

Regular Board Meeting  
October 20, 2022 7:00 p.m.  
Youth Program Room 119b  
**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**  
This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda (Action)**
  - a. Minutes of Regular Board Meeting of September 15, 2022 **(5-6)**
  - b. Minutes of Personnel Committee Meeting of October 6, 2022 **(7)**
  - c. September 2022 Bills **(8)** and Financial Reports **(10-26)**
  - d. Approve 2023 Library Hours and Holidays **(27-28)**
  - e. Approve Executive Director salary of \$139,640 effective January 1, 2023 per the recommendation of the Personnel Committee.
  - f. Award bid for Building Automation Retrofit *(Vendor and amount will be provided at the meeting)*
6. **Third Quarter Financial Review** – Christine McKinley
7. **Executive Director Report (3-4)**
  - a. September 2022 Library Activity Report **(29-38)**
  - b. Strategic Plan Update **(39-41)**
  - c. Review public library standards for Per Capita Grant requirements **(42-51)**
8. **Trustee Reports and Comments**
9. **Upcoming Meetings and Events Calendar**
  - a. October 24 – Foundation Board Meeting – Sylvia Haas
  - b. November 1, 7:00 p.m. – Village Final Levy Reading
  - c. November 3, 7:00 p.m. – Committee of the Whole Meeting – Master Facility Plan
  - d. November 4 – Library Closed for Staff In-Service Day
  - e. November 15, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village

*\*All topics on the agenda are potential action items*

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

- f. November 17, 7:00 p.m. – Regular Board Meeting
  - i. Recognize significant employee and volunteer anniversaries
  - ii. Approve Per Capita Grant application
  - iii. Review resource-sharing consortium recommendation
  - iv. Review of Personnel Policies
  - v. Review of closed meeting minutes and recordings
- g. November 28 – Foundation Board Meeting – Open
- h. December 1 – Committee of the Whole Meeting – Cancelled

10. Adjournment

**Library Director Report  
October 20, 2022**

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.
  - a. **Library Hours/Holidays.** As part of the strategic plan, we said that we would evaluate the library's hours and holidays in the post-pandemic environment. The Board reviewed the recommendation at the September 15 meeting, and we are now asking for approval. If approved, the new hours and holidays will become effective January 1, 2023.
  - b. **Executive Director Salary.** The Personnel Committee met on October 6 to evaluate Director Reynders' performance and recommended that the Board approve a salary increase to take effect January 1, 2023.
  - c. **Bid for Building Automation Retrofit.** This project is the replacement of the HVAC control system, and is included in the approved 2022 budget, using funds from the Capital Projects Fund. We completed a formal bid process and recommend approval of the lowest responsible bidder. The bid opening will happen on Tuesday, October 18, and the recommended vendor and cost will be provided to the Board at the meeting.
2. **Third Quarter Financial Review.** This is agenda item 6. Christine McKinley, Finance Director, will present the third quarter financial review. Of note this quarter is the continued delay of the 2nd installation Cook County Property Taxes. Recent news states that the tax bills are expected to arrive in mid-November, with an estimated due date of December 31, 2022.
3. **Master Facility Plan – Committee of the Whole Meeting.** This is agenda item 9c. We have kicked off our Master Facility Plan project with our architects Tiffany Nash and Dan Pohrte from Product Architecture + Design. The first step of the project is to gather input from the community, staff, and trustees. We will use the feedback from the strategic planning process for the community portion. Staff will be able to provide feedback directly to the architects at scheduled meetings, share their thoughts on posters in the staff lounge, or send suggestions directly to Su via email.

I recommend that we use the November 3 Committee of the Whole meeting to gather input from the Trustees. Our architects will attend and lead the Board through the parameters of the project, then review each area of the library to solicit feedback.
4. **Trustee Training Available.** RAILS is offering a free, virtual, two-part webinar series that explores both the role of Library Board members as well as strategies for successful board meetings. The sessions are on Saturday, October 29 and Saturday, November 12 from 10:00 a.m. to 12:00 p.m. If you are interested in attending, please let Su know.

Mount Prospect Public Library  
Board of Trustees

5. **2023 Library Trustee Election.** On Tuesday, April 4, 2023, Mount Prospect voters will elect four residents to serve on the MPPL Board. Three will serve six-year terms (May 1, 2023 through April 30, 2029), and one will serve a two-year term (May 1, 2023 through April 30, 2025). The four Trustee seats that are up are: Marie Bass, Michael Duebner, Brain Gilligan, and Sylvia Haas.

Election information has been posted on the website at <https://mppl.org/about-us/board-of-trustees/>.

**Regular Board Meeting  
September 15, 2022  
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:02 p.m. by Michael Duebner, President.

2. Roll Call

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

3. Public Comment

Patrick McEwen, resident of Mount Prospect, expressed his concern regarding certain children's materials on display.

4. President's Report

President Duebner thanked the Finance Committee and staff for their work on the budget.

5. Consent Agenda (Action)

- a. Minutes of Regular Board Meeting of August 18, 2022
- b. Minutes of Finance Committee Meeting of September 1, 2022
- c. August 2022 Bills and Financial Reports
- d. Approve selection of Product Architecture + Design to conduct the Master Facility Plan project at a cost of \$22,000

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

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

6. New Business

Trustee Gilligan reported on the September 1 Finance Committee meeting and the recommendation to the full Board.

Motion was made by Trustee Gilligan and seconded by Trustee Bass to approve Resolution No. 2022-4 Certifying the 2023 Appropriation Budget and 2022 Tax Levy, the 2023 Working Budget, and the 2023 Salary Structure. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. Absent: None. ABSTAIN: None. Motion carried.

7. Executive Director Report

Director Reynders reported on four significant changes in top management which included the Department Head of Youth Services, Department Head of Research Services, and most recently Assistant Department Head of Circulation Services. Director of Business Operations Karen Almeleh has resigned effective at the end of this year, and Christine McKinley will take over the department as Finance Director.

Director Reynders expressed the popularity thus far on the giveaways and circulation of the One Book One Village title, *The Other Americans* by Laila Lalami.

The Board reviewed the August 2022 Strategic Plan Progress Report and discussed the recommendation of the new 2023 library hours and holidays. The new library hours and holidays will be added to the October 20 Regular Board meeting consent agenda.

8. Trustee Reports and Comments

Trustee Bass attended the Foundation Board meeting on August 22 and reported that the Foundation is planning a fall raffle. Trustee Groenwald shared her opinion about LINKin.

9. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – September 26 – Rosemary Groenwald
- b. Village First Levy Reading – October 4 – 7:00 p.m. (tentative)
- c. Personnel Committee Meeting – October 6 – 7:00 p.m.
  - i. Executive Director evaluation
- d. Regular Board Meeting – October 20 – 7:00 p.m.
  - i. Third Quarter Financial Review
  - ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
- e. Foundation Board Meeting – October 24 – Sylvia Haas
- f. Village Final Levy Reading – November 1 – 7:00 p.m. (tentative)

10. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 7:46 p.m. Voice vote carried.

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Kristine O'Sullivan, Secretary

**Personnel Committee Meeting  
October 6, 2022  
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Michael Duebner, President.

2. Roll Call

Committee Members Present: Marie Bass, Michael Duebner, Brian Gilligan  
Other Trustees Present: Sylvia Fulk, Rosemary Groenwald  
Staff Present: None  
Visitors: None

3. Public Comment

There was no public comment.

4. 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 Duebner and seconded by Trustee Bass to adjourn to closed session at 7:03 p.m. Voice vote carried.

5. Adjournment

Meeting was adjourned at 8.40 p.m.

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Kristine O'Sullivan, Secretary

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

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

Library General Fund	\$	3,952,888
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,010,023
Debt Service Fund	\$	1,566,359
Gift Fund	\$	571,965
<b>Total All Funds</b>	<b>\$</b>	<b>12,313,441</b>

**Cash Disbursements September 2022**

<b>\$</b>	<b>975,717.57</b>
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**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	6,165,094
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		7.5
Combined Balance - Percentage in Reserve		63%

**YTD September Spending**

- \* \$395,880.96 below the year-to-date budget
- \* YTD Actual is 5.4% 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 71.0% of the annual budget
- \* Last year we had expended about 70.0% of the annual budget

**Levy Collection**

- \* To date 53.4% of the total 2021 Levy has been collected
- \* Last year 69.5% of the 2020 Levy had been collected through September 2021
- \* Historically, over the past six years, 53.4% to 98.2% (average of 91.9%) of the current year Levy has been collected YTD



