

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

Regular Board Meeting
November 18, 2021 7:00 p.m.
Zoom Meeting
AGENDA*

Remotely via Electronic Means, Zoom Meeting

<https://us02web.zoom.us/j/89554535533>

Meeting ID: 895 5453 5533

Passcode: 575485

+1 312 626 6799 US (Chicago)

1. **Call to Order**
2. **President Statement Regarding Virtual Meeting**
"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" and the Government Emergency Administration Act. Pursuant to said Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions."
3. **Roll Call**
4. **Public Comment**
5. **President's Report**
6. **Consent Agenda (Action)**
 - a. Approve Minutes of Regular Board Meeting of October 21, 2021 **(3-5)**
 - b. Approve October 2021 Bills **(6)** and Financial Reports **(7-23)**
 - c. Approve closure of library on Friday, February 4, 2022 for Staff In-Service Day
 - d. Approve Per Capita Grant Application **(25-35)**
 - e. Approve Amendment 1 to Ordinance No. 2020-1 Establishing a Reserve Fund **(36-40)**
7. **Upcoming Meetings and Events Calendar**
 - a. Foundation Board Meeting – November 22 – Brian Gilligan
 - b. Committee of the Whole/Special Meeting – December 2 - Tentative
 - c. Regular Board Meeting – December 16 - Canceled
 - d. No Foundation Board Meeting held in December
8. **Board Training – Library Strategies (41)**
9. **Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
November 18, 2021**

1. **Consent Agenda.** This is agenda item number 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. We apply for the Per Capita Grant from the Illinois State Library each year and expect to receive around \$80,000 in 2022.
 - b. On September 17, 2020 the Board formally established a Capital Reserve Fund, supported by information from the capital asset study completed in 2020. Since the original ordinance, we have updated the Estimate of Possible Needs and Costs to include technology costs as well as updated building costs. This amendment raises the estimated maximum needed over the next twenty years from \$13,174,961 to \$16,205,144. Amendments should be made any time the Estimate of Possible Needs and Costs significantly changes.

2. **December 2021 Library Board Meetings.** This is agenda item number 7. Last month we agreed to cancel the Regular December 16 Board meeting, and tentatively set aside Thursday, December 2 aside for a Special Board meeting if we need it. Staff are not recommending any amendments to the 2022 Working Budget, so the primary reason for the regular meeting is no longer necessary.

The only potential item for December 2 is to approve the annual year-end transfer from the Library Fund to the Capital Fund, but this can wait until the January 20 Regular Board meeting. We will not have the November financial reports or library report/statistics by December 2, so those will also be included in the January meeting.

Therefore, staff recommend canceling the December 2, 2021 Board meeting, understanding that we can always call a special meeting if something significant happens.

3. **Mini Board "Retreat."** This is agenda item number 8. Nick Dimassis from Library Strategies will attend our Zoom meeting and provide refresher training on Trustee roles, responsibilities, and participation in our upcoming strategic planning process.
4. **2022 Library Board Meetings In Person.** I expect that our first meeting in 2022 will be Thursday, January 20. We are planning to meet in person unless something happens that would prevent it. Currently we are not planning to host hybrid online/in-person meetings, but Trustees should discuss if that is desired.
5. **Strategic Planning Facilitator Selected.** We received six responses to our Strategic Planning Request for Proposal (RFP), and Michael Duebner, Anne Belden, and I interviewed our top two candidates. We selected ReThinking Libraries to facilitate our strategic planning process and are confident that they are a good fit for our library and will help us to gather significant feedback from our community to create an excellent plan. Next steps will be to meet with ReThinking Libraries and create a specific calendar, creating the Steering Committee, and holding a kickoff meeting.
6. **Early Notice.** The Shining Star Awards Gala will be held on Saturday, February 5, 2022, in person.

**Regular Board Meeting
October 21, 2021
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 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 7:41 p.m.], Kristine O'Sullivan
Absent: None
Staff Present: Karen Almeleh, Jennifer Amling, Anne Belden, Jo Broszczak, Christine McKinley, Su Reynders, Suzanne Yazel
Visitors: There were approximately 14 visitors and staff in total on the virtual meeting.

4. Public Comment

There was no public comment.

5. President's Report

President Duebner proposed having a consultant facilitate a "mini-retreat" for the Board at the November 18, 2021 Regular Board meeting. The primary topic would be roles and responsibilities of a Trustee, in light of the upcoming strategic planning process in 2022.

6. Consent Agenda (Action)

- a. Approve Minutes of Regular Board Meeting of September 16, 2021
- b. Approve Minutes of Personnel Committee Meeting of October 7, 2021
- c. Approve September 2021 Bills and Financial Reports
- d. Approve low bid for 2021 Garage Ceiling Painting to D.E.S. Painting, Inc. for \$55,000
- e. Approve Illinois Libraries Present Intergovernmental Agreement

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

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

7. Third Quarter Financial Review

Christine McKinley, Finance Manager presented the third quarter financial review and answered questions. She reported that the library has received approximately \$200,000 less property tax revenue as compared to the same time last year. It is anticipated that the remaining payment revenue will be received by November/December 2021.

8. Executive Director Report

Jennifer Amling, Head of Communications and Creative Services presented an update on the status of the brand refresh project and answered questions. She reviewed the logo, color palette, voice and visuals, style and identity guides, and templates. The goal is to launch the new brand by January 1, 2022. The Board expressed their enthusiasm on the new branding designs, especially the clean and modern format.

Trustees reviewed the Standards for Illinois Public Libraries checklists as part of the Per Capita Grant requirements. Director Reynders stated we meet the vast majority of these standards, but there are a few areas that the library needs to work on. These standards will be completed by the end of 2022.

9. September 2021 Library Activity Report

Trustees reviewed the Library Report and asked questions. Director Reynders reported that the library was awarded a grant for \$10,565 that will be used to purchase Digital Media Lab equipment.

10. Trustee Reports and Comments

Trustee Groenwald attended the September 27 Foundation Board meeting and reported on the decision to host a Fall Raffle using an online order form to purchase the raffle baskets.

11. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – October 25 – Sylvia Fulk
- b. Village of Mount Prospect First Levy Reading – November 2
- c. Staff In-Service Day – November 5 – Library Closed
- d. Village of Mount Prospect Final Levy Reading – November 16
- e. Regular Board Meeting – November 18
 - i. Approve Per Capita application
 - ii. Recognize significant employee and volunteer anniversaries
- f. Foundation Board Meeting – November 22 – Brian Gilligan

Trustee Duebner will be attending the Village of Mount Prospect November 2 first Levy reading and welcomed other Board members to attend.

Trustee Duebner proposed to hold a Committee of the Whole meeting the first Thursday in December in lieu of the December 16 Regular Board meeting.

12. Approve Executive Director's Salary

Motion was made by Trustee O'Sullivan and seconded by Trustee Gilligan to approve the Executive Director's salary of \$131,736 effective the start of the payroll period on 10/24/2021 as recommended by the Personnel Committee. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

13. Adjournment

Motion was made by Trustee Bass and seconded by Trustee Fulk to adjourn the Regular Board meeting at 8:03 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

Marie A. Bass, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of OCTOBER 31, 2021

Library General Fund	\$	7,674,997
Working Cash Fund	\$	2,212,019
Capital Projects Restricted Fund	\$	3,129,031
Debt Service Fund	\$	2,223,170
Gift Fund	\$	570,161
Total All Funds	\$	15,809,378

Cash Disbursements October 2021

\$	737,738.00
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,887,016
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		12.2
Combined Balance - Percentage in Reserve		102%

YTD October Spending

- * \$575,708.86 below the year-to-date budget
- * YTD Actual is 7.1% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 83.3% of the annual budget
- * Spending to date was actually closer to 77.4% of the annual budget
- * Last year we had expended about 73% of the annual budget

Levy Collection

- * To date 97.2% of the 2020 Levy has been collected
- * Last year 97.8% of the 2019 Levy had been collected through October 2020
- * Historically, over the past six years, 97.2% to 98.7% (average of 98.5%) of the current year Levy has been collected YTD

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 10/31/2021

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes	\$ 3,222,288	\$ 11,332,784
Taxes Allocated to Other Funds	(437,920)	(1,536,433)
Personal Property Replacement Taxes	-	64,069
Interest Income	259	2,488
Illinois Per Capita Grant	-	79,896
Misc. Grant Income	-	6,900
Ground Lease Income	-	1
Miscellaneous Fees and Fines	2,625	18,154
Friends & Foundation Reimbursements	894	8,661
Village Reimbursements	-	1,048
<i>Total Revenues</i>	<u>\$ 2,788,146</u>	<u>\$ 9,977,568</u>
Expenditures		
Salaries & Benefits	\$ 604,064	6,049,442
Management Expense	17,199	166,254
Operating Expenses	11,706	244,546
Building Expense	19,761	340,770
Services and Resources	56,956	720,389
Friends & Foundation Reimbursable Expenses	20	9,195
Misc. Grant Expenses	1,737	1,737
Expenses Reimbursable by Village	174	1,571
<i>Total Expenditures</i>	<u>\$ 711,617</u>	<u>\$ 7,533,904</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 711,617</u>	<u>\$ 7,533,904</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 2,076,529	\$ 2,443,664
Fund Balance - Beginning of Period	5,598,468	5,231,333
Fund Balance - End of Period	<u>\$ 7,674,997</u>	<u>\$ 7,674,997</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,211,933	\$ 2,211,096
Interest Allocation	86	923
Fund Balance - End of Period	<u>\$ 2,212,019</u>	<u>\$ 2,212,019</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	70	1,159
<i>Total Revenues</i>	<u>\$ 70</u>	<u>\$ 1,159</u>
Expenditures		
Main: Bldg Maintenance	9,481	\$ 86,492
Main: Furnishings/Equipment	47,364	142,725
Supplies	12	12
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	-	6,370
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 56,857</u>	<u>\$ 237,589</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (56,787)	\$ (236,430)
Fund Balance - Beginning of Period	3,185,818	3,365,461
Fund Balance - End of Period	<u>\$ 3,129,031</u>	<u>\$ 3,129,031</u>
Debt Service Fund		
Revenues		
Property Taxes	437,920	\$ 1,536,433
Interest Income	39	385
<i>Total Revenues</i>	<u>\$ 437,959</u>	<u>\$ 1,536,818</u>
Expenditures		
Interest Expense	5,108	\$ 51,083
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,108</u>	<u>\$ 51,083</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 432,851	\$ 1,485,735
Fund balance - Beginning of Period	1,790,319	737,435
Fund balance - End of Period	<u>\$ 2,223,170</u>	<u>\$ 2,223,170</u>
Gift Fund		
Revenues	379	\$ 7,241
Expenditures	1,439	3,509
Excess (Deficiency) of Revenues over Expenditures	\$ (1,060)	\$ 3,732
Fund Balance - Beginning of Period	571,221	566,429
Fund Balance - End of Period	<u>\$ 570,161</u>	<u>\$ 570,161</u>

