

Regular Board Meeting
September 15, 2022 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, 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 August 18, 2022 **(4-5)**
 - b. Minutes of Finance Committee Meeting of September 1, 2022 **(6)**
 - c. August 2022 Bills **(7)** and Financial Reports **(9-24)**
 - d. Approve selection of Product Architecture + Design to conduct the Master Facility Plan project at a cost of \$22,000
6. **New Business**
 - a. Approve Resolution No. 2022-4 Certifying the 2023 Appropriation Budget and 2022 Tax Levy, 2023 Working Budget, and 2023 Salary Structure (Action) **(26-34)**
7. **Executive Director Report (3)**
 - a. August 2022 Library Activity Report **(35-45)**
 - b. Strategic Plan Update **(46-47)**
8. **Trustee Reports and Comments**
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. (tentative)
 - i. Review of Executive Director Evaluation process and timeline
 - 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)

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

- e. Foundation Board Meeting – October 24 – Open
- f. Village Final Levy Reading – November 1 – 7:00 p.m. (tentative)

10. Adjournment

Library Director Report
September 15, 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. One item on the consent agenda is not standard library operations, and that is the selection of an architect to conduct the Master Facility Plan, see below for the explanation.

Master Facility Plan Recommendation

We solicited quotes and received responses from four highly qualified local library architects. After meeting with the firms and evaluating the responses, staff recommend the firm Product Architecture + Design. This firm has deep knowledge of our facility already, as they completed the Capital Assessment Study in 2020, and we were very satisfied with the work. They also came in at the lowest cost, at \$22,000.

This project will take about three months and will include sessions with both Trustees and staff to determine space and services goals for the future. The deliverable from this project will be plans and a construction and furniture cost estimate broken into areas for potential phasing. After the plan is created, staff and the Board will identify the implementation timeline and funding for the projects included in the plan.

2. **2023 Budget Approval.** This is agenda item 6. Included in the packet is a summary of the September 1 Finance Committee meeting, changes made to the draft budget, and the recommendation to the full Board.
3. **2023 Library Hours and Holidays Preliminary Review.** This is agenda item 7b. As part of the strategic plan, we said that we would evaluate the library's hours and holidays in the post-pandemic environment. We have done the research for this activity and ask the Board to review the recommendation that is included in the packet. Ideally the new hours and holidays will be approved at the October 20 Board meeting, in order to allow time for staff schedules to be adjusted.
4. **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, Brian Gilligan, and Sylvia Haas.

Election information has been posted on the website at <https://mppl.org/about-us/board-of-trustees/>. Included in the packet is a memo from the Village Clerk that provides more specific information for candidates.

**Regular Board Meeting
August 18, 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 7:00 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Kristine O'Sullivan [arrived at 7:03 p.m.]

Absent: Sylvia Haas

Staff Present: Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

No report.

5. Consent Agenda

a. Minutes of Regular Board Meeting of July 21, 2022

b. July 2022 Bills and Financial Reports

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

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

6. New Business

a. Preliminary 2022 Levy Discussion

Trustees discussed preliminary 2022 levy options and evaluated the staff-recommended 10% overall decrease due to the elimination of the bond debt.

7. Executive Director Report

a. July 2022 Library Activity Report

Director Reynders reported that the additional 24/7 hold lockers have been received and installed totaling 54 lockers available for patron pick up of materials.

b. Strategic Plan Update

The Board reviewed the July 2022 Strategic Plan Progress Report and discussed the items completed and in progress items, including resource sharing and the new website. The Board also reviewed the quarterly Strategic Plan Status Report that shows progress on each activity.

8. Trustee Reports and Comments

No reports and comments.

9. Upcoming Meetings and Events Calendar

a. Foundation Board Meeting – August 22 – Marie Bass

b. Finance Committee Meeting – September 1 – 7:00 p.m.

i. Review draft 2023 working budget and 2022 levy

c. Regular Board Meeting – September 15 – 7:00 p.m.

i. Approve appropriation budget and levy

d. Foundation Board Meeting – September 26 – Rosemary Groenwald

10. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:42 p.m. Voice vote carried.

Kristine O'Sullivan, Secretary

**Finance Committee Meeting
September 1, 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 Brian Gilligan, Treasurer.

2. Roll Call

Committee Members Present: Sylvia Fulk, Brian Gilligan
Other Trustees Present: Marie Bass [via Zoom], Rosemary Groenwald
Absent: Michael Duebner, Sylvia Haas, Kristine O'Sullivan
Staff Present: Karen Almeleh, Jo Broszczak, Su Reynders, Suzanne Yazel
Visitors: None

All Trustees agreed to allow Trustee Bass to join the meeting virtually as per 5 ILCS 120/7 (a) (i) "personal illness or disability."

3. Public Comment

There was no public comment.

4. Review Draft 2023 Budget and 2022 Levy

Director Reynders presented the draft 2023 budget 2022 levy and answered questions about revenue and expenditures. Trustees requested that annual merit salary increases be set at no more than 4% and directed staff to allocate the salvaged funds to strategic plan areas such as marketing, programming, and other public services.

The Finance Committee recommended that the full Board approve the 2023 Appropriation Budget, 2022 Levy, 2023 Working Budget, and 2023 Salary Structure as amended at the Regular Board meeting on September 15.

5. Upcoming Meetings and Events Calendar

- a. Regular Board Meeting – September 15 – 7:00 p.m.
 - i. Approve appropriation budget and levy
- b. Foundation Board Meeting - September 26 – Rosemary Groenwald

6. Adjournment

Finance Committee meeting was adjourned at 8:34 p.m.

Kristine O'Sullivan, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of AUGUST 31, 2022

Library General Fund	\$	4,582,964
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,004,215
Debt Service Fund	\$	1,565,689
Gift Fund	\$	572,897
Total All Funds	\$	12,937,971

Cash Disbursements August 2022

\$	704,323.69
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	6,795,170
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		8.3
Combined Balance - Percentage in Reserve		69%

YTD August Spending

- * \$302,652.094 below the year-to-date budget
- * YTD Actual is 4.6% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 66.7% of the annual budget
- * Spending to date was actually closer to 63.6% of the annual budget
- * Last year we had expended about 62.8% of the annual budget

Levy Collection

- * To date 53.4% of the total 2021 Levy has been collected
- * Last year 53.6% of the 2020 Levy had been collected through August 2021
- * Historically, over the past six years, 53.4% to 97.4% (average of 88.3%) of the current year Levy has been collected YTD

YEAR TO DATE AUGUST 2022 EXPENSE SUMMARY

	Annual Budget	YTD Actual	% of Budget Expended	Unexpended Budget	YTD Variance - Actual vs Budget	
					\$	%
Salaries & Benefits	7,415,500.00	4,727,413.27	63.8%	2,688,086.73	(216,258.73)	-4.4%
Salaries	5,740,000.00	3,683,878.04	64.2%	2,056,121.96	(142,785.96)	-3.7%
IMRF	425,000.00	263,168.19	61.9%	161,831.81	(20,167.81)	-7.1%
MC / FICA	425,000.00	265,387.22	62.4%	159,612.78	(17,948.78)	-6.3%
Insurance - Medical	801,000.00	494,932.83	61.8%	306,067.17	(39,067.17)	-7.3%
Insurance - Life	1,500.00	851.38	56.8%	648.62	(148.62)	-14.9%
Unemployment Compensation Tax	23,000.00	19,195.61	83.5%	3,804.39	3,859.61	25.2%
Management Expense	406,244.00	196,921.85	48.5%	209,322.15	(73,910.15)	-27.3%
Audit	5,200.00	5,200.00	100.0%	0.00	1,736.00	50.1%
Legal Fees	10,000.00	1,600.50	16.0%	8,399.50	(5,063.50)	-76.0%
Printing	81,100.00	37,959.66	46.8%	43,140.34	(16,112.34)	-29.8%
Marketing	35,150.00	17,931.31	51.0%	17,218.69	(5,508.69)	-23.5%
Resources	11,409.00	369.90	3.2%	11,039.10	(7,238.10)	-95.1%
Professional Dues	20,235.00	9,930.00	49.1%	10,305.00	(3,558.00)	-26.4%
Board Development/Training	2,500.00	50.00	2.0%	2,450.00	(1,614.00)	-97.0%
Human Resources	135,325.00	78,154.72	57.8%	57,170.28	(12,053.28)	-13.4%
Other Operating	105,325.00	45,725.76	43.4%	59,599.24	(24,498.24)	-34.9%
Operating Expenses	346,275.00	256,229.90	74.0%	90,045.10	25,365.90	11.0%
Telecommunications	35,950.00	22,535.55	62.7%	13,414.45	(1,440.45)	-6.0%
Insurance	119,400.00	101,046.00	84.6%	18,354.00	21,446.00	26.9%
Office Supplies	22,574.00	13,062.77	57.9%	9,511.23	(1,985.23)	-13.2%
Library Supplies	20,750.00	7,385.41	35.6%	13,364.59	(6,454.59)	-46.6%
Postage	25,100.00	11,672.64	46.5%	13,427.36	(5,063.36)	-30.3%
Contract Services	55,244.00	29,812.77	54.0%	25,431.23	(7,019.23)	-19.1%
IT Services	67,257.00	70,714.76	105.1%	(3,457.76)	25,882.76	57.7%
Building Expense	622,999.00	374,833.18	60.2%	248,165.82	(40,502.82)	-9.8%
Building Maintenance	181,592.00	100,329.15	55.2%	81,262.85	(20,726.85)	-17.1%
Equipment Maintenance	133,757.00	100,898.05	75.4%	32,858.95	11,722.05	13.1%
Janitorial	65,800.00	41,842.50	63.6%	23,957.50	(2,021.50)	-4.6%
Equipment	192,350.00	83,730.42	43.5%	108,619.58	(44,509.58)	-34.7%
Utilities	49,500.00	48,033.06	97.0%	1,466.94	15,033.06	45.6%
Library Materials	1,025,832.00	686,549.71	66.9%	339,282.29	2,653.71	0.4%
Adult Print	208,685.00	120,997.42	58.0%	87,687.58	(18,122.58)	-13.0%
Adult AV	67,400.00	30,383.49	45.1%	37,016.51	(14,544.51)	-32.4%
Youth Print	145,000.00	79,928.43	55.1%	65,071.57	(16,743.57)	-17.3%
Youth AV	32,900.00	18,570.52	56.4%	14,329.48	(3,357.48)	-15.3%
Serials	18,500.00	18,830.14	101.8%	(330.14)	6,502.14	52.7%
Electronic Resources	178,475.00	170,675.14	95.6%	7,799.86	51,691.14	43.4%
Digital Media	204,620.00	134,106.75	65.5%	70,513.25	(2,309.25)	-1.7%
E-Learning	43,437.00	38,939.31	89.6%	4,497.69	9,979.31	34.5%
Library of Things	29,250.00	21,256.97	72.7%	7,993.03	1,752.97	9.0%
Microform	900.00	619.85	68.9%	280.15	19.85	3.3%
Processing	25,350.00	14,214.60	56.1%	11,135.40	(2,689.40)	-15.9%
Programs	71,315.00	38,027.09	53.3%	33,287.91	(9,524.91)	-20.0%
Subtotal	9,816,850.00	6,241,947.91	63.6%	3,574,902.09	(302,652.09)	-4.6%
Reimbursable Activity	36,358.00	24,207.71	66.6%	12,150.29	(32.29)	-0.1%
Foundation Expenses	9,675.00	3,670.00	37.9%	6,005.00	(2,778.00)	-43.1%
Friends Expenses	23,500.00	10,429.15	44.4%	13,070.85	(5,242.85)	-33.5%
Village Shared Expense	3,183.00	1,490.45	46.8%	1,692.55	(629.55)	-29.7%
Grant Expense	0.00	8,618.11	-	(8,618.11)	8,618.11	-
Grand Total	9,853,208.00	6,266,155.62	63.6%	3,587,052.38	(302,684.38)	-4.6%