**YEAR TO DATE SEPTEMBER 2022 EXPENSE SUMMARY**

	Annual <u>Budget</u>	Budget % <u>to Total</u>	YTD <u>Budget</u>	Budget % <u>to Total</u>	YTD <u>Actual</u>	% of Budget <u>Expended</u>	Unexpended <u>Budget</u>	YTD Variance - Actual vs Budget	
								\$	%
<b>Salaries &amp; Benefits</b>	<b>7,415,500.00</b>	<b>75.5%</b>	<b>5,561,631.00</b>	<b>75.5%</b>	<b>5,285,531.77</b>	<b>71.3%</b>	<b>2,129,968.23</b>	<b>(276,099.23)</b>	<b>-5.0%</b>
Salaries	5,740,000.00		4,304,997.00		4,113,047.23	71.7%	1,626,952.77	(191,949.77)	-4.5%
IMRF	425,000.00		318,753.00		298,548.14	70.2%	126,451.86	(20,204.86)	-6.3%
MC / FICA	425,000.00		318,753.00		297,003.62	69.9%	127,996.38	(21,749.38)	-6.8%
Insurance - Medical	801,000.00		600,750.00		556,802.47	69.5%	244,197.53	(43,947.53)	-7.3%
Insurance - Life	1,500.00		1,125.00		934.70	62.3%	565.30	(190.30)	-16.9%
Unemployment Compensation Tax	23,000.00		17,253.00		19,195.61	83.5%	3,804.39	1,942.61	11.3%
<b>Management Expense</b>	<b>406,244.00</b>		<b>304,686.00</b>		<b>233,015.68</b>	<b>57.4%</b>	<b>173,228.32</b>	<b>(71,670.32)</b>	<b>-23.5%</b>
Audit	5,200.00		3,897.00		5,200.00	100.0%	0.00	1,303.00	33.4%
Legal Fees	10,000.00		7,497.00		1,600.50	16.0%	8,399.50	(5,896.50)	-78.7%
Printing	81,100.00		60,831.00		53,103.73	65.5%	27,996.27	(7,727.27)	-12.7%
Marketing	35,150.00		26,370.00		18,997.68	54.0%	16,152.32	(7,372.32)	-28.0%
Resources	11,409.00		8,559.00		385.89	3.4%	11,023.11	(8,173.11)	-95.5%
Professional Dues	20,235.00		15,174.00		10,287.00	50.8%	9,948.00	(4,887.00)	-32.2%
Board Development/Training	2,500.00		1,872.00		50.00	2.0%	2,450.00	(1,822.00)	-97.3%
Human Resources	135,325.00		101,484.00		92,617.49	68.4%	42,707.51	(8,866.51)	-8.7%
Other Operating	105,325.00		79,002.00		50,773.39	48.2%	54,551.61	(28,228.61)	-35.7%
<b>Operating Expenses</b>	<b>339,925.00</b>		<b>254,961.00</b>		<b>273,421.46</b>	<b>80.4%</b>	<b>66,503.54</b>	<b>18,460.46</b>	<b>7.2%</b>
Telecommunications	35,950.00		26,973.00		25,672.65	71.4%	10,277.35	(1,300.35)	-4.8%
Insurance	119,400.00		89,550.00		101,046.00	84.6%	18,354.00	11,496.00	12.8%
Office Supplies	22,574.00		16,929.00		15,400.63	68.2%	7,173.37	(1,528.37)	-9.0%
Library Supplies	20,750.00		15,570.00		8,166.26	39.4%	12,583.74	(7,403.74)	-47.6%
Postage	25,100.00		18,828.00		16,405.59	65.4%	8,694.41	(2,422.41)	-12.9%
Contract Services	48,894.00		36,675.00		30,062.77	61.5%	18,831.23	(6,612.23)	-18.0%
IT Services	67,257.00		50,436.00		76,667.56	114.0%	(9,410.56)	26,231.56	52.0%
<b>Building Expense</b>	<b>629,349.00</b>		<b>472,014.0</b>		<b>422,243.41</b>	<b>67.1%</b>	<b>207,105.59</b>	<b>(49,770.59)</b>	<b>-10.5%</b>
Building Maintenance	183,592.00		137,691.00		116,713.06	63.6%	66,878.94	(20,977.94)	-15.2%
Equipment Maintenance	134,407.00		100,809.00		101,903.57	75.8%	32,503.43	1,094.57	1.1%
Janitorial	68,200.00		51,147.00		47,393.48	69.5%	20,806.52	(3,753.52)	-7.3%
Equipment	192,350.00		144,270.00		104,638.72	54.4%	87,711.28	(39,631.28)	-27.5%
Utilities	50,800.00		38,097.00		51,594.58	101.6%	(794.58)	13,497.58	35.4%
<b>Library Materials</b>	<b>1,025,832.00</b>		<b>769,383.00</b>		<b>752,581.72</b>	<b>73.4%</b>	<b>273,250.28</b>	<b>(16,801.28)</b>	<b>-2.2%</b>
Adult Print	208,685.00		156,510.00		138,166.04	66.2%	70,518.96	(18,343.96)	-11.7%
Adult AV	67,400.00		50,544.00		38,896.91	57.7%	28,503.09	(11,647.09)	-23.0%
Youth Print	145,000.00		108,756.00		90,219.92	62.2%	54,780.08	(18,536.08)	-17.0%
Youth AV	32,900.00		24,669.00		24,177.99	73.5%	8,722.01	(491.01)	-2.0%
Serials	18,500.00		13,869.00		18,896.29	102.1%	(396.29)	5,027.29	36.2%
Electronic Resources	178,475.00		133,857.00		172,856.19	96.9%	5,618.81	38,999.19	29.1%
Digital Media	204,620.00		153,468.00		150,610.16	73.6%	54,009.84	(2,857.84)	-1.9%
E-Learning	43,437.00		32,580.00		38,939.31	89.6%	4,497.69	6,359.31	19.5%
Library of Things	29,250.00		21,942.00		22,577.91	77.2%	6,672.09	635.91	2.9%
Microform	900.00		675.00		619.85	68.9%	280.15	(55.15)	-8.2%
Processing	25,350.00		19,017.00		14,926.06	58.9%	10,423.94	(4,090.94)	-21.5%
Programs	71,315.00		53,496.00		41,695.09	58.5%	29,619.91	(11,800.91)	-22.1%
<b>Subtotal</b>	<b>9,816,850.00</b>	<b>100.0%</b>	<b>7,362,675.00</b>	<b>100.0%</b>	<b>6,966,794.04</b>	<b>71.0%</b>	<b>2,850,055.96</b>	<b>(395,880.96)</b>	<b>-5.4%</b>
<b>Reimbursable Activity</b>	<b>36,358.00</b>		<b>27,270.00</b>		<b>28,028.02</b>	<b>77.1%</b>	<b>8,329.98</b>	<b>758.02</b>	<b>2.8%</b>
Foundation Expenses	9,675.00		7,254.00		1,650.00	17.1%	8,025.00	(5,604.00)	-77.3%
Friends Expenses	23,500.00		17,631.00		16,000.04	68.1%	7,499.96	(1,630.96)	-9.3%
Village Shared Expense	3,183.00		2,385.00		1,759.87	55.3%	1,423.13	(625.13)	-26.2%
Grant Expense	0.00		0.00		8,618.11	-	(8,618.11)	8,618.11	-
<b>Grand Total</b>	<b>9,853,208.00</b>		<b>7,389,945.00</b>		<b>6,994,822.06</b>	<b>71.0%</b>	<b>2,858,385.94</b>	<b>(395,122.94)</b>	

**MOUNT PROSPECT PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures & Fund Balances**  
For the Period Ended 09/30/2022

	Current Month	Year To Date
<b>Library General Fund</b>		
Revenues		
Property Taxes		\$ 6,420,247
Taxes Allocated to Other Funds	-	(864,741)
Personal Property Replacement Taxes	3,114	143,777
Interest Income	7,824	31,527
Illinois Per Capita Grant	83,857	83,857
Misc. Grant Income	-	15,264
Ground Lease Income	-	-
Miscellaneous Fees	2,729	22,076
Friends & Foundation Reimbursements	1,067	10,039
Village Reimbursements	-	1,570
<i>Total Revenues</i>	<u>\$ 98,591</u>	<u>\$ 5,863,616</u>
Expenditures		
Salaries & Benefits	\$ 558,119	5,285,531
Management Expense	36,094	233,017
Operating Expenses	17,192	273,420
Building Expense	47,410	422,244
Services and Resources	66,032	752,582
Friends & Foundation Reimbursable Expenses	3,551	17,651
Misc. Grant Expenses	-	8,619
Expenses Reimbursable by Village	269	1,758
<i>Total Expenditures</i>	<u>\$ 728,667</u>	<u>\$ 6,994,822</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 728,667</u>	<u>\$ 6,994,822</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (630,076)	\$ (1,131,206)
Fund Balance - Beginning of Period	4,582,964	5,084,094
Fund Balance - End of Period	<u>\$ 3,952,888</u>	<u>\$ 3,952,888</u>
<b>Working Cash Fund</b>		
Fund Balance - Beginning of Period	\$ 2,212,206	\$ 2,212,206
Interest Allocation	-	-
Fund Balance - End of Period	<u>\$ 2,212,206</u>	<u>\$ 2,212,206</u>
<b>Capital Projects Restricted Fund</b>		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	8,193	30,288
<i>Total Revenues</i>	<u>\$ 8,193</u>	<u>\$ 30,288</u>
Expenditures		
Main: Bldg Maintenance	2,385	107,908
Main: Furnishings/Equipment	-	47,594
Supplies	-	14
South Branch: Bldg Maintenance	-	-
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 2,385</u>	<u>\$ 155,516</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 5,808	\$ (125,228)
Fund Balance - Beginning of Period	4,004,215	4,135,251
Fund Balance - End of Period	<u>\$ 4,010,023</u>	<u>\$ 4,010,023</u>
<b>Debt Service Fund</b>		
Revenues		
Property Taxes	-	\$ 864,742
Interest Income	3,253	11,251
<i>Total Revenues</i>	<u>\$ 3,253</u>	<u>\$ 875,993</u>
Expenditures		
Interest Expense	2,583	\$ 23,247
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 23,697</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 670	\$ 852,296
Fund balance - Beginning of Period	1,565,689	714,063
Fund balance - End of Period	<u>\$ 1,566,359</u>	<u>\$ 1,566,359</u>
<b>Gift Fund</b>		
Revenues	468	\$ 6,804
Expenditures	1,400	5,357
Excess (Deficiency) of Revenues over Expenditures	\$ (932)	\$ 1,447
Fund Balance - Beginning of Period	572,897	570,518
Fund Balance - End of Period	<u>\$ 571,965</u>	<u>\$ 571,965</u>

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

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$	558,118.50	
Management Expense (4210L - 4290L)		36,093.83	
Operating Expenses (4310L - 4390L)		17,191.56	
Building Expense (4410L - 4460L)		47,410.23	
Services and Resources (4610L - 4690L)		66,032.01	
Friends & Foundation reimbursable expenses (9530L and 9540L)		3,550.89	
VOMP reimbursable expenses (9560L)		269.42	
Grant Expenses (9570L)		-	
Total September 2022 Library General Fund Expenses			\$ 728,666.44

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	55.50	
Operating Expense Reimbursements received		7,986.84	
September 2022 Interfund Revenue		468.08	
August 2022 Accrued Payroll & Benefits		300,812.59	
August 2022 Credit Card Payable		5,620.74	
August 2022 Accounts Payable		84,229.38	
August 2022 Due to Building Fund		69,577.12	
August 2022 Due to Gift Fund		572,896.81	
			1,041,647.06

Deductions for Library General Fund Cash Disbursements:

September 2022 Accrued Payroll & Benefits	\$	90,720.12	
September 2022 Credit Card Payable		4,170.20	
September 2022 Accounts Payable		88,267.23	
September 2022 Due to Building Fund		39,322.62	
September 2022 Due to Gift Fund		571,964.89	
Payment of Nayax invoices & merchant fees by income offset		142.25	
Payment of Credit Card Merchant fees by income offset		8.62	
			(794,595.93)

*Total Library General Fund cash disbursed* \$ 975,717.57

**CAPITAL PROJECTS RESTRICTED FUND**

September 2022 Expenses	\$	2,384.50	
Plus: August 2022 Accounts Payable		27,870.00	
Less: September 2022 Accounts Payable			
Less: August 2022 Due from Library Fund		(69,577.12)	
Plus: September 2022 Due from Library Fund		39,322.62	
<i>Total Capital Projects Restricted Fund cash disbursed</i>			0.00

**DEBT SERVICE FUND**

September 2022 Expenses	\$	2,583.33	
Plus: August 2022 Interest Payable		7,749.97	
Plus: August 2022 Accounts Payable			
Less: September 2022 Interest Payable		(10,333.30)	
Less: September 2022 Accounts Payable		-	
<i>Total Debt Service Fund cash disbursed</i>			0.00

**GIFT FUND**

September 2022 Expenses	\$	1,400.00	
September 2022 Interfund Revenue		(468.08)	
Plus: Reimbursed service fees		-	
Less: August 2022 Due from Library Fund		(572,896.81)	
Plus: September 2022 Due from Library Fund		571,964.89	
Plus: August 2022 Accounts Payable		-	
Less: September 2022 Accounts Payable		-	
<i>Total Gift Fund cash disbursed</i>			0.00

