

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

Regular Board Meeting  
May 19, 2022 7:00 p.m.  
Meeting Room B

**AGENDA\***

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**  
(This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to the Board of Trustees.)
- 4. President's Report**
- 5. Officer Elections 2022-2023**
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
- 6. Consent Agenda**
  - a. Minutes of Committee of the Whole Meeting of April 20, 2022 **(3)**
  - b. Minutes of Regular Board Meeting of April 21, 2022 **(4-5)**
  - c. Minutes of Committee of the Whole Meeting of April 25, 2022 **(6)**
  - d. April 2022 Bills **(7)** and Financial Reports **(9-22)**
  - e. Library Closing at 5 p.m. on July 22 for Mount Prospect Downtown Block Party
- 7. New Business**
  - a. Public Comment and Participation Policy **(23)**
  - b. Strategic Plan **(24-29)**
    - i. Review and Approval of Initiatives
    - ii. Review Mission, Vision, Values
- 8. Executive Director Report (2)**
  - a. April 2022 Library Activity Report **(30-38)**
- 9. Trustee Reports and Comments**
- 10. Upcoming Meetings and Events Calendar**
  - a. Foundation Board Meeting – May 23 – Rosemary Groenwald
  - b. Committee of the Whole Meeting – June 2
    - i. Review Draft Strategic Plan
  - c. Regular Board Meeting – June 16
    - i. Approve Final Strategic Plan
    - ii. Committee Appointments 2022-2023
  - d. Foundation Board Meeting – June 27 – Brian Gilligan
- 11. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
May 19, 2022**

1. **Officer Elections.** This is agenda item 5. Per our bylaws, each May the Board elects officers for the following 12 months. President Duebner will lead the discussion and vote process for the new officers.
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. **Public Comment and Participation Policy.** This is agenda item 7a. Periodically the Board reviews and approves changes to library policies, and this month we will be looking at the Public Comment and Participation Policy. The red-lined document is included in the packet.
4. **Strategic Plan.** This is agenda item 7b. All of the data gathering and analysis work has been completed for the strategic plan. We conducted the Strategic Retreat on April 25, and four community members, four Library Trustees, and eleven staff members participated.

After the retreat was completed, our consultants compiled all the results and have recommended three high-level Strategic Initiatives, as well as draft Mission, Vision, and Values statements. These recommendations are included in the packet for your review.

At the May 19 Board meeting, Trustees will be asked to approve the Initiatives. Once approved, staff will write supporting goals and activities that will be incorporated into the full draft plan.

Also at the May 19 Board meeting, Trustees will be asked to review the draft Mission, Vision, and Values statements and provide feedback. The final versions of the statements will be included in the final plan for the Board's approval.

At the June 2 Committee of the Whole meeting, the Board will review the draft of the full plan and provide any final input before approving it at the June 16 Regular Board meeting.

**Committee of the Whole Meeting**  
**April 20, 2022**  
**Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 4:02 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. 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, Kristine O'Sullivan  
Absent: Brian Gilligan, Rosemary Groenwald, Sylvia Haas  
Staff Present: Su Reynders  
Visitors: Rob Cullin, Janet Nelson, ReThinking Libraries. There were approximately 21 people in total in the virtual meeting.

4. Public Comment

There was no public comment.

5. Strategic Plan – Findings Presentation

Rob Cullin and Janet Nelson presented summary results of the strategic planning data gathering process, including the survey, focus groups, and input sessions.

6. Adjournment

Committee of the Whole meeting adjourned at 5:02 p.m. Voice vote carried.

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Marie A. Bass, Secretary

**Regular Board Meeting  
April 21, 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. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan  
Absent: Rosemary Groenwald  
Staff Present: Anne Belden, Jo Broszczak, Su Reynders  
Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

No report.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of March 17, 2022
- b. Approve March 2022 Bills and Financial Reports

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

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

6. First Quarter Financial Review

Director Reynders reviewed the first quarter of 2022 revenue and expenditures and answered questions. She reported that Cook County has announced that the second installment tax bills could be delayed up to six months.

President Duebner recommended moving the Strategic Plan Update agenda item to occur before the Trustee Advocacy Elevator Speech agenda item, and there were no objections from the Board.

7. Strategic Plan Update

Director Su Reynders reported that the Strategic Planning process is on target and provided a recommended schedule leading up to the final plan. The Findings Presentation was held on April 20 which included all the data input from the focus groups, surveys, and staff sessions. Next will be the Strategic Retreat on April 25 from 2-8 p.m. At the May 19 Regular Board meeting, the Board will approve the strategic initiatives. The Board will review the

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draft Strategic Plan on June 2 at the Committee of the Whole meeting and culminating with the final approval of the Strategic Plan from the Board at the June 15 Regular Board meeting.

8. Trustee Advocacy Elevator Speech

Each Board member expressed their motivation for becoming a Library Trustee. Director Reynders will schedule a time to have new individual photos taken of each Trustee.

9. Executive Director Report

Director Reynders led a brief discussion about intellectual freedom and the right of community members to choose library materials and programs for themselves and their families.

10. March 2022 Library Activity Report

No comments.

11. Trustee Reports and Comments

Trustee Haas, Trustee Fulk, Director Reynders, and several other staff attended the State of the Village Chamber Annual meeting on April 7. Director Reynders reported that she has joined the River Cities Rotary. Trustee Duebner stated that he has been invited to participate in the Mount Prospect Park District strategic planning process.

12. Upcoming Meetings and Events Calendar

- a. Strategic Retreat – April 25
- b. Foundation Board Meeting – Tuesday, April 26 – Sylvia Haas
- c. ~~Committee of the Whole Meeting~~ – May 5 – Canceled
- d. Regular Board Meeting – May 19
  - i. Approve Strategic Initiatives; Officer Elections 2022-2023
- e. Foundation Board Meeting – May 23 – Rosemary Groenwald
- f. Committee of the Whole Meeting – June 2
  - i. Review Draft Strategic Plan
- g. Regular Board Meeting – June 16
  - i. Approve Final Strategic Plan

13. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee O'Sullivan to adjourn the Regular Board meeting at 8:15 p.m. Voice vote carried.

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Marie A. Bass, Secretary

**Committee of the Whole Meeting**  
**April 25, 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 2:02 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Kristine O'Sullivan

Absent: Brian Gilligan, Rosemary Groenwald, Sylvia Haas

Staff Present: Anne Belden, Julie Collins, Beth Corrigan-Buchen, Janet Frye, Emme Guest, Andrea Johnson, Rachel Martin, Su Reynders, Maria Romero, Janine Slayton-Wisniewski, Kelly Watson

Visitors: Rob Cullin, Janet Nelson, Gail Bajkowski, Eric Bertolozzi, Dennis Gawlik, Linda Waycie

3. Public Comment

There was no public comment.

4. Strategic Plan

Rob Cullin and Janet Nelson reviewed the data gathered through the strategic planning process and led the group through multiple planning exercises.

5. Adjournment

Committee of the Whole meeting adjourned at 7:39 p.m. Voice vote carried.

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Marie A. Bass, Secretary

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

**Fund Balances as of APRIL 30, 2022**

Library General Fund	\$	7,585,311
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,055,013
Debt Service Fund	\$	1,386,237
Gift Fund	\$	572,710
<b>Total All Funds</b>	<b>\$</b>	<b>15,811,477</b>

**Cash Disbursements April 2022**

<b>\$</b>	<b>845,503.07</b>
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**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	9,797,517
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		12.0
Combined Balance - Percentage in Reserve		100%

**YTD April Spending**

- \* \$44,668.12 below the year-to-date budget
- \* YTD Actual is 1.4% below YTD budget

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

- \* YTD expected to spend 33.3% of the annual budget
- \* Spending to date was actually closer to 32.9% of the annual budget
- \* Last year we had expended about 32.0% of the annual budget

**Levy Collection**

- \* To date 52.8% of the total 2021 Levy has been collected
- \* Last year 48.2% of the 2020 Levy had been collected through April 2021
- \* Historically, over the past six years, 48.2% to 52.6% (average of 51.0%) of the current year Levy has been collected YTD

