

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

Regular Board Meeting  
July 15, 2021 7:00 p.m.  
Meeting Room A

**AGENDA\***

- 1. Call to Order**
- 2. Roll Call**
- 3. 2020 Audit Presentation – Michael Del Valle, Lauterbach & Amen**
- 4. Public Comment**
- 5. President’s Report**
- 6. Consent Agenda (Action)**
  - a. Approve Minutes of Regular Board Meeting of June 17, 2021 **(3-4)**
  - b. Approve June Bills **(5)** and Financial Reports **(6-20)**
  - c. Approve bid for Room A AV Technology Update
  - d. Approve regular closure of library on Friday, November 5, 2021 for Staff In-Service Day
- 7. Second Quarter Financial Review**
- 8. Brand Refresh Update – Logo Presentation**
- 9. Executive Director Report (2)**
- 10. June 2021 Library Activity (22-30)**
- 11. Trustee Reports and Comments**
- 12. Upcoming Meetings and Events Calendar**
  - a. Committee of the Whole Meeting – August 5 (tentative)
  - b. Regular Board Meeting – August 19
    - i. Preliminary 2021 Budget and Levy discussion
- 13. Closed Session**
  - a. As pursuant to 5 ILCS 120/2 C (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
- 14. Reconvene Open Session**

Make any determinations resulting from the closed session.
- 15. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**July 15, 2021**

- 1. 2020 Audit Presentation.** This is agenda item number 3. Michael Del Valle, our auditor from Lauterbach & Amen, will be in attendance at the meeting to present the 2020 audit. Key staff have reviewed the audit and support the findings. The audit came back with a “clean” opinion again this year.
- 2. Consent Agenda.** This is agenda item number 6. Any item on the consent agenda can be removed by request and discussed and voted on separately. Included in this month’s consent agenda is the approval of the lowest responsible bidder for the Meeting Room A Audiovisual Upgrade project. The bid opening meeting will be held on July 12, and we will have the bid results available at the Board meeting.
- 3. Second Quarter Financial Review.** This is agenda item number 7. Head of Business Operations Karen Almeleh will present our second quarterly financial review. We will review revenue and expenditure variances against the 2021 budget. [\[Right size budget\]](#)
- 4. Brand Refresh Update.** This is agenda item number 8. There will be a presentation at the meeting to unveil the final version of the refreshed logo and what the next steps in the brand project will be. [\[Refresh brand and identity\]](#)
- 5. Reopening Report.** This is agenda item number 9. This will likely be the last formal reopening report as we are solidly in Phase 5 of the Restore Illinois plan. Since June 11 we have been largely back to normal at both Main and South Branch. We are still requiring masks for all in the Main youth section because children under the age of 12 are not yet eligible to be vaccinated. We all sincerely hope that the worst of the pandemic is behind us and are excited to be out of emergency mode and looking toward the future. [\[New normal\]](#)
- 6. Executive Session.** This is agenda item number 13. The Board will meet to review the annual Executive Director evaluation process and timeline.

**Regular Board Meeting  
June 17, 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 7:00 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald

Absent: Sylvia Haas, Kristine O'Sullivan

Staff Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel

Visitors: None

3. Public Comment

None.

4. President's Report

President Duebner read the David C. Jepson Resolution of Appreciation aloud.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of May 20, 2021
- b. Approve Minutes of Committee of the Whole Meeting of June 3, 2021
- c. Approve May 2021 Bills and Financial Reports
- d. Approve David C. Jepson Resolution of Appreciation
- e. Approve bid for Boiler B Replacement

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

6. Committee Appointments 2021-2022

President Duebner appointed the committee members:

- Finance: Trustee Gilligan, Chair; Trustee Fulk
- Personnel: Trustee Bass, Chair; Trustee Gilligan
- Outreach/Engagement: Trustee Haas, Chair; Trustee Groenwald; Trustee O'Sullivan

President Duebner reported that the Outreach/Engagement Committee is a new ad hoc committee designed to identify and develop opportunities to connect with residents for future Board and or committee roles from all segments of the Village. He requested that the committee draft their own charter (name, founding document, mission, responsibilities, etc.) as the first order of business and present to the full Board at the August or September Board meeting.

7. Brand Refresh Update

Director Reynders shared progress on the brand refresh project and showed a presentation from Simple Truth that outlined the new brand strategy, messaging, and identity.

8. Strategic Plan Timeline

Trustees reviewed the strategic planning timeline and process and generally agreed with the proposal, including hiring a facilitator, soliciting significant community input, and completing the plan between January and June 2022.

9. Executive Director Report

Director Reynders presented her report and answered questions.

10. May 2021 Library Report

Director Reynders confirmed that children in unincorporated areas can apply for a MPPL reciprocal library card through the Cards 4 Kids Act. Trustee Groenwald shared a compliment regarding outdoor summer reading sign up.

11. Trustee Reports and Comments

Director Reynders verified that the Second Quarter Financial Review and the 2020 Audit will be conducted at the July 15 Regular Board meeting.

12. Upcoming Meetings and Events Calendar

- a. Friends Book Sale – June 26 and 27
- b. No July 1 Committee of the Whole meeting
- c. Regular Board Meeting – July 15
  - i. Second Quarter Financial Review
  - ii. 2020 Audit Presentation

13. Executive Session

Motion was made by Trustee Duebner and seconded by Trustee Gilligan to adjourn to closed session per 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body at 8:07 p.m. Voice vote carried.

14. Reconvene Open Session

Open session was reconvened at 8:23 p.m.

15. Adjournment

Motion was made by Trustee Duebner and seconded by Trustee Fulk to adjourn the meeting at 8:24 p.m. Voice vote carried.

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Marie Bass, Secretary

Mount Prospect Public Library  
Board of Trustees  
**Treasurer's Report**

**Fund Balances as of JUNE 30, 2021**

Library General Fund	\$	6,189,050
Working Cash Fund	\$	2,211,742
Capital Projects Restricted Fund	\$	3,298,610
Debt Service Fund	\$	1,571,839
Gift Fund	\$	570,766
<b>Total All Funds</b>	<b>\$</b>	<b>13,842,006</b>

<b>Cash Disbursements June 2021</b>	<b>\$</b>	<b>709,648.77</b>
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**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	8,400,791
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		10.4
Combined Balance - Percentage in Reserve		86%

**YTD June Spending**

- \* \$258,451.40 below the year-to-date budget
- \* YTD Actual is 5.3% below YTD budget

**Percent of Full Year Budget Spent to date**

- \* YTD expected to spend 50% of the annual budget
- \* Spending to date was actually closer to 47.3% of the annual budget
- \* Last year we had expended about 42.3% of the annual budget

**Levy Collection**

- \* To date 53.6% of the 2020 Levy has been collected
- \* Last year 51.2% of the 2019 Levy had been collected through June 2020
- \* Historically, over the past six years, 51.2% to 53.6% (average of 51.9%) of the current year Levy has been collected YTD

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

For the Period Ended 06/30/2021

	<i>Current Month</i>	<i>Year To Date</i>
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ -	\$ 6,359,040
Taxes Allocated to Other Funds	-	(864,788)
Personal Property Replacement Taxes	19,771	47,482
Interest Income	215	1,766
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	6,000
Ground Lease Income	-	1
Miscellaneous Fees and Fines	2,484	9,489
Friends & Foundation Reimbursements	3,540	5,949
Village Reimbursements	410	820
<i>Total Revenues</i>	<u>\$ 26,420</u>	<u>\$ 5,565,759</u>
Expenditures		
Salaries & Benefits	\$ 597,187	3,601,190
Management Expense	21,843	92,224
Operating Expenses	14,286	192,008
Building Expense	26,387	217,164
Services and Resources	94,901	497,231
Friends & Foundation Reimbursable Expenses	1,444	7,405
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	137	820
<i>Total Expenditures</i>	<u>\$ 756,185</u>	<u>\$ 4,608,042</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 756,185</u>	<u>\$ 4,608,042</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (729,765)	\$ 957,717
Fund Balance - Beginning of Period	6,918,815	5,231,333
Fund Balance - End of Period	<u>\$ 6,189,050</u>	<u>\$ 6,189,050</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	\$ 2,211,669	\$ 2,211,096
Interest Allocation	73	646
Fund Balance - End of Period	<u>\$ 2,211,742</u>	<u>\$ 2,211,742</u>
<b>Capital Projects Restricted Fund</b>		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	68	910
<i>Total Revenues</i>	<u>\$ 68</u>	<u>\$ 910</u>
Expenditures		
Main: Bldg Maintenance	899	\$ 27,611
Main: Furnishings/Equipment	6,687	31,790
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	(226)	6,370
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 7,360</u>	<u>\$ 67,761</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (7,292)	\$ (66,851)
Fund Balance - Beginning of Period	3,305,902	3,365,461
Fund Balance - End of Period	<u>\$ 3,298,610</u>	<u>\$ 3,298,610</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	-	\$ 864,788
Interest Income	30	266
<i>Total Revenues</i>	<u>\$ 30</u>	<u>\$ 865,054</u>
Expenditures		
Interest Expense	5,108	\$ 30,650
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,108</u>	<u>\$ 30,650</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (5,078)	\$ 834,404
Fund balance - Beginning of Period	1,576,917	737,435
Fund balance - End of Period	<u>\$ 1,571,839</u>	<u>\$ 1,571,839</u>
<b>Gift Fund</b>		
Revenues	758	\$ 5,500
Expenditures	535	1,163
Excess (Deficiency) of Revenues over Expenditures	\$ 223	\$ 4,337
Fund Balance - Beginning of Period	570,543	566,429
Fund Balance - End of Period	<u>\$ 570,766</u>	<u>\$ 570,766</u>

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

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 597,186.80	
Management Expense (4210L - 4290L)	21,842.62	
Operating Expenses (4310L - 4390L)	14,286.34	
Building Expense (4410L - 4460L)	26,387.23	
Services and Resources (4610L - 4690L)	94,901.41	
Friends & Foundation reimbursable expenses (9530L and 9540L)	1,444.13	
VOMP reimbursable expenses (9560L)	136.68	
Grant Expenses (9570L)	-	
Total June 2021 Library General Fund Expenses	-	\$ 756,185.21

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 52.51	
Operating Expense Reimbursements received	4,361.12	
May 2021 Accrued Payroll & Benefits	152,773.77	
May 2021 Credit Card Payable	13,733.50	
May 2021 Accounts Payable	26,705.98	
Disbursements for Capital Project Restricted Fund	1,800.00	
Disbursements for Gift Fund	309.16	
	-	199,736.04

Deductions for Library General Fund Cash Disbursements:

June 2021 Accrued Payroll & Benefits	\$ 187,874.93	
June 2021 Credit Card Payable	18,963.04	
June 2021 Accounts Payable	44,406.52	
Miscellaneous (Flex refund of excess contributions)	(776.42)	
Payment of Nayax invoices & merchant fees by income offset	115.62	
Payment of Credit Card Merchant fees by income offset	18.31	
	-	(250,602.00)

*Total Library General Fund cash disbursed*

\$ 705,319.25

**CAPITAL PROJECTS RESTRICTED FUND**

June 2021 Expenses	\$ 7,359.75	
Plus: May 2021 Accounts Payable	1,348.30	
Less: June 2021 Accounts Payable	(4,608.30)	
Plus: Expense Reimbursement	3.50	
Plus: Disbursement for Gift Fund	226.27	
<i>Total Capital Projects Restricted Fund cash disbursed</i>	-	4,329.52

**DEBT SERVICE FUND**

June 2021 Expenses	\$ 5,108.33	
Plus: May 2021 Interest Payable	-	
Less: June 2021 Interest Payable	(5,108.33)	
<i>Total Debt Service Fund cash disbursed</i>	-	0.00

**GIFT FUND**

June 2021 Expenses	\$ 535.43	
Plus: May 2021 Accounts Payable	627.76	
Less: June 2021 Accounts Payable	(1,163.19)	
<i>Total Gift Fund cash disbursed</i>	-	0.00

**TOTAL CASH DISBURSEMENTS, June 2021**

\$ 709,648.77

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	6/1/21	05/31/2021 accrued payroll reversal	\$ (136,790.00)
4110L	Salaries	6/10/21	PAYROLL - PAYCOM	215,856.29
4110L	Salaries	6/24/21	PAYROLL - PAYCOM	212,624.24
4110L	Salaries	6/30/21	06/30/2021 accrued payroll	167,062.00
4120L	IMRF	6/1/21	05/31/2021 accrued payroll reversal	(13,253.00)
4120L	IMRF	6/28/21	VILLAGE OF MT. PROSPECT - IMRF	41,370.71
4120L	IMRF	6/30/21	06/30/2021 accrued payroll	16,039.00
4130L	MC / FICA	6/1/21	05/31/2021 accrued payroll reversal	(9,795.00)
4130L	MC / FICA	6/10/21	PAYROLL - PAYCOM	15,478.07
4130L	MC / FICA	6/24/21	PAYROLL - PAYCOM	15,271.42
4130L	MC / FICA	6/30/21	06/30/2021 accrued payroll	11,999.00
4140L	Insurance - Medical & Life	6/1/21	COBRA fee	(16.01)
4140L	Insurance - Medical & Life	6/28/21	VILLAGE OF MT. PROSPECT	61,247.14
4140L	Insurance - Medical & Life	6/28/21	VILLAGE OF MT. PROSPECT	92.94
4230L	Printing	6/29/21	NPN360	4,380.20
4230L	Printing	6/15/21	BANNERVILLE USA	310.00
4240L	Marketing	6/1/21	PADDOCK PUBLICATIONS, INC.	(75.00)
4240L	Marketing	6/1/21	THE JOURNAL AND TOPICS	50.00
4240L	Marketing	6/1/21	THE JOURNAL AND TOPICS	50.00
4240L	Marketing	6/16/21	THE JOURNAL AND TOPICS	50.00
4240L	Marketing	6/6/21	MC/CAN STOCK PHOTO INC	924.00
4250L	Resources	6/10/21	HR SOURCE (MANAGEMENT ASSOC)	150.00
4250L	Resources	6/21/21	MC/ALA	(5.26)
4260L	Professional Dues	6/1/21	MC/SOCIETY FOR HR MANAGEMENT	219.00
4260L	Professional Dues	6/1/21	HR SOURCE (MANAGEMENT ASSOC)	2,030.00
4270L	Board Development/Training	6/2/21	UNITED FOR LIBRARIES	149.00
4270L	Board Development/Training	6/24/21	SYNCHRONY/AMAZON	79.96
4280L	Human Resources	6/3/21	MC/GOV FINANCE OFFICERS ASSOC	150.00
4280L	Human Resources	6/1/21	ACCURATE EMPLOYMENT SCREENING, LLC	136.00
4280L	Human Resources	6/11/21	HRDIRECT	79.99
4280L	Human Resources	6/10/21	PAYROLL - PAYCOM	1,559.97
4280L	Human Resources	6/24/21	PAYROLL - PAYCOM	1,550.91
4280L	Human Resources	6/15/21	EMPLOYEE BENEFITS CORPORATION	118.75
4280L	Human Resources	6/11/21	ERIN EMERICK	1,000.00
4280L	Human Resources	6/11/21	ERIN EMERICK	1,000.00
4280L	Human Resources	6/11/21	CHELSEA LORD	1,000.00
4280L	Human Resources	6/11/21	CHELSEA LORD	1,000.00
4280L	Human Resources	6/11/21	ANDREA MARSHALL	93.00
4280L	Human Resources	6/11/21	ANDREA MARSHALL	93.00
4280L	Human Resources	6/4/21	MC/DISC PROFILING	19.98
4280L	Human Resources	6/7/21	MC/DISC PROFILING	9.99
4280L	Human Resources	6/9/21	MC/DISC PROFILING	119.88
4280L	Human Resources	6/17/21	MC/DISC PROFILING	119.88
4280L	Human Resources	6/10/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	3.92
4280L	Human Resources	6/24/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.02
4290L	Other Operating	6/1/21	FIFTH THIRD BANK	75.00
4290L	Other Operating	6/4/21	NAYAX LLC	8.46
4290L	Other Operating	6/11/21	NAYAX LLC	9.46
4290L	Other Operating	6/15/21	PROPAY	11.38
4290L	Other Operating	6/18/21	NAYAX LLC	7.41



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

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	6/25/21	NAYAX LLC	10.79
4290L	Other Operating	6/29/21	PROPAY	6.93
4290L	Other Operating	6/30/21	SIMPLE TRUTH COMMUNICATION PAR	5,298.00
4290L	Other Operating	6/14/21	DEX MEDIA	23.00
4290L	Other Operating	6/11/21	URBANA FREE LIBRARY	15.00
4310L	Telecommunications	6/11/21	AT&T	731.28
4310L	Telecommunications	6/13/21	AT&T	2,304.62
4310L	Telecommunications	6/14/21	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	6/19/21	AT&T	297.56
4310L	Telecommunications	6/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	6/28/21	VERIZON WIRELESS	338.46
4310L	Telecommunications	6/19/21	AT&T	136.68
4320L	Insurance	6/28/21	ARTHUR J. GALLAGHER	(445.00)
4340L	Office Supplies	6/11/21	STAPLES BUSINESS ADVANTAGE	33.14
4340L	Office Supplies	6/11/21	STAPLES BUSINESS ADVANTAGE	38.94
4340L	Office Supplies	6/14/21	WAREHOUSE DIRECT	7.39
4340L	Office Supplies	6/15/21	MC/COSTCO	118.09
4340L	Office Supplies	6/14/21	STAPLES BUSINESS ADVANTAGE	37.10
4340L	Office Supplies	6/21/21	WAREHOUSE DIRECT	29.55
4340L	Office Supplies	6/14/21	WAREHOUSE DIRECT	244.77
4340L	Office Supplies	6/14/21	WAREHOUSE DIRECT	11.99
4340L	Office Supplies	6/16/21	WAREHOUSE DIRECT	907.98
4340L	Office Supplies	6/19/21	MC/AMAZON	3.60
4340L	Office Supplies	6/22/21	MC/AMAZON	5.44
4340L	Office Supplies	6/11/21	MC/MEIJER	6.10
4340L	Office Supplies	6/14/21	WAREHOUSE DIRECT	10.89
4340L	Office Supplies	6/24/21	SYNCHRONY/AMAZON	1.72
4340L	Office Supplies	6/1/21		(78.10)
4350L	Library Supplies	6/14/21	WAREHOUSE DIRECT	91.25
4350L	Library Supplies	6/16/21	ELM USA, INC.	358.45
4350L	Library Supplies	6/15/21	GARVEY'S OFFICE PRODUCTS	35.12
4350L	Library Supplies	6/24/21	SYNCHRONY/AMAZON	203.44
4360L	Postage	6/30/21	POSTMASTER	1,831.60
4360L	Postage	6/3/21	MC/POSTMASTER	7.95
4360L	Postage	6/4/21	MC/POSTMASTER	23.85
4360L	Postage	6/9/21	MC/POSTMASTER	500.85
4360L	Postage	6/15/21	MC/POSTMASTER	7.95
4360L	Postage	6/24/21	MC/POSTMASTER	7.95
4360L	Postage	6/25/21	MC/POSTMASTER	7.95
4360L	Postage	6/29/21	MC/POSTMASTER	7.95
4360L	Postage	6/28/21	EMPLOYEE REIMBURSEMENTS	(4.25)
4390L	IT Services	6/4/21	MC/MICROSOFT	6.60
4390L	IT Services	6/4/21	MC/MICROSOFT	75.67
4390L	IT Services	6/4/21	MC/ADOBE	(22.49)
4390L	IT Services	6/6/21	MC/QUICKBASE	197.84
4390L	IT Services	6/6/21	MC/ADOBE	(22.49)
4390L	IT Services	6/9/21	MC/ZOHO CORPORATION	10.00
4390L	IT Services	6/11/21	TIME CLOCK PLUS	29.17
4390L	IT Services	6/15/21	MC/SAGE SOFTWARE	274.93
4390L	IT Services	6/29/21	MC/FARONICS	3,390.00
4390L	IT Services	6/1/21	TRAF-SYS INC	240.00
4390L	IT Services	6/1/21	UNIQUE MANAGEMENT SERVICES, INC.	370.00
4390L	IT Services	6/1/21	UNIQUE MANAGEMENT SERVICES, INC.	50.00
4390L	IT Services	6/1/21	UNIQUE MANAGEMENT SERVICES, INC.	50.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4390L	IT Services	6/1/21	UNIQUE MANAGEMENT SERVICES, INC.	37.50
4390L	IT Services	6/1/21	UNIQUE MANAGEMENT SERVICES, INC.	50.00
4390L	IT Services	6/1/21	UNIQUE MANAGEMENT SERVICES, INC.	50.00
4390L	IT Services	6/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	6/26/21	MC/ARTICULATE	499.00
4390L	IT Services	6/30/21	MC/ZOOM	180.00
4390L	IT Services	6/4/21	MC/SHIFTNAV PRO	49.00
4390L	IT Services	6/15/21	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	6/1/21	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	6/2/21	COMBINED ROOFING SERVICES LLC	1,750.00
4410L	Building Maintenance	6/2/21	COMBINED ROOFING SERVICES LLC	(122.50)
4410L	Building Maintenance	6/15/21	CINTAS FIRE PROTECTION	208.41
4410L	Building Maintenance	6/18/21	CITADEL INFORMATION MANAGEMENT	484.15
4410L	Building Maintenance	6/23/21	IMBERT INTERNATIONAL, INC.	785.00
4410L	Building Maintenance	6/2/21	NERADT ACE HARDWARE	31.96
4410L	Building Maintenance	6/3/21	NERADT ACE HARDWARE	9.99
4410L	Building Maintenance	6/8/21	FILTER SERVICES ILLINOIS	947.68
4410L	Building Maintenance	6/9/21	W. W. GRAINGER, INC.	90.84
4410L	Building Maintenance	6/16/21	MC/HOME DEPOT	5.34
4410L	Building Maintenance	6/17/21	MC/HOME DEPOT	37.04
4410L	Building Maintenance	6/28/21	NERADT ACE HARDWARE	3.50
4410L	Building Maintenance	6/9/21	MC/HOME DEPOT	9.98
4410L	Building Maintenance	6/21/21	MC/HOME DEPOT	29.94
4410L	Building Maintenance	6/30/21	AMERICAN LANDSCAPING INC.	4,535.00
4410L	Building Maintenance	6/30/21	AMERICAN LANDSCAPING INC.	536.00
4410L	Building Maintenance	6/8/21	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	6/1/21	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	6/16/21	W. W. GRAINGER, INC.	30.50
4420L	Equipment Maintenance	6/25/21	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	6/3/21	MC/WOOLLEY BROTHERS	(21.88)
4420L	Equipment Maintenance	6/8/21	NERADT ACE HARDWARE	13.99
4420L	Equipment Maintenance	6/11/21	MC/SHELL	33.90
4420L	Equipment Maintenance	6/1/21	TODAY'S BUSINESS SOLUTIONS, INC.	240.00
4420L	Equipment Maintenance	6/11/21	NAYAX LLC	79.50
4420L	Equipment Maintenance	6/3/21	SIRSIDYNIX	750.00
4420L	Equipment Maintenance	6/30/21	SIRSIDYNIX	2,280.00
4420L	Equipment Maintenance	6/16/21	IMPERIAL SURVEILLANCE	2,857.46
4440L	Janitorial	6/1/21	CRYSTAL MANAGEMENT & MAINTENANCE	2,980.00
4440L	Janitorial	6/4/21	CINTAS #22	70.92
4440L	Janitorial	6/28/21	A.N.S., INC.	828.00
4440L	Janitorial	6/1/21	WAREHOUSE DIRECT	(85.87)
4440L	Janitorial	6/9/21	W. W. GRAINGER, INC.	39.63
4440L	Janitorial	6/14/21	SUPERIOR INDUSTRIAL SUPPLY	277.50
4440L	Janitorial	6/15/21	WAREHOUSE DIRECT	289.96
4440L	Janitorial	6/15/21	WAREHOUSE DIRECT	25.00
4440L	Janitorial	6/16/21	W. W. GRAINGER, INC.	135.76
4440L	Janitorial	6/18/21	NERADT ACE HARDWARE	12.99
4440L	Janitorial	6/24/21	SUPERIOR INDUSTRIAL SUPPLY	(2.78)
4450L	Equipment	6/24/21	MC/AMAZON	1,479.98
4450L	Equipment	6/16/21	MC/PROMPTER PEOPLE	599.00
4450L	Equipment	6/16/21	MC/B&H PHOTO	1,513.32
4450L	Equipment	6/24/21	MC/AMAZON	159.99
4450L	Equipment	6/8/21	MC/AMAZON	161.97
4450L	Equipment	6/25/21	MC/AMAZON	50.98
4460L	Utilities	6/17/21	CONSTELLATION NEWENERGY- GAS DIV.	1,515.98