**TOTAL CASH DISBURSEMENTS, September 2022**

**\$ 975,717.57**

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

Account Description	Date	Vendor Name	Amount
Salaries	9/1/22	PAYROLL - PAYCOM	212,598.88
Salaries	9/1/22	08/31/2022 payroll accrual	-273,341.42
Salaries	9/15/22	PAYROLL - PAYCOM	201,337.67
Salaries	9/28/22	PAYROLL - PAYCOM	202,649.26
Salaries	9/30/22	09/30/2022 payroll accrual	85,924.80
IMRF	9/1/22	08/31/2022 payroll accrual	-16,916.45
IMRF	9/29/22	VILLAGE OF MT. PROSPECT - IMRF	45,918.43
IMRF	9/30/22	09/30/2022 payroll accrual	6,377.97
MC / FICA	9/1/22	PAYROLL - PAYCOM	15,262.10
MC / FICA	9/1/22	08/31/2022 payroll accrual	-19,622.70
MC / FICA	9/15/22	PAYROLL - PAYCOM	14,421.58
MC / FICA	9/28/22	PAYROLL - PAYCOM	15,398.66
MC / FICA	9/30/22	09/30/2022 payroll accrual	6,156.76
Insurance - Medical & Life	9/8/22	EMPLOYEE REIMBURSEMENT	-0.42
Insurance - Medical & Life	9/28/22	EMPLOYEE REIMBURSEMENT	-16.78
Insurance - Medical & Life	9/29/22	VILLAGE OF MT. PROSPECT	61,886.84
Insurance - Medical & Life	9/29/22	VILLAGE OF MT. PROSPECT	83.32
Printing	9/14/22	NPN360	11,491.33
Printing	9/1/22	MC/GOTPRINT.COM	201.14
Printing	9/1/22	MC/ONLINELABELS.COM	91.53
Printing	9/3/22	MC/VISTAPRINT	-5.69
Printing	9/6/22	MC/FEDEX	31.05
Printing	9/14/22	NPN360	3,273.83
Printing	9/15/22	MC/GOTPRINT.COM	60.88
Marketing	9/21/22	THE JOURNAL AND TOPICS	300.00
Marketing	9/1/22	MC/4 IMPRINT	276.47
Marketing	9/3/22	MC/VISTAPRINT	-39.99
Marketing	9/8/22	MC/4 IMPRINT	213.08
Marketing	9/22/22	MC/4 IMPRINT	316.81
Resources	9/21/22	MC/SPOTIFY	15.99
Professional Dues	9/9/22	ILLINOIS LIBRARY ASSOCIATION	75.00
Professional Dues	9/14/22	MC/ALA	-153.00
Professional Dues	9/22/22	MC/ALA	118.00
Professional Dues	9/22/22	MC/ALA	81.00
Professional Dues	9/23/22	MC/ALA	236.00
Human Resources	9/1/22	ACCURATE EMPLOYMENT SCREENING,	177.87
Human Resources	9/27/22	MC/GOV FINANCE OFFICERS ASSOC	-150.00
Human Resources	9/27/22	MC/GOV FINANCE OFFICERS ASSOC	-150.00
Human Resources	9/27/22	MC/GOV FINANCE OFFICERS ASSOC	-150.00
Human Resources	9/27/22	MC/GOV FINANCE OFFICERS ASSOC	-150.00
Human Resources	9/27/22	MC/GOV FINANCE OFFICERS ASSOC	-150.00
Human Resources	9/27/22	MC/GOV FINANCE OFFICERS ASSOC	-150.00
Human Resources	9/1/22	PAYROLL - PAYCOM	2,206.03
Human Resources	9/15/22	PAYROLL - PAYCOM	2,168.41

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

Account Description	Date	Vendor Name	Amount
Human Resources	9/28/22	PAYROLL - PAYCOM	2,210.10
Human Resources	9/15/22	EMPLOYEE BENEFITS CORPORATION	94.25
Human Resources	9/14/22	MC/ILA	275.00
Human Resources	9/15/22	MC/ILA	275.00
Human Resources	9/22/22	MC/ILA	307.00
Human Resources	9/22/22	MC/ANDERSON'S BOOKSHOPS	17.02
Human Resources	9/27/22	MC/ALA	714.42
Human Resources	9/28/22	PAYROLL - PAYCOM	15.00
Human Resources	9/29/22	MC/LIBRARYWORKS INC	49.00
Human Resources	9/1/22	MC/AMAZON	299.85
Human Resources	9/1/22	MC/AMAZON	89.91
Human Resources	9/1/22	AMAZON.COM	11.69
Human Resources	9/6/22	MC/AMAZON	76.45
Human Resources	9/26/22	MEDIA PARTNERS CORPORATION	1,500.00
Human Resources	9/28/22	ASHLEY HOPE PEREZ	950.00
Human Resources	9/15/22	MEDIA PARTNERS CORPORATION	3,081.25
Human Resources	9/15/22	MEDIA PARTNERS CORPORATION	783.91
Human Resources	9/15/22	PAYROLL - PAYCOM	40.93
Human Resources	9/28/22	PAYROLL - PAYCOM	19.68
Other Operating	9/2/22	NAYAX LLC	11.70
Other Operating	9/9/22	NAYAX LLC	13.45
Other Operating	9/16/22	NAYAX LLC	11.44
Other Operating	9/23/22	NAYAX LLC	16.01
Other Operating	9/29/22	PROPAY	8.62
Other Operating	9/30/22	NAYAX LLC	10.15
Other Operating	9/1/22	WEBLINX INCORPORATED	4,860.00
Other Operating	9/1/22	VARIETY VENDORS	23.00
Other Operating	9/6/22	MC/LYFT RIDE	41.29
Other Operating	9/8/22	EMPLOYEE REIMBURSEMENT	-4.24
Other Operating	9/12/22	MC/LYFT RIDE	38.17
Other Operating	9/14/22	THRYV - DEX MEDIA	23.50
Other Operating	9/27/22	VARIETY VENDORS	74.00
Other Operating	9/28/22	EMPLOYEE REIMBURSEMENTS	-79.46
Telecommunications	9/10/22	AT&T	209.69
Telecommunications	9/11/22	AT&T	725.02
Telecommunications	9/18/22	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
Telecommunications	9/19/22	AT&T	730.30
Telecommunications	9/23/22	COMCAST CABLE	315.36
Telecommunications	9/28/22	VERIZON WIRELESS	390.30
Telecommunications	9/19/22	AT&T	269.43
Office Supplies	9/13/22	WAREHOUSE DIRECT	597.80
Office Supplies	9/14/22	WAREHOUSE DIRECT	31.25
Office Supplies	9/14/22	STAPLES BUSINESS ADVANTAGE	51.42
Office Supplies	9/16/22	MC/AMAZON	8.49
Office Supplies	9/14/22	WAREHOUSE DIRECT	58.08
Office Supplies	9/14/22	STAPLES BUSINESS ADVANTAGE	60.16
Office Supplies	9/1/22	THE HOME DEPOT CRC	285.23
Office Supplies	9/1/22	PAYROLL - PAYCOM	30.54
Office Supplies	9/14/22	WAREHOUSE DIRECT	8.39

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

Account Description	Date	Vendor Name	Amount
Office Supplies	9/14/22	STAPLES BUSINESS ADVANTAGE	105.16
Office Supplies	9/1/22	MC/BONAFIDEMASKS.COM	170.00
Office Supplies	9/8/22	MC/WALMART	34.41
Office Supplies	9/13/22	MC/AMAZON	14.99
Office Supplies	9/14/22	STAPLES BUSINESS ADVANTAGE	55.02
Office Supplies	9/1/22	WAREHOUSE DIRECT	398.97
Office Supplies	9/13/22	WAREHOUSE DIRECT	211.98
Office Supplies	9/14/22	STAPLES BUSINESS ADVANTAGE	1.72
Office Supplies	9/15/22	MC/AMAZON	11.35
Office Supplies	9/19/22	WAREHOUSE DIRECT	105.99
Office Supplies	9/28/22	MC/AMAZON	19.99
Office Supplies	9/7/22	MC/OFFICE DEPOT	11.69
Office Supplies	9/1/22	AMAZON.COM	20.10
Office Supplies	9/14/22	WAREHOUSE DIRECT	2.91
Office Supplies	9/21/22	STAPLES BUSINESS ADVANTAGE	42.22
Library Supplies	9/1/22	AMAZON.COM	26.01
Library Supplies	9/9/22	MC/BAYSCAN TECHNOLOGIES	190.93
Library Supplies	9/27/22	WAREHOUSE DIRECT	242.00
Library Supplies	9/22/22	W. W. GRAINGER, INC.	62.93
Library Supplies	9/27/22	W. W. GRAINGER, INC.	258.98
Postage	9/1/22	MC/POSTMASTER	8.95
Postage	9/2/22	MC/POSTMASTER	8.95
Postage	9/7/22	MC/POSTMASTER	8.95
Postage	9/7/22	MC/POSTMASTER	8.95
Postage	9/8/22	MC/POSTMASTER	8.95
Postage	9/9/22	MC/POSTMASTER	17.90
Postage	9/10/22	MC/POSTMASTER	506.10
Postage	9/14/22	MC/POSTMASTER	8.95
Postage	9/16/22	MC/POSTMASTER	17.90
Postage	9/16/22	MC/POSTMASTER	8.95
Postage	9/22/22	MC/POSTMASTER	15.50
Postage	9/23/22	MC/POSTMASTER	8.95
Postage	9/24/22	MC/POSTMASTER	8.95
Postage	9/27/22	MC/POSTMASTER	17.90
Postage	9/28/22	MC/POSTMASTER	8.95
Postage	9/29/22	MC/POSTMASTER	8.95
Postage	9/1/22	POSTMASTER	2,029.60
Postage	9/1/22	POSTMASTER	2,029.60
Contract Services	9/29/22	BACKSTAGE LIBRARY WORKS	250.00
IT Services	9/11/22	MC/GODADDY.COM, INC.	449.99
IT Services	9/26/22	STACKMAP, INC.	3,225.00
IT Services	9/30/22	MC/ZOOM	180.00
IT Services	9/4/22	MC/MICROSOFT	6.60
IT Services	9/4/22	MC/MICROSOFT	151.49
IT Services	9/6/22	MC/QUICKBASE	205.17
IT Services	9/6/22	AMERICAN TIME	149.98
IT Services	9/10/22	MC/DELICIOUS BRAINS	249.00
IT Services	9/11/22	MC/PUBLISH PRESS	83.85



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

Account Description	Date	Vendor Name	Amount
IT Services	9/21/22	MC/AQUENT LLC	320.00
IT Services	9/22/22	MC/PADLET SOFTWARE	24.00
IT Services	9/26/22	RAILS	657.72
IT Services	9/28/22	MC/ZOHO CORPORATION	250.00
Building Maintenance	9/1/22	INTERIOR TROPICAL GARDENS	120.00
Building Maintenance	9/2/22	TRANE	7,900.00
Building Maintenance	9/1/22	BISHOP PLUMBING, INC.	423.95
Building Maintenance	9/8/22	SOUND INCORPORATED	435.00
Building Maintenance	9/13/22	KRUGEL COBBLES, INC	750.00
Building Maintenance	9/16/22	SOUND INCORPORATED	667.50
Building Maintenance	9/19/22	MCCLUSKEY ENGINEERING CORPORAT	1,762.50
Building Maintenance	9/21/22	PROSPECT ELECTRIC COMPANY	172.50
Building Maintenance	9/26/22	STATE FIRE MARSHALL	140.00
Building Maintenance	9/1/22	AMAZON.COM	15.86
Building Maintenance	9/1/22	FILTER SERVICES INC	994.64
Building Maintenance	9/6/22	LIGHTING SUPPLY COMPANY	34.85
Building Maintenance	9/8/22	MENARDS	4.64
Building Maintenance	9/9/22	W. W. GRAINGER, INC.	92.29
Building Maintenance	9/21/22	FILTER SERVICES INC	1,127.20
Building Maintenance	9/22/22	W. W. GRAINGER, INC.	35.52
Building Maintenance	9/27/22	W. W. GRAINGER, INC.	161.06
Building Maintenance	9/28/22	GAMBINO LANDSCAPING AND BRICK	930.00
Building Maintenance	9/30/22	AMERICAN LANDSCAPING INC.	568.00
Building Maintenance	9/1/22	WAREHOUSE DIRECT	48.40
Equipment Maintenance	9/7/22	SHELL OIL COMPANY	41.76
Equipment Maintenance	9/8/22	SHELL OIL COMPANY	-4.74
Equipment Maintenance	9/12/22	CHICAGO COMMUNICATIONS LLC	128.00
Equipment Maintenance	9/26/22	MC/UNIBRAIN STORE	63.00
Equipment Maintenance	9/16/22	NAYAX LLC	79.50
Equipment Maintenance	9/29/22	SIRSIDYNIX	360.00
Equipment Maintenance	9/2/22	MC/IMPERIAL SURVEILLANCE	338.00
Janitorial	9/1/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
Janitorial	9/15/22	CINTAS #22	125.09
Janitorial	9/20/22	REPUBLIC SERVICES #551	296.81
Janitorial	9/29/22	A.N.S., INC.	828.00
Janitorial	9/8/22	WAREHOUSE DIRECT	111.54
Janitorial	9/13/22	WAREHOUSE DIRECT	75.55
Janitorial	9/14/22	WAREHOUSE DIRECT	411.80
Janitorial	9/15/22	SUPERIOR INDUSTRIAL SUPPLY	206.15
Janitorial	9/20/22	SUPERIOR INDUSTRIAL SUPPLY	199.10
Janitorial	9/27/22	WAREHOUSE DIRECT	318.93
Janitorial	9/30/22	SUPERIOR INDUSTRIAL SUPPLY	-1.99
Equipment	9/3/22	DELL MARKETING L.P.	7,550.34
Equipment	9/3/22	DELL MARKETING L.P.	1,121.24
Equipment	9/16/22	DELL MARKETING L.P.	5,195.76
Equipment	9/29/22	MC/AMAZON	91.76
Equipment	9/8/22	CDW GOVERNMENT, INC.	273.57
Equipment	9/14/22	CDW GOVERNMENT, INC.	5,188.29