**MONTHLY EXPENSE SUMMARY**

YEAR TO DATE APRIL 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		1,913,332.00		1,872,018.42		32.6%	(41,313.58)	-2.2%	92.5%
IMRF	4120	425,000.00		141,668.00		132,470.32		31.2%	(9,197.68)	-6.5%	20.6%
MC / FICA	4130	425,000.00		141,668.00		136,072.19		32.0%	(5,595.81)	-3.9%	12.5%
Insurance - Medical	4140	801,000.00		267,000.00		244,881.43		30.6%	(22,118.57)	-8.3%	49.5%
Insurance - Life	4140	1,500.00		500.00		479.52		32.0%	(20.48)	-4.1%	0.0%
Unemployment Compensation Tax	4150	23,000.00		7,668.00		2,098.69		9.1%	(5,569.31)	-72.6%	12.5%
Subtotal (4110L - 4150L)		<b>7,415,500.00</b>	<b>75.5%</b>	<b>2,471,836.00</b>	<b>75.5%</b>	<b>2,388,020.57</b>	<b>74.0%</b>	<b>32.2%</b>	<b>(83,815.43)</b>	<b>-3.4%</b>	<b>187.6%</b>
<b>Management Expense</b>											
Audit	4210	5,200.00		1,732.00		0.00		0.0%	(1,732.00)	-100.0%	3.9%
Legal Fees	4220	10,000.00		3,332.00		1,600.50		16.0%	(1,731.50)	-52.0%	3.9%
Printing	4230	81,100.00		27,036.00		18,166.56		22.4%	(8,869.44)	-32.8%	19.9%
Marketing	4240	35,150.00		11,720.00		3,784.74		10.8%	(7,935.26)	-67.7%	17.8%
Resources	4250	11,409.00		3,804.00		284.96		2.5%	(3,519.04)	-92.5%	7.9%
Professional Dues	4260	20,235.00		6,744.00		5,170.00		25.5%	(1,574.00)	-23.3%	3.5%
Board Development/Training	4270	2,500.00		832.00		50.00		2.0%	(782.00)	-94.0%	1.8%
Human Resources	4280	135,325.00		45,104.00		47,505.83		35.1%	2,401.83	5.3%	-5.4%
Other Operating	4290	105,325.00		35,112.00		31,164.34		29.6%	(3,947.66)	-11.2%	8.8%
Subtotal (4210L - 4290L)		<b>406,244.00</b>	<b>4.1%</b>	<b>135,416.00</b>	<b>4.1%</b>	<b>107,726.93</b>	<b>3.3%</b>	<b>26.5%</b>	<b>(27,689.07)</b>	<b>-20.4%</b>	<b>62.0%</b>
<b>Operating Expenses</b>											
Telecommunications	4310	35,950.00		11,988.00		11,731.86		32.6%	(256.14)	-2.1%	0.6%
Insurance	4320	119,400.00		39,800.00		95,046.00		79.6%	55,246.00	138.8%	-123.7%
Office Supplies	4340	22,574.00		7,524.00		6,393.72		28.3%	(1,130.28)	-15.0%	2.5%
Library Supplies	4350	20,750.00		6,920.00		3,788.70		18.3%	(3,131.30)	-45.3%	7.0%
Postage	4360	25,100.00		8,368.00		5,592.53		22.3%	(2,775.47)	-33.2%	6.2%
Contract Services	4380	55,244.00		18,416.00		10,373.28		18.8%	(8,042.72)	-43.7%	18.0%
IT Services	4390	67,257.00		22,416.00		37,769.87		56.2%	15,353.87	68.5%	-34.4%
Subtotal (4310L - 4390L)		<b>346,275.00</b>	<b>3.5%</b>	<b>115,432.00</b>	<b>3.5%</b>	<b>170,695.96</b>	<b>5.3%</b>	<b>49.3%</b>	<b>55,263.96</b>	<b>47.9%</b>	<b>-123.7%</b>
<b>Building Expense</b>											
Building Maintenance	4410	181,592.00		60,528.00		39,744.66		21.9%	(20,783.34)	-34.3%	46.5%
Equipment Maintenance	4420	133,757.00		44,588.00		75,392.26		56.4%	30,804.26	69.1%	-69.0%
Janitorial	4440	65,800.00		21,932.00		18,314.94		27.8%	(3,617.06)	-16.5%	8.1%
Equipment	4450	192,350.00		64,120.00		37,088.88		19.3%	(27,031.12)	-42.2%	60.5%
Utilities	4460	49,500.00		16,500.00		32,172.54		65.0%	15,672.54	95.0%	-35.1%
Subtotal (4410L - 4460L)		<b>622,999.00</b>	<b>6.3%</b>	<b>207,668.00</b>	<b>6.3%</b>	<b>202,713.28</b>	<b>6.3%</b>	<b>32.5%</b>	<b>(4,954.72)</b>	<b>-2.4%</b>	<b>11.1%</b>
<b>Library Materials</b>											
Adult Print	4610	208,685.00		69,560.00		57,267.88		27.4%	(12,292.12)	-17.7%	27.5%
Adult AV	4620	67,400.00		22,464.00		11,428.60		17.0%	(11,035.40)	-49.1%	24.7%
Youth Print	4630	145,000.00		48,336.00		36,922.08		25.5%	(11,413.92)	-23.6%	25.6%
Youth AV	4640	32,900.00		10,964.00		7,019.96		21.3%	(3,944.04)	-36.0%	8.8%
Serials	4650	18,500.00		6,164.00		15,374.44		83.1%	9,210.44	149.4%	-20.6%
Electronic Resources	4660	178,475.00		59,492.00		101,239.03		56.7%	41,747.03	70.2%	-93.5%
Digital Media	4661	204,620.00		68,208.00		67,103.04		32.8%	(1,104.96)	-1.6%	2.5%
E-Learning	4662	43,437.00		14,480.00		32,864.31		75.7%	18,384.31	127.0%	-41.2%
Library of Things	4663	29,250.00		9,752.00		5,010.52		17.1%	(4,741.48)	-48.6%	10.6%
Microform	4670	900.00		300.00		619.85		68.9%	319.85	106.6%	-0.7%
Processing	4680	25,350.00		8,452.00		6,432.85		25.4%	(2,019.15)	-23.9%	4.5%
Programs	4690	71,315.00		23,776.00		17,192.58		24.1%	(6,583.42)	-27.7%	14.7%
Subtotal (4610L - 4680L)		<b>1,025,832.00</b>	<b>10.4%</b>	<b>341,948.00</b>	<b>10.4%</b>	<b>358,475.14</b>	<b>11.1%</b>	<b>34.9%</b>	<b>16,527.14</b>	<b>4.8%</b>	<b>-37.0%</b>
<b>Total (4110L - 4680L)</b>		<b>9,816,850.00</b>	<b>100.0%</b>	<b>3,272,300.00</b>	<b>100.0%</b>	<b>3,227,631.88</b>	<b>100.0%</b>	<b>32.9%</b>	<b>(44,668.12)</b>	<b>-1.4%</b>	<b>100.0%</b>
<b>Reimbursable Activity</b>											
Foundation Expenses (9530L)	9530	9,675.00		3,224.00		125.00			(3,099.00)	-100.0%	
Friends Expenses (9540L)	9540	23,500.00		7,836.00		1,790.47			(6,045.53)	-77.2%	
Village Shared Expense (9560L)	9560	3,183.00		1,060.00		887.68			(172.32)	-16.3%	
Grant Expense (9570L)	9570	0.00		0.00		2,014.52			2,014.52	-	
Total Reimbursable Activity		<b>36,358.00</b>		<b>12,120.00</b>		<b>4,817.67</b>			<b>(7,302.33)</b>	<b>-60.3%</b>	
<b>Total Expenses - All Activities</b>		<b>9,853,208.00</b>		<b>3,284,420.00</b>		<b>3,232,449.55</b>			<b>(51,970.45)</b>	<b>-1.6%</b>	



**MOUNT PROSPECT PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures & Fund Balances**  
For the Period Ended 04/30/2022

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ 205,981	\$ 6,348,313
Taxes Allocated to Other Funds	(20,482)	(682,091)
Personal Property Replacement Taxes	23,938	47,197
Interest Income	1,757	3,184
Illinois Per Capita Grant	-	-
Misc. Grant Income	-	4,599
Ground Lease Income	-	-
Miscellaneous Fees and Fines	3,377	9,973
Friends & Foundation Reimbursements	256	1,397
Village Reimbursements	-	1,094
<i>Total Revenues</i>	<u>\$ 214,827</u>	<u>\$ 5,733,666</u>
Expenditures		
Salaries & Benefits	\$ 604,616	2,388,020
Management Expense	30,151	107,727
Operating Expenses	17,948	170,695
Building Expense	35,795	202,714
Services and Resources	43,595	358,475
Friends & Foundation Reimbursable Expenses	519	1,916
Misc. Grant Expenses	1,180	2,015
Expenses Reimbursable by Village	317	887
<i>Total Expenditures</i>	<u>\$ 734,121</u>	<u>\$ 3,232,449</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 734,121</u>	<u>\$ 3,232,449</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (519,294)	\$ 2,501,217
Fund Balance - Beginning of Period	8,104,605	5,084,094
Fund Balance - End of Period	<u>\$ 7,585,311</u>	<u>\$ 7,585,311</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	1,567	3,069
<i>Total Revenues</i>	<u>\$ 1,567</u>	<u>\$ 3,069</u>
Expenditures		
Main: Bldg Maintenance	55,000	65,543
Main: Furnishings/Equipment	-	17,766
Supplies	(1)	(2)
South Branch: Bldg Maintenance	-	-
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 54,999</u>	<u>\$ 83,307</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (53,432)	\$ (80,238)
Fund Balance - Beginning of Period	4,108,445	4,135,251
Fund Balance - End of Period	<u>\$ 4,055,013</u>	<u>\$ 4,055,013</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	20,482	\$ 682,091
Interest Income	542	865
<i>Total Revenues</i>	<u>\$ 21,024</u>	<u>\$ 682,956</u>
Expenditures		
Interest Expense	2,583	\$ 10,332
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 10,782</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 18,441	\$ 672,174
Fund balance - Beginning of Period	1,367,796	714,063
Fund balance - End of Period	<u>\$ 1,386,237</u>	<u>\$ 1,386,237</u>
<b>Gift Fund</b>		
Revenues	1,034	\$ 3,551
Expenditures	15	1,359
Excess (Deficiency) of Revenues over Expenditures	\$ 1,019	\$ 2,192
Fund Balance - Beginning of Period	571,691	570,518
Fund Balance - End of Period	<u>\$ 572,710</u>	<u>\$ 572,710</u>

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

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 604,616.36	
Management Expense (4210L - 4290L)	30,150.65	
Operating Expenses (4310L - 4390L)	17,948.22	
Building Expense (4410L - 4460L)	35,795.08	
Services and Resources (4610L - 4690L)	43,594.68	
Friends & Foundation reimbursable expenses (9530L and 9540L)	518.59	
VOMP reimbursable expenses (9560L)	316.86	
Grant Expenses (9570L)	1,179.72	
Total April 2022 Library General Fund Expenses		\$ 734,120.16

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 95.01	
Operating Expense Reimbursements received	8,934.29	
March 2022 Accrued Payroll & Benefits	124,538.20	
March 2022 Credit Card Payable	14,031.01	
March 2022 Accounts Payable	126,825.52	
Disbursements for Capital Project Restricted Fund	-	
Disbursements for Gift Fund	-	
		274,424.03

Deductions for Library General Fund Cash Disbursements:

April 2022 Accrued Payroll & Benefits	\$ 130,654.51	
April 2022 Credit Card Payable	6,552.92	
April 2022 Accounts Payable	87,927.41	
Payment of Nayax invoices & merchant fees by income offset	127.14	
Payment of Credit Card Merchant fees by income offset	16.54	
		(225,278.52)

<i>Total Library General Fund cash disbursed</i>	\$ 783,265.67
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**CAPITAL PROJECTS RESTRICTED FUND**

