

Regular Board Meeting
July 21, 2022 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **2021 Audit Presentation** – Don Shaw, Lauterbach & Amen, LLP
4. **Public Comment**
This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
5. **President's Report**
6. **Consent Agenda (Action)**
 - a. Minutes of Regular Board Meeting of June 16, 2022 **(3-4)**
 - b. June 2022 Bills **(5)** and Financial Reports **(7-21)**
 - c. Closure of Library on Friday, November 4, 2022, for Staff In-Service Day
7. **Second Quarter Financial Review** – Christine McKinley
8. **Executive Director Report (2)**
 - a. One Book, One Village Presentation – Cathleen Blair **(22)**
 - b. June 2022 Library Activity Report **(23-31)**
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
 - a. No Foundation Board Meeting held in July
 - b. Committee of the Whole Meeting – August 4 – recommend canceling
 - c. Regular Board Meeting – August 18
 - i. Preliminary 2022 Levy Discussion
 - d. Foundation Board Meeting – August 22 – Open
11. **Adjournment**

**Library Director Report
July 21, 2022**

1. **2021 Audit Presentation.** This is agenda item 3. Don Shaw, our auditor from Lauterbach & Amen, will attend the meeting to present the 2021 audit findings. 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 6. Any item on the consent agenda can be removed by request and discussed and voted on separately. All items on the consent agenda this month are regular business items.
3. **Second Quarter Financial Review.** This is agenda item 7. Finance Manager Christine McKinley will present the second quarter financial review. Of note this quarter is the continued delay of the 2nd installation Cook County Property Taxes, which are anticipated to be up to six months late (arriving in February 2023 instead of around August 2022).
4. **One Book, One Village Presentation.** This is agenda item 8a. Cathleen Blair, Assistant Head of the Fiction/AV/Teen Department, will present an overview of our first annual “One Book, One Village” community read program. This community-wide program is primarily funded by the Friends and will be held in October 2022. Included in the packet is a summary of the program.
5. **Strategic Plan.** After the Board approved the strategic plan at the June board meeting, we updated the final documents and created an initial three-year implementation plan, included in the packet. The goal of the implementation plan is to spread the activities out over the span of the plan, making sure that we are progressing in a logical order, and allowing enough time to complete each activity effectively.

As previously mentioned, I will share progress on the plan at our monthly board meetings, beginning next month. We will review the entirety of the plan on an annual basis, confirming or adjusting the schedule and activities. The high-level initiatives and goals will stay constant, barring any significant outside occurrences.

6. **Budget Planning.** We are in the early stages of 2023 budget planning. The anticipated timeline for the Board to participate, review, and approve is:
 - a. August 18 – preliminary levy discussion
 - b. September 1 – Finance Committee reviews draft levy and working budget
 - c. September 15 – Regular Board approves the appropriation budget and levy
 - d. October – MPPL submits levy request to Village
 - e. November/December – Regular Board approves working budget amendments (if any)

Regular Board Meeting
June 16, 2022
Minutes

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:00 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas [arrived at 7:07 p.m.], Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel
Visitors: Patrick McEwen [arrived at 7:40 p.m.]

3. Public Comment

Patrick McEwen, resident of Mount Prospect, commented on library displays at 8:00 p.m.

4. President's Report

No report.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of May 19, 2022
- b. May 2022 Bills and Financial Reports

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

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

6. New Business

a. Committee Appointments 2022-2023

President Duebner asked if there were any preferences or changes to the current slate of committee members. Trustees agreed to remain on their current committees.

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

b. Review and Approve Strategic Plan

Director Reynders presented the draft Strategic Plan including a one-page document that provided a quick reference of the plan. The Board reviewed and made minor recommendations to the plan.

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

Motion was made by Trustee Haas and seconded by Trustee Fulk to approve the Strategic Plan as amended. Voice vote carried.

- c. Review Electronic Meetings Policy
Executive Director Su Reynders explained that our current Bylaws already has guidelines for meeting electronically. Board agreed at this time no changes to our policy is required.

7. Executive Director Report

Director Reynders reported that the replacement of the outdoor electronic sign and the additional 24/7 hold lockers are expected to be completed in July. She shared that the Hinaber family will hold a Remembrance to honor former Library Trustee Jackie Hinaber on Saturday, July 9 from 1-3 p.m. in Meeting Room A. Everyone is welcome to attend.

Trustees reviewed the Monthly Library Report and asked questions. Trustee O'Sullivan commented on the huge attendance for adult programming in May.

8. Trustee Reports and Comments

Trustee Groenwald attended the Foundation Board meeting on May 23. The Foundation Board reported that they are in good financial shape.

9. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – June 27 – Sylvia Haas
- b. Committee of the Whole – July 7 – Canceled
- c. Regular Board Meeting – July 21
 - i. Audit Presentation
 - ii. Second Quarter Financial Review
- d. No Foundation Board Meeting held in July

Trustee Haas volunteered to attend the Foundation Board meeting on June 27. The Committee of the Whole meeting for July 7 has been canceled.

10. Adjournment

Motion was made by Trustee Haas and seconded by Trustee Gilligan to adjourn the Regular Board meeting at 8:12 p.m. Voice vote carried.

Kristine O'Sullivan, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of JUNE 30, 2022

Library General Fund	\$	6,187,053
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,060,815
Debt Service Fund	\$	1,387,480
Gift Fund	\$	574,197
Total All Funds	\$	14,421,751

Cash Disbursements June 2022

\$	1,413,797.10
-----------	---------------------

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	8,399,259
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		10.3
Combined Balance - Percentage in Reserve		86%

YTD June Spending

- * \$168,488.04 below the year-to-date budget
- * YTD Actual is 3.4% 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 48.3% of the annual budget
- * Last year we had expended about 47.3% of the annual budget

Levy Collection

- * To date 53.2% of the total 2021 Levy has been collected
- * Last year 53.6% of the 2020 Levy had been collected through June 2021
- * Historically, over the past six years, 51.2% to 53.6% (average of 52.4%) of the current year Levy has been collected YTD

MONTHLY EXPENSE SUMMARY

YEAR TO DATE JUNE 2022											
	Line	Annual Budget	Annual Budget % to Total	YTD Budget	Budget % to Total	YTD Actual	Actual % to Total	% of Budget Expended	YTD Variance - Actual vs Budget		
									\$	%	% of TTL VAR
Salaries & Benefits											
Salaries	4110	5,740,000.00		2,869,998.00		2,753,913.67		48.0%	(116,084.33)	-4.0%	68.9%
IMRF	4120	425,000.00		212,502.00		197,508.86		46.5%	(14,993.14)	-7.1%	8.9%
MC / FICA	4130	425,000.00		212,502.00		198,742.47		46.8%	(13,759.53)	-6.5%	8.2%
Insurance - Medical	4140	801,000.00		400,500.00		367,897.29		45.9%	(32,602.71)	-8.1%	19.4%
Insurance - Life	4140	1,500.00		750.00		678.99		45.3%	(71.01)	-9.5%	0.0%
Unemployment Compensation Tax	4150	23,000.00		11,502.00		14,550.82		63.3%	3,048.82	26.5%	-1.8%
Subtotal (4110L - 4150L)		7,415,500.00	75.5%	3,707,754.00	75.5%	3,533,292.10	74.5%	47.6%	(174,461.90)	-4.7%	103.5%
Management Expense											
Audit	4210	5,200.00		2,598.00		5,200.00		100.0%	2,602.00	100.2%	-1.5%
Legal Fees	4220	10,000.00		4,998.00		1,600.50		16.0%	(3,397.50)	-68.0%	2.0%
Printing	4230	81,100.00		40,554.00		37,751.06		46.5%	(2,802.94)	-6.9%	1.7%
Marketing	4240	35,150.00		17,580.00		15,020.89		42.7%	(2,559.11)	-14.6%	1.5%
Resources	4250	11,409.00		5,706.00		304.94		2.7%	(5,401.06)	-94.7%	3.2%
Professional Dues	4260	20,235.00		10,116.00		8,156.00		40.3%	(1,960.00)	-19.4%	1.2%
Board Development/Training	4270	2,500.00		1,248.00		50.00		2.0%	(1,198.00)	-96.0%	0.7%
Human Resources	4280	135,325.00		67,656.00		63,749.47		47.1%	(3,906.53)	-5.8%	2.3%
Other Operating	4290	105,325.00		52,668.00		44,690.56		42.4%	(7,977.44)	-15.1%	4.7%
Subtotal (4210L - 4290L)		406,244.00	4.1%	203,124.00	4.1%	176,523.42	3.7%	43.5%	(26,600.58)	-13.1%	15.8%
Operating Expenses											
Telecommunications	4310	35,950.00		17,982.00		16,148.63		44.9%	(1,833.37)	-10.2%	1.1%
Insurance	4320	119,400.00		59,700.00		101,046.00		84.6%	41,346.00	69.3%	-24.5%
Office Supplies	4340	22,574.00		11,286.00		9,500.39		42.1%	(1,785.61)	-15.8%	1.1%
Library Supplies	4350	20,750.00		10,380.00		6,629.39		31.9%	(3,750.61)	-36.1%	2.2%
Postage	4360	25,100.00		12,552.00		10,947.32		43.6%	(1,604.68)	-12.8%	1.0%
Contract Services	4380	55,244.00		27,624.00		11,555.51		20.9%	(16,068.49)	-58.2%	9.5%
IT Services	4390	67,257.00		33,624.00		64,965.65		96.6%	31,341.65	93.2%	-18.6%
Subtotal (4310L - 4390L)		346,275.00	3.5%	173,148.00	3.5%	220,792.89	4.7%	63.8%	47,644.89	27.5%	-28.3%
Building Expense											
Building Maintenance	4410	181,592.00		90,792.00		74,439.94		41.0%	(16,352.06)	-18.0%	9.7%
Equipment Maintenance	4420	133,757.00		66,882.00		77,707.31		58.1%	10,825.31	16.2%	-6.4%
Janitorial	4440	65,800.00		32,898.00		27,552.55		41.9%	(5,345.45)	-16.2%	3.2%
Equipment	4450	192,350.00		96,180.00		53,856.10		28.0%	(42,323.90)	-44.0%	25.1%
Utilities	4460	49,500.00		24,750.00		40,643.57		82.1%	15,893.57	64.2%	-9.4%
Subtotal (4410L - 4460L)		622,999.00	6.3%	311,502.00	6.3%	274,199.47	5.8%	44.0%	(37,302.53)	-12.0%	22.1%
Library Materials											
Adult Print	4610	208,685.00		104,340.00		92,684.60		44.4%	(11,655.40)	-11.2%	6.9%
Adult AV	4620	67,400.00		33,696.00		18,236.23		27.1%	(15,459.77)	-45.9%	9.2%
Youth Print	4630	145,000.00		72,504.00		60,618.47		41.8%	(11,885.53)	-16.4%	7.1%
Youth AV	4640	32,900.00		16,446.00		12,052.57		36.6%	(4,393.43)	-26.7%	2.6%
Serials	4650	18,500.00		9,246.00		17,551.54		94.9%	8,305.54	89.8%	-4.9%
Electronic Resources	4660	178,475.00		89,238.00		134,645.00		75.4%	45,407.00	50.9%	-26.9%
Digital Media	4661	204,620.00		102,312.00		117,928.14		57.6%	15,616.14	15.3%	-9.3%
E-Learning	4662	43,437.00		21,720.00		32,864.31		75.7%	11,144.31	51.3%	-6.6%
Library of Things	4663	29,250.00		14,628.00		14,186.87		48.5%	(441.13)	-3.0%	0.3%
Microform	4670	900.00		450.00		619.85		68.9%	169.85	37.7%	-0.1%
Processing	4680	25,350.00		12,678.00		9,155.51		36.1%	(3,522.49)	-27.8%	2.1%
Programs	4690	71,315.00		35,664.00		24,610.99		34.5%	(11,053.01)	-31.0%	6.6%
Subtotal (4610L - 4680L)		1,025,832.00	10.4%	512,922.00	10.4%	535,154.08	11.3%	52.2%	22,232.08	4.3%	-13.2%
Total (4110L - 4680L)		9,816,850.00	100.0%	4,908,450.00	100.0%	4,739,961.96	100.0%	48.3%	(168,488.04)	-3.4%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,675.00		4,836.00		1,005.00			(3,831.00)	-100.0%	
Friends Expenses (9540L)	9540	23,500.00		11,754.00		7,268.99			(4,485.01)	-38.2%	
Village Shared Expense (9560L)	9560	3,183.00		1,590.00		1,046.75			(543.25)	-34.2%	
Grant Expense (9570L)	9570	0.00		0.00		8,618.11			8,618.11	-	
Total Reimbursable Activity		36,358.00		18,180.00		17,938.85			(241.15)	-1.3%	
Total Expenses - All Activities		9,853,208.00		4,926,630.00		4,757,900.81			(168,729.19)	-3.4%	

