

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

Regular Board Meeting  
October 21, 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 September 16, 2021 **(4-5)**
- b. Approve Minutes of Personnel Committee Meeting of October 7, 2021 **(6)**
- c. Approve September 2021 Bills **(7)** and Financial Reports **(8-22)**
- d. Approve bid for 2021 Garage Ceiling Painting
- e. Approve Illinois Libraries Present Intergovernmental Agreement **(24-35)**

**7. Third Quarter Financial Review**

- a. Christine McKinley, Finance Manager

**8. Executive Director Report (3)**

- a. Brand Refresh Project Update, Jennifer Amling, Head of Communications
- b. Review Per Capita Grant Requirements (Standards 4.0 checklists) **(36-46)**

**9. September 2021 Library Activity Report (47-55)**

**10. Trustee Reports and Comments**

*\*All topics on the agenda are potential action items*  
10/21/2021 Regular Board Meeting Agenda

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

**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
  - iii. Review of closed meeting minutes and recordings
- f. Foundation Board Meeting – November 22 – Brian Gilligan

**12. Approve Executive Director's salary of \$131,736 effective the start of the next payroll period on 10/24/2021 per the recommendation of the Personnel Committee**

**13. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
October 21, 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. The 2021 Garage Ceiling Painting bid results will be available at the meeting.
  - b. "Illinois Libraries Presents" is a new partnership between about 100 libraries to share in the cost of high-quality online events. The focus will be nationally recognized and high-profile speakers and authors that would likely be out of the financial reach of any single library. A participation decision like this is typically operational, but because the format is an Intergovernmental Agreement, it needs to be approved by the Board. The 6-month pilot cost for a library of our size is \$1,150.
2. **Third Quarter Financial Review.** This is agenda item number 7. Christine McKinley, Finance Manager, will present the state of the library's finances at the end of third quarter 2021.
3. **Brand Refresh Project Update.** This is agenda item number 8. Jennifer Amling, Head of Communications, will attend the meeting and provide a brief update on the progress of the brand refresh project.
4. **Review Per Capita Grant Requirements.** This is agenda item number 8. This year we are required to review the entirety of Serving Our Public 4.0: Standards for Illinois Public Libraries. I have included the checklists for all chapters of the book and have highlighted the few areas that MPPL does not meet the standards. There are only about five areas that we need to work on, and in most cases, we will have met the standards by the end of 2022. As would be expected of a library of our size and funding, we easily meet the vast majority of the standards.

The full text of the standards can be found on the Board's Sharepoint page in the "Quick Links" section.

**Regular Board Meeting  
September 16, 2021  
Minutes**

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Sylvia Fulk, Brian Gilligan [arrived at 7:43 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan  
Absent: Michael Duebner  
Staff Present: Anne Belden, Jo Broszczak, Christine McKinley, Su Reynders, Suzanne Yazel  
Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

There was no President's Report.

5. Consent Agenda

- a. Approve Minutes of Regular Board Meeting of August 19, 2021
- b. Approve Minutes of Special Board Meeting of September 2, 2021
- c. Approve August 2021 Bills and Financial Reports

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

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

6. Executive Director Report

Director Reynders reported that the decision has been made to revert to virtual programming and not allow public meeting room use for the remainder of 2021 due to the spike in COVID cases and transmission of the Delta variant. Considering this decision, Trustees have agreed to meet virtually moving forward for all Board meetings and will revisit when the pandemic decreases.

Director Reynders reported that she is evaluating President Biden's vaccine mandate for organizations with 100 employees or more and will keep the Board informed when a decision is made whether or not the library will implement the mandate.

7. August 2021 Library Activity

Trustees reviewed the Library report and asked questions. Director Reynders reported that several 2021 items will likely be pushed out to 2022 or reevaluated to determine if they are still appropriate. These items are the new website, sustainability measures, satellite locations, and chat bot.

8. Trustee Reports and Comments

Trustee O'Sullivan thanked Trustee Haas for volunteering at the Celebration of Cultures on Sunday, August 29. Trustee Haas reported the event was well-attended and enjoyable for all participants.

9. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – September 27 – Rosemary Groenwald
- b. Special Board Meeting – October 7 (review of Executive Director evaluation)
- c. Regular Board Meeting – October 21
- d. Foundation Board Meeting – October 25 – Sylvia Fulk

Trustee Groenwald volunteered to attend the September 27 Foundation Board meeting; Trustee Fulk volunteered to attend the October 25 Foundation Board meeting; and Trustee Gilligan volunteered to attend the November 22 Foundation Board meeting.

10. Approve Resolution No. 2021-3 Certifying the 2022 Appropriation Budget and 2021 Tax Levy

Trustees agreed to move this agenda item to after the Upcoming Meetings' item in order to wait for Trustee Gilligan to arrive and participate in the discussion and vote.

Trustees discussed the 2022 budget and 2021 levy, reviewing expenditures, revenues, and the levy request. Director Reynders reviewed the minor adjustments from allocating funds from salaries to public services as directed by the Board at the September 2 Board meeting. Resolution No. 2021-3 will be presented at the November 2 Village Board Meeting for approval. Trustee Bass volunteered to attend the Village Board meeting as a Board representative.

Motion was made by Trustee Groenwald and seconded by Trustee Bass to approve Resolution No. 2021-3 and 2021 Tax Levy and the 2022 Working Budget as presented, including the 2022 salary scale and capital expenditures. Roll Call Vote: AYES: Bass, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: Duebner. ABSTAIN: None. Motion carried.

Resolution No. 2021-3 Approving and Certifying the 2022 Appropriation Budget and 2021 Tax Levy Determination to be made part of the record.

11. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee O'Sullivan to adjourn the Regular Board meeting at 7:44 p.m. Voice vote carried.

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Marie A. Bass, Secretary

**Personnel Committee Meeting  
October 7, 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 7:02 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. 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, Kristine O'Sullivan  
Absent: None  
Staff Present: Su Reynders  
Visitors: None

4. Public Comment

There was no public comment.

5. Adjourn to Closed Session

*As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.*

Motion was made by Trustee Haas and seconded by Trustee Groenwald to adjourn to closed session at 7:04 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSTAIN: None. Motion carried.

6. Adjournment

Meeting was adjourned at 8:43 p.m.

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Marie A. Bass, Secretary

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

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

Library General Fund	\$	5,598,468
Working Cash Fund	\$	2,211,933
Capital Projects Restricted Fund	\$	3,185,818
Debt Service Fund	\$	571,221
Gift Fund	\$	1,790,319
<b>Total All Funds</b>	<b>\$</b>	<b>13,357,759</b>

**Cash Disbursements September 2021**

<b>\$</b>	<b>984,599.49</b>
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**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	7,810,401
Annual Operating Budget 2021	\$	9,716,528
Combined Balance - Months in Reserve		9.6
Combined Balance - Percentage in Reserve		80%

**YTD September Spending**

- \* \$475,689.67 below the year-to-date budget
- \* YTD Actual is 6.5% below YTD budget

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

- \* YTD expected to spend 75% of the annual budget
- \* Spending to date was actually closer to 70.1% of the annual budget
- \* Last year we had expended about 70% of the annual budget

**Levy Collection**

- \* To date 69.5% of the 2020 Levy has been collected
- \* Last year 91.43% of the 2019 Levy had been collected through September 2020
- \* Historically, over the past six years, 91.4% to 98.2% (average of 96.5%) of the current year Levy has been collected YTD

**MOUNT PROSPECT PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures & Fund Balances**  
For the Period Ended 09/30/2021

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes	\$ 1,751,456	\$ 8,110,496
Taxes Allocated to Other Funds	(233,725)	(1,098,513)
Personal Property Replacement Taxes	2,181	64,069
Interest Income	147	2,229
Illinois Per Capita Grant	79,896	79,896
Misc. Grant Income	900	6,900
Ground Lease Income	-	1
Miscellaneous Fees and Fines	1,937	15,529
Friends & Foundation Reimbursements	667	7,767
Village Reimbursements	228	1,048
<i>Total Revenues</i>	<u>\$ 1,603,687</u>	<u>\$ 7,189,422</u>
Expenditures		
Salaries & Benefits	\$ 596,415	5,445,378
Management Expense	23,322	149,055
Operating Expenses	7,758	232,841
Building Expense	38,257	321,009
Services and Resources	43,057	663,433
Friends & Foundation Reimbursable Expenses	913	9,174
Misc. Grant Expenses	-	-
Expenses Reimbursable by Village	174	1,397
<i>Total Expenditures</i>	<u>\$ 709,896</u>	<u>\$ 6,822,287</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 709,896</u>	<u>\$ 6,822,287</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 893,791	\$ 367,135
Fund Balance - Beginning of Period	4,704,677	5,231,333
Fund Balance - End of Period	<u>\$ 5,598,468</u>	<u>\$ 5,598,468</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	\$ 2,211,870	\$ 2,211,096
Interest Allocation	63	837
Fund Balance - End of Period	<u>\$ 2,211,933</u>	<u>\$ 2,211,933</u>
<b>Capital Projects Restricted Fund</b>		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	58	1,089
<i>Total Revenues</i>	<u>\$ 58</u>	<u>\$ 1,089</u>
Expenditures		
Main: Bldg Maintenance	46,090	\$ 77,011
Main: Furnishings/Equipment	53,050	95,361
South Branch: Bldg Maintenance	-	1,990
South Branch: Furnishings/Equipment	-	6,370
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 99,140</u>	<u>\$ 180,732</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (99,082)	\$ (179,643)
Fund Balance - Beginning of Period	3,284,900	3,365,461
Fund Balance - End of Period	<u>\$ 3,185,818</u>	<u>\$ 3,185,818</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	233,725	\$ 1,098,513
Interest Income	26	346
<i>Total Revenues</i>	<u>\$ 233,751</u>	<u>\$ 1,098,859</u>
Expenditures		
Interest Expense	5,108	\$ 45,975
Debt Reduction Payments	-	-
Bond Administration	-	-
<i>Total Expenditures</i>	<u>\$ 5,108</u>	<u>\$ 45,975</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 228,643	\$ 1,052,884
Fund balance - Beginning of Period	1,561,676	737,435
Fund balance - End of Period	<u>\$ 1,790,319</u>	<u>\$ 1,790,319</u>
<b>Gift Fund</b>		
Revenues	516	\$ 6,862
Expenditures	875	2,070
Excess (Deficiency) of Revenues over Expenditures	\$ (359)	\$ 4,792
Fund Balance - Beginning of Period	571,580	566,429
Fund Balance - End of Period	<u>\$ 571,221</u>	<u>\$ 571,221</u>



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

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 596,415.40	
Management Expense (4210L - 4290L)	23,321.81	
Operating Expenses (4310L - 4390L)	7,757.52	
Building Expense (4410L - 4460L)	38,257.16	
Services and Resources (4610L - 4690L)	43,057.11	
Friends & Foundation reimbursable expenses (9530L and 9540L)	912.65	
VOMP reimbursable expenses (9560L)	174.45	
Grant Expenses (9570L)	-	
Total September 2021 Library General Fund Expenses	<u>                    </u>	\$ 709,896.10

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$ 56.50	
Operating Expense Reimbursements received	2,714.12	
August 2021 Accrued Payroll & Benefits	302,616.70	
August 2021 Credit Card Payable	10,576.87	
August 2021 Accounts Payable	18,500.17	
Disbursements for Capital Project Restricted Fund	1,055.50	
Disbursements for Gift Fund	-	
	<u>                    </u>	335,519.86

Deductions for Library General Fund Cash Disbursements:

September 2021 Accrued Payroll & Benefits	\$ 122,737.34	
September 2021 Credit Card Payable	8,659.31	
September 2021 Accounts Payable	35,111.46	
Payment of Nayax invoices & merchant fees by income offset	111.45	
Payment of Credit Card Merchant fees by income offset	17.78	
	<u>                    </u>	(166,637.34)