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

Account Description	Date	Vendor Name	Amount
Equipment	9/1/22	AMAZON.COM	87.99
Equipment	9/6/22	AMERICAN TIME	1,217.25
Equipment	9/8/22	MC/AMAZON	117.10
Equipment	9/13/22	MC/AMAZON	12.99
Equipment	9/15/22	MC/AMAZON	29.17
Equipment	9/28/22	MC/AMAZON	22.84
Utilities	9/12/22	CONSTELLATION NEWENERGY- GAS D	1,867.52
Utilities	9/15/22	VILLAGE OF MT. PROSPECT	1,694.00
Adult Books	9/1/22	BAKER AND TAYLOR	24.98
Adult Books	9/1/22	INGRAM	417.88
Adult Books	9/1/22	BAKER AND TAYLOR	785.90
Adult Books	9/1/22	BAKER AND TAYLOR	465.54
Adult Books	9/1/22	AMAZON.COM	-58.98
Adult Books	9/1/22	AMAZON.COM	640.51
Adult Books	9/1/22	MC/AMOS MEDIA CO	111.99
Adult Books	9/2/22	INGRAM	79.74
Adult Books	9/6/22	INGRAM	241.93
Adult Books	9/6/22	INGRAM	242.25
Adult Books	9/6/22	BAKER AND TAYLOR	1,048.74
Adult Books	9/7/22	BAKER AND TAYLOR	37.51
Adult Books	9/8/22	INGRAM	190.90
Adult Books	9/8/22	BAKER AND TAYLOR	534.78
Adult Books	9/9/22	INGRAM	48.33
Adult Books	9/9/22	BAKER AND TAYLOR	825.05
Adult Books	9/12/22	BAKER AND TAYLOR	448.76
Adult Books	9/12/22	BAKER AND TAYLOR	70.40
Adult Books	9/13/22	BAKER AND TAYLOR	391.55
Adult Books	9/14/22	INGRAM	247.10
Adult Books	9/15/22	INGRAM	104.73
Adult Books	9/15/22	INGRAM	373.83
Adult Books	9/15/22	BAKER AND TAYLOR	525.36
Adult Books	9/16/22	INGRAM	159.84
Adult Books	9/16/22	BAKER AND TAYLOR	493.72
Adult Books	9/16/22	BAKER AND TAYLOR	-16.94
Adult Books	9/19/22	INGRAM	216.34
Adult Books	9/19/22	BAKER AND TAYLOR	901.51
Adult Books	9/19/22	BAKER AND TAYLOR	38.17
Adult Books	9/21/22	INGRAM	129.49
Adult Books	9/21/22	BAKER AND TAYLOR	32.54
Adult Books	9/22/22	BAKER AND TAYLOR	1,139.13
Adult Books	9/22/22	BAKER AND TAYLOR	512.06
Adult Books	9/22/22	INGRAM	178.88
Adult Books	9/22/22	INGRAM	171.60
Adult Books	9/22/22	BAKER AND TAYLOR	43.04
Adult Books	9/23/22	BAKER AND TAYLOR	-41.80
Adult Books	9/26/22	BAKER AND TAYLOR	1,989.43
Adult Books	9/26/22	INGRAM	220.63
Adult Books	9/27/22	BAKER AND TAYLOR	1,179.69
Adult Books	9/28/22	BAKER AND TAYLOR	583.16
Adult Books	9/28/22	BAKER AND TAYLOR	248.53



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

Account Description	Date	Vendor Name	Amount
Adult Books	9/29/22	INGRAM	253.64
Adult Books	9/30/22	BAKER AND TAYLOR	833.00
Adult Books	9/1/22	BAKER AND TAYLOR	22.83
Adult Books	9/1/22	AMAZON.COM	11.40
Adult Books	9/13/22	BAKER AND TAYLOR	22.18
Adult Books	9/26/22	BAKER AND TAYLOR	47.77
Adult AV	9/1/22	BAKER & TAYLOR INC.	11.03
Adult AV	9/1/22	BAKER & TAYLOR INC.	40.72
Adult AV	9/1/22	BAKER & TAYLOR INC.	19.10
Adult AV	9/1/22	BAKER & TAYLOR INC.	22.01
Adult AV	9/1/22	BAKER & TAYLOR INC.	96.98
Adult AV	9/1/22	BAKER & TAYLOR INC.	57.30
Adult AV	9/1/22	BAKER & TAYLOR INC.	27.92
Adult AV	9/1/22	MIDWEST TAPE, LLC	161.96
Adult AV	9/1/22	MIDWEST TAPE, LLC	124.98
Adult AV	9/1/22	BAKER & TAYLOR INC.	11.03
Adult AV	9/1/22	BAKER & TAYLOR INC.	11.02
Adult AV	9/1/22	BAKER & TAYLOR INC.	36.72
Adult AV	9/1/22	AMAZON.COM	712.32
Adult AV	9/6/22	MIDWEST TAPE, LLC	137.97
Adult AV	9/6/22	MIDWEST TAPE, LLC	74.98
Adult AV	9/6/22	MIDWEST TAPE, LLC	16.79
Adult AV	9/6/22	MIDWEST TAPE, LLC	34.99
Adult AV	9/6/22	MIDWEST TAPE, LLC	9.99
Adult AV	9/6/22	BAKER & TAYLOR INC.	11.88
Adult AV	9/6/22	BAKER & TAYLOR INC.	10.18
Adult AV	9/6/22	BAKER & TAYLOR INC.	13.48
Adult AV	9/6/22	BAKER & TAYLOR INC.	28.65
Adult AV	9/6/22	BAKER & TAYLOR INC.	16.16
Adult AV	9/9/22	BAKER & TAYLOR INC.	10.18
Adult AV	9/9/22	BAKER & TAYLOR INC.	208.67
Adult AV	9/9/22	BAKER & TAYLOR INC.	20.56
Adult AV	9/9/22	BAKER & TAYLOR INC.	29.39
Adult AV	9/12/22	MIDWEST TAPE, LLC	92.98
Adult AV	9/12/22	MIDWEST TAPE, LLC	79.98
Adult AV	9/12/22	MIDWEST TAPE, LLC	44.99
Adult AV	9/12/22	MIDWEST TAPE, LLC	44.99
Adult AV	9/12/22	CRIMSON MULTIMEDIA DIST., INC.	222.14
Adult AV	9/12/22	CRIMSON MULTIMEDIA DIST., INC.	342.62
Adult AV	9/14/22	BAKER & TAYLOR INC.	12.73
Adult AV	9/14/22	BAKER & TAYLOR INC.	92.57
Adult AV	9/14/22	BAKER & TAYLOR INC.	44.09
Adult AV	9/14/22	BAKER & TAYLOR INC.	43.27
Adult AV	9/14/22	BAKER & TAYLOR INC.	4.39
Adult AV	9/15/22	BAKER & TAYLOR INC.	13.22
Adult AV	9/19/22	MIDWEST TAPE, LLC	119.97
Adult AV	9/19/22	MIDWEST TAPE, LLC	104.98
Adult AV	9/19/22	MIDWEST TAPE, LLC	39.99
Adult AV	9/19/22	MIDWEST TAPE, LLC	29.99
Adult AV	9/19/22	MIDWEST TAPE, LLC	90.98
Adult AV	9/19/22	MIDWEST TAPE, LLC	25.99

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

Account Description	Date	Vendor Name	Amount
Adult AV	9/21/22	BAKER & TAYLOR INC.	11.88
Adult AV	9/21/22	BAKER & TAYLOR INC.	12.73
Adult AV	9/21/22	BAKER & TAYLOR INC.	99.86
Adult AV	9/21/22	THE TEACHING COMPANY	248.75
Adult AV	9/22/22	MIDWEST TAPE, LLC	90.98
Adult AV	9/22/22	MIDWEST TAPE, LLC	79.98
Adult AV	9/22/22	MIDWEST TAPE, LLC	259.96
Adult AV	9/22/22	MIDWEST TAPE, LLC	114.97
Adult AV	9/23/22	BAKER & TAYLOR INC.	18.37
Adult AV	9/23/22	BAKER & TAYLOR INC.	33.17
Adult AV	9/23/22	BAKER & TAYLOR INC.	11.88
Adult AV	9/26/22	INGRAM	16.69
Adult AV	9/28/22	BAKER & TAYLOR INC.	18.36
Adult AV	9/28/22	BAKER & TAYLOR INC.	14.66
Adult AV	9/28/22	BAKER & TAYLOR INC.	29.39
Adult AV	9/29/22	BAKER & TAYLOR INC.	14.23
Adult AV	9/29/22	BAKER & TAYLOR INC.	14.66
Adult AV	9/29/22	BAKER & TAYLOR INC.	18.37
Adult AV	9/29/22	BAKER & TAYLOR INC.	11.99
Adult AV	9/29/22	BAKER & TAYLOR INC.	12.73
Adult AV	9/30/22	MIDWEST TAPE, LLC	39.99
Adult AV	9/30/22	MIDWEST TAPE, LLC	11.99
Adult AV	9/1/22	BAKER & TAYLOR INC.	14.69
Adult AV	9/1/22	BAKER & TAYLOR INC.	13.96
Adult AV	9/1/22	AMAZON.COM	104.91
Adult AV	9/13/22	BAKER & TAYLOR INC.	22.78
Adult AV	9/19/22	BAKER & TAYLOR INC.	51.44
Adult AV	9/19/22	BAKER & TAYLOR INC.	24.98
Adult AV	9/19/22	BAKER & TAYLOR INC.	13.22
Adult AV	9/19/22	BAKER & TAYLOR INC.	13.22
Adult AV	9/26/22	BAKER & TAYLOR INC.	11.02
Youth Print	9/1/22	PAYROLL - PAYCOM	148.93
Youth Print	9/1/22	MC/POLISH BOOKSTORE	105.89
Youth Print	9/1/22	BAKER AND TAYLOR	240.73
Youth Print	9/1/22	GALE	635.16
Youth Print	9/1/22	GALE	13.11
Youth Print	9/1/22	BAKER AND TAYLOR	384.21
Youth Print	9/1/22	BAKER AND TAYLOR	145.69
Youth Print	9/1/22	BAKER AND TAYLOR	293.36
Youth Print	9/1/22	AMAZON.COM	707.85
Youth Print	9/1/22	AMAZON.COM	-34.99
Youth Print	9/1/22	BAKER AND TAYLOR	-2.97
Youth Print	9/1/22	BAKER AND TAYLOR	-10.85
Youth Print	9/1/22	BAKER AND TAYLOR	-10.16
Youth Print	9/2/22	INGRAM	52.80
Youth Print	9/6/22	INGRAM	135.56
Youth Print	9/6/22	BAKER AND TAYLOR	306.38
Youth Print	9/8/22	BAKER AND TAYLOR	442.36
Youth Print	9/8/22	INGRAM	163.95
Youth Print	9/8/22	BAKER AND TAYLOR	54.50
Youth Print	9/8/22	CHICAGO BOOKS & JOURNALS	305.97