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 06/30/2022

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 35,323	\$ 6,392,951
Taxes Allocated to Other Funds	(3,654)	(686,276)
Personal Property Replacement Taxes	37,889	113,385
Interest Income	4,172	10,673
Illinois Per Capita Grant	-	-
Misc. Grant Income	835	7,481
Ground Lease Income	-	-
Miscellaneous Fees and Fines	2,673	14,872
Friends & Foundation Reimbursements	4,888	6,679
Village Reimbursements	-	1,094
<i>Total Revenues</i>	<u>\$ 82,126</u>	<u>\$ 5,860,859</u>
Expenditures		
Salaries & Benefits	\$ 561,639	3,533,291
Management Expense	36,956	176,524
Operating Expenses	29,883	220,791
Building Expense	23,341	274,200
Services and Resources	89,933	535,154
Friends & Foundation Reimbursable Expenses	1,566	8,275
Misc. Grant Expenses	(497)	8,619
Expenses Reimbursable by Village	174	1,046
<i>Total Expenditures</i>	<u>\$ 742,995</u>	<u>\$ 4,757,900</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 742,995</u>	<u>\$ 4,757,900</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (660,869)	\$ 1,102,959
Fund Balance - Beginning of Period	6,847,922	5,084,094
Fund Balance - End of Period	<u>\$ 6,187,053</u>	<u>\$ 6,187,053</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,212,206	\$ 2,212,206
Interest Allocation	-	-
Fund Balance - End of Period	<u>\$ 2,212,206</u>	<u>\$ 2,212,206</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	3,633	9,384
<i>Total Revenues</i>	<u>\$ 3,633</u>	<u>\$ 9,384</u>
Expenditures		
Main: Bldg Maintenance	-	65,543
Main: Furnishings/Equipment	497	18,263
Supplies	4	14
South Branch: Bldg Maintenance	-	-
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 501</u>	<u>\$ 83,820</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 3,132	\$ (74,436)
Fund Balance - Beginning of Period	4,057,683	4,135,251
Fund Balance - End of Period	<u>\$ 4,060,815</u>	<u>\$ 4,060,815</u>
Debt Service Fund		
Revenues		
Property Taxes	3,654	\$ 686,276
Interest Income	1,275	3,089
<i>Total Revenues</i>	<u>\$ 4,929</u>	<u>\$ 689,365</u>
Expenditures		
Interest Expense	2,583	\$ 15,498
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 15,948</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 2,346	\$ 673,417
Fund balance - Beginning of Period	1,385,134	714,063
Fund balance - End of Period	<u>\$ 1,387,480</u>	<u>\$ 1,387,480</u>
Gift Fund		
Revenues	935	\$ 5,152
Expenditures	80	1,473
Excess (Deficiency) of Revenues over Expenditures	\$ 855	\$ 3,679
Fund Balance - Beginning of Period	573,342	570,518
Fund Balance - End of Period	<u>\$ 574,197</u>	<u>\$ 574,197</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
June 30, 2022**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 561,639.29	
Management Expense (4210L - 4290L)	36,955.61	
Operating Expenses (4310L - 4390L)	29,883.46	
Building Expense (4410L - 4460L)	23,340.96	
Services and Resources (4610L - 4690L)	89,932.98	
Friends & Foundation reimbursable expenses (9530L and 9540L)	1,565.57	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	(496.93)	
Total June 2022 Library General Fund Expenses	<u>742,995.39</u>	\$ 742,995.39

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 100.00	
Operating Expense Reimbursements received	3,880.78	
May 2022 Accrued Payroll & Benefits	162,617.42	
May 2022 Credit Card Payable	15,954.04	
May 2022 Accounts Payable	93,504.21	
Disbursements for Capital Project Restricted Fund	-	
Disbursements for Gift Fund	-	
		276,056.45

Deductions for Library General Fund Cash Disbursements:

June 2022 Accrued Payroll & Benefits	\$ 191,872.32	
June 2022 Credit Card Payable	17,418.64	
June 2022 Accounts Payable	95,955.94	
Payment of Nayax invoices & merchant fees by income offset	131.61	
Payment of Credit Card Merchant fees by income offset	16.18	
	<u>(305,394.69)</u>	

Total Library General Fund cash disbursed \$ 713,657.15

CAPITAL PROJECTS RESTRICTED FUND

June 2022 Expenses	\$ 501.12	
Plus: May 2022 Accounts Payable	-	
Less: June 2022 Accounts Payable	-	
Less: May 2022 Account Receivable	(290.63)	
Plus: June 2022 Due from Library Fund	111,018.04	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		111,228.53

DEBT SERVICE FUND

June 2022 Expenses	\$ 2,583.33	
Plus: May 2022 Interest Payable	15,499.98	
Plus: May 2022 Accounts Payable	-	
Less: June 2022 Interest Payable	(2,583.31)	
Less: June 2022 Accounts Payable	-	
<i>Total Debt Service Fund cash disbursed</i>	<u>15,500.00</u>	15,500.00

GIFT FUND

June 2022 Expenses	\$ 80.40	
June 2022 Interfund Revenue	(925.83)	
Plus: Reimbursed service fees	-	
Less: May 2022 Due from Library Fund	-	
Plus: June 2022 Due from Library Fund	574,207.73	
Plus: May 2022 Accounts Payable	49.12	
Less: June 2022 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>	<u>573,411.42</u>	573,411.42

TOTAL CASH DISBURSEMENTS, June 2022

\$ 1,413,797.10

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4110L	Salaries	6/1/22	05/31/2022 payroll accrual	-146,928.36
4110L	Salaries	6/9/22	PAYROLL - PAYCOM	203,491.17
4110L	Salaries	6/23/22	PAYROLL - PAYCOM	203,333.80
4110L	Salaries	6/30/22	06/30/2022 payroll accrual	174,286.11
4120L	IMRF	6/1/22	05/31/2022 payroll accrual	-10,841.66
4120L	IMRF	6/29/22	VILLAGE OF MT. PROSPECT - IMRF	30,048.11
4120L	IMRF	6/30/22	06/30/2022 payroll accrual	12,875.24
4130L	MC / FICA	6/1/22	05/31/2022 payroll accrual	-10,541.22
4130L	MC / FICA	6/9/22	PAYROLL - PAYCOM	14,544.20
4130L	MC / FICA	6/23/22	PAYROLL - PAYCOM	14,559.25
4130L	MC / FICA	6/30/22	06/30/2022 payroll accrual	12,479.36
4140L	Insurance - Medical & Life	6/7/22	EMPLOYEE REIMBRUSEMENT	-16.14
4140L	Insurance - Medical & Life	6/7/22	EMPLOYEE REIMBRUSEMENT	-0.42
4140L	Insurance - Medical & Life	6/7/22	EMPLOYEE REIMBRUSEMENT	-1.02
4140L	Insurance - Medical & Life	6/23/22	EMPLOYEE REIMBRUSEMENT	-16.78
4140L	Insurance - Medical & Life	6/23/22	VILLAGE OF MOUNT PROSPECT	64,278.48
4140L	Insurance - Medical & Life	6/23/22	VILLAGE OF MOUNT PROSPECT	89.17
4210L	Audit	6/13/22	LAUTERBACH & AMEN, LLP	5,200.00
4230L	Printing	6/28/22	NPN360	8,960.40
4230L	Printing	6/22/22	BANNERVILLE USA	1,780.00
4230L	Printing	6/2/22	STATE GRAPHICS	245.50
4230L	Printing	6/3/22	MC/MY PARKING SIGN	183.90
4230L	Printing	6/8/22	MC/GOTPRINT.COM	54.82
4230L	Printing	6/17/22	MC/GOTPRINT.COM	93.77
4230L	Printing	6/22/22	BANNERVILLE USA	3,707.50
4240L	Marketing	6/1/22	4IMPRINT	726.04
4240L	Marketing	6/8/22	BLICK ART MATERIALS	147.96
4240L	Marketing	6/6/22	MC/CAN STOCK PHOTO INC	924.00
4250	Resources	6/1/22	MC/SPOTIFY	9.99
4260L	Professional Dues	6/1/22	HR SOURCE (MANAGEMENT ASSOC)	2,150.00
4260L	Professional Dues	6/6/22	MC/ALA	153.00
4260L	Professional Dues	6/22/22	MC/ALA	153.00
4260L	Professional Dues	6/28/22	MC/SOCIETY FOR HR MANAGEMENT	229.00
4280L	Human Resources	6/1/22	ACCURATE EMPLOYMENT SCREENING,	116.00
4280L	Human Resources	6/5/22	MC/MEIJER	7.10
4280L	Human Resources	6/10/22	HRDIRECT	84.99
4280L	Human Resources	6/20/22	MC/PANERA BREAD	69.00
4280L	Human Resources	6/1/22	COMPSYCH CORPORATION	2,700.00
4280L	Human Resources	6/9/22	PAYROLL - PAYCOM	2,197.76
4280L	Human Resources	6/23/22	PAYROLL - PAYCOM	2,205.15
4280L	Human Resources	6/15/22	EMPLOYEE BENEFITS CORPORATION	104.50
4280L	Human Resources	6/23/22	MC/GROUND TRANSPORT	75.77
4280L	Human Resources	6/23/22	MC/CONFERENCE MEALS	178.52
4280L	Human Resources	6/23/22	MC/LODGING	1,316.20
4280L	Human Resources	6/23/22	MC/UNITED	80.00
4280L	Human Resources	6/1/22	AMAZON.COM	27.99
4280L	Human Resources	6/9/22	MC/MGMT ASSOC: HR SOURCE	250.00
4280L	Human Resources	6/14/22	MC/LIBRARYWORKS INC	100.00
4280L	Human Resources	6/23/22	MC/DISC PROFILING	19.98