*Total Library General Fund cash disbursed* \$ 878,778.62

**CAPITAL PROJECTS RESTRICTED FUND**

September 2021 Expenses	\$ 99,140.11	
Plus: August 2021 Accounts Payable	9,640.31	
Less: September 2021 Accounts Payable	(3,866.50)	
Plus: August 2021 Account Receivable	0.50	
Less: September 2021 Accounts Receivable	(0.50)	
Plus: Disbursement for Gift Fund	-	
<i>Total Capital Projects Restricted Fund cash disbursed</i>	<u>                    </u>	104,913.92

**DEBT SERVICE FUND**

September 2021 Expenses	\$ 5,108.33	
Plus: August 2021 Interest Payable	15,324.99	
Less: September 2021 Interest Payable	(20,433.32)	
<i>Total Debt Service Fund cash disbursed</i>	<u>                    </u>	0.00

**GIFT FUND**

September 2021 Expenses	\$ 875.00	
Plus: August 2021 Accounts Payable	31.95	
Less: September 2021 Accounts Payable	<u>                    </u>	
<i>Total Gift Fund cash disbursed</i>		906.95

**TOTAL CASH DISBURSEMENTS, September 2021** \$ 984,599.49

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

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	9/1/21	08/31/2021 payroll accrual	(265,177.41)
4110L	Salaries	9/2/21	PAYROLL - PAYCOM	218,381.40
4110L	Salaries	9/9/21	PAYROLL ADJUSTMENT	257.28
4110L	Salaries	9/10/21	PAYROLL ADJUSTMENT	(257.28)
4110L	Salaries	9/10/21	PAYROLL ADJUSTMENT	(257.28)
4110L	Salaries	9/10/21	PAYROLL ADJUSTMENT	257.28
4110L	Salaries	9/16/21	PAYROLL - PAYCOM	215,187.49
4110L	Salaries	9/30/21	PAYROLL - PAYCOM	213,114.06
4110L	Salaries	9/30/21	09/30/2021 payroll accrual	76,112.16
4120L	IMRF	9/1/21	08/31/2021 payroll accrual	(23,095.47)
4120L	IMRF	9/23/21	IL MUNICIPAL RETIREMENT FUND	42,731.83
4120L	IMRF	9/30/21	09/30/2021 payroll accrual	28,477.44
4130L	MC / FICA	9/1/21	08/31/2021 payroll accrual	(19,170.39)
4130L	MC / FICA	9/2/21	PAYROLL - PAYCOM	15,787.05
4130L	MC / FICA	9/16/21	PAYROLL - PAYCOM	15,534.75
4130L	MC / FICA	9/30/21	PAYROLL - PAYCOM	15,381.72
4130L	MC / FICA	9/30/21	09/30/2021 payroll accrual	5,493.87
4140L	Insurance - Medical & Life	9/8/21	COBRA fee	(16.01)
4140L	Insurance - Medical & Life	9/23/21	VILLAGE OF MT. PROSPECT	57,553.49
4140L-101	Insurance - Medical & Life	9/23/21	VILLAGE OF MT. PROSPECT	119.42
4230L-070-01	Printing	9/3/21	NPN360	6,502.50
4230L-070-03	Printing	9/1/21	BANNERVILLE USA	140.00
4240L-072	Marketing	9/3/21	MC/AMAZON	64.96
4250L-030	Resources	9/1/21	MC/SPOTIFY	9.99
4260L-010	Professional Dues	9/30/21	ROSEMARY GROENWALD	199.00
4260L-999	Professional Dues	9/28/21	MC/ALA	228.00
4280L-001-02	Human Resources	9/1/21	ACCURATE EMPLOYMENT SCREENING,	162.00
4280L-012	Human Resources	9/2/21	PAYROLL - PAYCOM	1,557.17
4280L-012	Human Resources	9/16/21	PAYROLL - PAYCOM	1,586.48
4280L-012	Human Resources	9/30/21	PAYROLL - PAYCOM	1,552.10
4280L-013	Human Resources	9/15/21	EMPLOYEE BENEFITS CORPORATION	109.25
4280L-102	Human Resources	9/10/21	ILLINOIS LIBRARY ASSOCIATION	500.00
4280L-105	Human Resources	9/17/21	LIBRARY MARKETING CONFERENCE G	690.00
4280L-205	Human Resources	9/1/21	MC/HR SOURCE	100.00
4280L-205	Human Resources	9/2/21	COMPSYCH CORPORATION	300.00
4280L-205	Human Resources	9/22/21	MC/ANDERSON'S BOOKSHOPS	33.00
4280L-205	Human Resources	9/29/21	REGINA TOWNSEND	200.00
4280L-207	Human Resources	9/10/21	ALISON MACRINA	300.00
4280L-400	Human Resources	9/16/21	PAYROLL - PAYCOM	8.64
4290L-007	Other Operating	9/3/21	NAYAX LLC	5.68
4290L-007	Other Operating	9/10/21	NAYAX LLC	10.98
4290L-007	Other Operating	9/13/21	PROPAY	8.05
4290L-007	Other Operating	9/20/21	NAYAX LLC	5.67
4290L-007	Other Operating	9/24/21	NAYAX LLC	9.12
4290L-007	Other Operating	9/24/21	PROPAY	1.40
4290L-007	Other Operating	9/30/21	PROPAY	(0.20)
4290L-007	Other Operating	9/30/21	PROPAY	7.33
4290L-007	Other Operating	9/30/21	PROPAY	1.20
4290L-009	Other Operating	9/30/21	SIMPLE TRUTH COMMUNICATION PAR	8,500.00

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

Account ID	Account Description	Date	Vendor Name	Amount
4290L-009	Other Operating	9/30/21	HR SOURCE (MANAGEMENT ASSOC)	475.00
4290L-010	Other Operating	9/24/21	COSTCO	19.99
4290L-011	Other Operating	9/14/21	DEX MEDIA	23.50
4290L-015	Other Operating	9/10/21	EAST TENNESSEE STATE UNIVERSIT	11.00
4310L-050	Telecommunications	9/11/21	AT&T	728.82
4310L-050	Telecommunications	9/13/21	AT&T	314.30
4310L-090	Telecommunications	9/19/21	AT&T	421.02
4310L-090	Telecommunications	9/23/21	COMCAST CABLE	203.35
4310L-091	Telecommunications	9/28/21	VERIZON WIRELESS	322.48
4310L-South	Telecommunications	9/19/21	AT&T	174.46
4340L-002	Office Supplies	9/1/21	WAREHOUSE DIRECT	459.30
4340L-002	Office Supplies	9/24/21	WAREHOUSE DIRECT	459.30
4340L-010	Office Supplies	9/1/21	STAPLES BUSINESS ADVANTAGE	41.57
4340L-010	Office Supplies	9/1/21	STAPLES BUSINESS ADVANTAGE	30.02
4340L-010	Office Supplies	9/15/21	STAPLES BUSINESS ADVANTAGE	27.47
4340L-010	Office Supplies	9/15/21	STAPLES BUSINESS ADVANTAGE	8.16
4340L-020	Office Supplies	9/1/21	STAPLES BUSINESS ADVANTAGE	35.39
4340L-020	Office Supplies	9/1/21	STAPLES BUSINESS ADVANTAGE	28.57
4340L-020	Office Supplies	9/1/21	STAPLES BUSINESS ADVANTAGE	6.82
4340L-020	Office Supplies	9/15/21	STAPLES BUSINESS ADVANTAGE	52.88
4340L-040	Office Supplies	9/15/21	STAPLES BUSINESS ADVANTAGE	72.42
4340L-050	Office Supplies	9/3/21	MC/AMAZON	67.45
4340L-050	Office Supplies	9/15/21	MC/AMAZON	4.89
4340L-080	Office Supplies	9/15/21	STAPLES BUSINESS ADVANTAGE	31.55
4340L-090	Office Supplies	9/1/21	MC/AMAZON	14.40
4340L-090	Office Supplies	9/16/21	MC/AMAZON	29.75
4340L-160	Office Supplies	9/8/21	SYNCHRONY/AMAZON	23.96
4340L-South	Office Supplies	9/8/21	SYNCHRONY/AMAZON	8.55
4350L-040	Library Supplies	9/2/21	PAYROLL - PAYCOM	24.34
4350L-040	Library Supplies	9/16/21	ELM USA, INC.	433.99
4350L-040	Library Supplies	9/16/21	WAREHOUSE DIRECT	21.03
4350L-080	Library Supplies	9/1/21	STAPLES BUSINESS ADVANTAGE	16.74
4350L-080	Library Supplies	9/15/21	STAPLES BUSINESS ADVANTAGE	25.45
4350L-South	Library Supplies	9/20/21	MC/LIBRARY STORE	34.64
4360L-010	Postage	9/3/21	MC/POSTMASTER	7.38
4360L-080-01	Postage	9/2/21	MC/POSTMASTER	23.85
4360L-080-01	Postage	9/3/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/9/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/15/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/18/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/21/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/22/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/23/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/24/21	MC/POSTMASTER	15.90
4360L-080-01	Postage	9/25/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/25/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/29/21	MC/POSTMASTER	15.90
4360L-080-01	Postage	9/30/21	MC/POSTMASTER	7.95
4360L-080-01	Postage	9/30/21	MC/POSTMASTER	7.95
4360L-100	Postage	9/3/21	EMPLOYEE REIMBURSEMENT	(13.58)
4360L-100	Postage	9/11/21	UNITED PARCEL SERVICE	500.00
4360L-100	Postage	9/30/21	EMPLOYEE REIMBURSEMENT	(16.51)
4390L-001-01	IT Services	9/1/21	TIME CLOCK PLUS	23.33