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

Account Description	Date	Vendor Name	Amount
Youth Print	9/10/22	LANGUAGE LIZARD	190.96
Youth Print	9/13/22	BAKER AND TAYLOR	653.24
Youth Print	9/14/22	INGRAM	39.92
Youth Print	9/15/22	INGRAM	113.80
Youth Print	9/15/22	INGRAM	36.25
Youth Print	9/15/22	BAKER AND TAYLOR	51.53
Youth Print	9/15/22	BOB BOOKS PUBLICATIONS LLC	626.81
Youth Print	9/16/22	BAKER AND TAYLOR	64.99
Youth Print	9/16/22	BAKER AND TAYLOR	378.40
Youth Print	9/19/22	LORITO BOOKS	34.90
Youth Print	9/20/22	BAKER AND TAYLOR	224.34
Youth Print	9/20/22	BAKER AND TAYLOR	1,014.48
Youth Print	9/21/22	INGRAM	91.50
Youth Print	9/21/22	GALE	37.70
Youth Print	9/22/22	CHICAGO BOOKS & JOURNALS	-27.66
Youth Print	9/22/22	INGRAM	32.01
Youth Print	9/22/22	INGRAM	45.91
Youth Print	9/22/22	MC/BOOK DEPOSITORY	62.34
Youth Print	9/23/22	BAKER AND TAYLOR	24.81
Youth Print	9/26/22	BAKER AND TAYLOR	676.34
Youth Print	9/26/22	INGRAM	12.55
Youth Print	9/26/22	BAKER AND TAYLOR	440.23
Youth Print	9/26/22	BAKER AND TAYLOR	15.27
Youth Print	9/28/22	BAKER AND TAYLOR	78.70
Youth Print	9/28/22	BAKER AND TAYLOR	887.57
Youth Print	9/29/22	INGRAM	105.62
Youth Print	9/30/22	BAKER AND TAYLOR	38.06
Youth Print	9/30/22	GALE	-56.55
Youth Print	9/1/22	BAKER AND TAYLOR	93.89
Youth Print	9/1/22	AMAZON.COM	16.71
Youth Print	9/1/22	BAKER AND TAYLOR	-2.97
Youth Print	9/1/22	BAKER AND TAYLOR	-10.16
Youth Print	9/13/22	BAKER AND TAYLOR	81.40
Youth Print	9/26/22	BAKER AND TAYLOR	48.96
Youth Print	9/26/22	BAKER AND TAYLOR	92.16
Youth AV	9/1/22	FINDAWAY WORLD, LLC	369.93
Youth AV	9/1/22	MIDWEST TAPE, LLC	39.98
Youth AV	9/1/22	MIDWEST TAPE, LLC	38.97
Youth AV	9/1/22	AMAZON.COM	679.43
Youth AV	9/6/22	BAKER & TAYLOR INC.	22.04
Youth AV	9/6/22	BAKER & TAYLOR INC.	7.34
Youth AV	9/6/22	MIDWEST TAPE, LLC	18.74
Youth AV	9/10/22	BAKER AND TAYLOR	161.64
Youth AV	9/12/22	BAKER & TAYLOR INC.	35.99
Youth AV	9/12/22	CRIMSON MULTIMEDIA DIST., INC.	446.22
Youth AV	9/12/22	FINDAWAY WORLD, LLC	109.98
Youth AV	9/12/22	FINDAWAY WORLD, LLC	217.96
Youth AV	9/12/22	FINDAWAY WORLD, LLC	104.98
Youth AV	9/12/22	FINDAWAY WORLD, LLC	669.88
Youth AV	9/12/22	FINDAWAY WORLD, LLC	1,004.81
Youth AV	9/12/22	FINDAWAY WORLD, LLC	921.83

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

Account Description	Date	Vendor Name	Amount
Youth AV	9/14/22	FINDAWAY WORLD, LLC	50.99
Youth AV	9/16/22	FINDAWAY WORLD, LLC	49.99
Youth AV	9/21/22	FINDAWAY WORLD, LLC	300.70
Youth AV	9/21/22	LIBRARY IDEAS, LLC	101.07
Youth AV	9/30/22	LIBRARY IDEAS, LLC	156.40
Youth AV	9/1/22	AMAZON.COM	8.99
Youth AV	9/10/22	BAKER AND TAYLOR	22.04
Youth AV	9/13/22	BAKER & TAYLOR INC.	8.08
Youth AV	9/19/22	BAKER & TAYLOR INC.	8.08
Youth AV	9/19/22	BAKER & TAYLOR INC.	11.01
Youth AV	9/19/22	BAKER & TAYLOR INC.	25.71
Youth AV	9/26/22	BAKER & TAYLOR INC.	14.69
Print Serials	9/1/22	MC/FLY FISHERMAN	21.95
Print Serials	9/6/22	MC/CHICAGO TRIBUNE	207.92
Print Serials	9/8/22	EBSCO INDUSTRIES, INC.	-84.95
Print Serials	9/9/22	MC/PAYPAL	17.95
Print Serials	9/21/22	MC/CHICAGO TRIBUNE	146.00
Print Serials	9/26/22	MC/DAILY HERALD	34.60
Print Serials	9/28/22	KOREA DAILY	-184.80
Print Serials	9/28/22	PEOPLE	-32.92
Print Serials	9/28/22	LIBRARY JOURNAL	-136.99
Print Serials	9/28/22	MC/KD MARKET	22.40
Print Serials	9/5/22	MC/WALL STREET JOURNAL	54.99
Electronic Resources	9/1/22	THOMSON REUTERS - WEST	1,541.85
Electronic Resources	9/1/22	TUMBLEWEED PRESS INC.	639.20
Digital Media	9/30/22	MIDWEST TAPE, LLC	3,650.78
Digital Media	9/30/22	KANOPY, INC.	495.00
Digital Media	9/1/22	OVERDRIVE, INC.	144.14
Digital Media	9/1/22	OVERDRIVE, INC.	89.98
Digital Media	9/1/22	OVERDRIVE, INC.	948.59
Digital Media	9/1/22	OVERDRIVE, INC.	1,259.74
Digital Media	9/1/22	OVERDRIVE, INC.	52.50
Digital Media	9/1/22	OVERDRIVE, INC.	292.48
Digital Media	9/1/22	OVERDRIVE, INC.	99.99
Digital Media	9/1/22	OVERDRIVE, INC.	209.99
Digital Media	9/1/22	OVERDRIVE, INC.	410.42
Digital Media	9/1/22	OVERDRIVE, INC.	185.98
Digital Media	9/1/22	OVERDRIVE, INC.	299.68
Digital Media	9/1/22	OVERDRIVE, INC.	270.31
Digital Media	9/1/22	OVERDRIVE, INC.	463.06
Digital Media	9/1/22	OVERDRIVE, INC.	87.50
Digital Media	9/1/22	OVERDRIVE, INC.	290.83
Digital Media	9/1/22	OVERDRIVE, INC.	120.99
Digital Media	9/1/22	OVERDRIVE, INC.	60.84
Digital Media	9/1/22	OVERDRIVE, INC.	115.00
Digital Media	9/1/22	OVERDRIVE, INC.	16.95
Digital Media	9/1/22	OVERDRIVE, INC.	85.50
Digital Media	9/1/22	OVERDRIVE, INC.	327.47
Digital Media	9/1/22	OVERDRIVE, INC.	221.95

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

Account Description	Date	Vendor Name	Amount
Digital Media	9/16/22	OVERDRIVE, INC.	751.80
Digital Media	9/16/22	OVERDRIVE, INC.	670.17
Digital Media	9/16/22	OVERDRIVE, INC.	4,019.61
Digital Media	9/16/22	OVERDRIVE, INC.	2,733.41
Digital Media	9/1/22	OVERDRIVE, INC.	316.90
Digital Media	9/6/22	OVERDRIVE, INC.	395.05
Digital Media	9/15/22	OVERDRIVE, INC.	324.98
Digital Media	9/20/22	OVERDRIVE, INC.	306.90
Digital Media	9/27/22	OVERDRIVE, INC.	435.70
Library of Things	9/1/22	AMAZON.COM	350.00
Library of Things	9/3/22	MC/NETFLIX	19.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/NETFLIX	19.99
Library of Things	9/3/22	MC/NETFLIX	19.99
Library of Things	9/3/22	MC/NETFLIX	19.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/NETFLIX	19.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/3/22	MC/DISNEY	13.99
Library of Things	9/4/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/4/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/4/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/6/22	MC/NETFLIX	19.99
Library of Things	9/6/22	MC/NETFLIX	19.99
Library of Things	9/6/22	MC/NETFLIX	19.99
Library of Things	9/6/22	MC/DISCOVER PLUS	4.99
Library of Things	9/6/22	MC/DISCOVER PLUS	4.99
Library of Things	9/6/22	MC/DISCOVER PLUS	4.99
Library of Things	9/6/22	MC/DISCOVER PLUS	4.99
Library of Things	9/6/22	MC/DISCOVER PLUS	4.99
Library of Things	9/7/22	MC/DISCOVER PLUS	4.99
Library of Things	9/7/22	MC/DISCOVER PLUS	4.99
Library of Things	9/7/22	MC/DISCOVER PLUS	4.99
Library of Things	9/7/22	MC/DISCOVER PLUS	4.99
Library of Things	9/7/22	MC/DISCOVER PLUS	4.99
Library of Things	9/12/22	MC/NETFLIX	19.99
Library of Things	9/12/22	MC/NETFLIX	19.99
Library of Things	9/22/22	MC/AMAZON DIGITAL	8.99
Library of Things	9/21/22	MC/T-MOBILE	500.33

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

Account Description	Date	Vendor Name	Amount
Processing Supplies	9/1/22	BAKER AND TAYLOR	14.06
Processing Supplies	9/1/22	BAKER AND TAYLOR	5.18
Processing Supplies	9/1/22	AMAZON.COM	13.98
Processing Supplies	9/2/22	BRODART CO.	31.06
Processing Supplies	9/16/22	DEMCO	543.15
Processing Supplies	9/16/22	BAKER AND TAYLOR	2.96
Processing Supplies	9/21/22	STAPLES BUSINESS ADVANTAGE	98.85
Processing Supplies	9/28/22	BAKER AND TAYLOR	2.22
Programs	9/1/22	AMAZON.COM	27.37
Programs	9/21/22	MC/WALMART	43.79
Programs	9/8/22	JEZ LAYMAN	170.00
Programs	9/26/22	ANN D KEATING	150.00
Programs	9/1/22	PAYROLL - PAYCOM	141.95
Programs	9/1/22	AMAZON.COM	128.05
Programs	9/2/22	MC/TARGET	42.76
Programs	9/2/22	MC/TRADER JOE'S	17.96
Programs	9/5/22	MC/TARGET	13.67
Programs	9/7/22	MC/DUNKIN DONUTS	38.98
Programs	9/12/22	MC/AMAZON	5.99
Programs	9/12/22	MC/AMAZON	25.85
Programs	9/15/22	PAYROLL - PAYCOM	46.28
Programs	9/15/22	MC/WALMART	37.48
Programs	9/18/22	MC/AMAZON	107.38
Programs	9/22/22	MC/AMAZON	27.97
Programs	9/27/22	MC/ETSY	4.55
Programs	9/28/22	PAYROLL - PAYCOM	7.00
Programs	9/30/22	MC/HARBOR FREIGHT TOOLS	34.99
Programs	9/29/22	MARTINA MATHISEN	300.00
Programs	9/1/22	BAKER AND TAYLOR	-94.44
Programs	9/1/22	BAKER AND TAYLOR	-15.74
Programs	9/1/22	BAKER AND TAYLOR	-15.74
Programs	9/1/22	BAKER AND TAYLOR	-31.48
Programs	9/14/22	MC/AMAZON	24.74
Programs	9/14/22	MC/AMAZON	20.99
Programs	9/14/22	MC/PLAYSTATION STORE	598.17
Programs	9/15/22	MC/AMAZON	74.00
Programs	9/15/22	MC/AMAZON	201.00
Programs	9/26/22	MC/PLAYSTATION STORE	0.50
Programs	9/26/22	MC/PLAYSTATION STORE	19.32
Programs	9/29/22	MC/PLAYSTATION STORE	33.05
Programs	9/29/22	MC/PLAYSTATION STORE	220.44
Programs	9/30/22	MC/HARBOR FREIGHT TOOLS	104.97
Programs	9/1/22	MC/BUTTONWORKS	369.24
Programs	9/20/22	CITY LIT THEATER COMPANY	300.00
Programs	9/1/22	PAYROLL - PAYCOM	28.48
Programs	9/1/22	MC/AMAZON	14.99
Programs	9/21/22	TRACY MONTES	150.00
Programs	9/27/22	MC/WALMART	2.77
Programs	9/28/22	PAYROLL - PAYCOM	136.93
Programs	9/29/22	MC/AMAZON	52.76
Programs	9/29/22	MC/AMAZON	12.98