9

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4280L	Human Resources	6/9/22	PAYROLL - PAYCOM	35.81
4280L	Human Resources	6/23/22	PAYROLL - PAYCOM	4.32
4290L	Other Operating	6/1/22	FIFTH THIRD BANK	75.00
4290L	Other Operating	6/3/22	NAYAX LLC	10.43
4290L	Other Operating	6/10/22	NAYAX LLC	11.96
4290L	Other Operating	6/17/22	NAYAX LLC	14.73
4290L	Other Operating	6/24/22	NAYAX LLC	14.99
4290L	Other Operating	6/30/22	PROPAY	16.18
4290L	Other Operating	6/1/22	SIMPLE TRUTH COMMUNICATION PAR	-1,500.00
4290L	Other Operating	6/21/22	RETHINKING LIBRARIES LLC	3,640.00
4290L	Other Operating	6/23/22	MC/COSTCO	-4.65
4290L	Other Operating	6/1/22	THRYV - DEX MEDIA	23.50
4290L	Other Operating	6/7/22	VARIETY VENDORS	77.00
4290L	Other Operating	6/14/22	THRYV - DEX MEDIA	23.50
4290L	Other Operating	6/1/22	SWAN	261.00
4310L	Telecommunications	6/10/22	AT&T	206.75
4310L	Telecommunications	6/11/22	AT&T	710.84
4310L	Telecommunications	6/1/22	COMCAST CABLE	204.85
4310L	Telecommunications	6/19/22	AT&T	421.02
4310L	Telecommunications	6/21/22	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	6/23/22	COMCAST CABLE	204.85
4310L	Telecommunications	6/28/22	VERIZON WIRELESS	414.51
4310L	Telecommunications	6/19/22	AT&T	174.46
4320L	Insurance	6/17/22	ARTHUR J. GALLAGHER RISK	6,000.00
4340L	Office Supplies	6/21/22	WAREHOUSE DIRECT	248.49
4340L	Office Supplies	6/28/22	WAREHOUSE DIRECT	597.80
4340L	Office Supplies	6/13/22	STAPLES BUSINESS ADVANTAGE	12.90
4340L	Office Supplies	6/13/22	MC/AMAZON	112.99
4340L	Office Supplies	6/22/22	MC/AMAZON	8.49
4340L	Office Supplies	6/14/22	WAREHOUSE DIRECT	27.67
4340L	Office Supplies	6/14/22	STAPLES BUSINESS ADVANTAGE	60.90
4340L	Office Supplies	6/14/22	WAREHOUSE DIRECT	91.46
4340L	Office Supplies	6/15/22	WAREHOUSE DIRECT	30.44
4340L	Office Supplies	6/28/22	WAREHOUSE DIRECT	13.44
4340L	Office Supplies	6/14/22	STAPLES BUSINESS ADVANTAGE	90.03
4340L	Office Supplies	6/14/22	STAPLES BUSINESS ADVANTAGE	100.29
4340L	Office Supplies	6/21/22	MC/AMAZON	24.50
4340L	Office Supplies	6/10/22	WAREHOUSE DIRECT	179.99
4340L	Office Supplies	6/13/22	STAPLES BUSINESS ADVANTAGE	31.59
4340L	Office Supplies	6/20/22	STAPLES BUSINESS ADVANTAGE	37.32
4340L	Office Supplies	6/21/22	MC/AMAZON	22.49
4340L	Office Supplies	6/29/22	MC/AMAZON	-22.49
4340L	Office Supplies	6/14/22	WAREHOUSE DIRECT	142.41
4340L	Office Supplies	6/3/22	MC/AMAZON	16.99
4340L	Office Supplies	6/6/22	MC/AMAZON	24.50
4340L	Office Supplies	6/14/22	STAPLES BUSINESS ADVANTAGE	36.54
4350L	Library Supplies	6/1/22	AMAZON.COM	23.47
4350L	Library Supplies	6/1/22	AMAZON.COM	99.99
4350L	Library Supplies	6/7/22	MC/OFFICE DEPOT	111.09
4350L	Library Supplies	6/7/22	MC/OFFICE DEPOT	4.88
4350L	Library Supplies	6/9/22	PAYROLL - PAYCOM	19.98
4350L	Library Supplies	6/14/22	STAPLES BUSINESS ADVANTAGE	90.23
4350L	Library Supplies	6/14/22	WAREHOUSE DIRECT	45.25

10

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4350L	Library Supplies	6/14/22	STAPLES BUSINESS ADVANTAGE	39.40
4350L	Library Supplies	6/15/22	ELM USA, INC.	618.49
4360L	Postage	6/4/22	MC/POSTMASTER	8.95
4360L	Postage	6/4/22	MC/POSTMASTER	8.70
4360L	Postage	6/7/22	MC/POSTMASTER	8.95
4360L	Postage	6/10/22	MC/POSTMASTER	8.95
4360L	Postage	6/15/22	MC/POSTMASTER	17.90
4360L	Postage	6/15/22	MC/POSTMASTER	8.95
4360L	Postage	6/15/22	MC/POSTMASTER	8.95
4360L	Postage	6/22/22	MC/POSTMASTER	8.70
4360L	Postage	6/24/22	MC/POSTMASTER	17.90
4360L	Postage	6/29/22	MC/POSTMASTER	35.80
4360L	Postage	6/17/22	POSTMASTER	1,953.28
4390L	IT Services	6/2/22	MC/FREEDOM SCIENTIFIC	170.00
4390L	IT Services	6/13/22	MC/FARONICS	3,163.17
4390L	IT Services	6/20/22	MC/ADOBE	741.83
4390L	IT Services	6/20/22	MC/ADOBE	-211.46
4390L	IT Services	6/20/22	MC/AMAZON	239.98
4390L	IT Services	6/21/22	mc/cleverbridge.net	218.27
4390L	IT Services	6/21/22	MC/ADOBE	-211.46
4390L	IT Services	6/22/22	mc/cleverbridge.net	-20.29
4390L	IT Services	6/1/22	TRAF-SYS INC	240.00
4390L	IT Services	6/4/22	MC/MICROSOFT	6.60
4390L	IT Services	6/5/22	MC/QUICKBASE	2,700.00
4390L	IT Services	6/13/22	MC/ZOHO CORPORATION	2,791.00
4390L	IT Services	6/21/22	MC/TIMECLOCK PLUS	5,600.00
4390L	IT Services	6/22/22	MC/PADLET SOFTWARE	24.00
4390L	IT Services	6/22/22	MC/AMAZON	69.99
4390L	IT Services	6/26/22	MC/ARTICULATE	499.00
4410L	Building Maintenance	6/1/22	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	6/9/22	ILLINI POWER PRODUCTS	879.00
4410L	Building Maintenance	6/15/22	F.E.MORAN, INC.FIRE PROTECTION	1,140.00
4410L	Building Maintenance	6/2/22	AUTOMATIC DOORS, INC.	692.50
4410L	Building Maintenance	6/8/22	CINTAS FIRE PROTECTION	3,728.39
4410L	Building Maintenance	6/13/22	PROGRESSIVE MECHANICAL INC	410.00
4410L	Building Maintenance	6/16/22	BISHOP PLUMBING, INC.	497.70
4410L	Building Maintenance	6/1/22	FILTER SERVICES INC	975.12
4410L	Building Maintenance	6/9/22	W. W. GRAINGER, INC.	184.67
4410L	Building Maintenance	6/15/22	W. W. GRAINGER, INC.	337.96
4410L	Building Maintenance	6/23/22	NERADT ACE HARDWARE	29.46
4410L	Building Maintenance	6/30/22	MC/1000BULBS.COM	89.11
4410L	Building Maintenance	6/30/22	AMERICAN LANDSCAPING INC.	568.00
4420L	Equipment Maintenance	6/2/22	SHELL OIL COMPANY	67.89
4420L	Equipment Maintenance	6/9/22	SHELL OIL COMPANY	-9.90
4420L	Equipment Maintenance	6/14/22	BRUSKI UPHOLSTERING	1,215.00
4420L	Equipment Maintenance	6/27/22	SHELL OIL COMPANY	61.95
4420L	Equipment Maintenance	6/21/22	MC/TIMECLOCK PLUS	404.82
4420L	Equipment Maintenance	6/2/22	TODAY'S BUSINESS SOLUTIONS, IN	240.00
4420L	Equipment Maintenance	6/12/22	MC/EBAY	82.50
4420L	Equipment Maintenance	6/17/22		79.50
4420L	Equipment Maintenance	6/20/22	MC/AMAZON	54.99
4440L	Janitorial	6/23/22	CINTAS #22	119.13
4440L	Janitorial	6/3/22	SUPERIOR INDUSTRIAL SUPPLY	139.55

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4440L	Janitorial	6/8/22	WAREHOUSE DIRECT	209.26
4440L	Janitorial	6/10/22	SUPERIOR INDUSTRIAL SUPPLY	-1.40
4440L	Janitorial	6/13/22	WAREHOUSE DIRECT	244.17
4440L	Janitorial	6/14/22	SUPERIOR INDUSTRIAL SUPPLY	267.65
4440L	Janitorial	6/22/22	SUPERIOR INDUSTRIAL SUPPLY	61.65
4440L	Janitorial	6/22/22	SUPERIOR INDUSTRIAL SUPPLY	144.40
4440L	Janitorial	6/22/22	MC/AMAZON	53.20
4440L	Janitorial	6/27/22	WAREHOUSE DIRECT	40.05
4450L	Equipment	6/13/22	TECHNOLOGY MASTERS INC	35.00
4450L	Equipment	6/1/22	AMAZON.COM	829.99
4450L	Equipment	6/1/22	AMAZON.COM	111.96
4450L	Equipment	6/13/22	MC/AMAZON	689.97
4450L	Equipment	6/21/22	MC/AMAZON	999.00
4450L	Equipment	6/2/22	MC/AMAZON	785.00
4450L	Equipment	6/2/22	MC/AMAZON	1,875.00
4450L	Equipment	6/9/22	MC/AMAZON	73.21
4450L	Equipment	6/27/22	MC/AMAZON	49.13
4450L	Equipment	6/29/22	MC/AMAZON	73.55
4450L	Equipment	6/1/22	DEMCO	883.49
4460L	Utilities	6/7/22	CONSTELLATION NEWENERGY- GAS D	2,239.34
4460L	Utilities	6/15/22	VILLAGE OF MT. PROSPECT	1,570.00
4610L	Adult Books	6/1/22	CHICAGO BOOKS & JOURNALS	40.50
4610L	Adult Books	6/1/22	BAKER AND TAYLOR	571.27
4610L	Adult Books	6/1/22	BAKER AND TAYLOR	633.65
4610L	Adult Books	6/1/22	INGRAM	306.75
4610L	Adult Books	6/1/22	INGRAM	351.59
4610L	Adult Books	6/1/22	BAKER AND TAYLOR	18.36
4610L	Adult Books	6/1/22	BAKER AND TAYLOR	-10.46
4610L	Adult Books	6/1/22	AMAZON.COM	-106.14
4610L	Adult Books	6/1/22	AMAZON.COM	1,397.30
4610L	Adult Books	6/1/22		-80.40
4610L	Adult Books	6/2/22	INGRAM	191.37
4610L	Adult Books	6/3/22	BAKER AND TAYLOR	469.40
4610L	Adult Books	6/4/22	THOMSON REUTERS - WEST	377.97
4610L	Adult Books	6/5/22	INGRAM	117.58
4610L	Adult Books	6/6/22	BAKER AND TAYLOR	72.03
4610L	Adult Books	6/6/22	OPES, INC.	105.88
4610L	Adult Books	6/6/22	MC/NEW ENGLAND HISTORIC GENEAL	43.31
4610L	Adult Books	6/7/22	INFORMATION TODAY	418.50
4610L	Adult Books	6/7/22	BAKER AND TAYLOR	1,340.52
4610L	Adult Books	6/8/22	BAKER AND TAYLOR	352.16
4610L	Adult Books	6/9/22	BAKER AND TAYLOR	33.38
4610L	Adult Books	6/10/22	BAKER AND TAYLOR	695.82
4610L	Adult Books	6/10/22	INGRAM	199.87
4610L	Adult Books	6/13/22	BAKER AND TAYLOR	856.40
4610L	Adult Books	6/13/22	BAKER AND TAYLOR	52.71
4610L	Adult Books	6/14/22	INGRAM	314.20
4610L	Adult Books	6/14/22	BAKER AND TAYLOR	555.50
4610L	Adult Books	6/15/22	BAKER AND TAYLOR	14.39
4610L	Adult Books	6/15/22	BAKER AND TAYLOR	311.85
4610L	Adult Books	6/16/22	BAKER AND TAYLOR	688.39
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	1,113.79
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	74.66
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	-5.94
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	-19.78