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 08/31/2022

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes		\$ 6,420,247
Taxes Allocated to Other Funds	-	(864,741)
Personal Property Replacement Taxes	27,279	140,663
Interest Income	7,291	23,703
Illinois Per Capita Grant	-	-
Misc. Grant Income	7,783	15,264
Ground Lease Income	-	-
Miscellaneous Fees and Fines	2,915	19,347
Friends & Foundation Reimbursements	1,604	8,972
Village Reimbursements	476	1,570
<i>Total Revenues</i>	<u>\$ 47,348</u>	<u>\$ 5,765,025</u>
Expenditures		
Salaries & Benefits	\$ 601,943	4,727,412
Management Expense	11,013	196,923
Operating Expenses	14,074	256,228
Building Expense	44,271	374,834
Services and Resources	71,366	686,550
Friends & Foundation Reimbursable Expenses	1,632	14,100
Misc. Grant Expenses	-	8,619
Expenses Reimbursable by Village	269	1,489
<i>Total Expenditures</i>	<u>\$ 744,568</u>	<u>\$ 6,266,155</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 744,568</u>	<u>\$ 6,266,155</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (697,220)	\$ (501,130)
Fund Balance - Beginning of Period	5,280,184	5,084,094
Fund Balance - End of Period	<u>\$ 4,582,964</u>	<u>\$ 4,582,964</u>
Working Cash Fund		
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>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	7,336	22,095
<i>Total Revenues</i>	<u>\$ 7,336</u>	<u>\$ 22,095</u>
Expenditures		
Main: Bldg Maintenance	-	105,523
Main: Furnishings/Equipment	28,818	47,594
Supplies	-	14
South Branch: Bldg Maintenance	-	-
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 28,818</u>	<u>\$ 153,131</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (21,482)	\$ (131,036)
Fund Balance - Beginning of Period	4,025,697	4,135,251
Fund Balance - End of Period	<u>\$ 4,004,215</u>	<u>\$ 4,004,215</u>
Debt Service Fund		
Revenues		
Property Taxes	-	\$ 864,742
Interest Income	2,913	7,998
<i>Total Revenues</i>	<u>\$ 2,913</u>	<u>\$ 872,740</u>
Expenditures		
Interest Expense	2,583	\$ 20,664
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 21,114</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 330	\$ 851,626
Fund balance - Beginning of Period	1,565,359	714,063
Fund balance - End of Period	<u>\$ 1,565,689</u>	<u>\$ 1,565,689</u>
Gift Fund		
Revenues	452	\$ 6,336
Expenditures	-	3,957
Excess (Deficiency) of Revenues over Expenditures	\$ 452	\$ 2,379
Fund Balance - Beginning of Period	572,445	570,518
Fund Balance - End of Period	<u>\$ 572,897</u>	<u>\$ 572,897</u>

MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
August 31, 2022

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$	601,943.37	
Management Expense (4210L - 4290L)		11,012.84	
Operating Expenses (4310L - 4390L)		14,074.38	
Building Expense (4410L - 4460L)		44,270.92	
Services and Resources (4610L - 4690L)		71,366.14	
Friends & Foundation reimbursable expenses (9530L and 9540L)		1,632.15	
VOMP reimbursable expenses (9560L)		269.42	
Grant Expenses (9570L)		-	
Total August 2022 Library General Fund Expenses			\$ 744,569.22

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	212.50	
Operating Expense Reimbursements received		5,561.69	
August 2022 Interfund Revenue		451.75	
July 2022 Accrued Payroll & Benefits		246,800.24	
July 2022 Credit Card Payable		11,521.77	
July 2022 Accounts Payable		85,522.46	
July 2022 Due to Building Fund		70,525.11	
July 2022 Due to Gift Fund		572,445.06	
			993,040.58

Deductions for Library General Fund Cash Disbursements:

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	
Payment of Nayax invoices & merchant fees by income offset		129.21	
Payment of Credit Card Merchant fees by income offset		20.26	
			(1,033,286.11)

Total Library General Fund cash disbursed \$ 704,323.69

CAPITAL PROJECTS RESTRICTED FUND

August 2022 Expenses	\$	28,817.99	
Plus: July 2022 Accounts Payable			
Less: August 2022 Accounts Payable		(27,870.00)	
Less: July 2022 Due from Library Fund		(70,525.11)	
Plus: August 2022 Due from Library Fund		69,577.12	
<i>Total Capital Projects Restricted Fund cash disbursed</i>			0.00

DEBT SERVICE FUND

August 2022 Expenses	\$	2,583.33	
Plus: July 2022 Interest Payable		5,166.64	
Plus: July 2022 Accounts Payable			
Less: August 2022 Interest Payable		(7,749.97)	
Less: August 2022 Accounts Payable		-	
<i>Total Debt Service Fund cash disbursed</i>			0.00

GIFT FUND

August 2022 Expenses	\$	-	
August 2022 Interfund Revenue		(451.75)	
Plus: Reimbursed service fees		-	
Less: July 2022 Due from Library Fund		(572,445.06)	
Plus: August 2022 Due from Library Fund		572,896.81	
Plus: July 2022 Accounts Payable		-	
Less: August 2022 Accounts Payable		-	
<i>Total Gift Fund cash disbursed</i>			0.00

TOTAL CASH DISBURSEMENTS, August 2022

\$ 704,323.69

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From August 1, 2022 to August 31, 2022

Account Description	Date	Vendor Name	Amount
Salaries	8/1/22	07/31/2022 payroll accrual	-222,161.99
Salaries	8/4/22	PAYROLL - PAYCOM	207,486.81
Salaries	8/18/22	PAYROLL - PAYCOM	209,600.66
Salaries	8/31/22	08/31/2022 payroll accrual	273,341.42
IMRF	8/1/22	07/31/2022 payroll accrual	-16,487.80
IMRF	8/18/22	VILLAGE OF MT. PROSPECT - IMRF	30,887.87
IMRF	8/31/22	08/31/2022 payroll accrual	16,916.45
MC / FICA	8/1/22	07/31/2022 payroll accrual	-15,928.60
MC / FICA	8/4/22	PAYROLL - PAYCOM	14,839.01
MC / FICA	8/18/22	PAYROLL - PAYCOM	14,996.23
MC / FICA	8/31/22	08/31/2022 payroll accrual	19,622.70
Insurance - Medical & Life	8/17/22	EMPLOYEE REIMBURSEMENT	-16.14
Insurance - Medical & Life	8/17/22	EMPLOYEE REIMBURSEMENT	-0.42
Insurance - Medical & Life	8/17/22	EMPLOYEE REIMBURSEMENT	-2.02
Insurance - Medical & Life	8/17/22	EMPLOYEE REIMBURSEMENT	-16.78
Insurance - Medical & Life	8/23/22	VILLAGE OF MT. PROSPECT	64,135.56
Insurance - Medical & Life	8/23/22	VILLAGE OF MT. PROSPECT	85.62
Unemployment Compensation Tax	8/12/22	LIMRICC UNEMPLOYMENT COMP.	4,644.79
Printing	8/24/22	MC/ONLINELABELS.COM	111.92
Printing	8/24/22	MC/VISTAPRINT	96.68
Marketing	8/2/22	MC/MARCO PROMOS	694.35
Marketing	8/10/22	MC/4 IMPRINT	449.26
Marketing	8/10/22	MC/MARCO PROMOS	-694.35
Marketing	8/22/22	MC/VISTAPRINT	679.93
Marketing	8/3/22	PEERLESS MARKETING IMPRESSIONS	1,139.30
Marketing	8/18/22	CHICAGO BOOKS & JOURNALS	16.93
Resources	8/1/22	MC/SPOTIFY	9.99
Resources	8/31/22	MC/SPOTIFY	9.99
Professional Dues	8/18/22	PAYROLL - PAYCOM	228.00
Professional Dues	8/20/22	MC/ALA	153.00
Professional Dues	8/20/22	MC/ALA	153.00
Human Resources	8/1/22	ACCURATE EMPLOYMENT SCREENING,	172.00
Human Resources	8/1/22	ACCURATE EMPLOYMENT SCREENING,	76.00
Human Resources	8/14/22	MC/MEIJER	7.44
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00
Human Resources	8/18/22	MC/GOV FINANCE OFFICERS ASSOC	150.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From August 1, 2022 to August 31, 2022

Account Description	Date	Vendor Name	Amount
Human Resources	8/19/22	MC/GOVHR USA	100.00
Human Resources	8/4/22	PAYROLL - PAYCOM	2,217.79
Human Resources	8/18/22	PAYROLL - PAYCOM	2,242.77
Human Resources	8/15/22	EMPLOYEE BENEFITS CORPORATION	90.25
Human Resources	8/18/22	PAYROLL - PAYCOM	15.00
Human Resources	8/18/22	MC/ALA	188.10
Human Resources	8/19/22	MC/SIMON SINEK	85.00
Human Resources	8/23/22	MC/CANTA NAPOLI	73.31
Human Resources	8/25/22	MC/ALA	188.10
Human Resources	8/25/22	MC/ALA	132.72
Human Resources	8/30/22	LIBRARY JOURNALS LLC	765.00
Human Resources	8/19/22	PENGUIN RANDOM HOUSE, LLC	389.70
Human Resources	8/4/22	PAYROLL - PAYCOM	4.82
Human Resources	8/18/22	PAYROLL - PAYCOM	13.13
Other Operating	8/5/22	NAYAX LLC	8.33
Other Operating	8/12/22	NAYAX LLC	19.34
Other Operating	8/19/22	NAYAX LLC	10.96
Other Operating	8/26/22	NAYAX LLC	11.08
Other Operating	8/31/22	PROPAY	20.26
Other Operating	8/9/22	VARIETY VENDORS	56.00
Other Operating	8/9/22	MC/ETSY	4.24
Other Operating	8/14/22	THRYV - DEX MEDIA	23.50
Telecommunications	8/10/22	AT&T	210.33
Telecommunications	8/11/22	AT&T	725.02
Telecommunications	8/1/22	COMCAST CABLE	204.85
Telecommunications	8/18/22	TECHNOLOGY MANAGEMENT REVOLVIN	497.00
Telecommunications	8/19/22	AT&T	730.30
Telecommunications	8/28/22	VERIZON WIRELESS	372.30
Telecommunications	8/19/22	AT&T	269.43
Office Supplies	8/23/22	WAREHOUSE DIRECT	478.24
Office Supplies	8/5/22	STAPLES BUSINESS ADVANTAGE	88.99
Office Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	33.97
Office Supplies	8/16/22	STAPLES BUSINESS ADVANTAGE	17.89
Office Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	52.06
Office Supplies	8/2/22	MC/OFFICE DEPOT	22.99
Office Supplies	8/11/22	WAREHOUSE DIRECT	94.88
Office Supplies	8/1/22	STAPLES BUSINESS ADVANTAGE	-4.20
Office Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	158.50
Office Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	16.68
Office Supplies	8/1/22	AMAZON.COM	16.92
Office Supplies	8/4/22	MC/AMAZON	51.85
Office Supplies	8/11/22	WAREHOUSE DIRECT	263.99
Office Supplies	8/26/22	MC/AMAZON	88.16
Office Supplies	8/1/22	AMAZON.COM	11.99
Office Supplies	8/1/22	BUDGET LIBRARY SUPPLIES	1,118.88
Office Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	35.22
Office Supplies	8/11/22	WAREHOUSE DIRECT	31.38