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 604,064.02	
Management Expense (4210L - 4290L)	17,199.41	
Operating Expenses (4310L - 4390L)	11,705.61	
Building Expense (4410L - 4460L)	19,761.41	
Services and Resources (4610L - 4690L)	56,956.36	
Friends & Foundation reimbursable expenses (9530L and 9540L)	20.45	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	1,737.10	
Total October 2021 Library General Fund Expenses		\$ 711,618.81

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 105.75	
Operating Expense Reimbursements received	3,087.14	
September 2021 Accrued Payroll & Benefits	122,737.34	
September 2021 Credit Card Payable	8,659.31	
September 2021 Accounts Payable	35,111.46	
September 2021 Accounts Receivable	601.42	
Disbursements for Capital Project Restricted Fund	21,674.75	
Disbursements for Gift Fund	589.01	
		192,566.18

Deductions for Library General Fund Cash Disbursements:

October 2021 Accrued Payroll & Benefits	\$ 129,602.07	
October 2021 Credit Card Payable	13,607.31	
October 2021 Accounts Payable	51,334.90	
October 2021 Accounts Receivable	576.52	
Miscellaneous	1,103.95	
Payment of Nayax invoices & merchant fees by income offset	24.67	
Payment of Credit Card Merchant fees by income offset	20.63	
		(196,270.05)

Total Library General Fund cash disbursed \$ 707,914.94

CAPITAL PROJECTS RESTRICTED FUND

October 2021 Expenses	\$ 56,856.28	
Plus: September 2021 Accounts Payable	3,866.50	
Less: October 2021 Accounts Payable	(31,749.72)	
Plus: September 2021 Account Receivable	0.50	
Less: October 2021 Accounts Receivable	(0.50)	
<i>Total Capital Projects Restricted Fund cash disbursed</i>		28,973.06

DEBT SERVICE FUND

October 2021 Expenses	\$ 5,108.33	
Plus: September 2021 Interest Payable	20,433.32	
Less: October 2021 Interest Payable	(25,541.65)	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

October 2021 Expenses	\$ 1,439.01	
Plus: September 2021 Accounts Payable	-	
Less: October 2021 Accounts Payable	(589.01)	
<i>Total Gift Fund cash disbursed</i>		850.00

TOTAL CASH DISBURSEMENTS, October 2021

\$ 737,738.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	10/1/21	09/30/2021 payroll accrual	-76,112.16
4110L	Salaries	10/14/21	PAYROLL - PAYCOM	215,597.04
4110L	Salaries	10/28/21	PAYROLL - PAYCOM	209,340.93
4110L	Salaries	10/31/21	10/31/2021 payroll accrual	119,623.39
4120L	IMRF	10/1/21	09/30/2021 payroll accrual	-28,477.44
4120L	IMRF	10/27/21	VILLAGE OF MT. PROSPECT - IMRF	62,775.95
4120L	IMRF	10/31/21	10/31/2021 payroll accrual	11,743.81
4130L	MC / FICA	10/1/21	09/30/2021 payroll accrual	-5,493.87
4130L	MC / FICA	10/4/21	UNITED STATES TREASURY	585.19
4130L	MC / FICA	10/14/21	PAYROLL - PAYCOM	15,558.15
4130L	MC / FICA	10/28/21	PAYROLL - PAYCOM	15,942.76
4130L	MC / FICA	10/31/21	10/31/2021 payroll accrual	9,110.15
4140L	Insurance - Medical & Life	10/8/21	COBRA fee	-16.01
4140L	Insurance - Medical & Life	10/25/21	VILLAGE OF MT. PROSPECT	53,774.87
4140L	Insurance - Medical & Life	10/25/21	VILLAGE OF MT. PROSPECT	111.26
4220L	Legal Fees	10/13/21	PEREGRINE, STIME, NEWMAN,	2,137.50
4230L	Printing	10/29/21	NPN360	4,583.00
4230L	Printing	10/14/21	STATE GRAPHICS	172.80
4230L	Printing	10/1/21	STATE GRAPHICS	418.00
4240L	Marketing	10/15/21	PEERLESS MARKETING IMPRESSIONS	378.92
4250L	Resources	10/1/21	MC/SPOTIFY	9.99
4260L	Professional Dues	10/1/21	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	10/7/21	MC/ALA	228.00
4280L	Human Resources	10/1/21	ACCURATE EMPLOYMENT SCREENING,	196.00
4280L	Human Resources	10/14/21	PAYROLL - PAYCOM	1,511.79
4280L	Human Resources	10/28/21	PAYROLL - PAYCOM	1,519.44
4280L	Human Resources	10/15/21	EMPLOYEE BENEFITS CORPORATION	104.50
4280L	Human Resources	10/1/21	MC/PLA	325.00
4280L	Human Resources	10/5/21	MC/PLA	330.00
4280L	Human Resources	10/5/21	MC/PLA	330.00
4280L	Human Resources	10/5/21	MC/PLA	330.00
4280L	Human Resources	10/8/21	MC/AMERICAN AIRLINES	367.79
4280L	Human Resources	10/12/21	MC/UNITED	89.00
4280L	Human Resources	10/12/21	MC/UNITED	447.32
4280L	Human Resources	10/12/21	MC/UNITED	89.00
4280L	Human Resources	10/12/21	MC/TRAVEL GUARD GROUP INC	29.08
4280L	Human Resources	10/21/21	MC/AMERICAN AIRLINES	248.40
4280L	Human Resources	10/21/21	MC/UNITED	178.40
4280L	Human Resources	10/19/21	MC/MGMT ASSOC: HR SOURCE	1,025.00
4280L	Human Resources	10/5/21	MC/MGMT ASSOC: HR SOURCE	25.00
4280L	Human Resources	10/7/21	MC/MGMT ASSOC: HR SOURCE	199.00
4280L	Human Resources	10/18/21	MC/HEINEMANN PUBLISHING	40.00
4280L	Human Resources	10/6/21	MC/COSTCO	260.07

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

Account ID	Account Description	Date	Vendor Name	Amount
4280L	Human Resources	10/6/21	PETER METZNER	700.00
4280L	Human Resources	10/7/21	MC/AMAZON	69.95
4280L	Human Resources	10/14/21	JENNIFER BARNES	200.00
4280L	Human Resources	10/15/21	BODY & BRAIN YOGA	100.00
4280L	Human Resources	10/8/21	SYNCHRONY/AMAZON	134.90
4280L	Human Resources	10/15/21	MC/AMAZON	15.95
4280L	Human Resources	10/15/21	MC/AMAZON	261.81
4290L	Other Operating	10/22/21	NAYAX LLC	12.02
4290L	Other Operating	10/29/21	NAYAX LLC	12.65
4290L	Other Operating	10/30/21	PROPAY	20.63
4290L	Other Operating	10/14/21	DEX MEDIA	23.50
4310L	Telecommunications	10/11/21	AT&T	724.67
4310L	Telecommunications	10/13/21	AT&T	309.75
4310L	Telecommunications	10/1/21	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
4310L	Telecommunications	10/19/21	AT&T	421.02
4310L	Telecommunications	10/23/21	COMCAST CABLE	203.35
4310L	Telecommunications	10/28/21	VERIZON WIRELESS	408.62
4310L	Telecommunications	10/19/21	AT&T	174.46
4340L	Office Supplies	10/7/21	IMAGE SYSTEMS & BUSINESS SOLUT	230.00
4340L	Office Supplies	10/13/21	WAREHOUSE DIRECT	37.58
4340L	Office Supplies	10/15/21	STAPLES BUSINESS ADVANTAGE	24.67
4340L	Office Supplies	10/20/21	STAPLES BUSINESS ADVANTAGE	17.85
4340L	Office Supplies	10/20/21	STAPLES BUSINESS ADVANTAGE	-17.85
4340L	Office Supplies	10/13/21	WAREHOUSE DIRECT	30.04
4340L	Office Supplies	10/12/21	STAPLES BUSINESS ADVANTAGE	52.67
4340L	Office Supplies	10/13/21	WAREHOUSE DIRECT	147.69
4340L	Office Supplies	10/13/21	WAREHOUSE DIRECT	17.54
4340L	Office Supplies	10/12/21	STAPLES BUSINESS ADVANTAGE	55.18
4340L	Office Supplies	10/12/21	STAPLES BUSINESS ADVANTAGE	35.34
4350L	Library Supplies	10/12/21	STAPLES BUSINESS ADVANTAGE	100.37
4350L	Library Supplies	10/1/21	DEMCO	87.22
4350L	Library Supplies	10/1/21	DEMCO	-43.61
4350L	Library Supplies	10/12/21	WAREHOUSE DIRECT	14.54
4350L	Library Supplies	10/1/21	Account Correction	126.15
4350L	Library Supplies	10/1/21	DEMCO	43.63
4350L	Library Supplies	10/1/21	DEMCO	-43.63
4350L	Library Supplies	10/11/21	W. W. GRAINGER, INC.	40.00
4350L	Library Supplies	10/1/21	Account Correction	181.47
4350L	Library Supplies	10/8/21	SYNCHRONY/AMAZON	98.91
4360L	Postage	10/2/21	POSTMASTER	1,945.60
4360L	Postage	10/25/21	POSTMASTER	1,945.60
4360L	Postage	10/25/21	POSTMASTER	-1,945.60
4360L	Postage	10/2/21	MC/POSTMASTER	7.95
4360L	Postage	10/2/21	MC/POSTMASTER	7.95
4360L	Postage	10/4/21	MC/POSTMASTER	257.20
4360L	Postage	10/7/21	MC/POSTMASTER	17.40
4360L	Postage	10/7/21	MC/POSTMASTER	8.70