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

Account Description	Date	Vendor Name	Amount
Programs	9/29/22	MC/AMAZON	31.14
Programs	9/29/22	MC/AMAZON	9.99
Programs	9/30/22	MC/AMAZON	16.58
Programs	9/30/22	MC/AMAZON	30.34
			<u>\$ 724,846.13</u>
Dial A Story	9/30/22	TeleCurve, LLC	625.00
Discovery Zone	9/1/22		-2,645.00
Young Authors/Special Program	9/22/22	SAADIA FARUQI	300.00
Lunch Bunch	9/21/22	MC/ALDI	35.35
Lunch Bunch	9/21/22	MC/Jewel	34.99
Morale Committee	9/1/22	AMAZON.COM	69.87
Morale Committee	9/9/22	MC/AMAZON	9.99
Morale Committee	9/9/22	MC/AMAZON	4.99
Morale Committee	9/9/22	MC/AMAZON	7.99
Morale Committee	9/21/22	MC/ALDI	35.34
Morale Committee	9/21/22	MC/Jewel	34.99
One Book One Community Program	9/26/22	THE LYCEUM AGENCY	4,500.00
Fanfest	9/1/22	AMAZON.COM	36.94
Fanfest	9/6/22	MC/BLICK ART MATERIALS	-6.72
Fanfest	9/12/22	MC/AMAZON	24.97
Fanfest	9/13/22	MC/AMAZON	118.98
Fanfest	9/13/22	MC/AMAZON	37.32
Fanfest	9/13/22	MC/ROLL20	5.99
Fanfest	9/14/22	MC/CROWDPURR.COM	49.99
Fanfest	9/17/22	MC/PARTY CITY	-15.15
Fanfest	9/28/22	PAYROLL - PAYCOM	7.50
Fanfest	9/29/22	MC/WALMART	161.28
Fanfest	9/29/22	MC/PARTY CITY	15.00
Fanfest	9/30/22	MC/COSTCO	101.28
South Branch Fiber	9/19/22	AT&T	269.42
Total Library Fund Expenses for September, 2022			<u><u>\$ 728,666.44</u></u>

Mount Prospect Public Library  
Capital Project Expenses by G/L Acct #

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

Account ID	Account Description	Date	Vendor Name	Amount
7750B-016	Bldg Fd: Building Maintenance	9/1/22	CHRISTOPHER KIDD & ASSOCIATES	2,384.50

Total Capital Project Restricted Fund Expenses for September, 2022 \$ 2,384.50



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

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	9/30/22	September 2022, interest expense accrual \$31,000 x 1/12	2,583.33

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

Mount Prospect Public Library  
Gift Fund Expenses by G/L Account #

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

Account ID	Account Description	Date	Vendor Name	Amount
8780G	Gift Fund: Discovery Zone	9/1/22	LITEZILLA, LLC	1,400.00

Total Gift Fund Expenses for September, 2022 \$ 1,400.00

## MPPL Hours and Holidays Recommendation

### Strategic Plan Initiative B: Community Focused Services and Awareness

- Goal B4: Provide in-house library services at times that are convenient for patrons and utilize staff resources during the most popular times.
  - ☑ Activity B4A. Evaluate library hours at all locations and adjust to meet community needs.
  - ☑ Activity B4B. Review the list of closed days and adjust to address new or changed state or federal holidays.

### Introduction

The COVID-19 pandemic had a significant impact on the hours of operation of the Mount Prospect Public Library (MPPL). The library was closed during the pandemic lockdown, and when we re-opened, it was with limited hours that we slowly increased. In May 2021, we launched our “new normal” hours for the Main Library:

- Monday-Thursday: 9 am-9 pm
- Friday: 9 am-7 pm
- Saturday: 10 am-6 pm
- Sunday: 12-6 pm

At that time, our South Branch resumed its post-pandemic hours, which matched the Village of Mount Prospect Community Connections Center hours:

- Monday-Friday: 11 am-7:30 pm
- Second Saturday of the month: 11 am-3 pm

MPPL selected these hours based on past data and a community and staff online survey. We launched them with the intention to reassess them after the first year. That year has passed and an assessment of our hours and holidays at both the Main Library and our South Branch has become part of the library's current strategic plan. We have evaluated our hours based on a variety of data sources and community feedback and are ready to tender a recommendation for new hours and holiday closures to begin in 2023.

### Research

We examined data from the past year from a variety of sources:

- In-library traffic via our people counters installed at entrances
- Questions answered via our Gimlet tracking system
- Circulation statistics via Horizon
- Responses to our strategic plan survey
- Hours and holiday closures of local libraries of comparable size

#### Recommendation: Hours

Based on traffic and usage patterns and feedback, we recommend that the Main Library hours remain the same Monday-Friday and adjust to earlier by one hour on Saturday and Sunday:

- Monday-Thursday: 9 am-9 pm
- Friday: 9 am-7 pm
- Saturday: 9 am-5 pm
- Sunday: 11 am-5 pm

We recommend that South Branch hours remain the same on Monday-Friday and that we open every Saturday (instead of only one Saturday a month):

- Monday-Friday: 11 am-7:30 pm
- Saturday: 11 am-3 pm

#### Recommendation: Holidays

We recommend two additional holiday closures based on comparable local libraries:

- Close at 5:00 pm on Thanksgiving Eve
- Close entirely on New Year's Eve

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

September 2022

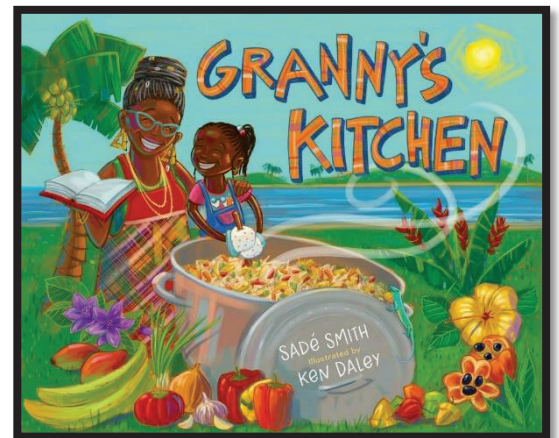
## Youth Services

- 1) We are seeing our regular storytime attendance return to a pre-pandemic level. Many sessions had full registrations and total attendance in September was 464. At one session, a patron told us that she used to bring her daughter to storytime here 30 years ago, and that day she, her daughter, and her granddaughter were all able to attend together.
- 2) We hired a new Youth Services Department Head, Steph Wolferman, who will be starting on October 17. Steph comes to us from the Des Plaines Public Library, where she has served as Youth Services Department Assistant Manager.
- 3) The Youth Department participated in the library-wide Tiny Art Show. 58 young patrons completed mini canvases that were displayed for the month of September, making for a delightful display that was enjoyed by many.



## South Branch & Community Engagement

- 1) Our "Decorate a Piñata" activity was a huge hit. Patrons not only glued pieces of tissue paper to the donkey piñata as instructed, braided a tail, added eyes and a mouth, and gave it a birthday hat! This culminated in our "Piñata Storytime" program on September 16, where patrons were showered with treats from a pull-string piñata (safer than trying to break this one open inside the library!). Since we weren't going to use this piñata after the display came down, we gave it to a patron who took it home and used it for a family birthday party.
- 2) One of our regular patrons had recently requested more books about Caribbean history and culture, so when we got in this new picture book, *Granny's Kitchen* by Sadé Smith, SB staff brought it to her attention. She was so excited to see a book by a Jamaican author, especially since she had been looking for a new author to interview for her podcast. She got in touch with the author via social media and told us she would let us know when the podcast airs.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

3) We participated in several outreach events this month:

- a) Celebration of Cultures. This annual event commemorates the diverse population of Mount Prospect. We hosted two rounds of Lotería, a Mexican game similar to bingo, and interacted with attendees at the library's table.
- b) Mount Prospect Fire Department's Open House at Randhurst. We displayed books about fire and emergency safety and promoted upcoming library programs at the library's table.
- c) John Jay Family Game Night. We presented a storytime and facilitated a giant Jenga game and a craft.



4) We met with several community partners this month to learn more about each organization's goals and needs and to explore opportunities for collaboration:

- a) Hanul Family Alliance serves the Korean American population in the Chicago area. They have an office in Mount Prospect which provides senior and social services, citizenship classes and legal consultation, among other things.
- b) Harper College Adult Engagement Specialist – We discussed the opportunities for adult learners at Harper and considered ways we could work together to connect Mount Prospect residents to these opportunities.
- c) Access to Care – This nonprofit, grant-funded program provides primary health care services to residents in Cook County who have low-income, are under-insured or uninsured.



## Research

- 1) Dale Heath, Research Services Department Head, resigned from the library after 21 years. A search for a new department head resulted in the promotion of Julie Collins, who was the Assistant Department Head beginning in 2017.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 2) Mac Studio use is slowly taking off, we logged 13 sessions this month and conducted seven one-on-ones. VHS to digital file conversion has been the popular use for the workstations to date.
- 3) A patron came to the library to fax some materials to Social Security for a neighbor who just received a serious diagnosis and was unable to do this for herself. The patron had gone to UPS but was hesitant to spend what they required for faxing. She was very grateful when she learned that faxing is free at the library. We have a lot of people needing to fax medical documents as that is what is required by HIPAA laws.

### Fiction/AV/Teen

- 1) The Tiny Art Show displayed 98 artworks from teen and adult patrons (out of 184 kits distributed) in the display cases in the lobby and on the second floor. Patron response was extremely positive:

- a) One patron proudly showed off her picture and mentioned that her whole family had planned it together as a tiny family portrait.
- b) An adult patron commented that she doesn't visit the library much these days, but she was so charmed by the idea of this program that she was motivated to come in so she could get a kit.
- c) Another patron said that the whole family had already signed up and were very excited. They heard about the Tiny Art Show from their neighbors, who happen to be in their seventies. They wanted us to know this because it shows how the program is appealing to all ages.
- d) An adult patron was picking up her kids' kits at the Youth Desk and mentioned that she had reserved one for herself as well, but that she never made it up to the second floor so this was the first time she would go up there.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- e) Another said, "Are you going to do this again? I really hope so!" [*We heard this a lot.*] She also commented that she loves how the variety of the displayed tiny art captures the diverse/mosaic quality of our community.
  - f) From an email: "I am kind of mad I only got to go to the show once because it was REALLY good. I took a lot of pictures but still.... It was a very enjoyable event. And truth be told....I haven't gone into the library for much over the last 20 years so.... It motivated me!"
- 2) Card games, board games, and two different simple craft projects were added to the Teen Space as part of the plan to introduce more activities to entertain teens within the room. The biggest addition was the upgrade to the still hard-to-find PlayStation 5 video game console.
  - 3) Patrons enjoyed the "Six Wives of Henry VIII" program. Comments:
    - a) "Didn't know what to expect but this was genius!"
    - b) "This program was beyond expectations. What a wonderful event. Please invite Martina back!"