April 2022 Expenses	\$ 54,998.75	
Plus: March 2022 Accounts Payable	7,237.40	
Less: April 2022 Accounts Payable	-	
Plus: Reimbursed service fees	1.25	
Less: March 2022 Account Receivable	(290.63)	
Plus: April 2022 Accounts Receivable	290.63	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		62,237.40

**DEBT SERVICE FUND**

April 2022 Expenses	\$ 2,583.33	
Plus: March 2022 Interest Payable	10,333.32	
Plus: March 2022 Accounts Payable	-	
Less: April 2022 Interest Payable	(12,916.65)	
Less: April 2022 Accounts Payable	-	
<i>Total Debt Service Fund cash disbursed</i>		0.00

**GIFT FUND**

April 2022 Expenses	\$ 15.22	
Plus: Reimbursed service fees	-	
Plus: March 2022 Accounts Payable	-	
Less: April 2022 Accounts Payable	(15.22)	
<i>Total Gift Fund cash disbursed</i>		0.00

**TOTAL CASH DISBURSEMENTS, April 2022**

<div style="display: inline-block; text-align: center;"> <div style="font-size: 2em; font-weight: bold; margin: 0;">10</div> <div style="font-size: 0.8em; margin: 0;">0.00</div> </div> <div style="border-top: 1px solid black; border-bottom: 3px double black; padding: 2px 0;"> <div style="display: inline-block; text-align: center;"> <div style="font-size: 1.5em; font-weight: bold; margin: 0;">\$</div> <div style="margin: 0;">845,503.07</div> </div> </div>
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Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Apr 1, 2022 to Apr 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4110L	Salaries	4/1/22	03/31/2022 PAYROLL ACCRUAL	-76,865.04
4110L	Salaries	4/14/22	PAYROLL - PAYCOM	218,299.56
4110L	Salaries	4/28/22	PAYROLL - PAYCOM	210,089.17
4110L	Salaries	4/30/22	04/30/2022 PAYROLL ACCRUAL	120,050.95
4120L	IMRF	4/1/22	03/31/2022 PAYROLL ACCRUAL	-21,383.70
4120L	IMRF	4/29/22	VILLAGE OF MT. PROSPECT - IMRF	47,307.27
4120L	IMRF	4/30/22	04/30/2022 PAYROLL ACCRUAL	8,866.33
4120L	IMRF	4/30/22		124.78
4130L	MC / FICA	4/1/22	03/31/2022 PAYROLL ACCRUAL	-5,519.26
4130L	MC / FICA	4/14/22	PAYROLL - PAYCOM	15,723.20
4130L	MC / FICA	4/28/22	PAYROLL - PAYCOM	15,996.30
4130L	MC / FICA	4/30/22	04/30/2022 PAYROLL ACCRUAL	9,140.74
4140L	Insurance - Medical & Life	4/7/22	EMPLOYEE REIMBURSEMENT	-0.42
4140L	Insurance - Medical & Life	4/7/22	EMPLOYEE REIMBURSEMENT	-16.14
4140L	Insurance - Medical & Life	4/7/22	EMPLOYEE REIMBURSEMENT	-2.02
4140L	Insurance - Medical & Life	4/25/22	VILLAGE OF MT. PROSPECT	62,686.74
4140L	Insurance - Medical & Life	4/25/22	VILLAGE OF MT. PROSPECT	117.90
4220L	Legal Fees	4/12/22	PEREGRINE, STIME, NEWMAN,	1,125.00
4220L	Legal Fees	4/21/22	VEDDER PRICE P.C.	475.50
4230L	Printing	4/29/22	NPN360	8,659.55
4230L	Printing	4/4/22	MC/FEDEX	-332.04
4230L	Printing	4/5/22	MC/FEDEX	184.46
4230L	Printing	4/5/22	MC/FEDEX	230.58
4240L	Marketing	4/27/22	THE JOURNAL AND TOPICS	745.00
4240L	Marketing	4/14/22	PEERLESS MARKETING IMPRESSIONS	520.93
4240L	Marketing	4/25/22	4IMPRINT	180.95
4240L	Marketing	4/25/22	4IMPRINT	239.24
4240L	Marketing	4/25/22	4IMPRINT	453.58
4240L	Marketing	4/4/22	MC/PARTY CITY	11.60
4240L	Marketing	4/1/22	AMAZON.COM	59.12
4240L	Marketing	4/1/22	AMAZON.COM	86.97
4240L	Marketing	4/28/22	MC/JOURNAL AND TOPICS	66.00
4250	Resources	4/1/22	MC/SPOTIFY	9.99
4250	Resources	4/14/22	MC/HEINEMANN PUBLISHING	25.00
4260L	Professional Dues	4/4/22	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	4/4/22	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	4/4/22	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	4/4/22	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	4/25/22	MC/OLAC CATALOGERS NETWORK	95.00
4260L	Professional Dues	4/18/22	MC/ILA	250.00
4260L	Professional Dues	4/27/22	MC/ALA	153.00
4260L	Professional Dues	4/28/22	PAYROLL - PAYCOM	150.00
4280L	Human Resources	4/14/22	PAYROLL - PAYCOM	1,725.54
4280L	Human Resources	4/28/22	PAYROLL - PAYCOM	1,690.01
4280L	Human Resources	4/15/22	EMPLOYEE BENEFITS CORPORATION	104.50
4280L	Human Resources	4/19/22	MC/ALA	250.00
4280L	Human Resources	4/29/22	MC/UNIVERSITY OF WISCONSIN	600.00
4280L	Human Resources	4/1/22	MC/MOUNT PROSPECT CHAMBER	25.00
4280L	Human Resources	4/3/22	MC/MOUNT PROSPECT CHAMBER	25.00

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

Account ID	Account Description	Date	Vendor Name	Trans Amount
4280L	Human Resources	4/13/22	MC/LIBRARYWORKS INC	49.00
4280L	Human Resources	4/26/22	MC/LIBRARYWORKS INC	150.00
4280L	Human Resources	4/27/22	MC/ALA	47.40
4280L	Human Resources	4/1/22	CORRECTING ENTRY	-2,734.34
4280L	Human Resources	4/1/22	CORRECTING ENTRY	2,734.34
4280L	Human Resources	4/8/22	VILLAGE OF MT. PROSPECT	675.00
4280L	Human Resources	4/26/22	MC/NATIONAL SAFETY COMPLIANCE	339.00
4280L	Human Resources	4/1/22	CORRECTING ENTRY	22.40
4280L	Human Resources	4/28/22	PAYROLL - PAYCOM	23.40
4290L	Other Operating	4/1/22	NAYAX LLC	6.61
4290L	Other Operating	4/8/22	NAYAX LLC	7.15
4290L	Other Operating	4/15/22	NAYAX LLC	7.50
4290L	Other Operating	4/22/22	NAYAX LLC	12.05
4290L	Other Operating	4/29/22	NAYAX LLC	14.33
4290L	Other Operating	4/29/22	PROPAY	16.54
4290L	Other Operating	4/1/22	POSTMASTER	1.70
4290L	Other Operating	4/5/22	POSTMASTER	18.70
4290L	Other Operating	4/7/22	POSTMASTER	6.80
4290L	Other Operating	4/12/22	POSTMASTER	6.80
4290L	Other Operating	4/16/22	RETHINKING LIBRARIES LLC	6,757.51
4290L	Other Operating	4/18/22	POSTMASTER	6.80
4290L	Other Operating	4/23/22	MC/DAVE'S SPECIALTY FOODS	30.00
4290L	Other Operating	4/25/22	PETTY CASH	20.00
4290L	Other Operating	4/25/22	MC/LOU MALNATIS	360.35
4290L	Other Operating	4/25/22	POSTMASTER	1.70
4290L	Other Operating	4/30/22	SIMPLE TRUTH COMMUNICATION PAR	3,300.00
4290L	Other Operating	4/12/22	VARIETY VENDORS	94.00
4290L	Other Operating	4/14/22	THRYV - DEX MEDIA	23.50
4290L	Other Operating	4/24/22	MC/MARIANO'S	25.98
4290L	Other Operating	4/1/22	SWAN	16.95
4310L	Telecommunications	4/11/22	AT&T	710.84
4310L	Telecommunications	4/13/22	AT&T	312.81
4310L	Telecommunications	4/19/22	AT&T	906.13
4310L	Telecommunications	4/23/22	COMCAST CABLE	204.85
4310L	Telecommunications	4/28/22	VERIZON WIRELESS	374.95
4310L	Telecommunications	4/19/22	AT&T	316.87
4320L	Insurance	4/4/22	ARTHUR J. GALLAGHER	-525.00
4340L	Office Supplies	4/13/22	WAREHOUSE DIRECT	555.40
4340L	Office Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	31.12
4340L	Office Supplies	4/18/22	MC/AMAZON	15.98
4340L	Office Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	85.60
4340L	Office Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	13.66
4340L	Office Supplies	4/13/22	WAREHOUSE DIRECT	32.48
4340L	Office Supplies	4/13/22	STAPLES BUSINESS ADVANTAGE	52.72
4340L	Office Supplies	4/1/22	AMAZON.COM	179.80
4340L	Office Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	35.33
4340L	Office Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	22.49
4340L	Office Supplies	4/4/22	MC/AMAZON	363.53
4340L	Office Supplies	4/15/22	MC/AMAZON	62.97
4340L	Office Supplies	4/19/22	MC/AMAZON	342.55
4340L	Office Supplies	4/28/22	MC/AMAZON	14.96
4340L	Office Supplies	4/1/22	MC/AMERICAN SCIENCE & SURPLUS	40.70
4340L	Office Supplies	4/1/22	AMAZON.COM	19.31
4340L	Office Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	33.32