Mount Prospect Public Library
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Account Description	Date	Vendor Name	Amount
Office Supplies	8/11/22	MC/AMAZON	27.98
Library Supplies	8/1/22	AMAZON.COM	13.04
Library Supplies	8/10/22	MC/ONLINELABELS.COM	77.30
Library Supplies	8/26/22	ELM USA, INC.	281.96
Postage	8/3/22	MC/POSTMASTER	17.90
Postage	8/4/22	MC/POSTMASTER	8.95
Postage	8/12/22	MC/POSTMASTER	18.20
Postage	8/15/22	MC/POSTMASTER	27.35
Postage	8/15/22	MC/POSTMASTER	8.95
Postage	8/24/22	MC/POSTMASTER	18.20
Postage	8/30/22	MC/POSTMASTER	8.95
Postage	8/31/22	MC/POSTMASTER	17.90
Contract Services	8/1/22	BACKSTAGE LIBRARY WORKS	500.00
Contract Services	8/1/22	ILLINOIS HEARTLAND LIBRARY SYS	4,712.32
Contract Services	8/11/22	BACKSTAGE LIBRARY WORKS	250.00
IT Services	8/7/22	MC/GODADDY.COM, INC.	455.94
IT Services	8/16/22	MC/GODADDY.COM, INC.	42.34
IT Services	8/30/22	MC/ZOOM	180.00
IT Services	8/1/22	MC/AIRTABLE	1,370.93
IT Services	8/4/22	MC/MICROSOFT	6.60
IT Services	8/22/22	MC/PADLET SOFTWARE	24.00
IT Services	8/24/22	MC/GIMLET	348.00
IT Services	8/27/22	MC/SMARTDRAW	69.95
Building Maintenance	8/1/22	INTERIOR TROPICAL GARDENS	120.00
Building Maintenance	8/1/22	INTERIOR TROPICAL GARDENS	120.00
Building Maintenance	8/1/22	INTERIOR TROPICAL GARDENS	120.00
Building Maintenance	8/22/22	F.E.MORAN, INC.FIRE PROTECTION	300.00
Building Maintenance	8/7/22	CANINE DETECTION & INSPECTION	2,200.00
Building Maintenance	8/17/22	ACE OF SPRAY	1,900.00
Building Maintenance	8/24/22	QUALITY SAW & SEAL	1,646.30
Building Maintenance	8/25/22	SOUND INCORPORATED	1,365.00
Building Maintenance	8/1/22	STAPLES BUSINESS ADVANTAGE	3.48
Building Maintenance	8/4/22	LIGHTING SUPPLY COMPANY	29.35
Building Maintenance	8/7/22	MENARDS	34.45
Building Maintenance	8/10/22	W. W. GRAINGER, INC.	387.01
Building Maintenance	8/10/22	NERADT ACE HARDWARE	24.86
Building Maintenance	8/11/22	W. W. GRAINGER, INC.	352.44
Building Maintenance	8/19/22	W. W. GRAINGER, INC.	582.56
Building Maintenance	8/19/22	ANDERSON LOCK CO. LTD	34.10
Building Maintenance	8/22/22	LIGHTING SUPPLY COMPANY	138.99
Building Maintenance	8/23/22	MOUNT PROSPECT PAINT, INC.	54.49
Building Maintenance	8/23/22	ANDERSON LOCK CO. LTD	13.64
Building Maintenance	8/26/22	MENARDS	6.05
Building Maintenance	8/31/22	W. W. GRAINGER, INC.	58.49
Building Maintenance	8/31/22	W. W. GRAINGER, INC.	2.52

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Account Description	Date	Vendor Name	Amount
Building Maintenance	8/3/22	THE DAVEY TREE EXPERT COMPANY	229.00
Building Maintenance	8/31/22	AMERICAN LANDSCAPING INC.	710.00
Building Maintenance	8/6/22	JOHNSON CONTROLS	285.00
Building Maintenance	8/4/22	BHFX IMAGING	187.20
Equipment Maintenance	8/9/22	THE HOME DEPOT CRC	59.95
Equipment Maintenance	8/18/22	SHELL OIL COMPANY	-4.80
Equipment Maintenance	8/19/22	SHELL OIL COMPANY	50.63
Equipment Maintenance	8/22/22	KRUEGER INTERNATIONAL , INC.	40.37
Equipment Maintenance	8/18/22	MC/AMAZON	109.95
Equipment Maintenance	8/4/22	MC/FLASHFORGE USA	16.00
Equipment Maintenance	8/5/22	IMAGE SYSTEMS & BUSINESS SOLUT	4,658.95
Equipment Maintenance	8/12/22	NAYAX LLC	79.50
Equipment Maintenance	8/19/22	SIRSIDYNIX	14,287.50
Equipment Maintenance	8/23/22	MURPHY SECURITY SOLUTIONS	2,795.00
Equipment Maintenance	8/11/22	B2BTechnologies	335.00
Equipment Maintenance	8/18/22	MC/AMAZON	15.19
Janitorial	8/1/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
Janitorial	8/1/22	CITADEL INFORMATION MANAGEMENT	315.76
Janitorial	8/8/22	ACE OF SPRAY	2,475.00
Janitorial	8/18/22	CINTAS #22	119.13
Janitorial	8/20/22	REPUBLIC SERVICES #551	296.81
Janitorial	8/1/22	SUPERIOR INDUSTRIAL SUPPLY	177.50
Janitorial	8/10/22	WAREHOUSE DIRECT	315.17
Janitorial	8/12/22	SUPERIOR INDUSTRIAL SUPPLY	167.25
Janitorial	8/18/22	MC/AMAZON	37.47
Janitorial	8/19/22	SUPERIOR INDUSTRIAL SUPPLY	-1.67
Janitorial	8/22/22	SUPERIOR INDUSTRIAL SUPPLY	77.80
Janitorial	8/26/22	WAREHOUSE DIRECT	268.33
Janitorial	8/26/22	SUPERIOR INDUSTRIAL SUPPLY	138.60
Janitorial	8/31/22	W. W. GRAINGER, INC.	16.27
Janitorial	8/31/22	W. W. GRAINGER, INC.	25.73
Equipment	8/17/22	MC/AMAZON	95.54
Equipment	8/4/22	MC/AMAZON	7.60
Equipment	8/9/22	MC/AMAZON	158.00
Equipment	8/9/22	MC/AMAZON	87.99
Equipment	8/18/22	MC/AMAZON	5.99
Equipment	8/19/22	MC/AMAZON	7.78
Equipment	8/24/22	MC/AMAZON	35.90
Equipment	8/24/22	MC/AMAZON	-87.99
Utilities	8/16/22	CONSTELLATION NEWENERGY- GAS D	1,477.79
Utilities	8/15/22	VILLAGE OF MT. PROSPECT	1,725.00
Adult Books	8/1/22	ECKHARTZ PRESS	49.00
Adult Books	8/1/22	INGRAM	8.53
Adult Books	8/1/22	THOMSON REUTERS - WEST	-1.54
Adult Books	8/1/22	AMAZON.COM	1,957.87

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Account Description	Date	Vendor Name	Amount
Adult Books	8/1/22	AMAZON.COM	-14.15
Adult Books	8/1/22	BAKER AND TAYLOR	-89.48
Adult Books	8/2/22	BAKER AND TAYLOR	1,255.25
Adult Books	8/2/22	BAKER AND TAYLOR	526.80
Adult Books	8/2/22	BAKER AND TAYLOR	69.15
Adult Books	8/2/22	MC/AMOS HOBBY	559.95
Adult Books	8/4/22	BAKER AND TAYLOR	895.13
Adult Books	8/4/22	BAKER AND TAYLOR	136.45
Adult Books	8/7/22	INGRAM	730.39
Adult Books	8/8/22	BAKER AND TAYLOR	1,267.28
Adult Books	8/8/22	INGRAM	84.90
Adult Books	8/9/22	BAKER AND TAYLOR	817.87
Adult Books	8/9/22	BAKER AND TAYLOR	42.67
Adult Books	8/10/22	BAKER AND TAYLOR	81.36
Adult Books	8/10/22	SALEM PRESS, INC.	470.25
Adult Books	8/11/22	BAKER AND TAYLOR	332.92
Adult Books	8/11/22	BAKER AND TAYLOR	-10.12
Adult Books	8/11/22	BAKER AND TAYLOR	-15.25
Adult Books	8/11/22	FAMILY ROOTS PUBLISHING COMPAN	89.20
Adult Books	8/11/22	MC/STARS & LIGHTS	57.99
Adult Books	8/12/22	BAKER AND TAYLOR	176.91
Adult Books	8/14/22	INGRAM	83.29
Adult Books	8/15/22	BAKER AND TAYLOR	606.61
Adult Books	8/16/22	BAKER AND TAYLOR	420.04
Adult Books	8/18/22	BAKER AND TAYLOR	812.08
Adult Books	8/18/22	MC/GENEALOGICAL PUBLISHING	49.95
Adult Books	8/19/22	INGRAM	138.47
Adult Books	8/19/22	PENGUIN RANDOM HOUSE, LLC	256.00
Adult Books	8/22/22	BAKER AND TAYLOR	101.34
Adult Books	8/22/22	BAKER AND TAYLOR	1,413.91
Adult Books	8/23/22	BAKER AND TAYLOR	666.23
Adult Books	8/25/22	BAKER AND TAYLOR	532.35
Adult Books	8/29/22	INGRAM	44.39
Adult Books	8/2/22	BAKER AND TAYLOR	22.20
Adult Books	8/8/22	BAKER AND TAYLOR	10.79
Adult Books	8/15/22	BAKER AND TAYLOR	12.01
Adult Books	8/19/22	BAKER AND TAYLOR	28.88
Adult AV	8/1/22	BAKER & TAYLOR INC.	14.23
Adult AV	8/1/22	AMAZON.COM	1,919.41
Adult AV	8/2/22	MIDWEST TAPE, LLC	28.49
Adult AV	8/2/22	MIDWEST TAPE, LLC	307.95
Adult AV	8/2/22	MIDWEST TAPE, LLC	111.98
Adult AV	8/2/22	MIDWEST TAPE, LLC	819.79
Adult AV	8/2/22	MIDWEST TAPE, LLC	29.99
Adult AV	8/2/22	MIDWEST TAPE, LLC	817.80
Adult AV	8/2/22	MIDWEST TAPE, LLC	29.99
Adult AV	8/2/22	MIDWEST TAPE, LLC	9.99
Adult AV	8/4/22	BAKER & TAYLOR INC.	4.39
Adult AV	8/4/22	BAKER & TAYLOR INC.	14.98

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Account Description	Date	Vendor Name	Amount
Adult AV	8/4/22	BAKER & TAYLOR INC.	11.89
Adult AV	8/4/22	BAKER & TAYLOR INC.	101.35
Adult AV	8/4/22	BAKER & TAYLOR INC.	35.25
Adult AV	8/4/22	BAKER & TAYLOR INC.	40.41
Adult AV	8/4/22	BAKER & TAYLOR INC.	11.03
Adult AV	8/4/22	BAKER & TAYLOR INC.	11.03
Adult AV	8/4/22	BAKER & TAYLOR INC.	12.74
Adult AV	8/5/22	BAKER & TAYLOR INC.	4.39
Adult AV	8/8/22	BAKER & TAYLOR INC.	24.61
Adult AV	8/9/22	MIDWEST TAPE, LLC	164.96
Adult AV	8/9/22	MIDWEST TAPE, LLC	369.91
Adult AV	8/9/22	MIDWEST TAPE, LLC	9.74
Adult AV	8/9/22	BAKER AND TAYLOR	22.21
Adult AV	8/11/22	BAKER & TAYLOR INC.	88.14
Adult AV	8/11/22	BAKER & TAYLOR INC.	11.88
Adult AV	8/11/22	BAKER & TAYLOR INC.	12.73
Adult AV	8/11/22	BAKER & TAYLOR INC.	39.67
Adult AV	8/11/22	BAKER & TAYLOR INC.	20.56
Adult AV	8/11/22	BAKER & TAYLOR INC.	11.03
Adult AV	8/11/22	BAKER & TAYLOR INC.	11.99
Adult AV	8/11/22	BAKER & TAYLOR INC.	11.01
Adult AV	8/11/22	BAKER & TAYLOR INC.	14.66
Adult AV	8/15/22	MIDWEST TAPE, LLC	546.86
Adult AV	8/15/22	MIDWEST TAPE, LLC	44.99
Adult AV	8/15/22	MIDWEST TAPE, LLC	159.96
Adult AV	8/15/22	MIDWEST TAPE, LLC	1,131.82
Adult AV	8/15/22	MIDWEST TAPE, LLC	190.96
Adult AV	8/15/22	BAKER & TAYLOR INC.	4.39
Adult AV	8/15/22	BAKER & TAYLOR INC.	12.73
Adult AV	8/17/22	THE TEACHING COMPANY	179.75
Adult AV	8/17/22	BAKER & TAYLOR INC.	10.18
Adult AV	8/17/22	BAKER & TAYLOR INC.	36.67
Adult AV	8/17/22	BAKER & TAYLOR INC.	84.45
Adult AV	8/18/22	BAKER & TAYLOR INC.	12.73
Adult AV	8/18/22	BAKER & TAYLOR INC.	14.66
Adult AV	8/18/22	BAKER & TAYLOR INC.	11.89
Adult AV	8/19/22	MIDWEST TAPE, LLC	69.98
Adult AV	8/19/22	MIDWEST TAPE, LLC	84.98
Adult AV	8/19/22	MIDWEST TAPE, LLC	51.99
Adult AV	8/19/22	MIDWEST TAPE, LLC	195.97
Adult AV	8/19/22	MIDWEST TAPE, LLC	9.99
Adult AV	8/22/22	CRIMSON MULTIMEDIA DIST., INC.	345.37
Adult AV	8/22/22	CRIMSON MULTIMEDIA DIST., INC.	242.46
Adult AV	8/22/22	FINDAWAY WORLD, LLC	19.99
Adult AV	8/23/22	BAKER & TAYLOR INC.	11.02
Adult AV	8/26/22	MIDWEST TAPE, LLC	189.95
Adult AV	8/26/22	MIDWEST TAPE, LLC	44.99
Adult AV	8/30/22	MC/WALMART	16.96
Adult AV	8/1/22	AMAZON.COM	17.96
Adult AV	8/8/22	BAKER & TAYLOR INC.	29.35

