BAKER AND TAYLOR
4630L	Youth Print	12/6/21	BAKER AND TAYLOR
4630L	Youth Print	12/6/21	INGRAM
4630L	Youth Print	12/6/21	BAKER AND TAYLOR
4630L	Youth Print	12/6/21	BAKER AND TAYLOR
4630L	Youth Print	12/7/21	BAKER AND TAYLOR
4630L	Youth Print	12/8/21	MC/AMAZON
4630L	Youth Print	12/8/21	MC/AMAZON
4630L	Youth Print	12/8/21	INGRAM
4630L	Youth Print	12/8/21	INGRAM
4630L	Youth Print	12/8/21	BAKER AND TAYLOR
4630L	Youth Print	12/8/21	BAKER AND TAYLOR
4630L	Youth Print	12/8/21	CRIMSON MULTIMEDIA DIST., INC.
4630L	Youth Print	12/9/21	MC/AMAZON
4630L	Youth Print	12/9/21	MC/AMAZON
4630L	Youth Print	12/9/21	SYNCHRONY/AMAZON
4630L	Youth Print	12/9/21	BAKER AND TAYLOR
4630L	Youth Print	12/10/21	BAKER AND TAYLOR
4630L	Youth Print	12/10/21	BAKER AND TAYLOR
4630L	Youth Print	12/12/21	INGRAM
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/14/21	INGRAM
4630L	Youth Print	12/14/21	INGRAM
4630L	Youth Print	12/14/21	BAKER AND TAYLOR
4630L	Youth Print	12/14/21	BAKER AND TAYLOR
4630L	Youth Print	12/14/21	MC/AMAZON
4630L	Youth Print	12/15/21	INGRAM

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

Account ID	Account Description	Date	Vendor Name
4630L	Youth Print	12/15/21	BAKER AND TAYLOR
4630L	Youth Print	12/15/21	CAVENDISH SQUARE
4630L	Youth Print	12/16/21	BAKER AND TAYLOR
4630L	Youth Print	12/16/21	BAKER AND TAYLOR
4630L	Youth Print	12/17/21	BAKER AND TAYLOR
4630L	Youth Print	12/17/21	BAKER AND TAYLOR
4630L	Youth Print	12/17/21	BAKER AND TAYLOR
4630L	Youth Print	12/17/21	MC/AMAZON
4630L	Youth Print	12/19/21	INGRAM
4630L	Youth Print	12/20/21	INGRAM
4630L	Youth Print	12/20/21	BAKER AND TAYLOR
4630L	Youth Print	12/20/21	BAKER AND TAYLOR
4630L	Youth Print	12/21/21	BAKER AND TAYLOR
4630L	Youth Print	12/23/21	INGRAM
4630L	Youth Print	12/23/21	BAKER AND TAYLOR
4630L	Youth Print	12/23/21	BAKER AND TAYLOR
4630L	Youth Print	12/28/21	BAKER AND TAYLOR
4630L	Youth Print	12/28/21	BAKER AND TAYLOR
4630L	Youth Print	12/7/21	BAKER AND TAYLOR
4630L	Youth Print	12/13/21	BAKER AND TAYLOR
4630L	Youth Print	12/27/21	BAKER AND TAYLOR
4640L	Youth AV	12/1/21	BAKER & TAYLOR INC.
4640L	Youth AV	12/2/21	MC/UNCLE GOOSE
4640L	Youth AV	12/6/21	BAKER & TAYLOR INC.
4640L	Youth AV	12/9/21	MC/AMAZON
4640L	Youth AV	12/9/21	MIDWEST TAPE
4640L	Youth AV	12/9/21	SYNCHRONY/AMAZON
4640L	Youth AV	12/9/21	SYNCHRONY/AMAZON
4640L	Youth AV	12/10/21	BAKER & TAYLOR INC.
4640L	Youth AV	12/13/21	BAKER & TAYLOR INC.
4640L	Youth AV	12/19/21	SYNCHRONY/AMAZON
4640L	Youth AV	12/22/21	FINDAWAY WORLD, LLC
4640L	Youth AV	12/22/21	MC/AMAZON
4640L	Youth AV	12/3/21	BAKER & TAYLOR INC.
4640L	Youth AV	12/6/21	BAKER & TAYLOR INC.
4650L	Print Serials	12/1/21	MC/POLISH BOOKSTORE
4650L	Print Serials	12/1/21	MC/CHICAGO TRIBUNE
4650L	Print Serials	12/22/21	MC/KD MARKET
4650L	Print Serials	12/28/21	MC/CHILDRENS TECHNOLOGY REVIEW
4650L	Print Serials	12/28/21	MC/NATIONAL WILDLIFE FEDERATIO
4650L	Print Serials	12/26/21	MC/WALL STREET JOURNAL
4660L	Electronic Resources	12/1/21	WEST PAYMENT CENTER
4661L	Digital Media	12/7/21	GALE
4661L	Digital Media	12/5/21	OVERDRIVE, INC.
4661L	Digital Media	12/5/21	OVERDRIVE, INC.
4661L	Digital Media	12/5/21	OVERDRIVE, INC.
4661L	Digital Media	12/22/21	OVERDRIVE, INC.

