

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

Regular Board Meeting  
March 17, 2022 7:00 p.m.  
\*Meeting Room B\* (Note: in-person meeting)

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **President's Report**
5. **Consent Agenda (Action)**
  - a. Approve Minutes of Regular Board Meeting of February 17, 2022 **(4-6)**
  - b. Approve February 2022 Bills **(7)** and Financial Reports **(8-21)**
6. **Presentation and Approval of Bid for Outdoor Electronic Sign (Action) (23)**
7. **Strategic Plan Update**
8. **Executive Director Report (2-3)**
9. **February 2022 Library Activity Report (24-33)**
10. **Trustee Reports and Comments**
11. **Upcoming Meetings and Events Calendar**
  - a. No Foundation Board Meeting held in March
  - b. Village Board Meeting, National Library Week proclamation – April 5 – M. Duebner
  - c. Committee of the Whole Meeting – April 7 – Tentative
  - d. Regular Board Meeting – April 21
    - i. First Quarter Financial Review
  - e. Strategic Plan Retreat – Monday, April 25 2:00 – 8:00 p.m.
  - f. Foundation Board Meeting – April 25 – open
12. **Closed Session (35-36)**

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes [and recordings] of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
13. **Reconvene Open Session**

Make any determinations resulting from the closed session.
14. **Adjournment**

**Library Director Report  
March 17, 2022**

1. **Consent Agenda.** This is agenda item number 5. Any item on the consent agenda can be removed by request and discussed and voted on separately. All items are on the consent agenda this month are routine business operations.
2. **Approve Bid for Outdoor Electronic Sign.** This is agenda item number 6. We will be replacing our 21-year-old outdoor electronic message sign, which was a project originally scheduled to be completed in 2021. Due to a variety of reasons, the project was moved into 2022, and we are now ready to select a vendor and move forward. The public open bid meeting will be held on Tuesday, 3/15, and we will bring the results and recommendation to the Board meeting for approval. After the contract is signed, we anticipate installation in approximately three months, barring any supply chain issues.

The new sign will be the same size as the old one, as will the housing, due to Village code requirements. However, the resolution will be greatly increased, we will have color abilities, and our new logo will be backlit so it is clearly visible at night. From an operational standpoint, we will switch to a wireless cellular communications system instead of our current (unstable) wired connection.

3. **Strategic Plan Update.** This is agenda item number 7. We are on target with our strategic plan timeline, and the process is proceeding smoothly.

January/February

- ☒ Staff and Board input sessions
- ☒ Schedule focus groups
- ☒ Gather staff and Board focus group invitation suggestions

March

- ☒ Launch community survey
- ☒ Schedule Strategic Retreat
- ☐ Send invitations and conduct focus groups
- ☐ Identify and invite Strategic Retreat participants

April

- ☐ Analyze all input and create a Findings Book
- ☐ Conduct Strategic Retreat and identify high-level initiatives

May

- ☐ Board approves high-level initiatives
- ☐ Staff identify goals and activities

June

- ☐ Write final plan
- ☐ Board approves final plan

Mount Prospect Public Library  
Board of Trustees

Survey Distribution Methods

- Printed surveys at Main and South Branch
- QR code signs at Main and South Branch
- eNewsletter (special, 3/11)
- eNewsletter (regular, 3/18)
- Mount Prospect Journal & Topics
- Printed surveys for specific populations, hand delivered
- Social media
- All-household printed postcard
- 15% random household printed full survey with self-addressed stamped envelope
- Promote at programs
- Promote during patron interactions



Focus Group Schedule

**TUESDAY, 3/29**

- |                  |                            |
|------------------|----------------------------|
| 5:30 - 6:30 p.m. | Parents & Caregivers       |
| 7:00 - 8:00 p.m. | General Adult/Public Forum |

**WEDNESDAY, 3/30**

- |                    |   |
|--------------------|---|
| 8:00 - 9:00 a.m.   | Stakeholders/Business Breakfast Meeting               |
| 10:00 - 11:00 a.m. | Older Adults/Senior Citizens                          |
| 6:00 - 7:00 p.m.   | General Adult/Public Forum (South Branch)             |
| 7:30 - 8:30 p.m.   | General Adult/Public Forum (South Branch; en español) |

**THURSDAY 3/31**

- |                    |                                     |
|--------------------|-------------------------------------|
| 10:00 - 11:00 a.m. | Parents & Caregivers                |
| 12:00 - 1:00 p.m.  | Stakeholders/Business Lunch Meeting |
| 1:30 - 2:30 p.m.   | General Adult/Public Forum          |

Strategic Retreat

Invitees will be a mix of Trustees, staff, and community members, in total 15-20 people. It will be held Monday, April 25, 2022 from 2:00 p.m. – 8:00 p.m., and dinner will be served.

- 4. Closed Session to Review Previously Closed Minutes.** This is agenda item number 12. Please see the memo in the packet for information on this item.
- 5. Illinois Mask Mandate.** The library removed the mask mandate on Monday, February 28, and masks are now optional for staff and patrons. This change has gone smoothly and there have not been any issues.

**Regular Board Meeting  
February 17, 2022  
Minutes**

1. Call to Order

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

2. President Statement Regarding Virtual Meeting

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

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas [arrived at 7:05 p.m.], Kristine O'Sullivan  
Absent: None  
Staff Present: Jo Broszczak, Su Reynders, Suzanne Yazel, and others  
Visitors: There were approximately 16 people in total in the virtual meeting.

4. Public Comment

There was no public comment.

5. President's Report

Trustee Duebner stated that the mask mandate for the public as well as library staff will be lifted on February 28. Michael Duebner thanked patrons and staff for their patience.

6. Recognition of Staff and Volunteers

a. Proclamation – Recognition of significant employee anniversaries

Michael Duebner read aloud the proclamation that recognized the following employees who celebrated significant anniversaries in 2021.

Twenty Years

Phyllis Cigrang  
Dale Heath  
Judith Orr  
Elizabeth Rachau  
Mark Sarasin  
Mary Smith

Fifteen Years

Cathleen Blair  
Debbie Evers  
Marjorie Johnson  
Jordan Kurtz

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Ten Years

David Ayala  
Claire Bartlett  
Sharon Bruzek  
Megan Callaghan  
Marsha Diamond  
Karen Herkes  
Margaret Jarosz  
Nizam Virmani

Five Years

Kelda Giavaras  
Patrice Griffin  
Stephanie Johanson  
Andrew Kaiser  
Rachel Leiner

b. Proclamation – Recognition of library volunteers

Michael Duebner read aloud the proclamation that recognized the following volunteers who celebrated significant anniversaries in 2021.

5 Years

Barb Dohnal

15 Years

Patty Wolfe

10 Years

Sue Lorenz

20 Years

J.P. Karlov

7. Resolution of Appreciation – Mount Prospect Public Library Foundation

Michael Duebner read aloud the Resolution of Appreciation for the Mount Prospect Public Library Foundation.

8. Resolution of Appreciation – Friends of the Mount Prospect Public Library

Michael Duebner read aloud the Resolution of Appreciation for the Friends of the Mount Prospect Public Library.

9. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of January 20, 2022
- b. Approve Minutes of Community Engagement Committee Meeting of February 3, 2022
- c. Approve January 2022 Bills and Financial Reports
- d. Approve 2022 Non-Resident Card Fee of \$460.00
- e. Approve 2021 Illinois Public Library Annual Report (IPLAR)
- f. Approve Proclamation – Recognition of significant employee anniversaries
- g. Approve Proclamation – Recognition of library volunteers
- h. Approve Resolution of Appreciation – Foundation
- i. Approve Resolution of Appreciation – Friends
- j. Approve Purchase of D-Tech Locker Expansion not to Exceed \$30,000 from the Capital Reserve Fund

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

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

10. Strategic Plan Update

Executive Director Reynders stated that the strategic planning survey soliciting feedback from the community will launch on March 1 in a variety of formats and will conclude on April 8. The Strategic Plan Retreat is planned for April 25 and 26 and Director Reynders requested that two Trustees be identified to participate.

11. Executive Director Report

Executive Director Reynders stated that the library plans to follow the State of Illinois lifting of the mask mandate on February 28 for patrons and staff. She also reported that reservations for meeting room space will be open to the public in May. Trustee Duebner stated the Board will resume meeting in-person beginning in March.

12. January 2022 Library Activity Report

The Board complimented staff on the life-size Candy Land board game in Youth Services and enthusiastic responses received from the community.

13. Community Engagement Committee Report

Trustee O'Sullivan reported to the full Board highlights from the Community Engagement Committee meeting on February 3. Trustees agreed to work on creating a personal "elevator speech."

14. Trustee Reports and Comments

Trustee Bass attended the Foundation Board meeting on January 24. She reported the Foundation plans to hold a Chocolate Raffle scheduled for March 4 through March 20.

15. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – February 28 – Rosemary Groenwald
- b. Committee of the Whole Meeting – March 3 – Canceled
- c. Regular Board Meeting – March 17
  - i. Review closed session minutes and recordings
- d. No Foundation Board Meeting held in March

16. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:46 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

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Marie A. Bass, Secretary

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

**Fund Balances as of FEBRUARY 28, 2022**

Library General Fund	\$	4,852,448
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,114,526
Debt Service Fund	\$	882,074
Gift Fund	\$	572,435
<b>Total All Funds</b>	<b>\$</b>	<b>12,633,689</b>

**Cash Disbursements February 2022**

<b>\$</b>	<b>758,668.92</b>
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**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	7,064,654
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		8.6
Combined Balance - Percentage in Reserve		72%

**YTD February Spending**

- \* \$52,522.32 above the year-to-date budget
- \* YTD Actual is 3.2% above YTD budget

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

- \* YTD expected to spend 16.7% of the annual budget
- \* Spending to date was actually closer to 17.2% of the annual budget
- \* Last year we had expended about 16.7% of the annual budget

**Levy Collection**

- \* To date 12.9% of the total 2021 Levy has been collected
- \* Last year 8.8% of the 2020 Levy had been collected through February 2021

\*Historically, over the past six years, 8.8% to 16.3% (average of 12.6%) of the current year Levy has been collected YTD

**MOUNT PROSPECT PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures & Fund Balances**  
For the Period Ended 02/28/2022