Mount Prospect Public Library  
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Account ID	Account Description	Date	Vendor Name	Amount
4460L	Utilities	6/15/21	VILLAGE OF MT. PROSPECT	449.70
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	1,712.64
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	25.94
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	(10.11)
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	(5.95)
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	(15.23)
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	(25.97)
4610L	Adult Books	6/1/21	BAKER AND TAYLOR	(19.78)
4610L	Adult Books	6/1/21	MERGENT, INC.	978.00
4610L	Adult Books	6/1/21	MC/POLISH BOOKSTORE	154.13
4610L	Adult Books	6/1/21	GREY HOUSE PUBLISHING	148.50
4610L	Adult Books	6/2/21	INGRAM	43.49
4610L	Adult Books	6/2/21	INGRAM	51.12
4610L	Adult Books	6/2/21	BAKER AND TAYLOR	597.62
4610L	Adult Books	6/3/21	INGRAM	278.04
4610L	Adult Books	6/3/21	INGRAM	5.39
4610L	Adult Books	6/3/21	MC/HANBOOKS	46.47
4610L	Adult Books	6/4/21	BAKER AND TAYLOR	806.23
4610L	Adult Books	6/4/21	GALE	(30.39)
4610L	Adult Books	6/5/21	BAKER AND TAYLOR	25.96
4610L	Adult Books	6/6/21	INGRAM	43.39
4610L	Adult Books	6/6/21	INGRAM	30.58
4610L	Adult Books	6/7/21	INGRAM	110.86
4610L	Adult Books	6/7/21	BAKER AND TAYLOR	199.95
4610L	Adult Books	6/7/21	BAKER AND TAYLOR	722.46
4610L	Adult Books	6/8/21	INGRAM	182.87
4610L	Adult Books	6/8/21	BAKER AND TAYLOR	521.05
4610L	Adult Books	6/8/21	BAKER AND TAYLOR	13.77
4610L	Adult Books	6/9/21	INGRAM	11.99
4610L	Adult Books	6/9/21	INGRAM	36.69
4610L	Adult Books	6/9/21	INGRAM	27.22
4610L	Adult Books	6/9/21	INGRAM	16.78
4610L	Adult Books	6/10/21	BAKER AND TAYLOR	904.57
4610L	Adult Books	6/10/21	BAKER AND TAYLOR	16.14
4610L	Adult Books	6/10/21	INGRAM	36.15
4610L	Adult Books	6/11/21	INGRAM	7.80
4610L	Adult Books	6/13/21	INGRAM	20.88
4610L	Adult Books	6/14/21	INGRAM	26.31
4610L	Adult Books	6/14/21	BAKER AND TAYLOR	433.59
4610L	Adult Books	6/14/21	BAKER AND TAYLOR	46.30
4610L	Adult Books	6/15/21	INGRAM	41.25
4610L	Adult Books	6/15/21	INGRAM	29.96
4610L	Adult Books	6/15/21	INGRAM	46.57
4610L	Adult Books	6/15/21	BAKER AND TAYLOR	1,051.97
4610L	Adult Books	6/15/21	BAKER AND TAYLOR	(10.16)
4610L	Adult Books	6/16/21	INGRAM	154.32
4610L	Adult Books	6/17/21	INGRAM	28.26
4610L	Adult Books	6/17/21	INGRAM	141.47
4610L	Adult Books	6/17/21	INGRAM	16.92
4610L	Adult Books	6/18/21	BAKER AND TAYLOR	(15.79)
4610L	Adult Books	6/18/21	BAKER AND TAYLOR	556.75
4610L	Adult Books	6/21/21	BAKER AND TAYLOR	592.52
4610L	Adult Books	6/21/21	BAKER AND TAYLOR	26.13
4610L	Adult Books	6/21/21	INGRAM	165.68
4610L	Adult Books	6/22/21	INGRAM	20.97
4610L	Adult Books	6/22/21	INGRAM	48.95
4610L	Adult Books	6/22/21	BAKER AND TAYLOR	16.90
4610L	Adult Books	6/22/21	BAKER AND TAYLOR	1,175.92
4610L	Adult Books	6/23/21	INGRAM	44.18

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Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	6/23/21	INGRAM	16.94
4610L	Adult Books	6/24/21	SYNCHRONY/AMAZON	1,219.77
4610L	Adult Books	6/24/21	SYNCHRONY/AMAZON	(47.15)
4610L	Adult Books	6/24/21	INGRAM	34.76
4610L	Adult Books	6/24/21	INGRAM	247.75
4610L	Adult Books	6/25/21	INGRAM	25.77
4610L	Adult Books	6/26/21	BAKER AND TAYLOR	40.28
4610L	Adult Books	6/28/21	INGRAM	46.36
4610L	Adult Books	6/28/21	BAKER AND TAYLOR	986.13
4610L	Adult Books	6/29/21	BAKER AND TAYLOR	459.56
4610L	Adult Books	6/29/21	INGRAM	20.96
4610L	Adult Books	6/30/21	INGRAM	14.97
4610L	Adult Books	6/18/21	BAKER AND TAYLOR	171.59
4610L	Adult Books	6/21/21	BAKER AND TAYLOR	12.42
4620L	Adult AV	6/1/21	MIDWEST TAPE	437.89
4620L	Adult AV	6/1/21	MIDWEST TAPE	65.98
4620L	Adult AV	6/1/21	MIDWEST TAPE	157.96
4620L	Adult AV	6/1/21	MIDWEST TAPE	39.99
4620L	Adult AV	6/1/21	MIDWEST TAPE	43.99
4620L	Adult AV	6/1/21	MIDWEST TAPE	39.99
4620L	Adult AV	6/1/21	BAKER & TAYLOR INC.	34.79
4620L	Adult AV	6/2/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	6/2/21	CRIMSON MULTIMEDIA DIST., INC.	295.18
4620L	Adult AV	6/3/21	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	6/3/21	BAKER & TAYLOR INC.	55.08
4620L	Adult AV	6/3/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/3/21	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	6/3/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/3/21	BAKER & TAYLOR INC.	38.19
4620L	Adult AV	6/4/21	BAKER & TAYLOR INC.	26.11
4620L	Adult AV	6/7/21	MIDWEST TAPE	188.96
4620L	Adult AV	6/7/21	MIDWEST TAPE	39.99
4620L	Adult AV	6/7/21	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	6/7/21	CRIMSON MULTIMEDIA DIST., INC.	181.32
4620L	Adult AV	6/7/21	THE TEACHING COMPANY	179.00
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	37.25
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	161.58
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	194.69
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	38.20
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	6/14/21	BAKER & TAYLOR INC.	45.56
4620L	Adult AV	6/14/21	MIDWEST TAPE	65.98
4620L	Adult AV	6/14/21	MIDWEST TAPE	34.99
4620L	Adult AV	6/14/21	MIDWEST TAPE	39.99
4620L	Adult AV	6/14/21	MIDWEST TAPE	39.99
4620L	Adult AV	6/14/21	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	6/14/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	6/14/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/14/21	CRIMSON MULTIMEDIA DIST., INC.	81.02
4620L	Adult AV	6/14/21	CRIMSON MULTIMEDIA DIST., INC.	140.00
4620L	Adult AV	6/15/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/17/21	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	6/17/21	BAKER & TAYLOR INC.	62.39
4620L	Adult AV	6/21/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	6/21/21	BAKER & TAYLOR INC.	20.56
4620L	Adult AV	6/21/21	BAKER AND TAYLOR	39.04