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

Account ID	Account Description	Date	Vendor Name
4661L	Digital Media	12/22/21	OVERDRIVE, INC.
4661L	Digital Media	12/22/21	OVERDRIVE, INC.
4661L	Digital Media	12/22/21	OVERDRIVE, INC.
4661L	Digital Media	12/22/21	OVERDRIVE, INC.
4661L	Digital Media	12/31/21	MIDWEST TAPE
4661L	Digital Media	12/31/21	KANOPY, INC.
4661L	Digital Media	12/2/21	OVERDRIVE, INC.
4661L	Digital Media	12/3/21	OVERDRIVE, INC.
4661L	Digital Media	12/7/21	OVERDRIVE, INC.
4661L	Digital Media	12/14/21	OVERDRIVE, INC.
4661L	Digital Media	12/21/21	OVERDRIVE, INC.
4661L	Digital Media	12/29/21	OVERDRIVE, INC.
4663L	Library of Things	12/1/21	MC/AMAZON DIGITAL
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/AMAZON DIGITAL
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/3/21	MC/AMAZON DIGITAL
4663L	Library of Things	12/3/21	MC/AMAZON DIGITAL
4663L	Library of Things	12/3/21	MC/AMAZON DIGITAL
4663L	Library of Things	12/3/21	MC/AMAZON DIGITAL
4663L	Library of Things	12/3/21	MC/ACORN TV
4663L	Library of Things	12/3/21	MC/ACORN TV
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/NETFLIX
4663L	Library of Things	12/3/21	MC/DISNEY
4663L	Library of Things	12/6/21	MC/NETFLIX
4663L	Library of Things	12/10/21	MC/ACORN TV
4663L	Library of Things	12/10/21	MC/ACORN TV
4663L	Library of Things	12/10/21	MC/ACORN TV
4663L	Library of Things	12/12/21	MC/NETFLIX
4663L	Library of Things	12/12/21	MC/NETFLIX
4663L	Library of Things	12/16/21	MC/AMAZON
4663L	Library of Things	12/21/21	MC/T-MOBILE

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

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	12/31/21	Service Charge	0.25
7750B-016	Bldg Fd: Building Maintenance	12/1/21	CHRISTOPHER KIDD & ASSOCIATES	1,968.75
7750B-016	Bldg Fd: Building Maintenance	12/6/21	FORCADE ASSOCIATES	750.00
7750B-016	Bldg Fd: Building Maintenance	12/16/21	COMED	3,268.48
7750B-016	Bldg Fd: Building Maintenance	12/29/21	AIRPORT ELECTRIC	61,286.00
7750B-017	Bldg Fd: Equipment & Furniture	12/1/21	DEMCO	(40.00)
Total Capital Project Restricted Fund Expenses for December, 2021				<u>\$67,233.48</u>

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

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	12/31/21	December 2021, interest expense accrual \$31,000 x 1/12	2,583.33

Total Debt Service Fund Expenses for December, 2021 \$ 2,583.33

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

Account ID	Account Description	Date	Vendor Name	Amount
8710G	Gift Fund: Books	12/1/21	BAKER AND TAYLOR	14.66
8740G	Gift Fund: Operating Expenses	12/10/21	DESIGN GROUP SIGNAGE	448.13
Total Gift Fund Expenses for December, 2021				<u>\$ 462.79</u>

MONTHLY EXPENSE SUMMARY

YEAR TO DATE DECEMBER 2021									
		Annual	Annual				YTD Variance - Actual vs Budget		
	Line	Budget	Budget % to Total	YTD Actual	Actual % to Total	% of Budget Expended	\$	%	% of TTL VAR
Salaries & Benefits									
Salaries	4110	5,817,200.00		5,609,294.00		96.4%	(207,906.00)	-3.6%	35.5%
IMRF	4120	552,800.00		547,774.53		99.1%	(5,025.47)	-0.9%	0.9%
MC / FICA	4130	444,600.00		405,745.54		91.3%	(38,854.46)	-8.7%	6.6%
Insurance - Medical	4140	745,000.00		733,993.90		98.5%	(11,006.10)	-1.5%	1.9%
Insurance - Life	4140	1,500.00		1,264.12		84.3%	(235.88)	-15.7%	0.0%
Unemployment Compensation Tax	4150	7,200.00		18,577.93		258.0%	11,377.93	158.0%	-1.9%
Subtotal (4110L - 4150L)		7,568,300.00	77.9%	7,316,650.02	80.1%	96.7%	(251,649.98)	-3.3%	43.0%
Management Expense									
Audit	4210	7,000.00		5,000.00		71.4%	(2,000.00)	-28.6%	0.3%
Legal Fees	4220	10,000.00		3,480.00		34.8%	(6,520.00)	-65.2%	1.1%
Printing	4230	44,000.00		37,225.17		84.6%	(6,774.83)	-15.4%	1.2%
Marketing	4240	18,375.00		10,297.79		56.0%	(8,077.21)	-44.0%	1.4%
Resources	4250	965.00		615.35		63.8%	(349.65)	-36.2%	0.1%
Professional Dues	4260	7,215.00		8,852.00		122.7%	1,637.00	22.7%	-0.3%
Board Development/Training	4270	2,500.00		1,288.96		51.6%	(1,211.04)	-48.4%	0.2%
Human Resources	4280	126,835.00		84,565.50		66.7%	(42,269.50)	-33.3%	7.2%
Other Operating	4290	49,015.00		45,551.78		92.9%	(3,463.22)	-7.1%	0.6%
Subtotal (4210L - 4290L)		265,905.00	2.7%	196,876.55	2.2%	74.0%	(69,028.45)	-26.0%	11.8%
Operating Expenses									
Telecommunications	4310	47,224.00		40,444.58		85.6%	(6,779.42)	-14.4%	1.2%
Insurance	4320	95,160.00		93,294.00		98.0%	(1,866.00)	-2.0%	0.3%
Office Supplies	4340	25,000.00		11,655.46		46.6%	(13,344.54)	-53.4%	2.3%
Library Supplies	4350	26,600.00		10,129.94		38.1%	(16,470.06)	-61.9%	2.8%
Postage	4360	20,300.00		16,010.41		78.9%	(4,289.59)	-21.1%	0.7%
Contract Services	4380	31,780.00		28,704.09		90.3%	(3,075.91)	-9.7%	0.5%
IT Services	4390	64,920.00		72,779.23		112.1%	7,859.23	12.1%	-1.3%
Subtotal (4310L - 4390L)		310,984.00	3.2%	273,017.71	3.0%	87.8%	(37,966.29)	-12.2%	6.5%
Building Expense									
Building Maintenance	4410	205,002.00		158,782.24		77.5%	(46,219.76)	-22.5%	7.9%
Equipment Maintenance	4420	124,100.00		99,745.21		80.4%	(24,354.79)	-19.6%	4.2%
Janitorial	4440	90,810.00		59,324.04		65.3%	(31,485.96)	-34.7%	5.4%
Equipment	4450	165,400.00		109,200.86		66.0%	(56,199.14)	-34.0%	9.6%
Utilities	4460	45,238.00		42,512.01		94.0%	(2,725.99)	-6.0%	0.5%
Subtotal (4410L - 4460L)		630,550.00	6.5%	469,564.36	5.1%	74.5%	(160,985.64)	-25.5%	27.5%
Library Materials									
Adult Print	4610	196,700.00		183,430.10		93.3%	(13,269.90)	-6.7%	2.3%
Adult AV	4620	63,800.00		52,558.35		82.4%	(11,241.65)	-17.6%	1.9%
Youth Print	4630	134,900.00		124,057.47		92.0%	(10,842.53)	-8.0%	1.9%
Youth AV	4640	25,500.00		25,199.62		98.8%	(300.38)	-1.2%	0.1%
Subscriptions	4650	18,400.00		14,407.13		78.3%	(3,992.87)	-21.7%	0.7%
Electronic Resources	4660	181,297.00		180,967.42		99.8%	(329.58)	-0.2%	0.1%
Digital Media	4661	178,914.00		189,700.24		106.0%	10,786.24	6.0%	-1.8%
E-Learning	4662	48,708.00		31,412.60		64.5%	(17,295.40)	-35.5%	3.0%
Library of Things	4663	20,700.00		16,531.76		79.9%	(4,168.24)	-20.1%	0.7%
Microform	4670	900.00		640.55		71.2%	(259.45)	-28.8%	0.0%
Processing	4680	26,000.00		20,663.82		79.5%	(5,336.18)	-20.5%	0.9%
Programs	4690	44,970.00		34,951.06		77.7%	(10,018.94)	-22.3%	1.7%
Subtotal (4610L - 4680L)		940,789.00	9.7%	874,520.12	9.6%	93.0%	(66,268.88)	-7.0%	11.3%
Total (4110L - 4680L)		9,716,528.00	100.0%	9,130,628.76	100.0%	94.0%	(585,899.24)	-6.0%	100.0%
Reimbursable Activity									
Foundation Expenses (9530L)	9530	9,465.00		2,944.27			(6,520.73)	-68.9%	
Friends Expenses (9540L)	6540	14,000.00		10,096.54			(3,903.46)	-27.9%	
Village Shared Expense (9560L)	9560	2,800.00		1,919.95			(880.05)	-31.4%	
Grant Expense (9570L)	9570	0.00		2,844.61			2,844.61	-	
Total Reimbursable Activity		26,265.00		17,805.37			(8,459.63)	-32.2%	
Total Expenses - All Activities		9,742,793.00		9,148,434.13			(594,358.87)	-6.1%	