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4390L-001-01	IT Services	9/4/21	MC/MICROSOFT	6.60
4390L-001-01	IT Services	9/6/21	MC/QUICKBASE	197.84
4390L-001-01	IT Services	9/6/21	MC/ZOHO CORPORATION	10.00
4390L-001-01	IT Services	9/14/21	MC/GODADDY.COM, INC.	449.99
4390L-001-01	IT Services	9/28/21	MC/ZOHO CORPORATION	250.00
4390L-001-01	IT Services	9/30/21	MC/ZOOM	180.00
4390L-001-99	IT Services	9/1/21	SIDECAR PUBLICATIONS LLC	348.00
4390L-001-99	IT Services	9/1/21	MC/SMARTDRAW	69.95
4390L-001-99	IT Services	9/1/21	MC/ZOOM	180.00
4390L-001-99	IT Services	9/22/21	MC/PADLET SOFTWARE	24.00
4390L-002-01	IT Services	9/13/21	MC/ZOHO CORPORATION	654.50
4390L-002-99	IT Services	9/1/21	MC/APPLE	3.18
4390L-002-99	IT Services	9/1/21	MC/APPLE	2.11
4390L-002-99	IT Services	9/1/21	MC/APPLE	3.18
4390L-002-99	IT Services	9/1/21	MC/APPLE	2.99
4390L-002-99	IT Services	9/1/21	MC/APPLE	4.24
4390L-002-99	IT Services	9/1/21	MC/APPLE	4.24
4390L-002-99	IT Services	9/1/21	MC/APPLE	2.11
4390L-002-99	IT Services	9/1/21	MC/APPLE	4.24
4390L-002-99	IT Services	9/1/21	MC/APPLE	4.24
4390L-002-99	IT Services	9/1/21	MC/APPLE	3.18
4390L-002-99	IT Services	9/1/21	MC/APPLE	2.99
4390L-002-99	IT Services	9/10/21	MC/DELICIOUS BRAINS	174.30
4390L-002-99	IT Services	9/11/21	MC/PUBLISH PRESS	83.85
4390L-002-99	IT Services	9/24/21	MCKLTYPE	75.00
4390L-160	IT Services	9/14/21	BACKSTAGE LIBRARY WORKS	250.00
4410L-001	Building Maintenance	9/1/21	INTERIOR TROPICAL GARDENS	120.00
4410L-001	Building Maintenance	9/1/21	TRANE	7,663.00
4410L-001	Building Maintenance	9/16/21	BISHOP PLUMBING, INC.	3,240.00
4410L-002-01	Building Maintenance	9/1/21	H-O-H WATER TECHNOLOGY, INC.	150.00
4410L-002-02	Building Maintenance	9/8/21	NERADT ACE HARDWARE	25.94
4410L-002-02	Building Maintenance	9/8/21	H-O-H WATER TECHNOLOGY, INC.	463.08
4410L-002-02	Building Maintenance	9/14/21	W. W. GRAINGER, INC.	292.07
4410L-002-02	Building Maintenance	9/16/21	W. W. GRAINGER, INC.	26.94
4410L-002-02	Building Maintenance	9/16/21	THE HOME DEPOT CRC	1.28
4410L-002-02	Building Maintenance	9/22/21	NERADT ACE HARDWARE	12.92
4410L-002-02	Building Maintenance	9/29/21	MOUNT PROSPECT PAINT, INC.	68.16
4410L-002-02	Building Maintenance	9/29/21	NERADT ACE HARDWARE	3.98
4410L-002-02	Building Maintenance	9/29/21	W. W. GRAINGER, INC.	3.32
4410L-004	Building Maintenance	9/8/21	SOUND INCORPORATED	40.00
4410L-999	Building Maintenance	9/27/21	AMERICAN OUTFITTERS	126.15
4410L-999	Building Maintenance	9/27/21	AMERICAN OUTFITTERS	181.47
4420L-040	Equipment Maintenance	9/13/21	NERADT ACE HARDWARE	59.70
4420L-040	Equipment Maintenance	9/14/21	W. W. GRAINGER, INC.	60.78
4420L-050	Equipment Maintenance	9/1/21	SHELL OIL COMPANY	(3.28)
4420L-050	Equipment Maintenance	9/8/21	SYNCHRONY/AMAZON	21.27
4420L-050	Equipment Maintenance	9/15/21	SHELL OIL COMPANY	42.75
4420L-091	Equipment Maintenance	9/20/21		79.50
4420L-091	Equipment Maintenance	9/29/21	IMAGE SYSTEMS & BUSINESS SOLUT	140.00
4420L-093	Equipment Maintenance	9/29/21	B & B NETWORKS INC	500.00
4420L-095	Equipment Maintenance	9/23/21	BIBLIOTHECA, LLC	6,198.00
4440L-001	Janitorial	9/1/21	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L-001	Janitorial	9/2/21	CINTAS #22	119.13
4440L-001	Janitorial	9/12/21	ACE OF SPRAY	2,375.00
4440L-001	Janitorial	9/20/21	REPUBLIC SERVICES #551	290.28

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4440L-001	Janitorial	9/21/21	A.N.S., INC.	828.00
4440L-002	Janitorial	9/1/21	SUPERIOR INDUSTRIAL SUPPLY	247.35
4440L-002	Janitorial	9/15/21	WAREHOUSE DIRECT	188.56
4440L-002	Janitorial	9/24/21	WAREHOUSE DIRECT	426.85
4440L-002	Janitorial	9/24/21	SUPERIOR INDUSTRIAL SUPPLY	258.15
4450L-092	Equipment	9/29/21	IMAGE SYSTEMS & BUSINESS SOLUT	7,888.00
4450L-099	Equipment	9/1/21	MC/AMAZON	44.94
4450L-099	Equipment	9/1/21	MC/AMAZON	49.35
4450L-099	Equipment	9/9/21	MC/AMAZON	229.52
4450L-099	Equipment	9/17/21	MC/AMAZON	161.40
4460L-001	Utilities	9/17/21	CONSTELLATION NEWENERGY- GAS D	1,153.43
4460L-002	Utilities	9/7/21	VILLAGE OF MT. PROSPECT	1,629.68
4460L-002	Utilities	9/13/21	VILLAGE OF MT. PROSPECT	(1,629.68)
4460L-002	Utilities	9/15/21	VILLAGE OF MT. PROSPECT	1,500.17
4610L	Adult Books	9/1/21	INGRAM	70.82
4610L	Adult Books	9/1/21	INGRAM	53.99
4610L	Adult Books	9/1/21	INGRAM	13.79
4610L	Adult Books	9/1/21	INGRAM	50.53
4610L	Adult Books	9/1/21	INGRAM	44.96
4610L	Adult Books	9/1/21	INGRAM	87.69
4610L	Adult Books	9/1/21	INGRAM	31.50
4610L	Adult Books	9/1/21	OPES, INC.	195.99
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	643.02
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	398.28
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	212.53
4610L	Adult Books	9/1/21	A. M. BEST COMPANY, INC.	205.25
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	581.68
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	(92.96)
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	36.26
4610L	Adult Books	9/1/21	GREY HOUSE PUBLISHING	162.00
4610L	Adult Books	9/2/21	INGRAM	15.23
4610L	Adult Books	9/2/21	INGRAM	37.31
4610L	Adult Books	9/2/21	INGRAM	19.75
4610L	Adult Books	9/3/21	BAKER AND TAYLOR	779.50
4610L	Adult Books	9/4/21	WEST PAYMENT CENTER	47.97
4610L	Adult Books	9/7/21	BAKER AND TAYLOR	778.82
4610L	Adult Books	9/7/21	INGRAM	149.87
4610L	Adult Books	9/7/21	BAKER AND TAYLOR	48.68
4610L	Adult Books	9/8/21	BAKER AND TAYLOR	1,231.05
4610L	Adult Books	9/8/21	INGRAM	17.39
4610L	Adult Books	9/8/21	INGRAM	61.49
4610L	Adult Books	9/8/21	INGRAM	22.46
4610L	Adult Books	9/8/21	SYNCHRONY/AMAZON	1,118.08
4610L	Adult Books	9/8/21	BAKER AND TAYLOR	(17.85)
4610L	Adult Books	9/9/21	INGRAM	208.80
4610L	Adult Books	9/9/21	INGRAM	17.99
4610L	Adult Books	9/10/21	INGRAM	37.68
4610L	Adult Books	9/10/21	INGRAM	123.54
4610L	Adult Books	9/12/21	INGRAM	16.92
4610L	Adult Books	9/13/21	BAKER AND TAYLOR	1,369.06
4610L	Adult Books	9/13/21	INGRAM	32.99
4610L	Adult Books	9/13/21	BAKER AND TAYLOR	16.67
4610L	Adult Books	9/14/21	BAKER AND TAYLOR	483.16
4610L	Adult Books	9/14/21	INGRAM	15.26
4610L	Adult Books	9/15/21	INGRAM	56.51



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4610L	Adult Books	9/15/21	INGRAM	118.65
4610L	Adult Books	9/15/21	INGRAM	18.07
4610L	Adult Books	9/15/21	INGRAM	13.79
4610L	Adult Books	9/15/21	BAKER AND TAYLOR	25.03
4610L	Adult Books	9/16/21	INGRAM	14.97
4610L	Adult Books	9/16/21	INGRAM	63.37
4610L	Adult Books	9/16/21	BAKER AND TAYLOR	26.16
4610L	Adult Books	9/17/21	INGRAM	79.05
4610L	Adult Books	9/17/21	INGRAM	31.71
4610L	Adult Books	9/17/21	BAKER AND TAYLOR	809.80
4610L	Adult Books	9/17/21	INGRAM	(13.59)
4610L	Adult Books	9/20/21	MC/POLISH BOOKSTORE	167.47
4610L	Adult Books	9/20/21	INGRAM	43.07
4610L	Adult Books	9/21/21	INGRAM	10.19
4610L	Adult Books	9/21/21	BAKER AND TAYLOR	1,001.38
4610L	Adult Books	9/22/21	INGRAM	9.59
4610L	Adult Books	9/22/21	INGRAM	64.80
4610L	Adult Books	9/22/21	BAKER AND TAYLOR	981.75
4610L	Adult Books	9/23/21	INGRAM	52.13
4610L	Adult Books	9/23/21	INGRAM	128.18
4610L	Adult Books	9/23/21	INGRAM	27.89
4610L	Adult Books	9/23/21	BAKER AND TAYLOR	380.74
4610L	Adult Books	9/23/21	BAKER AND TAYLOR	137.51
4610L	Adult Books	9/24/21	INGRAM	40.12
4610L	Adult Books	9/24/21	INGRAM	35.53
4610L	Adult Books	9/26/21	INGRAM	23.70
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	104.21
4610L	Adult Books	9/1/21	BAKER AND TAYLOR	16.36
4610L	Adult Books	9/8/21	SYNCHRONY/AMAZON	15.80
4610L	Adult Books	9/9/21	BAKER AND TAYLOR	29.76
4610L	Adult Books	9/9/21	BAKER AND TAYLOR	7.73
4610L	Adult Books	9/10/21	BAKER AND TAYLOR	23.74
4610L	Adult Books	9/13/21	BAKER AND TAYLOR	9.52
4610L	Adult Books	9/17/21	BAKER AND TAYLOR	40.07
4610L	Adult Books	9/22/21	BAKER AND TAYLOR	25.06
4620L	Adult AV	9/1/21	MIDWEST TAPE	62.98
4620L	Adult AV	9/1/21	MIDWEST TAPE	8.79
4620L	Adult AV	9/1/21	MIDWEST TAPE	39.99
4620L	Adult AV	9/1/21	MIDWEST TAPE	36.99
4620L	Adult AV	9/1/21	MIDWEST TAPE	49.99
4620L	Adult AV	9/1/21	MIDWEST TAPE	9.99
4620L	Adult AV	9/1/21	CRIMSON MULTIMEDIA DIST., INC.	351.22
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	128.56
4620L	Adult AV	9/2/21	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	9/2/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	9/7/21	MIDWEST TAPE	28.49
4620L	Adult AV	9/7/21	MIDWEST TAPE	69.98
4620L	Adult AV	9/7/21	MIDWEST TAPE	34.99
4620L	Adult AV	9/7/21	MIDWEST TAPE	39.99
4620L	Adult AV	9/8/21	SYNCHRONY/AMAZON	458.40