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Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	6/21/21	MIDWEST TAPE	79.98
4620L	Adult AV	6/21/21	MIDWEST TAPE	92.98
4620L	Adult AV	6/21/21	MIDWEST TAPE	29.99
4620L	Adult AV	6/21/21	MIDWEST TAPE	34.99
4620L	Adult AV	6/23/21	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	6/23/21	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	6/24/21	SYNCHRONY/AMAZON	636.75
4620L	Adult AV	6/24/21	SYNCHRONY/AMAZON	(2.03)
4620L	Adult AV	6/24/21	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	6/24/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/24/21	BAKER & TAYLOR INC.	36.72
4620L	Adult AV	6/25/21	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	6/25/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/25/21	BAKER & TAYLOR INC.	29.38
4620L	Adult AV	6/28/21	MIDWEST TAPE	69.98
4620L	Adult AV	6/28/21	MIDWEST TAPE	94.98
4620L	Adult AV	6/28/21	MIDWEST TAPE	29.99
4620L	Adult AV	6/28/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	6/1/21	BAKER & TAYLOR INC.	74.89
4620L	Adult AV	6/7/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/7/21	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	6/9/21	BAKER & TAYLOR INC.	9.33
4620L	Adult AV	6/14/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/14/21	BAKER & TAYLOR INC.	61.67
4620L	Adult AV	6/21/21	BAKER & TAYLOR INC.	22.78
4630L	Youth Print	6/1/21	BAKER AND TAYLOR	721.31
4630L	Youth Print	6/1/21	BAKER AND TAYLOR	156.25
4630L	Youth Print	6/1/21	BAKER AND TAYLOR	(11.86)
4630L	Youth Print	6/1/21	CHILDREN'S PLUS INC.	51.87
4630L	Youth Print	6/1/21	MC/CHRISTIAN BOOK DISTR	53.75
4630L	Youth Print	6/1/21	BAKER AND TAYLOR	474.44
4630L	Youth Print	6/2/21	INGRAM	35.27
4630L	Youth Print	6/2/21	BAKER AND TAYLOR	509.98
4630L	Youth Print	6/2/21	BAKER AND TAYLOR	936.18
4630L	Youth Print	6/3/21	INGRAM	4.51
4630L	Youth Print	6/3/21	BAKER AND TAYLOR	88.27
4630L	Youth Print	6/7/21	BAKER AND TAYLOR	346.68
4630L	Youth Print	6/7/21	BAKER AND TAYLOR	42.72
4630L	Youth Print	6/7/21	BAKER AND TAYLOR	160.83
4630L	Youth Print	6/8/21	INGRAM	93.53
4630L	Youth Print	6/8/21	BAKER AND TAYLOR	494.69
4630L	Youth Print	6/9/21	BAKER AND TAYLOR	645.98
4630L	Youth Print	6/10/21	BAKER AND TAYLOR	341.80
4630L	Youth Print	6/10/21	BAKER AND TAYLOR	406.03
4630L	Youth Print	6/10/21	CHILDREN'S PLUS INC.	332.03
4630L	Youth Print	6/10/21	CHILDREN'S PLUS INC.	531.47
4630L	Youth Print	6/10/21	CHILDREN'S PLUS INC.	124.07
4630L	Youth Print	6/10/21	INGRAM	15.29
4630L	Youth Print	6/12/21	BAKER AND TAYLOR	168.26
4630L	Youth Print	6/12/21	BAKER AND TAYLOR	1,092.38
4630L	Youth Print	6/14/21	INGRAM	9.58
4630L	Youth Print	6/14/21	BAKER AND TAYLOR	551.42
4630L	Youth Print	6/14/21	INGRAM	184.41
4630L	Youth Print	6/14/21	BAKER AND TAYLOR	140.65
4630L	Youth Print	6/15/21	INGRAM	19.18
4630L	Youth Print	6/15/21	INGRAM	41.88
4630L	Youth Print	6/15/21	INGRAM	15.22
4630L	Youth Print	6/15/21	BAKER AND TAYLOR	445.35
4630L	Youth Print	6/16/21	BAKER AND TAYLOR	463.38

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Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	6/16/21	CHILDREN'S PLUS INC.	30.57
4630L	Youth Print	6/16/21	LAKESHORE LEARNING MATERIALS	70.18
4630L	Youth Print	6/17/21	INGRAM	18.63
4630L	Youth Print	6/17/21	BAKER AND TAYLOR	414.89
4630L	Youth Print	6/17/21	LAKESHORE LEARNING MATERIALS	(63.19)
4630L	Youth Print	6/18/21	BAKER AND TAYLOR	396.06
4630L	Youth Print	6/18/21	BAKER AND TAYLOR	52.58
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	715.42
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	300.38
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	558.46
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	537.53
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	591.30
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	335.68
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	638.23
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	821.14
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	604.90
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	578.83
4630L	Youth Print	6/18/21	BAKER AND TAYLOR	(10.16)
4630L	Youth Print	6/18/21	BAKER AND TAYLOR	754.02
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	342.27
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	386.58
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	81.50
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	342.27
4630L	Youth Print	6/18/21	CHILDREN'S PLUS INC.	263.39
4630L	Youth Print	6/20/21	INGRAM	122.32
4630L	Youth Print	6/21/21	INGRAM	141.59
4630L	Youth Print	6/21/21	BAKER AND TAYLOR	75.00
4630L	Youth Print	6/21/21	BAKER AND TAYLOR	464.36
4630L	Youth Print	6/22/21	CHILDREN'S PLUS INC.	85.48
4630L	Youth Print	6/22/21	CHILDREN'S PLUS INC.	196.27
4630L	Youth Print	6/22/21	CHILDREN'S PLUS INC.	464.13
4630L	Youth Print	6/22/21	BAKER AND TAYLOR	231.32
4630L	Youth Print	6/22/21	BAKER AND TAYLOR	320.75
4630L	Youth Print	6/22/21	BAKER AND TAYLOR	526.25
4630L	Youth Print	6/22/21	CHILDREN'S PLUS INC.	809.15
4630L	Youth Print	6/23/21	INGRAM	10.17
4630L	Youth Print	6/23/21	INGRAM	39.57
4630L	Youth Print	6/23/21	BAKER AND TAYLOR	223.64
4630L	Youth Print	6/24/21	SYNCHRONY/AMAZON	373.49
4630L	Youth Print	6/24/21	BAKER AND TAYLOR	400.50
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	18.35
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	28.51
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	263.76
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	762.08
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	572.23
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	215.03
4630L	Youth Print	6/25/21	BAKER AND TAYLOR	167.00
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	457.25
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	572.38
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	555.42
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	575.12
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	478.45
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	495.20
4630L	Youth Print	6/25/21	INGRAM	113.47
4630L	Youth Print	6/25/21	INGRAM	22.55
4630L	Youth Print	6/25/21	CHILDREN'S PLUS INC.	263.89
4630L	Youth Print	6/25/21	GALE	18.39
4630L	Youth Print	6/26/21	BAKER AND TAYLOR	107.55
4630L	Youth Print	6/28/21	BAKER AND TAYLOR	185.95
4630L	Youth Print	6/28/21	INGRAM	70.00

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Account ID	Account Description	Date	Vendor Name	Amount
4630L	Youth Print	6/28/21	CHILDREN'S PLUS INC.	435.77
4630L	Youth Print	6/29/21	INGRAM	34.73
4630L	Youth Print	6/30/21	INGRAM	67.66
4630L	Youth Print	6/4/21	BAKER AND TAYLOR	106.76
4630L	Youth Print	6/14/21	BAKER AND TAYLOR	212.82
4630L	Youth Print	6/14/21	BAKER AND TAYLOR	16.13
4630L	Youth Print	6/17/21	BAKER AND TAYLOR	14.99
4640L	Youth AV	6/1/21	BAKER & TAYLOR INC.	29.38
4640L	Youth AV	6/1/21	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	6/2/21	CRIMSON MULTIMEDIA DIST., INC.	146.02
4640L	Youth AV	6/3/21	BAKER & TAYLOR INC.	18.37
4640L	Youth AV	6/3/21	BAKER & TAYLOR INC.	63.18
4640L	Youth AV	6/7/21	BAKER & TAYLOR INC.	12.48
4640L	Youth AV	6/7/21	BAKER & TAYLOR INC.	41.87
4640L	Youth AV	6/7/21	CRIMSON MULTIMEDIA DIST., INC.	215.18
4640L	Youth AV	6/7/21	CRIMSON MULTIMEDIA DIST., INC.	181.01
4640L	Youth AV	6/9/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	6/14/21	CRIMSON MULTIMEDIA DIST., INC.	210.18
4640L	Youth AV	6/14/21	CRIMSON MULTIMEDIA DIST., INC.	40.00
4640L	Youth AV	6/14/21	LIBRARY IDEAS, LLC	83.90
4640L	Youth AV	6/15/21	BAKER & TAYLOR INC.	44.80
4640L	Youth AV	6/16/21	LIBRARY IDEAS, LLC	89.99
4640L	Youth AV	6/16/21	LIBRARY IDEAS, LLC	47.65
4640L	Youth AV	6/17/21	BAKER & TAYLOR INC.	72.74
4640L	Youth AV	6/21/21	BAKER & TAYLOR INC.	22.03
4640L	Youth AV	6/21/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	6/22/21	MIDWEST TAPE	110.20
4640L	Youth AV	6/22/21	MIDWEST TAPE	242.11
4640L	Youth AV	6/24/21	SYNCHRONY/AMAZON	439.97
4640L	Youth AV	6/25/21	FINDAWAY WORLD, LLC	301.69
4640L	Youth AV	6/28/21	MIDWEST TAPE	39.72
4640L	Youth AV	6/28/21	MIDWEST TAPE	49.47
4640L	Youth AV	6/28/21	BAKER & TAYLOR INC.	16.89
4640L	Youth AV	6/1/21	BAKER & TAYLOR INC.	74.91
4640L	Youth AV	6/2/21	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	6/9/21	BAKER & TAYLOR INC.	17.63
4640L	Youth AV	6/14/21	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	6/23/21	BAKER & TAYLOR INC.	41.15
4640L	Youth AV	6/23/21	BAKER & TAYLOR INC.	11.02
4650L	Subscriptions	6/1/21	ROAD & TRACK	(33.71)
4650L	Subscriptions	6/1/21	MC/CHICAGO GENEALOGICAL SOCIETY	30.00
4650L	Subscriptions	6/1/21	EBSCO RECEPTION ROOM SERVICE	49.95
4650L	Subscriptions	6/1/21	SCHOOL LIBRARY JOURNAL	136.99
4650L	Subscriptions	6/2/21	MC/HOLLYWOOD REPORTER	69.00
4650L	Subscriptions	6/3/21	ARCHITECTURAL DIGEST	37.99
4650L	Subscriptions	6/3/21	MC/OK!	46.28
4650L	Subscriptions	6/3/21	MC/SMORE MAGAZINE	49.99
4650L	Subscriptions	6/7/21	MC/DAILY HERALD	33.00
4650L	Subscriptions	6/8/21	CHICAGO SUN TIMES	265.20
4650L	Subscriptions	6/9/21	MC/MAGAZINESDIRECT.COM	79.00
4650L	Subscriptions	6/15/21	MC/CHICAGO TRIBUNE	68.00
4650L	Subscriptions	6/19/21	MC/INVESTOR PLACE MEDIA IPM	179.00
4650L	Subscriptions	6/24/21	SYNCHRONY/AMAZON	49.99
4650L	Subscriptions	6/24/21	MC/KD MARKET	22.40
4650L	Subscriptions	6/25/21	FAR EASTERN BOOKS	250.00
4650L	Subscriptions	6/28/21	MC/DAILY HERALD	33.00
4650L	Subscriptions	6/28/21	MC/CHICAGO TRIBUNE	132.00
4650L	Subscriptions	6/29/21	CHICAGO SUN TIMES	369.20