12

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	-5.94
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	-16.23
4610L	Adult Books	6/20/22	BAKER AND TAYLOR	-10.73
4610L	Adult Books	6/21/22	BAKER AND TAYLOR	479.88
4610L	Adult Books	6/21/22	INGRAM	98.17
4610L	Adult Books	6/22/22	BAKER AND TAYLOR	452.41
4610L	Adult Books	6/22/22	INGRAM	55.90
4610L	Adult Books	6/23/22	MC/POLISH BOOKSTORE	239.87
4610L	Adult Books	6/24/22	INGRAM	35.04
4610L	Adult Books	6/24/22	BAKER AND TAYLOR	997.57
4610L	Adult Books	6/24/22	BAKER AND TAYLOR	31.59
4610L	Adult Books	6/27/22	BAKER AND TAYLOR	1,047.46
4610L	Adult Books	6/28/22	INGRAM	25.69
4610L	Adult Books	6/28/22	BAKER AND TAYLOR	632.45
4610L	Adult Books	6/28/22	MC/NGS	126.45
4610L	Adult Books	6/29/22	BAKER AND TAYLOR	499.57
4610L	Adult Books	6/29/22	BAKER AND TAYLOR	26.28
4610L	Adult Books	6/30/22	INGRAM	224.47
4610L	Adult Books	6/30/22	BAKER AND TAYLOR	957.17
4610L	Adult Books	6/30/22	BAKER AND TAYLOR	41.48
4610L	Adult Books	6/2/22	BAKER AND TAYLOR	62.73
4610L	Adult Books	6/6/22	BAKER AND TAYLOR	121.94
4610L	Adult Books	6/8/22	BAKER AND TAYLOR	33.00
4610L	Adult Books	6/21/22	BAKER AND TAYLOR	105.32
4610L	Adult Books	6/24/22	BAKER AND TAYLOR	33.43
4620L	Adult AV	6/1/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/1/22	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	6/1/22	AMAZON.COM	-4.03
4620L	Adult AV	6/1/22	AMAZON.COM	362.90
4620L	Adult AV	6/3/22	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	6/3/22	BAKER & TAYLOR INC.	24.61
4620L	Adult AV	6/3/22	BAKER & TAYLOR INC.	8.81
4620L	Adult AV	6/3/22	BAKER & TAYLOR INC.	51.42
4620L	Adult AV	6/6/22	MIDWEST TAPE	351.91
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	21.69
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	18.19
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	220.43
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	42.57
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	44.08
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/9/22	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	6/10/22	MIDWEST TAPE	62.98
4620L	Adult AV	6/10/22	MIDWEST TAPE	12.79
4620L	Adult AV	6/10/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	6/10/22	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	6/14/22	BAKER & TAYLOR INC.	12.74
4620L	Adult AV	6/16/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/16/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/16/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/16/22	BAKER & TAYLOR INC.	40.38
4620L	Adult AV	6/16/22	BAKER & TAYLOR INC.	21.28
4620L	Adult AV	6/17/22	MIDWEST TAPE	39.99
4620L	Adult AV	6/20/22	BAKER & TAYLOR INC.	12.49
4620L	Adult AV	6/20/22	BAKER & TAYLOR INC.	22.78

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4620L	Adult AV	6/20/22	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	6/20/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	6/20/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/20/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	21.21
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	51.42
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	44.02
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	44.08
4620L	Adult AV	6/22/22	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	6/23/22	THE TEACHING COMPANY	324.65
4620L	Adult AV	6/24/22	BAKER & TAYLOR INC.	19.83
4620L	Adult AV	6/28/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/28/22	FINDAWAY WORLD, LLC	59.97
4620L	Adult AV	6/29/22	BAKER & TAYLOR INC.	13.49
4620L	Adult AV	6/29/22	BAKER & TAYLOR INC.	25.69
4620L	Adult AV	6/29/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	6/29/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	6/30/22	BAKER & TAYLOR INC.	58.78
4620L	Adult AV	6/30/22	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	6/30/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	6/30/22	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	6/30/22	CRIMSON MULTIMEDIA DIST., INC.	20.00
4620L	Adult AV	6/30/22	CRIMSON MULTIMEDIA DIST., INC.	384.34
4620L	Adult AV	6/30/22	CRIMSON MULTIMEDIA DIST., INC.	120.00
4620L	Adult AV	6/1/22	AMAZON.COM	32.92
4620L	Adult AV	6/1/22	MIDWEST TAPE	18.74
4620L	Adult AV	6/6/22	MIDWEST TAPE	31.48
4620L	Adult AV	6/10/22	MIDWEST TAPE	12.74
4620L	Adult AV	6/13/22	BAKER & TAYLOR INC.	17.63
4620L	Adult AV	6/13/22	BAKER & TAYLOR INC.	88.18
4620L	Adult AV	6/13/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	6/27/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	6/27/22	BAKER & TAYLOR INC.	22.01
4630L	Youth Print	6/1/22	INGRAM	75.86
4630L	Youth Print	6/1/22	CHILDREN'S PLUS INC.	172.51
4630L	Youth Print	6/1/22	AMAZON.COM	228.19
4630L	Youth Print	6/2/22	BAKER AND TAYLOR	379.52
4630L	Youth Print	6/5/22	INGRAM	162.04
4630L	Youth Print	6/6/22	BAKER AND TAYLOR	221.59
4630L	Youth Print	6/6/22	BAKER AND TAYLOR	269.36
4630L	Youth Print	6/8/22	BAKER AND TAYLOR	429.81
4630L	Youth Print	6/10/22	BAKER AND TAYLOR	458.83
4630L	Youth Print	6/10/22	BAKER AND TAYLOR	114.60
4630L	Youth Print	6/10/22	INGRAM	18.52
4630L	Youth Print	6/13/22	BAKER AND TAYLOR	178.64
4630L	Youth Print	6/13/22	BAKER AND TAYLOR	10.84
4630L	Youth Print	6/13/22	BAKER AND TAYLOR	381.34
4630L	Youth Print	6/14/22	INGRAM	78.87
4630L	Youth Print	6/14/22	BAKER AND TAYLOR	4.80
4630L	Youth Print	6/15/22	BAKER AND TAYLOR	611.04
4630L	Youth Print	6/16/22	BAKER AND TAYLOR	112.25
4630L	Youth Print	6/17/22	BAKER AND TAYLOR	133.05
4630L	Youth Print	6/20/22	BAKER AND TAYLOR	343.80
4630L	Youth Print	6/20/22	BAKER AND TAYLOR	999.32

14

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4630L	Youth Print	6/20/22	BAKER AND TAYLOR	-4.49
4630L	Youth Print	6/21/22	INGRAM	111.82
4630L	Youth Print	6/21/22	BAKER AND TAYLOR	179.01
4630L	Youth Print	6/21/22	BAKER AND TAYLOR	1,170.91
4630L	Youth Print	6/21/22	BAKER AND TAYLOR	101.01
4630L	Youth Print	6/22/22	BAKER AND TAYLOR	10.26
4630L	Youth Print	6/22/22	BAKER AND TAYLOR	85.28
4630L	Youth Print	6/22/22	BAKER AND TAYLOR	753.89
4630L	Youth Print	6/22/22	INGRAM	159.47
4630L	Youth Print	6/22/22	BAKER AND TAYLOR	-5.64
4630L	Youth Print	6/22/22	BAKER AND TAYLOR	-11.30
4630L	Youth Print	6/23/22	BAKER AND TAYLOR	95.02
4630L	Youth Print	6/24/22	INGRAM	127.86
4630L	Youth Print	6/24/22	LAKESHORE LEARNING MATERIALS	31.98
4630L	Youth Print	6/27/22	BAKER AND TAYLOR	418.42
4630L	Youth Print	6/28/22	INGRAM	103.24
4630L	Youth Print	6/29/22	BAKER AND TAYLOR	416.37
4630L	Youth Print	6/30/22	INGRAM	34.20
4630L	Youth Print	6/30/22	BAKER AND TAYLOR	506.78
4630L	Youth Print	6/2/22	BAKER AND TAYLOR	52.73
4630L	Youth Print	6/6/22	BAKER AND TAYLOR	129.05
4630L	Youth Print	6/8/22	BAKER AND TAYLOR	123.61
4630L	Youth Print	6/10/22	BAKER AND TAYLOR	12.11
4630L	Youth Print	6/21/22	BAKER AND TAYLOR	114.38
4630L	Youth Print	6/24/22	BAKER AND TAYLOR	23.89
4640L	Youth AV	6/1/22	AMAZON.COM	270.96
4640L	Youth AV	6/1/22	AMAZON.COM	-258.25
4640L	Youth AV	6/1/22	MIDWEST TAPE	-19.99
4640L	Youth AV	6/2/22	FINDAWAY WORLD, LLC	362.93
4640L	Youth AV	6/6/22	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	6/6/22	BAKER & TAYLOR INC.	12.48
4640L	Youth AV	6/7/22	LIBRARY IDEAS, LLC	146.81
4640L	Youth AV	6/13/22	BAKER & TAYLOR INC.	67.89
4640L	Youth AV	6/13/22	BAKER & TAYLOR INC.	95.49
4640L	Youth AV	6/13/22	FINDAWAY WORLD, LLC	254.95
4640L	Youth AV	6/14/22	FINDAWAY WORLD, LLC	69.99
4640L	Youth AV	6/14/22	FINDAWAY WORLD, LLC	764.55
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	10.28
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	33.05
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	51.42
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	9.33
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	139.58
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	12.48
4640L	Youth AV	6/22/22	BAKER & TAYLOR INC.	51.44
4640L	Youth AV	6/27/22	FINDAWAY WORLD, LLC	250.71
4640L	Youth AV	6/27/22	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	6/27/22	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	6/28/22	FINDAWAY WORLD, LLC	19.99
4640L	Youth AV	6/30/22	CRIMSON MULTIMEDIA DIST., INC.	165.28
4640L	Youth AV	6/1/22	AMAZON.COM	42.96
4640L	Youth AV	6/6/22	BAKER & TAYLOR INC.	10.28
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	22.78
4640L	Youth AV	6/20/22	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	6/27/22	BAKER & TAYLOR INC.	25.71
4650L	Print Serials	6/1/22	MC/CHICAGO TRIBUNE	218.59
4650L	Print Serials	6/1/22	MC/INVESTOR PLACE MEDIA IPM	34.95