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4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	13.95
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	50.52
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	45.54
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	30.84
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	29.32
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	36.74
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	30.86
4620L	Adult AV	9/9/21	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	9/10/21	BAKER & TAYLOR INC.	10.99
4620L	Adult AV	9/10/21	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	9/10/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	9/13/21	BAKER & TAYLOR INC.	84.86
4620L	Adult AV	9/13/21	BAKER & TAYLOR INC.	257.16
4620L	Adult AV	9/14/21	MIDWEST TAPE	39.99
4620L	Adult AV	9/14/21	MIDWEST TAPE	34.99
4620L	Adult AV	9/14/21	MIDWEST TAPE	9.99
4620L	Adult AV	9/14/21	BAKER & TAYLOR INC.	55.08
4620L	Adult AV	9/15/21	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	9/15/21	BAKER & TAYLOR INC.	29.21
4620L	Adult AV	9/15/21	BAKER & TAYLOR INC.	33.80
4620L	Adult AV	9/15/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	9/15/21	BAKER & TAYLOR INC.	38.94
4620L	Adult AV	9/16/21	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	9/17/21	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	9/20/21	CRIMSON MULTIMEDIA DIST., INC.	362.14
4620L	Adult AV	9/20/21	CRIMSON MULTIMEDIA DIST., INC.	121.02
4620L	Adult AV	9/21/21	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	9/21/21	MIDWEST TAPE	84.98
4620L	Adult AV	9/21/21	MIDWEST TAPE	39.99
4620L	Adult AV	9/21/21	MIDWEST TAPE	44.99
4620L	Adult AV	9/21/21	MIDWEST TAPE	61.99
4620L	Adult AV	9/22/21	BAKER & TAYLOR INC.	42.52
4620L	Adult AV	9/22/21	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	9/22/21	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	9/23/21	BAKER & TAYLOR INC.	20.99
4620L	Adult AV	9/23/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	9/23/21	BAKER & TAYLOR INC.	34.52
4620L	Adult AV	9/23/21	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	9/23/21	BAKER & TAYLOR INC.	35.74
4620L	Adult AV	9/24/21	BAKER & TAYLOR INC.	28.65
4620L	Adult AV	9/24/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	9/27/21	BAKER & TAYLOR INC.	19.84
4620L	Adult AV	9/27/21	MIDWEST TAPE	74.98
4620L	Adult AV	9/27/21	MIDWEST TAPE	29.99
4620L	Adult AV	9/27/21	MIDWEST TAPE	34.99
4620L	Adult AV	9/27/21	MIDWEST TAPE	34.99
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	9/1/21	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	9/8/21	SYNCHRONY/AMAZON	78.59
4620L	Adult AV	9/10/21	BAKER & TAYLOR INC.	27.91
4620L	Adult AV	9/13/21	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	9/15/21	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	9/21/21	BAKER & TAYLOR INC.	11.02
4620L	Adult AV	9/23/21	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	9/27/21	MIDWEST TAPE	59.22
4630L	Youth Print	9/1/21	INGRAM	7.90

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4630L	Youth Print	9/1/21	INGRAM	34.73
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	239.36
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	302.72
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	364.02
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	13.49
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	40.77
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	(49.60)
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	(24.80)
4630L	Youth Print	9/1/21	OLLIS BOOK CORPORATION	231.01
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	(43.92)
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	(28.42)
4630L	Youth Print	9/2/21	INGRAM	10.78
4630L	Youth Print	9/2/21	BAKER AND TAYLOR	232.63
4630L	Youth Print	9/7/21	BAKER AND TAYLOR	346.98
4630L	Youth Print	9/7/21	BAKER AND TAYLOR	47.65
4630L	Youth Print	9/7/21	INGRAM	295.32
4630L	Youth Print	9/8/21	INGRAM	71.81
4630L	Youth Print	9/8/21	SYNCHRONY/AMAZON	328.66
4630L	Youth Print	9/8/21	SYNCHRONY/AMAZON	(16.39)
4630L	Youth Print	9/9/21	BAKER AND TAYLOR	227.32
4630L	Youth Print	9/9/21	BAKER AND TAYLOR	755.61
4630L	Youth Print	9/9/21	BAKER AND TAYLOR	108.00
4630L	Youth Print	9/9/21	CHILDREN'S PLUS INC.	23.96
4630L	Youth Print	9/9/21	INGRAM	23.08
4630L	Youth Print	9/9/21	CHILDREN'S PLUS INC.	23.96
4630L	Youth Print	9/12/21	INGRAM	31.40
4630L	Youth Print	9/13/21	BAKER AND TAYLOR	359.18
4630L	Youth Print	9/14/21	BAKER AND TAYLOR	121.94
4630L	Youth Print	9/15/21	INGRAM	19.20
4630L	Youth Print	9/15/21	BAKER AND TAYLOR	603.86
4630L	Youth Print	9/16/21	BAKER AND TAYLOR	284.43
4630L	Youth Print	9/17/21	INGRAM	4.19
4630L	Youth Print	9/17/21	INGRAM	124.75
4630L	Youth Print	9/17/21	BAKER AND TAYLOR	225.66
4630L	Youth Print	9/20/21	BAKER AND TAYLOR	293.40
4630L	Youth Print	9/20/21	BAKER AND TAYLOR	83.59
4630L	Youth Print	9/21/21	INGRAM	2.99
4630L	Youth Print	9/21/21	MC/LEE AND LOW BOOKS	41.14
4630L	Youth Print	9/22/21	BAKER AND TAYLOR	303.71
4630L	Youth Print	9/23/21	INGRAM	26.79
4630L	Youth Print	9/27/21	INGRAM	4.19
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	70.79
4630L	Youth Print	9/1/21	BAKER AND TAYLOR	44.70
4630L	Youth Print	9/1/21	INGRAM	9.89
4630L	Youth Print	9/8/21	SYNCHRONY/AMAZON	70.20
4630L	Youth Print	9/9/21	BAKER AND TAYLOR	105.31
4630L	Youth Print	9/9/21	BAKER AND TAYLOR	33.35
4630L	Youth Print	9/10/21	BAKER AND TAYLOR	12.99
4630L	Youth Print	9/17/21	BAKER AND TAYLOR	81.70
4630L	Youth Print	9/22/21	BAKER AND TAYLOR	62.12
4630L	Youth Print	9/22/21	BAKER AND TAYLOR	5.96
4640L	Youth AV	9/1/21	MIDWEST TAPE	45.74
4640L	Youth AV	9/1/21	CRIMSON MULTIMEDIA DIST., INC.	65.00
4640L	Youth AV	9/1/21	CRIMSON MULTIMEDIA DIST., INC.	66.13
4640L	Youth AV	9/1/21	BAKER & TAYLOR INC.	95.50
4640L	Youth AV	9/1/21	BAKER & TAYLOR INC.	16.89
4640L	Youth AV	9/8/21	SYNCHRONY/AMAZON	185.42



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

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	9/10/21	SYNCHRONY/AMAZON	(6.11)
4640L	Youth AV	9/13/21	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	9/13/21	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	9/13/21	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	9/13/21	BAKER & TAYLOR INC.	139.58
4640L	Youth AV	9/14/21	FINDAWAY WORLD, LLC	229.45
4640L	Youth AV	9/20/21	CRIMSON MULTIMEDIA DIST., INC.	125.27
4640L	Youth AV	9/21/21	BAKER & TAYLOR INC.	25.72
4640L	Youth AV	9/21/21	BAKER & TAYLOR INC.	25.71
4640L	Youth AV	9/21/21	BAKER & TAYLOR INC.	31.59
4640L	Youth AV	9/23/21	FINDAWAY WORLD, LLC	1,669.89
4640L	Youth AV	9/27/21	BAKER & TAYLOR INC.	16.89
4640L	Youth AV	9/27/21	BAKER & TAYLOR INC.	22.78
4640L	Youth AV	9/1/21	BAKER & TAYLOR INC.	16.89
4640L	Youth AV	9/3/21	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	9/8/21	SYNCHRONY/AMAZON	7.50
4640L	Youth AV	9/10/21	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	9/13/21	BAKER & TAYLOR INC.	14.69
4650L	Subscriptions	9/1/21	MC/CHICAGO TRIBUNE	132.00
4650L	Subscriptions	9/1/21	MC/DAILY HERALD	33.00
4650L	Subscriptions	9/1/21	MC/PREVENTION	15.00
4650L	Subscriptions	9/8/21	SYNCHRONY/AMAZON	12.99
4650L	Subscriptions	9/9/21	MC/PAYPAL	17.95
4650L	Subscriptions	9/10/21	MC/MAKE COMMUNITY LLC	34.99
4650L	Subscriptions	9/22/21	MC/KD MARKET	13.45
4650L	Subscriptions	9/24/21	MC/ELLE DECOR	14.97
4650L	Subscriptions	9/30/21	MC/KD MARKET	8.95
4650L	Subscriptions	9/1/21	MC/WALL STREET JOURNAL	(49.99)
4650L	Subscriptions	9/25/21	MC/WALL STREET JOURNAL	49.99
4660L-020	Electronic Resources	9/1/21	WEST PAYMENT CENTER	2,228.38
4660L-020	Electronic Resources	9/1/21	EBSCO INFORMATION SERVICES	620.00
4660L-020	Electronic Resources	9/1/21	EBSCO INFORMATION SERVICES	5,814.00
4660L-030	Electronic Resources	9/1/21	TUMBLEWEED PRESS INC.	559.30
4661L-020-03	Digital Media	9/1/21	GALE	292.60
4661L-160-03	Digital Media	9/7/21	OVERDRIVE, INC.	244.99
4661L-160-03	Digital Media	9/14/21	OVERDRIVE, INC.	270.67
4661L-160-03	Digital Media	9/21/21	OVERDRIVE, INC.	602.45
4661L-160-03	Digital Media	9/28/21	OVERDRIVE, INC.	390.28
4663L	Library of Things	9/1/21	MC/T-MOBILE	(0.01)
4663L	Library of Things	9/1/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/1/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/1/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/1/21	MC/T-MOBILE	21.04
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/NETFLIX	17.99
4663L	Library of Things	9/3/21	MC/NETFLIX	17.99
4663L	Library of Things	9/3/21	MC/NETFLIX	17.99
4663L	Library of Things	9/3/21	MC/NETFLIX	17.99
4663L	Library of Things	9/3/21	MC/NETFLIX	17.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99

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

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	9/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/3/21	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	9/3/21	MC/DISNEY	13.99
4663L	Library of Things	9/3/21	MC/NETFLIX	17.99
4663L	Library of Things	9/6/21	MC/NETFLIX	17.99
4663L	Library of Things	9/12/21	MC/NETFLIX	17.99
4663L	Library of Things	9/12/21	MC/NETFLIX	17.99
4663L	Library of Things	9/12/21	MC/NETFLIX	17.99
4663L	Library of Things	9/21/21	MC/T-MOBILE	534.30
4670L	Microform	9/27/21	MICROSYSTEMS, INC	640.55
4680L	Processing	9/1/21	BAKER AND TAYLOR	10.35
4680L	Processing	9/1/21	BAKER AND TAYLOR	0.69
4680L	Processing	9/9/21	BAKER AND TAYLOR	4.83
4680L	Processing	9/15/21	STAPLES BUSINESS ADVANTAGE	22.94
4680L	Processing	9/15/21	BAKER AND TAYLOR	26.91
4690L	Programs	9/1/21	ROBERT KAPLAFKA	63.00
4690L	Programs	9/29/21	SUZAN BATES	200.00
4690L	Programs	9/30/21	ILLINOIS HUMANITIES	75.00
4690L	Programs	9/1/21	MC/AMAZON	24.47
4690L	Programs	9/1/21	MC/AMAZON	2.03
4690L	Programs	9/2/21	PAYROLL - PAYCOM	92.18
4690L	Programs	9/8/21	SYNCHRONY/AMAZON	179.57
4690L	Programs	9/9/21	RYAN HOGAN	(150.00)
4690L	Programs	9/9/21	Scotty Vrablik	150.00
4690L	Programs	9/9/21	MC/WALMART	10.92
4690L	Programs	9/16/21	PAYROLL - PAYCOM	107.50
4690L	Programs	9/18/21	MC/WALMART	6.00
4690L	Programs	9/29/21	COZBI CABRERA	400.00
4690L	Programs	9/29/21	LINDSAY STARBEK	75.00
4690L	Programs	9/30/21	PAYROLL - PAYCOM	68.31
4690L	Programs	9/30/21	MC/STAPLES	22.05
4690L	Programs	9/1/21	MC/TARGET	30.00
4690L	Programs	9/23/21	RAILS	24.90
4690L	Programs	9/28/21		(24.90)
4690L	Programs	9/1/21	ROBERT KAPLAFKA	62.00
4690L	Programs	9/16/21	MC/AMAZON	97.68
4690L	Programs	9/29/21	CRYSTAL CUNNINGHAM	150.00
4690L	Programs	9/8/21	MC/AMERICAN WRITERS MUSEUM	140.00
4690L	Programs	9/8/21	MC/SEMICOLON BOOKSTORE	25.00
4690L	Programs	9/8/21	MC/SEMICOLON BOOKSTORE	25.00
4690L	Programs	9/14/21	MC/CROWDPURR.COM	49.99
4690L	Programs	9/30/21	CITY LIT THEATER	300.00
4690L	Programs	9/2/21	PAYROLL - PAYCOM	23.25
4690L	Programs	9/8/21	SYNCHRONY/AMAZON	103.04
4690L	Programs	9/10/21	GOCREATIVE PROGRAMS, LLC	400.00
4690L	Programs	9/17/21	NOEMI RAMOS	75.00
4690L	Programs	9/30/21	PAYROLL - PAYCOM	37.50
				<hr/> 708,809.00