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

Account ID	Account Description	Date	Vendor Name	Amount
4650L	Subscriptions	6/21/21	MC/RDA (READERS DIGEST)	29.96
4650L	Subscriptions	6/24/21	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	6/1/21	EBSCO SUBSCRIPTION SERVICE	1,836.00
4660L	Electronic Resources	6/1/21	WEST PAYMENT CENTER	2,163.48
4660L	Electronic Resources	6/1/21	A TO Z DATABASES	6,500.00
4660L	Electronic Resources	6/11/21	MERGENT, INC.	1,500.00
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	212.91
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	942.80
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	425.38
4661L	Digital Media	6/30/21	MIDWEST TAPE	2,969.20
4661L	Digital Media	6/30/21	KANOPY, INC.	438.00
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	1,313.06
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	104.98
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	270.48
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	548.38
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	1,888.27
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	67.48
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	293.99
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	2,563.29
4661L	Digital Media	6/13/21	OVERDRIVE, INC.	3,103.23
4661L	Digital Media	6/13/21	OVERDRIVE, INC.	2,175.33
4661L	Digital Media	6/13/21	OVERDRIVE, INC.	265.00
4661L	Digital Media	6/13/21	OVERDRIVE, INC.	228.97
4661L	Digital Media	6/13/21	OVERDRIVE, INC.	488.94
4661L	Digital Media	6/1/21	OVERDRIVE, INC.	289.42
4661L	Digital Media	6/8/21	OVERDRIVE, INC.	218.98
4661L	Digital Media	6/15/21	OVERDRIVE, INC.	102.50
4661L	Digital Media	6/23/21	OVERDRIVE, INC.	230.44
4661L	Digital Media	6/28/21	OVERDRIVE, INC.	458.94
4661L	Digital Media	6/9/21	MC/LJL*LIBRARY JOURNALS	159.99
4661L	Digital Media	6/9/21	MC/JOURNAL AND TOPICS	66.00
4661L	Digital Media	6/27/21	MC/LJL*LIBRARY JOURNALS	179.99
4663L	Library of Things	6/3/21	MC/DISNEY	13.99
4663L	Library of Things	6/3/21	MC/DISNEY	13.99
4663L	Library of Things	6/3/21	MC/DISNEY	13.99
4663L	Library of Things	6/3/21	MC/DISNEY	13.99
4663L	Library of Things	6/3/21	MC/DISNEY	13.99
4663L	Library of Things	6/3/21	MC/NETFLIX	17.99
4663L	Library of Things	6/3/21	MC/NETFLIX	17.99
4663L	Library of Things	6/3/21	MC/NETFLIX	17.99
4663L	Library of Things	6/3/21	MC/NETFLIX	17.99
4663L	Library of Things	6/3/21	MC/NETFLIX	17.99
4663L	Library of Things	6/17/21	MC/BEST BUY	349.90
4663L	Library of Things	6/17/21	MC/HBO MAX	14.99
4663L	Library of Things	6/17/21	MC/HBO MAX	14.99
4663L	Library of Things	6/17/21	MC/HBO MAX	14.99
4663L	Library of Things	6/17/21	MC/HBO MAX	14.99
4663L	Library of Things	6/17/21	MC/HBO MAX	14.99
4663L	Library of Things	6/23/21	MC/T-MOBILE	516.60
4663L	Library of Things	6/23/21	MC/TECHSOUP	165.00
4663L	Library of Things	6/24/21	SYNCHRONY/AMAZON	37.90
4663L	Library of Things	6/25/21	MC/MOBILE BEACON	1,375.00
4680L	Processing	6/15/21	DEMCO	50.14
4680L	Processing	6/14/21	WAREHOUSE DIRECT	15.05
4680L	Processing	6/24/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	29.51
4680L	Processing	6/3/21	BAKER AND TAYLOR	3.45



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

Account ID	Account Description	Date	Vendor Name	Amount
4680L	Processing	6/7/21	BAKER AND TAYLOR	0.69
4680L	Processing	6/12/21	BAKER AND TAYLOR	4.14
4680L	Processing	6/12/21	BAKER AND TAYLOR	47.61
4680L	Processing	6/15/21	DEMCO	604.55
4680L	Processing	6/15/21	DEMCO	250.20
4680L	Processing	6/15/21	DEMCO	200.16
4680L	Processing	6/15/21	DEMCO	250.20
4680L	Processing	6/18/21	BAKER AND TAYLOR	33.12
4680L	Processing	6/21/21	BAKER AND TAYLOR	9.66
4680L	Processing	6/22/21	BAKER AND TAYLOR	6.21
4680L	Processing	6/25/21	BAKER AND TAYLOR	4.14
4690L	Programs	6/25/21	MICHELLE B. WILSON	175.00
4690L	Programs	6/1/21	SCHOLASTIC, INC.	832.01
4690L	Programs	6/1/21	MC/SPOTIFY	9.99
4690L	Programs	6/1/21	SCHOLASTIC, INC.	250.00
4690L	Programs	6/10/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	188.08
4690L	Programs	6/14/21	SCHOLASTIC, INC.	95.38
4690L	Programs	6/16/21	YVETTE JOY HARRIS - 50%	200.00
4690L	Programs	6/24/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	39.96
4690L	Programs	6/24/21	SYNCHRONY/AMAZON	341.96
4690L	Programs	6/30/21	ELA SZESZKO	100.00
4690L	Programs	6/30/21	EVARISTO RODRIGUEZ	(200.00)
4690L	Programs	6/30/21	EVARISTO RODRIGUEZ	200.00
4690L	Programs	6/1/21	THE GARDEN CLUB OF MOUNT PROSPECT	(75.00)
4690L	Programs	6/16/21	TINA GARY	600.00
4690L	Programs	6/25/21	SUSAN BENJAMIN	500.00
4690L	Programs	6/15/21	ESTEVAN MONTANO	150.00
4690L	Programs	6/7/21	MC/AMAZON	129.99
4690L	Programs	6/20/21	MC/AMAZON	96.73
4690L	Programs	6/25/21	CHRISTINE THORNTON	250.00
4690L	Programs	6/28/21	MC/LETSTICKTOGETHER.COM	84.90
4690L	Programs	6/10/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.25
4690L	Programs	6/16/21	NOEMI RAMOS	75.00
4690L	Programs	6/24/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	5.00
				<u>\$ 754,604.40</u>
9530L	Foundation Sponsored Expense	6/16/21	LAKESHORE LEARNING	467.88
9540L	Friends Sponsored Expense	6/10/21	EXPENSE REIMBURSEMENTS TO EMPLOYEES	54.52
9540L	Friends Sponsored Expense	6/29/21	PETTY CASH	61.92
9540L	Friends Sponsored Expense	6/24/21	SYNCHRONY/AMAZON	7.29
9540L	Friends Sponsored Expense	6/19/21	MC/WALMART	9.98
9540L	Friends Sponsored Expense	6/25/21	MC/DEMCO	51.05
9540L	Friends Sponsored Expense	6/9/21	INGRAM	62.32
9540L	Friends Sponsored Expense	6/9/21	MC/Jewel	10.99
9540L	Friends Sponsored Expense	6/11/21	MC/AMAZON	137.50
9540L	Friends Sponsored Expense	6/11/21	MC/AMAZON	100.00
9540L	Friends Sponsored Expense	6/11/21	INGRAM	13.18
9540L	Friends Sponsored Expense	6/14/21	INGRAM	124.64
9540L	Friends Sponsored Expense	6/17/21	BAKER AND TAYLOR	38.00
9540L	Friends Sponsored Expense	6/25/21	INGRAM	45.52
9540L	Friends Sponsored Expense	6/28/21	BAKER AND TAYLOR	218.20
9540L	Friends Sponsored Expense	6/24/21	SYNCHRONY/AMAZON	41.14
9560L	Village Hall Shared Expense	6/19/21	AT&T - 50%	136.68
				<u>Total Library Fund Expenses for June, 2021</u> <u>\$ 756,185.21</u>