15

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4650L	Print Serials	6/5/22	CHICAGO TRIBUNE	149.64
4650L	Print Serials	6/7/22		-175.00
4650L	Print Serials	6/10/22	MC/AMAZON	21.95
4650L	Print Serials	6/22/22	SCHOOL LIBRARY JOURNAL	136.99
4650L	Print Serials	6/23/22	MC/KD MARKET	13.45
4650L	Print Serials	6/28/22	MC/DAILY HERALD	34.60
4650L	Print Serials	6/6/22	MC/WALL STREET JOURNAL	54.99
4660L	Electronic Resources	6/1/22	EBSCO INFORMATION SERVICES	1,648.00
4660L	Electronic Resources	6/1/22	THOMSON REUTERS - WEST	1,541.85
4660L	Electronic Resources	6/17/22	GREY HOUSE PUBLISHING	4,960.00
4660L	Electronic Resources	6/29/22	OXFORD UNIVERSITY PRESS INC.	1,578.27
4661L	Digital Media	6/30/22	LIBRARY IDEAS, LLC	1,899.00
4661L	Digital Media	6/1/22	RAILS	14,946.79
4661L	Digital Media	6/30/22	MIDWEST TAPE	3,531.62
4661L	Digital Media	6/30/22	KANOPY, INC.	496.00
4661L	Digital Media	6/1/22	OVERDRIVE, INC.	135.98
4661L	Digital Media	6/10/22	OVERDRIVE, INC.	1,265.39
4661L	Digital Media	6/10/22	OVERDRIVE, INC.	1,650.93
4661L	Digital Media	6/12/22	OVERDRIVE, INC.	446.98
4661L	Digital Media	6/12/22	OVERDRIVE, INC.	53.97
4661L	Digital Media	6/12/22	OVERDRIVE, INC.	873.16
4661L	Digital Media	6/12/22	OVERDRIVE, INC.	751.78
4661L	Digital Media	6/12/22	OVERDRIVE, INC.	637.48
4661L	Digital Media	6/17/22	OVERDRIVE, INC.	1,171.77
4661L	Digital Media	6/17/22	OVERDRIVE, INC.	550.40
4661L	Digital Media	6/17/22	OVERDRIVE, INC.	199.60
4661L	Digital Media	6/17/22	OVERDRIVE, INC.	22.50
4661L	Digital Media	6/29/22	OVERDRIVE, INC.	65.00
4661L	Digital Media	6/29/22	OVERDRIVE, INC.	108.97
4661L	Digital Media	6/29/22	OVERDRIVE, INC.	294.22
4661L	Digital Media	6/29/22	OVERDRIVE, INC.	196.00
4661L	Digital Media	6/29/22	OVERDRIVE, INC.	758.22
4661L	Digital Media	6/29/22	OVERDRIVE, INC.	1,129.99
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	87.49
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	114.98
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	55.00
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	407.50
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	150.00
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	406.00
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	150.00
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	97.53
4661L	Digital Media	6/30/22	OVERDRIVE, INC.	133.00
4661L	Digital Media	6/1/22	OVERDRIVE, INC.	343.69
4661L	Digital Media	6/7/22	OVERDRIVE, INC.	308.00
4661L	Digital Media	6/14/22	OVERDRIVE, INC.	366.48
4661L	Digital Media	6/21/22	OVERDRIVE, INC.	316.48
4661L	Digital Media	6/28/22	OVERDRIVE, INC.	233.97
4661L	Digital Media	6/22/22	MC/JOURNAL AND TOPICS	66.00
4663L	Library of Things	6/1/22	AMAZON.COM	232.51
4663L	Library of Things	6/1/22	AMAZON.COM	-109.37
4663L	Library of Things	6/16/22	MC/OFFICE DEPOT	22.39
4663L	Library of Things	6/30/22	AMAZON.COM	3,950.00
4663L	Library of Things	6/1/22	AMAZON.COM	63.40
4663L	Library of Things	6/3/22	MC/NETFLIX	19.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/NETFLIX	19.99
4663L	Library of Things	6/3/22	MC/NETFLIX	19.99
4663L	Library of Things	6/3/22	MC/NETFLIX	19.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/3/22	MC/DISNEY	13.99
4663L	Library of Things	6/3/22	MC/NETFLIX	19.99
4663L	Library of Things	6/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/6/22	MC/NETFLIX	19.99
4663L	Library of Things	6/6/22	MC/NETFLIX	19.99
4663L	Library of Things	6/6/22	MC/NETFLIX	19.99
4663L	Library of Things	6/12/22	MC/NETFLIX	19.99
4663L	Library of Things	6/12/22	MC/NETFLIX	19.99
4663L	Library of Things	6/22/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	6/21/22	MC/T-MOBILE	491.72
4663L	Library of Things	6/22/22	MC/MOBILE BEACON	1,320.00
4680L	Processing Supplies	6/1/22	AMAZON.COM	24.98
4680L	Processing Supplies	6/1/22	BAKER AND TAYLOR	13.57
4680L	Processing Supplies	6/1/22	BAKER AND TAYLOR	26.64
4680L	Processing Supplies	6/6/22	BAKER AND TAYLOR	6.12
4680L	Processing Supplies	6/7/22	MC/ONLINELABELS.COM	172.48
4680L	Processing Supplies	6/13/22	BAKER AND TAYLOR	8.88
4680L	Processing Supplies	6/14/22	WAREHOUSE DIRECT	123.60
4680L	Processing Supplies	6/20/22	BAKER AND TAYLOR	11.10
4680L	Processing Supplies	6/21/22	STAPLES BUSINESS ADVANTAGE	243.07
4680L	Processing Supplies	6/22/22	BAKER AND TAYLOR	4.44
4680L	Processing Supplies	6/27/22	BAKER AND TAYLOR	20.72
4680L	Processing Supplies	6/30/22	BAKER AND TAYLOR	19.49
4690L	Programs	6/1/22	AMAZON.COM	334.49
4690L	Programs	6/23/22	MC/WALMART	30.94
4690L	Programs	6/2/22	PATRICIA SMOLIN	150.00
4690L	Programs	6/6/22	CYNTHIA A TYLEY	125.00
4690L	Programs	6/8/22	TRANSFORMATIVE JUSTICE LAW PRO	200.00
4690L	Programs	6/22/22	KAREN CHAN FINANCIAL	200.00
4690L	Programs	6/4/22	DAN ROBERTS	400.00
4690L	Programs	6/8/22	BOOK DEPOT	202.98
4690L	Programs	6/8/22	BOOK DEPOT	202.98
4690L	Programs	6/9/22	TIA WENTE	150.00
4690L	Programs	6/9/22	PAYROLL - PAYCOM	98.14
4690L	Programs	6/14/22	MC/AMAZON	290.90
4690L	Programs	6/21/22	MC/WALMART	38.19
4690L	Programs	6/23/22	PAYROLL - PAYCOM	7.77
4690L	Programs	6/1/22	LAURA FRANCES KEYES	250.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4690L	Programs	6/9/22	THE WILDBIRD SHACK LTD	150.00
4690L	Programs	6/21/22	CLAIRE EVANS	200.00
4690L	Programs	6/1/22	MC/S&S WORLDWIDE	119.92
4690L	Programs	6/1/22	BAKER AND TAYLOR	38.66
4690L	Programs	6/1/22	ARLINGTON HEIGHTS MEM.LIBR.	138.89
4690L	Programs	6/1/22	INGRAM	62.32
4690L	Programs	6/7/22	BAKER AND TAYLOR	54.65
4690L	Programs	6/9/22	PAYROLL - PAYCOM	21.77
4690L	Programs	6/13/22	MC/MICHAELS	89.12
4690L	Programs	6/22/22	MC/AMAZON	10.71
4690L	Programs	6/22/22	MC/AMAZON	110.07
4690L	Programs	6/23/22	KRISTYN SLICK	225.00
4690L	Programs	6/26/22	MC/Jewel	22.47
4690L	Programs	6/29/22	BAKER AND TAYLOR	175.22
4690L	Programs	6/30/22	BAKER AND TAYLOR	17.04
4690L	Programs	6/3/22	MC/AMAZON	29.57
4690L	Programs	6/21/22	MC/AMAZON	24.99
4690L	Programs	6/22/22	MC/AMAZON	20.09
4690L	Programs	6/22/22	MC/AMAZON	15.98
4690L	Programs	6/22/22	MC/AMAZON	13.99
4690L	Programs	6/23/22	PAYROLL - PAYCOM	57.66
4690L	Programs	6/29/22	MC/AMAZON	7.99
4690L	Programs	6/29/22	MC/OREGON OWL PELLETS	40.83
				<u>\$ 741,752.30</u>
9530L-070-01	Adult Programs	6/27/22	SHAKESPEARE PROJECT OF CHICAGO	850.00
9540L-110-02	Lunch Bunch	6/21/22	TORTORICE'S	25.00
9540L-110-02	Lunch Bunch	6/22/22	MC/TORTORICE'S	471.86
9540L-110-03	Morale Committee	6/12/22	MC/MARIANO'S	28.63
9540L-110-03	Morale Committee	6/13/22	MC/Jewel	30.68
9540L-110-03	Morale Committee	6/14/22	MC/MEIJER	23.95
9540L-110-03	Morale Committee	6/15/22	MC/MARIANO'S	27.47
9540L-110-03	Morale Committee	6/22/22	MC/AMAZON	18.67
9540L-220-03	SB Reading Program	6/23/22	PAYROLL - PAYCOM	33.18
9540L-899-13	Fanfest	6/29/22	MC/VISTAPRINT	56.13
9560L-090-South	South Branch Fiber	6/19/22	AT&T	174.45
9570L-010-02	Grant Expenses - Digital Media	6/1/22	1-AJE 6-01-2022	-496.93
Total Library Fund Expenses for June, 2022				<u><u>\$ 742,995.39</u></u>

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	6/30/2022	Service Charge	2.44
7740B	Bldg Fd: Supplies	6/30/2022	3-AJE 6-30-2022	1.75
7750B-017	Bldg Fd: Equipment & Furniture	6/1/2022	1-AJE 6-01-2022	496.93
Total Capital Project Restricted Fund Expenses for June, 2022				<u>\$ 501.12</u>

Debt Service Fund
Debt Service Fund Expenses by G/L Acct
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	6/30/22	June 2022, interest expense accrual \$31,000 x 1/12	2,583.33

Total Debt Service Fund Expenses for June, 2022 \$ 2,583.33

Mount Prospect Public Library
Gift Fund Expenses by G/L Account #
For the Period From June 1, 2022 to June 30, 2022

Account ID	Account Description	Date	Vendor Name	Amount
8710G	Gift Fund: Books	6/1/22	2-AJE 06-01-2022	80.40
Total Gift Fund Expenses for June, 2022				<u>\$ 80.40</u>

Coming in October: MPPL's first One Book, One Village event

What is a “one book” program?

One Book initiatives offer the opportunity for a community to come together through the reading and discussion of a common book. “The idea is that the city that opens the same book closes it in greater harmony.” - Mary McGory, *The Washington Post*

What will we be reading?

In *The Other Americans* by Laila Lalami, the repercussions of a suspicious death bring together a diverse cast of characters whose invisible connections are slowly revealed even while they remain deeply divided by race, religion, or class. It is at once a family saga, a murder mystery, and a love story, infused with questions about America’s complex and complicated cultural legacy.

How do readers receive copies?

Beginning in September, we will be distributing paperback copies to the MP community, primarily from the service desks. Additional copies will be available in both the physical and digital circulating collections.

When will we talk about the book?

Throughout October and early November, there will be seven discussion opportunities. Some will be part of established MPPL groups, others standalone, and options will include morning, afternoon, evening, weekend, in-person, and virtual.

Are there events other than discussions?

Yes! There will be a few tie-in programs, including a special edition of our virtual book share: Let’s Talk Books: The American Experience.

Most importantly, author Laila Lalami will be joining MPPL in two virtual author events. Each will be offered as a hybrid program available to both in-person and virtual attendees.

- Tuesday, October 25 – Author Laila Lalami Conversation (Q&A) with Staff and Readers
- Thursday, October 27 – Author Laila Lalami Presentation and Interview, moderated by Sahar Mustafa, author of *The Beauty of Your Face*

Whom do we have to thank?

This program is possible through the generous support of the Friends of the Library.

June 2022

Youth Services

- 1) Forty-two patrons and 16 stuffed animals attended the Stuffed Animal Sleepover. After reading a few books and singing and dancing along to some bedtime songs, the children each drew a story in a blank book. They each tucked their stuffed animals into bed and then snuck out of the room. A few days later, each animal was returned with a book of photos that showed the stuffed animals having fun throughout the library.
- 2) To celebrate the beginning of the Summer Reading Program, CircEsteem, a troupe of teens, performed circus tricks at the Lions Park Memorial Bandshell. A total of 140 people attended. After the performance, the teens invited patrons to try out some circus skills like juggling, plate spinning, and walking across a (low to the ground) tightrope.
- 3) We visited summer school sites and childcare centers to distribute books and related activities and present storytimes and booktalks.