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

Account ID	Account Description	Date	Vendor Name	Amount
4360L	Postage	10/13/21	MC/POSTMASTER	234.00
4360L	Postage	10/13/21	MC/POSTMASTER	26.10
4360L	Postage	10/19/21	MC/POSTMASTER	9.25
4360L	Postage	10/21/21	MC/POSTMASTER	9.30
4360L	Postage	10/22/21	MC/POSTMASTER	9.25
4360L	Postage	10/22/21	MC/POSTMASTER	9.30
4380L	Contract Services	10/12/21	AQUA-SAFARI, INC.	60.00
4390L	IT Services	10/1/21	TIME CLOCK PLUS	40.84
4390L	IT Services	10/4/21	MC/MICROSOFT	6.60
4390L	IT Services	10/6/21	MC/QUICKBASE	197.84
4390L	IT Services	10/6/21	MC/NUB GAMES, INC.	550.00
4390L	IT Services	10/6/21	MC/ZOHO CORPORATION	10.00
4390L	IT Services	10/6/21	MC/ZOOM	50.00
4390L	IT Services	10/13/21	STACKMAP, INC.	3,085.00
4390L	IT Services	10/22/21	MC/PADLET SOFTWARE	24.00
4390L	IT Services	10/8/21	ZOHO	-59.50
4390L	IT Services	10/23/21	BACKSTAGE LIBRARY WORKS	1,224.20
4410	Building Maintenance	10/1/21	INTERIOR TROPICAL GARDENS	120.00
4411	Building Maintenance	10/1/21	Account Correction	-3,240.00
4413	Building Maintenance	10/1/21	Account Correction	3,240.00
4414	Building Maintenance	10/11/21	TRANE	2,440.00
4415	Building Maintenance	10/17/21	CANINE DETECTION & INSPECTION	2,200.00
4417	Building Maintenance	10/1/21	W. W. GRAINGER, INC.	138.28
4418	Building Maintenance	10/11/21	W. W. GRAINGER, INC.	60.48
4419	Building Maintenance	10/21/21	W. W. GRAINGER, INC.	92.31
4420	Building Maintenance	10/26/21	LIGHTING SUPPLY COMPANY	147.39
4422	Building Maintenance	10/1/21	AMERICAN LANDSCAPING INC.	536.00
4423	Building Maintenance	10/1/21	MIDWEST IRRIGATION	741.00
4424	Building Maintenance	10/1/21	AMERICAN LANDSCAPING INC.	536.00
4425	Building Maintenance	10/27/21	TRU GREEN-CHEM LAWN	450.00
4427	Building Maintenance	10/8/21	SOUND INCORPORATED	40.00
4429	Building Maintenance	10/1/21	Account Correction	-307.62
4420L	Equipment Maintenance	10/11/21	W. W. GRAINGER, INC.	46.74
4420L	Equipment Maintenance	10/15/21	NERADT ACE HARDWARE	9.95
4420L	Equipment Maintenance	10/19/21	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	10/15/21	SHELL OIL COMPANY	36.50
4420L	Equipment Maintenance	10/15/21	MC/WOOLLEY BROTHERS	213.61
4420L	Equipment Maintenance	10/16/21	BUSSE AUTOMOTIVE	39.95
4420L	Equipment Maintenance	10/28/21	SHELL OIL COMPANY	-4.43
4420L	Equipment Maintenance	10/6/21	IMAGE SYSTEMS & BUSINESS SOLUT	3,393.85
4420L	Equipment Maintenance	10/19/21	IMAGE SYSTEMS & BUSINESS SOLUT	23.28
4420L	Equipment Maintenance	10/12/21	B & B NETWORKS INC	621.72
4420L	Equipment Maintenance	10/12/21	B & B NETWORKS INC	621.72
4440L	Janitorial	10/1/21	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	10/1/21	CINTAS #22	119.13
4440L	Janitorial	10/13/21	REPUBLIC SERVICES #551	290.28
4440L	Janitorial	10/13/21	REPUBLIC SERVICES #551	-290.28

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4440L	Janitorial	10/20/21	REPUBLIC SERVICES #551	290.28
4440L	Janitorial	10/28/21	CINTAS #22	119.13
4440L	Janitorial	10/1/21	WAREHOUSE DIRECT	138.63
4440L	Janitorial	10/7/21	WAREHOUSE DIRECT	133.72
4440L	Janitorial	10/7/21	NERADT ACE HARDWARE	37.98
4440L	Janitorial	10/19/21	NERADT ACE HARDWARE	15.98
4440L	Janitorial	10/20/21	SUPERIOR INDUSTRIAL SUPPLY	406.15
4450L	Equipment	10/7/21	MC/AMAZON	339.99
4450L	Equipment	10/7/21	MC/AMAZON	164.07
4450L	Equipment	10/7/21	MC/AMAZON	26.22
4450L	Equipment	10/12/21	MC/AMAZON	59.98
4450L	Equipment	10/13/21	MC/AMAZON	16.67
4450L	Equipment	10/19/21	MC/AMAZON	-13.77
4450L	Equipment	10/21/21	MC/AMAZON	6.75
4460L	Utilities	10/12/21	CONSTELLATION NEWENERGY- GAS D	1,336.58
4460L	Utilities	10/15/21	VILLAGE OF MT. PROSPECT	1,327.49
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	1,109.75
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	67.86
4610L	Adult Books	10/1/21	FAMILY ROOTS PUBLISHING COMPAN	35.21
4610L	Adult Books	10/1/21	FAMILY ROOTS PUBLISHING COMPAN	49.10
4610L	Adult Books	10/1/21	INGRAM	14.10
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	502.53
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	462.32
4610L	Adult Books	10/1/21	INGRAM	9.57
4610L	Adult Books	10/1/21	INGRAM	40.00
4610L	Adult Books	10/1/21	INGRAM	19.78
4610L	Adult Books	10/1/21	INGRAM	49.51
4610L	Adult Books	10/1/21	INGRAM	75.45
4610L	Adult Books	10/1/21	INGRAM	82.80
4610L	Adult Books	10/1/21	INGRAM	32.50
4610L	Adult Books	10/1/21	INGRAM	73.94
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	779.98
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	768.55
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	316.38
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	83.37
4610L	Adult Books	10/3/21	INGRAM	28.20
4610L	Adult Books	10/4/21	INGRAM	23.01
4610L	Adult Books	10/4/21	INGRAM	14.97
4610L	Adult Books	10/4/21	BAKER AND TAYLOR	30.97
4610L	Adult Books	10/4/21	INGRAM	25.47
4610L	Adult Books	10/4/21	FAMILY ROOTS PUBLISHING COMPAN	13.46
4610L	Adult Books	10/5/21	INGRAM	48.74
4610L	Adult Books	10/6/21	INGRAM	31.64
4610L	Adult Books	10/6/21	INGRAM	10.20
4610L	Adult Books	10/6/21	MC/GENEALOGY.COM	217.45
4610L	Adult Books	10/7/21	BAKER AND TAYLOR	852.96
4610L	Adult Books	10/7/21	INGRAM	28.79
4610L	Adult Books	10/7/21	BAKER AND TAYLOR	733.09
4610L	Adult Books	10/8/21	BAKER AND TAYLOR	469.49

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4610L	Adult Books	10/8/21	INGRAM	47.00
4610L	Adult Books	10/8/21	SYNCHRONY/AMAZON	1,285.09
4610L	Adult Books	10/8/21	SYNCHRONY/AMAZON	-13.99
4610L	Adult Books	10/11/21	INGRAM	33.91
4610L	Adult Books	10/11/21	INGRAM	150.41
4610L	Adult Books	10/11/21	BAKER AND TAYLOR	1,044.55
4610L	Adult Books	10/11/21	BAKER AND TAYLOR	73.99
4610L	Adult Books	10/13/21	BAKER AND TAYLOR	521.29
4610L	Adult Books	10/13/21	BAKER AND TAYLOR	686.14
4610L	Adult Books	10/13/21	BAKER AND TAYLOR	25.03
4610L	Adult Books	10/14/21	BAKER AND TAYLOR	563.37
4610L	Adult Books	10/14/21	BAKER AND TAYLOR	139.48
4610L	Adult Books	10/18/21	BAKER AND TAYLOR	772.96
4610L	Adult Books	10/18/21	BAKER AND TAYLOR	88.74
4610L	Adult Books	10/19/21	BAKER AND TAYLOR	990.69
4610L	Adult Books	10/19/21	BAKER AND TAYLOR	19.78
4610L	Adult Books	10/19/21	INGRAM	10.17
4610L	Adult Books	10/21/21	BAKER AND TAYLOR	688.39
4610L	Adult Books	10/22/21	INGRAM	23.71
4610L	Adult Books	10/22/21	INGRAM	28.15
4610L	Adult Books	10/22/21	INGRAM	148.94
4610L	Adult Books	10/22/21	INGRAM	19.77
4610L	Adult Books	10/22/21	INGRAM	17.37
4610L	Adult Books	10/22/21	BAKER AND TAYLOR	919.79
4610L	Adult Books	10/22/21	BAKER AND TAYLOR	131.59
4610L	Adult Books	10/23/21	BAKER AND TAYLOR	827.70
4610L	Adult Books	10/25/21	MC/POLISH BOOKSTORE	207.85
4610L	Adult Books	10/25/21	INGRAM	14.13
4610L	Adult Books	10/25/21	INGRAM	14.99
4610L	Adult Books	10/26/21	INGRAM	105.13
4610L	Adult Books	10/26/21	BAKER AND TAYLOR	662.65
4610L	Adult Books	10/26/21	BAKER AND TAYLOR	915.21
4610L	Adult Books	10/26/21	BAKER AND TAYLOR	45.74
4610L	Adult Books	10/27/21	INGRAM	40.17
4610L	Adult Books	10/27/21	INGRAM	192.86
4610L	Adult Books	10/27/21	BAKER AND TAYLOR	641.30
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	32.11
4610L	Adult Books	10/1/21	BAKER AND TAYLOR	11.29
4610L	Adult Books	10/7/21	BAKER AND TAYLOR	15.26
4610L	Adult Books	10/18/21	BAKER AND TAYLOR	18.00
4610L	Adult Books	10/19/21	BAKER AND TAYLOR	20.77
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	55.06
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	26.86
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/1/21	MIDWEST TAPE	87.98
4620L	Adult AV	10/1/21	MIDWEST TAPE	29.99