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Library Fund Expenses by G/L Account #
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Account Description	Date	Vendor Name	Amount
Adult AV	8/8/22	BAKER & TAYLOR INC.	18.36
Adult AV	8/10/22	BAKER & TAYLOR INC.	36.74
Adult AV	8/15/22	BAKER & TAYLOR INC.	11.01
Adult AV	8/15/22	BAKER & TAYLOR INC.	22.04
Youth Print	8/1/22	INGRAM	271.14
Youth Print	8/1/22	AMAZON.COM	656.60
Youth Print	8/2/22	BAKER AND TAYLOR	384.25
Youth Print	8/2/22	BAKER AND TAYLOR	223.43
Youth Print	8/2/22	BAKER AND TAYLOR	460.70
Youth Print	8/4/22	BAKER AND TAYLOR	221.42
Youth Print	8/4/22	BAKER AND TAYLOR	136.21
Youth Print	8/5/22	BAKER AND TAYLOR	558.10
Youth Print	8/8/22	INGRAM	120.61
Youth Print	8/8/22	BAKER AND TAYLOR	47.94
Youth Print	8/9/22	BAKER AND TAYLOR	248.63
Youth Print	8/10/22	MC/BARNES & NOBLE	46.14
Youth Print	8/10/22	BAKER AND TAYLOR	381.22
Youth Print	8/11/22	MC/MEP, INC	396.54
Youth Print	8/11/22	BAKER AND TAYLOR	451.31
Youth Print	8/11/22	MC/BARNES & NOBLE	-2.88
Youth Print	8/11/22	CHICAGO BOOKS & JOURNALS	47.94
Youth Print	8/12/22	BAKER AND TAYLOR	377.48
Youth Print	8/14/22	INGRAM	112.05
Youth Print	8/15/22	LORITO BOOKS	96.80
Youth Print	8/15/22	BAKER AND TAYLOR	175.08
Youth Print	8/16/22	MULTI-CULTURAL BOOKS & VIDEOS	413.29
Youth Print	8/16/22	BAKER AND TAYLOR	29.09
Youth Print	8/16/22	MC/SANABILBOOKS	57.17
Youth Print	8/16/22	BAKER AND TAYLOR	24.08
Youth Print	8/17/22	BAKER AND TAYLOR	783.24
Youth Print	8/18/22	BAKER AND TAYLOR	874.28
Youth Print	8/18/22	BAKER AND TAYLOR	660.32
Youth Print	8/19/22	INGRAM	27.35
Youth Print	8/19/22	BAKER AND TAYLOR	325.41
Youth Print	8/22/22	BAKER AND TAYLOR	608.45
Youth Print	8/22/22	BAKER AND TAYLOR	211.87
Youth Print	8/25/22	BAKER AND TAYLOR	71.93
Youth Print	8/26/22	BAKER AND TAYLOR	430.80
Youth Print	8/29/22	INGRAM	38.13
Youth Print	8/1/22	AMAZON.COM	15.95
Youth Print	8/2/22	BAKER AND TAYLOR	82.11
Youth Print	8/8/22	BAKER AND TAYLOR	20.68
Youth Print	8/10/22	BAKER AND TAYLOR	46.17
Youth Print	8/15/22	BAKER AND TAYLOR	10.84
Youth Print	8/19/22	BAKER AND TAYLOR	77.32
Youth Print	8/22/22	BAKER AND TAYLOR	3.60
Youth AV	8/1/22	BAKER & TAYLOR INC.	19.10
Youth AV	8/1/22	AMAZON.COM	1,001.08

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Account Description	Date	Vendor Name	Amount
Youth AV	8/1/22	BAKER & TAYLOR INC.	11.02
Youth AV	8/2/22	MC/TARGET	-1.54
Youth AV	8/5/22	BAKER & TAYLOR INC.	39.66
Youth AV	8/5/22	FINDAWAY WORLD, LLC	50.99
Youth AV	8/6/22	MC/BEST BUY	63.64
Youth AV	8/8/22	BAKER & TAYLOR INC.	11.75
Youth AV	8/8/22	BAKER & TAYLOR INC.	123.42
Youth AV	8/8/22	FINDAWAY WORLD, LLC	96.94
Youth AV	8/9/22	FINDAWAY WORLD, LLC	61.94
Youth AV	8/12/22	FINDAWAY WORLD, LLC	-129.99
Youth AV	8/15/22	BAKER & TAYLOR INC.	7.34
Youth AV	8/15/22	BAKER & TAYLOR INC.	55.08
Youth AV	8/15/22	LIBRARY IDEAS, LLC	809.10
Youth AV	8/16/22	FINDAWAY WORLD, LLC	259.20
Youth AV	8/18/22	FINDAWAY WORLD, LLC	59.99
Youth AV	8/18/22	BAKER & TAYLOR INC.	178.56
Youth AV	8/22/22	BAKER & TAYLOR INC.	11.02
Youth AV	8/22/22	BAKER & TAYLOR INC.	19.09
Youth AV	8/22/22	FINDAWAY WORLD, LLC	69.99
Youth AV	8/22/22	FINDAWAY WORLD, LLC	69.99
Youth AV	8/22/22	FINDAWAY WORLD, LLC	79.96
Youth AV	8/23/22	FINDAWAY WORLD, LLC	35.74
Youth AV	8/29/22	LIBRARY IDEAS, LLC	897.05
Youth AV	8/8/22	BAKER & TAYLOR INC.	22.78
Youth AV	8/8/22	BAKER & TAYLOR INC.	19.10
Youth AV	8/10/22	BAKER & TAYLOR INC.	22.03
Youth AV	8/23/22	BAKER & TAYLOR INC.	7.34
Print Serials	8/5/22	MC/CHICAGO TRIBUNE	114.00
Print Serials	8/15/22	MC/WALL STREET JOURNAL	149.97
Print Serials	8/29/22	MC/DAILY HERALD	34.60
Print Serials	8/30/22	MC/KD MARKET	22.40
Print Serials	8/6/22	MC/WALL STREET JOURNAL	54.99
Print Serials	8/9/22	MC/DAILY HERALD	244.40
Electronic Resources	8/1/22	VALUE LINE PUBLISHING, LLC	4,825.00
Electronic Resources	8/1/22	THOMSON REUTERS - WEST	1,541.85
Electronic Resources	8/31/22	EBSCO INFORMATION SERVICES	5,988.00
Digital Media	8/5/22	OVERDRIVE, INC.	240.10
Digital Media	8/5/22	OVERDRIVE, INC.	350.95
Digital Media	8/5/22	OVERDRIVE, INC.	147.99
Digital Media	8/5/22	OVERDRIVE, INC.	390.47
Digital Media	8/31/22	MIDWEST TAPE, LLC	3,849.40
Digital Media	8/31/22	KANOPY, INC.	490.00
Digital Media	8/9/22	OVERDRIVE, INC.	276.73
Digital Media	8/16/22	OVERDRIVE, INC.	419.93
Digital Media	8/25/22	OVERDRIVE, INC.	371.36
Library of Things	8/1/22	AMAZON.COM	29.97

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Account Description	Date	Vendor Name	Amount
Library of Things	8/6/22	MC/WALMART	47.99
Library of Things	8/1/22	AMAZON.COM	89.97
Library of Things	8/3/22	MC/NETFLIX	19.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/NETFLIX	19.99
Library of Things	8/3/22	MC/NETFLIX	19.99
Library of Things	8/3/22	MC/NETFLIX	19.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/3/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/NETFLIX	19.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/3/22	MC/DISNEY	13.99
Library of Things	8/4/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/4/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/4/22	MC/AMAZON DIGITAL	8.99
Library of Things	8/6/22	MC/NETFLIX	19.99
Library of Things	8/6/22	MC/NETFLIX	19.99
Library of Things	8/6/22	MC/NETFLIX	19.99
Library of Things	8/6/22	MC/DISCOVER PLUS	4.99
Library of Things	8/6/22	MC/DISCOVER PLUS	4.99
Library of Things	8/6/22	MC/DISCOVER PLUS	4.99
Library of Things	8/6/22	MC/DISCOVER PLUS	4.99
Library of Things	8/6/22	MC/DISCOVER PLUS	4.99
Library of Things	8/7/22	MC/DISCOVER PLUS	4.99
Library of Things	8/7/22	MC/DISCOVER PLUS	4.99
Library of Things	8/7/22	MC/DISCOVER PLUS	4.99
Library of Things	8/7/22	MC/DISCOVER PLUS	4.99
Library of Things	8/7/22	MC/DISCOVER PLUS	4.99
Library of Things	8/12/22	MC/NETFLIX	19.99
Library of Things	8/12/22	MC/NETFLIX	19.99
Library of Things	8/22/22	MC/AMAZON DIGITAL	8.99
Processing Supplies	8/1/22	AMAZON.COM	74.88
Processing Supplies	8/1/22	AMAZON.COM	41.74
Processing Supplies	8/1/22	STAPLES BUSINESS ADVANTAGE	370.51
Processing Supplies	8/1/22	JAN WAY COMPANY	263.30
Processing Supplies	8/4/22	BAKER AND TAYLOR	10.31
Processing Supplies	8/5/22	MC/OFFICE DEPOT	7.49
Processing Supplies	8/10/22	MC/STAPLES	68.22
Processing Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	425.52

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From August 1, 2022 to August 31, 2022

Account Description	Date	Vendor Name	Amount
Processing Supplies	8/10/22	STAPLES BUSINESS ADVANTAGE	354.56
Processing Supplies	8/11/22	WAREHOUSE DIRECT	39.19
Processing Supplies	8/15/22	DEMCO	452.33
Processing Supplies	8/15/22	BAKER AND TAYLOR	8.14
Processing Supplies	8/16/22	BUDGET LIBRARY SUPPLIES	744.66
Processing Supplies	8/16/22	DEMCO	170.43
Processing Supplies	8/16/22	STAPLES BUSINESS ADVANTAGE	199.00
Processing Supplies	8/18/22	THE HOME DEPOT CRC	41.88
Processing Supplies	8/18/22	BAKER AND TAYLOR	40.70
Processing Supplies	8/29/22	FINDAWAY WORLD, LLC	101.90
Programs	8/18/22	PAYROLL - PAYCOM	151.98
Programs	8/3/22	MARCIE HILL	250.00
Programs	8/25/22	MC/META QUEST STORE	13.80
Programs	8/25/22	MC/META QUEST STORE	15.93
Programs	8/1/22	AMAZON.COM	261.44
Programs	8/1/22	BOOK DEPOT	500.71
Programs	8/1/22	MC/MONARCH WATCH	20.00
Programs	8/1/22	SCHOLASTIC, INC.	1,718.24
Programs	8/1/22	FUN EXPRESS	297.46
Programs	8/1/22	BOOK DEPOT	-202.98
Programs	8/3/22	LANA MAY	175.00
Programs	8/4/22	MC/IMAGINATION PLAYGROUND	84.29
Programs	8/20/22	BENJAMIN A. JIMENEZ	400.00
Programs	8/24/22	MC/ETSY	6.30
Programs	8/24/22	MC/HOBBY LOBBY	26.27
Programs	8/24/22	MC/MEIJER	24.98
Programs	8/26/22	MC/FUN EXPRESS	138.13
Programs	8/26/22	MC/AMAZON	16.16
Programs	8/26/22	MC/AMAZON	19.98
Programs	8/25/22	NANCY McCULLY	200.00
Programs	8/3/22	MC/AMAZON	52.97
Programs	8/3/22	MC/S&S WORLDWIDE	103.20
Programs	8/11/22	MC/AMAZON	112.97
Programs	8/11/22	MC/MICHAELS	137.26
Programs	8/12/22	MC/AMAZON	109.08
Programs	8/12/22	MC/NOTHING BUNDT CAKES	10.00
Programs	8/12/22	MC/SMOOTHIE KING	15.00
Programs	8/15/22	MC/CULVERS	20.00
Programs	8/15/22	MC/Jewel	507.67
Programs	8/15/22	MC/NOTHING BUNDT CAKES	10.00
Programs	8/15/22	MC/STARBUCKS	30.00
Programs	8/21/22	MC/AMAZON	176.71
Programs	8/21/22	MC/AMAZON	39.99
Programs	8/21/22	MC/AMAZON	27.97
Programs	8/19/22	PENGUIN RANDOM HOUSE, LLC	3,936.00
Programs	8/1/22	PEACE AND EDUCATION COALITION	400.00
Programs	8/4/22	PAYROLL - PAYCOM	36.95
Programs	8/10/22	MC/WALMART	40.50
Programs	8/11/22	MC/AMAZON	17.99