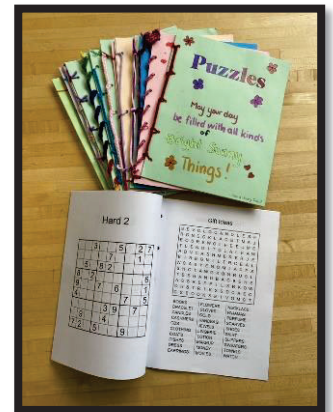
South Branch & Community Engagement

- 1) In an effort to match volunteer projects with community need, this month the teens in our Teen Volunteer Program created puzzle books for seniors that will be distributed in the newly created Senior Hub resource area at Village Hall. The activity books include an inspirational cover page created by the teens.
- 2) We participated in two Summer Safety Socials this month. These festive and impactful outreach events are organized by the Mount Prospect Police Department and provide us with an opportunity to engage with residents in rental properties on the south side of town. In addition to providing information about the South Branch and offering giveaways, we registered over 30 people for library cards and over 50 for the Summer Reading Program.
- 3) We participated in the Juneteenth celebration at Trinity Methodist Church and spoke with 63 people in the first hour. The event was open to the community and the library distributed bibliographies and books, including *Juneteenth for Mazie* by Floyd Cooper and *The Story of Juneteenth: An Interactive History Adventure* by Steven Otfinoski.
- 4) The River Trails Nature Center showed participants at our Animal Adaptations program how local animals use their fur, feathers, or shells to survive the wilderness of Illinois. Families got to see animal pelts and even a live snake!



Research

- 1) A patron was tutoring two aspiring young authors and asked about printing out their “books.” After printing them out, they returned to the desk to read us their newly published works. Their enthusiasm was off the charts, and they shared photos as Charlie Celander, Research Technology Assistant demonstrated how we printed from the queue.
- 2) The program with the highest attendance (39) was Tips for the Lazy Gardener, an in-person program, co-sponsored with the Garden Club of Mount Prospect.
- 3) Starting July 1, the library will no longer offer Tutor.com and Adult Career Center. Instead, we will take advantage of group pricing negotiated by RAILS and subscribe to Brainfuse HelpNow and Brainfuse JobNow. The main difference between the Tutor.com and Brainfuse packages is that with Brainfuse we will be able to offer unlimited access instead of a set number of sessions (patrons will no longer be limited to five logins per week).



Fiction/AV/Teen

- 1) This year’s Summer Reading Challenge has been off to a great start:
 - Teen participation by the end of June was already higher than the total registration of every year since 2016, owing in part to excellent in-school promotion.
 - Adult signups at the end of June have already exceeded 2021’s total participants.
 - Many participants have made the switch to logging minutes instead of books, and it has made the program more accessible.
 - Higher desk traffic led to our busiest month of patron service since July 2019.
 - We created bookmarks to easily communicate the appeal of our teen prize book choices.
- 2) We held our first Pride Month program for teen patrons, a craft session making friendship bracelets in Pride flag colors which attracted several attendees who hadn’t come to teen programs before.
- 3) We created a library materials spotlight for the Trinity Methodist Church Juneteenth celebration.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) The outdoor 50-Minute Hamlet program was a huge success, with 175 patrons (and two dogs) attending. Patrons raved about the actors' performance afterwards and expressed great appreciation that we offered the program.
- 5) Patron comment: "I'm very grateful for all the library does to provide materials in Large Type and Audio for those whose eyes cannot keep up with our reading appetites. I'm younger than I thought I'd be to need these, and I was worried I wouldn't be able to find the same variety of contemporary stories in larger print. It's been great to see trending books just as available in other formats! I've always felt that the library is the heart of Mount Prospect, and I hope you all know how appreciated you are."



Registration

- 1) Summer Reading made our library card registration numbers double. On average we register 150 new patrons a month, but in June we registered 332 Mount Prospect patrons for new library cards.
- 2) Library program registration and public meeting room reservations are steadily increasing. We registered 127 people for programs from calls and patrons coming to the desk and had four public meeting room rentals.

Circulation

- 1) We update the Patron Services staff picks displays in the lobby and make sure that the titles selected represent diverse authors and viewpoints. During the month of June, more books from this display were checked out than usual – 49 youth books and 39 adult titles. Staff also relayed a patron reaction to this display that is proof of the representation of importance: A young girl with her mother were looking at the youth titles on the display and said to her mom "I didn't know they have so many books that look like me." Her mother expressed her surprise as well and suggested to her daughter that they go and find more.
- 2) The launch of the Summer Reading Challenge made June a busy month, and we saw a significant jump in circulation for June (92,149) compared to May (76,382). Our June circulation numbers not only exceeded June of 2021 but is the highest single month for circulation in at least the last seven years.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) June was Pride month, and we had a Pride Flag display with a Pride Guide of resources for patrons. The self-stacking colored pencils that went along with the coloring page in the back of the Guide were a big hit with patrons.

Building & Security

- 1) We completed the annual required inspections on our backflow devices, which protect the municipal water supply and all of our fire extinguishers.
- 2) The sidewalk that leads to the Village parking garage at the employee entrance, had settled over the years and was lower than the garage floor, which was a potential trip hazard. We coordinated with Public Works, and they will regularly raise the sidewalk back to the garage level at no cost to us.

Collection & Bibliographic Services

- 1) We finished the acquisitions, cataloging, and processing of the initial group of Lucky Day materials, and this new collection will be launched in July.

Communications & Creative Services

- 1) June e-news emails continued at 40% average open rate. The highest clickthrough rate (39%) was for the Summer Reading Program, followed by Illinois Libraries Present: An Evening with Kwame Onwuachi.
- 2) Between the Main Library and South Branch, we distributed over 1,500 Pride Guides and 1,600 rainbow-colored pencils.
- 3) Social Media Statistics:
 - a. FACEBOOK: 36 posts and 28 events | 47 page likes
 - b. INSTAGRAM: 24 posts and stories | 21 page follows
 - c. TWITTER: 38 Tweets | 20 mentions | 1 follow
 - d. YOUTUBE: 6 videos | 714 views | 5 subscribers
- 4) We've been participating in a RAILS social media collection challenge, and this month the prompt was for the "smallest item." We featured a teeny field mouse finger puppet!

Human Resources & Learning

- 1) Number of open positions: 5
 - a. South Branch Patron Assistant (PT)
 - b. Maintenance Technician (PT)
 - c. Elementary School Outreach Coordinator
 - d. Circulation Assistant (2 PT positions)
- 2) Number of vacant positions filled: 5 (4 external and 1 internal)
- 3) Number of separations: None



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) Staff anniversaries:
 - a. Aidan Maloney, Page, 5 years
 - b. Christopher Amling, IT Services Supervisor, 15 years
- 5) Above and Beyond Awards:
 - a. Andrea Johnson, Teen Librarian
 - b. Kristen Morandi, Circulation Assistant
 - c. Pily Romero, South Branch Patron Assistant
 - d. Jimmy Stefanis, Fiction/AV/Teen Assistant
 - e. Denise Truppa, Readers Advisor
- 6) With eight voluntary resignations the prior month, June had a high level of recruiting activity. Other than a couple of challenging vacancies, we have had success in interviewing qualified applicants and filling open positions in reasonable timeframes. However, given the employment market, maintaining a reputation as an “employer of choice” will be an on-going challenge as libraries struggle to fill positions. Our new Applicant Tracking System (ATS) has provided us with effective communication tools to assist in the fast-paced recruitment process.
- 7) We had one staff member attend ALA (American Library Association) Annual Conference in Washington, D.C., as well as two others attend virtually. They will be sharing their reflection reports next month in the Staff Development Team channel.
- 8) All managers and supervisors attended the ComPsych training *Giving Effective Feedback in Work Situations*. This training focused on practical strategies to initiate feedback and the use of judgement-free language to reduce defensiveness. After the training, the group participated in a discussion session to talk about the strategies posed in the training and to practice them in various scenarios.
- 9) We had several meetings with Paycom to begin configuring the Performance Management module. The competencies and questions for the annual performance review have been set, though we continue to work on the rating scale, the employee feedback questionnaire, and the 30, 60, 90-day evaluations for new employees.

Information Technology

- 1) Multi-Factor Authentication has been enabled for all staff Office 365 logins. Staff have the option of using an authenticator app or a security key. We are now compliant with the requirements that our cyber security insurance includes in the next renewal.
- 2) We updated 18 Mobile Beacon hotspots to a new model, and they are already received and in the collection.

Friends of the Mount Prospect Public Library

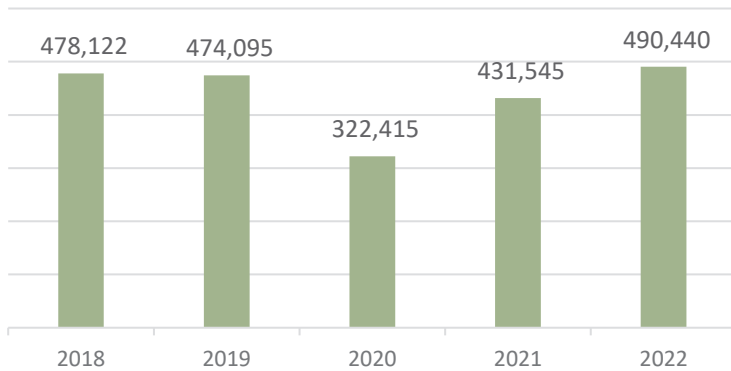
- 1) The next book sale will be held July 30-31, and it will take place inside the library as well as in the parking garage.
- 2) The Friends are currently looking for shelving volunteers.

Mount Prospect Public Library Foundation

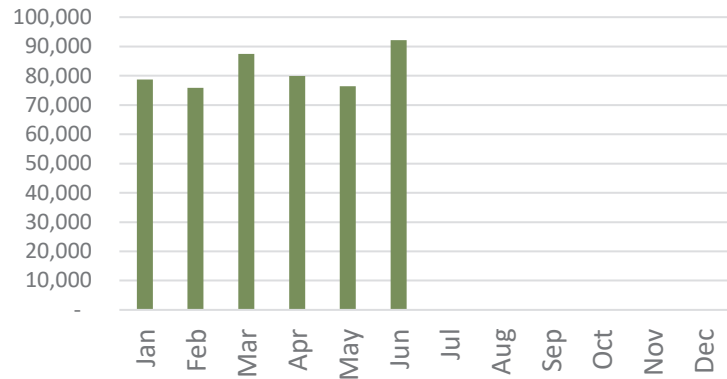
- 1) The new officers were elected at the June Meeting.
 - a. President, Gail Bajkowski
 - b. Vice President, Burt Schultz
 - c. Treasurer, Suzanne Townsend
- 2) The 2021 audit and tax preparation were completed by Evans, Marshall & Pease.
- 3) Planning is underway for a fall raffle in October.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Overall Circulation YTD



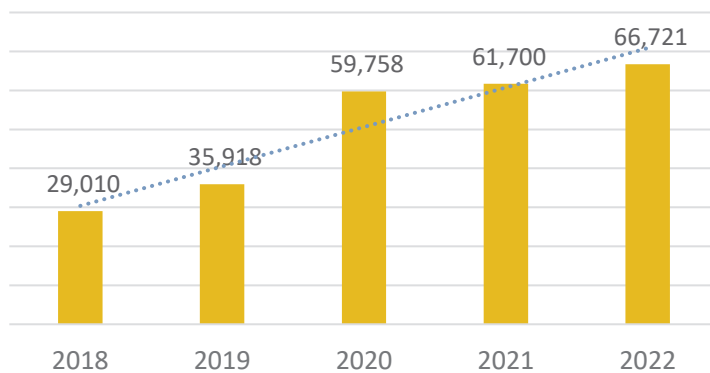
Overall Circulation 2022 by Month



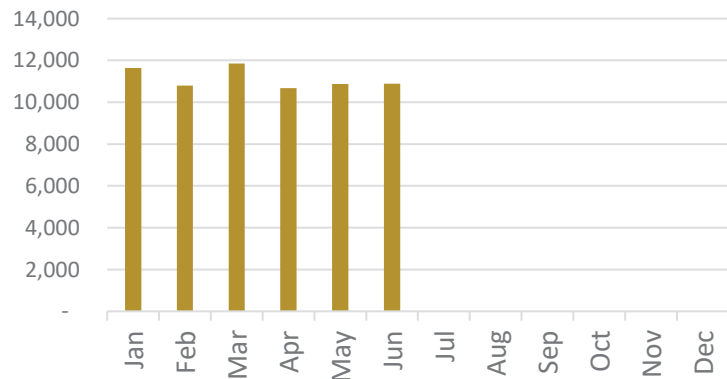
WOW

OUR JUNE 2022 CIRCULATION NOT ONLY EXCEEDS
JUNE OF 2021 BUT IS THE HIGHEST SINGLE
MONTH'S CIRCULATION IN AT LEAST THE LAST
SEVEN YEARS.