Mount Prospect Public Library
Board of Trustees

RESOLUTION NO. 2022-1

**A RESOLUTION ACKNOWLEDGING PAYMENT TO
MOUNT PROSPECT PUBLIC LIBRARY
UNDER THE TERMS OF THE GROUND LEASE BY
THE VILLAGE OF MOUNT PROSPECT**

WHEREAS, on November 6, 2002, the Mount Prospect Public Library ("Library") and the Village of Mount Prospect ("Village") entered into a Ground Lease Agreement ("Lease") providing, among other things, for the Village to lease certain property ("Property") from the Library; and

WHEREAS, the Library has caused its attorney and staff to review the terms of the Lease and the current status of the Property and its usage; and

WHEREAS, the attorney and staff have reported that both the Village and the Library are in substantial compliance with all material terms of the Lease; and

WHEREAS, the Library Board of Trustees have determined that it is in the best interests of the Village and its residents to assure that there is continued compliance with the Lease.

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

SECTION ONE: That the parties are in substantial compliance with all material terms of the Lease.

SECTION TWO: That the Library Board of Trustees will receive before December 31, 2021 from the Village of Mount Prospect the sum of \$1.00 as is due per the terms of the Lease and authorized per Village Resolution No. 1-22 passed January 4, 2022.

SECTION THREE: That this Resolution shall be in full force and effect from and after its passage in the manner provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 20th day of January 2022.

Michael Duebner
Library Board President

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

November and December 2021

Circulation

- 1) In November and December, Circulation received help with department tasks from South Branch, Fiction/AV/Teen, and Administration. Through the combined efforts of multiple people, Circulation has continued to function well even without three of our full-time staff.
- 2) In December, setup and testing began on the new 24/7 Hold Lockers. Our goal is to go live with the lockers for patrons in early January.

Community Engagement

- 1) The library donated 215 books for 90 families as part of the Village of Mount Prospect Holiday Program.
- 2) The library served as a site for three donation drives in conjunction with community partners:
 - a. Winter clothing to benefit clients of WINGS, a local organization that works with victims of domestic violence. (State Representative Mark Walker and State Senator Ann Gillespie)
 - b. Pajamas for children in foster care. (State Senator Julie Morrison)
 - c. Food for the Village's annual holiday program for families in need. Donations were collected at both the Main Library and South Branch. (Mount Prospect Village of Mount Prospect Human Services Department)
- 3) At the request of a teacher from District 214's Academy (a specialized school for students who have an identified disability), we are serving as a distribution site for stickers created by the program's service-learning class. The students identified mental health as the focus for their semester project and created stickers to help spread the word about the Crisis Text Line, which connects texters to a crisis counselor. The stickers are displayed in the public washrooms in the main lobby and in the Teen Space.
- 4) We visited District 59's Early Learning Center to promote library services and programs to parents who participate in Family University, a program that supports parents and caregivers in the role of first teacher of their children. There are plans to visit this group again in the spring.