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

Account ID	Account Description	Date	Vendor Name	Amount
9530L	Foundation Sponsored Expense	9/20/21	DEMCO	203.67
9530L	Foundation Sponsored Expense	9/10/21	GOCREATIVE PROGRAMS, LLC	300.00
9540L	Foundation Sponsored Expense	9/1/21	MC/SMOOTHIE KING	374.00
9540L	Foundation Sponsored Expense	9/1/21	MC/WALGREENS	24.98
9540L	Foundation Sponsored Expense	9/25/21	MC/MENCHIE'S	10.00
9560L-090-South	South Branch Fiber	9/19/21	AT&T	174.45
Total Library Fund Expenses for September, 2021				<u>\$ 709,896.10</u>

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

Account ID	Account Description	Date	Vendor Name	Amount
7750B-016	Bldg Fd: Building Maintenance	9/13/21	STATE FIRE MARSHALL	100.00
7750B-016	Bldg Fd: Building Maintenance	9/23/21	PROGRESSIVE MECHANICAL SERVICE	45,990.00
7750B-017	Bldg Fd: Equipment & Furniture	9/1/21	AVI SYSTEMS, INC.	47,276.00
7750B-017	Bldg Fd: Equipment & Furniture	9/14/21	KRUEGER INTERNATIONAL , INC.	2,811.00
7750B-017	Bldg Fd: Equipment & Furniture	9/20/21	DEMCO	2,963.11
Total Capital Project Restricted Fund Expenses for September, 2021				<u>\$ 99,140.11</u>

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

Account ID	Account Description	Date	Description	Amount
3701D	Interest Expense	9/30/21	September 2021, interest expense accrual \$61,300 x 1/12	\$ 5,108.33
Total Debt Service Fund Expenses for September, 2021				<u>\$ 5,108.33</u>

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

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Account ID	Account Description	Date	Vendor Name	Amount
8790G	Gift Fund: Cultural Month Exp.	9/29/21	BRIAN LEE	650.00
8790G	Gift Fund: Cultural Month Exp.	9/29/21	ANETTE ISACCS	225.00
Total Gift Fund Expenses for September, 2021				<u>\$ 875.00</u>

**MONTHLY EXPENSE SUMMARY**

			YEAR TO DATE SEPTEMBER 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
<b>Salaries &amp; Benefits</b>											
Salaries	4110	5,817,200.00		4,362,900.00		4,161,955.75		71.5%	(200,944.25)	-4.6%	42.2%
IMRF	4120	552,800.00		414,600.00		406,836.19		73.6%	(7,763.81)	-1.9%	1.6%
MC / FICA	4130	444,600.00		333,450.00		299,986.03		67.5%	(33,463.97)	-10.0%	7.0%
Insurance - Medical	4140	745,000.00		558,750.00		559,234.27		75.1%	484.27	0.1%	-0.1%
Insurance - Life	4140	1,500.00		1,125.00		902.26		60.2%	(222.74)	-19.8%	0.0%
Unemployment Compensation Tax	4150	7,200.00		5,400.00		16,463.83		228.7%	11,063.83	204.9%	-2.3%
Subtotal (4110L - 4150L)		<b>7,568,300.00</b>	<b>77.9%</b>	<b>5,676,225.00</b>	<b>77.9%</b>	<b>5,445,378.33</b>	<b>79.9%</b>	<b>71.9%</b>	<b>(230,846.67)</b>	<b>-4.1%</b>	<b>48.5%</b>
<b>Management Expense</b>											
Audit	4210	7,000.00		5,250.00		5,000.00		71.4%	(250.00)	-4.8%	0.1%
Legal Fees	4220	10,000.00		7,500.00		1,342.50		13.4%	(6,157.50)	-82.1%	1.3%
Printing	4230	44,000.00		33,000.00		25,565.89		58.1%	(7,434.11)	-22.5%	1.6%
Marketing	4240	18,375.00		13,783.00		6,725.19		36.6%	(7,057.81)	-51.2%	1.5%
Resources	4250	965.00		724.00		585.38		60.7%	(138.62)	-19.1%	0.0%
Professional Dues	4260	7,215.00		5,412.00		5,375.00		74.5%	(37.00)	-0.7%	0.0%
Total Board Development/Training	4270	2,500.00		1,875.00		388.96		15.6%	(1,486.04)	-79.3%	0.3%
Total Human Resources	4280	126,835.00		95,127.00		59,167.99		46.6%	(35,959.01)	-37.8%	7.6%
Other Operating	4290	49,015.00		36,761.00		44,903.71		91.6%	8,142.71	22.2%	-1.7%
Subtotal (4210L - 4290L)		<b>265,905.00</b>	<b>2.7%</b>	<b>199,432.00</b>	<b>2.7%</b>	<b>149,054.62</b>	<b>2.2%</b>	<b>56.1%</b>	<b>(50,377.38)</b>	<b>-25.3%</b>	<b>10.6%</b>
<b>Operating Expenses</b>											
Telecommunications	4310	47,224.00		35,418.00		31,798.55		67.3%	(3,619.45)	-10.2%	0.8%
Insurance	4320	95,160.00		71,370.00		93,294.00		98.0%	21,924.00	30.7%	-4.6%
Office Supplies	4340	25,000.00		18,750.00		8,811.37		35.2%	(9,938.63)	-53.0%	2.1%
Library Supplies	4350	26,600.00		19,950.00		7,063.78		26.6%	(12,886.22)	-64.6%	2.7%
Postage	4360	20,300.00		15,225.00		11,649.58		57.4%	(3,575.42)	-23.5%	0.8%
Contract Services	4380	31,780.00		23,836.00		22,266.69		70.1%	(1,569.31)	-6.6%	0.3%
IT Services	4390	64,920.00		48,691.00		57,956.82		89.3%	9,265.82	19.0%	-1.9%
Subtotal (4310L - 4390L)		<b>310,984.00</b>	<b>3.2%</b>	<b>233,240.00</b>	<b>3.2%</b>	<b>232,840.79</b>	<b>3.4%</b>	<b>74.9%</b>	<b>(399.21)</b>	<b>-0.2%</b>	<b>0.1%</b>
<b>Building Expense</b>											
Building Maintenance	4410	205,002.00		153,752.00		100,560.45		49.1%	(53,191.55)	-34.6%	11.2%
Equipment Maintenance	4420	124,100.00		93,076.00		91,696.30		73.9%	(1,379.70)	-1.5%	0.3%
Janitorial	4440	90,810.00		68,108.00		43,912.15		48.4%	(24,195.85)	-35.5%	5.1%
Equipment	4450	165,400.00		124,050.00		55,149.21		33.3%	(68,900.79)	-55.5%	14.5%
Utilities	4460	45,238.00		33,929.00		29,690.60		65.6%	(4,238.40)	-12.5%	0.9%
Subtotal (4410L - 4460L)		<b>630,550.00</b>	<b>6.5%</b>	<b>472,915.00</b>	<b>6.5%</b>	<b>321,008.71</b>	<b>4.7%</b>	<b>50.9%</b>	<b>(151,906.29)</b>	<b>-32.1%</b>	<b>31.9%</b>
<b>Library Materials</b>											
Adult Print	4610	196,700.00		147,525.00		131,509.49		66.9%	(16,015.51)	-10.9%	3.4%
Adult AV	4620	63,800.00		47,850.00		35,909.75		56.3%	(11,940.25)	-25.0%	2.5%
Youth Print	4630	134,900.00		101,175.00		93,341.09		69.2%	(7,833.91)	-7.7%	1.6%
Youth AV	4640	25,500.00		19,125.00		19,696.59		77.2%	571.59	3.0%	-0.1%
Subscriptions	4650	18,400.00		13,800.00		12,710.30		69.1%	(1,089.70)	-7.9%	0.2%
Electronic Resources	4660	181,297.00		135,973.00		159,120.97		87.8%	23,147.97	17.0%	-4.9%
Digital Media	4661	178,914.00		134,186.00		129,852.20		72.6%	(4,333.80)	-3.2%	0.9%
E-Learning	4662	48,708.00		36,531.00		31,412.60		64.5%	(5,118.40)	-14.0%	1.1%
Library of Things	4663	20,700.00		15,525.00		13,425.93		64.9%	(2,099.07)	-13.5%	0.4%
Microform	4670	900.00		675.00		640.55		71.2%	(34.45)	-5.1%	0.0%
Processing	4680	26,000.00		19,500.00		11,479.86		44.2%	(8,020.14)	-41.1%	1.7%
Programs	4690	44,970.00		33,728.00		24,333.55		54.1%	(9,394.45)	-27.9%	2.0%
Subtotal (4610L - 4680L)		<b>940,789.00</b>	<b>9.7%</b>	<b>705,593.00</b>	<b>9.7%</b>	<b>663,432.88</b>	<b>9.7%</b>	<b>70.5%</b>	<b>(42,160.12)</b>	<b>-6.0%</b>	<b>8.9%</b>
<b>Total (4110L - 4680L)</b>		<b>9,716,528.00</b>	<b>100.0%</b>	<b>7,287,405.00</b>	<b>100.0%</b>	<b>6,811,715.33</b>	<b>100.0%</b>	<b>70.1%</b>	<b>(475,689.67)</b>	<b>-6.5%</b>	<b>100.0%</b>
<b>Reimbursable Activity</b>											
Foundation Expenses (9530L)	9530	9,465.00		7,099.00		2,444.27			(4,654.73)	-65.6%	
Friends Expenses (9540L)	6540	14,000.00		10,500.00		6,730.39			151.28	-35.9%	
Village Shared Expense (9560L)	9560	2,800.00		2,100.00		1,396.60			(530.38)	-33.5%	
Grant Expense (9570L)	9570	0.00		0.00		0.00			0.00	0.0%	
Total Reimbursable Activity		<b>26,265.00</b>		<b>19,699.00</b>		<b>10,571.26</b>			<b>(9,127.74)</b>	<b>-46.3%</b>	
<b>Total Expenses - All Activities</b>		<b>9,742,793.00</b>		<b>7,307,104.00</b>		<b>6,822,286.59</b>			<b>(484,817.41)</b>	<b>-6.6%</b>	

**ILLINOIS LIBRARIES PRESENT:  
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING  
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this October 21, 2021, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and Mount Prospect Public LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

**WHEREAS**, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

**WHEREAS**, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

**WHEREAS**, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

**NOW, THEREFORE, IN CONSIDERATION** for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.



## Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

## Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

#### Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

If to the Mount Prospect Public Library

Executive Director, 10 S Emerson St, Mo



If to RAILS:

Reaching Across Illinois Library System  
Re:Illinois Libraries Present  
125 Tower Dr  
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY

  
Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: \_\_\_\_\_

Date: September 23, 2021

Date: \_\_\_\_\_

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: \_\_\_\_\_

Date: \_\_\_\_\_

# **EXHIBIT A**

## **SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM**

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

# SAMPLE CONTRACT

Service Contract  
Northbrook Public Library  
c/o Illinois Libraries Present  
1201 Cedar Lane  
Northbrook, Illinois 60062  
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of  
Northbrook (Library) and \_\_\_\_\_ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through \_\_\_\_\_, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ \_\_\_\_\_.  
Payment is due within 30 days of the program date and payable to \_\_\_\_\_.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive \_\_\_\_\_ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

**Force Majeure:**

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

**Governing Law:**

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

**Waiver:**

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

**Termination:**

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

**Library Recordings:**

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until \_\_\_\_\_ (insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

**Indemnification/Assumption of Risk:**

I, the undersigned, agree that I \_\_\_\_\_ will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

**Intellectual Property:**

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

**Entire Agreement:**

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_



## EXHIBIT B

### PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.






Steering and Programming Committee Library Members:

Algonquin  
Arlington Heights  
Downers Grove

Effingham  
Evanston  
Fairview Heights  
Fox River Valley  
Niles  
Northbrook  
Oak Park  
Schaumburg  
Shorewood-Troy

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
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-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)  
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
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## Serving Our Public 4.0: Standards for Illinois Public Libraries

- No highlight means we meet the standard.
- Red/pink highlight means we do not meet the standard.