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4620L	Adult AV	10/1/21	MIDWEST TAPE	20.99
4620L	Adult AV	10/1/21	MIDWEST TAPE	32.99
4620L	Adult AV	10/1/21	MIDWEST TAPE	71.99
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	169.00
4620L	Adult AV	10/1/21	THE TEACHING COMPANY	774.25
4620L	Adult AV	10/5/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/5/21	BAKER & TAYLOR INC.	22.06
4620L	Adult AV	10/7/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/7/21	BAKER & TAYLOR INC.	73.43
4620L	Adult AV	10/7/21	BAKER & TAYLOR INC.	235.11
4620L	Adult AV	10/7/21	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	10/7/21	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	10/8/21	SYNCHRONY/AMAZON	608.87
4620L	Adult AV	10/11/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	10/11/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/11/21	BAKER & TAYLOR INC.	18.73
4620L	Adult AV	10/11/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	10/11/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/12/21	MIDWEST TAPE	39.99
4620L	Adult AV	10/12/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/14/21	CRIMSON MULTIMEDIA DIST., INC.	40.00
4620L	Adult AV	10/14/21	CRIMSON MULTIMEDIA DIST., INC.	466.47
4620L	Adult AV	10/14/21	CRIMSON MULTIMEDIA DIST., INC.	60.00
4620L	Adult AV	10/14/21	CRIMSON MULTIMEDIA DIST., INC.	60.00
4620L	Adult AV	10/14/21	BAKER & TAYLOR INC.	73.43
4620L	Adult AV	10/14/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	10/14/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	10/14/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/14/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	24.72
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	10.28
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	35.75
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	51.42
4620L	Adult AV	10/15/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/18/21	MIDWEST TAPE	139.96
4620L	Adult AV	10/18/21	MIDWEST TAPE	39.99
4620L	Adult AV	10/18/21	MIDWEST TAPE	19.99
4620L	Adult AV	10/18/21	BAKER & TAYLOR INC.	26.44
4620L	Adult AV	10/18/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	10/20/21	BAKER & TAYLOR INC.	7.33
4620L	Adult AV	10/21/21	BAKER & TAYLOR INC.	164.55
4620L	Adult AV	10/21/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/21/21	BAKER & TAYLOR INC.	33.03
4620L	Adult AV	10/21/21	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	10/21/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/22/21	BAKER & TAYLOR INC.	5.14
4620L	Adult AV	10/22/21	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	10/25/21	MIDWEST TAPE	74.98
4620L	Adult AV	10/25/21	MIDWEST TAPE	34.99

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4620L	Adult AV	10/25/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	10/25/21	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	51.42
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	57.30
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	275.51
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	35.64
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	10/1/21	BAKER & TAYLOR INC.	-16.16
4620L	Adult AV	10/5/21	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	10/5/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	10/8/21	SYNCHRONY/AMAZON	111.91
4620L	Adult AV	10/12/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/12/21	BAKER & TAYLOR INC.	22.02
4620L	Adult AV	10/12/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	10/19/21	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	10/21/21	BAKER & TAYLOR INC.	22.78
4620L	Adult AV	10/22/21	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	10/27/21	BAKER & TAYLOR INC.	13.22
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	242.59
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	295.79
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	9.60
4630L	Youth Print	10/1/21	INGRAM	12.95
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	367.24
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	-23.96
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	-20.22
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	-8.92
4630L	Youth Print	10/4/21	INGRAM	10.16
4630L	Youth Print	10/4/21	BAKER AND TAYLOR	39.72
4630L	Youth Print	10/4/21	BAKER AND TAYLOR	289.06
4630L	Youth Print	10/5/21	BAKER AND TAYLOR	132.24
4630L	Youth Print	10/6/21	BAKER AND TAYLOR	309.36
4630L	Youth Print	10/7/21	BAKER AND TAYLOR	372.12
4630L	Youth Print	10/7/21	BAKER AND TAYLOR	72.39
4630L	Youth Print	10/8/21	SYNCHRONY/AMAZON	137.81
4630L	Youth Print	10/8/21	BAKER AND TAYLOR	491.79
4630L	Youth Print	10/12/21	LAKESHORE LEARNING MATERIALS	24.99
4630L	Youth Print	10/12/21	INGRAM	4.19
4630L	Youth Print	10/12/21	BAKER AND TAYLOR	251.88
4630L	Youth Print	10/13/21	BAKER AND TAYLOR	333.20
4630L	Youth Print	10/14/21	MC/POLISH BOOKSTORE	446.00
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	20.32
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	19.20
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	9.01
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	7.34
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	5.99
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	33.28
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	35.65
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	6.54

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4630L	Youth Print	10/15/21	BAKER AND TAYLOR	15.46
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	41.79
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	10.16
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	9.49
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	17.08
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	14.68
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	30.48
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	7.34
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	119.48
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	14.24
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	100.68
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	157.51
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	37.97
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	66.93
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	10.16
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	141.22
4630L	Youth Print	10/15/21	LECTURA BOOKS	100.00
4630L	Youth Print	10/15/21	BAKER AND TAYLOR	9.74
4630L	Youth Print	10/18/21	GALE	18.85
4630L	Youth Print	10/18/21	BAKER AND TAYLOR	20.32
4630L	Youth Print	10/18/21	BAKER AND TAYLOR	14.68
4630L	Youth Print	10/18/21	BAKER AND TAYLOR	42.03
4630L	Youth Print	10/18/21	BAKER AND TAYLOR	9.60
4630L	Youth Print	10/18/21	BAKER AND TAYLOR	9.60
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	158.87
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	99.16
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	16.94
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	7.12
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	20.33
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	11.29
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	14.99
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	14.99
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	13.49
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	19.76
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	39.98
4630L	Youth Print	10/19/21	INGRAM	10.73
4630L	Youth Print	10/19/21	GALE	24.56
4630L	Youth Print	10/20/21	INGRAM	16.92
4630L	Youth Print	10/20/21	INGRAM	291.38
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	9.74
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	23.98
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	38.38
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	5.24
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	18.74
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	23.70
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	13.49
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	181.86
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	59.97
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	9.60
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	55.95
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	13.99
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	249.37

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4630L	Youth Print	10/22/21	INGRAM	2.82
4630L	Youth Print	10/22/21	INGRAM	9.58
4630L	Youth Print	10/22/21	INGRAM	40.12
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	4.16
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	14.68
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	12.74
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	14.12
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	11.89
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	35.56
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	7.73
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	27.72
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	23.15
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	9.03
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	20.89
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	7.34
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	20.22
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	7.90
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	7.73
4630L	Youth Print	10/23/21	BAKER AND TAYLOR	21.59
4630L	Youth Print	10/24/21	INGRAM	14.66
4630L	Youth Print	10/27/21	BAKER AND TAYLOR	363.31
4630L	Youth Print	10/28/21	INGRAM	8.47
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	49.10
4630L	Youth Print	10/1/21	BAKER AND TAYLOR	31.72
4630L	Youth Print	10/1/21	THE PENWORTHY COMPANY	345.18
4630L	Youth Print	10/7/21	BAKER AND TAYLOR	55.22
4630L	Youth Print	10/8/21	SYNCHRONY/AMAZON	6.49
4630L	Youth Print	10/11/21	BAKER AND TAYLOR	2.97
4630L	Youth Print	10/19/21	BAKER AND TAYLOR	116.65
4630L	Youth Print	10/21/21	BAKER AND TAYLOR	72.12
4640L	Youth AV	10/1/21	BAKER & TAYLOR INC.	19.10
4640L	Youth AV	10/1/21	BAKER & TAYLOR INC.	33.06
4640L	Youth AV	10/1/21	FINDAWAY WORLD, LLC	46.74
4640L	Youth AV	10/5/21	BAKER & TAYLOR INC.	176.31
4640L	Youth AV	10/5/21	BAKER & TAYLOR INC.	46.28
4640L	Youth AV	10/7/21	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	10/8/21	SYNCHRONY/AMAZON	338.17
4640L	Youth AV	10/8/21	SYNCHRONY/AMAZON	-12.22
4640L	Youth AV	10/8/21	BAKER & TAYLOR INC.	88.16
4640L	Youth AV	10/12/21	LAKESHORE LEARNING MATERIALS	49.74
4640L	Youth AV	10/12/21	FINDAWAY WORLD, LLC	209.97
4640L	Youth AV	10/14/21	CRIMSON MULTIMEDIA DIST., INC.	50.00
4640L	Youth AV	10/15/21	BAKER & TAYLOR INC.	16.89
4640L	Youth AV	10/19/21	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	10/19/21	FINDAWAY WORLD, LLC	242.20
4640L	Youth AV	10/20/21	FINDAWAY WORLD, LLC	69.99
4640L	Youth AV	10/25/21	BAKER & TAYLOR INC.	99.20
4640L	Youth AV	10/28/21	SYNCHRONY/AMAZON	6.11
4640L	Youth AV	10/1/21	BAKER & TAYLOR INC.	13.22
4640L	Youth AV	10/8/21	SYNCHRONY/AMAZON	-2.00
4640L	Youth AV	10/8/21	SYNCHRONY/AMAZON	39.98