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

Account ID	Account Description	Date	Vendor Name	Trans Amount
4340L	Office Supplies	4/25/22	STAPLES BUSINESS ADVANTAGE	2.41
4350L	Library Supplies	4/1/22	AMAZON.COM	19.99
4350L	Library Supplies	4/1/22	AMAZON.COM	41.97
4350L	Library Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	37.39
4350L	Library Supplies	4/6/22	MC/MICHAELS	3.99
4350L	Library Supplies	4/8/22	ELM USA, INC.	378.08
4350L	Library Supplies	4/1/22		43.11
4350L	Library Supplies	4/26/22	AMERICAN OUTFITTERS	216.80
4350L	Library Supplies	4/22/22	SMILE MAKERS	104.85
4360L	Postage	4/9/22	MC/POSTMASTER	17.90
4360L	Postage	4/12/22	MC/POSTMASTER	8.95
4360L	Postage	4/13/22	MC/POSTMASTER	26.85
4360L	Postage	4/22/22	MC/POSTMASTER	9.65
4360L	Postage	4/25/22	MC/POSTMASTER	17.90
4380L	Contract Services	4/1/22	AQUA-SAFARI, INC.	90.00
4380L	Contract Services	4/28/22	BACKSTAGE LIBRARY WORKS	250.00
4390L	IT Services	4/30/22	MC/ZOOM	180.00
4390L	IT Services	4/1/22	BLACKBAUD	8,522.33
4390L	IT Services	4/4/22	MC/MICROSOFT	6.60
4390L	IT Services	4/5/22	KNOWBE4 INC	2,721.60
4390L	IT Services	4/6/22	MC/QUICKBASE	205.17
4390L	IT Services	4/8/22	MC/ENVATO	65.91
4390L	IT Services	4/22/22	MC/PADLET SOFTWARE	24.00
4390L	IT Services	4/26/22	MC/NINITE.COM	720.00
4390L	IT Services	4/29/22	MC/SEARCH WP	29.40
4410L	Building Maintenance	4/1/22	COMPLETE TEMPERATURE SYSTEMS,	1,395.00
4410L	Building Maintenance	4/21/22	PROSPECT ELECTRIC COMPANY	336.00
4410L	Building Maintenance	4/22/22	PROSPECT ELECTRIC COMPANY	1,750.00
4410L	Building Maintenance	4/25/22	SOUND INCORPORATED	2,852.00
4410L	Building Maintenance	4/26/22	COMPLETE TEMPERATURE SYSTEMS,	850.00
4410L	Building Maintenance	4/1/22	AMAZON.COM	26.97
4410L	Building Maintenance	4/6/22	W. W. GRAINGER, INC.	32.51
4410L	Building Maintenance	4/6/22	W. W. GRAINGER, INC.	24.42
4410L	Building Maintenance	4/8/22	MC/STANDARD PIPE	10.82
4410L	Building Maintenance	4/12/22	W. W. GRAINGER, INC.	49.97
4410L	Building Maintenance	4/20/22	W. W. GRAINGER, INC.	235.14
4410L	Building Maintenance	4/21/22	MENARDS	-1.74
4410L	Building Maintenance	4/21/22	MENARDS	19.88
4410L	Building Maintenance	4/21/22	MENARDS	32.34
4410L	Building Maintenance	4/22/22	MENARDS	1.32
4410L	Building Maintenance	4/26/22	LIGHTING SUPPLY COMPANY	119.48
4410L	Building Maintenance	4/11/22	MC/RIVER TRAILS EDUCATION FOUN	75.00
4410L	Building Maintenance	4/19/22	GAMBINO LANDSCAPING AND BRICK	350.00
4410L	Building Maintenance	4/19/22	GAMBINO LANDSCAPING AND BRICK	350.00
4410L	Building Maintenance	4/30/22	AMERICAN LANDSCAPING INC.	1,462.00
4410L	Building Maintenance	4/1/22	CORRECTING ENTRY	-22.40
4410L	Building Maintenance	4/1/22	CORRECTING ENTRY	-43.11
4420L	Equipment Maintenance	4/8/22	KRUEGER INTERNATIONAL , INC.	19.26
4420L	Equipment Maintenance	4/11/22	SHELL OIL COMPANY	54.18
4420L	Equipment Maintenance	4/12/22	ESPOSITO PIANO SERVICE	120.00
4420L	Equipment Maintenance	4/13/22	MC/UnoCLEAN	462.74
4420L	Equipment Maintenance	4/29/22	MC/WOOLLEY BROTHERS	216.20

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

Account ID	Account Description	Date	Vendor Name	Trans Amount
4420L	Equipment Maintenance	4/4/22	MC/AMAZON	63.99
4420L	Equipment Maintenance	4/7/22	MC/AMAZON	63.99
4420L	Equipment Maintenance	4/15/22	NAYAX LLC	79.50
4420L	Equipment Maintenance	4/18/22	IMAGE SYSTEMS & BUSINESS SOLUT	3,705.02
4420L	Equipment Maintenance	4/11/22	UNIQUE MANAGEMENT SERVICES, IN	115.18
4420L	Equipment Maintenance	4/15/22	MC/AMAZON	12.99
4440L	Janitorial	4/1/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	4/14/22	CINTAS #22	71.91
4440L	Janitorial	4/20/22	REPUBLIC SERVICES #551	296.81
4440L	Janitorial	4/28/22	CINTAS #22	71.91
4440L	Janitorial	4/1/22	AMAZON.COM	28.70
4440L	Janitorial	4/1/22	CORRECTING ENTRY	-3.16
4440L	Janitorial	4/1/22	CORRECTING ENTRY	-0.94
4440L	Janitorial	4/1/22	CORRECTING ENTRY	-2.47
4440L	Janitorial	4/1/22	CORRECTING ENTRY	-4.06
4440L	Janitorial	4/4/22	WAREHOUSE DIRECT	661.05
4440L	Janitorial	4/5/22	WAREHOUSE DIRECT	50.17
4440L	Janitorial	4/7/22	SUPERIOR INDUSTRIAL SUPPLY	114.60
4440L	Janitorial	4/8/22	WAREHOUSE DIRECT	220.41
4440L	Janitorial	4/15/22	SUPERIOR INDUSTRIAL SUPPLY	-1.15
4440L	Janitorial	4/27/22	MENARDS	7.15
4450L	Equipment	4/1/22	MC/AMAZON	87.56
4450L	Equipment	4/1/22	MC/AMAZON	59.80
4450L	Equipment	4/1/22	MC/AMAZON	252.96
4450L	Equipment	4/12/22	MC/AMAZON	-252.91
4450L	Equipment	4/1/22		-248.88
4450L	Equipment	4/1/22	IMPERIAL SURVEILLANCE	6,187.52
4450L	Equipment	4/8/22	MC/AMAZON	14.99
4450L	Equipment	4/13/22	MC/AMAZON	274.75
4450L	Equipment	4/19/22	MC/AMAZON	75.97
4450L	Equipment	4/28/22	MC/AMAZON	18.99
4450L	Equipment	4/13/22	KRUEGER INTERNATIONAL , INC.	3,412.20
4450L	Equipment	4/1/22		248.88
4460L	Utilities	4/8/22	CONSTELLATION NEWENERGY- GAS D	5,419.17
4460L	Utilities	4/15/22	VILLAGE OF MT. PROSPECT	934.50
4610L	Adult Books	4/1/22	INGRAM	15.25
4610L	Adult Books	4/1/22	SALEM PRESS, INC.	280.25
4610L	Adult Books	4/1/22	PJ KENNEDY & SONS	410.00
4610L	Adult Books	4/1/22	AMAZON.COM	139.99
4610L	Adult Books	4/1/22	AMAZON.COM	861.70
4610L	Adult Books	4/1/22	GREY HOUSE PUBLISHING	156.75
4610L	Adult Books	4/3/22	INGRAM	56.89
4610L	Adult Books	4/4/22	INGRAM	14.13
4610L	Adult Books	4/4/22	BAKER AND TAYLOR	507.46
4610L	Adult Books	4/4/22	BAKER AND TAYLOR	12.51
4610L	Adult Books	4/5/22	INGRAM	10.19
4610L	Adult Books	4/5/22	INGRAM	19.78
4610L	Adult Books	4/5/22	BAKER AND TAYLOR	1,060.44
4610L	Adult Books	4/5/22	BAKER AND TAYLOR	25.03
4610L	Adult Books	4/6/22	MC/POLISH BOOKSTORE	227.64
4610L	Adult Books	4/7/22	BAKER AND TAYLOR	930.50
4610L	Adult Books	4/7/22	BAKER AND TAYLOR	38.78
4610L	Adult Books	4/7/22	INGRAM	86.44
4610L	Adult Books	4/7/22	SALEM PRESS, INC.	118.75



Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
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Account ID	Account Description	Date	Vendor Name	Trans Amount
4610L	Adult Books	4/7/22	MC/GENEALOGY.COM	30.27
4610L	Adult Books	4/10/22	INGRAM	70.89
4610L	Adult Books	4/10/22	INGRAM	15.81
4610L	Adult Books	4/11/22	BAKER AND TAYLOR	746.76
4610L	Adult Books	4/11/22	INGRAM	22.20
4610L	Adult Books	4/11/22	BAKER AND TAYLOR	56.50
4610L	Adult Books	4/12/22	BAKER AND TAYLOR	560.17
4610L	Adult Books	4/12/22	INGRAM	5.99
4610L	Adult Books	4/12/22	INGRAM	19.78
4610L	Adult Books	4/12/22	GALE	998.45
4610L	Adult Books	4/13/22	INGRAM	22.73
4610L	Adult Books	4/14/22	BAKER AND TAYLOR	805.90
4610L	Adult Books	4/14/22	BAKER AND TAYLOR	141.30
4610L	Adult Books	4/18/22	BAKER AND TAYLOR	1,478.76
4610L	Adult Books	4/18/22	INGRAM	13.76
4610L	Adult Books	4/18/22	BAKER AND TAYLOR	60.25
4610L	Adult Books	4/19/22	INGRAM	5.39
4610L	Adult Books	4/19/22	INGRAM	290.57
4610L	Adult Books	4/20/22	BAKER AND TAYLOR	603.62
4610L	Adult Books	4/21/22	INGRAM	4.79
4610L	Adult Books	4/22/22	BAKER AND TAYLOR	810.51
4610L	Adult Books	4/22/22	INGRAM	20.88
4610L	Adult Books	4/25/22	INGRAM	25.44
4610L	Adult Books	4/25/22	BAKER AND TAYLOR	176.66
4610L	Adult Books	4/25/22	BAKER AND TAYLOR	465.30
4610L	Adult Books	4/25/22	BAKER AND TAYLOR	5.40
4610L	Adult Books	4/26/22	INGRAM	35.10
4610L	Adult Books	4/26/22	BAKER AND TAYLOR	15.64
4610L	Adult Books	4/28/22	BAKER AND TAYLOR	34.20
4610L	Adult Books	4/5/22	BAKER AND TAYLOR	19.67
4610L	Adult Books	4/12/22	BAKER AND TAYLOR	18.02
4610L	Adult Books	4/15/22	BAKER AND TAYLOR	13.80
4610L	Adult Books	4/22/22	BAKER AND TAYLOR	55.74
4620L	Adult AV	4/1/22	AMAZON.COM	57.07
4620L	Adult AV	4/1/22	AMAZON.COM	636.90
4620L	Adult AV	4/4/22	BAKER & TAYLOR INC.	46.02
4620L	Adult AV	4/4/22	CRIMSON MULTIMEDIA DIST., INC.	40.00
4620L	Adult AV	4/4/22	CRIMSON MULTIMEDIA DIST., INC.	70.00
4620L	Adult AV	4/5/22	MIDWEST TAPE	39.99
4620L	Adult AV	4/5/22	MIDWEST TAPE	9.99
4620L	Adult AV	4/5/22	BAKER & TAYLOR INC.	22.91
4620L	Adult AV	4/5/22	BAKER & TAYLOR INC.	17.63
4620L	Adult AV	4/5/22	BAKER & TAYLOR INC.	57.30
4620L	Adult AV	4/6/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	4/6/22	BAKER & TAYLOR INC.	45.54
4620L	Adult AV	4/6/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	4/6/22	BAKER & TAYLOR INC.	22.02
4620L	Adult AV	4/8/22	SYNCHRONY/AMAZON	59.96
4620L	Adult AV	4/8/22	THE TEACHING COMPANY	321.48
4620L	Adult AV	4/11/22	BAKER & TAYLOR INC.	32.97
4620L	Adult AV	4/11/22	MIDWEST TAPE	85.98
4620L	Adult AV	4/11/22	CRIMSON MULTIMEDIA DIST., INC.	126.67
4620L	Adult AV	4/12/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/12/22	THE TEACHING COMPANY	103.90
4620L	Adult AV	4/15/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	4/15/22	BAKER & TAYLOR INC.	44.08
4620L	Adult AV	4/15/22	BAKER & TAYLOR INC.	18.37

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
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Account ID	Account Description	Date	Vendor Name	Trans Amount
4620L	Adult AV	4/15/22	MIDWEST TAPE	23.99
4620L	Adult AV	4/18/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/18/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	4/18/22	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	4/18/22	BAKER & TAYLOR INC.	10.28
4620L	Adult AV	4/21/22	BAKER & TAYLOR INC.	250.48
4620L	Adult AV	4/21/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	4/21/22	BAKER & TAYLOR INC.	40.38
4620L	Adult AV	4/21/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	4/21/22	MIDWEST TAPE	44.99
4620L	Adult AV	4/22/22	BAKER & TAYLOR INC.	26.96
4620L	Adult AV	4/25/22	MC/WALMART	25.92
4620L	Adult AV	4/25/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	4/25/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	4/25/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	4/27/22	BAKER & TAYLOR INC.	22.91
4620L	Adult AV	4/27/22	BAKER & TAYLOR INC.	11.99
4620L	Adult AV	4/27/22	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	4/27/22	BAKER & TAYLOR INC.	69.79
4620L	Adult AV	4/27/22	BAKER & TAYLOR INC.	66.10
4620L	Adult AV	4/27/22	BAKER & TAYLOR INC.	24.98
4620L	Adult AV	4/28/22	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	4/28/22	BAKER & TAYLOR INC.	31.96
4620L	Adult AV	4/28/22	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	4/1/22	AMAZON.COM	53.76
4620L	Adult AV	4/5/22	BAKER & TAYLOR INC.	55.09
4620L	Adult AV	4/8/22	SYNCHRONY/AMAZON	-2.18
4620L	Adult AV	4/18/22	BAKER & TAYLOR INC.	19.84
4620L	Adult AV	4/18/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	4/25/22	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	4/25/22	BAKER & TAYLOR INC.	22.02
4630L	Youth Print	4/1/22	INGRAM	27.44
4630L	Youth Print	4/1/22	AMAZON.COM	14.86
4630L	Youth Print	4/1/22	AMAZON.COM	67.00
4630L	Youth Print	4/1/22	BAKER AND TAYLOR	280.37
4630L	Youth Print	4/2/22	BAKER AND TAYLOR	126.56
4630L	Youth Print	4/4/22	BAKER AND TAYLOR	497.75
4630L	Youth Print	4/5/22	BAKER AND TAYLOR	242.64
4630L	Youth Print	4/6/22	INGRAM	52.79
4630L	Youth Print	4/6/22	BAKER AND TAYLOR	170.01
4630L	Youth Print	4/6/22	BAKER AND TAYLOR	955.87
4630L	Youth Print	4/6/22	BAKER AND TAYLOR	399.19
4630L	Youth Print	4/10/22	BAKER AND TAYLOR	270.02
4630L	Youth Print	4/10/22	INGRAM	87.78
4630L	Youth Print	4/12/22	BAKER AND TAYLOR	424.19
4630L	Youth Print	4/12/22	BAKER AND TAYLOR	9.68
4630L	Youth Print	4/13/22	BAKER AND TAYLOR	587.72
4630L	Youth Print	4/13/22	INGRAM	16.65
4630L	Youth Print	4/19/22	BAKER AND TAYLOR	666.30
4630L	Youth Print	4/19/22	BAKER AND TAYLOR	518.11
4630L	Youth Print	4/19/22	INGRAM	5.94
4630L	Youth Print	4/20/22	BAKER AND TAYLOR	270.69
4630L	Youth Print	4/21/22	INGRAM	4.79
4630L	Youth Print	4/21/22	BAKER AND TAYLOR	149.87
4630L	Youth Print	4/22/22	BAKER AND TAYLOR	64.00
4630L	Youth Print	4/26/22	BAKER AND TAYLOR	337.71
4630L	Youth Print	4/28/22	BAKER AND TAYLOR	317.11



Mount Prospect Public Library  
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Account ID	Account Description	Date	Vendor Name	Trans Amount
4630L	Youth Print	4/1/22	AMAZON.COM	9.75
4630L	Youth Print	4/1/22	AMAZON.COM	56.68
4630L	Youth Print	4/5/22	BAKER AND TAYLOR	113.58
4630L	Youth Print	4/7/22	BAKER AND TAYLOR	24.71
4630L	Youth Print	4/15/22	BAKER AND TAYLOR	138.88
4630L	Youth Print	4/22/22	BAKER AND TAYLOR	95.81
4640L	Youth AV	4/1/22	AMAZON.COM	136.60
4640L	Youth AV	4/1/22	AMAZON.COM	36.02
4640L	Youth AV	4/4/22	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	4/4/22	CRIMSON MULTIMEDIA DIST., INC.	426.27
4640L	Youth AV	4/4/22	CRIMSON MULTIMEDIA DIST., INC.	122.02
4640L	Youth AV	4/11/22	CRIMSON MULTIMEDIA DIST., INC.	60.00
4640L	Youth AV	4/11/22	CRIMSON MULTIMEDIA DIST., INC.	30.00
4640L	Youth AV	4/11/22	MIDWEST TAPE	10.39
4640L	Youth AV	4/14/22	FINDAWAY WORLD, LLC	19.99
4640L	Youth AV	4/14/22	MC/NINTENDO E-SHOP	63.74
4640L	Youth AV	4/15/22	MC/NINTENDO E-SHOP	21.24
4640L	Youth AV	4/15/22	MC/NINTENDO E-SHOP	63.74
4640L	Youth AV	4/15/22	MC/NINTENDO E-SHOP	31.85
4640L	Youth AV	4/15/22	MC/NINTENDO E-SHOP	63.74
4640L	Youth AV	4/15/22	MC/NINTENDO E-SHOP	31.86
4640L	Youth AV	4/15/22	MC/NINTENDO E-SHOP	49.93
4640L	Youth AV	4/21/22	MIDWEST TAPE	7.49
4640L	Youth AV	4/29/22	MIDWEST TAPE	19.99
4640L	Youth AV	4/1/22	AMAZON.COM	26.65
4640L	Youth AV	4/1/22	AMAZON.COM	101.89
4640L	Youth AV	4/12/22	BAKER & TAYLOR INC.	14.69
4650L	Print Serials	4/4/22	MC/DAILY HERALD	34.60
4650L	Print Serials	4/8/22	MC/DOGSTER	19.95
4650L	Print Serials	4/27/22	MC/LIBRARY JOURNAL	157.99
4650L	Print Serials	4/27/22	MC/LIBRARY JOURNAL	157.99
4650L	Print Serials	4/27/22	MC/LIBRARY JOURNAL	157.99
4650L	Print Serials	4/27/22	MC/INFORMATION TODAY	99.95
4650L	Print Serials	4/28/22	MC/KD MARKET	22.40
4650L	Print Serials	4/29/22	MC/NEW SCIENTIST	59.00
4650L	Print Serials	4/1/22	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	4/1/22	THOMSON REUTERS - WEST	1,541.85
4660L	Electronic Resources	4/4/22	MNI	1,130.00
4660L	Electronic Resources	4/14/22	STORY COVE LLC	195.00
4661L	Digital Media	4/5/22	GALE	292.60
4661L	Digital Media	4/1/22	OVERDRIVE, INC.	517.55
4661L	Digital Media	4/1/22	OVERDRIVE, INC.	464.22
4661L	Digital Media	4/1/22	OVERDRIVE, INC.	896.13
4661L	Digital Media	4/1/22	OVERDRIVE, INC.	777.20
4661L	Digital Media	4/30/22	MIDWEST TAPE	3,039.75
4661L	Digital Media	4/30/22	KANOPY, INC.	580.00
4661L	Digital Media	4/5/22	OVERDRIVE, INC.	110.70
4661L	Digital Media	4/12/22	OVERDRIVE, INC.	255.74
4661L	Digital Media	4/26/22	OVERDRIVE, INC.	324.98
4663L	Library of Things	4/3/22	MC/NETFLIX	19.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/NETFLIX	19.99