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

<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Trans Description</b>	<b>Amount</b>
7740B	Bldg Fd: Supplies	6/10/21	Service Charge	\$ 2.25
7740B	Bldg Fd: Supplies	6/15/21	Fifth Third Bank - Reversal of fees	(3.50)
7750B-016	Bldg Fd: Building Maintenance	6/1/21	PROSPECT ELECTRIC COMPANY	900.00
7750B-017	Bldg Fd: Equipment & Furniture	6/1/21	PADDOCK PUBLICATIONS, INC.	31.05
7750B-017	Bldg Fd: Equipment & Furniture	6/4/21	DEMCO	2,978.56
7750B-017	Bldg Fd: Equipment & Furniture	6/7/21	BRODART CO.	1,800.00
7750B-017	Bldg Fd: Equipment & Furniture	6/16/21	ULINE	417.66
7750B-017	Bldg Fd: Equipment & Furniture	6/29/21	AVI SYSTEMS, INC.	1,460.00
7750B-South-06	Bldg Fd: SB Equipt & Furniture	6/30/21	ULINE - reclass from CPR to Gift	(226.27)
Total Capital Project Restricted Fund Expenses for June, 2021				\$ 7,357.50

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

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

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

Account ID	Account Description	Date	Reference	Trans Description	Amount
8710G	Gift Fund: Books	6/7/21	2036017934	BAKER AND TAYLOR - Nowakowski memorial	\$ 15.25
8710G	Gift Fund: Books	6/28/21	2036055953	BAKER AND TAYLOR - Nowakowski memorial	15.81
8760G	Gift Fund: Miscellaneous Exp	6/1/21	1-06/30/2021	STAPLES - reclass from Library Fund to Gift Fund	78.10
8760G	Gift Fund: Miscellaneous Exp	6/16/21	50034	YVETTE JOY HARRIS - 50%	200.00
8760G	Gift Fund: Miscellaneous Exp	6/30/21	131802580Correct	ULINE - reclass from CPR to Gift	226.27
Total Gift Fund Expenses for June, 2021					<u>\$ 535.43</u>

**MONTHLY EXPENSE SUMMARY**

YEAR TO DATE JUNE 2021

Line	Annual Budget	Annual Budget % to Total	YEAR TO DATE JUNE 2021					YTD Variance - Actual vs Budget		
			YTD Budget	Budget % to Total	YTD Actual	Actual % to Total	% of Budget Expended	\$	%	% of TTL VAR
<b>Salaries &amp; Benefits</b>										
Salaries	4110	5,817,200.00	2,908,600.00		2,749,486.11		47.3%	(159,113.89)	-5.5%	61.6%
IMRF	4120	552,800.00	276,400.00		268,520.36		48.6%	(7,879.64)	-2.9%	3.0%
MC / FICA	4130	444,600.00	222,300.00		197,511.27		44.4%	(24,788.73)	-11.2%	9.6%
Insurance - Medical	4140	745,000.00	372,500.00		373,245.61		50.1%	745.61	0.2%	-0.3%
Insurance - Life	4140	1,500.00	750.00		540.08		36.0%	(209.92)	-28.0%	0.1%
Unemployment Compensation Tax	4150	7,200.00	3,600.00		11,886.58		165.1%	8,286.58	230.2%	-3.2%
Subtotal (4110L - 4150L)		<b>7,568,300.00</b>	<b>3,784,150.00</b>	<b>77.9%</b>	<b>3,601,190.01</b>	<b>78.3%</b>	<b>47.6%</b>	<b>(182,959.99)</b>	<b>-4.8%</b>	<b>70.8%</b>
<b>Management Expense</b>										
Audit	4210	7,000.00	3,500.00		0.00		0.0%	(3,500.00)	-100.0%	1.4%
Legal Fees	4220	10,000.00	5,000.00		1,237.50		12.4%	(3,762.50)	-75.3%	1.5%
Printing	4230	44,000.00	22,000.00		18,741.95		42.6%	(3,258.05)	-14.8%	1.3%
Marketing	4240	18,375.00	9,188.00		2,981.22		16.2%	(6,206.78)	-67.6%	2.4%
Resources	4250	965.00	483.00		458.29		47.5%	(24.71)	-5.1%	0.0%
Professional Dues	4260	7,215.00	3,608.00		4,948.00		68.6%	1,340.00	37.1%	-0.5%
Total Board Development/Training	4270	2,500.00	1,250.00		388.96		15.6%	(861.04)	-68.9%	0.3%
Total Human Resources	4280	126,835.00	63,419.00		41,593.89		32.8%	(21,825.11)	-34.4%	8.4%
Other Operating	4290	49,015.00	24,508.00		21,874.30		44.6%	(2,633.70)	-10.7%	1.0%
Subtotal (4210L - 4290L)		<b>265,905.00</b>	<b>132,956.00</b>	<b>2.7%</b>	<b>92,224.11</b>	<b>2.0%</b>	<b>34.7%</b>	<b>(40,731.89)</b>	<b>-30.6%</b>	<b>15.8%</b>
<b>Operating Expenses</b>										
Telecommunications	4310	47,224.00	23,612.00		26,091.09		55.2%	2,479.09	10.5%	-1.0%
Insurance	4320	95,160.00	47,580.00		87,294.00		91.7%	39,714.00	83.5%	-15.4%
Office Supplies	4340	25,000.00	12,500.00		6,525.34		26.1%	(5,974.66)	-47.8%	2.3%
Library Supplies	4350	26,600.00	13,300.00		5,389.25		20.3%	(7,910.75)	-59.5%	3.1%
Postage	4360	20,300.00	10,150.00		7,965.91		39.2%	(2,184.09)	-21.5%	0.8%
Contract Services	4380	31,780.00	15,890.00		14,810.16		46.6%	(1,079.84)	-6.8%	0.4%
IT Services	4390	64,920.00	32,460.00		43,932.48		67.7%	11,472.48	35.3%	-4.4%
Subtotal (4310L - 4390L)		<b>310,984.00</b>	<b>155,492.00</b>	<b>3.2%</b>	<b>192,008.23</b>	<b>4.2%</b>	<b>61.7%</b>	<b>36,516.23</b>	<b>23.5%</b>	<b>-14.1%</b>
<b>Building Expense</b>										
Building Maintenance	4410	205,002.00	102,501.00		58,027.42		28.3%	(44,473.58)	-43.4%	17.2%
Equipment Maintenance	4420	124,100.00	62,050.00		78,332.97		63.1%	16,282.97	26.2%	-6.3%
Janitorial	4440	90,810.00	45,405.00		26,425.58		29.1%	(18,979.42)	-41.8%	7.3%
Equipment	4450	165,400.00	82,700.00		32,713.06		19.8%	(49,986.94)	-60.4%	19.3%
Utilities	4460	45,238.00	22,619.00		21,665.08		47.9%	(953.92)	-4.2%	0.4%
Subtotal (4410L - 4460L)		<b>630,550.00</b>	<b>315,275.00</b>	<b>6.5%</b>	<b>217,164.11</b>	<b>4.7%</b>	<b>34.4%</b>	<b>(98,110.89)</b>	<b>-31.1%</b>	<b>38.0%</b>
<b>Library Materials</b>										
Adult Print	4610	196,700.00	98,350.00		90,745.10		46.1%	(7,604.90)	-7.7%	2.9%
Adult AV	4620	63,800.00	31,900.00		23,359.09		36.6%	(8,540.91)	-26.8%	3.3%
Youth Print	4630	134,900.00	67,450.00		72,599.98		53.8%	5,149.98	7.6%	-2.0%
Youth AV	4640	25,500.00	12,750.00		10,563.18		41.4%	(2,186.82)	-17.2%	0.8%
Subscriptions	4650	18,400.00	9,200.00		10,562.59		57.4%	1,362.59	14.8%	-0.5%
Electronic Resources	4660	181,297.00	90,649.00		127,112.55		70.1%	36,463.55	40.2%	-14.1%
Digital Media	4661	178,914.00	89,457.00		106,267.44		59.4%	16,810.44	18.8%	-6.5%
E-Learning	4662	48,708.00	24,354.00		25,712.60		52.8%	1,358.60	5.6%	-0.5%
Library of Things	4663	20,700.00	10,350.00		7,022.88		33.9%	(3,327.12)	-32.1%	1.3%
Microform	4670	900.00	450.00		0.00		0.0%	(450.00)	-100.0%	0.2%
Processing	4680	26,000.00	13,001.00		8,524.97		32.8%	(4,476.03)	-34.4%	1.7%
Programs	4690	44,970.00	22,485.00		14,760.76		32.8%	(7,724.24)	-34.4%	3.0%
Subtotal (4610L - 4680L)		<b>940,789.00</b>	<b>470,396.00</b>	<b>9.7%</b>	<b>497,231.14</b>	<b>10.8%</b>	<b>52.9%</b>	<b>26,835.14</b>	<b>5.7%</b>	<b>-10.4%</b>
<b>Total (4110L - 4680L)</b>		<b>9,716,528.00</b>	<b>4,858,269.00</b>	<b>100.0%</b>	<b>4,599,817.60</b>	<b>100.0%</b>	<b>47.3%</b>	<b>(258,451.40)</b>	<b>-5.3%</b>	<b>100.0%</b>
<b>Reimbursable Activity</b>										
Foundation Expenses (9530L)	9530	9,465.00	4,733.00		1,417.88			(3,315.12)	-24.5%	
Friends Expenses (9540L)	6540	14,000.00	7,000.00		5,987.26			451.28	-34.4%	
Village Shared Expense (9560L)	9560	2,800.00	1,400.00		820.08			(320.36)	-100.0%	
Grant Expense (9570L)	9570	0.00	0.00		0.00			0.00	-100.0%	
Total Reimbursable Activity		<b>26,265.00</b>	<b>13,133.00</b>		<b>8,225.22</b>			<b>(4,907.78)</b>	<b>-37.4%</b>	
<b>Total Expenses - All Activities</b>		<b>9,742,793.00</b>	<b>4,871,402.00</b>		<b>4,608,042.82</b>			<b>(263,359.18)</b>	<b>-5.4%</b>	

## June 2021

### Summer Reading

- 1) Teen patron registration for this year's Summer Reading Challenge had already exceeded 2020's participation by June 10. Adult registration in June was just behind the total for last year's three-month program.
- 2) 113 patrons registered for the Summer Reading Program at South Branch in June. We have a colorful display in the window with handprints that patrons put their names on when they registered.
- 3) A total of 1,390 patrons signed up for the in-house youth Summer Reading Program this month. This is more than double from June 2020, but down 33% from June 2019. Patrons could sign up in a variety of places: at home, at the Youth desk, outside the library entrance, and at Randhurst Mall during their Summer Kids Club.
- 4) An additional 491 students participated in the outreach Summer Reading Program through the summer school sites. District 26 visits took place in person outside the school and District 59 visits were on Zoom. We partnered with the Elk Grove, Des Plaines, and Arlington Heights Libraries to provide visits and rewards to the students for reading.