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

Account ID	Account Description	Date	Vendor Name	Amount
4650L	Subscriptions	10/1/21	MC/DAILY HERALD	33.00
4650L	Subscriptions	10/5/21	MC/CHICAGO TRIBUNE	88.00
4650L	Subscriptions	10/7/21	MC/COOKING WITH PAULA DEEN	24.98
4650L	Subscriptions	10/8/21	MILK STREET MAGAZINE	23.95
4650L	Subscriptions	10/8/21	ARCHAEOLOGY	22.95
4650L	Subscriptions	10/8/21	BOOKMARKS MAGAZINE	62.95
4650L	Subscriptions	10/8/21	MOTOR TREND	14.00
4650L	Subscriptions	10/8/21	MC/AUDIO FILE	26.95
4650L	Subscriptions	10/8/21	MC/CHICAGO TRIBUNE	132.00
4650L	Subscriptions	10/8/21	MC/CONDE NAST PUBLICATIONS	20.00
4650L	Subscriptions	10/8/21	MC/ESQUIRE MAGAZINE	7.99
4650L	Subscriptions	10/15/21	WSGS MEMBERSHIP	30.00
4650L	Subscriptions	10/19/21	MC/DAILY HERALD	33.00
4650L	Subscriptions	10/27/21	MC/KD MARKET	13.45
4650L	Subscriptions	10/24/21	MC/WALL STREET JOURNAL	49.99
4660L	Electronic Resources	10/1/21	WEST PAYMENT CENTER	2,228.38
4660L	Electronic Resources	10/1/21	CONSUMERS' CHECKBOOK	900.00
4660L	Electronic Resources	10/11/21	WORLD TRADE PRESS	1,600.00
4660L	Electronic Resources	10/12/21	RAILS	82.50
4660L	Electronic Resources	10/27/21	ENCYCLOPAEDIA BRITANNICA, INC.	2,550.00
4660L	Electronic Resources	10/11/21	WORLD TRADE PRESS	1,200.00
4661L	Digital Media	10/14/21	OVERDRIVE, INC.	294.23
4661L	Digital Media	10/14/21	OVERDRIVE, INC.	351.63
4661L	Digital Media	10/14/21	OVERDRIVE, INC.	314.98
4661L	Digital Media	10/14/21	OVERDRIVE, INC.	533.09
4661L	Digital Media	10/1/21	MIDWEST TAPE	2,884.33
4661L	Digital Media	10/30/21	MIDWEST TAPE	3,042.80
4661L	Digital Media	10/1/21	KANOPY, INC.	622.00
4661L	Digital Media	10/31/21	KANOPY, INC.	576.00
4661L	Digital Media	10/5/21	OVERDRIVE, INC.	404.98
4661L	Digital Media	10/12/21	OVERDRIVE, INC.	387.87
4661L	Digital Media	10/19/21	OVERDRIVE, INC.	191.25
4661L	Digital Media	10/26/21	OVERDRIVE, INC.	322.21
4663L	Library of Things	10/1/21	MC/MOBILE BEACON	77.00
4663L	Library of Things	10/1/21	MC/T-MOBILE	11.00
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/NETFLIX	17.99
4663L	Library of Things	10/3/21	MC/NETFLIX	17.99
4663L	Library of Things	10/3/21	MC/NETFLIX	17.99
4663L	Library of Things	10/3/21	MC/NETFLIX	17.99
4663L	Library of Things	10/3/21	MC/NETFLIX	17.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/21	MC/DISNEY	13.99
4663L	Library of Things	10/3/21	MC/NETFLIX	17.99
4663L	Library of Things	10/6/21	MC/NETFLIX	17.99
4663L	Library of Things	10/12/21	MC/NETFLIX	17.99
4663L	Library of Things	10/12/21	MC/NETFLIX	17.99
4663L	Library of Things	10/12/21	MC/NETFLIX	17.99
4663L	Library of Things	10/21/21	MC/T-MOBILE	541.47
4680L	Processing	10/1/21	DEMCO	317.12
4680L	Processing	10/4/21	BAKER AND TAYLOR	2.07
4680L	Processing	10/8/21	SYNCHRONY/AMAZON	16.99
4680L	Processing	10/8/21	BAKER AND TAYLOR	20.01
4680L	Processing	10/12/21	STAPLES BUSINESS ADVANTAGE	644.53
4680L	Processing	10/12/21	BAKER AND TAYLOR	11.73
4680L	Processing	10/13/21	WAREHOUSE DIRECT	62.63
4680L	Processing	10/15/21	DEMCO	545.30
4680L	Processing	10/19/21	BAKER AND TAYLOR	4.83
4690L	Programs	10/1/21	VERNON AREA PUBLIC LIBRARY DIS	24.00
4690L	Programs	10/1/21	NORTHBROOK PUBLIC LIBRARY	71.42
4690L	Programs	10/21/21	HIGH DEFINITION GENEALOGY LLC	100.00
4690L	Programs	10/1/21	MAD SCIENCE OF CHICAGO WESTERN	389.00
4690L	Programs	10/8/21	SYNCHRONY/AMAZON	68.37
4690L	Programs	10/14/21	PAYROLL - PAYCOM	33.56
4690L	Programs	10/20/21	MC/TRADER JOE'S	39.80
4690L	Programs	10/20/21	MC/WALMART	33.39
4690L	Programs	10/20/21	MC/SALLY BEAUTY SUPPLY	5.53
4690L	Programs	10/28/21	PAYROLL - PAYCOM	39.34
4690L	Programs	10/21/21	JOHN MOSMAN	300.00
4690L	Programs	10/21/21	ESTEVAN MONTANO	150.00
4690L	Programs	10/11/21	MC/MEETUP	89.94
4690L	Programs	10/28/21	PALOS HEIGHTS PUBLIC LIBRARY	59.50
4690L	Programs	10/8/21	SYNCHRONY/AMAZON	164.31
4690L	Programs	10/6/21	SRILATHA SALVAJI	100.00
4690L	Programs	10/8/21	SYNCHRONY/AMAZON	34.98
4690L	Programs	10/14/21	NOEMI RAMOS	75.00
4690L	Programs	10/28/21	PAYROLL - PAYCOM	23.98
				<u>\$ 709,686.81</u>
9540L	Friends Sponsored Expense	10/12/21	MC/Jewel	21.80
9540L	Friends Sponsored Expense	10/28/21	Reimbursements	-1.35
9560L-090-Sol	South Branch Fiber	10/19/21	AT&T	174.45
9570L	Grant Expenses	10/22/21	MC/AMAZON	1,138.10
9570L	Grant Expenses	10/28/21	MC/AMAZON	599.00

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

Account ID	Account Description	Date	Vendor Name	Amount
Total Library Fund Expenses for October, 2021				<u>\$ 711,618.81</u>

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

Account ID	Account Description	Date	Vendor Name	Amount
7740B	Bldg Fd: Supplies	10/31/21	Service Charge	11.79
7750B-016	Bldg Fd: Building Maintenance	10/3/21	PADDOCK PUBLICATIONS, INC. - Bids for garage ceiling & EMC	81.00
7750B-016	Bldg Fd: Building Maintenance	10/21/21	PROSPECT ELECTRIC COMPANY - Labor and materials for boiler	9,400.00
7750B-017	Bldg Fd: Equipment & Furniture	10/1/21	AVI SYSTEMS, INC. - 9-30-21 Conference Center Build	28,880.27
7750B-017	Bldg Fd: Equipment & Furniture	10/1/21	MURPHY SECURITY SOLUTIONS - 9-14-21 - Maint on equipment - lockers As:	17,808.25
7750B-017	Bldg Fd: Equipment & Furniture	10/14/21	VIVO WHOLESALE - Black Standing Desk	674.97
Total Capital Project Restricted Fund Expenses for October, 2021				<u>\$ 56,856.28</u>

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

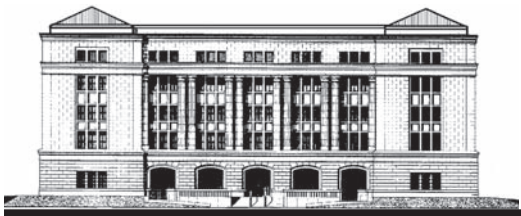
Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	10/31/21	October 2021, interest expense accrual \$61,300 x 1/12	\$ 5,108.33
Total Debt Service Fund Expenses for October, 2021				<u>\$ 5,108.33</u>

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

Account ID	Account Description	Date	Vendor Name	Amount
8710G	Gift Fund: Books	10/1/21	BAKER AND TAYLOR	63.82
8710G	Gift Fund: Books	10/8/21	SYNCHRONY/AMAZON	10.50
8710G	Gift Fund: Books	10/21/21	BAKER AND TAYLOR	14.69
8790G	Gift Fund: Cultural Month Exp.	10/13/21	MARK VALENTI	500.00
8790G	Gift Fund: Cultural Month Exp.	10/20/21	PULSE BEAT MUSIC CHICAGO	500.00
8790G	Gift Fund: Cultural Month Exp.	10/26/21	LUCIANO ANTONIO	350.00
Total Gift Fund Expenses for October, 2021				<u>\$ 1,439.01</u>