Fiction/AV/Teen

- 1) December's "Incredible Giftables" program gave teen patrons the opportunity to create several crafts suitable for holiday gift-giving.
- 2) The Exam Cram finals event was reinvented for pandemic times as exam survival kits that high schoolers could pick up contained stress relief activities and study supplies.
- 3) We held a school outreach "Tinker Day" activity at Rolling Meadows High School in November and December.
- 4) In November we offered adult and teen patrons to celebrate National Novel Writing Month.
- 5) The department welcomed Angel Swartz as a new Readers' Advisor.
- 6) Patron comments:
 - a. Upon receiving assistance with early Hoopla use: "I just wanted to let you know that I am new to this but really appreciate and enjoy it."

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- b. A family new to the community mentioned how much they already liked the library and that “it was even nicer” than the municipal library they went to before.
- c. A non-resident patron was thankful for the way we have our DVDs organized, she said she doesn’t like how her home library organizes theirs by genre and finds it very confusing. (We hear this a lot!)

Reference

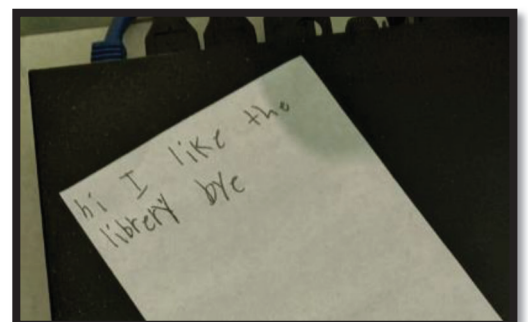
- 1) In November we started a subscription to ComicsPlus, which offers access to thousands of digital comics, graphic novels, and manga from more than 100 publishers. Titles are always available and there is no limit on the number of titles that can be checked out.
- 2) We hosted the “Mount Prospect Stories: Bits and Pieces of Mount Prospect History” program on November 10 for 33 attendees. The program was recorded and as of December 1 the recording had been viewed 190 times.
- 3) We completed researching the history of seven houses on the Mount Prospect Historical Society 2021 Housewalk.
- 4) We staffed a table at the library at the Village Senior Fair on November 4.

Registration

- 1) In 2021, 20 patrons registered for library cards thanks to the Cards for Kids program.
- 2) During 2021, 3,192 patrons self-registered for library cards.

South Branch

- 1) We added a new Library of Things collection housed at South Branch; five Wi-Fi hotspots, two-week checkout, no holds allowed, and have had 10 checkouts since introducing the collection.
- 2) We created a new display for all our board games that are available for in-house use and saw a big increase in usage. It also it helps keep kids entertained while their parents use the computers. A group of teens used the board games a few times, and it was great to see teens spending time at the South Branch again.
- 3) South Branch staff picked up shifts at the Main Library Circulation desk while they were short-staffed, for a total of 20 hours in November and December combined. South Branch staff gained from the experience, observing differences between circulation processes at Main Library versus South Branch and interacting with staff at the Main Library. One staff member also mentioned seeing a few patrons at the Main Library who regularly visit the South Branch and it was nice to have that connection.
- 4) A young patron left us a kind anonymous note: “Hi I like the library bye.”

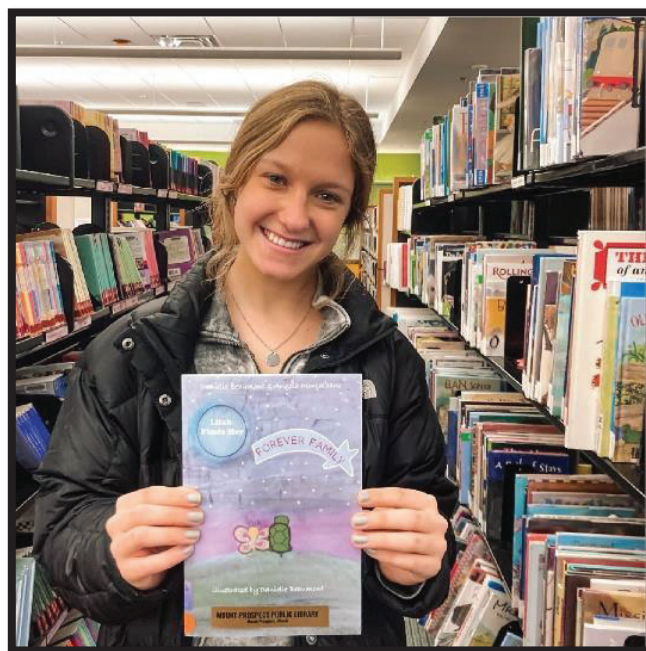


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- 5) South Branch created a Staff Picks display using customized sticky notes that was popular with patrons.

Youth Services

- 1) We presented a successful “Best Books” program via Zoom (rated 4.95 out of 5 stars): 36 screens logged into the webinar, and 44 people filled out the giveaway raffle form. The presentation was also posted on YouTube and has received nearly 100 views. Patron comments included: “I always look forward to this program and I’m so sorry I missed it thank you so much for posting the recording. You made my day!” and “Thank you for continuing to do this!”
- 2) November was an exciting month for web resources. PebbleGo! had 685 article views, up from 206 the previous month. ComicsPlus, a new streaming source for comics for children, teens, and adults, debuted with 13 youth views. And finally, the Youth Services blog had 1,033 page views, up from 576 the previous month. This is most likely due to the post featuring the “Best Books” program.
- 3) Former storytime participant Danielle Beaumont is publishing her very own book, which we have added to the local author collection. Her family are regular patrons and are very active in library programming. Danielle recently posed for a photo at the library, which was added to Facebook.
- 4) We created a new board book collection in December. The new display is located on the bottom shelves of row 1 in the Family Place—the perfect eye level for patrons who would be using these books.
- 5) Minecraft Mania, a company run by high school and college students, presented two Winter Challenges. Children were asked to build a snow globe or a gingerbread house. Attendee comments included:
 - “I’d be really sad if this is the last program like this.”
 - “This is the funnest program my mom ever signed me up for.”
 - “This is really fun!”