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From August 1, 2022 to August 31, 2022

Account Description	Date	Vendor Name	Amount
Programs	8/19/22	MC/AMAZON	15.39
			<u>\$ 742,667.65</u>
1000 Books Before Kindergarten	8/4/22	PAYROLL - PAYCOM	20.00
Morale Committee	8/2/22	MC/Jewel	16.77
Morale Committee	8/4/22	PAYROLL - PAYCOM	8.53
Morale Committee	8/18/22	PAYROLL - PAYCOM	1.00
One Book One Community Program	8/19/22	PENGUIN RANDOM HOUSE, LLC	800.00
SB Reading Program	8/17/22	MC/CULVERS	80.00
Fanfest	8/8/22	MC/DUNGEON MASTERS GUILD	3.99
Fanfest	8/8/22	MC/ROLL20	29.99
Fanfest	8/22/22	MC/AMERICAN BUTTON MACHINES	56.75
Fanfest	8/29/22	MC/PARTY CITY	161.85
Fanfest	8/31/22	MC/AMAZON	366.36
Fanfest	8/31/22	MC/BLICK ART MATERIALS	83.61
Fanfest	8/31/22	MC/PARTY CITY	3.30
South Branch Fiber	8/19/22	AT&T	269.42
Total Library Fund Expenses for August, 2022			<u><u>\$ 744,569.22</u></u>

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From August 1, 2022 to August 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
7750B-017	Bldg Fd: Equipment & Furniture	8/1/22	AMAZON.COM	947.99
7750B-017	Bldg Fd: Equipment & Furniture	8/14/22	MURPHY SECURITY SOLUTIONS	27,870.00

Total Capital Project Restricted Fund Expenses for August, 2022 \$ 28,817.99

Debt Service Fund
Debt Service Fund Expenses by G/L Acct
For the Period From August 1, 2022 to August 31, 2022

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	8/31/22	August 2022, interest expense accrual \$31,000 x 1/12	2,583.33

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

Mount Prospect Public Library
 Gift Fund Expenses by G/L Account #
 For the Period From August 1, 2022 to August 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
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Total Gift Fund Expenses for August, 2022 \$ -

Mount Prospect Public Library
Board of Trustees

2023 Budget Adjustments Overview

This is agenda item 6. The Finance Committee met on September 1 and reviewed the draft 2023 budget in detail. The committee confirmed the overall 10% decrease in the levy as discussed at the August 18 board meeting. This decrease is due to the elimination of the library's bond debt and includes a 4% increase to the Library Fund.

The committee spent a significant amount of time discussing the salary and benefit line as it is the library's largest expenditure. Ultimately, the committee requested that annual merit salary increases be set at no more than 4% and directed staff to allocate the salvaged funds to strategic plan areas such as marketing, programming, and other categories as deemed necessary. These changes are reflected in the budget documents included in the packet. No other changes were requested by the committee.

Since the 9/1 committee meeting, staff have received some new information on several line items that we have included in the new draft. All changes are listed below.

Category	Draft v1	Draft v2	Reason
Salaries & Benefits	7,515,000	7,468,000	Merit increases set at no higher than 4%
Printing	106,000	121,000	Reallocation of salary salvage to marketing
Marketing	48,000	58,000	Reallocation of salary salvage to marketing
Phone/Internet	34,350	35,550	Correction to include elevator cellular lines
Postage	26,700	31,700	Reallocation of salary salvage to marketing
Contract Services	47,800	49,000	Correction to include locker maintenance
Library of Things	47,000	50,000	Reallocation of salary salvage to public services
Programs	72,300	82,300	Reallocation of salary salvage to programs
Building	597,700	599,300	Updates for South Branch actuals from Village
Capital Projects Fund	220,000	240,000	Structural concrete at facility corners quote

Overall, the Library Fund Expenditures did not change from version 1 to version 2, as a small portion of the salary salvage was used to keep the bottom line the same at \$10,189,325.

The Capital Project Fund Expenditures increased by \$20,000 because we received a quote for the structural concrete work at the facility corners and were able to use an actual number instead of an estimate.

2023 Budget Approval Language

"Based on the Finance Committee's recommendation, I move to approve Resolution No. 2022-4 Certifying the 2023 Appropriation Budget and 2022 Tax Levy, the 2023 Working Budget, and the 2023 Salary Structure."

Mount Prospect Public Library
Board of Trustees

RESOLUTION NO. 2022-4

**RESOLUTION APPROVING AND CERTIFYING
THE 2023 APPROPRIATION BUDGET AND 2022 TAX LEVY DETERMINATION**

WHEREAS, heretofore the Board of Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois, at open and public meetings have considered the financing requirements of the Mount Prospect Public Library for the year commencing January 1, 2023; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has determined the financial requirements of the Mount Prospect Public Library for the ensuing year and has caused to be made, a statement thereof, a copy of which is attached hereto and marked "Exhibit A," for inclusion in the 2023 budget of the Village of Mount Prospect; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has further determined the amount of money which in its judgment, it will be necessary to levy for library purposes in the 2022 tax levy ordinance to be adopted by the President and Board of Trustees of the Village of Mount Prospect; and

WHEREAS, expenditures from the LIBRARY FUND shall be under the direction of the Board of Trustees of the Mount Prospect Public Library; and

WHEREAS, that the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2022 Tax Levy Ordinance of the Village of Mount Prospect (taking into consideration other income from accumulations from the prior year, anticipated tax shrinkage, fines, non-resident fees, and maintenance, repairs, and alterations of library buildings and equipment) and for the collection and deposit to the LIBRARY FUND, which includes funds for the Illinois Municipal Retirement Fund, pursuant to Section 5/7-171, Chapter 40 of the Illinois Compiled Statutes; and for the maintenance repairs, and alterations of the library buildings and equipment, pursuant to Section 5/3-4 of Chapter 75 of the Illinois Compiled Statutes; and for insurance and audit fees pursuant to Section 5/4-14 of Chapter 75 of the Illinois Compiled Statutes; and

WHEREAS, in accordance with Chapter 75, Section 5/3-5 of the Illinois Compiled Statutes it is requested that the amount so determined be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes be paid directly by the County Collector to the LIBRARY FUND; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect:

SECTION ONE: That the financial requirements for library purposes of the Mount Prospect Public Library require the budget for the year commencing January 1, 2023, and ending December 31, 2023, the sum of \$16,616,600 such to be included within the 2023 Budget of the Village of Mount Prospect, Illinois.

SECTION TWO: That the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2022 tax levy and to be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes to be paid directly by the County Collector to the Library Fund: \$10,537,000.

Mount Prospect Public Library
Board of Trustees

SECTION THREE: That the Secretary of the Board of Trustees of the Mount Prospect Public Library file a copy of this Resolution with the Village Clerk of the Village of Mount Prospect for transmittal to the President and Board of Trustees of the Village of Mount Prospect.

SECTION FOUR: That, if necessary, a committee hereof confer with the Board of Trustees of the Village of Mount Prospect or a committee thereof, or appear before the said Village Board, as may be necessary in conjunction with the enactment of the 2023 Appropriation Budget and 2022 Levy.

SECTION FIVE: That if any part or parts of this Resolution shall be held to be unconstitutional, such unconstitutionality shall not affect the validity of the remaining parts of this Resolution. The Board of Trustees of the Mount Prospect Public Library hereby declares that it would have passed the remaining parts of this Resolution if it had known that such part or parts thereof would be declared unconstitutional.

SECTION SIX: That this Resolution shall be in full force and effect as of September 15, 2022.

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

PASSED THIS 15th day of September 2022

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **15th day of September 2022.**

Michael Duebner, President

ATTEST:

Kristine O'Sullivan, Secretary

Mount Prospect Public Library
Board of Trustees

EXHIBIT A
MOUNT PROSPECT PUBLIC LIBRARY
2022 TAX LEVY REQUEST AND 2023 APPROPRIATION BUDGET

DESCRIPTION	APPROPRIATION BUDGET	LEVY REQUEST
Salaries & Benefits	\$9,708,400	\$7,833,600
Management Expenses	\$556,000	\$444,200
Operating Expenses	\$691,400	\$408,800
Building Expenses	\$779,100	\$622,500
Public Service Expenses	<u>\$1,781,700</u>	<u>\$1,227,900</u>
<i>Total Library Fund</i>	<i>\$13,516,600</i>	<i>\$10,537,000</i>
Capital Reserve Fund	\$3,000,000	\$0
Gift Fund	<u>\$100,000</u>	<u>\$0</u>
Total All Funds	<u>\$16,616,600</u>	<u>\$10,537,000</u>

Mount Prospect Public Library
2023 Working Budget DRAFT v2

COMBINED STATEMENT OF REVENUES, EXPENDITURES, & FUND BALANCES - 2023 BUDGET					
	Library General Fund	Working Cash Fund	Capital Projects Fund	Gift Fund	Total All Funds
Revenues					
Property Taxes	\$10,536,240	\$0	\$0	\$0	\$10,536,240
PPR Taxes	\$151,000	\$0	\$0	\$0	\$151,000
Per Capita Grant	\$83,856	\$0	\$0	\$0	\$83,856
Interest	\$0	\$0	\$0	\$0	\$0
Miscellaneous Fees	\$12,900	\$0	\$0	\$0	\$12,900
Other Income	\$0	\$0	\$0	\$5,000	\$5,000
Village, Friends, Foundation	\$45,625	\$0	\$0	\$0	\$45,625
Gifts	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$10,829,621	\$0	\$0	\$5,000	\$10,834,621
Expenditures					
Salaries and Benefits	\$7,468,000	\$0	\$0	\$0	\$7,468,000
Management	\$427,700	\$0	\$0	\$0	\$427,700
Operating	\$460,900	\$0	\$0	\$0	\$460,900
Building	\$599,300	\$0	\$0	\$0	\$599,300
Public Services	\$1,187,800	\$0	\$0	\$0	\$1,187,800
Village, Friends, Foundation	\$45,625	\$0	\$0	\$0	\$45,625
Capital Projects Fund	\$0	\$0	\$240,000	\$0	\$240,000
Gift Fund	\$0	\$0	\$0	\$50,000	\$50,000
Total Operating Expenses	\$10,189,325	\$0	\$240,000	\$50,000	\$10,479,325
Transfers	(\$600,000)	\$0	\$600,000	\$0	\$0
NET FUND CHANGE	\$40,296	\$0	\$360,000	(\$45,000)	\$355,296
Fund Balances - August 31, 2022	\$4,582,964	\$2,212,206	\$4,004,215	\$572,897	\$11,372,282