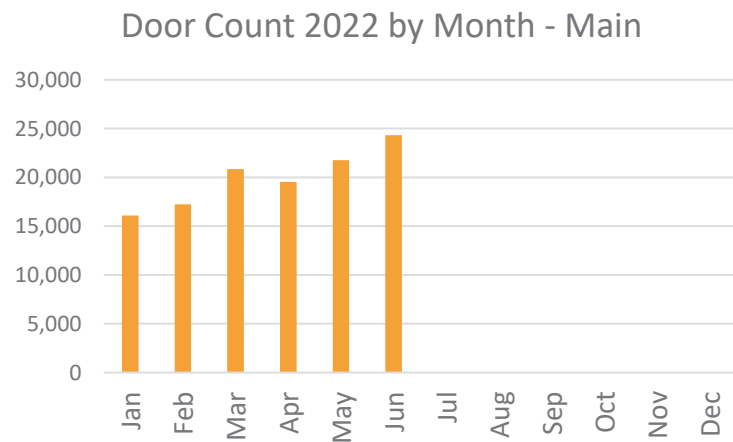
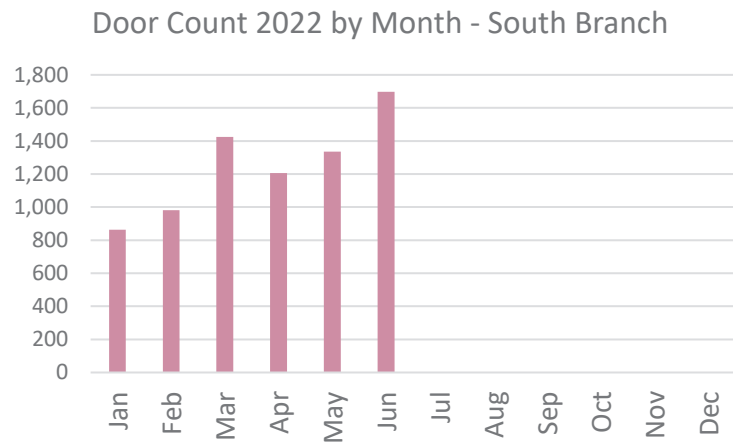
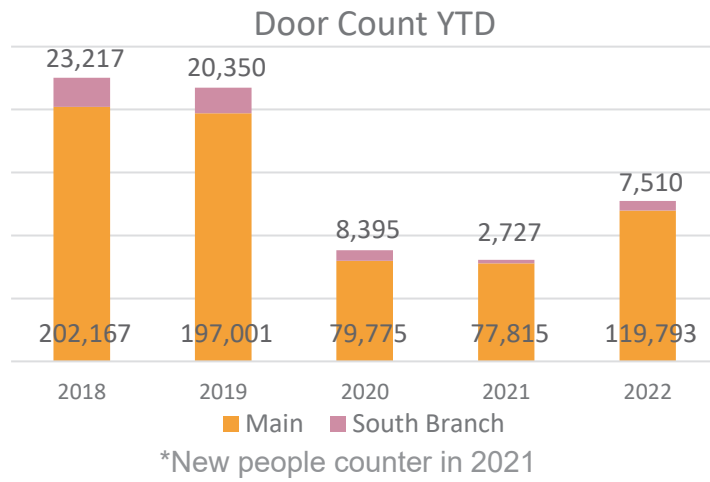
eMedia Circulation YTD



eMedia Circulation 2022 by Month

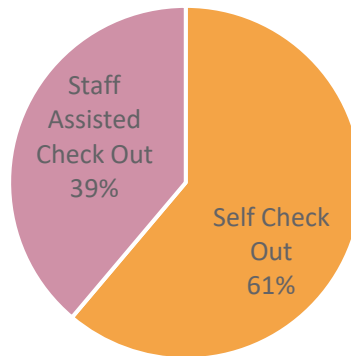


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

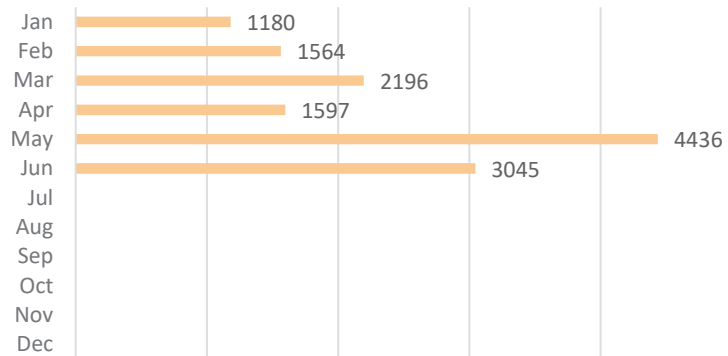


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

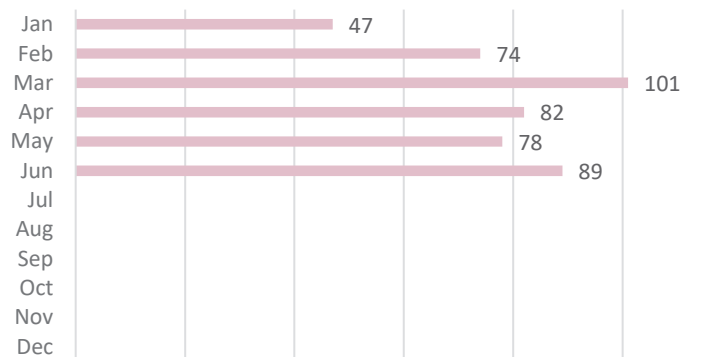
Check Out Method
2022, Main



Program Attendance 2022 by Month

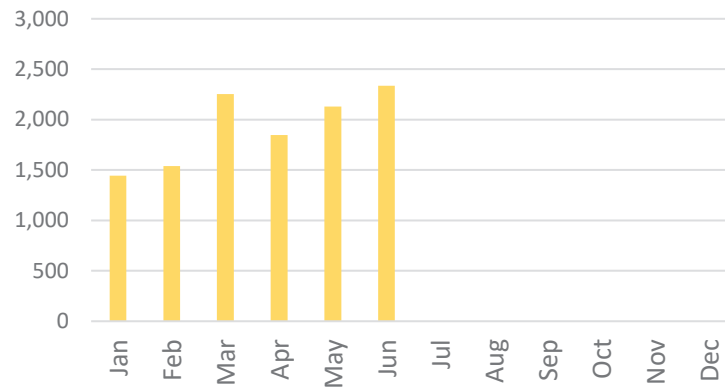


Number of Programs 2022 by Month

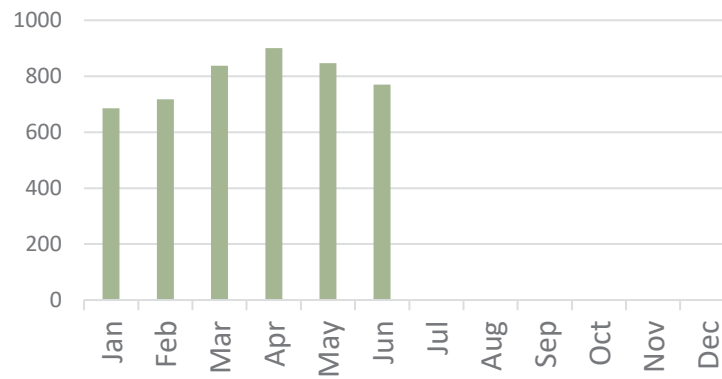


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

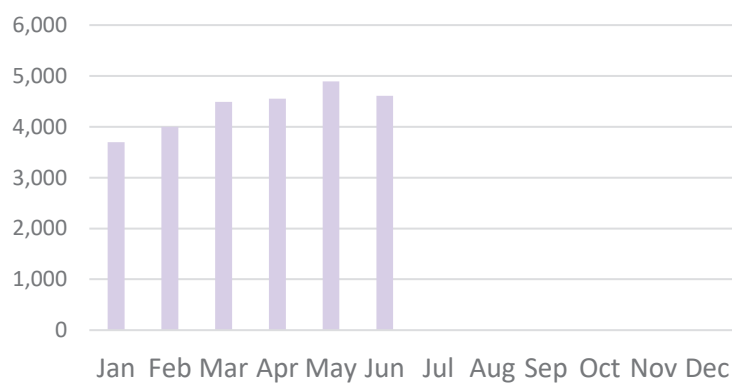
Public Computer Usage (hours) by Month



Study Room Usage 2022



Wireless Access Users Monthly 2022





Mount Prospect
Public Library

Strategic Plan

July 2022 – June 2025

Approved by the MPPL Board of Trustees June 16, 2022

Introduction

Strategic planning is the systematic process of envisioning a desired future and translating that vision into broadly defined goals and a sequence of steps to achieve them.

Over the past two years, there have been changes in the world at large due to the global pandemic that have made it essential for the Mount Prospect Public Library (MPPL) to seriously evaluate if the needs of the community are being met. This strategic plan is meant to be used as a roadmap for meaningful change. The ultimate goal of this process was to hear directly from the community how the library can best serve them.

Background

The library last completed a strategic plan in 2019. That plan, effective from 2019 through 2023, was a hybrid strategic and operational plan created primarily by staff. In March 2020, when the pandemic emerged, the plan was put on hiatus. In 2021, the Board of Trustees approved a set of short-term goals designed to address the current environment. In late 2021 the Board approved a new strategic planning timeline and agreed to separate the strategic plan from the operational plan.

ReThinking Libraries, a professional strategic planning consulting firm, was hired to coordinate and facilitate the activities. The planning process was kicked off in January 2022 and the final plan was officially approved by the library board in June 2022. This plan will be effective from July 2022 through June 2025.

Approach to Planning

To ensure a thorough and positive planning experience, the library engaged in a collaborative, in-depth data gathering process with the community, library board, and library staff. These activities included:

- All-community, staff, and trustee survey (over 2,000 received)
- Strategic Retreat (11 staff, 4 trustees, 4 community members)
- Staff and Board input sessions (6 sessions, 120 attendees)
- Community input sessions (12 sessions, 165 attendees)
- Mount Prospect demographic data and maps
- Key library related results from the Village of Mount Prospect 2020 survey
- Library benchmark analysis
- Collection utilization analysis

See the supplemental “Findings Book” for a comprehensive overview of the input received during the strategic planning process.