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ 1,598,134	\$ 1,601,750
Taxes Allocated to Other Funds	(173,024)	(173,517)
Personal Property Replacement Taxes	18,278	23,608
Interest Income	339	743
Illinois Per Capita Grant	-	-
Misc. Grant Income	2,652	2,652
Ground Lease Income	-	-
Miscellaneous Fees and Fines	2,457	3,671
Friends & Foundation Reimbursements	16	16
Village Reimbursements	-	174
<i>Total Revenues</i>	<u>\$ 1,448,852</u>	<u>\$ 1,459,097</u>
Expenditures		
Salaries & Benefits	\$ 558,692	1,182,908
Management Expense	22,825	41,818
Operating Expenses	19,419	140,350
Building Expense	76,846	118,347
Services and Resources	97,320	205,248
Friends & Foundation Reimbursable Expenses	811	1,141
Misc. Grant Expenses	583	583
Expenses Reimbursable by Village	174	348
<i>Total Expenditures</i>	<u>\$ 776,670</u>	<u>\$ 1,690,743</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 776,670</u>	<u>\$ 1,690,743</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 672,182	\$ (231,646)
Fund Balance - Beginning of Period	4,180,266	5,084,094
Fund Balance - End of Period	<u>\$ 4,852,448</u>	<u>\$ 4,852,448</u>
<b>Working Cash Fund</b>		
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>
<b>Capital Projects Restricted Fund</b>		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	356	554
<i>Total Revenues</i>	<u>\$ 356</u>	<u>\$ 554</u>
Expenditures		
Main: Bldg Maintenance	10,500	10,500
Main: Furnishings/Equipment	-	10,529
Supplies	1	1
South Branch: Bldg Maintenance	-	249
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 10,501</u>	<u>\$ 21,279</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (10,145)	\$ (20,725)
Fund Balance - Beginning of Period	4,124,671	4,135,251
Fund Balance - End of Period	<u>\$ 4,114,526</u>	<u>\$ 4,114,526</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	173,024	\$ 173,517
Interest Income	64	110
<i>Total Revenues</i>	<u>\$ 173,088</u>	<u>\$ 173,627</u>
Expenditures		
Interest Expense	2,583	\$ 5,166
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 5,616</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 170,505	\$ 168,011
Fund balance - Beginning of Period	711,569	714,063
Fund balance - End of Period	<u>\$ 882,074</u>	<u>\$ 882,074</u>
<b>Gift Fund</b>		
Revenues	261	\$ 1,917
Expenditures	(1)	-
Excess (Deficiency) of Revenues over Expenditures	\$ 262	\$ 1,917
Fund Balance - Beginning of Period	572,173	570,518
Fund Balance - End of Period	<u>\$ 572,435</u>	<u>\$ 572,435</u>



**MOUNT PROSPECT PUBLIC LIBRARY  
SUMMARY OF CASH DISBURSEMENTS  
February 28, 2022**

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 558,691.90	
Management Expense (4210L - 4290L)	22,825.16	
Operating Expenses (4310L - 4390L)	19,419.09	
Building Expense (4410L - 4460L)	76,845.82	
Services and Resources (4610L - 4690L)	97,320.44	
Friends & Foundation reimbursable expenses (9530L and 9540L)	811.43	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	582.80	
Total February 2022 Library General Fund Expenses		\$ 776,671.09

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 65.00	
Operating Expense Reimbursements received	3,271.88	
January 2022 Accrued Payroll & Benefits	291,086.53	
January 2022 Credit Card Payable	11,410.16	
January 2022 Accounts Payable	59,736.82	
February Accounts Receivable	184.19	
Disbursements for Capital Project Restricted Fund	-	
Disbursements for Gift Fund	-	
		365,754.58

Deductions for Library General Fund Cash Disbursements:

February 2022 Accrued Payroll & Benefits	\$ 276,814.31	
February 2022 Credit Card Payable	14,630.70	
February 2022 Accounts Payable	113,891.49	
Payment of Nayax invoices & merchant fees by income offset	127.62	
Payment of Credit Card Merchant fees by income offset	22.26	
		(405,486.38)

*Total Library General Fund cash disbursed* \$ 736,939.29

**CAPITAL PROJECTS RESTRICTED FUND**

February 2022 Expenses	\$ 10,500.75	
Plus: January 2022 Accounts Payable	10,817.88	
Less: February 2022 Accounts Payable	(40.00)	
Plus: Reimbursed service fees	1.00	
Plus: January 2022 Account Receivable	0.50	
Less: February 2022 Accounts Receivable	(0.50)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		21,279.63

**DEBT SERVICE FUND**

February 2022 Expenses	\$ 2,583.33	
Plus: January 2022 Interest Payable	5,166.66	
Plus: January 2022 Accounts Payable	450.00	
Less: February 2022 Interest Payable	(7,749.99)	
Less: February 2022 Accounts Payable	-	
<i>Total Debt Service Fund cash disbursed</i>		450.00

**GIFT FUND**

February 2022 Expenses	\$ (0.90)	
Plus: Reimbursed service fees	0.90	
Plus: January 2022 Accounts Payable	-	
Less: February 2022 Accounts Payable	-	
<i>Total Gift Fund cash disbursed</i>		0.00

**TOTAL CASH DISBURSEMENTS, February 2022**

**\$ 758,668.92**

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	2/1/22	01/31/2022 PAYROLL ACCRUAL	-255,202.41
4110L	Salaries	2/4/22	PAYROLL - PAYCOM	223,302.11
4110L	Salaries	2/18/22	PAYROLL - PAYCOM	218,772.69
4110L	Salaries	2/28/22	02/28/2022 PAYROLL ACCRUAL	245,809.67
4120L	IMRF	2/1/22	01/31/2022 PAYROLL ACCRUAL	-25,034.16
4120L	IMRF	2/28/22	VILLAGE OF MT. PROSPECT - IMRF	32,275.75
4120L	IMRF	2/28/22	02/28/2022 PAYROLL ACCRUAL	24,246.29
4130L	MC / FICA	2/1/22	01/31/2022 PAYROLL ACCRUAL	-18,380.70
4130L	MC / FICA	2/4/22	PAYROLL - PAYCOM	16,083.11
4130L	MC / FICA	2/18/22	PAYROLL - PAYCOM	15,773.62
4130L	MC / FICA	2/28/22	02/28/2022 PAYROLL ACCRUAL	17,660.17
4140L	Insurance - Medical & Life	2/10/22	EMPLOYEE REIMBRUSEMENT	-16.14
4140L	Insurance - Medical & Life	2/21/22	EMPLOYEE REIMBRUSEMENT	-0.84
4140L	Insurance - Medical & Life	2/24/22	VILLAGE OF MT. PROSPECT	61,180.71
4140L	Insurance - Medical & Life	2/24/22	VILLAGE OF MT. PROSPECT	123.34
4150L	Unemployment Compensation Tax	2/8/22	LIMRICC UNEMPLOYMENT COMP.	2,098.69
4230L	Printing - Newsletter	2/25/22	NPN360	8,660.10
4230L	Printing - Newsletter	2/10/22	MC/FEDEX OFFICE PRINT ONLINE	211.87
4240L	Marketing	2/1/22	SIGN TECH, INC.	15.00
4240L	Marketing	2/3/22	MC/AMAZON	35.99
4240L	Marketing	2/3/22	MC/AMAZON	68.99
4250	Resources	2/1/22	MC/SPOTIFY	9.99
4260L	Professional Dues	2/1/22	CHAMBER CO OP INC	440.00
4260L	Professional Dues	2/4/22	PAYROLL - PAYCOM	378.00
4260L	Professional Dues	2/10/22	SLAYTON, JANINE	-20.00
4260L	Professional Dues	2/18/22	MC/ILA	100.00
4280L	Human Resources	2/16/22	MC/SECURITY IMAGING	49.00
4280L	Human Resources	2/16/22	MC/4ALLPROMOS	285.01
4280L	Human Resources	2/23/22	MC/PANERA BREAD	31.52
4280L	Human Resources	2/28/22	ACCURATE EMPLOYMENT SCREENING,	76.00
4280L	Human Resources	2/4/22	PAYROLL - PAYCOM	2,529.20
4280L	Human Resources	2/18/22	PAYROLL - PAYCOM	2,269.68
4280L	Human Resources	2/15/22	EMPLOYEE BENEFITS CORPORATION	104.50
4280L	Human Resources	2/27/22	MC/ALA	380.00
4280L	Human Resources	2/27/22	MC/TRAVEL GUARD GROUP INC	23.61
4280L	Human Resources	2/27/22	MC/UNITED	363.20
4280L	Human Resources	2/1/22	MC/UNITED	550.20
4280L	Human Resources	2/10/22	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	2/10/22	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	2/10/22	MC/MGMT ASSOC: HR SOURCE	199.00
4280L	Human Resources	2/24/22	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	2/28/22	MC/COSUGI SIRSIDYNIX	100.00
4280L	Human Resources	2/18/22	PAYROLL - PAYCOM	9.99
4280L	Human Resources	2/16/22	LIBRARY JOURNALS LLC	833.00
4290L	Other Operating	2/4/22	NAYAX LLC	10.50
4290L	Other Operating	2/11/22	NAYAX LLC	7.09
4290L	Other Operating	2/18/22	NAYAX LLC	8.11
4290L	Other Operating	2/25/22	NAYAX LLC	11.21
4290L	Other Operating	2/28/22	PROPAY	22.26