### Circulation

- 1) June brought a multitude of changes to Circulation, in particular related to scheduling and workflow. The return of Summer Reading, combined with adjustments to scheduling, kept everyone very busy. It was nice to see the increase in activity that we have historically associated with summer as further proof that we are getting back to "normal."  
[New normal]
- 2) We conducted interviews and offered open positions to two new staff in June. While we are certainly a little rusty with the entire process, and training will look a lot different than it did prior to 2020, it is exciting to welcome some new staff into the department. It has also been great to look at training from a more objective angle and try some new things. [New normal]
- 3) Internal department teams have ramped up in activity this month. Toy inspection returned to Circulation, and staff inspected 97 toys throughout the month. Donna Wilson has also done a great job monitoring overdue statistics in our Fine Free era. The vast majority of patrons with overdue material, return that material within a week of the due date. Even for longer-overdue material, the mailed billing notices seem to be very effective in getting items returned.



### Community Engagement

- 1) Thirty-two doses of the Pfizer vaccine were given out on Saturday, June 12, the first of two vaccination clinics held at RecPlex. Both State Representative Mark Walker and State Senator Ann Gillespie visited the event and provided volunteers to assist the vendors with logistics.

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- 2) We met with the Deputy Director of Human Services and the Mount Prospect Police Department's Crime-Free Housing Officer to plan summer outreach events at rental properties on the south side of Mount Prospect. Officer Mark McGuffin identified key rentals that would benefit from the outreach efforts and has confirmed dates and times with four of them. Though details are still being worked out, the South Branch will have a presence and will likely provide opportunities to register for cards, information about programs and services, giveaways, and an interactive activity.

### Fiction/AV/Teen

- 1) The first in-person teen program since the beginning of the pandemic, an outdoor version of Teen Book Café, nearly tripled the attendance for virtual sessions. [New normal]
- 2) Jimmy Stefanis joined the department as our newest Fiction/AV/Teen Assistant, a transfer from the Circulation department.
- 3) Patron comments:
  - Four separate patrons over the course of the first Saturday of Summer Reading stopped by the Fiction/AV/Teen desk to compliment the library, mentioning not only how gorgeous they found the building, but also how much they loved visiting.
  - Inquiring about a movie, a patron said, "I love this place. This is where I get all my movies, without it—I wouldn't know where to go or I'd be broke. It is way better than what Blockbuster had when it was around."
  - A patron mentioned how cool our "What Do You Feel Like Reading?" display was and how fun its use of emojis were.

### Reference

- 1) All second-floor study rooms were opened, and occupancy restrictions removed on June 11. Study room reservations for June increased 234% over May. Many familiar faces have returned, including multiple knitting groups who met weekly before the pandemic. [New normal]
- 2) We hosted the program Mount Prospect Stories: Hidden Mount Prospect on June 2. This Zoom program, presented by the Mount Prospect Historical Society, had 61 patrons in attendance. The program presented histories behind the stores along Prospect Avenue and the location of the former Central Plaza, as well as information about current and future redevelopment of these areas. The program was recorded and as of July 5 has been viewed 281 times.
- 3) We met with Village representatives to discuss the future of the Mount Prospect Entrepreneurs Initiative, which has been on hold since the start of the pandemic. The library plans on continuing to partner with the Village by offering in-person and/or hybrid programming and providing help and resources to patrons interested in starting a business in Mount Prospect through one-on-one appointments and referrals. [New normal]

### Registration

- 1) We registered nine people for library cards via the Cards for Kids program in June. [Remove patron barriers]
- 2) We are fully staffed, back to full hours in the building for everyone in the department, and it's nice to be back to "normal". [New normal]

### South Branch

- 1) Patron comment: "MPPL and the south branch staff are a great educational asset for our community, and we could not do enough to thank them."

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- 2) We hired Rebeca Ferreira to fill our new Collection Development Librarian position. Rebeca comes to us from the CBS department and recently completed her MLS degree. We are excited to have her on our team! [SB staffing]

### Youth Services

- 1) Thirty-seven people attended our first District 26 Enrichment program featuring the book *The Mouse and the Motorcycle* held outside Euclid School. Each child received a copy of the book, discussion questions, stickers to decorate a journal, an MPPL pencil, and supplies to make a bookmark.
- 2) We held our first evening storytime at the Pocket Park, and it was a success with over 50 attendees.
- 3) We celebrated Pride Month by holding its first family-focused Pride program via Zoom and putting up several book displays. [EDI promotion]



### Collection & Bibliographic Services

- 1) With library use increasing, we have been filling vacant shelving positions to accommodate the increase. It's good to see patrons using the library in the ways we were accustomed to before COVID struck. [New normal]
- 2) Two possible reclassification projects were identified by the Collection Development Committee as top priority for improving browsing experiences: grouping more fiction titles together by series and shelving all biographies together in the Biography section (instead of having some biographies there, and others interfiled in topical subject areas). We are still in the evaluation and planning stages for those, but so far, we haven't identified any major obstacles. [Remove patron barriers]



### Communications and Creative Services

- 1) We are excited that we are close to having a logo refresh from Simple Truth as well as a new style guide. This will allow us to have strategies and planning in place to be efficient, align our branding/messaging, respond to urgent matters, and our patrons will see something and know instantly, "That's MPPL." [Brand refresh]
- 2) We received excellent coverage in the *Daily Herald*, *Journal & Topics*, and co-sponsoring libraries of "The ABCs of Diversity: Helping Kids (and Ourselves!) Embrace Our Differences." The CCS team created graphics, flyers, social media posts, and media releases for the Aurora and Villa Park Libraries to use, as well, for the June 14 event. [EDI promotion and programs]





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- 3) Social Media Snapshots for June 2021
  - a. Facebook: 49 posts and event updates
  - b. Instagram: 16 posts plus shared stories
  - c. Twitter: 44 tweets
- 4) We ordered 1,500 boxes of sidewalk chalk delivered to the library in time to hand out at the parade on July 4, which we decorated with MPPL art stickers.

### Building & Security

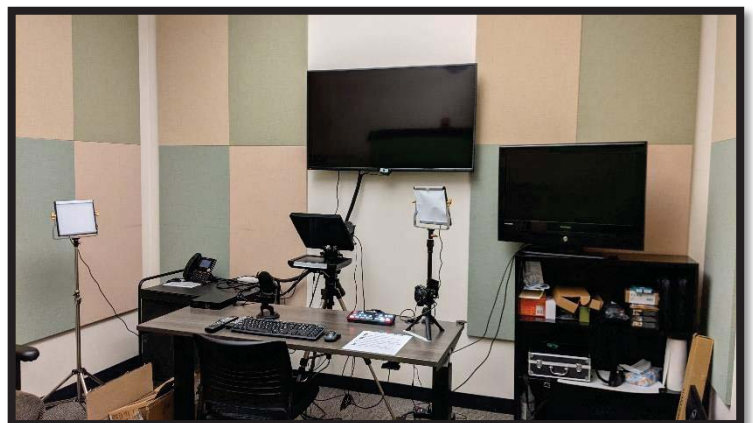
- 1) June 11 was a major turning point as Illinois moved into Phase 5 of the COVID-19 recovery plan. In preparation for the increased use, we restored all public spaces to the pre-pandemic arrangements. Chairs were added to all tables, study rooms were emptied of stored materials and re-opened, lounge seating returned, quarantine for returned materials stopped, and various barriers were removed. [New normal]

### Human Resources & Learning

- 1) Personnel statistics
  - a. Terminations: 4
  - b. New hires: 4 (1 external & 3 internal)
  - c. Open positions: 7
- 2) Employee of the Moment: Claire Bartlett, Youth Outreach Librarian
- 3) We coordinated efforts and tasks to resume activities performed by volunteers.
- 4) We revamped and streamlined our new employee onboarding process and trained all supervisors.
- 5) The library will close Friday, November 5 for Staff In-service Day. Results from a recent staff survey revealed that staff feel disconnected from each other and the public due to the isolation and remote work brought on by the COVID-19 pandemic. To help combat this, the day will focus on principles and techniques that can help staff reconnect, communicate more effectively, and work better together. [New normal]
- 6) We had five staff attend the 2021 ALA Annual Conference and Exhibition. It encompassed five days of live and on-demand virtual learning sessions, as well as featured speakers and online networking opportunities.

### Information Technology

- 1) In preparation of the new AV equipment in Meeting Room A we are installing a network switch in the equipment closet. This will allow remote monitoring and control of some of the equipment including cameras, casting, and recording hardware. [Virtual program technology]
- 2) Additional hotspots to be used in the Library of Things collection have been purchased from TechSoup.
- 3) We have completed the Zoom Room at the library, designed to be a recording studio for virtual programs. It includes lighting, a teleprompter, soundproofing, a high-end camera, green screen background, and more. [Virtual program technology]



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## Friends of the Mount Prospect Public Library

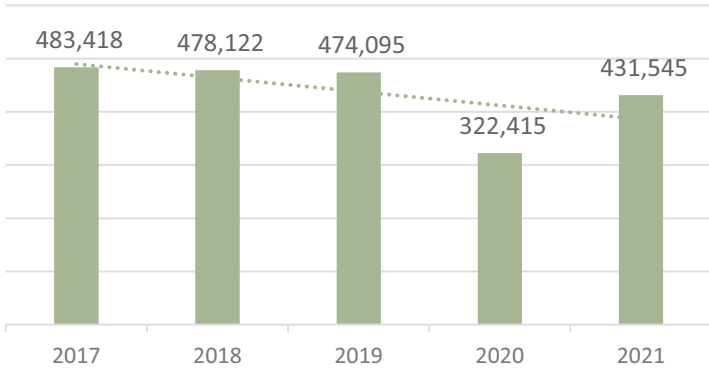
- 1) The Friends began meeting in person again in June at the library, and it was good to see everyone again.
- 2) The Friends outdoor book sale on June 26-27 was a success, with a grand total of over \$4,000. The sale was extended to limited hours on Monday, June 28 and Tuesday, June 29. Approximately half of the inventory was sold. Next steps are to clean out and organize the Friends room in preparation for taking donations again in the near future.