MONTHLY EXPENSE SUMMARY

			YEAR TO DATE OCTOBER 2021								
	Line	Annual Budget	Annual Budget % to Total	YTD Budget	Budget % to Total	YTD Actual	Actual % to Total	% of Budget Expended	YTD Variance - Actual vs Budget		
									\$	%	% of TTL VAR
Salaries & Benefits											
Salaries	4110	5,817,200.00		4,847,667.00		4,630,404.95		79.6%	(217,262.05)	-4.5%	37.7%
IMRF	4120	552,800.00		460,667.00		452,878.51		81.9%	(7,788.49)	-1.7%	1.4%
MC / FICA	4130	444,600.00		370,500.00		335,688.41		75.5%	(34,811.59)	-9.4%	6.0%
Insurance - Medical	4140	745,000.00		620,833.00		612,993.13		82.3%	(7,839.87)	-1.3%	1.4%
Insurance - Life	4140	1,500.00		1,250.00		1,013.52		67.6%	(236.48)	-18.9%	0.0%
Unemployment Compensation Tax	4150	7,200.00		6,000.00		16,463.83		228.7%	10,463.83	174.4%	-1.8%
Subtotal (4110L - 4150L)		7,568,300.00	77.9%	6,306,917.00	77.9%	6,049,442.35	80.4%	79.9%	(257,474.65)	-4.1%	44.7%
Management Expense											
Audit	4210	7,000.00		5,833.00		5,000.00		71.4%	(833.00)	-14.3%	0.1%
Legal Fees	4220	10,000.00		8,333.00		3,480.00		34.8%	(4,853.00)	-58.2%	0.8%
Printing	4230	44,000.00		36,668.00		30,739.69		69.9%	(5,928.31)	-16.2%	1.0%
Marketing	4240	18,375.00		15,313.00		7,104.11		38.7%	(8,208.89)	-53.6%	1.4%
Resources	4250	965.00		804.00		595.37		61.7%	(208.63)	-25.9%	0.0%
Professional Dues	4260	7,215.00		6,013.00		5,678.00		78.7%	(335.00)	-5.6%	0.1%
Board Development/Training	4270	2,500.00		2,083.00		388.96		15.6%	(1,694.04)	-81.3%	0.3%
Human Resources	4280	126,835.00		105,698.00		68,295.39		53.8%	(37,402.61)	-35.4%	6.5%
Other Operating	4290	49,015.00		40,846.00		44,972.51		91.8%	4,126.51	10.1%	-0.7%
Subtotal (4210L - 4290L)		265,905.00	2.7%	221,591.00	2.7%	166,254.03	2.2%	62.5%	(55,336.97)	-25.0%	9.6%
Operating Expenses											
Telecommunications	4310	47,224.00		39,353.00		34,537.42		73.1%	(4,815.58)	-12.2%	0.8%
Insurance	4320	95,160.00		79,300.00		93,294.00		98.0%	13,994.00	17.6%	-2.4%
Office Supplies	4340	25,000.00		20,833.00		9,442.08		37.8%	(11,390.92)	-54.7%	2.0%
Library Supplies	4350	26,600.00		22,167.00		7,668.83		28.8%	(14,498.17)	-65.4%	2.5%
Postage	4360	20,300.00		16,917.00		14,191.58		69.9%	(2,725.42)	-16.1%	0.5%
Contract Services	4380	31,780.00		26,483.00		22,326.69		70.3%	(4,156.31)	-15.7%	0.7%
IT Services	4390	64,920.00		54,099.00		63,085.80		97.2%	8,986.80	16.6%	-1.6%
Subtotal (4310L - 4390L)		310,984.00	3.2%	259,152.00	3.2%	244,546.40	3.3%	78.6%	(14,605.60)	-5.6%	2.5%
Building Expense											
Building Maintenance	4410	205,002.00		170,835.00		107,754.29		52.6%	(63,080.71)	-36.9%	11.0%
Equipment Maintenance	4420	124,100.00		103,417.00		96,758.89		78.0%	(6,658.11)	-6.4%	1.2%
Janitorial	4440	90,810.00		75,676.00		48,153.15		53.0%	(27,522.85)	-36.4%	4.8%
Equipment	4450	165,400.00		137,833.00		55,749.12		33.7%	(82,083.88)	-59.6%	14.3%
Utilities	4460	45,238.00		37,699.00		32,354.67		71.5%	(5,344.33)	-14.2%	0.9%
Subtotal (4410L - 4460L)		630,550.00	6.5%	525,460.00	6.5%	340,770.12	4.5%	54.0%	(184,689.88)	-35.1%	32.1%
Library Materials											
Adult Print	4610	196,700.00		163,917.00		150,792.11		76.7%	(13,124.89)	-8.0%	2.3%
Adult AV	4620	63,800.00		53,166.00		40,763.38		63.9%	(12,402.62)	-23.3%	2.2%
Youth Print	4630	134,900.00		112,416.00		101,117.27		75.0%	(11,298.73)	-10.1%	2.0%
Youth AV	4640	25,500.00		21,250.00		21,249.51		83.3%	(0.49)	0.0%	0.0%
Subscriptions	4650	18,400.00		15,333.00		13,293.51		72.2%	(2,039.49)	-13.3%	0.4%
Electronic Resources	4660	181,297.00		151,081.00		167,681.85		92.5%	16,600.85	11.0%	-2.9%
Digital Media	4661	178,914.00		149,096.00		139,777.57		78.1%	(9,318.43)	-6.2%	1.6%
E-Learning	4662	48,708.00		40,590.00		31,412.60		64.5%	(9,177.40)	-22.6%	1.6%
Library of Things	4663	20,700.00		17,250.00		14,420.15		69.7%	(2,829.85)	-16.4%	0.5%
Microform	4670	900.00		750.00		640.55		71.2%	(109.45)	-14.6%	0.0%
Processing	4680	26,000.00		21,667.00		13,105.07		50.4%	(8,561.93)	-39.5%	1.5%
Programs	4690	44,970.00		37,475.00		26,135.67		58.1%	(11,339.33)	-30.3%	2.0%
Subtotal (4610L - 4680L)		940,789.00	9.7%	783,991.00	9.7%	720,389.24	9.6%	76.6%	(63,601.76)	-8.1%	11.0%
Total (4110L - 4680L)		9,716,528.00	100.0%	8,097,111.00	100.0%	7,521,402.14	100.0%	77.4%	(575,708.86)	-7.1%	100.0%
Reimbursable Activity											
Foundation Expenses (9530L)	9530	9,465.00		7,888.00		2,444.27			(5,443.73)	-69.0%	
Friends Expenses (9540L)	6540	14,000.00		11,665.00		6,750.84			51.28	-42.1%	
Village Shared Expense (9560L)	9560	2,800.00		2,333.00		1,571.05			(613.38)	-32.7%	
Grant Expense (9570L)	9570	0.00		0.00		1,737.10			(1,737.10)	0.0%	
Total Reimbursable Activity		26,265.00		21,886.00		12,503.26			(9,382.74)	-42.9%	
Total Expenses - All Activities		9,742,793.00		8,118,997.00		7,533,905.40			(585,091.60)	-7.2%	



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
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Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Mount Prospect Public Library

Library's Control Number: 30480 **Branch Number:** 0 **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: Susan Reynders
(First Name) (Last Name)

Preparer's Title: Executive Director

Preparer's Phone Number: (847) 253-5675

Preparer's Email Address: sreynders@mppl.org

- ☒ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 56,852

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

All standards are met.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The library is planning to conduct a strategic planning process that includes surveys and in person focus groups. The library will write a succession plan focusing on library leadership and other key personnel.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The library is gradually reducing the salary and fringe benefit line to be closer to 70% of the total operations budget.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

All standards are met.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

All standards are met.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

All standards are met.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

All standards are met.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

All standards are met.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

All standards are met.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

All standards are met.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

All standards are met.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The library plans to build a new website in 2022 that is ADA compliant.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The library will identify a communications plan after the new strategic plan is complete. Library staff will receive training on the new brand identity.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The library plans to use the grant to purchase materials for all ages, focusing on electronic resources.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Mount Prospect Public Library **City:** Mount Prospect

Control Number: 30480 **Branch Number:** 0

Fiscal Year: 2020 **Exact amount of Per Capita Grant received:** \$67,708.75

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☒ **Materials** (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

Between March 18, 2020 and December 31, 2020 we spent \$81,625 on Overdrive Advantage titles. We are allocating the full grant, \$67,708.75, to these purchases. This greatly helped meet the need for materials during the pandemic, especially when we were closed.

☐ **Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ **Personnel**

☐ **Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

☐ **Continuing Education** (staff and/or board)

☐ **Supplies**

☐ **Equipment** (office equipment, computer software and hardware, etc.)

☐ **Travel**

☐ **Public Relations** (newsletters, media ads, etc.)

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

**AMENDMENT 1 TO
ORDINANCE No. 2020-1 ESTABLISHING A RESERVE FUND**

WHEREAS, the Illinois Local Library Act authorizes establishment of a Reserve Fund (75 ILCS 5/5-8); and

WHEREAS, each year the Board may transfer into the Reserve Fund any or all unexpended balances of the proceeds received from annual public library taxes, provided:

- a. The Board has a plan for use of the funds which accumulate in the Reserve Fund (75 ILCS 5/5-8);
- b. The Board provides in the annual levy request and appropriation budget for accumulation of such unexpended balances; and

WHEREAS, the plan for use of the Reserve Fund may be amended as circumstances require; and

WHEREAS, the Library Trustees determined to establish a Reserve Fund on September 17, 2020; and

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Mount Prospect Public Library, Cook County, as follows:

SECTION 1: The Reserve Fund hereby is AMENDED.

SECTION 2: The unexpended balances of the proceeds received from annual public library taxes may be transferred each year to the Reserve Fund as the Library Trustees deem appropriate.

SECTION 3: The Library Trustees shall provide in the annual levy request and appropriation budget for accumulation of such unexpended balances.

SECTION 4: Funds that accumulate in the Reserve Fund are intended to be used for one or more or all of the following purposes:

- a. The purchase of sites and buildings
- b. The construction and equipment of buildings
- c. The rental and repair of buildings acquired for library purposes
- d. Planned or emergency repairs and alterations of library buildings and equipment
- e. Engage a consultant to complete a space needs, renovation, and/or remodeling study
- f. Fund space reutilization, renovation, and/or remodeling projects; and
- g. To fund other projects or expenses relating to the facility and grounds that the Board determines are needed, that were unanticipated in the annual operating budget, and/or that are deemed to be beyond the scope or resources of the annual operating budget.

Mount Prospect Public Library
Board of Trustees

SECTION 5: The funds that may be required during the next twenty years to provide for the various projects, needs, or purposes outlined in Section 4 above are AMENDED to be \$16,205,144, as specified in the following *Estimate of Possible Needs and Costs* attachment; and the Board's goal is to increase and maintain the level of funds available not to exceed \$16,205,144.

SECTION 6: This plan for the accumulation of funds in the Capital Projects Reserve Fund and for the use of such funds shall be reviewed and amended periodically as needed.

SECTION 7: This Amendment to the Ordinance shall be in full force and effect as of this date of adoption.

ADOPTED this 18TH day of November 2021, pursuant to a roll call vote as follows:

AYE:	_____	TOTAL: _____
NAY:	_____	TOTAL: _____
ABSTAIN:	_____	TOTAL: _____
ABSENT:	_____	TOTAL: _____

Michael Duebner, President

ATTEST:

Marie A. Bass, Secretary

Mount Prospect Public Library
Board of Trustees

STATE OF ILLINOIS)

)SS

COUNTY OF COOK)

CERTIFICATION

I, MARIE BASS, DO HEREBY CERTIFY THAT I am the Secretary of the Board of Library Trustees of the Mount Prospect Public Library and that the foregoing is a true and correct copy of an AMENDMENT to the Ordinance duly passed by the Board of Trustees of the Mount Prospect Public Library at a meeting of the Board of Trustees held on November 18, 2021, being titled "AMENDMENT 1 TO ORDINANCE NO. 2020-1 ESTABLISHING A RESERVE FUND."

Dated: November 18, 2021

Marie A. Bass, Secretary
Board of Trustees
Mount Prospect Public Library

ESTIMATE OF POSSIBLE NEEDS AND COSTS
FOR
AMENDMENT TO ORDINANCE NO. 2020-1 ESTABLISHING A RESERVE FUND

[illegible]

40

GRAND TOTAL ESTIMATE OF POSSIBLE NEEDS AND COSTS

MPPL Strategic Planning Proposal Evaluation 2021

On September 20, 2021, MPPL distributed a RFP for strategic planning consulting services. The RFP was published on the library's website and emailed to consulting firms that were recommended by other libraries. The due date for responses was Monday, October 18 at 5:00 p.m.

RFP Standards and Selection Criteria

- A. MPPL reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.
- B. No library board or staff member shall have a financial interest in this proposal.
- C. In cases of disputes over differences of opinions as to the services in the proposal, the decision of MPPL shall be final.
- D. MPPL reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
- E. MPPL reserves the right to reject any or all responses to this RFP.

Responses

Responses were received from the consulting firms listed below. Firms were allowed to respond to both strategic planning + research, or only on the research component.

- 1. ATSPIN
- 2. Essentiam
- 3. FastForward Libraries
- 4. Library Strategies
- 5. ReThinking Libraries
- 6. Sarah Keister Armstrong & Associates, LLC

Evaluation

The Board President, Executive Director, and Deputy Director reviewed each response and conducted an evaluation based on the Proposal Content Requirements that were specified in the RFP. Based on the evaluation results a short list was created consisting of two firms.

Interviews

FastForward Libraries and ReThinking Libraries were interviewed on November 1, 2021 by the Board President, Executive Director, and Deputy Director.