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4290L	Other Operating	2/10/22	RETHINKING LIBRARIES LLC	3,770.00
4290L	Other Operating	2/25/22	SIMPLE TRUTH COMMUNICATION PAR	854.25
4290L	Other Operating	2/4/22	PURPLE ROSE FLORIST INC.	95.00
4290L	Other Operating	2/8/22	SYNCHRONY/AMAZON	19.39
4290L	Other Operating	2/14/22	DEX MEDIA	23.50
4310L	Telecommunications	2/11/22	AT&T	712.99
4310L	Telecommunications	2/13/22	AT&T	314.18
4310L	Telecommunications	2/19/22	AT&T	421.02
4310L	Telecommunications	2/23/22	COMCAST CABLE	204.85
4310L	Telecommunications	2/28/22	VERIZON WIRELESS	349.33
4310L	Telecommunications	2/19/22	AT&T	174.46
4340L	Office Supplies	2/9/22	STAPLES BUSINESS ADVANTAGE	42.00
4340L	Office Supplies	2/11/22	STAPLES BUSINESS ADVANTAGE	70.18
4340L	Office Supplies	2/11/22	STAPLES BUSINESS ADVANTAGE	4.95
4340L	Office Supplies	2/14/22	WAREHOUSE DIRECT	125.91
4340L	Office Supplies	2/14/22	DEMCO	141.10
4340L	Office Supplies	2/11/22	STAPLES BUSINESS ADVANTAGE	115.80
4340L	Office Supplies	2/14/22	WAREHOUSE DIRECT	30.84
4340L	Office Supplies	2/21/22	WAREHOUSE DIRECT	7.53
4340L	Office Supplies	2/11/22	STAPLES BUSINESS ADVANTAGE	56.81
4340L	Office Supplies	2/3/22	AMSTERDAM PRINTING & LITHO	197.93
4340L	Office Supplies	2/8/22	SYNCHRONY/AMAZON	36.01
4340L	Office Supplies	2/11/22	STAPLES BUSINESS ADVANTAGE	16.54
4340L	Office Supplies	2/17/22	WAREHOUSE DIRECT	71.00
4350L	Library Supplies	2/25/22	ELM USA, INC.	688.19
4350L	Library Supplies	2/28/22	ELM USA, INC.	36.76
4350L	Library Supplies	2/9/22	AMERICAN OUTFITTERS	422.32
4350L	Library Supplies	2/24/22	WAREHOUSE DIRECT	86.04
4350L	Library Supplies	2/9/22	MC/BONAFIDEMASKS.COM	228.44
4350L	Library Supplies	2/7/22	DEMCO	45.91
4360L	Postage	2/2/22	MC/POSTMASTER	17.90
4360L	Postage	2/6/22	MC/POSTMASTER	19.30
4360L	Postage	2/10/22	MC/POSTMASTER	8.95
4360L	Postage	2/11/22	MC/POSTMASTER	8.95
4360L	Postage	2/15/22	MC/POSTMASTER	17.90
4360L	Postage	2/17/22	MC/POSTMASTER	17.90
4360L	Postage	2/17/22	MC/POSTMASTER	8.95
4360L	Postage	2/23/22	MC/POSTMASTER	17.90
4360L	Postage	2/24/22	MC/POSTMASTER	8.95
4360L	Postage	2/25/22	MC/POSTMASTER	8.95
4360L	Postage	2/28/22	POSTMASTER	1,952.32
4380L	Contract Services	2/10/22	BACKSTAGE LIBRARY WORKS	250.00
4390L	IT Services	2/1/22		-24.00
4390L	IT Services	2/7/22	MC/GODADDY.COM, INC.	449.94
4390L	IT Services	2/10/22	MC/FARONICS	124.60
4390L	IT Services	2/23/22	MC/GODADDY.COM, INC.	21.17
4390L	IT Services	2/1/22		24.00
4390L	IT Services	2/4/22	MC/MICROSOFT	6.60
4390L	IT Services	2/6/22	MC/QUICKBASE	205.17
4390L	IT Services	2/9/22	MC/PADDLE.COM MARKET LTD	-8.09
4390L	IT Services	2/15/22	MC/ZOHO CORPORATION	129.44
4390L	IT Services	2/16/22	MC/NETRIX	11,527.20
4390L	IT Services	2/22/22	MC/PADLET SOFTWARE	24.00

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4410	Building Maintenance	2/11/22	F.E.MORAN, INC.FIRE PROTECTION	300.00
4410	Building Maintenance	2/1/22	FLUORECYCLE, INC.	332.55
4410	Building Maintenance	2/7/22	ILLINI POWER PRODUCTS	570.12
4410	Building Maintenance	2/24/22	AUTOMATIC DOORS, INC.	1,320.00
4410	Building Maintenance	2/25/22	ILLINI POWER PRODUCTS	3,260.79
4410	Building Maintenance	2/1/22	W. W. GRAINGER, INC.	202.73
4410	Building Maintenance	2/1/22	MENARDS	29.98
4410	Building Maintenance	2/1/22	MENARDS	-15.38
4410	Building Maintenance	2/3/22	LIGHTING SUPPLY COMPANY	8.64
4410	Building Maintenance	2/4/22	PAYROLL - PAYCOM	9.02
4410	Building Maintenance	2/9/22	IMBERT INTERNATIONAL, INC.	453.37
4410	Building Maintenance	2/11/22	NERADT ACE HARDWARE	23.07
4410	Building Maintenance	2/11/22	W. W. GRAINGER, INC.	-12.67
4410	Building Maintenance	2/11/22	LIGHTING SUPPLY COMPANY	193.98
4410	Building Maintenance	2/18/22	PAYROLL - PAYCOM	15.95
4410	Building Maintenance	2/18/22	W. W. GRAINGER, INC.	355.36
4410	Building Maintenance	2/28/22	ANDERSON LOCK CO. LTD	13.64
4410	Building Maintenance	2/28/22	W. W. GRAINGER, INC.	13.47
4410	Building Maintenance	2/1/22	AMERICAN LANDSCAPING INC.	480.00
4410	Building Maintenance	2/15/22	AMERICAN LANDSCAPING INC.	640.00
4410	Building Maintenance	2/25/22	AMERICAN LANDSCAPING INC.	640.00
4410	Building Maintenance	2/11/22	SOUND INCORPORATED	40.00
4410	Building Maintenance	2/12/22	JOHNSON CONTROLS	285.00
4420L	Equipment Maintenance	2/1/22	W. W. GRAINGER, INC.	29.28
4420L	Equipment Maintenance	2/28/22	W. W. GRAINGER, INC.	29.28
4420L	Equipment Maintenance	2/9/22	MC/ARLINGTON POWER EQUIPMENT	283.10
4420L	Equipment Maintenance	2/11/22	MC/FULLER'S CAR WASH	7.00
4420L	Equipment Maintenance	2/11/22	SHELL OIL COMPANY	34.06
4420L	Equipment Maintenance	2/23/22	SHELL OIL COMPANY	-2.96
4420L	Equipment Maintenance	2/11/22	NAYAX LLC	79.50
4420L	Equipment Maintenance	2/15/22	SIRSIDYNIX	53,286.88
4440L	Janitorial	2/1/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	2/3/22	CINTAS #22	71.91
4440L	Janitorial	2/17/22	CINTAS #22	71.91
4440L	Janitorial	2/20/22	REPUBLIC SERVICES #551	296.81
4440L	Janitorial	2/3/22	WAREHOUSE DIRECT	203.64
4440L	Janitorial	2/7/22	SUPERIOR INDUSTRIAL SUPPLY	130.00
4440L	Janitorial	2/15/22	SUPERIOR INDUSTRIAL SUPPLY	209.25
4440L	Janitorial	2/21/22	SUPERIOR INDUSTRIAL SUPPLY	105.70
4440L	Janitorial	2/21/22	SUPERIOR INDUSTRIAL SUPPLY	199.10
4450L	Equipment	2/15/22	STAPLES BUSINESS ADVANTAGE	153.99
4450L	Equipment	2/16/22	MC/HOME DEPOT	49.00
4450L	Equipment	2/1/22	MC/AMAZON	426.99
4450L	Equipment	2/1/22	MC/AMAZON	46.98
4450L	Equipment	2/8/22	SYNCHRONY/AMAZON	46.64
4450L	Equipment	2/10/22	MC/AMAZON	142.44
4450L	Equipment	2/18/22	MC/AMAZON	129.95
4450L	Equipment	2/18/22	MC/AMAZON	114.90
4460L	Utilities	2/15/22	CONSTELLATION NEWENERGY- GAS D	7,641.85
4460L	Utilities	2/15/22	VILLAGE OF MT. PROSPECT	919.00
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	645.06
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	523.00
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	449.87

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	166.15
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	13.08
4610L	Adult Books	2/1/22	INGRAM	9.59
4610L	Adult Books	2/1/22	LAKE COUNTY (IL) GENEAL. SOC.	33.00
4610L	Adult Books	2/1/22	H. W. WILSON	199.00
4610L	Adult Books	2/1/22	INGRAM	21.60
4610L	Adult Books	2/1/22	INGRAM	89.24
4610L	Adult Books	2/1/22	INGRAM	24.24
4610L	Adult Books	2/1/22	INGRAM	9.59
4610L	Adult Books	2/1/22	INGRAM	16.19
4610L	Adult Books	2/1/22	INGRAM	121.33
4610L	Adult Books	2/1/22	MANUFACTURERS NEWS INC.	388.90
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	-16.38
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	-92.10
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	-14.12
4610L	Adult Books	2/1/22	COLE INFORMATION	466.95
4610L	Adult Books	2/2/22	SALEM PRESS, INC.	166.50
4610L	Adult Books	2/3/22	MC/INTERNET GENEALOGY	12.95
4610L	Adult Books	2/3/22	INGRAM	62.10
4610L	Adult Books	2/3/22	BAKER AND TAYLOR	64.95
4610L	Adult Books	2/4/22	INGRAM	188.72
4610L	Adult Books	2/4/22	INGRAM	30.23
4610L	Adult Books	2/4/22	WEST PAYMENT CENTER	47.97
4610L	Adult Books	2/4/22	INGRAM	22.08
4610L	Adult Books	2/5/22	BAKER AND TAYLOR	1,017.80
4610L	Adult Books	2/7/22	BAKER AND TAYLOR	159.10
4610L	Adult Books	2/7/22	MC/POLISH BOOKSTORE	236.09
4610L	Adult Books	2/8/22	INGRAM	93.39
4610L	Adult Books	2/8/22	INGRAM	22.49
4610L	Adult Books	2/8/22	BAKER AND TAYLOR	391.94
4610L	Adult Books	2/8/22	SYNCHRONY/AMAZON	1,368.55
4610L	Adult Books	2/8/22	SYNCHRONY/AMAZON	-11.99
4610L	Adult Books	2/9/22	BAKER AND TAYLOR	477.06
4610L	Adult Books	2/10/22	BAKER AND TAYLOR	379.22
4610L	Adult Books	2/10/22	INGRAM	22.57
4610L	Adult Books	2/10/22	BAKER AND TAYLOR	31.22
4610L	Adult Books	2/11/22	INGRAM	14.68
4610L	Adult Books	2/11/22	BAKER AND TAYLOR	582.82
4610L	Adult Books	2/13/22	INGRAM	48.79
4610L	Adult Books	2/14/22	INGRAM	63.17
4610L	Adult Books	2/14/22	BAKER AND TAYLOR	110.59
4610L	Adult Books	2/15/22	INGRAM	11.99
4610L	Adult Books	2/15/22	BAKER AND TAYLOR	497.43
4610L	Adult Books	2/15/22	BAKER AND TAYLOR	303.91
4610L	Adult Books	2/16/22	INGRAM	17.96
4610L	Adult Books	2/16/22	INGRAM	101.35
4610L	Adult Books	2/17/22	INGRAM	43.21
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	146.12
4610L	Adult Books	2/17/22	INGRAM	202.50
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	-10.16
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	-15.26
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	-15.82
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	-19.32
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	-9.52
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	-25.97
4610L	Adult Books	2/18/22	INGRAM	54.31
4610L	Adult Books	2/18/22	INGRAM	14.10
4610L	Adult Books	2/18/22	INGRAM	14.97
4610L	Adult Books	2/19/22	BAKER AND TAYLOR	623.75



Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4610L	Adult Books	2/19/22	BAKER AND TAYLOR	751.62
4610L	Adult Books	2/21/22	INGRAM	16.38
4610L	Adult Books	2/21/22	BAKER AND TAYLOR	90.56
4610L	Adult Books	2/22/22	BAKER AND TAYLOR	577.04
4610L	Adult Books	2/22/22	INGRAM	12.00
4610L	Adult Books	2/22/22	INGRAM	162.68
4610L	Adult Books	2/22/22	BAKER AND TAYLOR	14.39
4610L	Adult Books	2/24/22	INGRAM	72.24
4610L	Adult Books	2/24/22	BAKER AND TAYLOR	1,068.48
4610L	Adult Books	2/25/22	INGRAM	12.01
4610L	Adult Books	2/27/22	INGRAM	163.52
4610L	Adult Books	2/28/22		-16.96
4610L	Adult Books	2/28/22		-27.95
4610L	Adult Books	2/28/22	BAKER AND TAYLOR	805.16
4610L	Adult Books	2/28/22	BAKER AND TAYLOR	296.92
4610L	Adult Books	2/1/22	BAKER AND TAYLOR	21.39
4610L	Adult Books	2/7/22	BAKER AND TAYLOR	21.38
4610L	Adult Books	2/14/22	BAKER AND TAYLOR	23.13
4610L	Adult Books	2/15/22	BAKER AND TAYLOR	9.52
4610L	Adult Books	2/17/22	BAKER AND TAYLOR	10.12
4610L	Adult Books	2/28/22		16.96
4620L	Adult AV	2/1/22	CRIMSON MULTIMEDIA DIST., INC.	60.00
4620L	Adult AV	2/1/22	CRIMSON MULTIMEDIA DIST., INC.	171.32
4620L	Adult AV	2/4/22	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	2/5/22	BAKER & TAYLOR INC.	63.90
4620L	Adult AV	2/5/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	2/8/22	MIDWEST TAPE	14.24
4620L	Adult AV	2/8/22	SYNCHRONY/AMAZON	-6.00
4620L	Adult AV	2/8/22	SYNCHRONY/AMAZON	918.30
4620L	Adult AV	2/9/22	BAKER AND TAYLOR	55.88
4620L	Adult AV	2/10/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	2/10/22	BAKER & TAYLOR INC.	39.66
4620L	Adult AV	2/10/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	2/10/22	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	2/10/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	2/10/22	BAKER AND TAYLOR	20.34
4620L	Adult AV	2/12/22	BAKER & TAYLOR INC.	77.16
4620L	Adult AV	2/15/22	MIDWEST TAPE	74.98
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	96.24
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	66.06
4620L	Adult AV	2/16/22	BAKER & TAYLOR INC.	38.09
4620L	Adult AV	2/18/22	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	2/18/22	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	2/21/22	FINDAWAY WORLD, LLC	74.94
4620L	Adult AV	2/21/22	BAKER & TAYLOR INC.	-102.88
4620L	Adult AV	2/22/22	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	2/22/22	CRIMSON MULTIMEDIA DIST., INC.	426.67
4620L	Adult AV	2/22/22	CRIMSON MULTIMEDIA DIST., INC.	30.00
4620L	Adult AV	2/22/22	CRIMSON MULTIMEDIA DIST., INC.	121.01
4620L	Adult AV	2/23/22	BAKER & TAYLOR INC.	110.17
4620L	Adult AV	2/23/22	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	2/23/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	2/25/22	BAKER & TAYLOR INC.	24.61
4620L	Adult AV	2/28/22	BAKER & TAYLOR INC.	20.56

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	2/1/22	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	2/7/22	BAKER & TAYLOR INC.	44.82
4620L	Adult AV	2/12/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	2/14/22	BAKER & TAYLOR INC.	41.12
4620L	Adult AV	2/21/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	2/21/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	2/28/22	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	2/28/22	BAKER & TAYLOR INC.	18.36
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	605.24
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	171.96
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	584.08
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	43.19
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	156.78
4630L	Youth Print	2/1/22	SCHOLASTIC, INC.	34.95
4630L	Youth Print	2/1/22	INGRAM	4.19
4630L	Youth Print	2/1/22	INGRAM	3.93
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	-13.99
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	-11.24
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	-13.49
4630L	Youth Print	2/3/22	BAKER AND TAYLOR	226.33
4630L	Youth Print	2/3/22	MC/MAKTABATEE	112.64
4630L	Youth Print	2/5/22	BAKER AND TAYLOR	206.08
4630L	Youth Print	2/8/22	BAKER AND TAYLOR	396.52
4630L	Youth Print	2/8/22	BAKER AND TAYLOR	841.98
4630L	Youth Print	2/8/22	SYNCHRONY/AMAZON	331.96
4630L	Youth Print	2/9/22	INGRAM	38.74
4630L	Youth Print	2/10/22	BAKER AND TAYLOR	120.92
4630L	Youth Print	2/11/22	BAKER AND TAYLOR	1,191.87
4630L	Youth Print	2/11/22	BAKER AND TAYLOR	690.68
4630L	Youth Print	2/13/22	INGRAM	47.16
4630L	Youth Print	2/14/22	BAKER AND TAYLOR	594.12
4630L	Youth Print	2/14/22	BAKER AND TAYLOR	39.74
4630L	Youth Print	2/15/22	BAKER AND TAYLOR	598.57
4630L	Youth Print	2/16/22	BAKER AND TAYLOR	398.37
4630L	Youth Print	2/17/22	BAKER AND TAYLOR	362.85
4630L	Youth Print	2/17/22	MC/STRONG NATIONS PUBLISHING	50.58
4630L	Youth Print	2/18/22	BAKER AND TAYLOR	64.73
4630L	Youth Print	2/19/22	BAKER AND TAYLOR	496.75
4630L	Youth Print	2/21/22	INGRAM	16.94
4630L	Youth Print	2/21/22	BAKER AND TAYLOR	469.18
4630L	Youth Print	2/23/22	BAKER AND TAYLOR	462.18
4630L	Youth Print	2/23/22	BAKER AND TAYLOR	929.69
4630L	Youth Print	2/24/22	GALE	81.15
4630L	Youth Print	2/24/22	BAKER AND TAYLOR	41.49
4630L	Youth Print	2/28/22	BAKER AND TAYLOR	20.53
4630L	Youth Print	2/1/22	BAKER AND TAYLOR	89.45
4630L	Youth Print	2/7/22	BAKER AND TAYLOR	16.46
4630L	Youth Print	2/14/22	BAKER AND TAYLOR	45.55
4630L	Youth Print	2/15/22	BAKER AND TAYLOR	78.63
4640L	Youth AV	2/1/22	FINDAWAY WORLD, LLC	53.69
4640L	Youth AV	2/1/22	CRIMSON MULTIMEDIA DIST., INC.	305.67
4640L	Youth AV	2/7/22	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	2/7/22	BAKER AND TAYLOR	139.60
4640L	Youth AV	2/7/22	FINDAWAY WORLD, LLC	127.48
4640L	Youth AV	2/8/22	SYNCHRONY/AMAZON	67.98
4640L	Youth AV	2/14/22	FINDAWAY WORLD, LLC	619.88
4640L	Youth AV	2/14/22	BAKER & TAYLOR INC.	18.36

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	2/18/22	BAKER & TAYLOR INC.	25.68
4640L	Youth AV	2/21/22	BAKER & TAYLOR INC.	8.08
4640L	Youth AV	2/21/22	FINDAWAY WORLD, LLC	139.98
4640L	Youth AV	2/22/22	LIBRARY IDEAS, LLC	746.15
4640L	Youth AV	2/22/22	CRIMSON MULTIMEDIA DIST., INC.	181.44
4640L	Youth AV	2/24/22	FINDAWAY WORLD, LLC	199.71
4640L	Youth AV	2/28/22	BAKER & TAYLOR INC.	40.40
4640L	Youth AV	2/28/22	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	2/1/22	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	2/7/22	BAKER & TAYLOR INC.	7.34
4650L	Print Serials	2/1/22	MC/BICYCLING	25.00
4650L	Print Serials	2/2/22	MC/OUTDOOR SPORTSMAN GROUP	10.00
4650L	Print Serials	2/6/22	MC/PARENTS MAGAZINE	15.00
4650L	Print Serials	2/7/22	MC/DAILY HERALD	34.60
4650L	Print Serials	2/8/22	SYNCHRONY/AMAZON	16.00
4650L	Print Serials	2/18/22	MC/WOMAN'S DAY	24.97
4650L	Print Serials	2/22/22	MC/HARVARD BUSINESS REVIEW	120.00
4650L	Print Serials	2/23/22	MC/KD MARKET	18.90
4650L	Print Serials	2/25/22	MC/KD MARKET	3.50
4650L	Print Serials	2/25/22	MC/AMAZON	12.00
4650L	Print Serials	2/28/22		27.95
4650L	Print Serials	2/25/22	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	2/1/22	EBSCO INFORMATION SERVICES	10,559.00
4660L	Electronic Resources	2/1/22	EBSCO INFORMATION SERVICES	4,994.00
4660L	Electronic Resources	2/1/22	PROQUEST INFORMATION AND LEARN	8,970.31
4660L	Electronic Resources	2/1/22	WEST PAYMENT CENTER	2,117.64
4660L	Electronic Resources	2/1/22	PROQUEST INFORMATION AND LEARN	3,640.00
4660L	Electronic Resources	2/4/22	GALE	2,634.79
4660L	Electronic Resources	2/4/22	GALE	3,914.30
4660L	Electronic Resources	2/9/22	CONSUMER LAB.COM, LLC	750.00
4661L	Digital Media	2/1/22	PROQUEST INFORMATION AND LEARN	13,513.60
4661L	Digital Media	2/4/22	GALE	199.43
4661L	Digital Media	2/17/22	OVERDRIVE, INC.	133.97
4661L	Digital Media	2/17/22	OVERDRIVE, INC.	81.50
4661L	Digital Media	2/24/22	OVERDRIVE, INC.	586.15
4661L	Digital Media	2/24/22	OVERDRIVE, INC.	778.52
4661L	Digital Media	2/24/22	OVERDRIVE, INC.	271.42
4661L	Digital Media	2/16/22	WESTON WOODS STUDIOS	930.00
4661L	Digital Media	2/1/22	RAILS	910.93
4661L	Digital Media	2/28/22	MIDWEST TAPE	2,979.90
4661L	Digital Media	2/28/22	KANOPY, INC.	714.00
4661L	Digital Media	2/8/22	OVERDRIVE, INC.	218.74
4661L	Digital Media	2/15/22	OVERDRIVE, INC.	339.31
4661L	Digital Media	2/22/22	OVERDRIVE, INC.	313.46
4663L	Library of Things	2/2/22	MC/AMAZON	119.00
4663L	Library of Things	2/3/22	MC/NETFLIX	17.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/NETFLIX	17.99
4663L	Library of Things	2/3/22	MC/NETFLIX	17.99
4663L	Library of Things	2/3/22	MC/NETFLIX	17.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99



Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/3/22	MC/DISNEY	13.99
4663L	Library of Things	2/3/22	MC/NETFLIX	17.99
4663L	Library of Things	2/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/6/22	MC/NETFLIX	17.99
4663L	Library of Things	2/6/22	MC/NETFLIX	17.99
4663L	Library of Things	2/6/22	MC/NETFLIX	17.99
4663L	Library of Things	2/12/22	MC/NETFLIX	17.99
4663L	Library of Things	2/12/22	MC/NETFLIX	17.99
4663L	Library of Things	2/22/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/23/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	2/21/22	MC/T-MOBILE	514.69
4680L	Processing Supplies	2/1/22	BAKER AND TAYLOR	8.28
4680L	Processing Supplies	2/1/22	KENT ADHESIVE PRODUCTS CO.	333.28
4680L	Processing Supplies	2/7/22	ID LABEL, INC.	478.25
4680L	Processing Supplies	2/8/22	BAKER AND TAYLOR	10.35
4680L	Processing Supplies	2/8/22	SYNCHRONY/AMAZON	11.99
4680L	Processing Supplies	2/11/22	STAPLES BUSINESS ADVANTAGE	130.40
4680L	Processing Supplies	2/14/22	BAKER AND TAYLOR	19.32
4680L	Processing Supplies	2/14/22	DEMCO	439.37
4680L	Processing Supplies	2/15/22	BAKER AND TAYLOR	28.98
4680L	Processing Supplies	2/15/22	WAREHOUSE DIRECT	41.20
4680L	Processing Supplies	2/21/22	MC/OFFICE MAX	64.90
4690L	Programs	2/9/22	VERY SMART PEOPLE LLC	200.00
4690L	Programs	2/10/22	YVONNE WOLF	175.00
4690L	Programs	2/16/22	AUDRA WILSON	175.00
4690L	Programs	2/4/22	PAYROLL - PAYCOM	95.38
4690L	Programs	2/5/22	BAKER AND TAYLOR	43.48
4690L	Programs	2/8/22	SYNCHRONY/AMAZON	40.97
4690L	Programs	2/18/22	PAYROLL - PAYCOM	63.06
4690L	Programs	2/25/22	DAN ROBERTS	400.00
4690L	Programs	2/27/22	MC/TARGET	25.00
4690L	Programs	2/7/22	JOHN MOSMAN	600.00
4690L	Programs	2/1/22	ARLINGTON HEIGHTS MEMORIAL LIB	250.00
4690L	Programs	2/16/22	MC/PLAYSTATION STORE	63.74
4690L	Programs	2/23/22	MC/AMAZON	129.86
4690L	Programs	2/24/22	MC/AMAZON	90.76
4690L	Programs	2/27/22	MC/AMAZON	300.00
4690L	Programs	2/10/22	RAILS	1,150.00
4690L	Programs	2/4/22	PAYROLL - PAYCOM	20.00
4690L	Programs	2/21/22	NOEMI RAMOS	75.00
				<u>\$ 775,102.41</u>
9540L-100-08	Woven Together Youth Community	2/2/22	INGRAM	214.60
9540L-100-08	Woven Together Youth Community	2/10/22	INGRAM	236.06
9540L-100-08	Woven Together Youth Community	2/13/22	INGRAM	225.33
9540L-110-03	Morale Committee	2/4/22	PAYROLL - PAYCOM	135.44

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
9560L-090-South	South Branch Fiber	2/19/22	AT&T	174.45
9570L-010-02	Grant Expenses - Digital Media	2/8/22	MC/AMAZON	532.96
9570L-010-02	Grant Expenses - Digital Media	2/10/22	MC/FARONICS	49.84
Total Library Fund Expenses for February, 2022				<u>\$ 776,671.09</u>

Mount Prospect Public Library  
Capital Project Expenses by G/L Acct #  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	2/28/22	Service Charge	1.75
7740B	Bldg Fd: Supplies	2/28/22	reverse service fees	-1.00
7750B-016	Bldg Fd: Building Maintenance	2/11/22	OTIS ELEVATOR COMPANY - Service and Repair	10,500.00
Total Capital Project Restricted Fund Expenses for February, 2022				<u>\$ 10,500.75</u>

Debt Service Fund  
Debt Service Fund Expenses by G/L Acct  
For the Period From Feb 1, 2022 to Feb 28, 2022

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	2/28/22	February 2022, interest expense accrual \$31,000 x 1/12	2,583.33

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

Mount Prospect Public Library  
Gift Fund Expenses by G/L Account #  
For the Period From Feb 1, 2022 to Feb 28, 2022

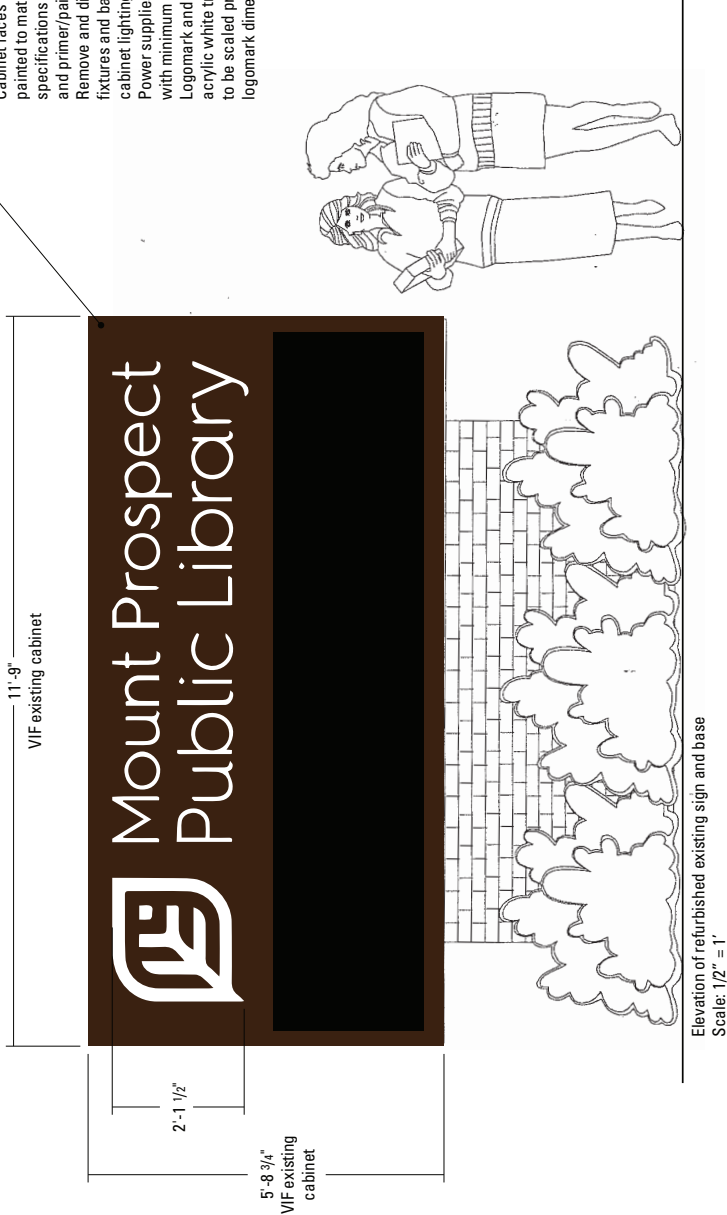
Account ID	Account Description	Date	Vendor Name	Amount
8740G	Gift Fund: Operating Expenses	2/28/22	Service Charge	-0.90

Total Gift Fund Expenses for February, 2022    \$    (0.90)