## Registration

- 1) We helped out at three outreach events in September: Frost Elementary School, Fairview Elementary School, and an event at the Prospect Heights Library. We issued a total of 42 library cards during these events and handed out flyers and other information about upcoming programs.
- 2) Our front desk computers were replaced, which was very much needed. Thank you to the IT staff for doing this and helping us get re-settled on new computers. Our whole workflow has changed for the better due to this upgrade.

## Circulation

- 1) We had an interaction with a couple who lives in Arlington Heights but were raving about MPPL. They said they live only blocks from the Arlington Heights Memorial Library, but always visit MPPL because we are "nice and welcoming," have a "warm and friendly" library, and they love coming here.
- 2) We posted the opening for the Circulation Services Assistant Department Head after the current Assistant Department Head Emily Whitmore resigned earlier in the month.

## Building & Security

- 1) We are working on one of the last big projects identified in the 2020 Capital Assessment Study; the replacement of the HVAC control system. The system is working but the original Johnson Controls controllers are obsolete, no longer supported, and need to be replaced. Once the lowest responsible bidder is approved by the Board, we will begin work and anticipate that the project will be complete by the end of 2022 (depending on availability of the necessary equipment).



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

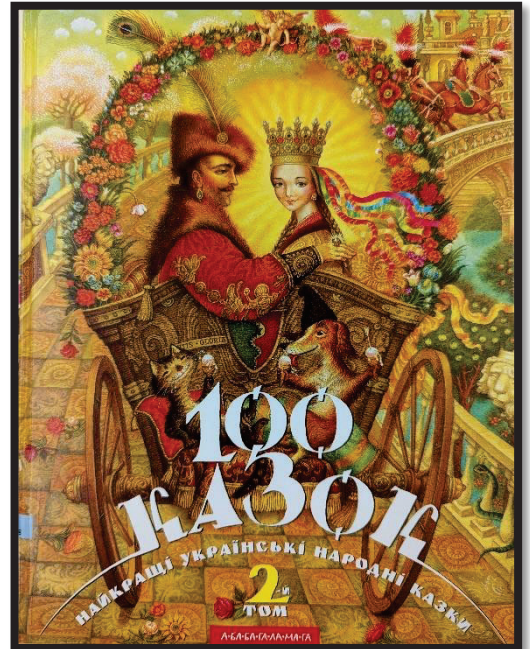
## Collection & Bibliographic Services

- 1) We received, cataloged, and processed 37 Ukrainian books for the youth and adult collections, which were a donation from the Van Dyck and Jurijczuk families. This new collection has been well-received by teachers and families in Mount Prospect. We are continuing to add titles to the Ukrainian collection, as well as expanding our other World Language offerings.



## Communications & Creative Services

- 1) We gave away over 1,200 custom buttons in support and celebration of Freedom to Read Week. We also distributed over 500 guides that explained the importance of access to library materials without restriction or censorship. One of our regular patrons stopped by the Research Desk to compliment us on our Freedom to Read Week and said that he "particularly liked how we celebrated the freedom to read without antagonizing the 'other side.'"
- 2) The first elementary school newsletter was sent to 270+ teachers and administration staff and received a 64% open rate with the Elementary School Services receiving the highest click-through rate.
- 3) FACEBOOK: 25 posts, multiple events | 14 page likes  
INSTAGRAM: 13 posts, multiple stories | 26 page follows  
TWITTER: 22 Tweets | 14 mentions | 11 follows  
YOUTUBE: 6 videos | 893 views | 3 subscribers



## Information Technology

- 1) A task force has been formed to manage the migration of the web calendar to the Communico Attend/Reserve modules, the cutover is planned for the 2Q23.
- 2) The Main Library is now on the new AT&T fiber circuit – the South Branch circuit has been delayed until November.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

## Human Resources & Learning

- 1) Number of open positions: 7
  - a. Circulation Services Assistant Department Head
  - b. Library Maintenance/Custodian
  - c. Page/Shelver
  - d. Research Services Assistant
  - e. Staff Accountant
  - f. Circulation Assistant
- 2) Number of vacant positions filled: 2
  - a. Youth Services Department Head (pending October start date)
  - b. Research Services Department Head
- 3) Number of separations: 3
- 4) Staff anniversaries:
  - a. Eva Kalbarczyk – 20 years
  - b. Michelle Vonderhaar – 35 years
- 5) Above and Beyond Award: Anne Shaughnessy, Mike Barba, Alison Horton, Tom Garvin, John Aykroid, and Megan Callaghan

## Friends of the Mount Prospect Public Library

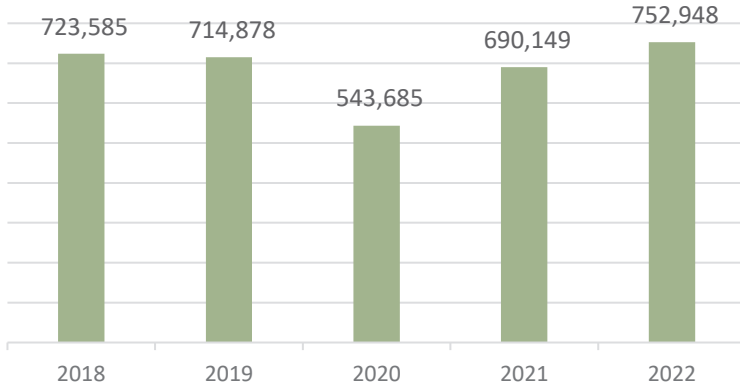
- 1) The Friends are planning for the next book sale, which will be the weekend of October 22-23.

## Mount Prospect Public Library Foundation

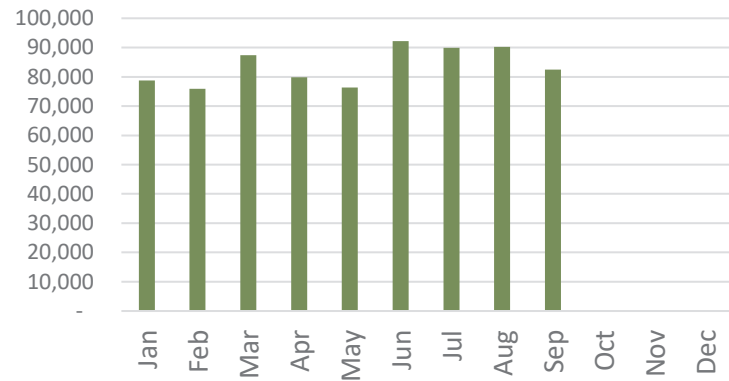
- 1) The Foundation is soliciting donations for the fall raffle. This year they are planning to expand by adding a raffle basket for South Branch.