Mount Prospect Public Library  
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Account ID	Account Description	Date	Vendor Name	Trans Amount
4663L	Library of Things	4/3/22	MC/NETFLIX	19.99
4663L	Library of Things	4/3/22	MC/NETFLIX	19.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/3/22	MC/DISNEY	13.99
4663L	Library of Things	4/3/22	MC/NETFLIX	19.99
4663L	Library of Things	4/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/6/22	MC/NETFLIX	19.99
4663L	Library of Things	4/6/22	MC/NETFLIX	19.99
4663L	Library of Things	4/6/22	MC/NETFLIX	19.99
4663L	Library of Things	4/12/22	MC/NETFLIX	19.99
4663L	Library of Things	4/12/22	MC/NETFLIX	19.99
4663L	Library of Things	4/22/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	4/21/22	MC/T-MOBILE	516.60
4680L	Processing Supplies	4/1/22	AMAZON.COM	15.14
4680L	Processing Supplies	4/1/22	BAKER AND TAYLOR	19.50
4680L	Processing Supplies	4/1/22		34.00
4680L	Processing Supplies	4/5/22	BAKER AND TAYLOR	14.55
4680L	Processing Supplies	4/6/22	BAKER AND TAYLOR	12.87
4680L	Processing Supplies	4/12/22	RIVISTAS LLC	167.25
4680L	Processing Supplies	4/12/22	STAPLES BUSINESS ADVANTAGE	556.32
4680L	Processing Supplies	4/13/22	BAKER AND TAYLOR	27.15
4680L	Processing Supplies	4/14/22	MC/STAMPXpress.com	70.92
4680L	Processing Supplies	4/26/22	BAKER AND TAYLOR	17.22
4690L	Programs	4/19/22	KAREN CHAN FINANCIAL	200.00
4690L	Programs	4/20/22	ILLINOIS HUMANITIES	75.00
4690L	Programs	4/28/22	ROSA M ZILINSKAS	150.00
4690L	Programs	4/1/22	AMAZON.COM	234.13
4690L	Programs	4/1/22	MC/AMAZON	17.98
4690L	Programs	4/1/22	MC/AMAZON	160.00
4690L	Programs	4/1/22		-34.00
4690L	Programs	4/4/22	MC/WALMART	145.50
4690L	Programs	4/6/22	MC/MICHAELS	4.79
4690L	Programs	4/6/22	MC/MICHAELS	151.31
4690L	Programs	4/11/22	MC/WALMART	16.08
4690L	Programs	4/13/22	MC/AMAZON	36.22
4690L	Programs	4/14/22	PAYROLL - PAYCOM	18.91
4690L	Programs	4/16/22	LINDSAY STARBEK	75.00
4690L	Programs	4/19/22	MC/AMAZON	25.35
4690L	Programs	4/21/22	FUN EXPRESS	3,232.15
4690L	Programs	4/28/22	PAYROLL - PAYCOM	24.48
4690L	Programs	4/30/22	GABRIEL LOPEZ	400.00
4690L	Programs	4/13/22	KIMBERLY MCIVER	200.00
4690L	Programs	4/14/22	PETERS, LESLEY	400.00

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For the Period From Apr 1, 2022 to Apr 30, 2022

Account ID	Account Description	Date	Vendor Name	Trans Amount
4690L	Programs	4/5/22	MC/AMAZON	66.95
4690L	Programs	4/11/22	MC/MEETUP	89.94
4690L	Programs	4/12/22	MC/AMAZON	82.95
4690L	Programs	4/12/22	MC/AMAZON	52.97
4690L	Programs	4/14/22	PAYROLL - PAYCOM	6.99
4690L	Programs	4/22/22	MC/WALMART	16.52
4690L	Programs	4/25/22	4IMPRINT	180.94
4690L	Programs	4/25/22	4IMPRINT	239.23
4690L	Programs	4/25/22	4IMPRINT	451.59
4690L	Programs	4/26/22	MC/QUEEN OF THEME PARTY GAMES	14.99
4690L	Programs	4/27/22	MC/AMAZON	26.99
4690L	Programs	4/1/22	AMAZON.COM	68.74
4690L	Programs	4/13/22	MC/ETSY	28.88
4690L	Programs	4/13/22	MC/ETSY	-2.63
4690L	Programs	4/28/22	PAYROLL - PAYCOM	61.94
				<u>\$732,104.99</u>
9530L-070-01	Adult Programs	4/12/22	HEATHER BRAOUDAKIS	125.00
9540L-110-03	Morale Committee	4/1/22	MC/4 IMPRINT	226.84
9540L-110-03	Morale Committee	4/1/22	AMAZON.COM	21.57
9540L-220-03	SB Reading Program	4/1/22	AMAZON.COM	145.18
9560L-090-South	South Branch Fiber	4/19/22	AT&T	316.86
9570L-010-02	Grant Expenses - Digital Media	4/12/22	MC/TECHSOUP	70.00
9570L-010-02	Grant Expenses - Digital Media	4/19/22	MC/ADOBE	254.87
9570L-010-02	Grant Expenses - Digital Media	4/19/22	MC/ADOBE	254.87
9570L-010-02	Grant Expenses - Digital Media	4/21/22	MC/APPLE	599.98
Total Library Fund Expenses for April, 2022				<u><u>\$734,120.16</u></u>

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

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	4/1/2022	Reversal of Bank Service Charges	-1.25
7750B-016	Bldg Fd: Building Maintenance	4/1/2022	D.E.S. PAINTING INC	55000
Total Capital Project Restricted Fund Expenses for April, 2022				<u>\$ 54,998.75</u>

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

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	4/30/22	April 2022, interest expense accrual \$31,000 x 1/12	2,583.33

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

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

Account ID	Account Description	Date	Vendor Name	Amount
8710G	Gift Fund: Books	4/1/22	AMAZON.COM	15.22

Total Gift Fund Expenses for April, 2022    \$    15.22

# Public Comment and Participation

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## I. Purpose

- A. The Board provides for citizens to be heard at its meetings by designating a place on the agenda for public comments.
- B. A person addressing the Board shall limit comments to items included on the agenda, of interest to or within the jurisdiction of the Board of Library Trustees.
- C. In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees.

## II. Guidelines for Speaking

- A. The Board President or meeting chairperson is responsible for ensuring the orderly conduct of Board meetings.
- B. Individuals wishing to be heard by the Board will be recognized by the Board President or meeting chairperson during the Audience to Visitors portion of the Board meeting Agenda.
- C. All individuals shall clearly identify themselves, providing their name and any affiliation with a group (if any) they are representing; providing a current residential address is optional. After identifying themselves, speakers may make brief comments. Speakers may be requested to sign in indicating their interest in speaking.
- D. An immediate response from the Board regarding any comment is not required.
- E. The Board President or meeting chairperson may set a time limit on the length of public comment and/or a time limit for individual speakers. Generally, an individual will be limited to a maximum of five (5) minutes. Generally, the length of public comment will be thirty (30) minutes for the duration of the Agenda item. If time remains after all speakers have been heard, a speaker may be recognized for a second time.
- F. The Board President or meeting chairperson will stop any public comment that is contrary to these guidelines.
- G. Individuals who disrupt a Board meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.
- H. Meeting minutes are a summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have written statements, correspondence, or other documents appended to the minutes will be rejected. Suggestions that the minutes allude to such documents and that these documents be made available by the library for public inspection will be considered.



# Mount Prospect Public Library

## Recommended Initiatives

Draft Mission, Vision, Values Statements

Facilitated by  
Rob Cullin & Janet Nelson



Engage | Envision | Evolve

May 19, 2022



# Definitions

- Initiatives: What are our priorities?
- Mission: Why do we exist?
- Vision: What do we want to achieve?
- Values: How do we behave?

*[Full Plan = How are we going to address our priorities?]*

# Recommended Initiatives

## I. Community-Focused Services & Awareness

- Increased service offerings
- Increased service locations & availability
- Raised awareness through marketing

## II. User-Focused Facilities

- South Branch: Increased and improved user-focused space
- Main: Improved and reutilized existing user-focused space

## III. Improved and More Available Materials & Resources

- Increased materials access through resource sharing
- Increased technology resources and access

# Mission Options



1. Cultivating community connections, inspiring learning, and enriching lives.
2. Inspiring community growth through literacy, enrichment, and connections.
3. Building community through enriching experiences and connections.

# Vision Options

- A. An empowered community passionate about learning, discovery, and growth.
- B. A community alive with insight, imagination, and intellect.
- C. A connected community with opportunities for exploration and growth.

# Values

1. **Community-focus:** Providing relevant services and fostering community connections.
2. **Adaptability:** Remaining nimble and flexible to creatively meet changing needs.
3. **Inclusivity:** Supporting and valuing the diverse needs of all.
4. **Welcoming:** Creating an inviting, safe, and easy to use environment.
5. **Accessibility:** Ensuring easy access to materials and services whenever and wherever they are needed.
6. **Learning:** Encouraging an on-going pursuit of knowledge and discovery that enriches lives.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

April 2022

Youth Services

- 1) Super Saturday was presented by Karla Lopez of Little Parade. The program was originally planned for the Lions Park Memorial Bandshell but was moved to Meeting Room A because of rain. There were 75 people in attendance who enjoyed music and interactive activities in Spanish and English.
- 2) We provided a tour and presentation to four adults in the Northwest Special Recreation Association Pursuit program. We talked about a day in the life of a librarian by walking them through some of the areas each of us use, as well as a behind the scenes look at the automatic returns' sorter. After the tour, we shared a presentation with more information about what we do each day and in each department.
- 3) We staffed a table at the Juliette Low Kindergarten event for incoming kindergarten students and their families and talked about library offerings, gave away branded items, and signed people up for library cards. The highlight of our table was the prize wheel. Instead of specific prizes, after spinning the wheel each child answered a question, such as "What is your favorite book character?" or "Who is the mascot of your school?" After that, children could pick out whichever prize(s) they wanted.
- 4) We had 129 calls to Dial-a-Story in April, which is the most calls we have ever received in a month. Content during April included stories in English and Spanish from Librivox.org as well as stories read by staff, jokes, and more. Some of our content honored holidays including Ramadan and Earth Day.