Mount Prospect Public Library
2023 Working Budget DRAFT v2

LIBRARY FUND				
		Budget % to		
<u>Library Fund Revenue</u>	<u>2023 Budget</u>	<u>Total</u>	<u>2022 Budget</u>	<u>% Diff</u>
Tax Revenue	\$10,687,240	98.69%	\$10,182,663	4.96%
Property Taxes	\$10,536,240	97.29%	\$10,130,663	4.00%
Personal Property Replacement Taxes	\$151,000	1.39%	\$52,000	190.38%
Interest Income	\$0	0.00%	\$3,000	-100.00%
Other Revenue	\$142,381	1.31%	\$95,496	49.10%
Illinois Per Capita Grant	\$83,856	0.77%	\$79,896	4.96%
Miscellaneous Fees	\$12,900	0.12%	\$15,600	-17.31%
Village, Friends, Foundation	\$45,625	0.42%	\$0	
TOTAL REVENUES	\$10,829,621	100.00%	\$10,281,159	5.33%
		Budget % to		
<u>Library Fund Expenditures</u>	<u>2023 Budget</u>	<u>Total</u>	<u>2022 Budget</u>	<u>% Diff</u>
Salaries & Benefits	\$7,468,000	73.29%	\$7,415,500	0.71%
Salaries	\$5,840,000	57.31%	\$5,740,000	1.74%
IMRF	\$335,000	3.29%	\$425,000	-21.18%
MC / FICA	\$447,000	4.39%	\$425,000	5.18%
Insurance - Medical	\$820,000	8.05%	\$801,000	2.37%
Insurance - Life	\$3,000	0.03%	\$1,500	100.00%
Unemployment Compensation Tax	\$23,000	0.23%	\$23,000	0.00%
Management	\$427,700	4.20%	\$405,919	5.37%
Audit	\$5,400	0.05%	\$5,200	3.85%
Legal Fees	\$5,000	0.05%	\$10,000	-50.00%
Printing	\$121,000	1.19%	\$81,100	49.20%
Marketing	\$58,000	0.57%	\$35,370	63.98%
Professional Dues	\$17,500	0.17%	\$20,235	-13.52%
Board Development/Training	\$7,500	0.07%	\$2,500	200.00%
Human Resources	\$158,400	1.55%	\$146,189	8.35%
Other Operating	\$54,900	0.54%	\$105,325	-47.88%
Operating	\$460,900	4.52%	\$340,250	35.46%
Phone/Internet	\$35,550	0.35%	\$35,950	-1.11%
Insurance	\$122,000	1.20%	\$119,400	2.18%
Office Supplies	\$27,350	0.27%	\$22,574	21.16%
Library Supplies	\$20,800	0.20%	\$21,075	-1.30%
Postage	\$31,700	0.31%	\$25,100	26.29%
Contract Services	\$49,000	0.48%	\$48,894	0.22%
IT Services	\$174,500	1.71%	\$67,257	159.45%

Mount Prospect Public Library
2023 Working Budget DRAFT v2

Library Fund Expenditures	2023 Budget	Budget % to		% Diff
		Total	2022 Budget	
Building	\$599,300	5.88%	\$629,349	-4.77%
Building Maintenance	\$132,200	1.30%	\$183,592	-27.99%
Hardware & System Maintenance	\$142,700	1.40%	\$134,407	6.17%
Janitorial	\$69,900	0.69%	\$68,200	2.49%
Equipment & Furnishings	\$177,500	1.74%	\$192,350	-7.72%
Utilities	\$77,000	0.76%	\$50,800	51.57%
Public Services	\$1,187,800	11.66%	\$1,025,832	15.79%
Adult Print	\$226,900	2.23%	\$208,685	8.73%
Adult AV	\$63,500	0.62%	\$67,400	-5.79%
Youth Print	\$151,400	1.49%	\$145,000	4.41%
Youth AV	\$34,300	0.34%	\$32,900	4.26%
Print Magazines	\$19,300	0.19%	\$18,500	4.32%
Electronic Resources	\$181,200	1.78%	\$178,475	1.53%
Digital Media	\$303,800	2.98%	\$204,620	48.47%
E-Learning	\$48,000	0.47%	\$43,437	10.50%
Library of Things	\$50,000	0.49%	\$29,250	70.94%
Microform	\$700	0.01%	\$900	-22.22%
Processing	\$26,400	0.26%	\$25,350	4.14%
Programs	\$82,300	0.81%	\$71,315	15.40%
Village, Friends, Foundation Expenses	\$45,625	0.45%	\$36,358	25.49%
Total Operating Expense Budget	\$10,189,325	100.00%	\$9,853,208	3.41%
Transfer to Capital Project Fund	\$600,000		\$400,000	50.00%
Total Operating Expense Budget After Transfer	\$10,789,325		\$10,253,208	5.23%
NET FUND CHANGE	\$40,296		\$27,951	
Library Fund Balance as of 8/31/2022	\$4,582,964			

CAPITAL PROJECTS FUND			
Capital Project Fund Revenue	2023 Budget	2022 Budget	% Difference
Interest Income	\$0	\$775	-
TOTAL REVENUES	\$0	\$775	-100.00%
Capital Project Fund Expenditures	2023 Budget	2022 Budget	% Diff
2023 Projected Projects			
Material check in - garage return	\$32,400		
Hot water boiler	\$48,600		
Variable frequency drives at HVAC air and water handling units	\$73,440		
Automatic doors	\$11,232		
Structural concrete at facility corners	\$74,328		
TOTAL EXPENSES	\$240,000	\$560,976	-57.22%
Transfer from Library Fund	\$600,000	\$400,000	50.00%
NET FUND CHANGE	\$360,000	(\$160,201)	
Restricted Capital Project Fund Balance as of 8/31/2022	\$4,004,215		
Appropriation Budget shows expenditure of \$3M to accommodate potential renovation efforts at Main.			
NOTE: Two 2022 project may cross over into 2023:			
Façade caulking	\$43,200		
BAS controls upgrade	\$350,000		

Mount Prospect Public Library
2023 Working Budget DRAFT v2

GIFT FUND			
Gift Fund Revenue	2023 Budget	2022 Budget	% Difference
Interest Income	\$0	\$325	-
Gifts	\$0	\$0	-
Other Income - Book Recycling	\$5,000	\$5,000	-
TOTAL REVENUES	\$5,000	\$5,325	-6.10%
Gift Fund Expenditures	2023 Budget	2022 Budget	% Difference
Miscellaneous public services	\$50,000	\$50,000	0.00%
TOTAL EXPENSES	\$50,000	\$50,000	0.00%
NET FUND CHANGE	(\$45,000)	(\$44,675)	
Gift Fund Balance as of 8/31/2022	\$572,897		
Appropriation Budget shows expenditure of \$100,000 to accommodate unanticipated expenditures.			

MPPL Salary Structure
Effective January 1, 2023

DRAFT

Pay Grade	2023 Payrates	Range Minimum	Range Midpoint	Range Maximum
<i>Grades 1 & 2 were eliminated due to rising minimum wage law in IL</i>				
3	Annual	\$24,096.93	\$30,121.16	\$36,145.40
	Pay Period	\$926.81	\$1,158.51	\$1,390.21
	Hourly	\$15.00	\$15.45	\$18.54
4	Annual	\$27,119.04	\$33,898.80	\$40,678.56
	Pay Period	\$1,043.04	\$1,303.80	\$1,564.56
	Hourly	\$15.00	\$17.38	\$20.86
5	Annual	\$30,540.90	\$38,176.13	\$45,811.35
	Pay Period	\$1,174.65	\$1,468.31	\$1,761.98
	Hourly	\$15.66	\$19.58	\$23.49
6	Annual	\$34,378.50	\$42,973.13	\$51,567.75
	Pay Period	\$1,322.25	\$1,652.81	\$1,983.38
	Hourly	\$17.63	\$22.04	\$26.45
7	Annual	\$38,711.79	\$48,389.74	\$58,067.69
	Pay Period	\$1,488.92	\$1,861.14	\$2,233.37
	Hourly	\$19.85	\$24.82	\$29.78
8	Annual	\$43,572.75	\$54,465.94	\$65,359.13
	Pay Period	\$1,675.88	\$2,094.84	\$2,513.81
	Hourly	\$22.35	\$27.93	\$33.52
9	Annual	\$49,057.32	\$61,321.65	\$73,585.98
	Pay Period	\$1,886.82	\$2,358.53	\$2,830.23
	Hourly	\$25.16	\$31.45	\$37.74
10	Annual	\$55,229.46	\$69,036.83	\$82,844.19
	Pay Period	\$2,124.21	\$2,655.26	\$3,186.32
	Hourly	\$28.32	\$35.40	\$42.48
11	Annual	\$62,185.11	\$77,731.39	\$93,277.67
	Pay Period	\$2,391.74	\$2,989.67	\$3,587.60
	Hourly	\$31.89	\$39.86	\$47.83
12	Annual	\$70,004.22	\$87,505.28	\$102,445.20
	Pay Period	\$2,692.47	\$3,365.59	\$3,940.20
	Hourly	\$35.90	\$44.87	\$52.54
13	Annual	\$78,814.71	\$98,518.39	\$118,222.07
	Pay Period	\$3,031.34	\$3,789.17	\$4,547.00
	Hourly	\$40.42	\$50.52	\$60.63

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

August 2022

Youth Services

- 1) A successful Summer Reading 2022 wrapped up on August 15. We had 1,709 participants, which was an increase of 168 participants over 2021. We also had a slight increase in the percentage of participants that completed the program, up to 50% from 47% in 2021. Our young participants were excited to receive magnifying glasses, binoculars, and books as prizes for reading. Local businesses also donated coupons: Culver's, Smoothie King, McDonalds, the Chicago Dogs, Subway, Raising Cane's, and Lou Malnati's.
- 2) In-person school outreach is back, and we had a particularly successful visit to the Open House at Westbrook Elementary School on August 30. We were joined by a staff member from Registration, so we were able to sign up new patrons for library cards as well as signing up for programs and promoting library services.
- 3) Long-term Youth Services Department Head Mary Smith left the library on August 19 for a position with the Elmhurst Public Library. We began recruitment for a replacement by posting the job announcement on August 12. We are currently interviewing candidates.
- 4) Visitors to Youth Services have been enjoying some special guests this month: monarch butterflies! Butterfly eggs have been hatching, growing into caterpillars, and transforming into butterflies with us since late July and will continue in the department until our "Monarch Migration" program on September 17.



South Branch & Community Engagement

- 1) A local beekeeper talked about his experiences keeping a hive, how honey is made, and how we can all help bees thrive at our "Bee a Beekeeper" program held at RecPlex. Program participants received materials to make a backyard bee bath and a sample of honey from the presenter's hive.



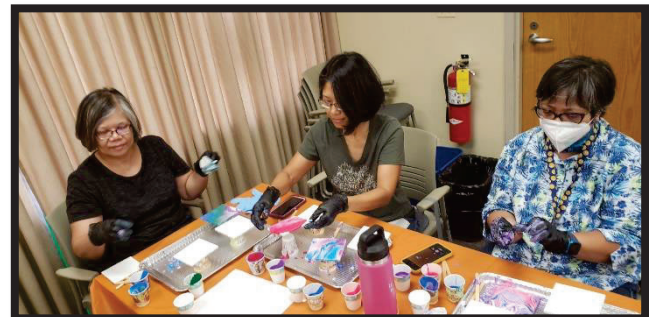
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) We hosted the Xochitl-Quetzal Aztec Dance troupe from Chicago's Little Village and Back of the Yards neighborhoods who treated the audience to a performance celebrating the ancient Aztec culture of music, song, and dance through a vibrant, interactive performance.
- 3) We interacted with over 400 students and parents at three District 59 Back-to-School events: John Jay School, the Early Learning Center (ELC), and Oasis Mobile Home Park. We registered families for library cards and promoted the South Branch, which is the closest library to the students who attend John Jay and the ELC or live in the mobile home park. Our Spanish/English bilingual staff were essential to communicating library services and program information to the many Spanish-speakers in attendance.
- 4) We participated in the National Night Out event at the Lions Park Bandshell hosted by the Mount Prospect Police Department as a way to foster community relationships. Approximately 250 visitors stopped by to play games and pick up library information and giveaways.