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

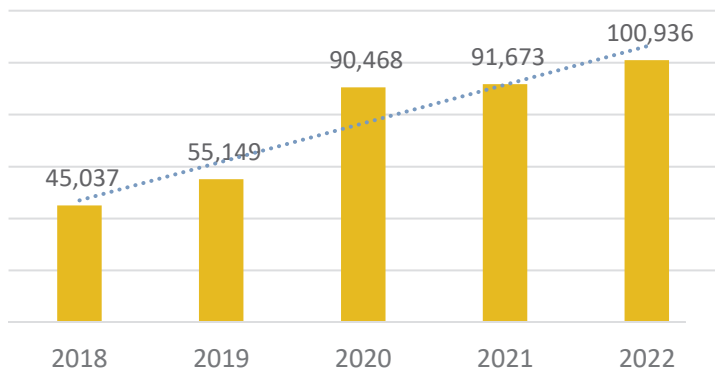
Overall Circulation YTD



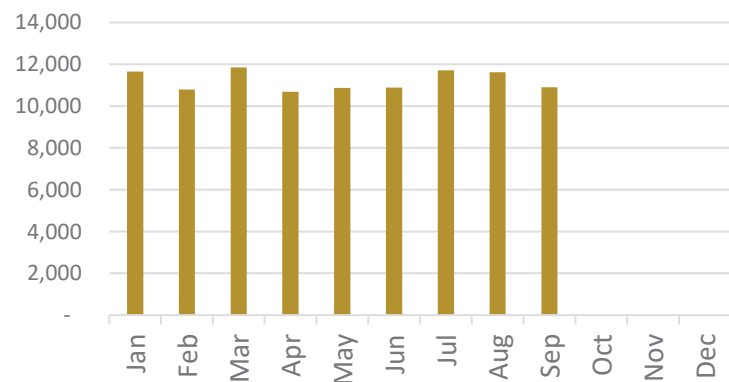
Overall Circulation 2022 by Month



eMedia Circulation YTD

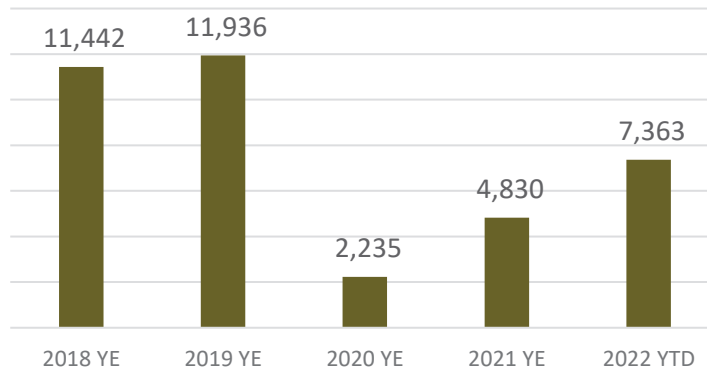


eMedia Circulation 2022 by Month

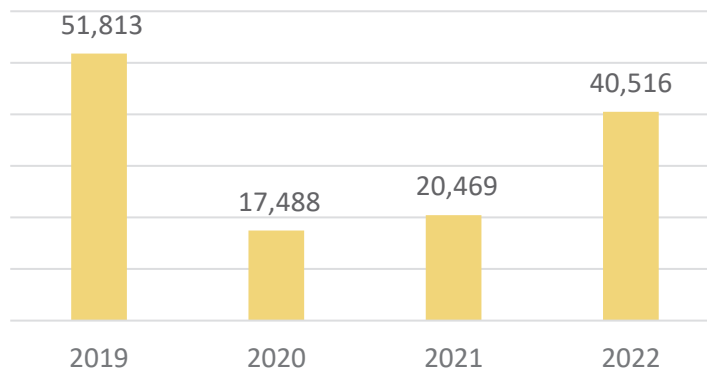


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

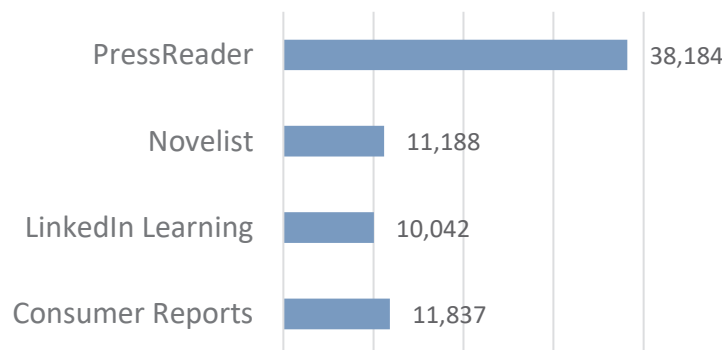
Study Room Usage



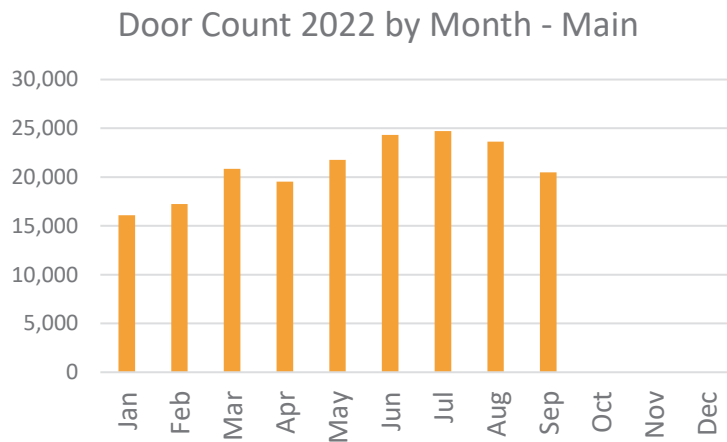
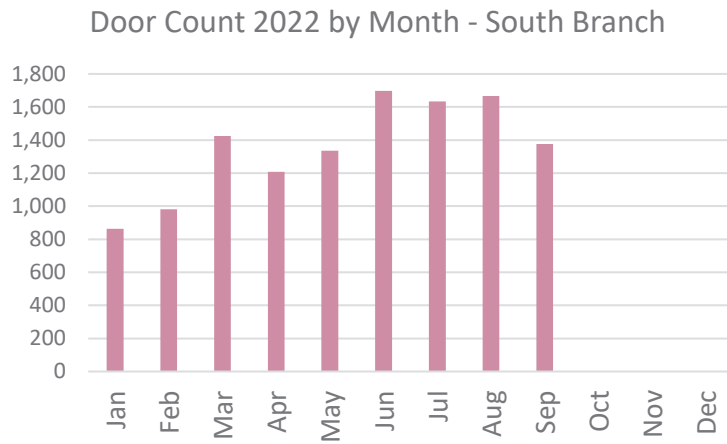
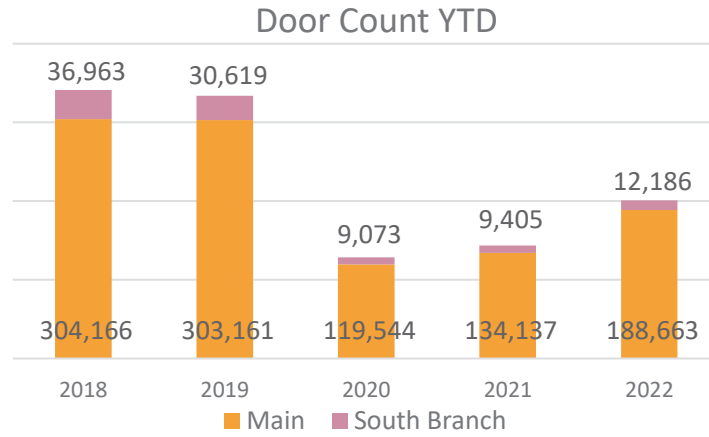
Wireless Unique Users YTD



September 2022 Top Databases

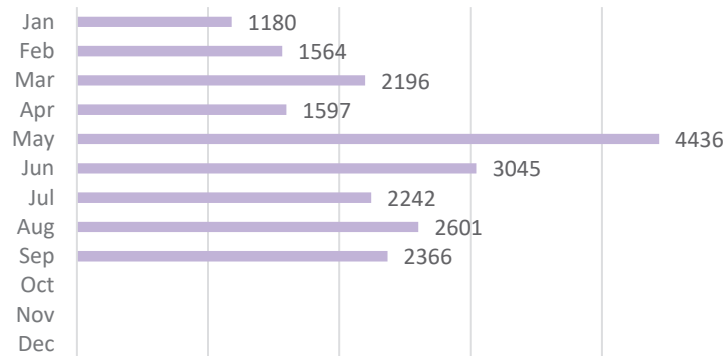


# Mount Prospect Public Library Monthly Library Report for Board of Trustees



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

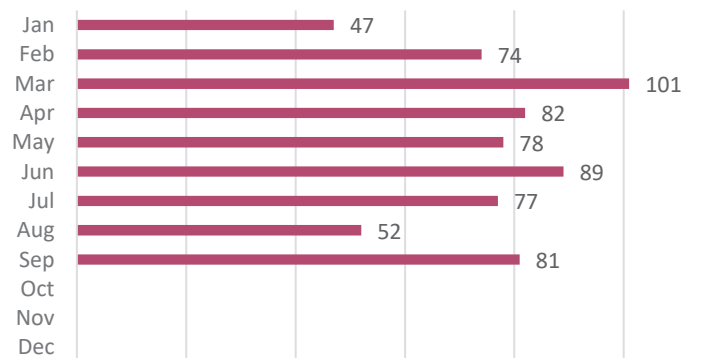
Program Attendance 2022 by Month



Notable September Programs

- Be Prepared: Active Shooter Response Training with MPPD (September views 111)
- Cutting the Cord: Getting the Most out of Streaming Services (56)
- Safety Social at Birch Manor Apartments (25)
- French Farmers Market Storytime (30)
- 28 storytime sessions (464)
- Outreach events:
  - MPFD Open House (275)
  - Celebration of Cultures (175)
  - Robert Frost Curriculum Night (100)
  - Frost Elementary Family Night (90)
  - John Jay Family Game Night (150)
  - Camp Fairview Reading Night (300)

Number of Programs 2022 by Month



## September 2022 Strategic Plan Progress Report

### Items Completed in September 2022

1. **Increase electronic materials budget (C1B).** Increase the budget allocation for electronic materials with the intent to reduce wait times for popular materials.
  - a. In September 2022 the Board approved the 2023 working budget, which included a 48% increase in the Digital Media line.
  - b. Another increase should be allocated for the 2024 budget to complete the second half of this goal.

### Selected In Progress Items

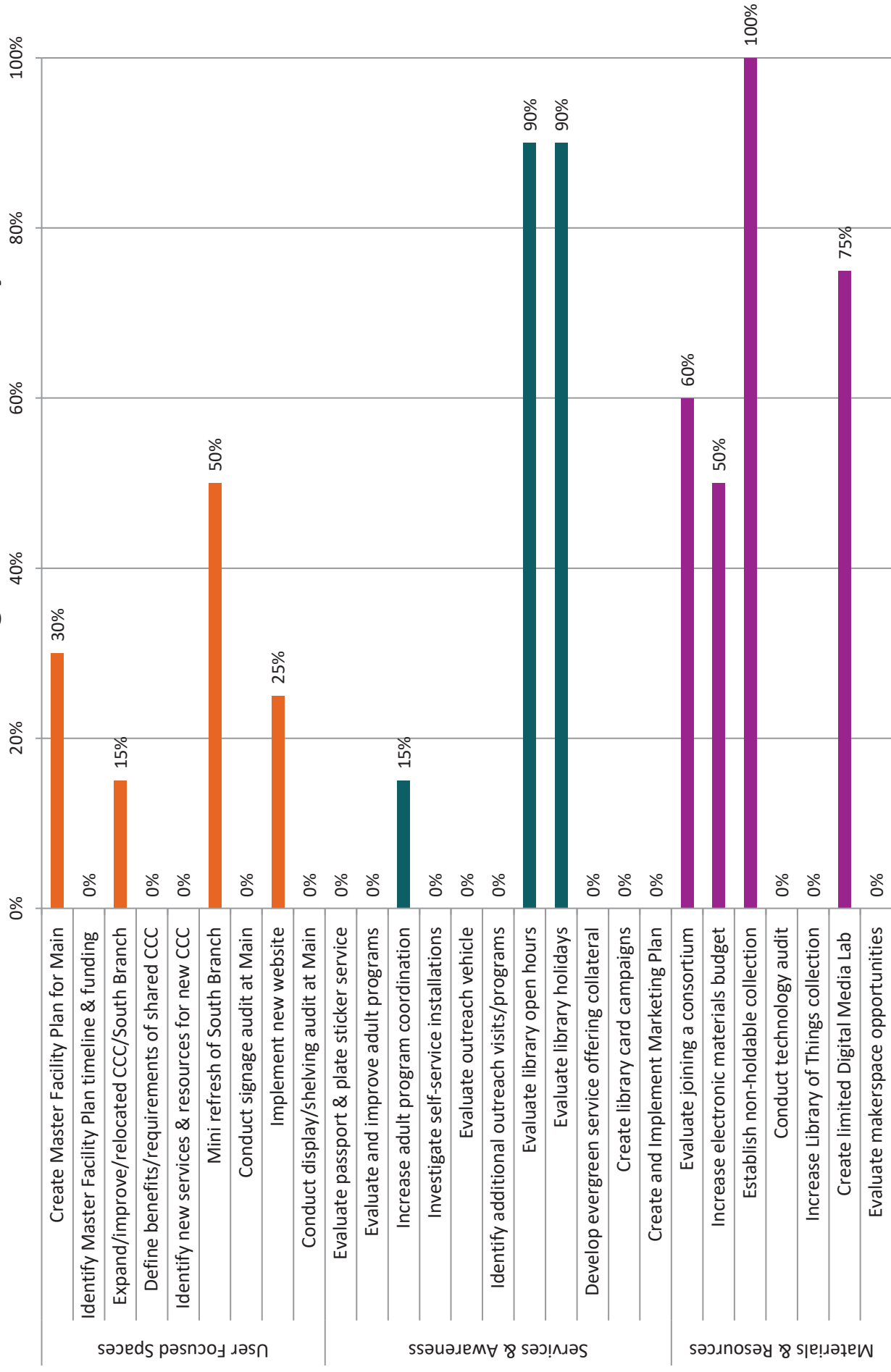
1. **Library hours and holidays (B4A, B4B).** Evaluate library hours at all locations and adjust to meet community needs. Review the list of closed days and adjust to address new or changed state or federal holidays.
  - a. Included in the board packet this month is a summary of the MPPL Hours and Holidays evaluation that staff created, along with a recommendation for new hours and holidays. The Board reviewed the recommendations at the September 15 meeting, and we anticipate approval at the October 20 meeting. If approved, the new hours will take effect January 1, 2023.
2. **Evaluate joining a Consortium (C1A).** Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
  - a. The staff Task Force has been meeting since August 15 to gather and evaluate information about resource sharing options, and we are in the process of writing a formal recommendation for the Board to consider at the November 17 meeting.
  - b. Some of the tasks that the Task Force has completed are:
    - i. Gathered and summarized community input from the strategic planning process
    - ii. Evaluated the three most likely resource sharing options (Find More Illinois, LINKin, and CCS) and identified pros and cons
    - iii. Conducted and summarized staff input from an all-staff survey
    - iv. Gathered and summarized input from other libraries
    - v. Evaluated the impact on our current interlibrary loan services

Mount Prospect Public Library  
2022-2025 Strategic Plan Implementation Progress

3. **South Branch Mini-Refresh (A1F).** Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.
  - a. Staff evaluated all of the areas at South Branch, and divided suggestions and ideas for improvement into two sections, 1) MPPL South Branch specific and 2) shared space with the Village.
    - i. We met with CCC staff to review the requests and suggestions for improvements to shared spaces (such as the vestibule, lobby, community room, kitchen, bathrooms, etc.). We are waiting to hear back if any of items can be completed.
    - ii. Library staff agreed that consolidating storage and creating more workspace on the library side would create a more welcoming environment for both patrons and staff. Staff are evaluating storage furniture and workspace options, and ideally we will receive the new furniture by the end of the year.



## 2022-2025 MPPL Strategic Plan Status Summary: Third Quarter 2022



## Serving Our Public 4.0: Standards for Illinois Public Libraries

- No highlight means we meet the standard.
- Yellow 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.
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.