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Building & Security

- 1) We completed the replacement of the electrical switchboard on December 27 while the library was closed.

Collection & Bibliographic Services

- 1) In November and December, we tested a new workflow where we download existing Baker & Taylor catalog records as part of our materials-ordering process instead of manually creating new ones. This new approach represents a big leap forward in terms of efficiency, but we won't stop there. It's just Phase 1 of our implementation of "Electronic Ordering and Invoicing" initiative, which will ultimately help us make the most of what Horizon has to offer with its Acquisitions features.

Communications and Creative Services

- 1) We rolled out our first brand refresh pieces in November and December to the community, including the e-newsletter, social media graphics, and January/February newsletter. In the current print newsletter, we invited readers to sign up for the e-newsletter through a QR code, which not only allows readers quick access but gives us a way to track the actions of our readers and initiatives.
- 2) In December we completed the updated Style Guide for the library, a reboot of an effort from 2019 that became meaningful for our new efforts since the rebranding project.
- 3) E-newsletter:
 - a. Launched a new branded template design for e-news starting December 17.
 - b. Highest single clickthrough rates (49%) for all November/December emails were *New Fiction in December*, the monthly spotlight, and the adult take home craft project.
 - c. The final two emails of 2021 with the new template averaged 34% open rate compared to previous average of 24%.
 - d. The Youth Services monthly email campaign averages 55% open rate with the 2021 "Best Books" program and "STEAM: Snow Science" receiving the highest clickthrough rate.

Human Resources

- 1) Number of terminations: 2
- 2) Number of new hires:
 - a. Content Coordinator, Readers' Advisor, Research Assistant, and Maintenance Technician
- 3) Staff anniversaries:
 - a. Patty Griffin, Benefits Coordinator, 5 years; Jordan Kurtz, Circulation Assistant, 15 years
- 4) Above and Beyond Award:
 - a. Emily Cisneros, Circulation Assistant
 - b. Rory Dennison, Circulation Assistant
 - c. Lauren Soroka, Circulation Assistant
 - d. Ginny Schlachter, Research Services Assistant
 - e. Laura Bos, Technology Youth Librarian
 - f. Devin Gackle, Web Content Editor
 - g. Anne Shaughnessy, Reference Librarian
 - h. Andrew Kaiser, Network Technician
 - i. Jimmy Stefanis, Fiction/AV/Teen Assistant
 - j. Rachel Leiner, South Branch Outreach Assistant
- 5) COVID-19 vaccine recap for 2021: 95% of staff are vaccinated and 74% of those are boosted.

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- 6) We researched, evaluated, and signed an agreement to implement the Applicant Tracking System (ATS) module with Paycom to automate our recruitment process. Implementation will be completed in January.
- 7) We finalized the performance evaluation criteria as a first step in the “merit increase” objective for 2022 and shared the criteria and new process with all staff. Work will continue related to supervisor training, finalizing documents/tools, and establishing new procedures. We are moving from anniversary date evaluations throughout the year to a set timeframe (September, October, December) of each year for all staff.

Information Technology

- 1) We installed two new 3D printers in Research Services and Youth Services which replaced our older models.
- 2) We diagnosed and fixed slow transfer speeds at South Branch, making sure their connection is strong and stable.
- 3) The new version of the catalog was rolled out in November, and we continue to tweak it to address minor issues.
- 4) The Meeting Room A audiovisual project was completed in December. The system is fully functional (even though we are waiting on one more small part) and staff are being trained and are practicing using it.
- 5) We ordered all of the equipment for the Digital Media Lab, funded by a state grant. The implementation timeline will depend on delivery.
- 6) We ordered and have received laptops that are designated for public circulation and plan to roll them out to the public soon.

Learning

- 1) The focus for this year’s Staff In-Service Day (November 5) was “working better together” with about 120 staff attending the 100% virtual day. All staff participated in the two-hour morning session where the four-quadrant communication/personality profile assessment DISC was used to help staff explore their own personality traits with exercises in a small group format. In the afternoon, staff chose from sessions on meditation, yoga, time management, communication, exercise, and mental health.
- 2) We have scheduled the first Staff In-Service Day of 2022 for February 4. Our strategic planning consultants will run three exercises for staff where we will gather information for the plan. Afterwards, Peter Metzner from Dynamic Change, Inc. will come back and run a follow-up to the November 5 SID. He will have staff examine the best ways to communicate with others who do not share similar DISC traits.
- 3) All staff completed the online course *Preventing Discrimination and Harassment* for MPPL to remain in compliance with the State of Illinois sexual harassment prevention training mandate. All active staff also completed the course *Unintentional Still Hurts: Bias, Microaggressions, STEP Up*. This course was part of our on-going EDI training and development program.
- 4) Our EDI consultant, Dr. Destiny Peery, attended both the November and December EDI Committee meetings to facilitate discussions that helped us gather information for the strategic framework document. This will help guide the decision-making process regarding EDI related issues and the library’s path forward in this work.