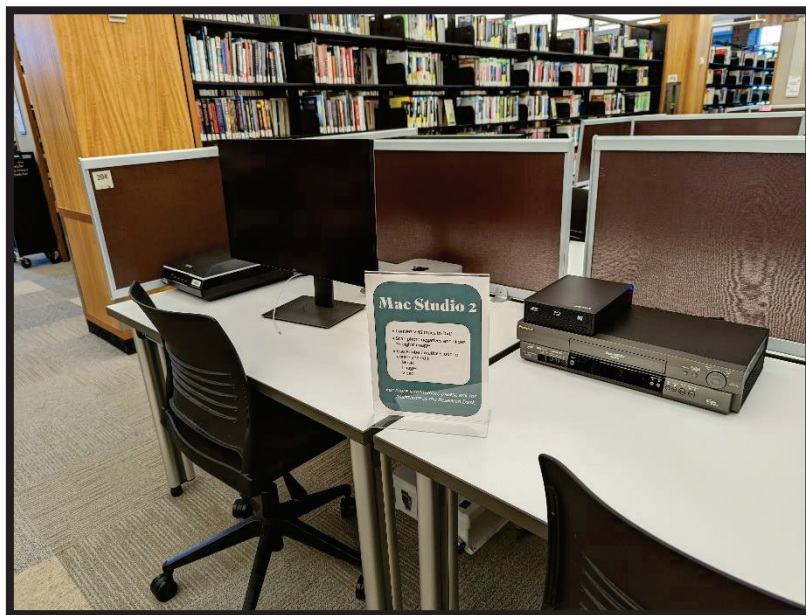
Research

- 1) A regular patron brought some beverage samples to the desk to share with staff and told us he started and has been running his company from the library over the past months. He said that he considers the library his "corporate headquarters" and recently met with a vendor in one of the meeting rooms. He noted the cost savings from paying for a co-working space, along with the air-conditioning, free wi-fi, meeting rooms, and printing all things that make it a great place for him to work.
- 2) On August 8, we launched two Mac Studio computers available for patrons on the second floor. These computers and software were funded by a grant of \$10,565 from a program called "On the Road to Recovery: Transforming Library Spaces," through the Illinois State Library. With the Mac Studio computers, patrons can convert video, photos, negatives, and slides to digital, use Adobe Creative Cloud to edit or create photo, video, or audio, and use popular Mac programs like Garage Band and iMovie.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Patrons may use these computers for up to three hours at a time and appointments can be made up to one week in advance for MPPL cardholders. Reciprocal borrowers can use on a walk-in basis. We have created a growing number of tutorials for patrons to use to perform common tasks like converting VHS to digital. We also have training for Adobe Creative Cloud available through several web resources, including LinkedIn Learning, Udemy for Public Libraries, O'Reilly for Public Libraries, and Gale Courses. Staff are available for one-on-one appointments with patrons.



Fiction/AV/Teen

- 1) 2022's Summer Reading Challenge was the most successful iteration of the program in years.
 - Teen registration was up 27% from 2021, the highest participation since 2016.
 - Teen patrons collectively read 380,471 minutes. Minutes were recorded instead of individual books to make the program more accessible and equitable.
 - 45% of registered teen patrons reached the first prize threshold, while 25% read the maximum amount of reading for prize drawings.
 - Adult registration was up 19% from 2021, the highest participation since 2012.
 - Adult patrons collectively read 625,119 minutes during the program.
 - Patrons were invited to add leaves to a tree with titles they were enjoying during the program.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

2) Patron responses to Summer Reading 2022:

- One mother made sure we knew how much the changes to the program meant for her son; she called counting minutes instead of books “a game-changer.”
- An adult participant did a dance upon receiving a mug prize: “I’m finally getting things for Summer Reading!”
- One teen came in with her little brother to sign up for his first Teen SRP. They then left, but they came back with their mom to get her signed up so that all three of them could compete to see who could get the most minutes.
- A mother who was checking in with her children reported that she was happy to be counting minutes since it meant the whole family could read together.
- Many teen patrons were thrilled with the selection of prize books, with several returning to the FAVT Desk to gush about them once they’d finished reading them. Many also wanted to work their way through our circulating copies of the books they didn’t pick as a prize.



3) The Snack Bracket voting in the Teen Space wrapped up in August with 111 votes received during the final two rounds. The winner: DONUTS.

4) Other patron comments:

- The recently revamped “Choose My Next Book” form continues to receive responses such as, “Thank you for these wonderful suggestions! Based on the descriptions, these seem like exactly what I was looking for.”
- “Thank you for going “above and beyond” on behalf of our school library community! I so APPRECIATE it.”
- From a Homebound patron: “I can’t say enough about how grateful I am for Homebound. This feature from the Mount Prospect Public Library is truly wonderful.”
- Reacting to a complicated and successful advisory interaction: “I’m so glad I came in today to ask for help. I can’t believe how much you’ve done to give me choices and explain what each offers that matches my question.”

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

- 1) On August 24, we hosted “Be Prepared: Active Shooter Response Training with MPPD,” a hybrid program for the community in collaboration with the Mount Prospect Police Department. Three police and one community service officer presented ways for people to be aware and keep themselves safe in case of an active shooter situation. 102 people attended in person in meeting room A and 74 attended virtually over Zoom. Officers took questions at the end from both in-person and virtual attendees. This program was recorded and posted on the library’s You-Tube channel and the Mount Prospect Police Department website.
- 2) We began keeping museum pass statistics this month – we issued 30 passes in August and have issued 160 passes since January 2022.
- 3) Teresa Reinalda, a Mount Prospect library patron and book illustrator let us know that we helped break a world record. “On July 16th, 2022, on all six habitable continents in twenty-one countries, thousands of people came together, engaged in conversation and signed *The Carbon Almanac*. Their collective actions established the event as the first book signing to span all six habitable continents in 24 hours and as such a new World Record was established (“Largest Most-Global Book Signing” in history).”

Circulation

- 1) On August 15, the long-awaited expansion to our 24/7 hold lockers arrived. We increased our lockers from 24 to 54 and added some larger-sized lockers. The expansion has allowed us to keep wait times for lockers down, as well as accommodate the holding of larger (or large quantities) of items more easily. Since we introduced the lockers in January 2022, patrons have picked up 4,627 items from the lockers at (quite literally) all hours of the day.



Building & Security

- 1) In August we had the annual power washing done in our garage. We contract with a firm that uses a sweeper with water and brushes similar to street cleaners. After this was done, we had the parking stripes, cross walks, and curbs all repainted. We have this work done on weekend nights so we do not affect our parking needs.
- 2) We contract with a firm who uses specially trained dogs to perform regular inspections of possible bed bug infestations. No problems were detected, and we have peace of mind that the library is free from bugs.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

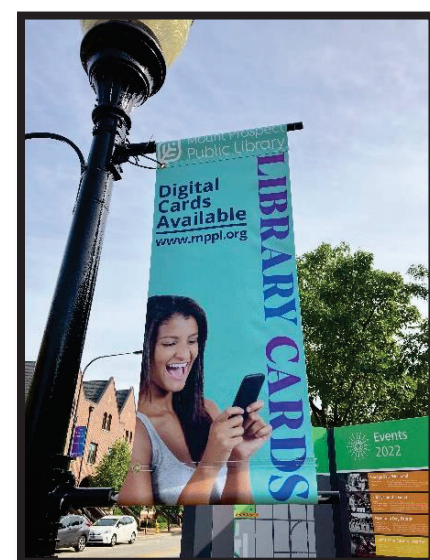
Collection & Bibliographic Services

- 1) In August one of our suppliers of print and AV materials, Baker and Taylor (B&T), was taken offline by a ransomware attack for the last two weeks of the month. As B&T is our primary vendor, we identified the items we were waiting to receive from them and which of those items had patron holds on them. From there we worked with selectors to pinpoint which titles were a priority for reorder and shifted those orders to other vendors, guaranteeing up-to-date access to materials for the MPPL community. B&T resumed their operations in the early part of September.



Communications & Creative Services

- 1) As identified in the Strategic Plan, we held a departmental retreat to start an important conversation about purpose, priorities, and processes. We walked away from this meeting with thoughts on our new and old procedures and have created a timeline for implementation of changed staff duties and tasks, new project management, and workflow. The results of this retreat helped us build a more unified plan of how we will be moving forward.
- 2) August e-news received 43% average open rate. The highest clickthrough (44%) was the Strategic Plan. Using the same graphics as the request to participate in the community survey, the messaging read "We asked. You answered. We listened." and led them to the Strategic Plan webpage <https://mppl.org/strategic-plan/>
- 3) We selected a new creative projects management platform, RoboHead, and plan to go live at the beginning of 2023.
- 4) We designed new outdoor light post banners which were hung in August, look for them as you drive through town.



Human Resources & Learning

- 1) Number of open positions: 4
 - a. Staff Accountant
 - b. Youth Services Department Head
 - c. Maintenance Technician
 - d. Circulation Assistant
- 2) Number of vacant positions filled: 3
- 3) Number of separations: 6



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) Staff anniversaries: none
- 5) Above and Beyond Award: John Aykroid, Debbie Evers, Joanne Greenwald, Michelle Vonderhaar
- 6) All managers and supervisors were trained to use the Paycom Performance Management module, which will be used as our new annual staff performance assessment tool.

Information Technology

- 1) A video doorbell was installed at the loading dock, allowing staff video, 2-way audio, and the ability to unlock the door remotely. This increases flexibility and staff safety when accepting deliveries.
- 2) The charge to patrons for faxing using the SimpleScan devices at the Main Library and South Branch has been removed – MPPL now offers faxing for free! This is another small step in removing barriers to access and increasing patron satisfaction.

Friends of the Mount Prospect Public Library

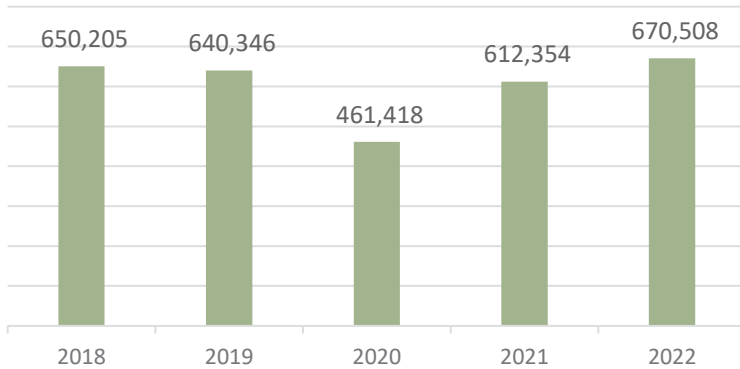
- 1) The Friends are planning for their next book sale, which will be October 22-23.

Mount Prospect Public Library Foundation

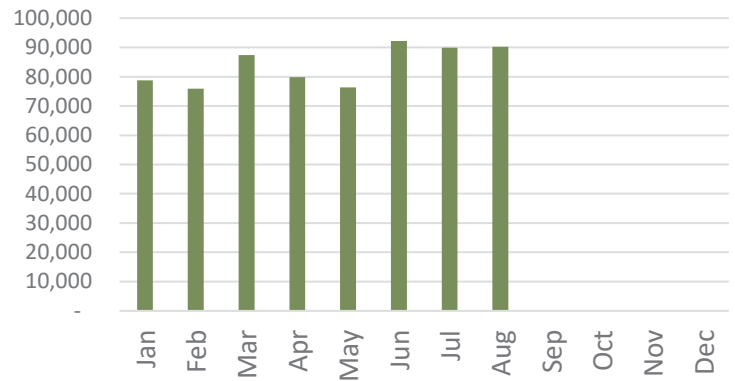
- 1) The Foundation is actively soliciting donations for the October Fall Raffle.