**MONTHLY EXPENSE SUMMARY**

YEAR TO DATE FEBRUARY 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
<b>Salaries &amp; Benefits</b>									
Salaries	4110	5,740,000.00		956,666.00		924,758.84		16.1%	(31,907.16) -3.3% -60.7%
IMRF	4120	425,000.00		70,834.00		68,865.38		16.2%	(1,968.62) -2.8% -3.7%
MC / FICA	4130	425,000.00		70,834.00		66,573.05		15.7%	(4,260.95) -6.0% -8.1%
Insurance - Medical	4140	801,000.00		133,500.00		120,371.68		15.0%	(13,128.32) -9.8% -25.0%
Insurance - Life	4140	1,500.00		250.00		240.68		16.0%	(9.32) -3.7% 0.0%
Unemployment Compensation Tax	4150	23,000.00		3,834.00		2,098.69		9.1%	(1,735.31) -45.3% -3.3%
Subtotal (4110L - 4150L)		<b>7,415,500.00</b>	<b>75.5%</b>	<b>1,235,918.00</b>	<b>75.5%</b>	<b>1,182,908.32</b>	<b>70.0%</b>	<b>16.0%</b>	<b>(53,009.68) -4.3% -100.9%</b>
<b>Management Expense</b>									
Audit	4210	5,200.00		866.00		0.00		0.0%	(866.00) -100.0% -1.6%
Legal Fees	4220	10,000.00		1,666.00		0.00		0.0%	(1,666.00) -100.0% -3.2%
Printing	4230	81,100.00		13,518.00		9,091.97		11.2%	(4,426.03) -32.7% -8.4%
Marketing	4240	35,150.00		5,860.00		134.98		0.4%	(5,725.02) -97.7% -10.9%
Resources	4250	11,409.00		1,902.00		239.98		2.1%	(1,662.02) -87.4% -3.2%
Professional Dues	4260	20,235.00		3,372.00		1,569.00		7.8%	(1,803.00) -53.5% -3.4%
Board Development/Training	4270	2,500.00		416.00		0.00		0.0%	(416.00) -100.0% -0.8%
Human Resources	4280	135,325.00		22,552.00		22,553.80		16.7%	1.80 0.0% 0.0%
Other Operating	4290	105,325.00		17,556.00		8,228.46		7.8%	(9,327.54) -53.1% -17.8%
Subtotal (4210L - 4290L)		<b>406,244.00</b>	<b>4.1%</b>	<b>67,708.00</b>	<b>4.1%</b>	<b>41,818.19</b>	<b>2.5%</b>	<b>10.3%</b>	<b>(25,889.81) -38.2% -49.3%</b>
<b>Operating Expenses</b>									
Telecommunications	4310	35,950.00		5,994.00		4,856.54		13.5%	(1,137.46) -19.0% -2.2%
Insurance	4320	119,400.00		19,900.00		95,571.00		80.0%	75,671.00 380.3% 144.1%
Office Supplies	4340	22,574.00		3,762.00		1,964.84		8.7%	(1,797.16) -47.8% -3.4%
Library Supplies	4350	20,750.00		3,460.00		2,520.48		12.1%	(939.52) -27.2% -1.8%
Postage	4360	25,100.00		4,184.00		4,622.43		18.4%	438.43 10.5% 0.8%
Contract Services	4380	55,244.00		9,208.00		9,022.41		16.3%	(185.59) -2.0% -0.4%
IT Services	4390	67,257.00		11,208.00		21,792.64		32.4%	10,584.64 94.4% 20.2%
Subtotal (4310L - 4390L)		<b>346,275.00</b>	<b>3.5%</b>	<b>57,716.00</b>	<b>3.5%</b>	<b>140,350.34</b>	<b>8.3%</b>	<b>40.5%</b>	<b>82,634.34 143.2% 157.3%</b>
<b>Building Expense</b>									
Building Maintenance	4410	181,592.00		30,264.00		22,415.19		12.3%	(7,848.81) -25.9% -14.9%
Equipment Maintenance	4420	133,757.00		22,294.00		65,946.60		49.3%	43,652.60 195.8% 83.1%
Janitorial	4440	65,800.00		10,966.00		8,920.71		13.6%	(2,045.29) -18.7% -3.9%
Equipment	4450	192,350.00		32,060.00		4,820.22		2.5%	(27,239.78) -85.0% -51.9%
Utilities	4460	49,500.00		8,250.00		16,243.95		32.8%	7,993.95 96.9% 15.2%
Subtotal (4410L - 4460L)		<b>622,999.00</b>	<b>6.3%</b>	<b>103,834.00</b>	<b>6.3%</b>	<b>118,346.67</b>	<b>7.0%</b>	<b>19.0%</b>	<b>14,512.67 14.0% 27.6%</b>
<b>Library Materials</b>									
Adult Print	4610	208,685.00		34,780.00		26,602.56		12.7%	(8,177.44) -23.5% -15.6%
Adult AV	4620	67,400.00		11,232.00		4,433.97		6.6%	(6,798.03) -60.5% -12.9%
Youth Print	4630	145,000.00		24,168.00		18,568.36		12.8%	(5,599.64) -23.2% -10.7%
Youth AV	4640	32,900.00		5,482.00		3,479.47		10.6%	(2,002.53) -36.5% -3.8%
Serials	4650	18,500.00		3,082.00		5,365.40		29.0%	2,283.40 74.1% 4.3%
Electronic Resources	4660	178,475.00		29,746.00		87,836.63		49.2%	58,090.63 195.3% 110.6%
Digital Media	4661	204,620.00		34,104.00		32,653.47		16.0%	(1,450.53) -4.3% -2.8%
E-Learning	4662	43,437.00		7,240.00		12,974.31		29.9%	5,734.31 79.2% 10.9%
Library of Things	4663	29,250.00		4,876.00		3,132.14		10.7%	(1,743.86) -35.8% -3.3%
Microform	4670	900.00		150.00		0.00		0.0%	(150.00) -100.0% -0.3%
Processing	4680	25,350.00		4,226.00		5,101.92		20.1%	875.92 20.7% 1.7%
Programs	4690	71,315.00		11,888.00		5,100.57		7.2%	(6,787.43) -57.1% -12.9%
Subtotal (4610L - 4680L)		<b>1,025,832.00</b>	<b>10.4%</b>	<b>170,974.00</b>	<b>10.4%</b>	<b>205,248.80</b>	<b>12.2%</b>	<b>20.0%</b>	<b>34,274.80 20.0% 65.3%</b>
<b>Total (4110L - 4680L)</b>		<b>9,816,850.00</b>	<b>100.0%</b>	<b>1,636,150.00</b>	<b>100.0%</b>	<b>1,688,672.32</b>	<b>100.0%</b>	<b>17.2%</b>	<b>52,522.32 3.2% 100.0%</b>
<b>Reimbursable Activity</b>									
Foundation Expenses (9530L)	9530	9,675.00		1,612.00		0.00			(1,612.00) -100.0%
Friends Expenses (9540L)	9540	23,500.00		3,918.00		1,141.16			(2,776.84) -70.9%
Village Shared Expense (9560L)	9560	3,183.00		530.00		348.90			(181.10) -34.2%
Grant Expense (9570L)	9570	0.00		0.00		582.80			582.80 0.0%
Total Reimbursable Activity		<b>36,358.00</b>		<b>6,060.00</b>		<b>2,072.86</b>			<b>(3,987.14) -65.8%</b>
<b>Total Expenses - All Activities</b>		<b>9,853,208.00</b>		<b>1,642,210.00</b>		<b>1,690,745.18</b>			<b>48,535.18 3.0%</b>

Existing cabinet to be refaced and relamped, new digital displays installed (sign is two-sided). Cabinet faces and returns to be painted to match Duranodic (see specifications for surface prep and primer/paint application). Remove and dispose of HQ fluorescent fixtures and ballasts. Install LED cabinet lighting, 5000K color temperature. Power supplies should be accessible with minimum cabinet dismantle. Logomark and logotype to be push through acrylic white translucent. Vector art to be scaled proportionately to the logomark dimension shown.



## February 2022

### Youth Services

- 1) A total of 455 children participated in the Winter Reading Program to complete 527 activities. At signup, the children received a gingerbread cookie to color which we used to decorate the bulletin board.



- 2) We held our first in-person programming in the library in nearly two years! The family storytimes and K-2<sup>nd</sup> programs were well attended, but we are still working on attracting an upper elementary school audience.
- 3) Two new web resources debuted this month: **LOTE**, which stands for “Language Other Than English,” contains classic stories in 46 different languages and **Weston Woods Plus** which contains videos of favorite picture books such as *Creepy Carrots* and *Don’t Let the Pigeon Stay Up Late*.



- 4) We had a busy month for school visits and saw a total of 498 students for World Read Aloud Day, booktalks, and virtual library tours. Feedback from teachers was as follows:
  - a. “Thank you so much for your presentation on Thursday. The students loved getting to see new parts in the library and I heard many comments about them excited to go and check it out! I am also thankful for the books - that is so kind and I always love to add to the class library!”
  - b. “Thank you so much for all you did and being so engaging with the students today! They had so much fun and loved learning more about the library. :) From showing them the 3D printer, the back parts of the library, to new areas they didn't previously know, they were very appreciative of the time you took out for them today.”

### South Branch & Community Engagement

- 1) The Village’s Age-Friendly Survey closed in January and the Task Force met in February to begin survey analysis. By the end of first quarter 2022, the group will have formulated mission and vision statements, and will have a summary report ready to share with residents and stakeholders. At the March meeting, Task Force members will be asked to help spread the word about the library’s community survey, and some will be invited to the focus groups and/or the strategic retreat.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 2) A total of 65 patrons across all age groups participated in Winter Reading at South Branch, which ended in February.
- 3) The South Branch space was reorganized to create an Early Literacy Corner to spotlight the various library materials and services available to support early literacy. Currently, the corner features our Bilingual Early Reader Backpacks, a display promoting 1,000 Books Before Kindergarten, and a sign with bookmarks and instructions promoting the Teachables online database.
- 4) Rachel Leiner and Maleeha Mubashiruddin presented a read aloud program to 2<sup>nd</sup> grades at Forest View Elementary School on February 22. This presentation is part of a continued effort to coordinate with Main Library/Youth Services to have a South Branch presence in schools on the south side of Mount Prospect.



## Research

- 1) Staff scheduled 17 Reference by Appointment sessions with patrons. These sessions generally last about an hour and topics this month included résumé help, device assistance, help with software, and genealogy research.
- 2) Four of this month's computer programs were hybrid programs. Of those, all had virtual attendees but only two of the programs had in-person attendees.
- 3) The February 9 virtual program Bitcoin and Cryptocurrency was attended by 63 people (97 people registered and there was a waiting list). The video recording of the program had 150 views as of March 6.

## Fiction/AV/Teen

- 1) The second year of extending Winter Reading from January through the end of February proved successful with patrons: in the adult program, books read by adults increased by 42% over 2021 and 220% over 2020. Overall adult participation rose 28% from the previous year. The teen program (which traditionally struggles to connect with teen patrons during the school year) declined slightly: 18% fewer participants and 17% fewer books read compared to last year's program, which largely ran while both the library and schools were closed. Books read by teen patrons were still up 121% over 2020, further illustrating the greater accessibility of using Beanstack.