Friends of the Mount Prospect Public Library

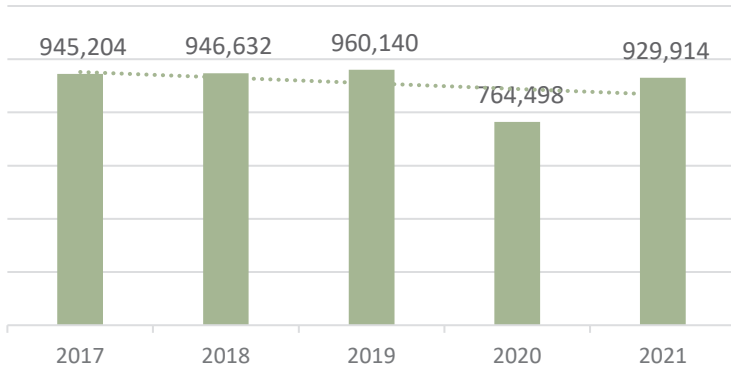
- 1) The Friends and Building Services coordinated to expand the book trolley locations on the second floor. The new shelves were highlighted in the December 3 e-newsletter to promote holiday materials, and the Friends website received the highest clickthrough rate for that issue.
- 2) The Friends approved 2022 funding totaling \$23,500. New initiatives include YS Woven Together community read and the FAVT-led library-wide community read. The Friends will also provide support for the Morale Committee, Teddy Bear Walk, FanFest, summer reading, author events, and reading programs.
- 3) All book sales for the remainder of 2021 were canceled, and the group is evaluating a sale in the Spring of 2022.

Mount Prospect Public Library Foundation

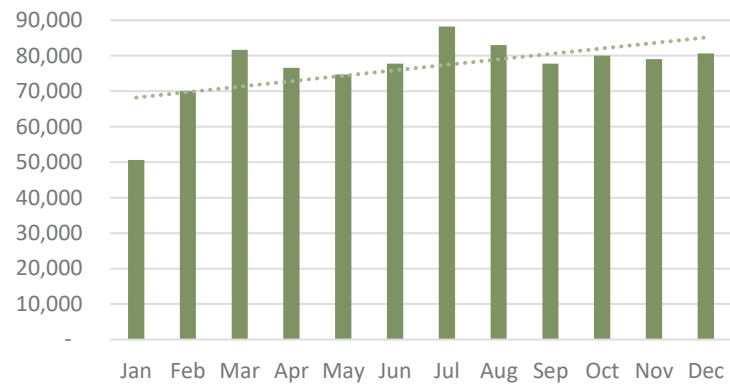
- 1) The Fall Raffle raised \$1,121 through selling tickets inside the library through order forms and online. Staff feedback included:
 - a. "The raffle feedback from patrons was overwhelmingly positive."
 - b. "Patrons were happy to fill out the forms and turn them into the Patron Services desk. They were glad to see baskets back and were excited to participate."
 - c. "There was truly little burden our staff, other than collecting the envelopes, which was nice."
- 2) The End-of-Year Appeals Campaign was launched and will close on February 28. The Foundation Board produced content and compiled and mailed 286 pieces in total. MPPL staff assisted with printing, proofing, and updating addresses.
- 3) The Foundation is planning a Chocolate Raffle for March 4-18 and will sell tickets inside the library and online.