### Chapter 1 - Core Standards

1. The library provides uniformly gracious, friendly, timely, and reliable service to all users.
2. The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
3. The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
4. The library complies with all other state and federal laws that affect library operations. (See Appendix A)
5. The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
6. The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
7. The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues.
8. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)
9. The board of trustees meets regularly, in accordance with the Illinois Compiled Statutes, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the Open Meetings Act.
10. The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
11. The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
12. The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
13. The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.
14. The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
15. The board of trustees annually reviews the performance of the library administrator.

16. The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
17. The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
18. The library utilizes a variety of methods to communicate with its community.
19. The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
20. A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
21. As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
22. The library board and staff promote the collections and services available to its community.
23. At least every five years, and more frequently, if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

## Chapter 2 - Governance and Administration

1. Library has an elected or appointed board of trustees.
2. Library has a qualified library administrator.
3. Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
4. Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
5. Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
6. Library has a mission statement and a long-range/strategic plan.
7. Library maintains an understanding of the community by surveys, hearings, and other means.
8. Library board reviews library policies on a regular basis.
9. Library board members participate in local, state, regional, and national decision making that will benefit libraries.
10. Library develops an orientation program for new board members.
11. Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
12. Library keeps adequate records of library operations and follows proper procedures for disposal of records.
13. Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
14. Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
15. Library maintains insurance covering property and liability, including volunteer liability.
16. Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

### Chapter 3 - Personnel

1. Library has a board-approved personnel policy.
2. Library has staffing levels that are sufficient to carry out the library's mission.
3. Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
4. Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
5. Library salaries and fringe benefits account for up to 70 percent of total operations budget.
6. Library gives each new employee a thorough orientation.
7. Library evaluates staff annually.
8. Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
9. Library provides staff access to library literature and other professional development materials.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
11. The library complies with state and federal laws that affect library operations.

### Chapter 4 - Access

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
4. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
5. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
6. The library has the minimum required number of parking spaces.
7. The library's entrance is easily identified, clearly visible, and well lighted.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage.
10. The library's lighting levels comply with lighting standards.
11. All signage is in compliance with applicable federal, state, and local regulations.
12. The library building supports the implementation of current and future telecommunications and electronic information technologies.
13. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
14. Space is allocated for child and family use with furniture and equipment designed for use by children.
15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
16. Shelving in the areas serving young children is scaled to their needs.

### Chapter 5 – Building Infrastructure and Maintenance

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.

2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.
8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

## Chapter 6 - Safety

1. The library provides a list of emergency call numbers at all staff phones in the library.
2. The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and disaster plan.
4. The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed biannually.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. A prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
10. A procedure exists for letting staff know when it is unsafe to enter the building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
15. At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. A policy for security camera usage has been adopted and signage is posted.

## Chapter 7 - Collection Management

1. The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
2. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. Library budgets should put priority on purchasing materials that best serve their community.
3. The library has a written collection development policy approved by the board.
4. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
5. Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
6. The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
7. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
8. The library publicizes and promotes interlibrary loan to its patrons.
9. Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

## Chapter 8 – System Member Responsibilities and Resource Sharing

1. Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
2. Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
3. The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
4. The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
6. If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.



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

### Reference Services

1. All basic services are available when the library is open.
2. The library has a reference service policy.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has at least one current reference resource for each subject area.
15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library evaluates its reference service on an annual basis.

### Reader's Advisory Service

1. All basic services are available when the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library maintains a well-rounded collection of both fiction and nonfiction titles.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
5. The library maintains a basic collection of reader's advisory reference materials.
6. All staff members attend at least one relevant continuing education event each year.
7. Staff members who are responsible for reader's advisory service in their library [strive to] join at least one community organization, club, or council.
8. Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
9. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

## Chapter 10 - Programming

1. Library programs are provided free of charge, or on a cost recovery basis.
2. Library programs are located in a physically accessible location.
3. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
4. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
5. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
6. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
7. The library provides outreach programs to specific populations who cannot visit the library.
8. The library has programming that seeks to serve children and their caregivers.
9. The library has programming that seeks to serve young adults.
10. The library has programming that seeks to serve adults and senior citizens.
11. The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
12. The library is encouraged to partner with other organizations to offer programs.

## Chapter 11 - Youth/Young Adult Services

1. All basic youth services are available when the library is open.
2. The library provides staff trained in serving youth.
3. The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
4. The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
5. The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
6. The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
7. The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
8. The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
9. The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
10. The library's programming is designed to reflect the needs and interests of youth in the community.
11. Library programs are provided free of charge or on a cost-recovery basis.
12. The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
13. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
14. The library strives to partner with youth-facing organizations in the community.
15. The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

16. The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
17. Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
18. Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
19. The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
20. The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
21. The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
22. The library strives to partner with and support local schools, including private schools and homeschoolers.
23. Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
24. The library provides a space specifically for use by children and families.
25. The shelving used for housing children's materials is appropriately sized to allow for easier access.
26. The library provides early literacy programming, including regular story time, for children and families.
27. The library provides programming which facilitates play and fun for children and families.
28. The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
29. The library provides a summer reading opportunity to encourage reading and learning during the summer.
30. The library provides a welcoming environment for young adults both individually and in groups.
31. The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
32. The library provides materials both physical and digital for young adults that are intended for them.
33. The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

## Chapter 12 - Technology

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
2. The library has:
  - a. a telephone, with a listing in the phone book;
  - b. a telephone voice mail and/or answering machine;
  - c. a fax and/or scanner;
  - d. a photocopier;
  - e. effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - f. library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);

- g. an *Americans with Disabilities Act (ADA)* compliant library website that is updated at least monthly;
  - h. up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - i. up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - j. up-to-date antivirus and Internet security software protection installed on every library computer;
  - k. up-to-date Internet browsers, web applications, and plug-ins;
  - l. a valid email address, accessible via the library's website, for the library administrator; and
  - m. a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
  4. The wait time for patron workstations does not exceed 15 to 30 minutes.
  5. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
  6. The library provides 24/7 remote access to library services and resources through:
    - a. a web-accessible library catalog;
    - b. an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
    - c. appropriate regional, state, national, and international bibliographic databases;
    - d. other authenticated electronic resources that are available for direct patron use; and
    - e. virtual reference service, and/or text messaging services, and/or a library email account.
  7. The library staff must be:
    - a. computer literate;
    - b. trained to use and assist patrons in the use of electronic resources and materials; and
    - c. accessible via email and/or through messaging services.
  8. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
  9. The library provides web links and access to regional and/or statewide initiatives including:
    - a. regional library system consortial web-based catalogs;
    - b. the CARLI academic library catalog (I-Share)
    - c. Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
    - d. virtual reference service.
  10. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  11. The library has a board-adopted Internet acceptable use policy.
  12. The Internet acceptable use policy is reviewed annually.
  13. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
  14. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
  15. The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

16. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - a. wireless access (Wi-Fi);
  - b. Internet connectivity upgrades sufficient for patron and staff use;
  - c. networking (local area vs. wide area);
  - d. library Intranet;
  - e. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - f. patron self-checkout functionality;
  - g. new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - h. current and functional meeting room technology;
  - i. adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - j. ongoing staff continuing education/training related to all aspects of technological services.
17. The library protects the integrity, safety, and security of its technological environment.
18. The library's automated catalog and its components comply with current state, national, and international standards.
19. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

### Marketing, Promotion, and Collaboration

1. The library has a communications plan that supports the library's long-range/strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations.
3. The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - ✓ flyers
  - ✓ brochures
  - ✓ website
  - ✓ newsletter
  - ✓ posters
  - ✓ banners
  - ✓ displays
  - podcasting
  - ✓ presentations
  - ✓ speeches
  - billboards
  - ✓ other
4. The library maintains at least one social media account.
5. The library invites local, state, and federal officials to visit the library.
6. The library's website is updated at least monthly.

7. The board, administration, and staff conduct an annual library walk-through.
8. The board, administration, and appropriate staff visit other libraries.
9. The budget includes funds for public relations and marketing activities.
10. The library's promotional methods and services are ADA compliant.
11. A designated staff member coordinates the library's marketing efforts.
12. The library's staff receives customer service and marketing training.
13. The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
14. The library surveys patrons and the community to judge awareness of the library's programs and services.

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## September 2021

### Circulation

- 1) Circulation was very excited this past month to see the self-service hold lockers arrive. We are now working on configuring the lockers to integrate with our ILS (Integrated Library System), training staff, testing, and then rolling out to patrons. [Remove patron barriers]
- 2) Circulation has worked together with Finance this past month to put together a refund procedure. In the Fine Free environment, we are noticing that sometimes a patron might pay for a lost book, but then find it and want to give it back to us. We decided the time was right to put a more formal step in place for these moments, and now allow refunds up to 30 days after paying for a lost item. [Remove patron barriers]

### Community Engagement

- 1) The League of Women Voters were at the Main Library on National Voter Registration Day in front of the library where they interacted with over 30 people. They registered several new voters, checked registration status, and provided information about upcoming elections.
- 2) Members of the Village's Age-Friendly Task Force began disseminating a Community Survey that asks questions about key community features and services that allow residents to age in place and that contribute to the overall livability for residents of all ages. The library will distribute the surveys through the Homebound Delivery Service in October and will make copies available at the information table in Research Services.
- 3) The library participated in Randhurst Street Fest, a popular annual community event held in Randhurst Village which features local organizations, stores, restaurants, and entertainment. We talked with approximately 200 table visitors about library programs and services and handed out bookmarks, stickers, and other appealing giveaways.

### Fiction/AV/Teen

- 1) MPPL collaborated with four other libraries (Wheaton, Schaumburg, Evergreen Park, and Berwyn) to offer a Virtual Author Panel that highlighted three debut Latinx YA authors. [EDI programs]
- 2) School services continues its climb back toward pre-pandemic levels: two outreach visits reached over 100 students, five school bookbags were prepared and sent out, and staff made contact with two new local school librarians.

### Reference

- 1) The use of second floor study rooms rose by 62% from August and is within 2% of pre-pandemic levels. For the first time since the pandemic began, we are making reservations for study rooms due to the demand. [New normal]
- 2) The display shelves between the public service desks on the second floor featured a 9/11 poster display made available by the 9/11 Memorial Museum. Told across 14 posters, this exhibition included archival photographs and images of artifacts from the museum's permanent collection. We also pulled books to go with the display, which proved very popular.
- 3) Anne Shaughnessy applied for and received a grant from the Illinois Humanities Road Scholars Speakers Bureau. This grant will allow the library to host two speakers from the Speakers Bureau list for a fee of \$75.00. The speakers on this list are professional presenters from across the state. The first program, "The Happy Invention: The History and Significance of Picture Postcards" with Katherine Hamilton-Smith, is scheduled for February 24, 2022.