South Branch & Community Engagement

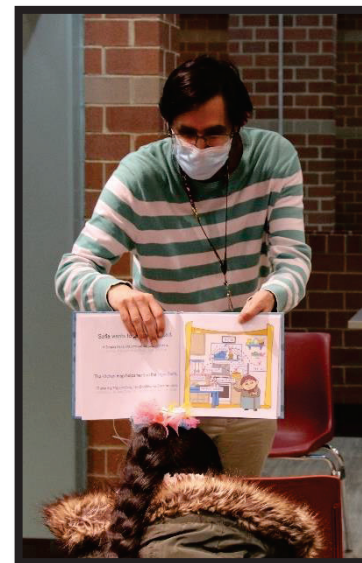
- 1) We presented a "Preventing Summer Slide" program to approximately 12 adults at District 59's Family University. A storytime about kindness rounded out this successful program, which was presented in both English and Spanish.
- 2) We presented two sessions of book talks to over 40 staff at District 57's Staff In-Service Day. One session featured titles for kindergarten through 2<sup>nd</sup> graders and the other titles for 3<sup>rd</sup>-5<sup>th</sup> graders. The presentation notes and bibliographies were provided to the school at their request so they could be shared with staff who were unable to attend the presentation.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) We hosted an International Storytime to celebrate World Book Day. Guest readers from the community and MPPL shared stories reflecting their culture/ancestry, providing an authentic experience for the audience. A sari wrapping demonstration, interactive coloring activity, and ethnic treats added to the festivities. We partnered with the Mount Prospect Park District to host this program at the RecPlex.
- 4) South Branch staff, primarily Maria Romero, spent over seven hours this month on Spanish translations, largely in preparation for Summer Reading.



### Research

- 1) After months of planning and preparation, circulating in-house laptops launched in late April. Patrons can now check out a Windows laptop or MacBook for up to two hours per day from the Research Desk. Early users included a patron who needed to attend work related training via Zoom and another patron who used a laptop to attend a court hearing.
- 2) We added a new web resource, ConsumerLab.com, after receiving multiple patron requests. ConsumerLab.com evaluates supplements and other health and nutrition products.
- 3) The most attended program in April was “Solitude in the Cosmos,” presented by Shane Larson, astronomer and associate director of the Center for Interdisciplinary Exploration and Research in Astrophysics at Northwestern University. Sixty-six people attended this Zoom program and questions after the program lasted almost 30 minutes.



### Fiction/AV/Teen

- 1) The former Friends of the Library book group was officially renamed Wednesday Night Book Discussion, completing its transition to staff facilitation. The first title was *The House of Broken Angels*, selected as a story about the experiences of a Mexican-American family as part of an overall initiative to increase DEI content in MPPL discussion groups.
- 2) Movies@MPPL returned after more than two years with a timely screening of “King Richard.”
- 3) This month’s Tinker Day at Rolling Meadows High School garnered quite a large turnout. A video of a giant Jenga showdown offered there has reached 8,741 users so far on the @mpplteen Instagram account.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 4) Patron comment: A patron from the Mount Prospect Senior Living called to share how absolutely astounded he was with a book delivered to him. He told us, "I am thrilled beyond measure to hold this thing. What eyesight I have left I want to spend it on this book."
- 5) YA March Madness returned to the Teen Space in March wrapped up in the beginning of April. The winner of the voting bracket was *They Both Died at the End* by Adam Silvera.

### Registration

- 1) Registration began approving museum passes online during the week of April 24. Patrons no longer need to come into the library for printouts, they can request passes via email, and once approved, print them at home.
- 2) As part of updating our database through Unique, about 2,700 patrons were given an "MV" b-type and expired in April. This means that the post office does not recognize the address we have for them. To resume service, they need to show us a current utility bill or lease, and we can update their cards for three more years. It is also a good chance to plug reciprocal borrowing if they have moved to a different town but still want to use our library.
- 3) The public meeting room form was updated and put back on the MPPL website under the Services/Community link. Patrons will be able to electronically request the use of rooms A and B whenever they like.



### Circulation

- 1) Circulation kicked off the month by celebrating our Fine Free Anniversary! We had chocolate coins at the Patron Services Desk, and a video discussing why we made the choice to go Fine Free in 2021 was posted on social media. The video was a huge hit, and our celebration was a fun way to start the month. Quite a few patrons learned we were Fine Free for the first time!
- 2) Lockers continue to be popular with patrons, and we expect the expansion units to be delivered in late June. They are so popular that we have had a few moments with a lot of items waiting for an open locker, but luckily locker turnover has been pretty quick with a majority (76%) of patrons picking up items in the lockers within two days.
- 3) Preparations were made to introduce more items in our Library of Things collection in May, something staff and patrons alike have long anticipated. After a few more final touches, more technology items and even some lawn games – just in time for warmer weather! – will be available.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Building & Security

- 1) We installed new LED lighting at the lower parking garage entrance to provide a safer and brighter environment for the pickup lockers. This new lighting has been very well received and it helps highlight the lower lobby entrance.
- 2) In the Capital Assessment Report done in 2020, it was recommended that the lower-level submersible and self-priming pump systems be replaced due to age. In October of 2021 we had the storm water pumps replaced. Last month we had the remaining three ejector pumps replaced.


### Collection & Bibliographic Services

- 1) Work began in earnest on the Biography Project on April 18. All Dewey biographies in the New Adult Nonfiction collection have been reclassified, and we are currently working on reclassifying titles available in multiple formats (regular print, large type, and audio).

### Communications & Creative Services

- 1) The Fine Free Anniversary video was one of our greatest social media successes with reach, reactions, and watches far exceeding most of our content over the last year.
- 2) We finally solved a years-old Facebook issue that will allow us to easily share between Facebook and Instagram and have full administrative control of the account. It might sound boring, but this was a huge victory for us!
- 3) The graphic designers created over 64 distinctive designs using our new branding in April including several flyers, bookmarks, posters, and school handouts for summer reading.
- 4) Social media stats:

 16 posts and 36 events | 15 page likes

 24 Tweets | 19 mentions | -1 follows

 10 posts and Stories | 17 page follows

 9 videos | 952 views | 5 subscribers

### Human Resources & Learning

- 1) Number of terminations: 3. Number of new hires: 1.
- 2) Staff anniversaries: 15 years: Lea Ballarino, Elizabeth Morrissey. 20 years: Beth Corrigan-Buchen
- 3) Above and Beyond Award: John Aykroid, Charlie Celandier, Tom Garvin, Polly Gillogly, Rachel Leiner, Jerry Malauskas
- 4) We participated in the HR Source annual Library Salary Survey for 2022. Results will be released in June and will assist in market benchmarking for most MPPL positions.
- 5) We promoted Money Smart Week (April 10-15) and shared information to employees on financial wellness.
- 6) We officially launched the Paycom ATS (Applicant Tracking System). This new automated system increases our efficiency by streamlining and consolidating multiple manual processes. Hiring managers agree that automating the process and the system's built-in flexibility when viewing candidates is extremely helpful, however as with any new system, we will refine the internal processes as we continue to use it.
- 7) We deployed the two-course training, *Workplace Violence Prevention*, to all staff through Paycom Learning. The highlights of these courses included how to spot warning signs, report suspicious behavior, and the best practices for handling an active threat.
- 8) All supervisors and managers attended the Zoom training, *Compensation Conversations: Comfort in Confusion*, which was presented by Joy Lynn Hyer of HR Source. This was the second in our four-part performance management training series for the Supervisor Squad.

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Information Technology

- 1) Two Mac Studio computers have been ordered to be used for the grant-funded Digital Media Lab computers – they will be paired up with a scanner, DVD burner, and Adobe Creative Cloud Suite.
- 2) Mobile Beacon will be replacing nearly all of our circulating hotspots with new units at no cost – the replacements will be swapped into the collection in May.

Friends of the Mount Prospect Public Library

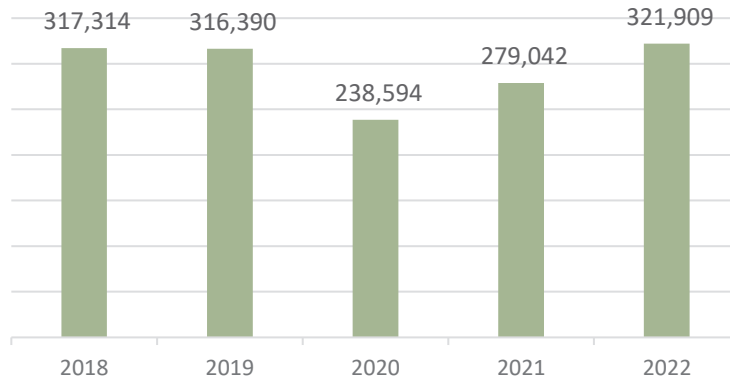
- 1) Library staff coordinated publicity materials for the May 14-15 book sale: flyers for storefront windows and bookmarks for businesses, posters/webslide/TV Slide for in-house promotion, and future book sale dates to pass out during the spring sale.