## Mount Prospect Public Library Foundation

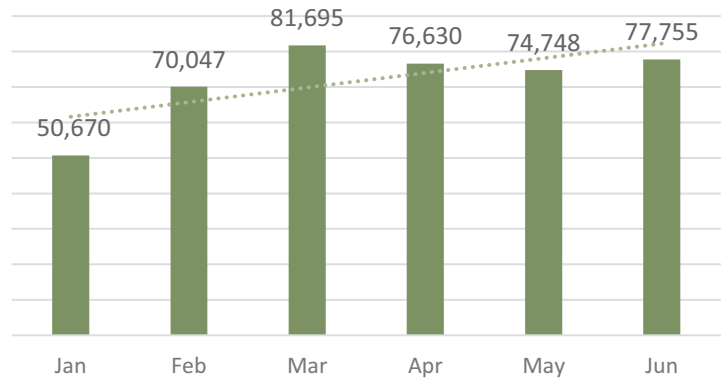
- 1) The Fundraising Committee is moving forward to plan a fall raffle fundraiser, which may be presented in a hybrid format with an in-person display and online sales component.
- 2) The Foundation Board is reviewing the 2014 Financial Policy and comparing to similar-sized library foundations' policies.

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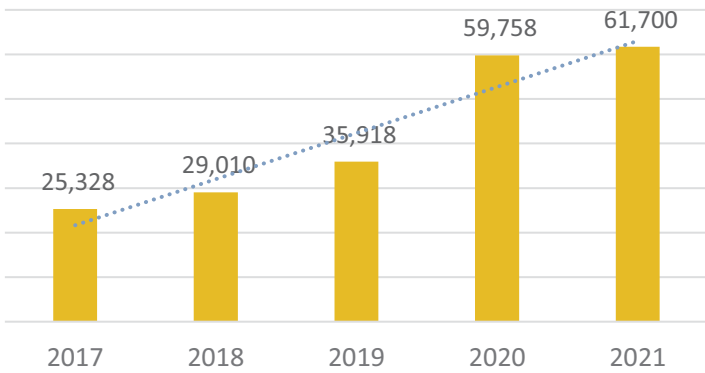
Overall Circulation YTD



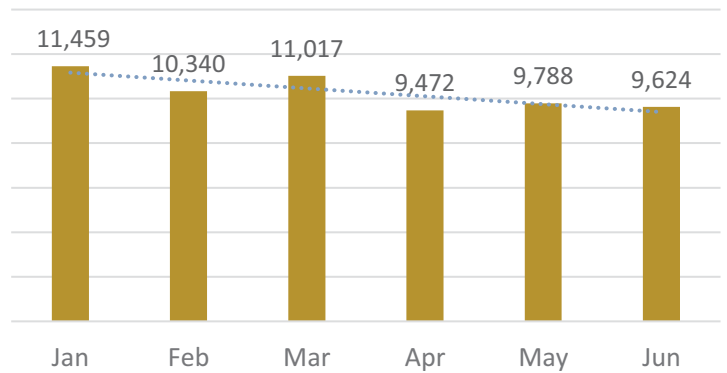
Overall Circulation 2021 by Month



eMedia Circulation YTD

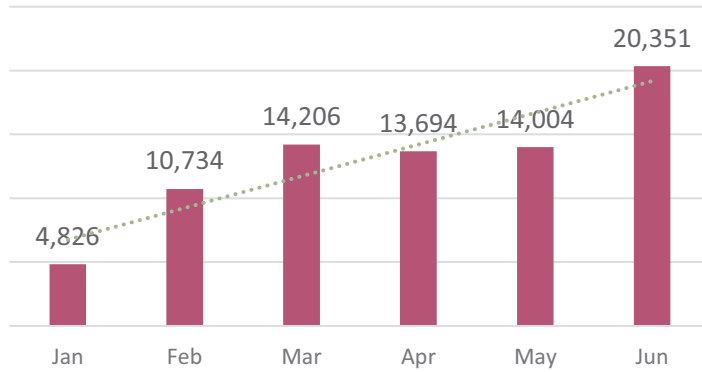


eMedia Circulation 2021 by Month

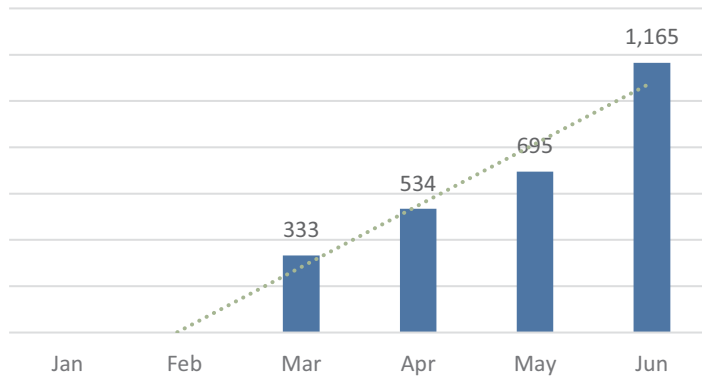


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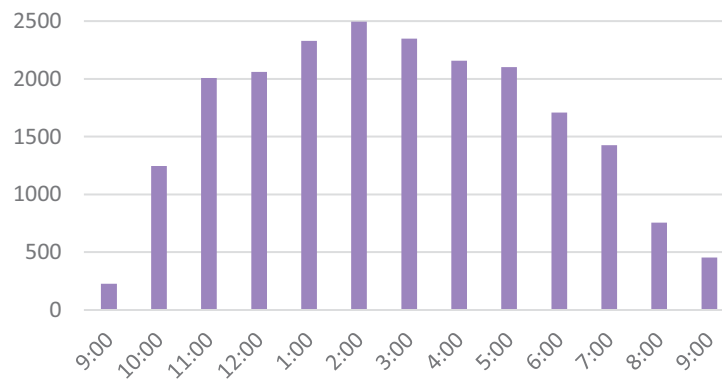
Door Count 2021 by Month - Main



Door Count 2021 by Month - South Branch

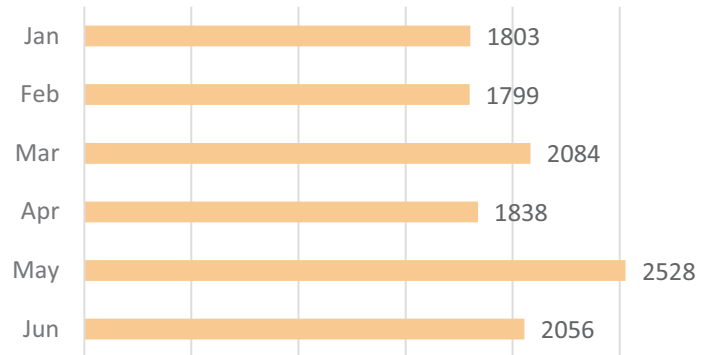


Total Door Count by Hour - June 2021



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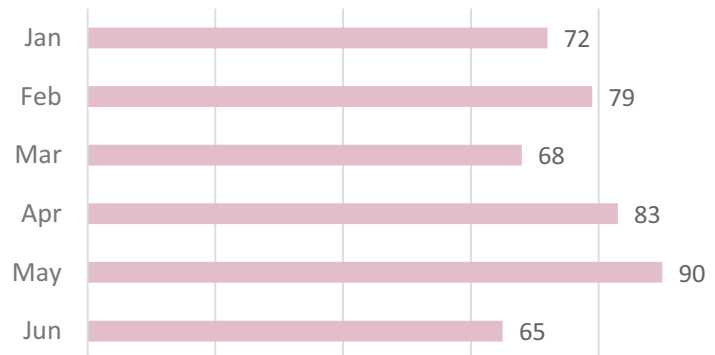
Program Attendance 2021 by Month



**June 2021 Notable Programs**

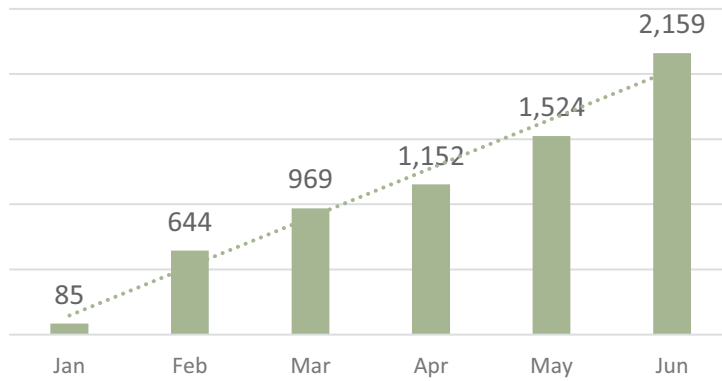
- Mount Prospect Stories: Hidden Mount Prospect (YouTube views 275)
- Summer Reading Kickoff with Saint Louis Zoo (78)
- Outdoor Storytimes at Pocket Park (8 programs, 360 attendees)
- Piñata para el Día del Padre (23)
- I Did a DNA Test: Now What? (36)
- Harry Potter Creature Drawings (20)
- Cutting the Cord: Getting the Most out of Streaming Services (30)
- Five Fabulous Cards: Grab and Go Papercrafting (43)
- Bingo de verano (50)

Number of Programs 2021 by Month

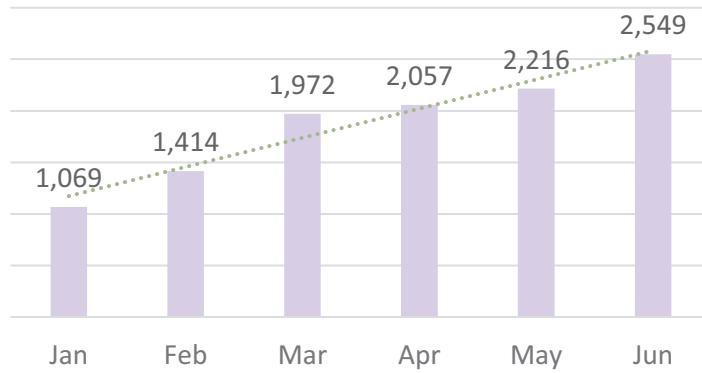


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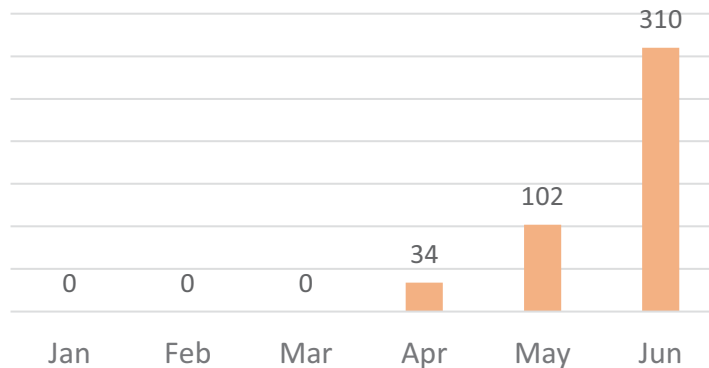
Public Computer Usage (hours) by Month



Wireless Access Users Monthly 2021



Study Room Usage 2021 YTD



## Goals Progress Summary: June 2021