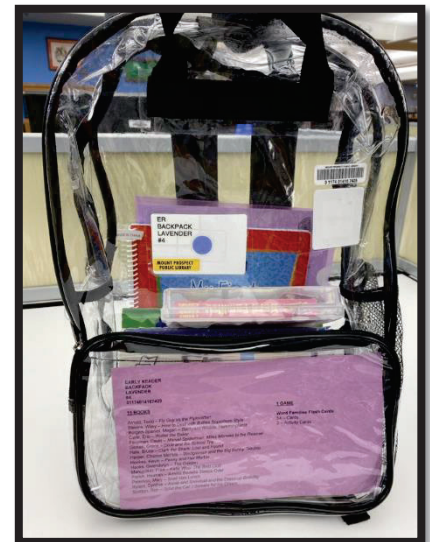




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## Youth Services

- 1) Jars of mints thanking the preschools and childcare centers for their “commit-mint” and “involve-mint” with the library were delivered at 26 sites along with service guidelines and posters for the “Diverse Books to Share With Your Classroom” program. This led to three sets of storytime visits being scheduled and some library card renewals.
- 2) We delivered new school-year packages to all our elementary schools, including mugs with library contact information for all new teachers. Staff presented three kindergarten storytimes for approximately 150 students on Zoom for the Prairie Trails Early Learning Center in School District 26. At the end of the month, our new Elementary School Outreach Coordinator Maleeha Mubashiruddin started, and over the coming months, school services will transition to her.
- 3) Twenty-four educators attended the “Diverse Books to Share With Your Classroom” program, which featured titles for preschoolers through sixth graders, curriculum resources, and websites for finding diverse titles. Sixteen participants completed the program evaluation, giving the program an average of 4.75 out of 5 stars. One educator said “I liked how informative the presentation is. I walked away with great resources to use in my classroom.”
- 4) The Early Reader bags were transformed to become backpacks that include 15 books, a manipulative, and a folder of consumables. Using funds from a Walmart literacy grant, we were able to purchase write-and-draw journals for patrons to keep (while supplies last). Since their debut in September, most have checked out at least once, with the simplest level being the most popular.

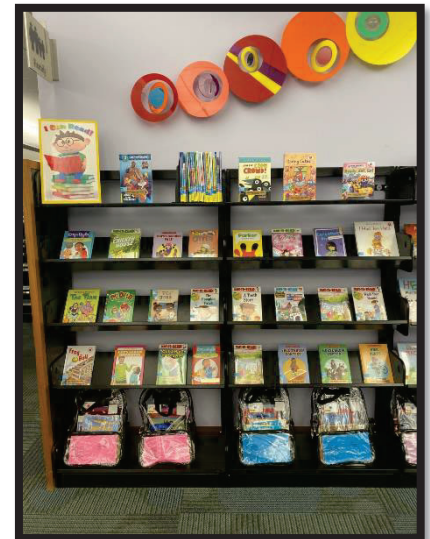


## Administration

- 1) We are excited to announce that we were awarded a \$10,565 grant from the Illinois Secretary of State in support of “On the Road to Recovery: Transforming Library Spaces” program. This grant is dedicated to purchasing equipment for a Digital Media Lab. Thanks to Anne Belden for writing and submitting the grant.

## Building & Security

- 1) The replacement of our electrical switchboard, which went out to bid and awarded to Airport Electric in August was originally slated for completion in October. Our electrical engineer has approved the specification documents, and they have been submitted to ComEd for approval now. Once that is received, an order will be placed with the manufacturer. The lead-time for



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manufacturing is expected to be 12 weeks, which will move the completion date closer to the end of the year.

- 2) We are working on two other large projects, the painting and repair of the garage ceiling and the outdoor sign. The garage ceiling bid notice was published on September 28 and will be awarded in October. The outdoor electronic sign project ran into some delays but is anticipated to be awarded in November.

### Collection & Bibliographic Services

- 1) We are excited to have returned to donating withdrawn items to the Friends again. We sent two big bins full of materials near the end of September and expect to be back doing so on a regular basis.
- 2) Kevin Medows visited South Branch this month to learn more about the branch and to discuss potential changes to how the collection is organized on the shelves, with the hope of improving patron browsing experiences there.

### Communications and Creative Services

- 1) We continue to work with Simple Truth on our branding and redesign project. The print newsletter templates arrive the second week of October, and we are working on the redesign of the e-newsletter template in Constant Contact. The launch date for the e-newsletter is scheduled for Friday, November 5. The launch date for the new newsletter template is January 1 for the January/February newsletter.
- 2) We worked with Youth to produce and send the first email of the school year, which was sent to 260 educators in local elementary schools. The email open rate was 53% and Teacher Book Bag service was the highest click-through. This will be a monthly campaign.
- 3) The large format printer arrived on September 29, and we printed our first large format poster for October's cultural month programs. We are so excited to have upgraded from "tiling" small signs together to large format. [Evaluate marketing resources]



### Human Resources

- 1) Number of terminations: 5
- 2) Number of new hires: FT Youth Services Coordinator, PT Readers' Advisor, FT Youth Programming Coordinator (internal hire)
- 3) Open positions: FT Content Coordinator, PT Research/Technology Assistant, PT Readers' Advisor/Fiction Selector, FT Building Maintenance Supervisor, PT Page
- 4) Staff anniversaries: Nizam Virmani, Margaret Jarosz, Megan Callaghan – all 10 years
- 5) Above and Beyond Award:
  - a. Elly Colin, SB Programming Coordinator
  - b. Jimmy Stefanis, F/AV/Teen Assistant
  - c. Andrew Kaiser, Network Technician
  - d. Joe Graska, Computer Technician

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- 6) We have reached an agreement with The Guardian (insurance provider) to offer voluntary term life insurance benefits to staff to insure themselves as well as spouses and children. The Guarantee Issue for the employee benefit will be \$150,000.
- 7) As COVID-19 “booster” vaccines are recommended and available, we are offering staff paid-time off to encourage staff to receive these shots.

### Information Technology

- 1) Work on replacing the AV in Meeting Room A has begun. Barring any supply chain issues it will be done by the end of October. [Upgrade AV to support virtual programs]
- 2) Staff are now offered a preview of the new version of our Enterprise-based catalog, which will be made available to patrons before November. One of the new features is the grouping of items together known as “FRBR” (Functional Requirements of Bibliographic Records) - on the search results screen materials with matching title and author will be grouped together showing different formats of the same title.

### Learning

- 1) In honor of National Preparedness month, three Safety and Security tours were presented by the Security staff to 11 new staff members. The Mount Prospect Fire Department came as well and certified 15 staff in CPR/AED. The next round of Safety training will take place in January 2022.
- 2) The Freedom to Read and EDI committees held the program “Balancing Intellectual Freedom with Equity, Diversity, and Inclusion” with Alison Macrina, Executive Director of the Library Freedom Project. Thirty-one staff participated in the interactive session or watched the recording and then attended the staff facilitated discussion session. [EDI staff training]

### Friends of the Mount Prospect Public Library

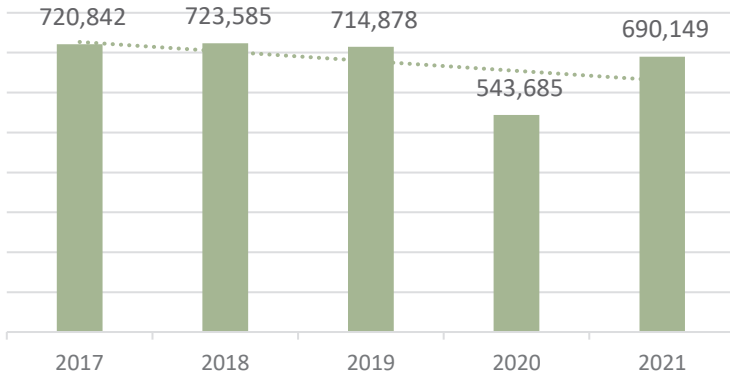
- 1) The Friends began accepting donations in early September, announcing to their members through an email campaign, and the library will announce this in the November/December print newsletter.
- 2) The Holiday Book Sale has been postponed; the new date is to be determined.

### Mount Prospect Public Library Foundation

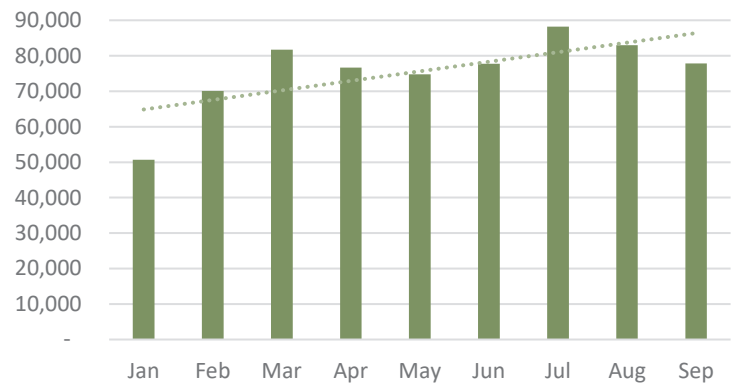
- 1) The Fall Raffle start date has been pushed back to mid/late October, and baskets will be on display inside the library and raffle tickets may be purchased through an order form or online.

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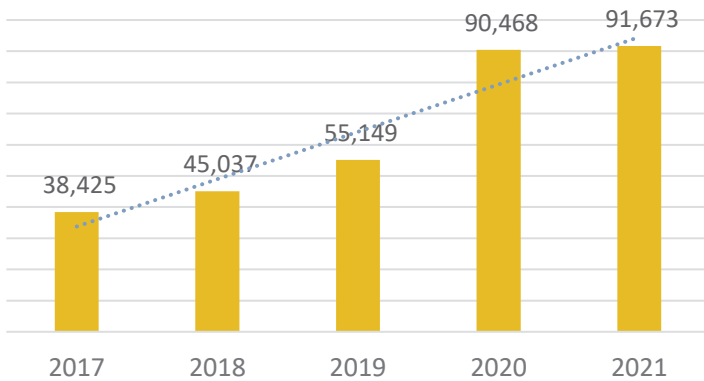
Overall Circulation YTD