Mount Prospect Public Library Foundation

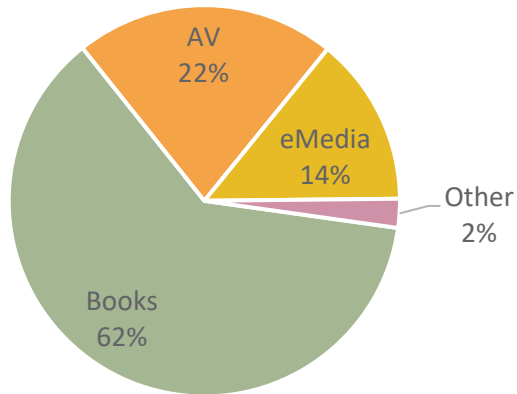
- 1) The Foundation raised \$5,060 during the 2021 end-of-year appeals campaign. In the past five years we raised between \$4,995 and \$5,630 per year with a minor dip in 2021.
- 2) Library Giving Day emails were sent to 100+ donors on April 1 and April 6 that resulted in \$75. Total Library Giving Day donations for 2021 were \$825. Many of the individuals who gave in 2021 had either donated to the recent end-of-year campaign or seed money for the chocolate raffle.

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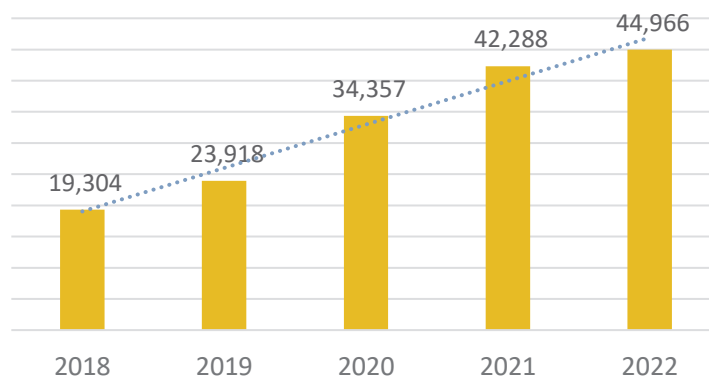
Overall Circulation YTD



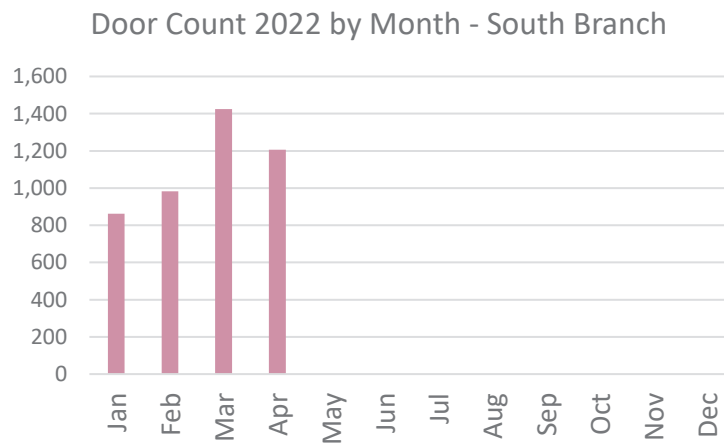
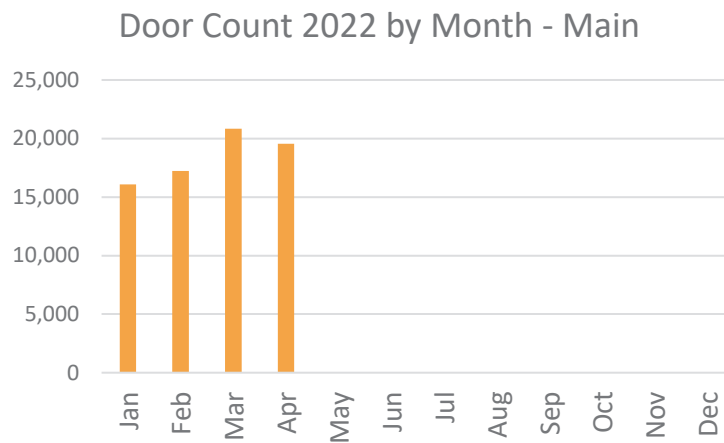
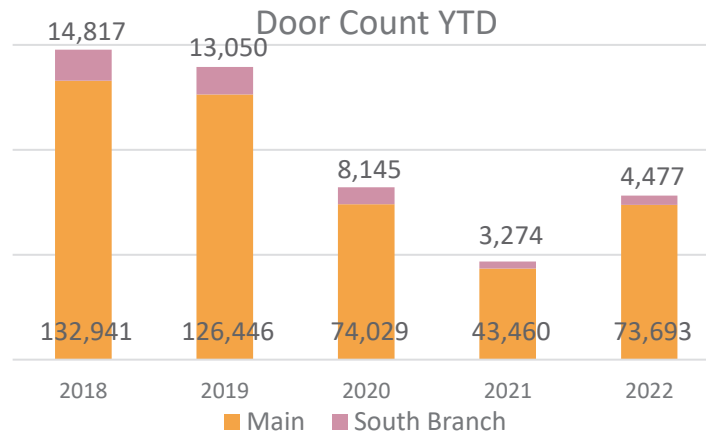
Circulation by Type Snapshot - 2022



eMedia Circulation YTD

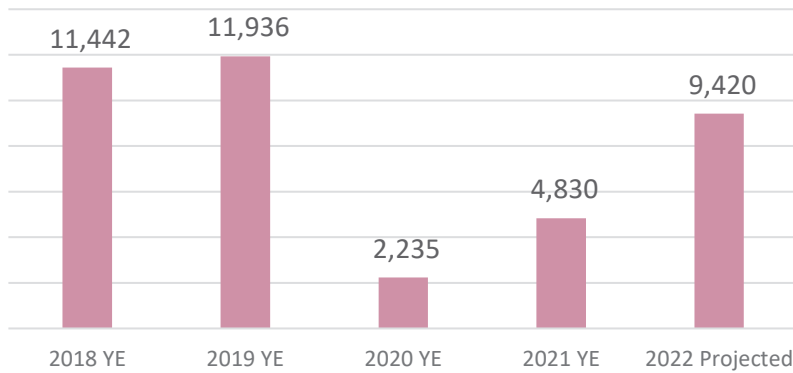


# Mount Prospect Public Library Monthly Library Report for Board of Trustees

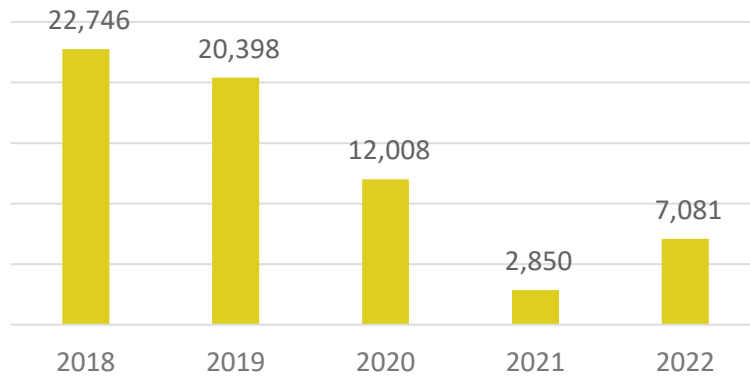


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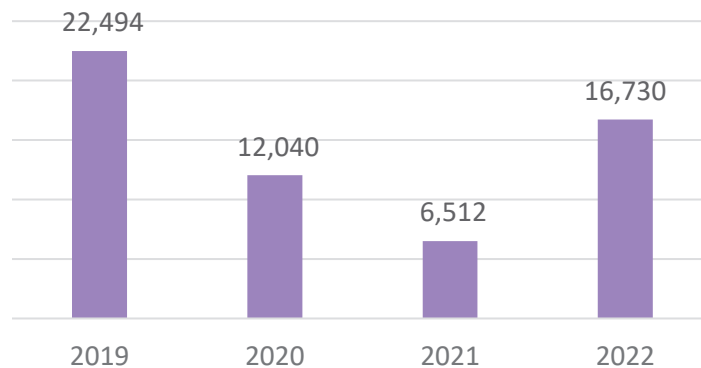
Study Room Use



Public Computer Usage YTD (hours)

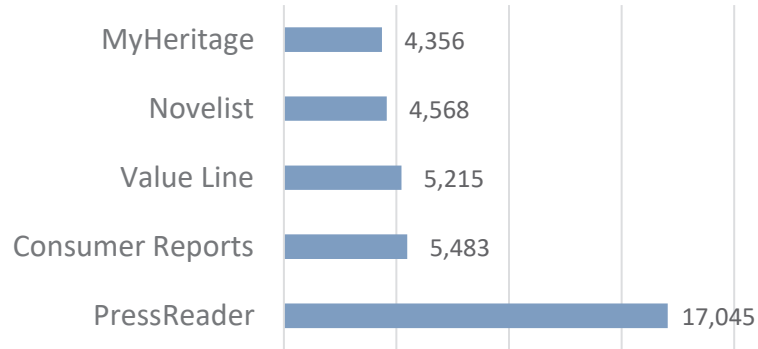


Wireless Unique Users YTD

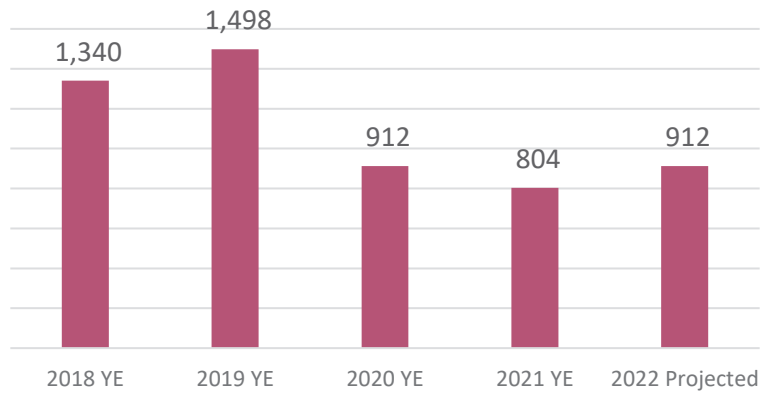


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April 2022 Top Databases



Number of Programs



Program Attendance