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- 2) The most popular element of the program were the mug prizes awarded after reading five books (“possibly the best small prize ever in the program” said one patron); several patrons mentioned them as a motivating factor for both initial participation and continued reading. 194 mugs were given out to 76% of adult participants and 48% of teen participants.
- 3) In-person programs began again cautiously with the return of “Night Off? Game On!” (introducing several adult patrons to Catan), a teen string art program which saw the welcome return of many pre-pandemic regulars, and a high-energy Teen Book Café.
- 4) Patron comment: An email response from a patron; staff regularly assist with collection requests: “Thanks. The MPPL employees and your work ethics are just outstanding. I appreciate this note as well as others I have received in the past. Kudos from a very happy reader.”



## Registration

- 1) The “prefix” field was removed in the library catalog as another step forward in our EDI journey. This means that we no longer assign “Mrs.” “Mr.” or “Ms.” titles in our patron database based on name, appearance, or ID information, and no longer use them in communications. We simply address people by their names.
- 2) 100 KN95 masks with ear loops and 100 KN95 masks with wrap around straps were purchased for staff to help everyone feel as safe and protected as possible as we enter the next phase of the pandemic.

## Circulation

- 1) With the one-year anniversary of becoming a Fine Free library approaching, we took a look at overdue statistics and the impact that Fine Free has had in its first year. Less than 5% of items checked out are reaching overdue status, and even when they do, the vast majority of overdue items are returned within a week of their due date. Fine Free has reduced a significant barrier of service to many patrons, and the statistics show that it has not significantly increased instances of overdue material or increased wait times for popular items.
- 2) The 24/7 Hold Lockers continue to be popular; we have noticed patrons taking advantage of their 24/7 availability. The hours between 6 a.m. and 8 a.m. are the most popular pickup times when the library building is closed, and Thursday and Friday are currently the busiest pickup days. Thanks to the Board approving the purchase of additional lockers, we placed an order to max out the available space, and hope to see them arrive around June 2022.
- 3) The return of Patron Services Staff Picks in the lobby has been very successful, with staff making an effort to highlight books featuring more diverse authors and characters to support the library’s EDI efforts. In February, 32 items from the Staff Picks display were checked out, with 20 of them featuring either diverse authors or content.

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### Building & Security

- 1) We updated the interface on our emergency backup generator. The controls were operating on Windows 95 and are now updated to Windows 10.
- 2) Recently the library has had two employees pass away, Peter Balingit from IT last August and David Banasiak from Research Services in January. We have had two memorial plaques made to add in our Memorial Garden on the northeast corner. We will be installing these when the weather warms.



### Collection & Bibliographic Services

- 1) Acquisitions staff have loaded hundreds of "vendor records" this month to create materials orders in the library catalog. Hundreds of records mean hundreds of minutes of staff time saved, as downloading records saves multiple manual steps per record. This has been our most productive month with respect to downloading records.
- 2) The Adult Periodicals collection has been moved to a much more prominent location near the business newspapers reading area. These magazines are now within sight of patrons as they approach the Research desk. The hope is this may increase in-house use of magazines since they were in a less-prominent location in the northeast corner of the second floor previously.
- 3) We gave away over 3,000 withdrawn magazines this month; such a nice thing to see once again, since this practice went into hiatus while we were being more careful during the height of the COVID pandemic.

### Communications & Creative Services

- 1) The new branded newsletter expanded to 12 pages, with prioritized content for patrons as we collaborated with different departments to highlight programs.
- 2) We designed *History of Women Inventors* posters to promote the Research Services display on the second floor. They will be up for patron viewing all of March.
- 3) All CCS staff attended a creative review with Our Simple Truth consultants, and we have made some adjustment to our design work to more closely align with our brand.
- 4) Shared widely by our community and the library, promoting Candy Land on social media was a tremendous success. Our Facebook followers increased by over 200% in February, and Instagram was not far behind.



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Human Resources & Learning

- 1) Number of terminations: None
- 2) Number of new hires: 2
  - a. 1 Circulation Assistant (under 20 hours)
  - b. 1 Circulation Assistant (20-25 hours)
- 3) Staff anniversaries:
  - a. Andrea Johnson and Jong Alabado: 5 years
- 4) Above and Beyond Award:
  - a. Amy Slagter, Youth Programming & Outreach Assistant
  - b. Joe Graska, Computer Technician
  - c. Andrew Kaiser, Network Technician
  - d. Allison Nettnin, Readers' Advisor
- 5) We promoted "America Saves Week" which comprised of daily motivation to encourage staff to increase their savings and/or reduce debt. We also used this opportunity to spur Voluntary Additional Contributions to IMRF.
- 6) The first Staff In-Service day of 2022 was held on February 4 via Teams. During the morning meeting, 116 staff members were led in three strategic planning exercises with our consultants from ReThinking Libraries. In the afternoon, staff participated in small group exercises with Peter, Metzner, Dynamic Change, Inc., to further explore the DISC communication/personality traits that we began discussing at the November all staff day.
- 7) We have implemented a new benefit for staff; access to the premium version of "Calm;" an app that promotes mental well-being. As part of our staff development training program, we have targeted emotional, psychological, and social well-being as a topic for 2022, and this app provides on-demand resources and information anytime, anywhere.
- 8) ComPsych presented "How to Address Employee Performance Issues in a Supportive Way" – this was the first of four training sessions for management/supervisory staff on performance reviews. This series will end with the training of the new Paycom Performance Management module for our revised annual evaluation process.
- 9) Four DEI Committee staff members attended the 3-day online course: "How to Build an Antiracist Library Culture." Staff participated in three live 1½ hour sessions and then met to discuss and work on homework that was shared with their online group. The live session topics were on *Critical Conversations, Using Local History to Combat Racism, Antiracist Collection Development and Programming, Antibias/Antiracist Hiring Practices and Recruitment, and Your Sphere of Influence*. These topics prompted great discussions with the staff who attended, and the final project (choose and plan a DEI initiative) will be presented to the staff DEI Committee and hopefully be adopted as one of the goals for 2022.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Information Technology

- 1) We are working with Unique Management Services to use their change of address service to verify resident cardholders – a kind of patron auto-renewal process. This new service will eliminate the need for patrons to physically come into the library to renew their cards, unless the service indicates that they have moved out of Mount Prospect. We plan to run the verification annually to keep our records up to date.
- 2) We have signed with SirsiDynix to purchase and implement eResource Central, which will allow e-books and other e-media to be requested and checked out directly from our catalog. We've purchased connectors for OverDrive books and magazines, Hoopla, and Comics Plus. This new service will provide a more seamless experience for patrons, add hundreds of thousands of records that can be discovered in the catalog, and reduces manual entry and deletion of records by staff. We are planning to go live with eResource Central by the end of May.
- 3) We have begun turning on MFA (multi-factor authentication) on all network management tools and will be working towards enabling for all Office 365 accounts.

### Friends of the Mount Prospect Public Library

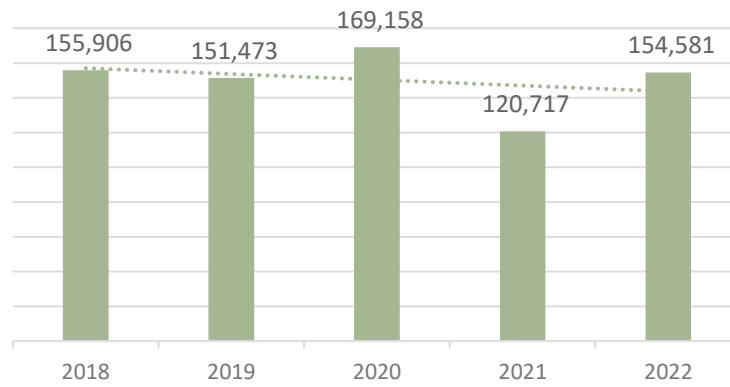
- 1) The Friends next book sale is scheduled for May 14 and 15. It will take place in Meeting Room A, the lower-level Friends space, and in the parking garage.
- 2) Donations to the Friends are temporarily on hold until after the sale, as storage space has run out.

### Mount Prospect Public Library Foundation

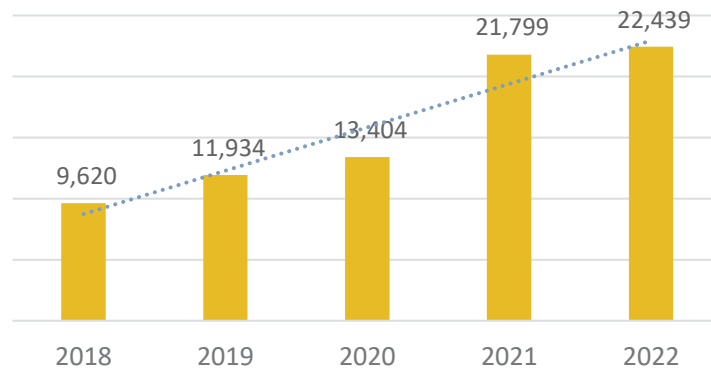
- 1) The End-of-Year Appeals campaign closed on February 28 and reports will be presented at the April meeting.
- 2) The Spring Chocolate Raffle will now run two additional days: March 4-20. Come see the great prize baskets in the lobby!