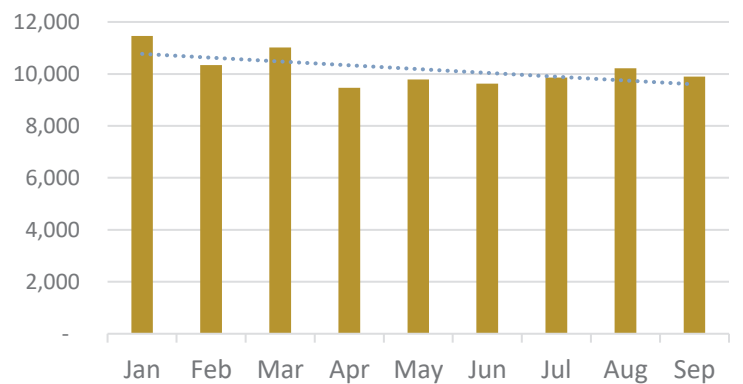
Overall Circulation 2021 by Month



eMedia Circulation YTD

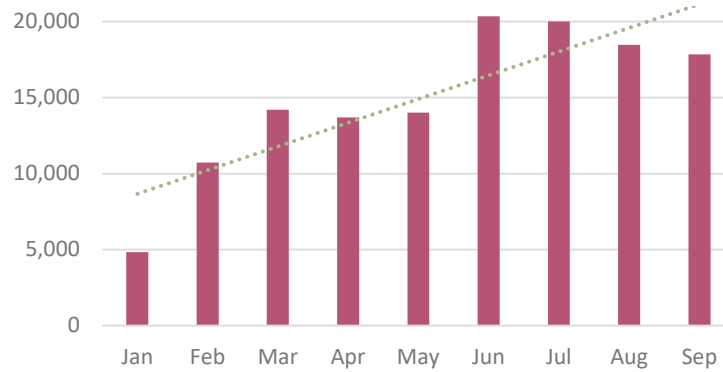


eMedia Circulation 2021 by Month

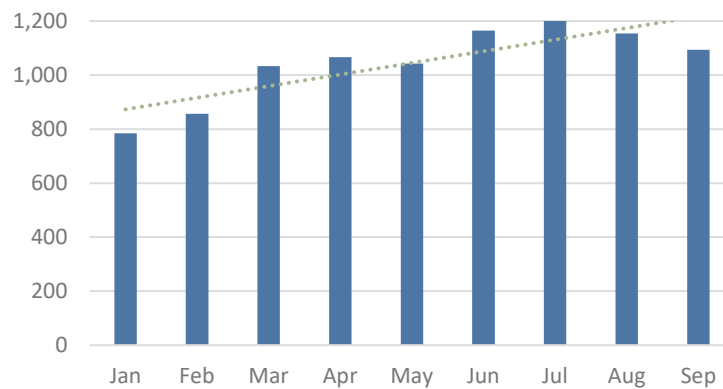


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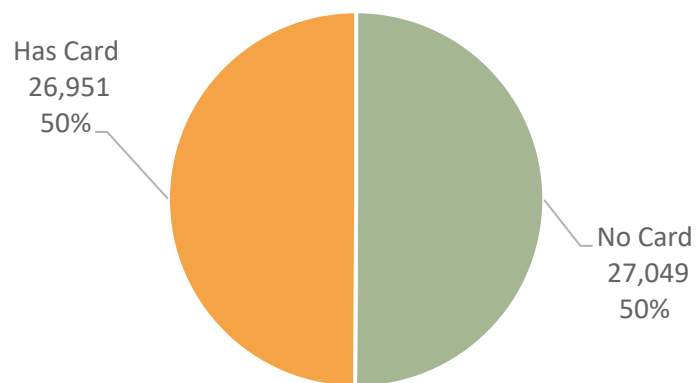
Door Count 2021 by Month - Main



Door Count 2021 by Month - South Branch

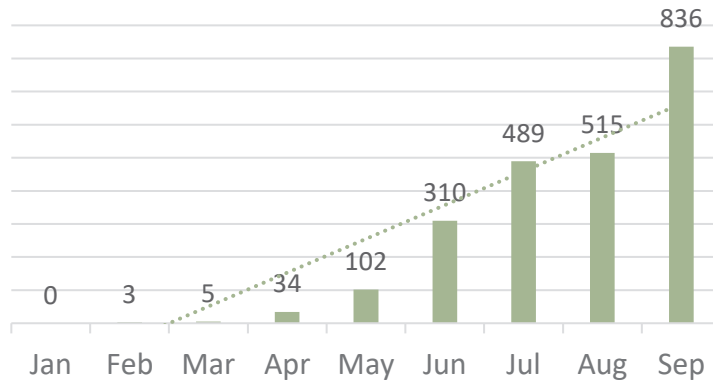


MPPL Library Cards

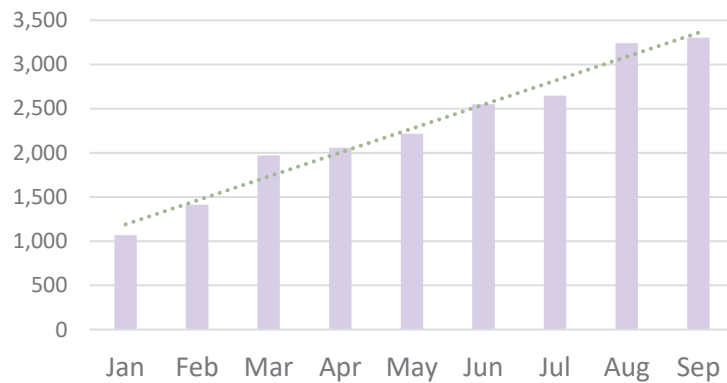


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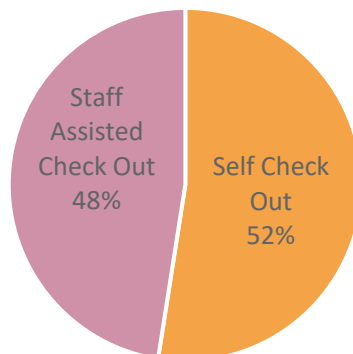
### Study Room Usage 2021 YTD



### Wireless Access Users Monthly 2021

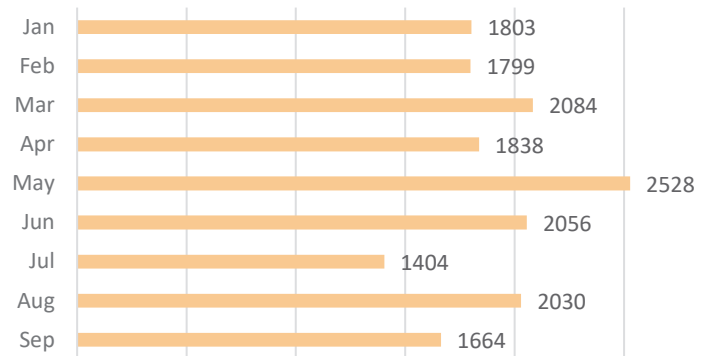


### Check Out Method September 2021, Main



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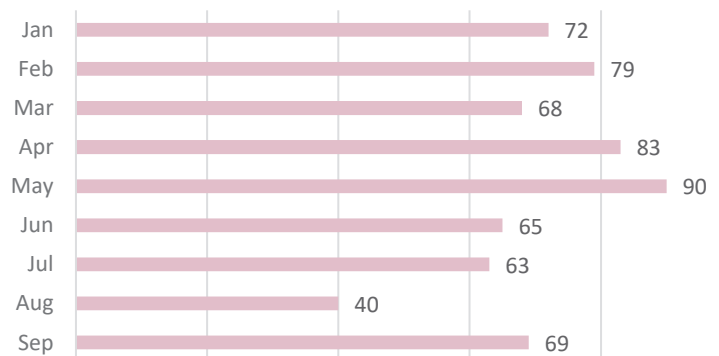
Program Attendance 2021 by Month



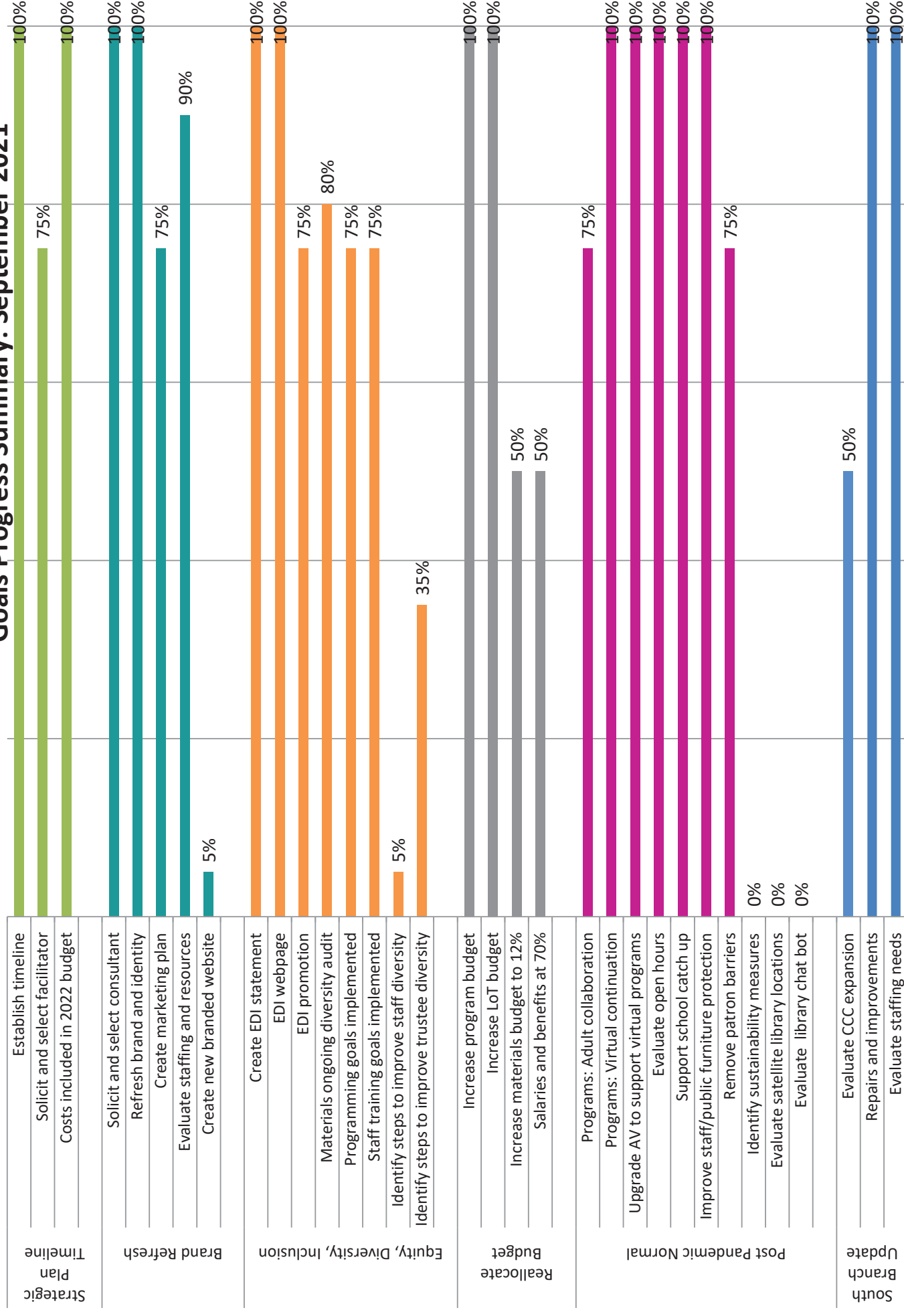
Notable September programs

- Don't Pay the College Sticker Price (89 attendees)
- Helping Older Adults Age in Place (recording, 82 views)
- Practical Basic Self-Defense for Adults and Seniors (47 attendees)
- Cutting the Cord: Getting the Most Out of Streaming Services (35 attendees)
- Apple Photos (30 attendees)
- La Extensión del Sur en el parque: Concierto Being Bilingual Rocks (23 attendees)
- 15 Outdoor Storytimes (600 attendees)
- Teen Think Tank (4 attendees)
- 6 School Outreach Visits (266 attendees)

Number of Programs 2021 by Month



## Goals Progress Summary: September 2021







## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

October 8, 2021

Ms. Anne Belden  
Mount Prospect Public Library  
10 South Emerson Street  
Mount Prospect, Illinois 60056-3218

Dear Ms. Belden,

I am pleased to award the Mount Prospect Public Library an FY2022 grant for \$10,565.00 in support of *On the Road to Recovery: Transforming Library Spaces*.

Thank you for your efforts to provide quality library services throughout the pandemic. Libraries remain the best and most reliable source Illinoisans have for information access and resource sharing while encouraging and supporting lifelong learning.

Congratulations on the success of your grant application and please accept my best wishes for a successful project.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White, Secretary of State  
and State Librarian

Jw:isl/ldg

cc: Grant Project Number: 22-5051-RTR