Selection

ReThinking Libraries was selected the preferred firm, and a contract was signed on November 11, 2021.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

October 2021

Circulation

- 1) The new and improved Parking Lot Pickup using the new Click and Collect program will launch on November 5. Circulation worked through the month of October to get this new service ready for patrons. One advantage to this new program is that patrons no longer need to make appointments to pick up their holds from the library; they can come whenever it is convenient for them. [Remove patron barriers]

Community Engagement

- 1) Elected officials have resumed in-person office hours at the library. Both State Senator Ann Gillespie and State Representative Mark Walker resumed in October and Congresswoman Jan Schakowsky will resume in December.
- 2) The Main Library participated in a trick-or-treat event hosted by the Downtown Merchants' Association. Over 400 trick-or-treaters visited the library's table where they received a treat and a fun, non-food item.
- 3) In collaboration with the Youth Services outreach liaisons, South Branch is expanding its presence in schools and with childcare providers on the south side to reach families for whom the Branch provides closest access to library services. The schools are a key conduit to the parents who might not be aware they have a neighborhood library location, and we are exploring ways to build on our established relationships to increase awareness of the Branch. Already because of this effort, visits are scheduled in District 59 schools and with home childcare providers. [Support school catch up]



Fiction/AV/Teen

- 1) As part of our initial service contact with the newly opened Kenzie Independent Senior Living Center, we started a local donated collection at the facility using 82 titles weeded from our collection. [Remove patron barriers]
- 2) While EDI has long been an element of the ongoing advisory training in our monthly department meetings, October's meeting offered extra emphasis. Topics included an expansion of the recent discussion of EDI and intellectual freedom to cover our specific service responses, and booktalking with a focus on EDI facets. [EDI staff training]
- 3) Patron comments:
 - a. "Libraries are just so awesome especially in this time of uncertainty, isolation and fear!"
 - b. "I have to say you are the best library ever! You respond so quickly and find all my strange requests. I so appreciate you."

Reference

- 1) Patrons may now request Blu-ray discs from other libraries through interlibrary loan. [Remove patron barriers]

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) We coordinated a joint program, "The Color of Law & Reversing Segregation" with Richard Rothstein on October 13. This was a collaborative event with multiple area libraries. 35 Mount Prospect residents registered and 24 attended. 83% of Mount Prospect residents who completed the survey thought the program was "Excellent" or "Very Good." [EDI programs]
- 3) We coordinated the "So You Want to Start a Small Business?" program on October 5, presented by SCORE and 32 patrons attended.
- 4) We coordinated two well attended programs on government entitlement programs. "Making the Most of Social Security" had 56 attendees. "Understanding Medicare" on October 25 had 80 attendees. We generally have programs on these topics by different presenters multiple times per year.

Registration

- 1) We spent the month of October testing out the phone auto attendant option during weekend lunch breaks when staffing is minimal. This will be a very useful tool in case of emergency closures.
- 2) All active voter registrars in Registration renewed their oaths through November 2022.

South Branch

- 1) We completed a diversity audit of the South Branch Adult print collection and hope to have the Youth print collection finished by the end of the year. [Diversity audit]
- 2) We hosted the "Make Your Own Ghungroo" virtual program on October 6 via Zoom. A ghungroo is a musical anklet with bells worn by classical Indian dancers. We partnered with one of our local patrons who teaches Indian dance, and they presented a brief dancing demonstration, followed by step-by-step instructions on how to make a ghungroo using the materials we provided. 14 patrons attended. [EDI programs]
- 3) Trick or Treat at South Branch! On Friday, October 29 we gave out Halloween candy and encouraged patrons to come in costume. Lots of candy was given away (chocolate went the fastest; we still had some Twizzlers leftover Monday morning) and lots of kids came in with their costumes.

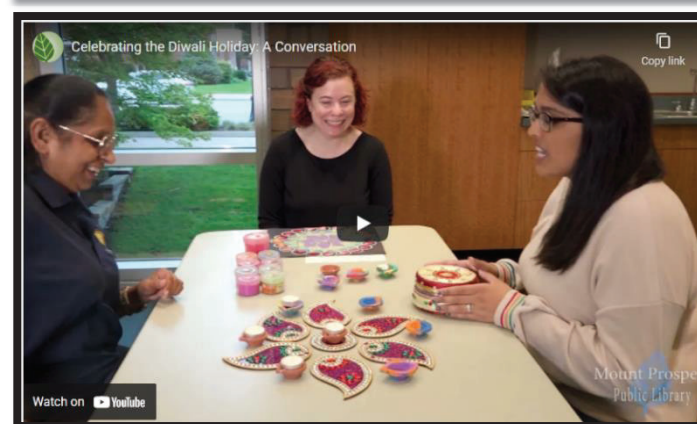


Youth Services

- 1) Thirty-two people attended the Outdoor Polish Language Fire Safety Storytime featuring Monika Epps from the Mount Prospect Fire Department. The children listened to stories, learned about smoke alarms, and went home with an activity book from the fire department.
- 2) A grandmother called to say that her adult son brought home one of the Early Reader backpacks and she loved it. She said the books and activities were all at exactly the right level for her grandchild and wished they had been around when her boys were younger.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) Storytime bundles have continued in popularity with 63 checked out this month, which is almost a 50% increase from last year at this time.
- 4) To celebrate Diwali, we created videos, put up a display, and offered craft kits. We also interviewed two community members about how they celebrate this Hindu holiday with their families. A second video included information about the art of Rangoli and instructions to make your own. Rangoli craft kits were distributed at the Youth desk, and Diwali books were put on display in the front of the department. One young patron and her father were excited about the display and came to the desk to thank us. [EDI promotion and programs]



Building & Security

- 1) The replacement of our garage storm sewer pumps was completed in October. Our garage is below grade and requires pumps to keep it from flooding.

Collection & Bibliographic Services

- 1) The staffing and supply-chain issues affecting much of the nation also affected the rate at which we received material orders. Vendors' advice continues to be that we should place orders as soon as possible, which we are doing.
- 2) Catalogers have been working hard on an additional project to insert OCLC numbers into records which do not have them. This makes the records deletion process go smoothly and ensures accurate information in OCLC as to our holdings.
- 3) This month five new mobile WiFi hotspots were cataloged for South Branch in the launch of a unique service offering: These hotspots cannot be placed on hold and will serve as a kind of "lucky day" collection of hotspots, marketed at the desk, and hopefully making South Branch patrons aware of our hotspot lending service.

Communications and Creative Services

- 1) We completed a draft of the Marketing Plan, which supports strategic objectives and provides action items for our organizational communications. Many key areas of the Marketing Plan dovetail with the Strategic Plan, including marketing strategy, data optimization, audits, analysis, and building out campaigns. [Create marketing plan]
- 2) We developed a timeline and editorial calendar for collaboration with Communications and Youth for all youth newsletter issues through 2021-2022 school year. This is a separate newsletter from the standard one that goes out every Friday.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Human Resources

- 1) Number of terminations: 1
- 2) Number of positions filled: 2 internal hires; 2 offers accepted with November start dates
- 3) Open positions: Readers' Advisor; Technology Assistant; Maintenance Technician
- 4) Staff anniversaries: Cathleen Blair: 15 years; Sharon Bruzek: 10 years; Karen Herkes: 10 years
- 5) Above and Beyond Awards: Joseph Graska, Eva Kalbarczyk, Celeste Ryan, Paula Zoern-Loga, Megan Callaghan, Mary Siarkiewicz, Kristen Morandi, Michael Brady
- 6) The Benefits Module (part of our payroll system) was featured this month as we introduced the online feature for Open Enrollment. The module streamlined the signup process for staff and HR.
- 7) An on-site Benefit Fair, with visits from our Dental, Life, and Health Insurance vendors was held: 25 employees attended. We also offered a virtual presentation by our Flexible Savings Account provider.
- 8) We brought Walgreens on-site to administer flu shots as well as COVID-19 boosters. Approximately 30 of each were administered and was free to employees (either via medical insurance or no-cost vouchers provided by Walgreens).
- 9) We facilitated the "Tag for Treat" event for all staff. We collected VOMP parking tags (as they are no longer required) in exchange for a treat.

Information Technology

- 1) We fine-tuned the phone system to better handle unscheduled closings and improved the reporting of 911 calls being made inside the building.

Learning

- 1) State mandated harassment training was deployed to all staff through Paycom Learning. Learning paths were used to create a multi-layered course for both staff, managers and supervisors. The courses will be completed by staff by the end of November.
- 2) A bias disruption course "Unintentional Still Hurts: Overcoming Unconscious Bias" was deployed to all staff as part of our EDI staff training goal. This course defines conscious and unconscious bias and introduces the concept of microaggressions. It also provides a practical method to use to identify these biases and begin to overcome them. [EDI staff training]
- 3) As a follow up activity to the bias disruption course, staff were given the opportunity to read and reflect on "Habit #19: Love is Having to Say You're Sorry" from the book *What if I Say the Wrong Thing?* by Verna Myers. [EDI staff training]

Friends of the Mount Prospect Public Library

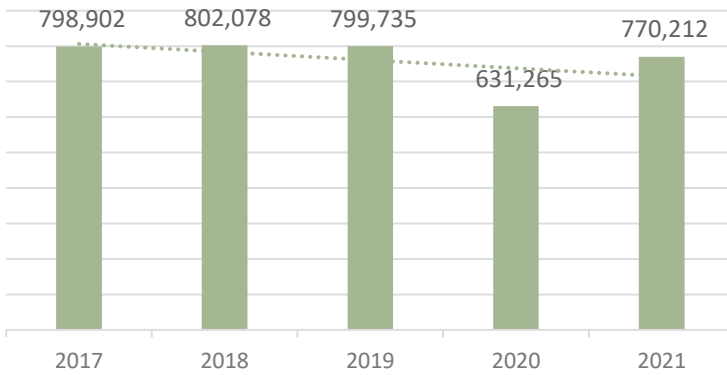
- 1) The Friends plan to expand their book trolley sales by adding two shelves to the second floor. Through the end of August, revenue from the Youth Services and second floor location was \$2,700.
- 2) The Friends are reviewing the 2022 library funding requests and will provide approvals at the November Board meeting.