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2021 Year End Statistics

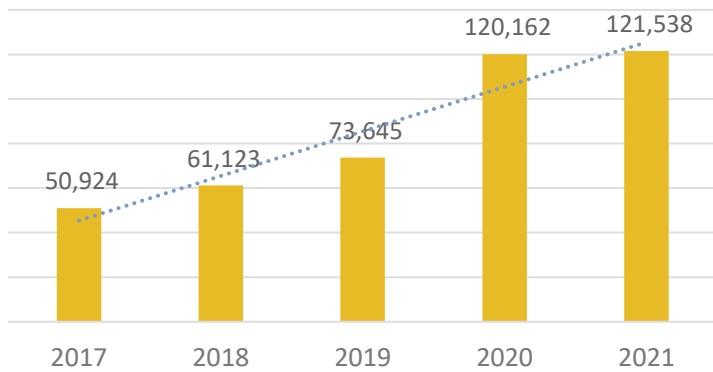
Overall Circulation YTD



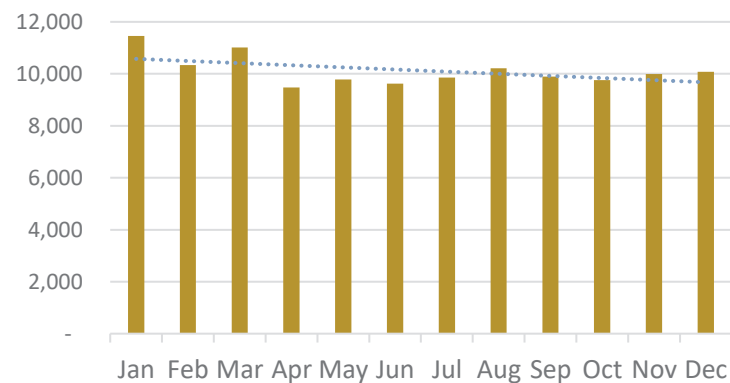
Overall Circulation 2021 by Month



eMedia Circulation YTD

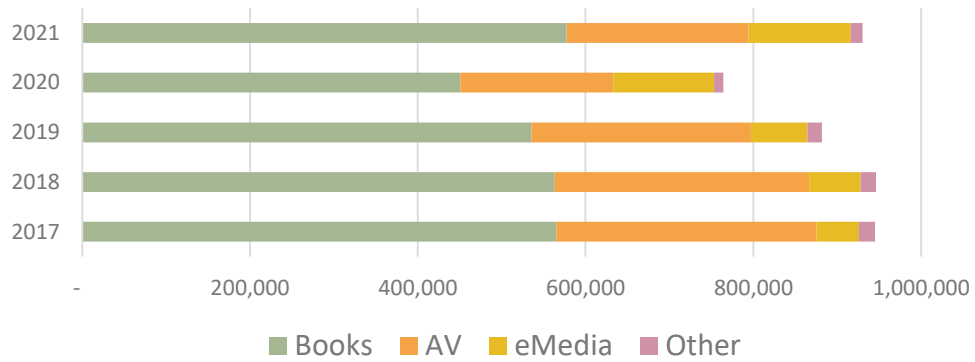


eMedia Circulation 2021 by Month

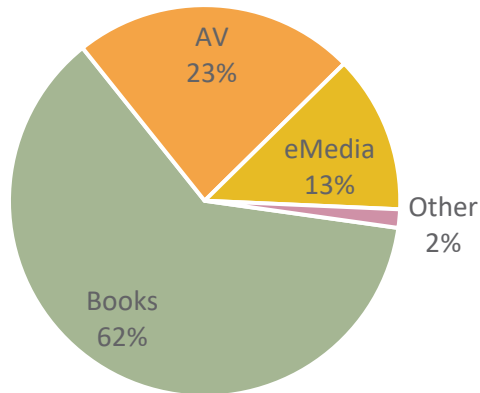


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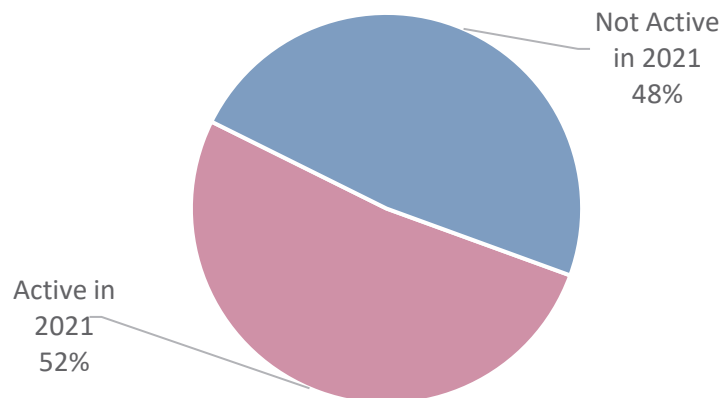
Circulation by Type



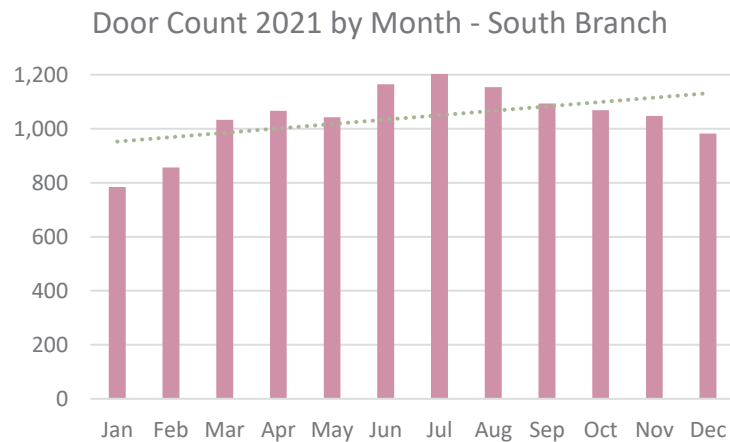
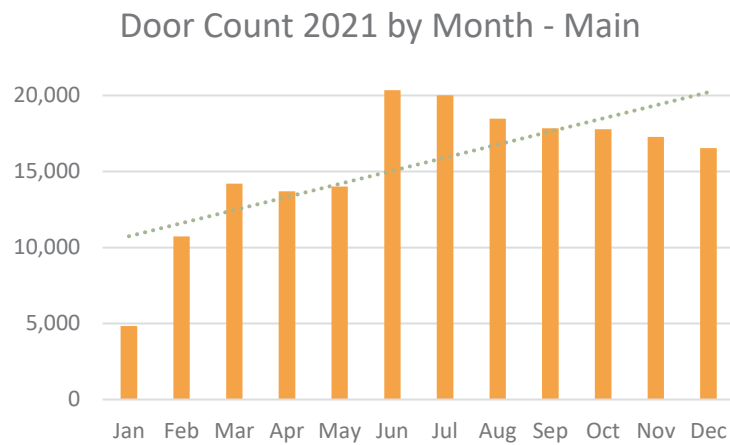
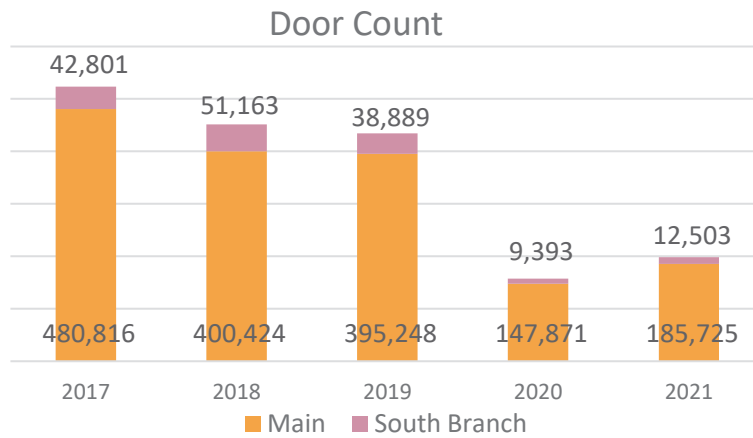
Circulation by Type - 2021