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

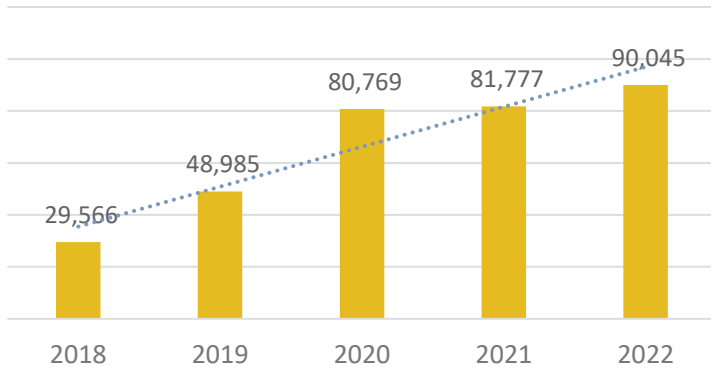
Overall Circulation YTD



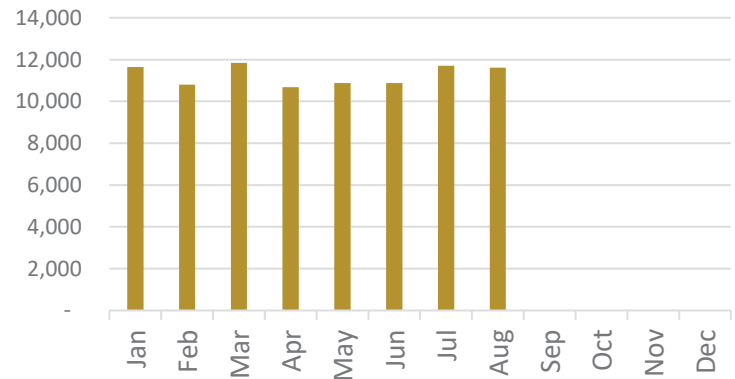
Overall Circulation 2022 by Month



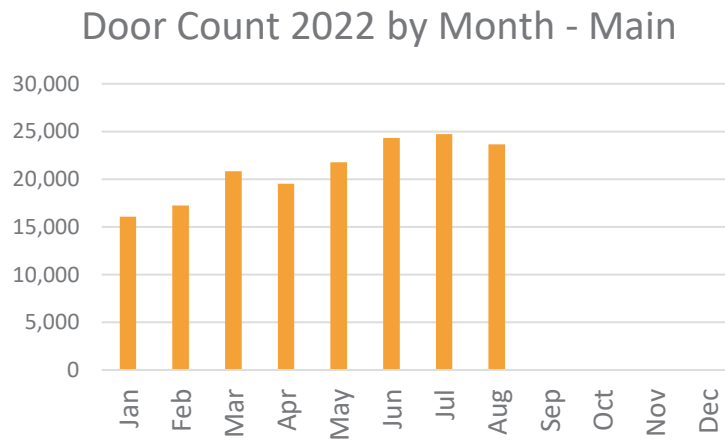
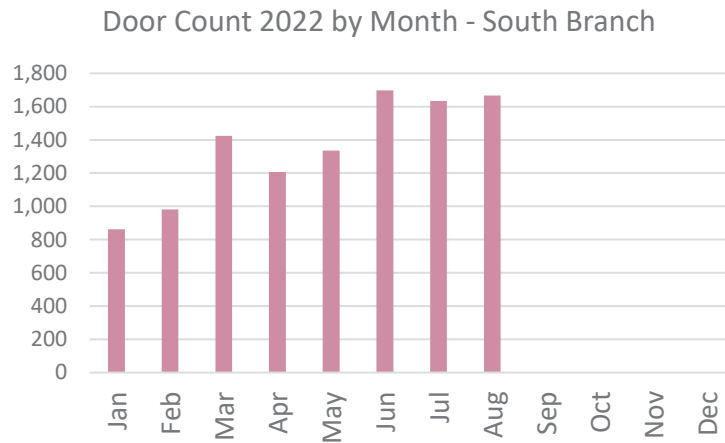
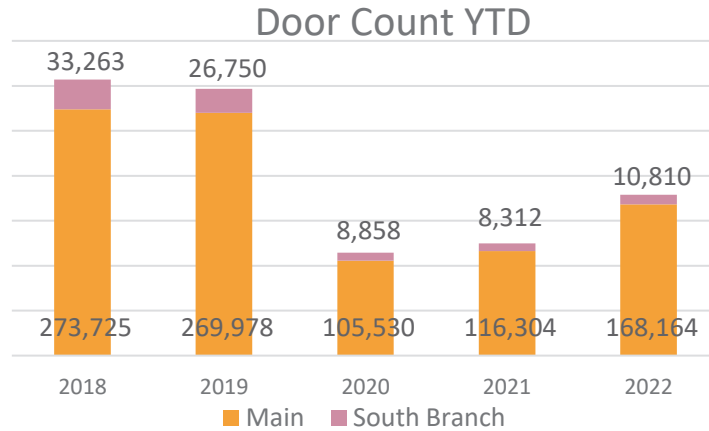
eMedia Circulation YTD



eMedia Circulation 2022 by Month

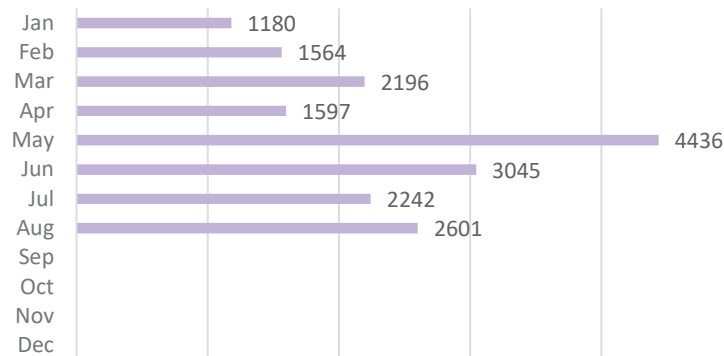


Mount Prospect Public Library
Monthly Library Report for Board of Trustees



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

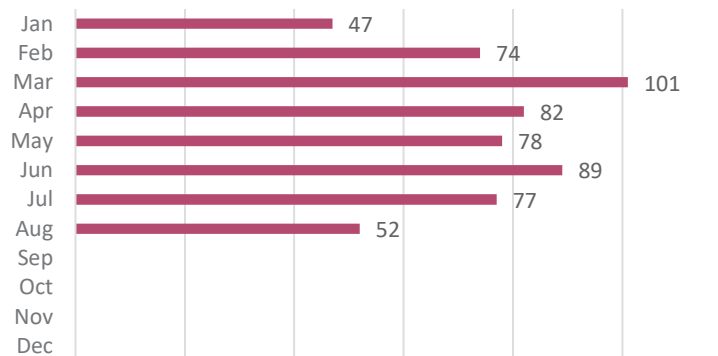
Program Attendance 2022 by Month



August 2022 Program Highlights

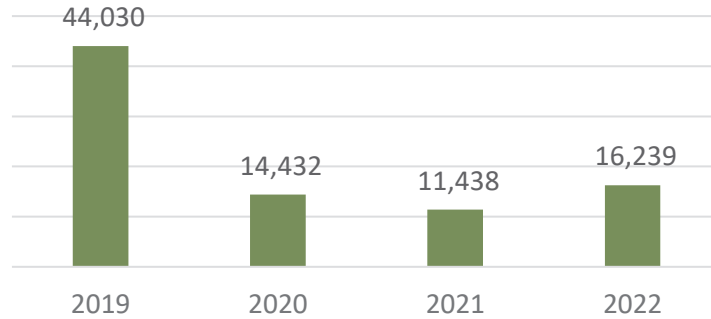
1. Be Prepared: Active Shooter Response Training with MPPD (103 in person, 74 virtual)
2. Parks of Montana and the Dakotas: Where the Buffalo Roam (44)
3. Tour of the Bahá'í House of Worship program recording (146, August views only)
4. Five back to school outreach events (680)
5. Xochitl-Quetzal Danza Azteca (56)
6. Play & Learn/Jugar y Aprender (102)
7. Dissecting Owl Pellets/Disección de bolitas de búho (15)
8. Super Saturday: Ben's Bubble Show (128)

Number of Programs 2022 by Month

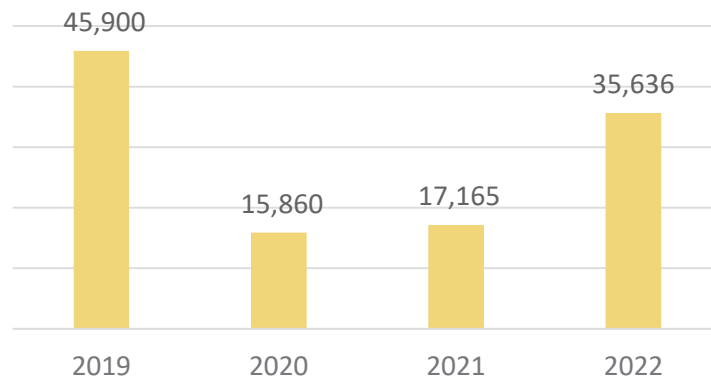


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

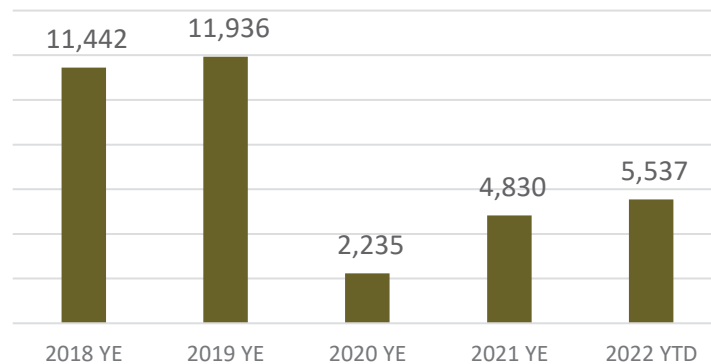
Public Computer Usage YTD
(hours)



Wireless Unique Users YTD



Study Room Usage



August 2022 Strategic Plan Progress Report

Items Completed in August 2022

1. **Space Planning at Main Library (A1A).** Contract with an architect to create a facility Master Plan for the Main Library.
 - a. Staff have recommended the firm Product Architecture + Design to complete this project. Assuming that the Board approves the recommendation on September 15, the work will begin shortly after. This project will take about three months and will include sessions with both Trustees and staff to determine space and services goals for the future. We will also include the community input from the Strategic Plan when identifying future goals. The deliverable from this project will be plans and a construction and furniture cost estimate broken into areas for potential phasing.
 - b. After the plan is created, staff and the Board will identify the implementation timeline and funding for the projects included in the plan (Activity A1B).

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 should review the recommendations at the September 15 meeting, then plan for approval at the October 20 meeting.
2. **New Website (A2B).** Create a new patron-focused website with simplified navigation and standardized naming conventions.
 - a. We selected a firm to design and implement a new website, WebLinx, and have our kickoff meeting with them scheduled for September 9. We had allocated \$30,000 in the 2022 budget, and the total cost for WebLinx will be \$19,440. Now that we have the specific timeline from the firm, we know that the new website will be launched in the first quarter of 2023. The major components of the project are:
 - i. Phase 1: Full custom design, revisions, and site interactivity (September – October 2022)
 - ii. Phase 2: Full content integration to include client customizations (October – December 2022)
 - iii. Phase 3: Training, site enhancements, and testing (January 2023)
 - iv. Phase 4: Final review and project completion (February 2023)

Mount Prospect Public Library
2022-2025 Strategic Plan Implementation Progress

3. **Marketing Department Assessment (OCA1, OCA2, OCA3).** Clarify the objective of the department and clearly identify the purpose and desired outcomes. Conduct a departmental assessment, including divisions of responsibility and workload. Evaluate staffing and resources and adjust to meet the identified needs of the library.
 - a. We held a departmental strategic retreat on August 23 to start tackling some of the activities we identified in the Strategic Plan. At the retreat we reviewed the purpose of the department and what success looks like, evaluated the current and future activities that support our programs and activities, and identified our top marketing priorities. The information gathered during the retreat will be analyzed, summarized, and documented in a manner that can be shared with the staff and Board.

MPPL Hours and Holidays Evaluation

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

Mount Prospect Public Library
Strategic Plan Recommendation; Activities B4A and B4B

[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



Village of Mount Prospect

50 S. Emerson Street, Mount Prospect, Illinois 60056

MEMORANDUM

TO: MOUNT PROSPECT LIBRARY BOARD CANDIDATES
FROM: VILLAGE CLERK
DATE: AUGUST 26, 2022
SUBJECT: APRIL 4, 2023 CONSOLIDATED ELECTION

On Tuesday, April 4, 2023 Mount Prospect voters will elect three (3) trustees to serve on the Mount Prospect Public Library Board of Trustees from May 1, 2023 through April 30, 2029 and one (1) trustee to serve a two-year term (to fill a vacancy) from May 1, 2023 through April 30, 2025.

Individuals interested in running for the office of library trustee in the [2023 Consolidated Election](#) are advised to visit the State Department of Election website at elections.il.gov. The complete candidate packet and required forms can be downloaded from this site.

A complete packet should contain the following:

- Statement of Candidacy—**NONPARTISAN SBE Form P-1A**
- Statement of Economic Interests [receipt](#)
- Loyalty Oath (optional)
- Candidate Petitions **NONPARTISAN SBE NO. P-4**

Candidates may begin circulating petitions on September 20, 2022. In accordance with Illinois Statute [75 ILCS 5/4-3.3] petition must be signed by at least 25 legal voters residing in the Village of Mount Prospect.

The filing period for those seeking office is December 12 – December 19, 2022.

This information is presented as a guideline only. It is the responsibility of the potential candidate to verify information with the State Board of Elections in Springfield (217/782-4141) or Chicago (312/814-6440).

Thank you.

Karen M. Agoranos
Village Clerk
Village of Mount Prospect