Mission Statement

A mission statement answers the question, “Why do we exist?” The library’s current mission statement was reviewed during input sessions, and a new statement was written based on feedback.

- Cultivating community connections, inspiring learning, and enriching lives.

Vision Statement

A vision statement answers the question, “What do we want to achieve?” The library’s current vision statement was reviewed during input sessions, and a new statement was written based on feedback.

- A connected community with opportunities for exploration and growth.

Values

Values define the culture and character of the library, and answers the question, “How do we behave?” The library’s current values were reviewed during input sessions, and new values were written based on feedback.

- Community focus. Providing relevant services and fostering community connections.
- Adaptability. Being nimble and flexible to creatively meet changing needs.
- Inclusivity. Supporting and valuing the diverse needs of all.
- Welcoming. Creating an inviting, safe, and easy to use environment.
- Accessibility. Ensuring easy access to materials and services whenever and wherever needed.
- Learning. Encouraging an ongoing pursuit of knowledge and discovery that enriches lives.

Initiatives, Goals, Activities

The strategic initiatives, goals, and activities are the outcome of the data-gathering process and comprise the core of the strategic plan. They answer the questions, “What are our priorities and how are we going to address them?”

Strategic Initiatives

The strategic initiatives guide our actions in allocating financial resources and staff time. They do not eliminate efforts in other areas, but they receive the most focused attention of all the activities we undertake for the next three years.

- A. User Focused Spaces
- B. Community Focused Services and Awareness
- C. Improved and More Available Materials and Resources

Goals

Goals are designed to focus on what the community receives and not on the resources the library needs to deliver the service.

Activities

Activities are meant to illustrate possible actions the library will complete in order to meet the goals of the plan. They are not intended to be absolute, but rather realistic suggestions that reflect the current environment. As the environment changes, and more information is discovered during the research phase of each activity, changes are possible. The aim of the activities is to meet the identified goals.

Strategic Initiative A: User Focused Spaces

Goal A1: Provide residents with user-focused, comfortable, and inviting spaces that prioritize usage based on community needs and are furnished with modern, comfortable, and accessible furniture and fixtures.

Activities:

- A. Contract with an architect to create a facility Master Plan for the Main Library.
- B. Identify implementation timeline and funding of the facility Master Plan for the Main Library.
- C. Collaborate with the Village of Mount Prospect to expand, improve, or relocate the Community Connections Center that houses South Branch and Human Services.
- D. Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.
- E. Identify expanded services and resources necessary to occupy an expanded, improved, or relocated South Branch.
- F. Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.

Goal A2: Enable patrons to intuitively find their way through library spaces with excellent wayfinding and signage at all locations.

Activities:

- A. Conduct a signage audit in conjunction with Goal A1 and implement recommendations as appropriate at all locations.
- B. Create a new patron-focused website with simplified navigation and standardized naming conventions.

Goal A3: Provide eye-catching and interesting displays throughout all locations to enable unexpected and organic discovery of materials and resources by patrons.

Activities:

- A. Conduct a display and shelving audit in conjunction with Goal A1 and implement recommendations as appropriate.

Strategic Initiative B: Community Focused Services and Awareness

Goal B1: Provide convenient, non-traditional services that add value to the library's contributions to the community.

Activities:

- A. Evaluate providing passports and/or license plate stickers.

Goal B2: Offer a wide variety of interesting adult programs that appeals to a range of audiences.

Activities:

- A. Evaluate current adult programming and incorporate new ideas from the strategic planning results.

- B. Increase the coordination of adult programs across MPPL departments, including South Branch.

Goal B3: Meet patrons where they are and further embed library services and outreach within the community.

Activities:

- A. Evaluate the feasibility of installing kiosks, vending machines, or other self-service systems within the community.
- B. Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided “on the road.”
- C. Identify and evaluate added outreach visits and/or programming to senior homes, multifamily dwelling units, churches, and other spaces where the community congregates.

Goal B4: Provide in-house library services at times that are convenient for patrons and utilize staff resources during the most popular times.

Activities:

- A. Evaluate library hours at all locations and adjust to meet community needs.
- B. Review the list of closed days and adjust to address new or changed state or federal holidays.

Goal B5: Patrons will be aware of library offerings through a variety of channels, tailored to meet community needs.

Activities:

- A. Develop standardized, evergreen service offering materials in a variety of mediums that are suitable for new residents, new cardholder orientation, outreach events, etc.
- B. Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.
- C. Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.

Strategic Initiative C: Improved and More Available Materials and Resources

Goal C1: Patrons will find the materials they want, when they want, for reading, viewing, and listening for pleasure and knowledge.

Activities:

- A. Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
- B. Increase the budget allocation for electronic materials with the intent to reduce wait times for popular materials.
- C. Establish a non-holdable collection consisting of popular materials, targeted to the browsing patron.

Goal C2: A variety of practical, fun, and up to date technology and other resources will be available to patrons to use at the library and check out to use remotely.

Activities:

- A. Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.
- B. Increase number and type of circulating resources (i.e. Library of Things).
- C. Create a limited Digital Media Lab at the Main Library that includes some makerspace elements.
- D. Evaluate opportunities to provide dedicated space for technology and makerspace resources at all locations.

Organizational Competencies

Even the best-run libraries may have room for improvement in certain operational areas, and these issues can make it difficult to provide services regardless of the library's priorities. Organizational competencies are what the library must do in order to improve the ability to provide the desired services articulated in the goals and are meant to increase the library's effectiveness and efficiency. In this plan, the impact of the pandemic on staff resources is addressed.

A. Marketing/Public Relations/Communications/Graphic Design

1. Clarify the objective of the department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.
2. Conduct a departmental assessment, including divisions of responsibility and workload.
3. Evaluate staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.

B. Public Services

1. As the majority of this plan includes additions, improvements, and increases to public services, each public service department will conduct an assessment to identify what existing offerings need to be adjusted, shifted, or reduced to accommodate the new and improved services. During the assessment, staff will identify services that are no longer adding value. These services will be ended gently, understanding that they may be brought back in the future as needed. This assessment should include an evaluation of current staffing and budget resources.

Evaluation Process

This plan is designed to be flexible and responsive to changes in the economic, demographic or sociopolitical climate. The strategic initiatives and goals are broad enough to allow for necessary modifications to the activities that are carried out. Library management will work closely with the Board of Trustees prior to finalizing and implementing activities over the next three years. Progress will be reported at each regular library board meeting.



Initiative

Goal

Activities

Outcome



User
Focused
Spaces

Provide inviting, comfortable, modern, and accessible spaces that meet a variety of patron needs

- Develop and implement a facility Master Plan (Main Library)
- Improve and expand the South Branch facility
- Implement intuitive wayfinding
- Create a new easy-to-navigate, simplified website
- Install engaging materials and resources displays

The community perceives the spaces are attractively and effectively supporting the needs of all users



Community
Focused
Services &
Awareness

Expand awareness and use of the library and its physical and virtual services

- Provide convenient community services at the library
- Create fixed and mobile satellite service locations
- Expand off-site programming and outreach
- Improve and expand adult programming
- Adjust library facility availability to meet community needs
- Create and implement a comprehensive marketing plan
- Develop and implement library card campaigns
- Create readily available evergreen service materials

The library is considered an important, relevant, and convenient community resource



Improved &
More Available
Materials &
Resources

Increase use of and satisfaction with the library's materials and resources

- Expand access to materials through resource sharing
- Allocate funds to electronic materials to meet demand
- Create a dedicated collection for in-library browsing
- Provide up to date technology and circulating resources
- Expand digital media and makerspace tools and resources

Patrons are satisfied with quality materials and resources that are obtainable quickly and conveniently



Our **mission** is cultivating community connections,
inspiring learning, and enriching lives.



Our **vision** is a connected community with
opportunities for exploration and growth.



We **value**

Community focus. Providing relevant services and fostering community connections.

Adaptability. Being nimble and flexible to creatively meet changing needs.

Inclusivity. Supporting and valuing the diverse needs of all.

Welcoming environment. Creating an inviting, safe, and easy to use environment.

Accessibility. Ensuring easy access to materials and services whenever and wherever needed.

Learning. Encouraging an ongoing pursuit of knowledge and discovery that enriches lives.

ID	Initiative	Activity	End Date
Completed by December 31, 2022			
A1A	Spaces	Contract with an architect to complete a facility Master Plan for the Main Library.	12/31/2022
A1F	Spaces	Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.	12/31/2022
B4A	Services and Awareness	Evaluate library hours at all locations and adjust to meet community needs.	12/31/2022
B4B	Services and Awareness	Review the list of closed days and adjust to address new or changed state or federal holidays.	12/31/2022
C1A	Materials and Resources	Evaluate joining a resource-sharing consortium and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.	12/31/2022
C1C	Materials and Resources	Establish a non-holdable collection consisting of popular materials, targeted to the browsing patron.	12/31/2022
Completed by December 31, 2023			
A1B	Spaces	Identify implementation timeline and funding of the facility Master Plan for the Main Library.	12/31/2023
A1D	Spaces	Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.	12/31/2023
A2B	Spaces	Create a new patron-focused website with simplified navigation and standardized naming conventions.	12/31/2023
B2B	Services and Awareness	Increase the coordination of adult programs across MPPL departments, including South Branch.	12/31/2023
B3B	Services and Awareness	Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided "on the road."	12/31/2023
C2C	Materials and Resources	Create a limited Digital Media Lab at Main that includes some makerspace elements.	12/31/2023
OCA1	OC Marketing	Clarify the objective of the Communications department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.	12/31/2023
OCA2	OC Marketing	Conduct a Communications departmental assessment, including divisions of responsibility and workload.	12/31/2023
OCA3	OC Marketing	Evaluate Communications staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.	12/31/2023

Mount Prospect Public Library
2022 - 2025 Strategic Implementation Plan

ID	Initiative	Activity	End Date
Completed by December 31, 2024			
B1A	Services and Awareness	Evaluate providing passports and/or license plate stickers.	12/31/2024
B2A	Services and Awareness	Evaluate current adult programming and incorporate new ideas from the strategic planning results.	12/31/2024
B3A	Services and Awareness	Evaluate the feasibility of installing kiosks, vending machines, or other self-service systems within the community.	12/31/2024
B3C	Services and Awareness	Identify and evaluate added outreach visits and/or programming to senior homes, multifamily dwelling units, churches, and other spaces where the community congregates.	12/31/2024
B5C	Services and Awareness	Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.	12/31/2024
C1B	Materials and Resources	Increase the budget allocation for electronic materials with the intent to reduce wait times for popular materials.	12/31/2024
C2A	Materials and Resources	Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.	12/31/2024
Completed by June 30, 2025			
A1C	Spaces	Collaborate with the Village to expand, improve, or relocate the Community Connections Center that houses South Branch and Human Services.	6/30/2025
A1E	Spaces	Identify expanded services and resources necessary to occupy an expanded, improved, or relocated South Branch.	6/30/2025
A2A	Spaces	Conduct a signage audit in conjunction with Goal A1 and implement recommendations as appropriate at all locations.	6/30/2025
A3A	Spaces	Conduct a display and shelving audit in conjunction with Goal A1 and implement recommendations as appropriate.	6/30/2025
B5A	Services and Awareness	Develop standardized, evergreen service offering materials in a variety of mediums that are suitable for new residents, new cardholder orientation, outreach events, etc.	6/30/2025
B5B	Services and Awareness	Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.	6/30/2025
C2D	Materials and Resources	Evaluate opportunities to provide dedicated space for technology and makerspace resources at all locations in conjunction with Goal A1.	6/30/2025
C2B	Materials and Resources	Increase number and type of circulating resources (i.e. Library of Things).	6/30/2025
OCB1	OC Public Services	Identify services that are no longer adding value. Discontinue these services gently, understanding that they may be brought back in the future as needed.	6/30/2025