Resident Card Activity 2021

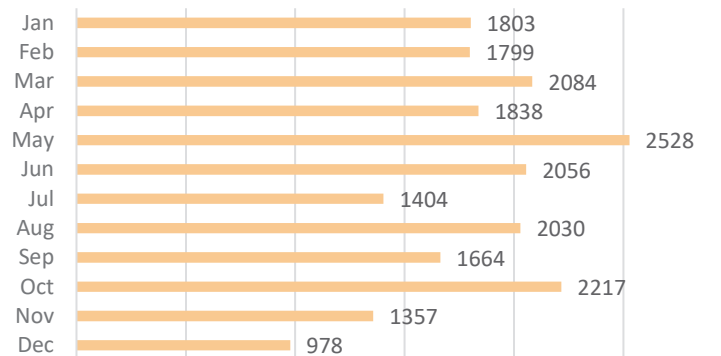


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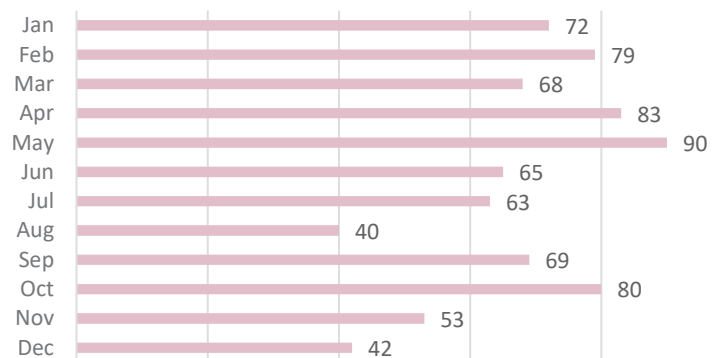
Program Attendance 2021 by Month



November and December 2021 Notable Programs

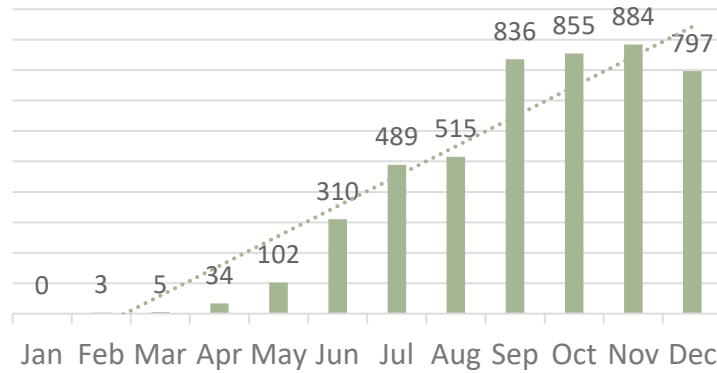
- 12 youth school visits/outreach in November/December (337)
- 9 Jugar y Aprender sessions in November/December (66)
- 2 Bingo para la familia sessions in November/December (112)
- 5 Outdoor Storytimes at Pocket Park in November/December (148)
- 4 Teen Exam Cram study lounge sessions in December (65)
- 11/9: Holiday Baking and Entertaining (59)
- 11/10: Mount Prospect Stories: Bits and Pieces of History (recording 196)
- 11/18: Cutting the Cord: Getting the Most out of Streaming Services (46)
- 11/22: The 1950 U.S. Federal Census (70)
- 12/4: Teddy Bear Walk: Santa Claus is Coming to Town (175); Virtual (60)
- 12/6: Growing Green Indoors (52)
- 12/31: Noon Year's Eve (85)

Number of Programs 2021 by Month

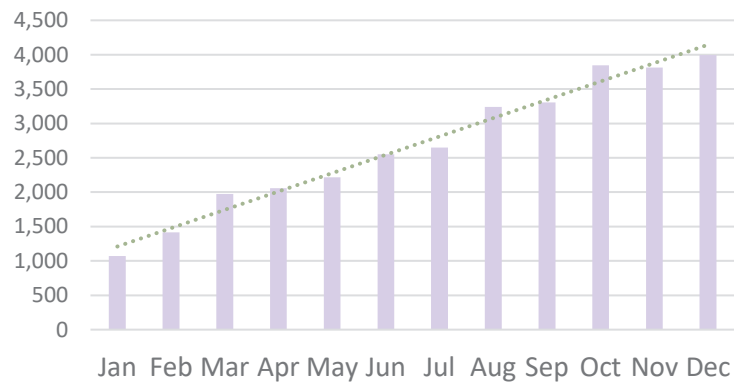


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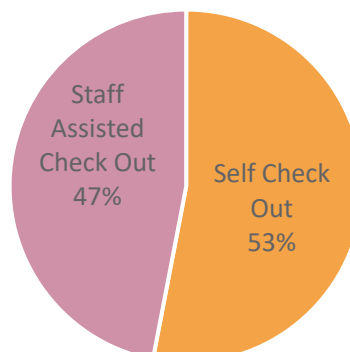
Study Room Usage Monthly 2021



Wireless Access Users Monthly 2021



Check Out Method
2021, Main



2021 Goals Progress Summary - Final Report

Strategic Plan Timeline	Establish timeline	100%
	Solicit and select facilitator	100%
	Costs included in 2022 budget	100%
Brand Refresh	Solicit and select consultant	100%
	Refresh brand and identity	100%
	Create marketing plan	95%
Brand Refresh	Evaluate staffing and resources	100%
	Create new branded website	5%
Brand Refresh	Create EDI statement	100%
	EDI webpage	100%
	EDI promotion	100%
Brand Refresh	Materials ongoing diversity audit	100%
	Programming goals implemented	100%
	Staff training goals implemented	100%
Brand Refresh	Identify steps to improve staff diversity	35%
	Identify steps to improve trustee diversity	35%
Brand Refresh	Increase program budget	100%
	Increase LoT budget	100%
	Increase materials budget toward 12%	100%
Brand Refresh	Salaries and benefits toward 70%	100%
Brand Refresh	Programs: Adult collaboration	100%
	Programs: Virtual continuation	100%
	Upgrade AV to support virtual programs	100%
Brand Refresh	Evaluate open hours	100%
	Support school catch up	100%
	Improve staff/public furniture protection	100%
Brand Refresh	Remove patron barriers	100%
	Identify sustainability measures	50%
	Evaluate satellite library locations	0%
Brand Refresh	Evaluate library chat bot	0%
	Evaluate CCC expansion	100%
	Repairs and improvements	100%
Brand Refresh	Evaluate staffing needs	100%