Mount Prospect Public Library  
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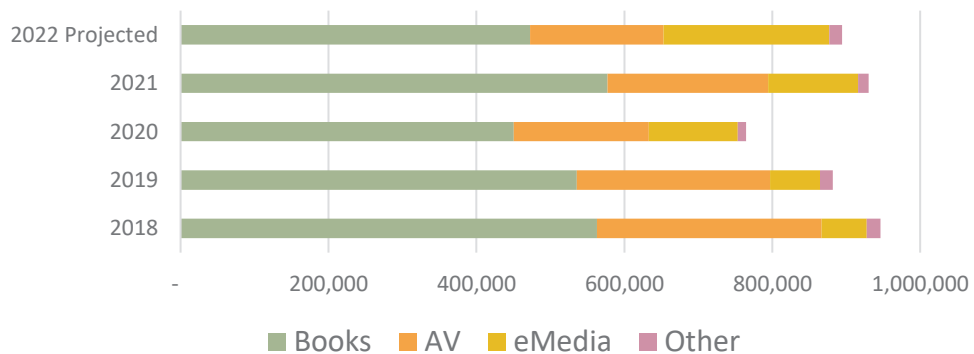
### Overall Circulation YTD



### eMedia Circulation YTD

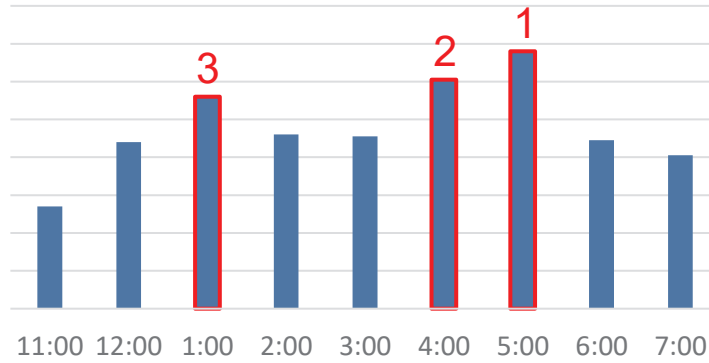


### Circulation by Type

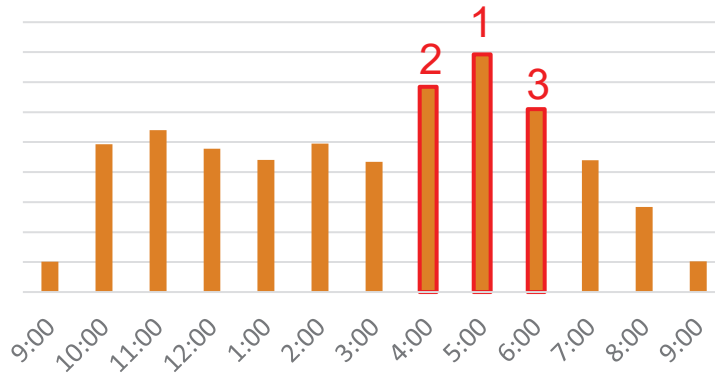


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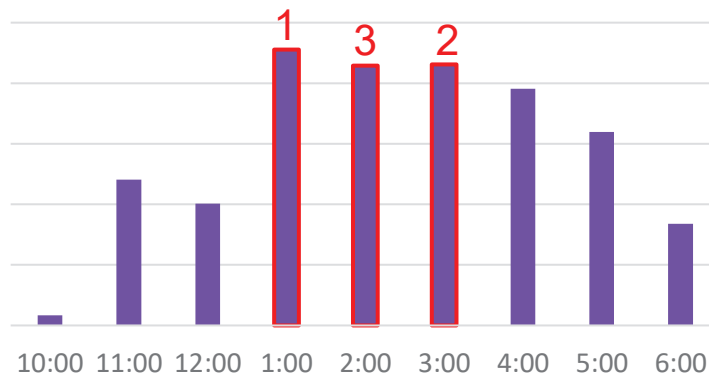
South Branch Door Count by Hour



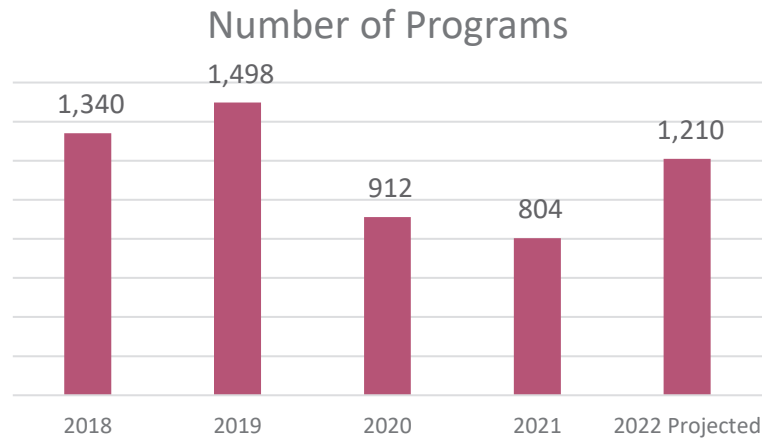
Main Door Count by Hour M-F



Main Door Count by Hour Sat/Sun

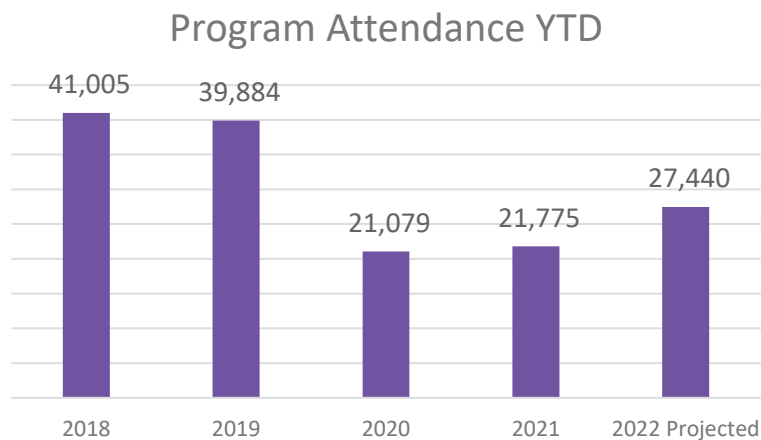


Mount Prospect Public Library  
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#### February 2022 Program Highlights

- Book Chat Book Discussion (12 attendees)
- Completely Booked (2)
- Let's Talk Books! (12)
- Friends of the Library Book Discussion (10)
- Let's Talk Books! (6)
- An Evening with Jasmine Guillory (26)
- Bitcoin and Cryptocurrency (63 live, 145 YouTube)
- School visits (22 visits, 528 kids)
- Bingo de libros (54)
- Caja sorpresa de San Valentín (17)
- Virtual Storytimes (11 events, 202 attendees)
- In-person Storytimes (5 events, 197 attendees)
- In-person Teen programs (Book Café, Volunteering, Crafts, Think Tank; 29 attendees)





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

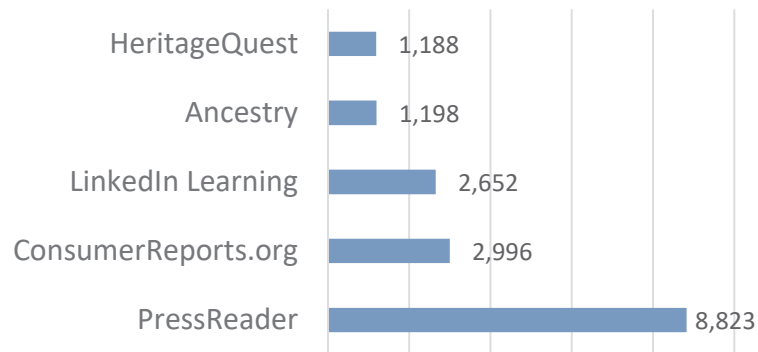


24,354 pages  
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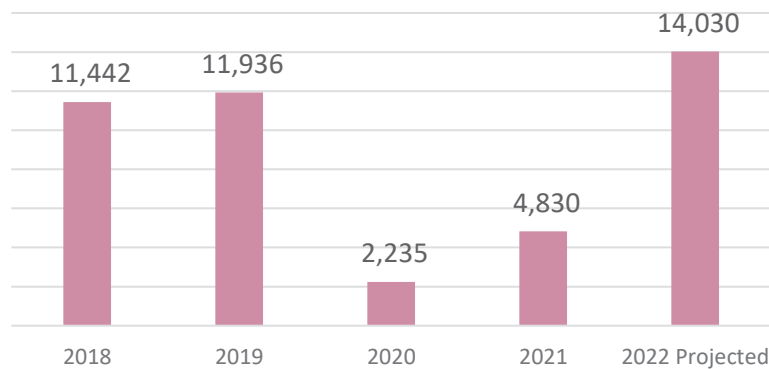


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### February 2022 Top Databases



### Study Room Usage



# Your Voice Counts!

Please take our Community Survey to help us explore ideas and services for the Mount Prospect Public Library.

Take a paper copy with you and return to us by **April 8**.

**Or take the survey online.**

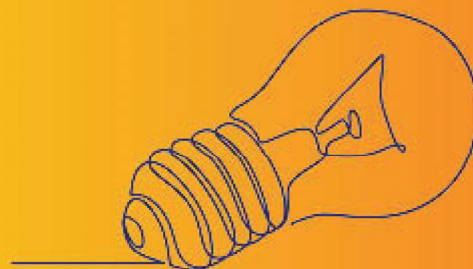
**Take the Survey**

[bit.ly/MPPLPrint](https://bit.ly/MPPLPrint)



**Tome la encuesta**

[bit.ly/MPPLPrintSP](https://bit.ly/MPPLPrintSP)



# memo

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders  
Date: March 17, 2022  
Re: Review of Written Minutes and Recordings of Closed Sessions

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Comments: As is required by Illinois Statute, we regularly review the written minutes of previously closed Board sessions to 1) approve the written minutes and 2) decide whether or not to release them.

We have five “current” written minutes to review and consider releasing; staff recommendations are shown on page 2 of this memo. Vice President Fulk has listened to the recordings of these five meetings as per our bylaws.

As a housekeeping item, we also recommend the destruction of all audio recordings of closed sessions allowed by statute.

Recordings of closed sessions may be destroyed if three criteria are met:

1. The meeting occurred no less than 18 months ago
2. The written minutes have been approved by the Board
3. The Board approves the destruction

Whether the written minutes are *released* or not has no impact on the destruction request, the approval is the important part. Please note that the written minutes of closed sessions are kept permanently, we only destroy the audio recording.

In future review sessions we will incorporate recordings as a regular part of the review, so we stay up to date.

### [Illinois Open Meetings Act, 5 ILCS 120/2.06](#)

(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

## Recommendation for Current Written Minutes

Meeting Date	Meeting Type	Reason	Approve	Release
1/21/2021	Regular	Review of closed minutes	Yes	Yes
6/17/2021	Regular	Personnel	Yes	No
7/15/2021	Regular	Personnel	Yes	No
9/2/2021	Special	Personnel	Yes	No
10/7/2021	Personnel Committee	Personnel	Yes	No

### 1. Motion Language for Current Written Minutes



“I move to approve and release the closed minutes of 1/21/2021; and approve and not release the closed minutes of 6/17/2021, 7/15/2021, 9/2/2021, and 10/7/2021.”

## Recommendation for Older Recordings

The library has held about 160 closed sessions since 2004, which is around the time when Illinois first started requiring that closed sessions be recorded. To the best of our knowledge, this is the first request to the Board for destruction of eligible recordings.

There are cassette and digital recordings from Regular, Special, and Committee meetings, and the most common reasons are Review of Previously Closed Minutes and Personnel.

If approved, we would destroy recordings up through June 2020, which is about the 18-month threshold.

### 2. Motion Language for Older Recordings



“I move to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees.”