Mount Prospect Public Library Foundation

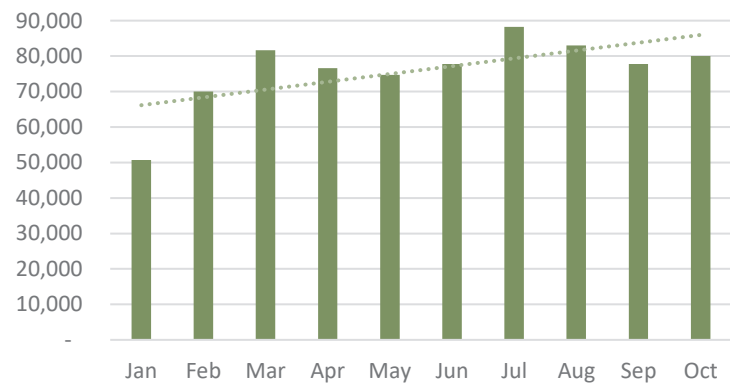
- 1) The Fall Raffle will run November 4-18 with the drawing held on Monday, November 22. We coordinated the raffle license application from the Village and produced signage and order forms.
- 2) The target date for the End-of-Year Appeals campaign is November 15. We assist with printing the letters (three versions) and mailing labels, and the Foundation Board will compile the pieces.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

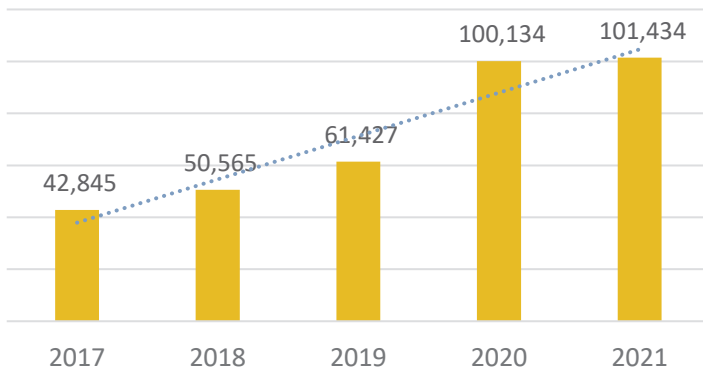
Overall Circulation YTD



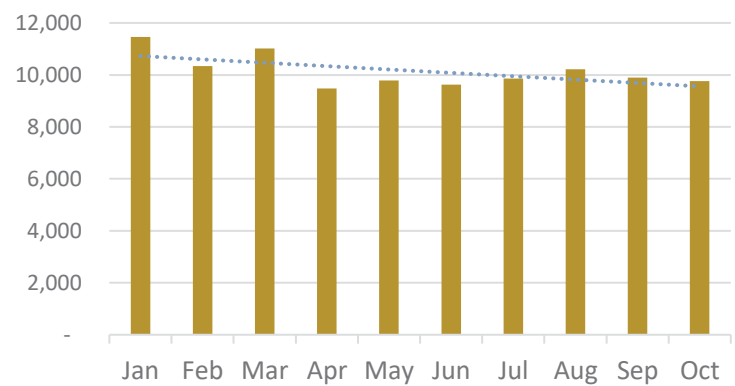
Overall Circulation 2021 by Month



eMedia Circulation YTD

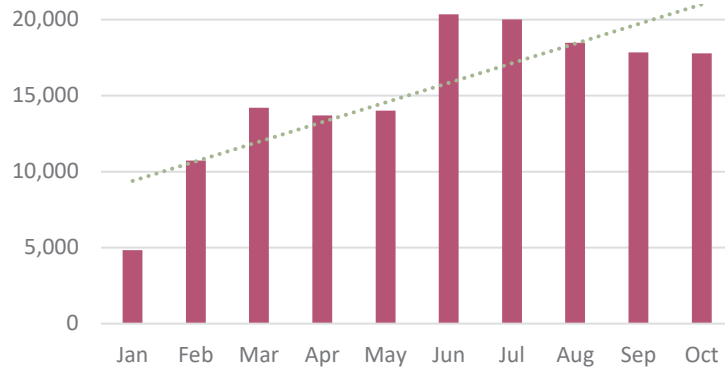


eMedia Circulation 2021 by Month

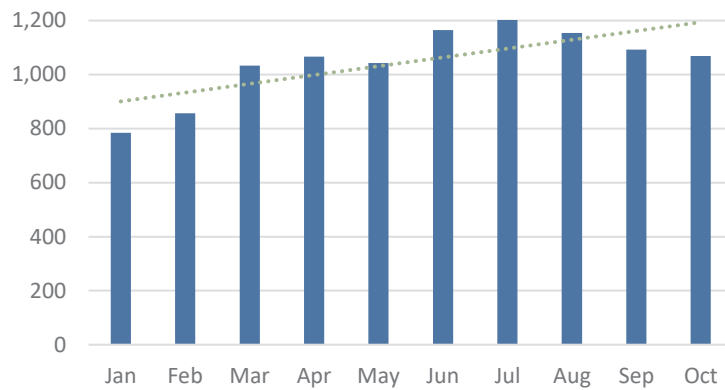


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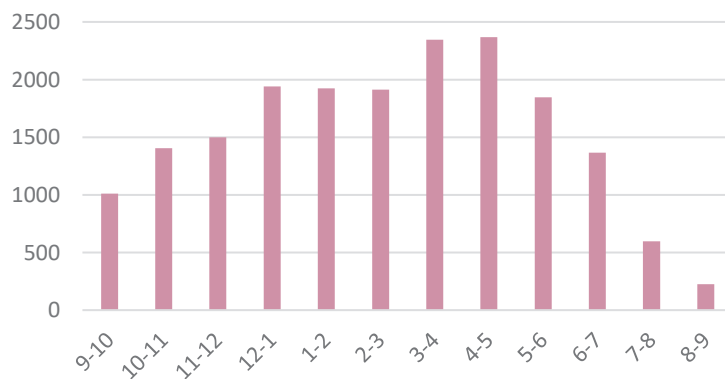
Door Count 2021 by Month - Main



Door Count 2021 by Month - South Branch

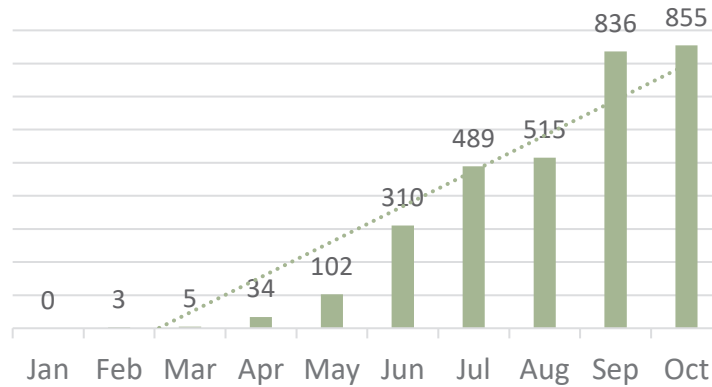


Door Count by Hour - October 2021

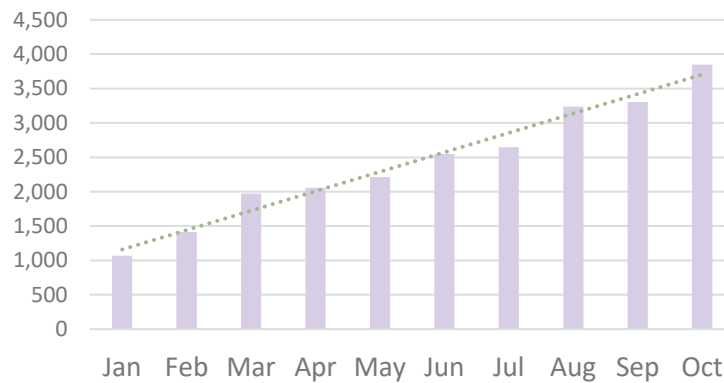


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

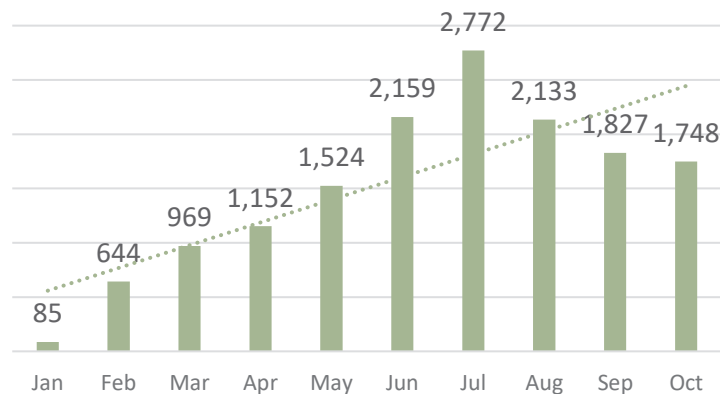
Study Room Usage 2021 YTD



Wireless Access Users Monthly 2021

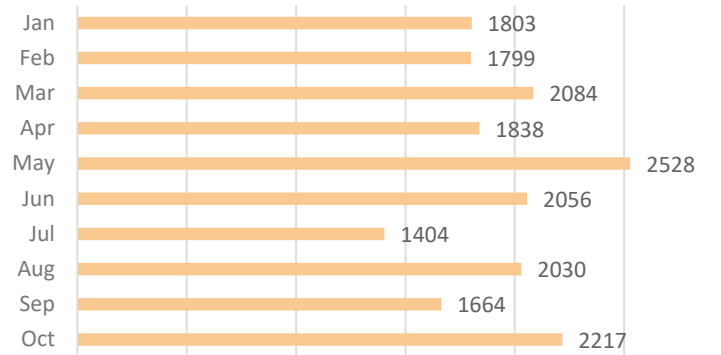


Public Computer Usage (hours) by Month



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

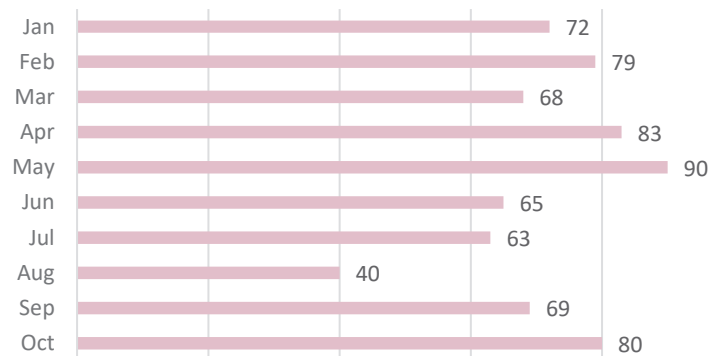
Program Attendance 2021 by Month



Notable October 2021 Programs:

- Six virtual adult book discussions (54 attendees)
- Aloha from the Tropical Island of Mount Prospect (130 attendees)
- 14 youth/school/preschool outreach visits (326 attendees)
- 19 outdoor youth storytimes (641 attendees)
- Eviction Prevention recording (42 views)
- Practical Basic Self-Defense for Adults and Seniors recording (63 views)
- Family Historian in 3 Basic Steps recording (49 views)

Number of Programs 2021 by Month



Goals Progress Summary: October 2021

